

*MICHAEL'S*  
School of Hair Design & Esthetics

PAUL MITCHELL

PARTNER SCHOOL



# CATALOG

2015-2016

Cosmetology • Esthetics • Barbering • Instructor

The Bedford Mall

79-6 South River Road. Bedford. NH. 03110

P: 603.668.4300 F: 603.668.6620

[www.michaels.paulmitchell.edu](http://www.michaels.paulmitchell.edu)

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# Connecting to my Future

Careers in Barbering, Cosmetology & Esthetics

*“When people come first ... success will follow”*

John Paul DeJoria ~ Co-Founder & President – John Paul Mitchell Systems

Welcome...

...to the exciting world of beauty and the exclusive world of the professional Barber, Cosmetology, Esthetics and Instructor education offered by *Michael's School of Hair Design & Esthetics--PAUL MITCHELL PARTNER SCHOOL*. Today the beauty industry is stronger than ever and the need for creative, well-educated barbers, cosmetologists, estheticians is growing rapidly as well as the need for qualified Instructors in each of said professions. Your choice in one of these trades is the beginning step toward a new career. Begin creating a game plan for success where you reassure yourself a rewarding, innovative and profitable future in an ever changing, as well as challenging, career. Create a road map for your journey and remember...in order to reach the top...to make the best possible use of your talents and artistry; you will need an exceptional education. Choosing the right school is crucial to your future success. At *Michael's—Paul Mitchell Partner School*, I make certain that the foundation is solid with a creative curriculum and talented, dedicated staff. Please know I am personally here to help you with your career search, therefore, do not hesitate to call on me for assistance as you begin your journey and your new career! Best of luck...

*Michael Kapos, President & Owner*

## Mission Statement

Through training, the primary goal of *Michael's School of Hair Design & Esthetics a PAUL MITCHELL PARTNER SCHOOL* is to develop in our Future Professionals artistic talent, technical skills & professional competence required to become a successful Barber, Cosmetologist, Esthetician, or Instructor and to pass the New Hampshire State Exam. Overall, our commitment is to raise the standards of professionalism in the beauty industry. Although the hands-on detail of technical skills is our focus, we are dedicated to classroom teaching –visual, auditory & motor learners; professional ethics and personal skills needed as marketable tools while seeking to provide the best learning facility and curriculum for our students in their quest to become successful. Therefore, upon course completion, the student is prepared to pass the NH State exam and to confidently enter the job market utilizing their skills for growth and advancement while making a contribution to the industry and the trades of this profession.

## The Owner

Michael has been a hair designer in this industry since 1963 after arriving from Europe and educated in New York City, Toronto and Paris, France earning many hairstyling awards as well as platform artistry experience.

## License, Accreditation and Ownership

<b>Licensed by</b>	NH State Board of Barbering, Cosmetology & Esthetics 2 Industrial Park Drive Concord, NH 03301 (603) 271-3608 <a href="http://www.nh.gov/cosmet">http://www.nh.gov/cosmet</a>
<b>Accredited by</b>	National Accrediting Commission of Career Arts & Sciences 4401 Ford Avenue – Suite 1300 Alexandria, VA. 22302 (703) 600-7600 <a href="http://www.naccas.org">http://www.naccas.org</a> <a href="mailto:naccas@naccas.org">naccas@naccas.org</a>
<b>Owned by</b>	Coiffures by Michael, Inc. d/b/a <i>Michael's</i> School of Hair Design & Esthetics – Paul Mitchell Partner School The Bedford Mall ~ 79-6 South River Road Bedford, NH 03110 P: (603) 668-4300 F: (603) 668-6620 <i>Michael G. Kapos, President/Owner</i> <a href="http://www.michaels.paulmitchell.edu">www.michaels.paulmitchell.edu</a>

## Administrative Staff & Faculty

<b>Administration</b>	Michael G. Kapos Maria Kapos Gail L. Hoage Kathie Vieira Shauna Sinotte Meghan Anderson Kelly Kinnett Diane Johnston Cathy Gallagher Heather Schofield	Owner & President Vice President Compliance Leader/School Director Business Administrator/Controller Service Desk Leader Service Desk Coordinator Financial Aid Leader Financial Aid Leader Admissions Leader Admissions Assistant
<b>Faculty &amp; Staff</b>	Michael G. Kapos Angela Vallee Kara Buss Sandra Abbott Heidi Adams Emily Brazil Andrea Dubuque  Pamela Dudley Kelsey Frothingham Sarah Jennison Erin Deuse Heather Schofield Rick Shepard Hannah Stevens	Cosmetology/Esthetics Leader Educational Leader Future Professional Advisor Cosmetology Learning Leader/Theory Specialist Esthetics Learning Leader Cosmetology Learning Leader/Core Cosmetology Learning Leader/Phase II Leader/Color Specialist/Final Phase Specialist Cosmetology/Barbering Learning Leader Cosmetology Learning Leader/Core Cosmetology/Barber Learning Leader Cosmetology Learning Leader/Texture Specialist Cosmetology Learning Leader/Makeup Specialist Cosmetology/Esthetics/Barbering Learning Leader Cosmetology Learning Leader/Cutting Specialist

## Application & Admission Requirements

Federal and state laws require that applicants for Barber, Barber Cross Over, Cosmetology, & Esthetics, programs must provide the following:

- *Entrance Interview w/Admissions*
- *High School Diploma or G E D\**
- *Age Requirement in N.H. (which is 16)*
- *US Citizen or hold recognized Visa*

*\*If student has a foreign diploma, the student is required to hire SpanTran Academic Evaluation Services to translate his/her diploma for a fee paid by the student.*

## Application & Admission Requirements cont.

Instructor Training Program – called the *Master Educator Program* – requires the same information listed above *plus* trainee must have a valid Barber, Cosmetology, or Esthetics State of New Hampshire License.

Information regarding financial aid may be obtained by calling the Admissions or Financial Aid Office. The School does not recruit students attending or admitted to other schools offering similar programs of study. Prospective students who do not meet the School's professional standards will be notified after completion of an Admission's appointment and Interview or in writing within three (3) business days of submitting an application for enrollment. Students who are denied entrance to our facility are encouraged to reapply through the Admissions Department within ninety (90) business days.

Pertinent facts about the School, housing, directions/map, Career Night, etc. are discussed in Admissions during the future professional's Interview.

## Statement of Non-Discrimination

This institution, in its admission, instruction & graduation policies and practices does not discriminate on the basis of race, sex, sexual orientation, age, ethnic origin, creed, religion, color, disability, financial status or country or area of origin of residence (ancestry). The School does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, you are required to report the matter to the School's Director/Compliance Officer – Gail Hoage, in person or at (603) 668-4300, The Bedford Mall, 79-6 South River Road, Bedford, NH 03110 immediately in order for appropriate action to be taken.

## Transfer Policy

The School does not accept transfer hours from another institution unless the student is transferring from another Paul Mitchell School or when transferring from a vocational high school program. Accepted students transferring from another institution must meet the Admissions Requirements as stated above. A waiting period of a minimum of three (3) business days after termination from a previous school is adhered to before entering *Michael's*. Students must also submit the following documents for review before a transfer decision can be made:

- Satisfactory Academic Progress Report (showing Hours, Grades, Requirements, Attendance & Academic %'s)
- Financial Aid Transcript – if applicable
- Letter of Character Reference from previous school

Transferring students will be charged the current per hour rate for the course they wish to attend. Fees for registration, kit and books are the same for transfer students as for new students. A kit need not be purchased should the accepted transfer have all the necessary equipment. However, it is mandatory that all accepted transfers purchase the required textbooks if all theory exams have not been completed at the previous institution. Full hours will be accepted for all programs when transferring from another Paul Mitchell accredited post-secondary institution as well as accepting a maximum of 200 hours for the Cosmetology program when transferring from a vocational high school program. To receive vocational hours, the transfer must adhere to the following:

- Pass Vocational Program's Cosmetology Final
- Receive High School Diploma
- Pass Proficiency Assessment at Michael's

## The Learning Leaders

The Staff of Learning Leaders are professional individuals selected for their knowledge of the craft, their educational effectiveness and commitment to each student. Students are trained in the Paul Mitchell School systems and programs promoting the Paul Mitchell Culture and Mission Statement – “*When people come first...success will follow!*” They are also trained using **Paul Mitchell & Milady textbooks\*** following certain methods of curriculum and lesson planning ultimately teaching and training the student who will be focusing and concentrating on developing their motor skills, physical dexterity and the ability to see balance and form. Developing these skills is done through continual practice, demonstration and observation as these skills cannot be taught but are achievable only through practice. The staff members are great facilitators with the students always in charge of their own learning, therefore, to help themselves achieve these skills, it is important to attend school on a daily basis, avoid tardiness/lateness, have a positive attitude, constantly practice, complete homework, daily assignments and develop good study habits. As facilitators, the staff cares about each student and will help each one, to the best of their ability, attain their goals. Remember – do not be afraid to ask questions. Should you need help—advise your Learning Leader and/or the Learning Leader Advisor. Please know that the staff, administration and the owner are open to suggestions and constructive criticism, thereby welcome your comments.

## The School Dean/School Director

The School Director is in charge of the school working directly with the owner and departmental Leaders relative to your education and training. If you have any problems related to your classes and clinical training, please see your Learning Leader. If he/she cannot help you, they will direct you to the Future Professionals Advisor. If he/she cannot help you, you will be directed to the Educational Leader and then the School Director. Please request an appointment at any time.

## School Hours & Calendar

- Monday: 9:00 am-9:30 pm / Tuesday through Friday: 9:00 am-10:00 pm / Saturday: 9:00 am-4:00 pm
- All day students attend classes Tuesday – Saturday / 9 am – 4 pm—except Core which begins Monday – Friday 9 am – 4 pm for a 6 week period & then transitions to the regular Tuesday – Saturday schedule / Esthetics students leave @ 1 pm on Tuesday only
- All night students attend classes Monday from 6 pm – 9:30 pm & Tuesday through Thursday 6 pm – 10 pm / Esthetics students leave @ 9 pm on Monday only
- Class Starts – 2016
  - Cosmetology Days: 01/11, 02/29, 04/18, 06/06, 07/25, 09/12, 10/31, 12/19
  - Cosmetology Nights: 01/11, 04/18, 07/25, 10/31
  - Esthetics Days: 04/19, 09/13
  - Esthetics Nights: 02/29
  - Master Barber: 09/13
  - Barber Crossover: 07/25
- Class Starts – 2017
  - Cosmetology Days: 02/06, 03/27, 05/22, 07/17, 09/04, 10/23, 12/18
  - Cosmetology Nights: 02/06, 05/22, 09/04, 12/18
  - Esthetics Days: 03/27, 09/05
  - Master Barber: 09/04
  - Barber Crossover: 02/06, 07/17
- Class Starts – 2018
  - Cosmetology Days: 02/05, 03/26, 05/21, 07/16, 09/10, 10/29, 12/17
  - Cosmetology Nights: 03/26, 07/16, 10/29
  - Esthetics Days: 03/27, 09/11
  - Master Barber: 09/11
  - Barber Crossover: 02/05, 07/16

## Textbooks

**\*Milady's Standard Cosmetology Textbook:** ISBN 1-4180-4935-2 (Hardcover) -\$102.95 & ISBN 1-4180-4936-0 (Softcover)- \$97.95

**Theory Workbook:** ISBN 1-4180-4941-7 - \$43.95

**Practical Workbook:** ISBN 1-4180-4942-5 - \$43.95

**Exam Review:** ISBN 1-4180-4943-3 - \$32.95

**Be Nice (Or Else!):** ISBN 13:978-0-974993-99-7 - \$23.95

**Paul Mitchell Schools Cutting System Guide:** ISBN 0-9743205-2-8 - \$25.00

**Connecting to My Future:** ISBN 0-9743205-0-1 - \$19.95

**The Coloring Book:** ISBN N/A - \$26.00

## Holidays/School Closure Dates

Michael's is closed for the following holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve, Christmas Day & Day after Christmas.

2016:	01/01, 05/30	07/04, 09/05, 11/24, 12/24, 12/26
2017:	05/29, 07/04	09/04, 11/23, 12/25, 12/26
2018:	01/01, 05/28, 07/04.	09/03, 11/22, 12/24, 12/25, 12/26

## Advising

Satisfactory Progress Evaluations, along with an Advisory Form, occur monthly while formal Satisfactory Progress Evaluations in both attendance and academics occur when the cosmetology/barber student reaches 450, 900, 1200 actual hours, the esthetic student reaches 300 actual hours or when the Instructor/Master Educator reaches 450, 900 actual hours. The monthly SAP Reports are issued to each student in order for them to be aware of their progress towards meeting satisfactory progress in the areas of attendance, academics and personal development.

Students are also given advising relative to other issues/challenges should they arise during their enrollment time...the School strives for solutions to any problems. The staff tries to advise with personal and professional concerns to the best of their abilities...*please remember...they are not counselors*. The student will receive a copy of any such notice.

## Educational Costs

Total Cost of Education	*Tuition	Registration Fee	Books, Kit, Supplies	Misc. Fees	App. Fees	Post Grad Fees
Cosmetology (\$20,643)	16,995	50	3,234	61	100	203
Master Barber (\$20,643)	16,995	50	3,234	61	100	203
Esthetics (\$13,386)	11,477	50	1,495	61	100	204
Barber Crossover (\$4,634.00)	3,000	50	1,220	61	100	203
Instructor (\$8,220.00)	7,140	50	595	61	100	274

Books, Kit, Supplies: Purchased separately at the school's Bookstore/Retail Center which carries all required books, kit, supplies. \*Students will only be allowed to use Paul Mitchell kits & equipment while enrolled at a Paul Mitchell School. If a student needs to replace a kit or equipment item (tool) at any time during their enrollment, these items may be purchased at the School or independently.

### Miscellaneous Charges:

- \$25 NH State Apprentice Registration Fee – payable to Treasurer, State of NH prior to or on class start date \*\*
- \$ 6 Student Photo Badge Fee
- \$30 Uniform: Paul Mitchell T-Shirt & Apron

### Post Graduate Fees (not financed through the School):

- \$173 State Exam Fee – at graduation from program payable directly to licensing agency (\$244 =Instructor Fee)
- \$ 30 License Fee – payable to Treasurer, State of NH after passing state exam
- \$203 TOTAL (\$274 = Instructor Cost)

\*Transfer Students with hours are given a discount on Tuition based on contracted hours

## Payment Plan

Budget Tuition Plans w/monthly payments are available – EASY PAYMENT PLAN available and discussed at Financial Aid Appointment – break down shown on Enrollment Contract

## Curriculums

**Cosmetology:** The course consists of 1500 hours of instruction in theory, practical /demonstrations and clinic/laboratory. Course Outline is separated into 4 segments – Core, Adaptive, Creative, Final Phase/Phase Two. Future Professionals have the opportunity to practice their talents/work on paying clientele under the supervision of licensed Learning Leaders.

### *Breakdown:*

Hours	Subject	Hours	Subject
9	Cosmetology: The History & Opportunities	17	Braiding & Braid Extensions
10	Life Skills	10	Wigs & Hair Additions
11	Your Professional Image	200	Chemical Texture Services
7	Communication for Success	126	Hair Coloring
74	Infection Control: Principles & Practice	30	Hair Removal
17	General Anatomy & Physiology	95	Facials
13	Basics of Chemistry	30	Facial Makeup
18	Basics of Electricity	14	Nail Structure & Growth, Diseases & Disorders
20	Skin: Structure, Growth, Nutrition, Diseases & Disorders	137	Manicuring & Pedicuring
24	Properties of the Hair & Scalp	21	Nail Tips & Wraps, Liquid & Powder Nail Enhancements, Gels
22	Principles of Hair Design	21	The Salon Business
76	Scalp Care, Shampooing, Rinsing & Conditioning	12	Seeking Employment
167	Haircutting	6	On the Job
113	Hairstyling	200	Miscellaneous/Mock Board Exam/State Laws, Field Trips

**Instructor —The Master Educator Program:** The course consists of 1000 hours of instruction in theory, practical/demonstrations and clinic/laboratory. Trainees assist under the supervision of licensed Learning Leaders.

### *Breakdown:*

Hours	Subject	Hours	Subject
35	History of Teaching	30	Profile of a Master Educator
40	Educator Relationships	100	Developing a Dynamic Program of Study
50	Developing & Using Educational Aids	100	Teaching Skills & Presentation Techniques
150	Results-Orientated Classroom Management	40	Industry Needs
150	Teaching in a Dynamic Clinic	50	Student Evaluation & Testing Methods
35	Teaching the Diverse Learning Styles	30	Powerful Teaching & Learning Methods
35	Achieving Learner Results	30	Professional Performance Evaluation
100	Preparing for Licensure & Employment	25	Miscellaneous/Mock Board Exam, Field Trips



## Curriculums cont.

**Master Barber:** The course consists of 1500 hours of instruction in theory, practical/demonstrations and clinic/laboratory. The course outline is separated into 3 segments — Core, Adaptive and Creative. Future professionals have the opportunity to practice their talents/work on paying clientele under the supervision of licensed Learning Leaders.

### Breakdown:

Hours	Subject	Hours	Subject
7	Introduction/Study Skills	35	Men's Hair Replacement
8	The History of Barber-Styling	50	Women's Haircutting & Styling
10	Your Professional Image	208	Chemical Texture Services
27	Microbiology	130	Hair Coloring & Lightening
70	Infection Control & Safe Work Practices	20	Electricity & Light Therapy
50	Implements, Tools & Equipment	20	Chemistry
40	Properties & Disorders of the Skin, Scalp & Hair	30	Anatomy & Physiology
30	Treatment of Hair & Scalp	10	The Job Search
80	Men's Facial Massage & Treatments	16	Barber Shop Management
195	Shaving & Facial Hair Design	14	State Board Preparation & Licensing Laws
250	Men's Haircutting & Styling	200	Miscellaneous/Mock Board Exam/State Laws

**Esthetics:** The course consists of 600 hours of instruction in theory, practical/demonstrations, clinic/laboratory. Course Outline is separated in two segments – Core and Creative. Future professionals have the opportunity to make appointments and practice their talents/work on paying clientele under the supervision of licensed Learning Leaders

### Breakdown:

Hours	Subject	Hours	Subject
11	History & Career Opportunities	20	The Treatment Room
21	Your Professional Image & Communicating for Success	26	Facial Massage
23	Infection Control	53	Basic Facials & Treatments
53	Anatomy & Physiology	41	Facial Machines
12	Basics of Chemistry	54	Hair Removal
10	Basics of Nutrition	45	Advanced Topics & Treatments
12	Basics of Electricity	35	The World of Makeup
27	Physiology & Histology of the Skin	19	Career Planning
30	Skin Disorders & Diseases	15	Skin Care Business
20	Skin Analysis	10	Selling Products & Services
13	Skin Care Products, Chemistry, Ingredients & Selection	50	Miscellaneous/Mock Board Exam/State Laws/Field Trips

**Grading System:** Each program offered uses the same grading system as follows:

<u>Theory Grading System</u>	<u>Practical/Clinic/Personal Development Grading System</u>
93-100% = A/Excellent-Outstanding	5 = A/Excellent – Outstanding
84- 92% = B/Very Good-Above Average	4 = B/Very Good – Above Average
77- 83% = C/Good – Average	3 = C/Good – Average
70- 76% = D/Satisfactory	2 = D/Satisfactory
69/below = F/Unsatisfactory-Needs Improvement	1 = F/Unsatisfactory – Needs Improvement

## Gainful Employment Disclosure:

Cosmetology SOC Code #39-5012 & CIP Code #12.0401: Provides beauty services, such as shampooing, cutting, coloring, styling hair, massaging & treating scalp. May apply makeup, dress wigs, perform hair removal, provide nail & skin care services.

Barber SOC Code #39-5011 & CIP Code #12.0402: Provide barbering services, such as cutting trimming, shampooing, styling hair, trimming beards, giving shaves.

Esthetics SOC Code #39-5094 & CIP Code # #12.0409: Provide skincare treatments to face & body to enhance an individual's appearance. Includes electrologists & laser hair removal specialists.

Instructor SOC Code #25-1194.00 & CIP Code #12-0413: Teach or instruct vocational or occupational subjects at the postsecondary level to students who have graduated or left high school.

For additional information regarding occupations—visit the following links on line:

Department of Labor's O\*NET @ <http://www.onetonline.org>

The Bureau of Labor Statistics, @ [http://www.bls.gov/oes/current/oes\\_stru.htm#39-0000](http://www.bls.gov/oes/current/oes_stru.htm#39-0000)

## Cosmetology Related Professions

Hair Designer, Makeup Artist, Manicurist, Pedicurist, Salon Owner, Salon Manager, Retail Specialist, Brand Leader, Desairologist, Platform Artist, Sales Representative, Skin Care Specialist, Educator, Instructor, School Director, Admissions Representative, Recruiter, Color Specialist, State Board Member, State Board Examiner, Distributor Representative, Educator, Instructor, Salon Manager, Salon Owner, etc.

## Barber Related Professions

Barber/Stylist, Shop Owner, Shop Manager, Retail Specialist, Educator, Platform Artist, Sales Representative, State Board Examiner, State Board Member, Instructor, etc.

## Esthetics Related Professions

Esthetician, Cosmetician, Makeup Artist, Spa Owner, Spa Manager, Educator, Instructor, Sales Representative, Cosmetic Salesperson, Cosmetic Buyer, Restorative Art Specialist, Dermatologist/Cosmetic Surgeon Assistant, etc.

## Instructor Related Professions

School Instructor/Manager/Director/Owner, State Board Member, State Board Examiner, Admissions Recruiter, Platform Artist, Product Educator, Lecturer, etc.

The School is located on one level in the middle of The Bedford Mall, Bedford, NH totaling 11,609 ft<sup>2</sup>. of climate controlled air conditioning/heat. School is equipped with modern audio/visual facilities including power point and the tools needed for each level of education. The clinic area provides access to state of the art equipment and *Paul Mitchell and Dermalogica* treatment products in a spacious professional surrounding. The School contains modern, functional equipment: work stations, hydraulic chairs, dryers, shampoo chairs & sinks, facial / manicuring / pedicuring tables & chairs while the clinic and each classroom is equipped w/closed circuit television, VCR/DVD, intercom system. Rooms all located on one floor—ground level:

- Student Lounge w/Vending Machines & Microwaves
- Supply Room
- 7 Classrooms w/Intercom, Stereo System, TV & DVD
- 3 Large Working Clinics w/TV & DVD
- Library w/Computers & WiFi
- Lavatories Including Handicap Access
- Administrative Offices: Owner, Admissions, Compliance, Financial Aid, Business Office & Conference Room
- Hallways w/Handicap Access
- Student Lockers
- Manicuring & Pedicuring Area
- Facial Area
- Dispensary
- Drinking Fountain
- Maintenance Closet
- Educational Offices: Supervisors & Instructors, Employee Lounge

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction at *Michael's*. The School has provided accommodations for handicapped students and will, also, exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. Should academic adjustment or auxiliary aids be deemed necessary, they may be requested by contacting the School's Compliance Leader who is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 & Title III of the Americans with Disabilities Act of 1990.

New students will spend their first weeks in a classroom setting learning basic skills. As the student progresses in their chosen course from Core to Adaptive to Creative to Final Phase to Phase Two, a greater portion of time will be spent training in a salon-clinic environment on customers under the close supervision of qualified Learning Leaders. Students are not allowed to work on customers until they have successfully completed an evaluation of their basic skills.

The *Library* contains extensive reference materials and a large selection of audio/video materials. Students may refer to these programs to extend their knowledge or brush up on a past lesson. Internet usage is available. All of our educational courses are supported by full audio/visuals and we encourage future professionals to take advantage of the *Library* whenever possible.

## Voter Registration

In a state where the mottos if "*Live Free or Die*" and the traditional town meeting is still held each year, you can expect the Voter Registration Process to be basic. Voting eligibility is simple:

- You Must be 18 Years Old*
- You Must be a Resident of N.H.*

In order to register you must go to the town office where you are a resident. You must prove your residency before registering to vote as follows:

- Valid NH Vehicle Registration
- NH Driver's License
- U.S. Passport
- Utility Bill w/recent postmark addressed to YOU
- Form #RSA 654:7 – NH Voter Registration Form
- School has voter registration forms needed to meet the deadline for registering to vote.
- School's Financial Aid & Admissions Departments team up w/a class for all students relative to the importance of voting and explaining about the needed forms to register. A HANDOUT entitled "*How To Register*"
- To Vote in New Hampshire*" is given to all class participants as some are embarrassed to admit they are not voters.

## Constitution Day & Veterans Day

program performed by the Staff is set up to explain What is Constitution Day and its importance and this is done through Poems, Music, The Preamble to the Constitution, The Pledge of Allegiance, singing of the National Anthem, and ending with The Ringing of the Bells.

On November 11<sup>th</sup> of each year a Ceremony is also held for **Veterans Day** honoring the men & women who have served in the U.S. Military. Again, this program is set up and performed by the Staff from the Pledge of Allegiance, to an explanation of Veterans Day, Patriotic Poems & Readings, Songs, Video, etc. on the anniversary of 9-11 and to make an impact on our local communities, all Paul Mitchell Schools nationwide participate in an event of their choice to remember that tragic day. Michael's pays tribute to the SEARCH AND RESCUE DOGS of 9/11.

## Vaccination Policy

The School does not require vaccinations for admissions into our programs. Anyone interested in getting more information about vaccinations should contact or consult with their health care provider.

## Policy & Sanctions Related to Copyright Infringement

*Michael's School of Hair Design & Esthetics—Paul Mitchell Partner School* prohibits copyright infringement. (refer to Enrollment Contract) The School will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the use of the institution's information technology system for those activities. Any student involved in said act will be reported to the proper authorities and termination could result.

## Grading System

Examinations are given in all subjects and hard copy records and computer records are kept of grades as well as attendance. The following system/numeric grading scale is used for the evaluation of a student's academic ability and theory progress:

<u>Theory Grading System</u>	<u>Practical/Clinic/Personal Development Grading System</u>
93-100% = A/Excellent-Outstanding	5 = A/Excellent – Outstanding
84- 92% = B/Very Good-Above Average	4 = B/Very Good – Above Average
77- 83% = C/Good – Average	3 = C/Good – Average
70- 76% = D/Satisfactory	2 = D/Satisfactory
69/below = F/Unsatisfactory-Needs Improvement	1 = F/Unsatisfactory – Needs Improvement

There are 3 specific parts to the grading system: Theory, Practical/Clinic, Segment Exams

Each student is graded on his/her knowledge of the textbook, classroom theory and practical/clinic work. Exams are written and practical and use a combination of the six (6) methods of testing.

Practical and clinical work is graded by a signature on the students' worksheet or client ticket. A signature from an instructor represents a grade of higher than 70%. No signature indicates a score of less than 70% and the student did not meet minimum satisfactory standards on the practical application. The student is required to continue the practical application until they receive a signature from an instructor.

**All students who successfully complete the training program are issued a *Diploma*. At that time, the student is prepared to take the State licensing examination. An overall grade of 75% is academically required for graduation with an overall average of 75% required for attendance. Samples showing the scoring system and criteria used on each skill is given on the first day of school during Orientation Class**

## Satisfactory Academic Progress

Every student enrolled must meet formal standards that measure their satisfactory progress toward graduation as well as proceed through the course at a pace leading to completion in the specified time frame. (Time Frame or Program Completion Policy is reviewed during Orientation) The policy is provided to all students on or before the first class session. The policy is consistently applied to all students and complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Theory grade average of **75%**
2. Minimum cumulative academic level of **75%** on practical worksheet completion
3. Minimum cumulative attendance level of **75%** of their contracted hours
4. Grade average of **75%** is required for graduation as well as attaining satisfactory progress

A student who has not achieved the minimum cumulative GPA of 75% or who has not successfully completed at least a cumulative rate of attendance of 75% is not eligible for Title IV assistance, if applicable. In order to determine your rate of attendance divide the cumulative number of hours completed by the scheduled hours to date.

Full time day students attend 5 days/32.5 hours per week - 9:00 am - 4:00 p.m. Night school students attend 4 days/15.5 hours per week - 6:00 pm to 9:30 pm on Monday only and 5:00 p.m. to 10:00 p.m. Tuesday through Thursday. Information regarding other course schedules is available upon inquiry.

The State of New Hampshire requires 1500 clock hours for Cosmetology & Barbering courses. Students are expected to complete their course of Cosmetology in no more than **133%** of the program length. If a student is never absent, they would complete their course of study within 46 weeks for a full time student and 97 weeks for a part time student.

The State of New Hampshire requires 600 hours for the Esthetics course. Students are expected to complete their course of study in no more than **133%** of the program length. If a student is never absent, they would complete their course of study within 20 weeks for a full time student and 40 weeks for a part time student.

The State of New Hampshire requires 1000 hours for the Instructor/Master Educator course. Students are expected to complete their Instructor/Master Educator course in no more than **133%** of the program length. If a student is never absent, they should complete their course of study within 39 weeks for the full time program and 56 weeks for the part time program.

Students whose transfer hours are accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

In the case of Leave of Absence, maximum time frame will be extended by number of days in the Leave (LOA).

### **Maximum Time Frame Allotted for Course Completion**

Students must complete the educational program within the maximum time frame which is based on attending at least **75%** of the scheduled hours.

## Maximum Time Frame Allotted for Course Completion cont.

Course	Maximum Time Frame	
	Normal/Minimum TF	Maximum TF
<b>COSMETOLOGY</b>		
Ft./Day Students—32.5 hrs./wk.	46 Weeks	61.5 Weeks
Pt./Night Students—15.5 hrs./wk.	97 Weeks	129.0 Weeks
<b>BARBER</b>		
Ft./Day Students—32.5 hrs./wk.	46 Weeks	61.5 Weeks
Pt./Night Students—15.5 hrs./wk.	97 Weeks	129.0 Weeks
<b>ESTHETICS</b>		
Ft./Day Students—30 hrs./wk.	20 Weeks	26.6 Weeks
Pt./Night Students—15 hrs./wk.	40 Weeks	53.0 Weeks
<b>INSTRUCTOR/MASTER EDUCATOR</b>		
Ft./Day Students—26 hrs./wk.	39 Weeks	51.0 Weeks
Pt./Day Students—18 hrs./wk.	56 Weeks	74.0 Weeks

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students receive a hard copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on **Warning** or has prevailed upon appeal resulting in a status of **Probation**.

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

A student may appeal the decision if they have a reason as to why they did not make satisfactory progress and if they can document that the circumstances which caused them to have an unsatisfactory progress determination have in some way changed. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances must be documented in the student's file. The School must determine that Satisfactory Academic Progress standards can be by the end of the subsequent evaluation period in order for appeal to be approved. If the school grants the appeal they may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted the student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements, all Federal aid will be suspended until such time that the student re-establishes satisfactory progress.

Federal financial aid, if applicable, will not be disbursed to students on Financial Aid Probation unless the student appeals and prevails on appeal. Students may re-establish satisfactory progress and Title VI aid (as applicable) by meeting minimum attendance and academic requirements at the next evaluation period. If the student has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.

Satisfactory Progress Evaluations, along with an Advisory Form, occurs monthly while formal Satisfactory Progress Evaluations in both attendance and academics occurs when the cosmetology/barber student reaches **450, 900, 1200 actual hours**, the esthetic student reaches **600 actual hours** or when the Instructor/Master Educator reaches **450, 900 actual hours**. The monthly SAP Reports are issued to each student in order for them to be aware of their progress towards meeting satisfactory progress. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

## Leave of Absence

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will not be included in the student's cumulative attendance calculation. A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time period when a student is not in attendance.

- LOA's are granted in multiples of thirty (30) days - (30, 60, 90, 120, 150, 180 days)
- Multiple LOA's may be granted in any 12 month period with a minimum increment of thirty (30) days
- LOA has no effect on the "Satisfactory Academic Progress Standard" - If student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
- LOA timeframe does not involve any additional charges from *Michael's*.
- Total number of days allowed for a Leave of Absence may not exceed 180 days in a 12 month period.
- Students on approved LOA need to be aware that said LOA may affect financial aid. Before final consideration is given to grant requested LOA—an FA Advisor will meet with the student and provide information as follows:
  - ❖ loan obligations
  - ❖ deferment options
  - ❖ deferments may be canceled
  - ❖ grace periods exhausted
  - ❖ possible revisions in his/her aid package
  - ❖ notification to lending institutions
  - ❖ if a veteran—benefits may be affected
  - ❖ consequences of not returning to *Michael's* at the expiration of the LOA

Student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In said case, the student should be informed that the date he/she began the LOA is the last day of attendance for the purpose of calculating the Return of Title IV funds. Should withdrawal result, a student's grace period for a Title IV program loan might be exhausted.

- A Leave of Absence will be granted if the request meets the following:
  - Submitted to the School in advance unless prevented by unforeseen circumstances
  - Submitted in writing, signed and dated with specific reasons for request explained in full
  - Request must be approved by school official
  - To request full one hundred eighty (180) day Leave of Absence, complete documentation and certain conditions will be needed to support said request ... *ie: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993)*

When a student takes a LOA, the contract end date is amended. To calculate the new contract end date, the amount of the days of the LOA and any holidays in which the school is closed, is added onto the contract end date. Length of the Leave of Absence (days) + Holidays and/or days school is closed = New Contact End Date.

## Appeal Procedure

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the students fail to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

Satisfactory Academic Progress cont

## Re-Admission Policy

Students may reapply to be re-admitted to the institution after being dismissed after waiting a period of 3 months (90 days). In some cases, it may be required for the student to wait a minimum of 180 days before re-admission will be reviewed and approved or denied. Re-admission is not guaranteed.

With respect to financial aid, a student must complete a period of 2 months with at least a 75% grade average and maintain attendance at 75% for that period, as well as comply with all regulations of the school, before financial aid awards will be made. **This procedure applies only to dismissals caused by lack of Satisfactory Academic Progress and will never be granted more than once. It does not apply to voluntary withdrawals.**

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days from the withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Re-entering future professionals will be charged at the current tuition rates for newly entering future professionals. Amounts paid during the first period of enrollment will be credited to this account. If the future professional re-enters within 12 months of the withdrawal, the administration fee will be waived.

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the School's Satisfactory Academic Progress standards.

## School Rules & Regulations

The following policies/procedures/regulations are fully discussed the first day of school during Orientation Class:

- Campus Safety & Security Policy/Crime Report w/Emergency Evacuation Plan
- Drug & Alcohol Abuse Prevention Policy Program
- Business Office Policy
- Advertising Release Policy
- Student Rights under FERPA Policy
- Time Frame/Program Completion Policy
- Excused Time & Late Arrival Policy
- Satisfactory Academic Progress Policy
- Probation Procedures/Policy
- Re-Admissions/Re-Entry Policy
- Grievance Procedure/Policy
- Video Surveillance Policy
- Financial Aid Entrance Interview Forms

## Attendance & Absenteeism

Ten percent (10%) of your contract time is allowed for absenteeism and/or tardiness. This time allotment is calculated into your Anticipated Graduation Date. Once a student has used all time allotted for absenteeism, that individual must purchase additional training hours. At that time, payment arrangements must be made w/the Business Office, Financial Office or School Director prior to continuing attendance in school.

Daily attendance is important and one of the keys to your success as a future professional. As of 02/04—the Department of Education released its “14 Day Rule”. This rule states that the date of the institution's determination a student withdrew would be no later than a week (calendar week) after the student's last date of academic attendance meaning termination will occur after the student has not been in attendance for 14 days. Students should be in their class location approximately 5 minutes prior to starting class. At such time, the student should be completely prepared for class – all materials/tools needed should be in hand with hair and makeup done prior to arrival at school as well as properly dressed in the uniform of the school.

## Additional Time Needed for Course Completion



Each student is required to complete the total number of hours (depending on course chosen) in the time frame allotted. However, an additional amount of hours (60 Esthetics, 150 Cosmetology/Barber, 100 Instructor) is allotted in the Anticipated Graduation Date to permit a reasonable amount of sick/personal time. Should the student fail to graduate by the Anticipated Graduation Date, the school agrees to sell the student an additional contract for the purpose of permitting the student to complete the required education. *Cost per Hour:* \$11.33 Barber-Cosmetology, \$19 Esthetics, \$7 Instructor. Said absentee charges must be paid in full before graduation or diploma issuance. Emergency situations discussed / reviewed with Dean/School Director. (*Review Time Frame Completion Policy*)

### **Excused Time/Tardiness/Late Arrivals**

Because the contract graduation date allots 10% of the program length for absenteeism, no Excused Time is granted.

Late arrivals for day & evening students are permitted & monitored by the Front Desk Salon Coordinators in conjunction w/the Educational Department as follows:

- ◆ *10 unexcused late arrivals per month*
- ◆ *No waiver for any circumstances*
- ◆ *On 11<sup>th</sup> late arrival, future professional is sent home*
- ◆ *Warnings are given whenever possible*

If you are going to be late, a *courtesy* phone call to the Learning Leader Advisor or Educational Leader is required. An *excused* tardiness will be at the discretion of the Learning Leader Advisor. *Oversleeping is not an excuse!!* You will be sent home on your 11<sup>th</sup> late arrival/tardiness. Therefore, if you know you are going to be late---then don't bother coming if it is your 11<sup>th</sup> lateness. Please remember---this is a Clock Hour School.

### **Acceleration**

Students may not attend extra hours to "accelerate" their graduation date. The contract you sign shows an Actual and an Anticipated Graduation Date. This anticipated date allows for *150* extra hours to complete the course in the Barber/Cosmetology Programs, *60* extra hours to complete the course in the Esthetics Program, *100* extra hours in the Instructor Program. Should the student miss time, *Makeup Time* (see separate section) is permitted which allows students who have excessive absenteeism (for valid reasons) the opportunity to avoid overtime charges should the 150,60 or 100 hours be exceeded.

- ◆ *Day Students: Monday, Tuesday & Thursday Nights*
- ◆ *Night Students: Wednesday & Saturday*

Title IV Federal Financial Aid Programs stipulate that a student must attend class at least a minimum of 30 weeks in an academic year to be eligible for full financial aid. At this institution, the full time day program is 32.5 hours per week for Barber/Cosmetology and Esthetics full time day program is 30 hours per week. (see enrollment contract page 1) *Should a future professional attend 40 hours per week, they would complete the academic year in less than the 30 weeks thus reducing their financial aid eligibility.* Due to the school's Non-Discrimination Clause (see Enrollment Contract), cash paying students fall under the same rules as financial aid students.

### **Doctor's Notes**

Students are encouraged to bring in doctor notes for their files to show validity for absenteeism. However, due to the high allotment of absentee time calculated in the Contract Graduation Date, excused time is not granted.

### **Inclement Weather**

School may be canceled. Announcements are made on local radio stations as well as Channel 9/WMUR TV & School's Answering Service. At such time, the anticipated graduation date may be extended accordingly for "Acts of God".

### **Breaks**

Two Scheduled Breaks: One in the morning & the afternoon for Days / one during the evening for Nights. Breaks do not have to be taken on school premises but can be out of the building. Refer to printed Class Schedule.

## Phone Calls & Cell Phones

No personal calls are permitted on the school's telephone as it is a business phone. However, there are exceptions for emergencies: daycare, babysitter, grammar/high school, accidents, etc. Cell phones need to be turned off and placed in your locker. Cell phones are **not** allowed in the classroom or on the clinic floor. Cell Phones can be used only in the School Cafeteria or outside.

## Personal Services/Supplies/Family Discounts

Students wishing to purchase supplies or services must have permission from their Learning Leader. All supplies/services need to be prepaid w/Service Desk Leader *before* the service is received. See student Price List for reduced prices. Permission is needed from a Learning Leader to do another student's hair, nails, etc. Order of priorities - before a personal service - would be classroom assignment, customer service, assignments from the Worksheet. The customer comes first, thus, should a customer need a service while the student is having their own personal service and no one else is available, the student must service the customer. Students refusing to service a guest, without just/valid reason, will be dismissed and sent home receiving no hours from the time of dismissal. A 30% product discount is given to all currently enrolled future professionals.

## Dispensary/Supply Room

Students are assigned to this room as part of the training. They are responsible for proper up-keep of customer chemical service files, supplies used by future professionals, towels, light cleaning, etc.

## Wash House/Lather Lounge

Students are assigned to this room as part of the training. They are responsible for proper up-keep of customer chemical service files, supplies used by Future Professionals, towels, light cleaning, etc.

## Duties

The State of NH/Board of Barbering, Cosmetology & Esthetics requires all schools, salons, shops, spas to do daily sanitation—not janitor maintenance—chores or duties. The school has a roster in each department of chores for all the future professionals to daily participate in. These duties/chores are an assignment as part of your training w/grades provided.

## Smoking

This is a smoke free campus. Smoking is permitted, however, outside the building on outskirts of the Mall—never in front of any Mall Stores.

## Food & Drinks

Sanitation Laws from the State of NH Health Department does not permit food and drinks in the classrooms/clinic floor. However, bottled water is permitted but must be capped bottle/container, otherwise, it is permitted in the lunch area only.

## Personal Belongings & Kit

Store personal belongings in your LOCKER not in the classroom or on the clinic floor—safety reasons. Kits should be placed underneath or by the side of the workstations and put away in locker when not in use. The school *is not responsible* for missing items/belongings. Please remember, there are a lot of future professionals enrolled that you do not know-----therefore, please do not leave your personal items, especially money, unattended. Please use your locker.

## Conduct

It is essential for the students to attend class during the scheduled time, dress in Paul Mitchell uniform style of *Michael's*, depict cleanliness, be prompt, comply w/the State Board Rules/Regulations respecting sanitation, sterilization & personal hygiene; students caught cheating could result in suspension or termination; students must conduct themselves in a courteous, orderly manner w/a good attitude for learning, not disrupt Learning Leaders, not create problems for Learning Leaders or among students by circulation or rumor, scandal or demeaning remarks.

## Makeup Time & Missed Work

Please know this allotted time is “a privilege not a right” and could cease when the student population becomes too large to accommodate the number of students requesting extra hours or if there is abuse of this time. Students are not allowed to makeup time whenever they wish. A student must have a minimum of 1,000 accrued hours in order to make up time. Students are responsible for completion of all missed theory and practical assignments. **THERE IS HOME PLAY!** Students need to make arrangements w/their instructor/learning leader to complete all required assignments. Missed work is each students' responsibility. Missed Exams need to be made up at the discretion of the Instructor/Learning Leader. Students should be in attendance on examination days as 10 points off the final grade is deducted if they are not. There are *no exceptions* to this rule unless the student is hospitalized or immediate family death occurs.

## Dress Code, Uniforms & Appearance

Proper attire in the school is compulsory to meet the Department of Education's standards. Violations result in students receiving lower practical grades and/or the possibility of being dismissed that day for unprofessional attire. The following must be followed daily:

Uniforms are required & registered w/the NH State Board of Barbering, Cosmetology & Esthetics

### **Uniform Dress Code:**

- *Paul Mitchell* Attire is required by all students
- All Black - including Shoes
- Black & White for Phase II students Only
- Pants - Slacks - Capris with Shirts or Blouses—No Shorts
- Dresses or Skirts (professional length necessary) with Shirts or Blouses-Paul Mitchell T-shirts
- Attire can be accompanied by a “splash of color” by adding a hat, scarf, belt, neck tie
- NOTE: Hats/baseball caps, etc. should be plain WITHOUT any Logos unless it is Paul Mitchell, No doo rags, no logos such as Boston Red Socks, Biker Baby, NFL Teams, etc.

### **Shoes:**

- Shoes or Sneakers or Clogs—Black
- Safety & Sanitation = No Platforms, No Boots, No Flip-Flops

### **Esthetics Only:**

- Hair pulled back or pinned up off Face
- Jewelry not worn during Practicals /Services

Violations of these Rules/Regulations may result in disciplinary action up to and including suspension and termination from school.

The school reserves the right to suspend or terminate any student whose personal conduct towards school, staff or fellow students is deemed unsatisfactory.

Students who have a problem or grievance related to the operation of the school should use the following procedure to resolve the problem. Follow the steps in order to find a solution that is satisfactory to all person(s) involved. Only use the next step if it is apparent that the issue cannot be resolved at that level. Do not take steps out of sequence, as you will be referred back to the necessary steps before a solution can be attained.

- Step #1: Speak directly to the person(s) involved to resolve the issue
- Step #2: Speak to your Instructor/Learning Leader
- Step #3: Speak to the Future Professional Advisor or Educational Leader
- Step #4: Speak to the School Director who will render a written & oral decision within three (3) school days
- Step #5: Send a written statement to the School Owner explaining the grievance. A written decision will be rendered within ten (10) days
- Step #6: Contact the NH State Board of Barbering, Cosmetology & Esthetics at:  
2 Industrial Park Drive, Concord, NH 03301 ~ (603) 271-3608 [www.nh.gov/cosmet](http://www.nh.gov/cosmet)
- Step #7: Contact the Accrediting Body at: National Accrediting Commission of Career Arts & Sciences, 4401 Ford Ave-Suite 1300, Alexandria, Va. 22302~(703) 600-7600~[www.naccas.org](http://www.naccas.org)

## Student Access to Records

FERPA--The Family Educational Rights & Privacy Act of 1974: FERPA is a federal law that protects the privacy of the educational records of enrolled future professionals/students/graduates as well as affording certain rights with respect to their education records while enrolled at *Michael's School of Hair Design & Esthetics – Paul Mitchell Partner School*. Actual form printed below is discussed during Orientation Class especially for clarification of this policy.

Actual Form:

### FERPA - RELEASE OF INFORMATION

FERPA--The Family Educational Rights & Privacy Act of 1974: A federal law that protects the privacy of the educational records of enrolled future professionals/students/graduates as well as affording certain rights with respect to their education records while enrolled at *Michael's School of Hair Design & Esthetics – Paul Mitchell Partner School*.

The following "Release of Information" gives the School the authority to provide typically confidential information to third parties at the discretion of the future professional/student/graduate. The School will provide the information identified below to the individual or class of individuals to whom the disclosure is made.

The School may release information to its accrediting body NACCAS (National Accrediting Commission of Career Arts & Sciences) if and when required for any accreditation process initiated by the School or by NACCAS, or in response to a directive of the Commission, without permission from the future professional/student/graduate or parent/guardian of a dependent minor. This "Release of Information" will stay in effect until the future professional/student/graduate responds to us in writing to the contrary.

I hereby authorize *Michael's School of Hair Design & Esthetics – Paul Mitchell Partner School*, to release the following information:

All Financial Aid information relative to my enrollment including my Title IV eligibility, documents required for processing my Title IV Financial Aid, the status of my Title IV Financial Aid, cash payment plans, scholarship information, attendance status, Satisfactory Academic Progress levels and/or other relative information. For the purpose of adequately administering my Title IV Financial Aid while in attendance at *Michael's*.

The right to file a complaint with the US Department of Education concerning alleged failures by *Michael's School of Hair Design & Esthetics – Paul Mitchell Partner School* to comply with the requirements of **FERPA** can be made through the following administrative office: *Family Policy Compliance Office, United States Dept. of Education, 600 Independence Avenue – SW, Washington, DC 20202-4605 [www.ed.gov](http://www.ed.gov)*

Within all course programs, students are trained in writing Resumes & Cover Letters and educated on Seeking Employment—The Job Hunt & Interview Process, all for the purpose of securing a job interview and possible employment. Every possible effort is made to expose the students to the professional industry through field trips, guest speakers and job shadow days. We have a job opportunity program available to our students and graduates which provides access to current employment opportunities. However, we cannot guarantee our graduates employment.

## Withdrawal & Settlement Policy

The School's Refund Policy adheres to the minimum Tuition Adjustment Schedule\* mandated by the U.S federal regulatory agencies and applies it to all terminations for any reason, by either party, by future professional/student decision, by course or program cancellation, or by school closure. An applicant not accepted for training by the School shall be entitled to a refund of all monies paid within thirty (30) days, with the exception of a non-refundable application fee (\$100.00). If a future professional/student (parent/guardian in the case of future professional/student under legal age) cancels his/her contract after three (3) business days after signing but prior to entering classes, he/she shall be entitled to a full refund of all monies paid within thirty (30) days to the School less a non-refundable application fee (\$100.00). Official Drop Date is when the future professional/student notifies the institution of his/her withdrawal. For all (regardless of payment methods—Title IV Aid or Cash Pay) who enroll in & begin classes, the following schedule of Tuition Adjustment\* will be considered to meet the minimum standards for refunds mandated by the U.S. federal regulatory agencies. In the paragraphs above, the official cancellation/withdrawal date will be determined by the postmark on written notification or the date said information is delivered to the School's Director or Owner in person. This policy applies regardless of whether or not the future professional/student has actually started training.

Percentage Length Completed to Total Length of Program	Amount of Total Tuition Owed to School
0.01% - 4.9%	20.0%
5.0% - 9.9%	30.0%
10.0% - 14.9%	40.0%
15.0% - 24.9%	45.0%
25.0% - 49.9%	70.0%
50% & Over	100.0%

### Tuition Adjustment:

The Federal government's return of Title IV funds calculation/formula (R2T4) is based on scheduled hours. R2T4 determines a future professional/student's earned & unearned Title IV aid based on the % of the enrollment period scheduled to be completed; and must be returned to the federal government or lending institution and only applies to future professionals/students receiving Title IV Aid while the School's Institutional Withdrawal & Settlement Policy and Minimum Tuition Adjustment is based on actual hours and applies to ALL future professionals/students. A future professional/student who withdraws may be required to return unearned aid yet still owe a refund to the School and vice-versa. When a refund is due from a future professional/student who has officially terminated/withdrawn, any monies due after the School's Withdrawal & Settlement Policy & Minimum Tuition Adjustment Calculations, are refunded directly to the future professional/student within *forty-five (45) days* of written cancellation or termination or withdrawal. Said time frame also applies to non-Title IV aid recipients. When situations of mitigating circumstances are in evidence, the School may provide a settlement or refund which exceeds this refund policy – one reasonable & fair to both, *ie:* illness, disabling accident, immediate family death or other circumstances beyond the control of the future professional/student.

*Michael's School of Hair Design & Esthetics-PAUL MITCHELL PARTNER SCHOOL* is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and approved to offer Federal Government Loan & Grant Programs to students that qualify. After Admissions acceptance, all students are scheduled for an appointment w/the Financial Aid Department to discuss the variety of ways in which they can finance their education as well as set up their Tuition Financing Plan. A full detailed consumer information description of each program is given to the student at their scheduled Financial Aid appointment. The school participates in Title IV Funding and the following programs:

- Federal Pell Grants
- Federal Supplemental Opportunity Grants (SEOG)
- Federal Direct Subsidized Stafford Student Loans
- Federal Direct Unsubsidized Stafford Student Loans
- Federal Direct Parent PLUS Loan

In addition to the above programs, the school participates in and/or is approved for training as follows:

- Veterans Administration
- Vocational Rehabilitation
- Social Security
- NH Employment Security

## Scholarship Programs

High school graduates can take advantage of our \$300 & \$500 Scholarship Awards which are available when attending any New Hampshire, Vermont or Massachusetts high school or vocational institution. A scholarship packet is available from any high school's Guidance Department. The necessary criteria for applying is enclosed in the packet.

## Security Plan: Gramm-Leach-Bliley Act (GLBA)

**The Gramm-Leach-Bliley Act (GLBA)** requires financial institutions to protect and safeguard the security and confidentiality of customer information. The information is defined as any personally identifiable (PII), nonpublic information that the School maintains about an individual that can be used to distinguish/trace identity in the process of offering a financial aid service/product. Following is the information covered:

- Names & Addresses
- Social Security Numbers
- Date & Place of Birth
- Family Financial Information
- Credit Card Information

The goal of the GLBA is to ensure the security & confidentiality, to protect against anticipated threats or hazards to the security of such information, & to protect against unauthorized access to or use of data and information that could result in substantial harm or inconvenience to any customer/student.

The School's designated security program officer is the Business Office Leader. This person is responsible for coordinating & overseeing the plan; and all questions should be directed to this office.

A full accounting of this Security Plan is discussed in detail in the School's Orientation Class.

## Graduation Requirements

- Completes the State's required Hours of Training in a Specific Time Frame:
  - 1500 Cosmetology/Barber
  - 600 Esthetics
  - 1000 Instructor/Master Educator
- Completes & Passes all Written, Clinical, & Practical Assignments with minimum 75% grade requirement
- Maintains Satisfactory Attendance Ratio/Requirements – minimum 75%
- Meets all Financial Obligations to the School
- Signing of Last SAP Evaluation





Revised 01/2016