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# 2018 CATALOG

JANUARY 2018 — DECEMBER 2018



**WE ARE  
PAUL MITCHELL  
SCHOOLS**

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This is to certify this catalog as being true and correct in content and policy.

Director signature:

*Audra S Turner*

Audra Turner

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**\*THIS CATALOG IS NOT COMPLETE WITHOUT THE CAMPUS SPECIFIC SUPPLEMENTAL CATALOG,  
WHICH IS INCORPORATED AS PART OF THIS CATALOG.**

## **MISSION STATEMENT**

Our school's mission is to provide a quality educational system to prepare students to pass the state board examination and gain entry level employment within their chosen field of study. We are passionately committed to providing a solid educational foundation to empower our team in the pursuit of excellence and we strongly believe that when people come first, success will follow.

## **POLICY CHANGES**

PAUL MITCHELL THE SCHOOL reserves the right to change its rules, policies and procedures. The school will notify students of any policy change in writing.

## **SCHOOL FACILITIES**

PAUL MITCHELL THE SCHOOL is equipped to meet the demands of modern hair and skin care, while at the same time providing an atmosphere and attitude for progressive personal development. The facilities include a student lounge and lockers, restrooms, client reception and work areas, management offices, private classrooms, workstations, and equipment.

## **SCHOOL FACULTY**

Our instructors are licensed by the state of Texas and are successful professionals who may continue to work in salons and spas as time permits. A list of our faculty members is in each Campus' Supplemental Catalog.

## **ADMINISTRATION/OWNERSHIP**

Cosmetology Career Center, L.L.C., dba PAUL MITCHELL THE SCHOOL DALLAS, PAUL MITCHELL THE SCHOOL ARLINGTON or PAUL MITCHELL THE SCHOOL SAN ANTONIO are independently owned and operated franchisees of Paul Mitchell Advanced Education, LLC.

## **COURSE DESCRIPTIONS *(All courses are taught in English)***

### ***Cosmetology: Standard Occupational Classification (SOC 39-5012.00)***

#### ***Classification of Instructional Programs (CIP 12.0401)***

The curriculum involves 1500 hours to satisfy Texas state requirements. The course includes instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

### ***Esthetics (not available at all locations): Standard Occupational Classification (SOC 39-5094.00), Classification of Instructional Programs (CIP Code 12.0406)***

The curriculum involves 750 hours to satisfy Texas state requirements. The course includes instruction and practical experience in facials, hair removal, makeup application, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

**Instructor-750: *Standard Occupational Classification (SOC 25-1194.00), Classification of Instructional Programs (CIP Code 12.0413)***

The curriculum involves 750 hours to satisfy Texas state requirements. The course educates prospective student instructors to address the needs of students in the classroom and the clinic floor. Prospective teachers learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music, and/or hands-on activities.

**Instructor-500: *Standard Occupational Classification (SOC 25-1194.00), Classification of Instructional Programs (CIP Code 12.0413) a minimum of 1 year of experience required***

The curriculum involves 500 hours to satisfy Texas state requirements. The course educates prospective instructors to address the needs of students in the classroom and the clinic floor. Prospective teachers learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music, and/or hands-on activities.

**NONDISCRIMINATION**

PAUL MITCHELL THE SCHOOL does not tolerate any form of discrimination or harassment based on an individual's sex, gender, race, religion, age, ethnic origin, color, disability, sexual orientation, ancestry, veteran status, or any other classification protected by applicable local, state or federal laws.

The school cannot resolve matters that are not brought to our attention. If you believe you have experienced or witnessed discrimination or harassment, immediately report the incident to the Future Professional Advisor. The school will immediately and thoroughly investigate all complaints. Individuals will not be retaliated against for bringing a complaint of discrimination or harassment.

Complaints of sexual harassment, violence or discrimination should be reported to the campus Title IX Coordinator in accordance with the school's Policy Regarding Sexual Misconduct (Title IX) stated in this catalog.

**FUTURE PROFESSIONAL STATUS**

Students of PAUL MITCHELL THE SCHOOL are not employees and will not receive compensation for any aspect of their education, including but not limited to time spent providing beauty industry related services to members of the public, cleaning and sanitizing their stations in the Clinic Classroom, and similar activities.

**ADMISSION REQUIREMENTS**

PAUL MITCHELL THE SCHOOL admits as regular students those individuals who are high school graduates or holders of high school graduation equivalency certificates (GEDs). PAUL MITCHELL THE SCHOOL does not accept ability to benefit (ATB) students at this time.

**ADMISSIONS PROCEDURE FOR COSMETOLOGY AND ESTHETICS PROGRAMS**

1) Complete an Application Form: Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from the applicable PAUL MITCHELL THE SCHOOL campus.

- 2) **Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$100.00 is received. Please submit the fee, payable to the school that you will be attending: PAUL MITCHELL THE SCHOOL DALLAS, PAUL MITCHELL THE SCHOOL ARLINGTON or PAUL MITCHELL THE SCHOOL SAN ANTONIO, in the form of cash, check, money order, or credit card. This is a non-refundable fee and is not included in the cost of tuition.
- 3) **Submit Two (2) Photos:** The photos must be 2x2 inches and should be a recent head and shoulder shot of the applicant.
- 4) **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- 5) **Personal Interview:** Applicant must complete a personal interview with the Admission's Team prior to registration.
- 6) **Provide Verification Documents:** Copies of your high school diploma or high school transcripts or home-schooled documentation or GED; driver's license or state issued identification card or birth certificate are required.
  - All foreign high school transcripts must be translated and evaluated for U.S. equivalency by an agency officially recognized to perform educational translation services, prior to being submitted to PAUL MITCHELL THE SCHOOL for verification. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.
  - Home-schooled documentation consists of the applicant's High School Transcripts and a written statement from the parent that provided the Home Schooling. High school education in a home school setting must be approved under state law.
- 7) **TDLR Permit:** submit \$25.00 Cash, Money Order or Credit Card for a TDLR permit. (Not required for transfer students)

PAUL MITCHELL THE SCHOOL does not recruit students who are already enrolled in a similar program at another institution.

## ADMISSIONS PROCEDURE FOR INSTRUCTOR PROGRAM

- 1) **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from the applicable PAUL MITCHELL THE SCHOOL campus.
- 2) **Submit a Cover Letter and Resume**
- 3) **Submit Two (2) Professional Letters of Reference and One (1) Personal Letter of Reference**
- 4) **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- 5) **Personal Interview:** Applicants must complete a personal interview with the Education Leader and the Student Instructor Leader prior to registration.
- 6) **Provide Verification Documents:** Copies of your high school diploma or high school transcripts or home-schooled documentation or GED; driver's license or state issued identification card, or birth certificate and social security card is required.
  - All foreign high school transcripts must be translated and evaluated for U.S. equivalent by an agency officially recognized to perform educational translation services, prior to being submitted to PAUL MITCHELL THE SCHOOL for verification. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.
  - All home-schooled applicants must submit their High School Transcripts and a written statement from the parent that provided the Home Schooling. High school education in a home school setting must be approved under state law.

- 7) **Cosmetology License:** Applicants must submit a copy of their current and valid cosmetology license.

### **INCARCERATED APPLICANTS**

An applicant is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). An applicant is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated applicants are not eligible for admissions.

### **STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that the Texas Department of Licensing and Regulation ("TDLR") considers grounds to deny licensure. TDLR denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. It is the student's responsibility to contact TDLR and determine whether your criminal background will hinder your ability to become licensed in the state. PAUL MITCHELL THE SCHOOL is not responsible for students denied licensure.

PAUL MITCHELL THE SCHOOL's programs only lead to licensure within the State of Texas.

### **ENROLLMENT INFORMATION**

- 1) **Enrollment periods:** PAUL MITCHELL THE SCHOOL usually begins a new class about every ten (10) weeks for both full-time and part-time cosmetology and full-time and part-time esthetics and about every six (6) weeks for the cosmetology 3-day program, depending upon space availability. Please refer to the applicable campus Catalog Supplement for exact course start dates or contact the PAUL MITCHELL THE SCHOOL location you are interested in attending.
- 2) **Holidays and school closures:** PAUL MITCHELL THE SCHOOL allows the following holidays off: Memorial Day, Independence Day, Labor Day, Thursday, Friday and Saturday for Thanksgiving, Christmas through New Year's, one day per month for staff personal development and, at PAUL MITCHELL THE SCHOOL SAN ANTONIO only, the Friday of Fiesta Week for Battle of the Flowers. *Unexpected closures and snow days will be announced on local television, radio stations, and Facebook.*
- 3) **Enrollment contract:** PAUL MITCHELL THE SCHOOL clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student at the time of enrollment.
- 4) **Payment schedule:** PAUL MITCHELL THE SCHOOL offers a variety of monthly financial payment schedules. See PAUL MITCHELL THE SCHOOL's Financial Aid Leaders for details.
- 5) **Class Cancellations:** PAUL MITCHELL THE SCHOOL reserves the right to cancel a class prior to the first scheduled day of instruction. In the event of class cancellation, the school will issue a full refund of tuition and fees collected.



## CORE GUIDELINES

1. If a Future Professional miss any time during Core, it is his/her responsibility to arrange with the Learning Leader to receive the handouts, notes, assignments, etc. **A Future Professional is only allowed to miss up to 21 hours of school while in the Core phase of the program. If the Future Professional misses more than the allowed 21 hours, he/she may be withdrawn and asked to restart in the next available Core program.**
2. If a Future Professional miss any of the five (5) cutting days wherein all instruction is given to complete the five (5) haircuts taught in Core, it is the responsibility of the Future Professional to arrange a make-up date with the Core Specialist.
3. It is the Future Professional's responsibility to find and provide a practical test model and a male haircut model during his/her Core training. These models are scheduled at the end of the Core program and used for the purpose of testing out of the Core class. The Future Professional will be informed on his/her first day of Core of the date these models are needed.
4. If a Future Professional is to miss the practical test or does not pass the practical test, the Future Professional is responsible for arranging a make-up date with the Core Specialist.
5. In order to complete the Core program and move to the Protégé program, a Future Professional must:
  - Complete six (6) weeks of class time if in day school and twelve (12) weeks of class time if in night school;
  - Finish the Core Worksheet;
  - Pass the Core written test;
  - Complete all haircuts; and
  - Pass the practical test.
6. A Core evaluation and interview with the Core Specialist will conclude your Core program. Your locker will be cleaned out and your kit will be sanitized and disinfected.

## PROGRAM SEQUENCING

Once the Future Professional completes the Core Program, he/she becomes a protégé. The Future Professional must complete the protégé worksheet before becoming an Adaptive Future Professional.

## EDUCATION GOALS

PAUL MITCHELL THE SCHOOL strives to provide an educational system that prepares students to pass the Texas state board examination and gain entry-level employment within their chosen field of study. Our education system includes a fully operational facility, experienced instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- 1) To educate students to be professional, knowledgeable, and skilled in their field.
- 2) To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- 3) To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.

- 4) To prepare students to successfully pass the Texas state licensing exam for entry-level employment.

### **ELIGIBILITY UNDER TITLE IV and the HIGHER EDUCATION ACT (HEA)**

#### **To be Eligible to receive Federal Student Aid, you will need to:**

- Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home school setting approved under state law.
- Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
  - Men exempted from the requirement to register include;
    - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
    - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
    - Males born before 1960;
    - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
    - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) and demonstrate a financial need. The school must have a current FAFSA on file to start the initial eligibility process.
- Sign certifying statements on the **FAFSA** stating that:
  - you are not in **default** on a **federal student loan**
  - do not owe a refund on a **federal grant**
  - you will use federal student aid only for educational purposes
- Maintain **Satisfactory Academic Progress (SAP)**. More detailed information regarding the school's SAP policy contained in this catalog.
- Be enrolled at least halftime to receive assistance from the Direct Loan Program.
- The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600% Maximum Lifetime Eligibility. Once the student has obtained either a Bachelor's Degree or reached their Maximum Lifetime Eligibility limit, students are no longer eligible to receive Pell Grants.

#### **In addition, you must meet one of the following:**

1. Be a U.S. Citizen, an Eligible Non-Citizen or a U.S. National  
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

2. Have a GREEN CARD  
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD  
Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if issued before April 1, 1980)
  - Parolee
4. Have BATTERED IMMIGRANT STATUS  
You are designated as a “**battered immigrant-qualified alien**” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. Have a T-VISA  
You are eligible if you have a T-visa or a parent with a T-1 visa.

**ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION**

Students are advised that a Federal or state drug conviction, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

The student self-certifies in applying for aid that he/she is eligible by using the FAFSA. PAUL MITCHELL THE SCHOOL is not required to confirm this unless there is evidence of conflicting information.

- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs).

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class.

## **TRANSFER POLICY**

### **Students Transferring From Other Institutions**

PAUL MITCHELL THE SCHOOL considers hours for transfers from other institutions into the school's Cosmetology program on a case by case basis. Transfer students must provide a letter of "no debt" on their previous school's letterhead, a copy of their transcripts, and must undergo an evaluation to determine how many hours will be accepted towards their education at PAUL MITCHELL THE SCHOOL. Transfer students must meet with the Education Leader and Future Professional Advisor to discuss why they want to transfer to PAUL MITCHELL THE SCHOOL and why they feel their education will be different than at their previous school. All transfer students must be approved by the school's Executive Director.

The cost for transfer students is based upon the current per hour tuition rate at the PAUL MITCHELL THE SCHOOL the student is wishing to attend. The per hour cost does not include the cost of a complete and current Paul Mitchell student kit if needed.

Transfer hours 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 for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

### **Students Transferring To Other Institutions**

Please note that students transferring to another school may not be able to transfer all the hours they earned at PAUL MITCHELL THE SCHOOL; the number of transferable hours depends on the policy of the receiving school. The transferability of hours you earn at PAUL MITCHELL THE SCHOOL is at the complete discretion of an institution to which you seek to transfer. If the hours or certificate that you do earn at PAUL MITCHELL THE SCHOOL are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution.

### **Students Transferring Between Programs**

PAUL MITCHELL THE SCHOOL does not allow students to transfer between programs. If a student chooses to enroll in a different program within the school, they must first withdraw from the currently attending program, and then enroll in a different program as a new student. Prior credit will not be granted towards the new program.

### **RE-ENTRY STUDENT POLICY**

Students who are withdrawn from the school (officially or unofficially) and wish to re-enter, must follow these steps:

- 1) Outstanding tuition, fee(s) must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader. The student must have their financial plan in place prior to starting classes.
- 2) Previous tuition payments will be credited to the student's balance if applicable.
- 3) Because tuition fees and costs are subject to change, students who reenter after 180 days will be contracted according to the current tuition costs at the location they are enrolling in and will be required to pay any additional fees, if applicable.
- 4) Pay a \$100.00 reentry fee.
- 5) Depending on the circumstances surrounding a student's withdrawal, he/she may be required to attend an orientation prior to re-starting the program.
- 6) Interview with an Education Leader and a Future Professional Advisor.

The school does not deny re-entry to any service member of the uniformed services for reasons relating to that service.

Re-entry is reserved to the sole discretion of PAUL MITCHELL THE SCHOOL and may require special conditions.

Re-entry requires a personal interview with an Education Leader and a Future Professional Advisor and final approval by an Executive Director. Re-entering students will be placed on 30-day probation, during which time they must meet the school's Institutional Attendance Policy regarding minimum attendance. Students will also be evaluated for satisfactory Institutional Attendance progress at the next scheduled

evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for the 30-day probationary period may be terminated. Students who re-enter the program within 180 days are placed in the same Institutional Attendance and Federal Satisfactory Academic Progress standing as when they left. Re-entering students who have previously used all the excused absences provided under their original contract will not receive any additional excused absences under the new re-entry enrollment contract.

***All students who wish to re-enter after 180 days from the last day of attendance may be contracted and re-entered as a transfer student as outlined in the catalog.***

## **COST OF TUITION AND SUPPLIES**

Please reference the PAUL MITCHELL THE SCHOOL's Catalog Supplement for the Location you are interested in enrolling in for that institution's Cost of Tuition and Supplies.

Upon contact the school's Financial Aid Leader can provide payment options. The school accepts cash, credit cards, and personal check payments. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full.

*Financial aid is available to those who qualify.*

## **STUDENT KIT**

Students are responsible for purchasing a Paul Mitchell Kit, which is not included in the cost of tuition. Please note that students are responsible for the purchase of stationery supplies.

Please reference the PAUL MITCHELL THE SCHOOL's Catalog Supplement for the Location you are interested in enrolling in for the Program's itemized Kit List and Costs.

## **BUSINESS FUNDAMENTALS**

This self-guided course provides an in-depth overview of the salon business world with proven systems and strategies to build a successful career in the field of cosmetology. This interactive, digital course is designed to give future professionals the tools and techniques they need to develop business skills, build clientele, grow their individual business and achieve their dreams.

## **IPad USAGE POLICY**

IPads are to be utilized for educational purposes when in use at PAUL MITCHELL THE SCHOOL. Future Professionals are not permitted to use their iPad for personal use during educational classes, including but not limited to: theory, specialty class, mini classes and on the clinic floor.

## **2018 CLASS START DATES**

Reference the catalog supplement for the campus you are interested in attending for that campus's 2018 Class Start Dates.

## **CONSTITUTION DAY**

Paul Mitchell The School celebrates Constitution Day on or near September 17<sup>th</sup> of each year. For more information visit: [www.constitutionday.com](http://www.constitutionday.com)

## **VOTER REGISTRATION**

We encourage students to register to vote. You can go to the following website and follow the instructions to register [votetexas.org](http://votetexas.org) This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of that applications.

## **CANCELLATION, WITHDRAWAL AND REFUND POLICIES**

### **Cancellation**

A student has the right to cancel this enrollment contract until midnight of the third business day after Applicant has started classes, excluding Saturdays, Sundays and legal holidays. A Cancellation notification must be made in writing. It need not take any particular form, however expressed; it is effective if it shows that the student no longer wishes to be bound by the enrollment contract. The cancellation will be determined by the postmark on the written notification, or the date the notice is delivered to the school. A student who cancels his/her enrollment contract will be refunded all tuition charges collected by the School.

### **“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Leader or the Future Professional Advisor in writing, of notice to withdraw. The date of withdrawal for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of notice to withdraw.
2. The date the student **began** the withdrawal process from PAUL MITCHELL THE SCHOOL records. A student is allowed to rescind his/her notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the date of notification to withdraw

Upon receipt of the withdrawal information, PAUL MITCHELL THE SCHOOL will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record (date of determination).
2. Review the student’s ledger card and attendance record to determine if a refund is due by applying the school’s refund policy and completing a Return to Title IV Funds calculation. Refunds due under this institutional refund policy will be made within 45 days of the last day of attendance if the student officially withdraws. Title IV refunds will be made within 45 days of the date the withdrawal determination was made, and recorded on student’s ledger card.
3. PAUL MITCHELL THE SCHOOL will provide the student with a letter explaining the Title IV requirements. See the Return of Title IV Funds Policy below for additional information regarding the return of Title IV funds.
  - a. The amount of Title IV assistance the student has earned and will be responsible for repaying. This amount is based upon the length of time the student was scheduled to be in attendance and the amount of funds received.
  - b. Any returns that will be made to the Federal program on the student’s behalf as a result of withdrawing from the program. If a student’s scheduled attendance is more than

more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period and no refund will be made.

- c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
4. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the last date of attendance.

Students will not be charged for the kit if they withdraw from the program within the first 30 days of the first scheduled class date and return their kit un-opened and in new condition. (Please refer to the Return of Title IV Funds Policy for treatment of these items per Federal regulations).

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for 10 consecutive school days, fails to maintain satisfactory academic progress, fails to comply with the school's Institutional Attendance Policy or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the PAUL MITCHELL THE SCHOOL contractual agreement, will be subject to termination and considered to have unofficially withdrawn. The date of determination is the date the school withdraws the student or the date the school has determined that the student has unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined after being absent for 10 consecutive school days.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. Review the student's ledger card and attendance record to determine if a refund is due by applying the school's refund policy and completing a Return to Title IV Funds calculation. Please see the institutional refund policy for additional information. Refunds due under the institutional refund policy will be made within 45 days from the date of determination. Title IV refunds will be made within 45 days of the date of determination.
6. If applicable, PAUL MITCHELL THE SCHOOL will provide the student with a refund letter explaining Title IV requirements.
  - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.



- b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable
7. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
8. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Students are required to purchase books, supplies and equipment at the beginning of the program. According to PAUL MITCHELL THE SCHOOL's refund policy, once these materials are purchased, no refund will be made. However, students will not be charged for the kit if they withdraw within the first 30 days of the first scheduled class date and return their kit un-opened and in new condition. (Please refer to the [Return of Title IV Funds Policy](#) for treatment of these items per Federal regulations.)

### **RETURN OF TITLE IV, HEA POLICY**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned to the Department of Education. PAUL MITCHELL THE SCHOOL will calculate the amount of financial aid funds to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who **withdraw officially, withdraw unofficially or are terminated from** PAUL MITCHELL THE SCHOOL. It is separate and distinct from PAUL MITCHELL THE SCHOOL's Institutional Refund Policy stated on page 21.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by Department of Education regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student was scheduled to be in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew (date of determination), to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a direct loan post-withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds,

the school will return any earned funds that the school is holding to the Title IV, HEA programs. Pell post-withdrawal disbursements do not require student or parent authorization and are made as needed to cover tuition cost.

The school will send notification of a loan post-withdrawal disbursements as soon as possible, but no later than 30 days after the date that the student withdrew.

### **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The school participates in federal financial aid. Please refer to the following Return of Title IV Funds policy for specific consumer information pursuant to the Federal Financial Aid program.

1. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any credit balances, and if those students have received federal student financial aid funds, they are entitled to a credit of the monies not paid to the federal student financial aid program fund.
2. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a credit or if a balance is owed to the school.
3. If a student has received less aid than the student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have to accept or decline the disbursement within 14 days. If an acceptance is not received within this time frame, the school will not make the post-withdrawal disbursement to the student.
4. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.

#### **Withdrawal Before 60%**

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

#### **Withdrawal After 60%**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate the Institutional Refund and R2T4 for financial aid recipients.

5. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs

on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40% was earned, 60% was unearned)

6. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of the Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
7. If a student withdraws (officially or unofficially) and has received federal loans, the loans will go into repayment.

Note: A student who withdraws prior to completing the 60% of the charging period may be required to repay some of the funds released to the student because of a balance on the student's account.

### **Order of Return**

PAUL MITCHELL THE SCHOOL is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the Financial Aid office upon student request.

Federal regulations and Institutional policy require that the following aid programs be subject to the repayment calculation:

1. Federal Direct Loans: Unsubsidized
2. Federal Direct Loans: Subsidized
3. Federal PLUS Loans (received on behalf of the student)
4. Federal Direct Parent PLUS Loans (received on behalf of the student)
5. Federal Pell Grant
6. Iraq Afghanistan Service Grant for which a return is required

### **Student Notification of Repayment**

A notification letter outlining the amount and type of funds returned to the appropriate federal program(s) will be sent to the student upon withdrawal. The student may request a copy of the federal government's repayment worksheet (R2T4 form) and a copy will be kept in the student file for future reference.

PAUL MITCHELL THE SCHOOL will return funds on the student's behalf to the appropriate federal and institutional aid program(s) and subsequently notify the student of any outstanding balances owed to the school. A statement reflecting these charges will be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

### **School and Student Responsibilities regarding the R2T4 Policy & Process**

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds (R2T4) calculation;

3. Informing the student of the result of the R2T4 calculation and any balance owed to PAUL MITCHELL THE SCHOOL because of a required return of funds;
4. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
5. Notifying student and/or Plus borrower of eligibility for a Post-Withdrawal Disbursement, if applicable.

### **Student's Responsibilities regarding the Return of Title IV Funds**

1. Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from all courses effects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to the PAUL MITCHELL THE SCHOOL resulting from a required return of unearned Title IV aid;
3. Resolving any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds.

### **Post Withdrawal**

If you did not receive all the funds that you have earned, you may be due a post-withdrawal disbursement. PAUL MITCHELL THE SCHOOL may use a portion or all your post- withdrawal disbursement for tuition and fees (as contracted with PAUL MITCHELL THE SCHOOL). For all other school charges, PAUL MITCHELL THE SCHOOL needs your permission to use a post-withdrawal disbursement of direct loans. If you do not give permission, you will not be offered the direct loan funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Time frame for returning an unclaimed Title IV, HEA credit balance**

If the school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to the school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

For further information, please contact the Financial Aid Office

OR

For questions about the Title IV program funds, call the Federal Student Aid Information Center at:  
1-800-4-FEDAID (1-800-433-3243); TTY users may call: 1-800-730-8913

Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

*\*This policy is subject to change at any time, and without prior notice*

## **INSTITUTIONAL REFUND POLICY**

A refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by the enrollment contract. This policy follows the requirements set forth by the Texas Department of Licensing and Regulation. This refund policy provides for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period (within three (3) days of signing the enrollment contract, excluding Saturdays, Sundays, and legal holidays): (1) fails to enter the course of training; (2) withdraws from the course of training; or (3) is terminated from the course of training before completion of the course.

- 1) Student who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
- 2) A Full refund of money paid by the student will be made if the student: (1) Entered into the enrollment contract because of a misrepresentation in advertising/promotional materials of the school or by an owner or representative of the school or (2) was enrolled in a course of instruction that is cancelled by PAUL MITCHELL THE SCHOOL.
- 3) Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a nonrefundable \$100.00 application fee.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract, within three (3) days of signing the enrollment contract, excluding Saturdays, Sundays and legal holidays. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether the student has started training.
  - c. A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less the non-refundable \$100.00 application fee.
  - d. The effective date of the withdrawal for refund purposes is the earliest of: (a) the last date of attendance, if the student is terminated by the school; (b) the date the school receives student's written notice of withdrawal; or (c) 10 school days after the last date of attendance.
  - e. For official cancellations (paragraphs b and c) and official withdrawals, the cancellation/withdrawal date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
  - f. Money paid for student kits is nonrefundable. However, if a student withdraws from the program within the first 30 days and returns the kit unopened and in new condition, the amount charged for the kit will be refunded.
- 4) Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored and a determination is made to withdraw a student who has been absent from school for 10 consecutive school days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance. If a student unofficially withdraws and they received Federal Loans, the loans will go into repayment.

- 5) When situations involve mitigating circumstances, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- 6) All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract. Monies paid for supplies and equipment are nonrefundable after three (3) days of signing the enrollment contract but prior to entering classes.
- 7) If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.
- 8) For students who terminate prior to completion, an administration fee in the amount of \$100.00 will be assessed.
- 9) A student's account may be sent to collections for nonpayment.
- 10) If the school closes permanently and no longer offer instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50% of the course, withdraws from the course or is terminated by the school, the school:

- 1) may retain 100% of the tuition and fees paid by the student; and
- 2) is not obligated to refund any additional outstanding tuition.

If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50% of the course, withdraws from the course or is terminated by the school, the school shall refund:

- 1) 90% of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter,
- 2) 80% of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
- 3) 75% of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks but no later than the completion of the 25% of the course, and
- 4) 50% of any outstanding tuition for a withdrawal or termination that occurs no later than the completion of the first 50 percent of the course.

A refund owed under this section must be paid not later than the 30th day after the date the Cosmetology student becomes eligible for the refund.

<b>Cosmetology (All Programs) ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>
.01 to 35.00 hours	90%
35.01 or 150.00 hours	80%
150.01 to 375.00 hours	75%
375.01 to 750.00 hours	50%
750.01 to 1500.00 hours	0%

A refund owed under this section must be paid not later than the 30th day after the date the 750-hour Student Instructor and Esthetics students becomes eligible for the refund.

<b>Student Instructor and Esthetics Programs ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>
.01 to 35.00 hours	90%
35.01 or 75.00 hours	80%
75.01 to 187.00 hours	75%
187.01 to 375.00 hours	50%
375.01 to 750.00 hours	0%

A refund owed under this section must be paid not later than the 30th day after the date the 500-hour Student Instructor becomes eligible for the refund.

<b>Student Instructor Programs ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>
.01 to 50.00 hours	90%
50.01 to 100.00 hours	80%
100.01 to 125.00 hours	75%
125.01 to 250.00 hours	50%
250.01 to 500.00 hours	0%

If tuition is not refunded within 30 days, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day proceeding the date the refund is made. If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student loan.

## **PARENT PLUS LOAN APPROVAL RELEASE**

PAUL MITCHELL THE SCHOOL does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent can pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

## **POLICY FOR VERIFICATION OF TITLE IV FUNDING**

Each year some financial aid recipients are randomly selected for verification by the U.S. Department of Education. The Department of Education has policies and procedures that the school follows for verification of Title IV funding. If a student is selected for Federal FAFSA Verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Office) and must submit any additional documentation, required by the Department of Education, before financial aid can be disbursed to the student's account. This documentation may include, but is not limited to, signed federal income tax returns or tax transcript(s) from the Internal Revenue Service, W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. The student will be notified of all documents required so they can collect the necessary information to fulfill this federal requirement. The financial aid office will give the student a deadline to return the forms and required documentation to the financial office with verification items attached. If after review by the Financial Aid Office, there are any changes to the financial aid package the student will be notified in writing.

If verification documents are not submitted by the due date, the student may be placed on a monthly cash pay status until verification is completed.

Financial Aid Management for Education, Inc. (FAME) handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

## **ACADEMIC YEAR DEFINITION**

PAUL MITCHELL THE SCHOOL'S ACADEMIC year is 900 hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

## **MISCONDUCT**

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, falsifying information, threats, and/or bullying, such termination is final and may not be appealed.



## TERMINATION POLICY

PAUL MITCHELL THE SCHOOL may terminate a student's enrollment for improper conduct; after receiving seven (7) coaching sessions for the Cosmetology Program or five (5) coaching sessions for the Esthetics Program; failing to comply with educational requirements, Student Professional Development Guidelines, general policies, or the enrollment contract. If a student is terminated, the student will be charged an administrative fee of \$100.00.

## SUSPENSION POLICY

PAUL MITCHELL THE SCHOOL may suspend a student for failure to comply with School rules or general policies, leaving the school without permission, failing to notify the School regarding absences and tardiness, incomplete practical worksheets, failing to attend theory or take theory tests or insubordination. Please see the Coaching and Corrective Action Policy and the Corrective Action Steps policy located in this catalog for additional information.

## COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1500-hour course:

- 1) **Weekly theory exams:** Students must receive a grade of 70% or higher on each weekly theory exam.
- 2) **210-hour orientation practical skills evaluation test:** Students must receive a grade of 70% or higher.
- 3) **Final exam 1 (1200-hour written test):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 70% or higher on all final exams.
- 4) **Final exam 2 (1500-hour written test):** The written exam covers an overview of all theory instruction, Texas state law, and other items covered on the state cosmetology exam. Students must receive a grade of 70% or higher on all final exams.
- 5) **Monthly practical worksheets:** All students must complete eight (8) worksheets per month.

## ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 750-hour course:

- 1) **Weekly lesson plan theory tests:** Students must receive a grade of 70% or higher on each weekly lesson plan theory test. **Core, Protégé, Adaptive written and practical test:** Students must receive a grade of 70% or higher. **Creative written and practical test:** Students must receive a grade of 70% or higher.
- 2) **Final written and practical exam:** This test is an overview of all related esthetics subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 70% or higher on all final tests.
- 3) **750-hour (mock state board) practical skill test and 600-hour written test:** The written test covers an overview of all theory instruction, Texas state law, and other items covered on the state esthetics exam. The practical also covers all expected phases of the state board examination. Students must receive a 70% or higher grade on all final tests.

## **INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE -750/500 hours**

The following testing and grading procedures are incorporated into the student instructor 750/500-hours courses:

- 1) Students must receive a grade of 70% or higher on each theory exam. Theory exams cover a review of *Milady's Master Educator Student Course Book*.
- 2) Students must receive 70% or higher on each final exam; final exams cover a complete overview of the *Milady's Master Educator Student Course Book*.
- 3) Students must receive 70% or higher on the practical exam, which covers the practical application of Instructional procedures.

## **MEASURABLE PERFORMANCE OBJECTIVES**

- 1) Complete the required number of clock hours of training.
- 2) Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- 3) Satisfactorily pass final written and practical exams.
- 4) Upon completion, receive a graduation certificate.
- 5) Pass state board exam.

## **SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY**

By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

- 1) Protect clients' clothing by appropriately draping them.
- 2) Ask clients to remove any jewelry, hair accessories, glasses, etc.
- 3) Keep all chemicals away from the eyes. In case of eye contact with chemicals follow directions listed in the Material Safety Data Sheet (MSDS).
- 4) Wear gloves when dealing with chemicals.
- 5) Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

## **INDUSTRY REQUIREMENTS**

Students interested in pursuing a career in cosmetology should:

- 1) Develop finger dexterity and a sense of form and artistry.
- 2) Enjoy dealing with the public.
- 3) Keep aware of the latest fashions and beauty techniques.
- 4) Make a strong commitment to your education.
- 5) Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

## STUDENT SERVICES

- 1) **Housing:** PAUL MITCHELL THE SCHOOL keeps a file of information about housing in the surrounding areas. The school does not have on-campus housing under its control.
- 2) **Advising:** Students are provided with academic advising through the Future Professional Advisor's Department and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. PAUL MITCHELL THE SCHOOL also gives advice and information to students on these subjects:
  - a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
  - b. Employment opportunities.
  - c. Opportunities for continuing education following graduation.

## GRADUATION REQUIREMENTS IN COURSES

Future Professionals will be expected to complete the courses within a designated period of time. In general, the MAXIMUM TIME to complete your program with a cumulative attendance rate of at least 90%.

- 1) Receive the required number of clock hours of training;
- 2) Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations;
- 3) For a student to meet Paul Mitchell The School requirements, 100% of all practical worksheets must be completed;
- 4) Satisfactorily pass final written and practical exams;
- 5) Complete the required theory hours; and
- 6) Fulfill all financial obligations owed to the school.

***Once the student has met all these requirements, he/she will receive a CERTIFICATE of COMPLETION.***

A student cannot graduate without meeting the above graduation requirements.

## GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

There are many career opportunities available within the beauty industry. In addition to hair design, this industry also offers opportunities in areas such as skin care, makeup, aromatherapy, nail artistry, product education, platform artistry, and salon management.

PAUL MITCHELL THE SCHOOL **does not guarantee employment.** PAUL MITCHELL THE SCHOOL informs students of job openings and opportunities. PAUL MITCHELL THE SCHOOL coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak at PAUL MITCHELL THE SCHOOL. The programs offered at PAUL MITCHELL THE SCHOOL prepare students for entry-level positions in the beauty industry.

## MAKEUP WORK

Students must complete all required assignments and tests. To accommodate students, makeup test days and worksheet periods are scheduled. Students must complete makeup work at the scheduled time. See Future Professional Advisor, Theory Leader or Education Leader for makeup test dates.

## **INSTITUTIONAL ATTENDANCE POLICY**

As mentioned in our Mission Statement PAUL MITCHELL THE SCHOOL is committed to providing a solid educational foundation to empower our team and we strongly believe that when people come first, success will follow. Part of this success hinges on the ability to commit fully to an employer and can handle the rigors that this industry demands. Attendance is a part of the excellence and success that the Cosmetology Market looks for.

PAUL MITCHELL THE SCHOOL has a minimum attendance of 90%. This means future professionals can miss no more than 10% of their program’s scheduled hours before being withdrawn from the program for failing to meet the contractual obligation to the school. Future Professionals are expected to utilize the 10% of their program’s scheduled hours for normal challenges that come up in their lives; time off with family, sick time, unexpected personal challenges, etc.

Attendance is very important, especially at the very beginning of our programs, because this is where you are learning all the rules, there really is no way to “make up” hours that is as effective as being present during this extremely important time frame. Missing time here can have a severely detrimental impact on future skill development (see Core Guidelines contained in catalog).

Future Professionals are required to maintain a minimum Institutional Attendance of 90% for the program. Attendance will be posted into our computer system daily and recorded on each future professional’s permanent record. Future Professionals are required to be on time and remain in school for the entire scheduled day. The Future Professional Advisor or a member of the Education Leadership team must approve ALL early dismissals.

### **Institutional Attendance Progress is checked as follows:**

<b>PROGRAM</b>	<b>SCHEDULED HOURS: CHECK POINT</b>	<b>SCHEDULED HOURS: CHECK POINT</b>	<b>SCHEDULED HOURS: CHECK POINT</b>	<b>SCHEDULED HOURS: CHECK POINT</b>	<b>SCHEDULED HOURS: CHECK POINT</b>	<b>SCHEDULED HOURS: CHECK POINT</b>
<b>Cosmetology</b>	<b>150</b>	<b>300</b>	<b>450</b>	<b>600</b>	<b>750</b>	<b>900</b>
<b>Cosmetology – cont.</b>	<b>1050</b>	<b>1200</b>	<b>1350</b>			
<b>Esthetics</b>	<b>125</b>	<b>250</b>	<b>375</b>	<b>500</b>	<b>625</b>	<b>750</b>
<b>Instructor 750</b>	<b>125</b>	<b>250</b>	<b>375</b>	<b>500</b>	<b>625</b>	<b>750</b>
<b>Instructor 500</b>	<b>83</b>	<b>167</b>	<b>250</b>	<b>333</b>	<b>417</b>	<b>500</b>

*To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.*

A Future Professional who is NOT maintaining at least a 90% attendance rate will be placed on Institutional Warning status until the next Institutional Check Point. A schedule will be created for the Future Professional to attend makeup hours to improve their attendance. Any Future Professional who does not significantly improve their attendance rate by the following Scheduled Institutional Check Point will be given the right to appeal and may be withdrawn from the program.

## INSTITUTIONAL ATTENDANCE PROGRESS APPEAL PROCEDURE

If a student has failed to make satisfactory Institutional Attendance progress on two consecutive check points the student may be withdrawn with a right to appeal. To appeal the negative determination the student must submit a written appeal to the Future Professional Advisor within five (10) business days of the determination. The student must include any supporting documentation that will support the reversal of the decision to withdraw the student. If the student fails to appeal, the decision to withdraw the student will stand.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

To remain eligible for Federal Financial Aid a student must make Satisfactory Progress in both Academia and Attendance. The Department of Education considers a student to be meeting Satisfactory Academic Progress (SAP) by meeting both qualitative and quantitative criteria. These criteria require a student to maintain a cumulative minimum of 70% or higher in academics and 70% or higher in actual hours attended. These SAP requirements will be evaluated at the Federal SAP Check Points listed below:

PROGRAM	ACTUAL HOURS CHECK POINT	ACTUAL HOURS CHECK POINT	ACTUAL HOURS CHECK POINT
Cosmetology	450	900	1200
Esthetics	375		
Instructor-750	375		

A Future Professional who at a Federal SAP Check Point has not achieved the minimum cumulative GPA of 70% and/or who has not successfully completed at least a cumulative rate of attendance of 70% will be placed on Federal Warning status until the next Federal SAP Check Point. Any Future Professional who does not improve their attendance and/or academic rate by the following Federal SAP Check Point will be dropped from the program with an automatic right to appeal (see Appeal Procedure).

The institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by the Department of Education, to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV, HEA financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless if their status (full-time, 3-day program or part-time).

## QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward Satisfactory Academic Progress of the program include maintaining:

- 1) A minimum cumulative theory grade level of 70% or higher.
- 2) A minimum cumulative academic level of 70% or higher on practical worksheet completion for. \*
- 3) To determine whether a student meets the academic requirements theory and practical grades are averaged together to give a minimum cumulative academic grade.

*\*To meet the Paul Mitchell The School's practical requirements for graduation, students must eventually complete 100% of monthly practical worksheets. See LEARNING PARTICIPATION GUIDELINES.*

## EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Federal Satisfactory Academic Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1200 *actual hours*, when esthetics students reach 375 *actual hours*.

Institutional Check Point evaluations in attendance and academics will occur when cosmetology students reach 150, 300, 450, 600, 750, 900, 1050, 1200 and 1350 *scheduled hours*, when esthetics students and 750-hour instructor students reach 125, 250, 375, 500 and 625 *scheduled hours*, and when 500-hour instructor students reach 250 *scheduled hours*.

The following grading system is used to evaluate a student's academic ability:

- 1) Practical grade reports are issued monthly to each student, to make them aware of their progress toward meeting satisfactory progress.
- 2) Examinations are given in all subjects.
- 3) Grades and attendance/SAP records are reviewed and signed by the student and maintained in the student's file. Students may request to review their financial aid files from the Financial Aid Leader or their academic files from the Future Professional Advisor.

Grading Policy:

**A = 90 – 100%**

**B = 80 – 89%**

**C = 70 – 79%**

**Failing = Below 70%**

Grades for practical and clinical work are indicated by a signature on the student's worksheet or client ticket. A signature from an instructor represents a grade of 70% or higher. No signature indicates a score of less than 70% and the student has not met minimum satisfactory standards on the practical application. Students are required to continue the practical application until they receive a signature from an instructor.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory progress until the next scheduled evaluation.

## FINANCIAL AID WARNING

Students failing to meet minimum Federal Satisfactory Academic Progress requirements will be notified in writing and placed on Financial Aid Warning for the next evaluation period. They will be counseled regarding actions required to attain satisfactory status 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 still has not met both the attendance and academic progress requirements, he/she will be placed on Academic Notice with loss of Title IV aid and will not be eligible for Title IV, HEA assistance. However, the student may appeal the loss of their Title IV, HEA eligibility.

A student may appeal the Title IV, HEA decision if he/she has a reason for the inability to make satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress

determination have changed. The basis for filing an appeal, such as the death of a relative, injury or illness of the student, or other special circumstances, must be documented.

This policy applies to all students regardless of their eligibility for Title IV, HEA funding programs. To comply with Department of Education requirements, the terminology *Financial Aid Warning* and *Financial Aid Probation* will be used for Title IV, HEA and non-Title IV, HEA students.

### **SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURE**

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The student must submit a written appeal to the school's financial aid office on the designated school's Satisfactory Academic Progress (SAP) Appeal Form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reason why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point.

The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, a student's disability, or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated.

This policy applies to all students regardless of whether they are eligible for Title IV funding programs. To comply with USDE requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

If a future professional's appeal is denied, the future professional will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis, regardless of their Satisfactory Academic Progress. The school must maintain the documentation for the future professional's appeal in the future professional's financial file. The school must also maintain documentation as to why the appeal was denied.

### **PROBATION**

If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, HEA, such as changing schedules, or creating an independent development plan. If such an appeal is granted, the student will remain on Financial Aid Probation for one evaluation period. If the student

has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal the student will be determined as not making satisfactory progress, however, the student will be able to complete their program on a cash pay basis.

### **REINSTATEMENT OF FINANCIAL AID for those who qualify:**

If applicable, Title IV, HEA financial aid will be reinstated to qualified Students who have prevailed upon appeal or who have reestablished satisfactory progress by meeting the minimum cumulative attendance and academic requirements.

### **VETERAN'S ATTENDANCE POLICY**

Early departures, class cuts, tardiness, etc. for any portion of a class period will be counted as an unexcused absence. Student's exceeding 20% total absence in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

To show that the case of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

*The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.*

### **VETERANS STANDARD OF ACADEMIC PROGRESS POLICY**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each month.

A VA student, whose CGPA falls below 80% at the end of any month, will be placed on academic probation for a maximum of two consecutive months. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

### **VETERANS CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

### **COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME**

Full-time day students attend classes for 35 hours per week -Tuesday through Saturday, from 9:30 AM to 5:00 PM, 3-Day program students attend classes 30 hours per week Thursdays and Fridays (from 8:00 AM to 7:30 PM) and Saturdays (from 8:30 AM to 5:00 PM), Part-time night school students attend



classes 22.5 hours per week Monday through Friday, from 5:30 PM to 10:00 PM. Information regarding other course schedules is available upon inquiry.

The state of Texas requires 1500 clock hours for the cosmetology course, 750 hours for the esthetics course, and either 750 or 500 hours for the Instructor’s Course. Students are expected to complete their course in no more than 110% of the program length. Students must complete the educational program within the maximum time frame, which is based on attending at least 90% of the scheduled hours.

Paul Mitchell the School is required to measure and collect data on all our student who complete our programs “on time”. We define “normal time” and “on time” as having completed the program with at least 90% attendance or higher. At this time, “normal time” is also our minimum attendance requirement.

<b>COURSE/SHIFT</b>	<b>LENGTH ACTUAL HOURS</b>	<b>LENGTH WEEKS</b>	<b>MAXIMUM TIME FRAME</b>	<b>MAXIMUM TIME FRAME SCHEDULED HRS</b>
Cosmetology – Full Time	1500	42.86 Weeks	47.14 Weeks	1650
Cosmetology – Part Time	1500	66.67 Weeks	73.33 Weeks	1650
Cosmetology – 3-Day Program	1500	50.00 Weeks	55.00 Weeks	1650
Esthetics – Full Time	750	21.43 Weeks	23.57 Weeks	825
Esthetics – Part Time	750	21.43 Weeks	36.67 Weeks	825
Instructor -750 hours	750	21.43 Weeks	23.57 Weeks	825
Instructor - 500 hours	500	14.28 Weeks	15.71 Weeks	550

**It is important to note that the MAXIMUM SCHEDULED HOURS shown is the MAXIMUM number of scheduled hours that a Future Professional can take to finish the program NO MATTER WHICH schedule they are enrolled in. Scheduled hours are NOT impacted by Suspensions or School Closings (such as additional snow days beyond what we build into the schedule already). If a Future Professional is impacted by any of these occurrences, their ACTUAL graduation calendar date will be pushed forward by the amount of time the occurrence takes place since they are “off the schedule” during those times.**

**When the MAXIMUM SCHEDULED HOURS are up, a Future Professional’s contract is over. If a Future Professional has not completed their ACTUAL HOURS required for graduation, they will be WITHDRAWN and required to re-enroll in the program with a new contract and costs to complete their remaining hours.**

### **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS**

A Leave of Absence (LOA) due to various circumstances, such as prolonged illness or accident, death in the family, or other special circumstances is a temporary interruption in a student’s program of study.

LOA refers to the specific time during an ongoing program when a student is not in academic attendance.

Students must request an LOA in writing stating the reason for the leave and receive approval from the Future Professional Advisor and/or Financial Aid Leader prior to taking the Leave. If enrollment is temporarily interrupted for an LOA, the student will return to school in the same progress status as prior to the LOA. The hours elapsed during an LOA will not be included in the student's cumulative attendance percentage calculation. Students may be granted one LOA in a twelve-month period. However, in the case of unforeseen circumstances and at the school's discretion, the student may be granted another LOA. The total time for the LOA may not exceed 180 calendar days in a twelve-month period. An approved LOA will extend the student's contract period by the same number of days taken in the leave and will result in no additional charges to the student.

If a student does not return to the program at the end of the scheduled LOA, the student will be withdrawn from the program. Students who withdraw prior to completing the course of study and who wish to re-enter within 180 days will re-enter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and noncredit remedial courses have no effect upon the school's Institutional Attendance and Satisfactory Academic Progress standards. The school must give the student an incomplete grade if the student withdraws but is not entitled to a refund if: (1) the student requests an incomplete grade at the time of withdrawal, or (2) if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives an incomplete grade can re-enroll in the program during the 48-month period following the date the student withdrew and complete the course without payment of additional tuition.

## **EXCUSED ABSENCES**

Future Professionals may receive a maximum of three (3) excused absences. Excused absences may include missing school due to the death of an immediate family member, a serious medical issue, or military service. To receive an excused absence, the Future Professional must provide sufficient documentation, such as a death certificate, doctor's note or military service paperwork. Additional absences may be excused for medical reasons provided documentation from the medical provider is submitted to the Future Professional Advisor. The Future Professional must also inform their Future Professional Advisor that they are going to be absent due to one of the abovementioned reasons.

Individuals with a verified disability requiring occasional absences as a reasonable accommodation should seek approval via the School's ADA Coordinator, Section 504/ADA Disability Accommodation & Grievance Policy located in this catalog.

## **STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1234g; 34 CFR Part 99) is a federal law that protects the privacy of education records. FERPA generally gives students the right to:

- 1) Review their educational records;
- 2) Seek to amend inaccurate information in their records;
- 3) A formal hearing if seeking the correction of these records;
- 4) To place of note of explanation in the records if their requested correction was unsuccessful;
- 5) Provide consent for the disclosure of their records; and
- 6) File a complaint with the Department of Education if the school fails to comply with FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW.  
Washington, DC, 20202-8520

Students who wish to inspect and review their records may do so by submitting a written request to the Education Leader and/or Financial Aid Leader. The Education Leader and/or Financial Aid Leader will respond and schedule a time to review the requested records within 45 days from the date of the request. A school official will be present at the time of review. There is no fee for reviewing records. However, an administrative fee may be charged if copies are requested.

### **GENERAL RELEASE OF INFORMATION**

Outside of the FERPA exceptions (some examples discussed below) to disclosure information without consent, a student must provide written consent for each request to the Future Professional Advisor before the school may disclose personally identifiable information from the student's educational records. The written consent must:

- 1) State the purpose of the disclosure;
- 2) Specify the records that may be disclosed;
- 3) Specify the date the records may be disclosed on;
- 4) Identify the party or class of parties to whom the disclosure may be made; and
- 1) The request must be signed and dated by the student.

### **FERPA DISCLOSURES TO PARENTS**

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's educational records to his or her parents if the student is a dependent student under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student.

A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents, information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

### **FERPA EXCEPTIONS**

The school does not publish directory information. No personally identifiable information will be released to a third party without the written consent of the student unless it is:

- a. To school officials (including but not limited to educators) who have a legitimate

educational interest in the information. A school official is defined as a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement until personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

b. To officials of another school where the student seeks or intends to enroll.

c. To representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.

d. To comply with a judicial order, subpoena or ex parte order.

### **RECORD MAINTENANCE**

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of five (5) years.

### **STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES**

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at PAUL MITCHELL THE SCHOOL.

**Attendance and Documentation of Time**

- 1) The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock. To ensure proper clock hours are credited, full-time students are required to clock in/out no more than 6 times a day: when they arrive to school, for one fifteen (15) minute break in the morning, when they leave for lunch, when they return from lunch, for one fifteen (15) minute break in the afternoon, and when they leave at the end of the day. Part-time students are required to clock in/out no more than 3 times a day: when they arrive to school, for one fifteen (15) minute break, and when they leave at the end of the day.
- 2) According to the Texas Department of Licensing and Regulation (TDLR), PAUL MITCHELL THE SCHOOL cannot adjust a Student’s time clock activity. Future Professionals will only receive credit for written in adjustments if there is a time clock failure or other situation approved by the TDLR.
- 3) The school is open from 9:15 AM to 5:15 PM for day students and 5:15 PM to 10:15 PM for night students.
- 4) All courses require continuous attendance.
- 5) The prescribed attendance schedule must be maintained each week.
- 6) Night students may not miss Fridays; day students may not miss Saturdays.
- 7) Students must be on time, as tardiness inhibits the learning process. Students who are more than 5 minutes late for a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work in the clinic.
- 8) During the enrollment contract period, students must maintain a 90% attendance average each month to complete the program within the scheduled program length. Students are allowed to miss 10% of their scheduled hours before being withdrawn from the program. A student will be dropped from the program once he/she meets their scheduled program length (defined below). If the student needs to complete remaining program hours in order to graduate, the student will be required to re-enroll in the program with a new contract and costs in order to complete their remaining hours.

**SCHEDULED PROGRAM LENGTH IS DEFINED AS:**

<p><i>Cosmetology:</i>  Hours in program = 1500 hours  10% absent hours = 150 hours  Scheduled Program Length = 1650 hours</p>	<p><i>Instructor:</i>  Hours in program = 750 hours  10% absent hours = 75 hours  Scheduled Program Length = 825 hours</p>
<p><i>Esthetics:</i>  Hours in program = 750 hours  10% absent hours = 75 hours  Scheduled Program Length = 825 hours</p>	<p><i>Instructor:</i>  Hours in program = 500 hours  10% absent hours = 50 hours  Scheduled Program Length = 550 hours</p>

*Please note that if student misses 10 or more school days, the student will be terminated from the program.*

- 1) Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 9:00 AM; 3-Day program students must call in by 7:30 AM and night students must call in by 1:30 PM.
- 2) Students must request time off from school from the Future Professional Advisor.
- 3) Full-time students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week; 3-day schedule students are required to be in attendance a minimum of eleven (11) hours on Thursdays and Fridays and a minimum of eight (8) hours on Saturdays, 30 hours per week; Part-time students are required to be in attendance a minimum of four and one half (4.5) hours per day, 22.5 hours per week. Students cannot bank hours and attend over 48 hours per week to make up for missing hours. Makeup Hour Days are offered at the discretion of the Leadership Team and will be announced to Future Professionals accordingly. PAUL MITCHELL THE SCHOOL has two (2) graduation ceremonies a year—these days are makeup days for Future Professionals.
- 4) Lunches and breaks are scheduled for all students. Students must take 30 minutes for lunch between 12:30 PM and 1:00 PM, for students in the 3-day program lunch is between 12:00 PM and 12:30 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM.
- 5) Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
  - a. Students who leave school premises or those who leave early must document their time by clocking out on the time clock and having an instructor book them out.
  - b. Students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the time if they fail to clock in/out for lunch.
- 6) Students may not clock in or out for another student.
- 7) Students must keep a record of all services each day on the "service tracking sheet," which must be completed daily and turned in every month.

## PROFESSIONAL IMAGE

A professional image is a *requirement* for successful participation in school. Students must maintain the following professional dress agreement:

- 1) Core, Phase I, and Junior Esthetics Future Professionals must wear all black.
- 2) Phase II, Senior Esthetics Future Professionals and Student Instructors must wear black or white in any combinations.
- 3) Clothing must be professional, clean and free of stains and tears.
- 4) Shoes can be any color and professional for all Future Professionals. Shoes must be closed toe and closed heel.
- 5) Hair must be clean and styled prior to arriving to school. Bobby pins are for up-styles only.
- 6) Cosmetics must be worn and applied in a trend-appropriate and professional manner prior to arriving at school.
- 7) Shoes, jewelry, scarves, and belts can be any color.

## **PROFESSIONAL DRESS REQUIREMENTS**

1. NO UGGs, tennis shoes, running/gym shoes, Vans, Toms, Converse, Sandals, Crocs, Sperry's, house shoes, peep toe heels, or open toe/heel shoes of any kind.
2. Shirts must come down to mid-thigh when wearing tights or leggings.
3. Short skirts/dresses that fall above fingertip length, must be worn with tights, leggings or pantyhose.
4. Sequins and other decorations on clothing must be black.
5. NO tank tops, sleeveless tops, or anything that shows your armpits.
6. NO sweatpants, sweatshirts or scrubs.
7. Printed t-shirts must have a Paul Mitchell logo.
8. NO hats, visors, bandanas, caps, beanies or scarves around the head.
9. NO shorts, Bermuda shorts, spandex, biking shorts or yoga pants.
10. NO hooded clothing.
11. Socks, stockings, leg warmers and camisoles must be all black.
12. Jeans must be solid black or white and free of holes, tears, frays and/or fading.
13. NO jeggings or clothing made of jean look-a-like materials.
14. NO banana clips.
15. Ponytails and up styles must be neat and professional.
16. Appropriate undergarments must be worn and not visible.

Students who fail to comply with this professional dress agreement will be asked to leave and return with appropriate attire. Students will not receive hours for the time he/she is off campus adjusting attire. PAUL MITCHELL THE SCHOOL reserves the right to change the dress agreement requirements.

## **SANITATION AND PERSONAL SERVICES**

- 1) Students must keep workstations and classroom areas clean, sanitary, and clutter free at all times. Students must clean their stations, including the floor, after each service.
- 2) Hair must be swept up immediately after a service is completed, before blow drying.
- 3) Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- 4) Students may have their hair or other services done on Wednesday and Thursday only. To receive a service, students must do the following prior to starting the service:
  - a. Notify an instructor.
  - b. Be scheduled off the service books by a Learning Leader.
  - c. Pay for service supplies including perms, tints, bleaches, rinses, conditioning, treatments, manicures, nails, etc.
  - d. If a service guest comes in and the service desk coordinator needs the student giving the personal service or the student receiving it to take care of the guest, then the students must reschedule their personal service and complete the assigned service guest appointment.

- e. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and worksheets. School assignments and successful learning are the priority.

## **COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT**

- 1) Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, breakroom, or clinic floor area.
- 2) Audio and/or visual recording is not permitted while on campus.
- 3) Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
- 4) Cell phones are not permitted in the classrooms, clinic floor and/or hallways.
- 5) Students may not visit with another student who is servicing a client.
- 6) Students may not gather around the reception desk, reception area, or offices.
- 7) Food, drinks, and water bottles are allowed only in the lunchroom.
- 8) PAUL MITCHELL THE SCHOOL is a smoke-free campus. Students who fail to follow this policy will be suspended for a total of three (3) days. This policy extends to electronic cigarettes.
- 9) Stealing or taking school or another's personal property will lead to termination.

## **LEARNING PARTICIPATION GUIDELINES**

- 1) Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating is prohibited and will lead to termination.
- 2) Students will be expected to maintain an average of 70% on all theory tests and assignments.
- 3) Students must take all appointments assigned to them. This includes last-minute walk-ins.
- 4) Students may not be released from required theory class to take a client.
- 5) Only desk personnel may schedule or change client service appointments.
- 6) All services must be checked and the service ticket initialed by an instructor.
- 7) Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
- 8) Students will receive clock hours when they fully participate in their learning experience.
- 9) When students are not scheduled with service appointments or are not scheduled to attend theory or an elective class, they may focus on the following:
  - a. Completion of monthly worksheets
  - b. Completion of theory review worksheets
  - c. Performing a service on another student
  - d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- 10) Students must comply with school personnel and instructors' assignments and requests as required by the curriculum and student guidelines and rules.
- 11) Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.



- 12) Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. PAUL MITCHELL THE SCHOOL is not responsible for any lost or stolen articles.
- 13) Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- 14) All worksheets are due at the end of each month by 5:00 PM for day students and 10:00 PM for night students.
- 15) If a student fails to fully complete a worksheet, the student will be placed on the Back on Track list and will remain on the list until the following month, as long he/she completes the worksheet.

## **STUDENT PRIVACY**

Students understand the following limitations on their privacy apply while at school. Lockers furnished for student use belong to the school and are subject to search by school or police officials at any time for any reason. Students should not expect privacy in their use of school lockers.

By entering onto the premises of the school, students agree that they and any parcels, including handbags, briefcases and purses or other items and personal effects they may bring with them (including any vehicle parked on school property) are subject to reasonable search by school personnel.

## **DRUG-FREE CAMPUS**

In accordance with the Drug-Free Schools and Communities Act (DFSCA), PAUL MITCHELL THE SCHOOL is a drug and alcohol-free school and workplace. The school strictly forbids the possession, distribution, use or sale of alcoholic beverages and/or illegal drugs by students and employees anywhere on school property including grounds, parking lots, within the building/s or while participating in school-related activities.

PAUL MITCHELL THE SCHOOL will impose disciplinary sanctions on students and employees who violate this policy. The sanctions may include anything up to and including termination. In addition, those who violate public law may be subject to criminal prosecution from local, state and federal law enforcement. Conviction of drug and alcohol violations can lead to imprisonment, fines and community service. Convictions may also prevent individuals from entering many fields of employment and make them ineligible for federal student grants and loans.

## **COACHING AND CORRECTIVE ACTION**

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The school team will coach all students to correct noncompliant or destructive behavior when appropriate.

The following actions may be inspected for noncompliance:

- 1) **Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or suspended when they do not comply with guidelines.

- 2) **Professional Image Standards:** Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.
- 3) **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.
- 4) **Communication Guidelines and Professional Conduct:** It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.
- 5) **Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as "future salon professionals" and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.

PAUL MITCHELL THE SCHOOL reserves the right to modify the Student Professional Development Guidelines at any time. Students will be notified of any such changes.

### **CORRECTIVE ACTION STEPS**

Failure to comply with the aforementioned areas will result in a coaching session. After a student has received five (5) coaching sessions, he/she may be suspended for five (5) days. On the 5<sup>th</sup> coaching session, the Future Professional Advisor will create a plan of action to be followed. After the 5-day suspension, the student may only have two (2) additional coaching sessions. On the seventh coaching session, the student's enrollment may be terminated.

After an esthetics student, 750-hour instructor student, or 500-hour instructor student has received two (2) coaching sessions, he/she may be suspended for five (5) days. On the 2<sup>nd</sup> coaching session, the Future Professional Advisor will create a plan of action to be followed. If the student receives another coaching session after the 5-day suspension, his or her enrollment may be terminated.

Please note, students may be suspended for failure to complete required tests and for non-payment. Suspension as a disciplinary action is determined at the sole discretion of the PAUL MITCHELL THE SCHOOL location being attended.

### **AMERICANS WITH DISABILITIES (ADA) POLICY**

PAUL MITCHELL THE SCHOOL does not discriminate in admission or access to our program based on disability. If you would like to request academic adjustment or auxiliary aids, please contact the ADA Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation, auxiliary aid or service requiring the need to wear tennis shoes for medical reasons should follow this procedure:

### **Request for Accommodation**

Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.

The ADA Compliance Coordinator will provide a student or applicant with a **Request for Accommodations form**, which is also available on the school's website.

Reasonable accommodations are available for students and applicants who provide documentation of a disability, specifically that they have an impairment that substantially limits one or more major life activities. In general, the documentation referenced should not be more than three years old prior to applying to the school. The documented assessments must be completed by qualified professionals in the area of disability, as dictated below:

<b>Disability</b>	<b>Qualified Professional</b>
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation and sources used to evaluate the need and determine appropriate accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, aptitude and achievement tests with results/reports, functional effects or limitations of the disability (physical limitations) and/or medications and recommendations, and social and cultural background and adaptive behavior. The school reserves the right to request additional documentation as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage in the interactive process with the student or applicant to determine what accommodations may be reasonable.

If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.

The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements

### **Grievance Process**

**The school has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.**

Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. The school will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

#### **Procedure**

Grievances must be submitted to the ADA Compliance Coordinator (contact information above). Grievances must be submitted within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The ADA Compliance Coordinator (or her/his designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. ADA Compliance Coordinator will maintain the files and records relating to such grievances.

All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complainant's filing, the ADA Compliance Coordinator will so advise the student and provide and update as to the status of the investigation. The student may also contact the ADA Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.

The person filing the grievance may appeal the decision of the ADA Compliance Coordinator by writing to the Executive Director, Audra Turner at 2389 Midway Road, Ste. A, Carrollton, TX 75006; (972)669-0494; audra@pmtsDallas.com within 15 days of receiving the ADA Compliance Coordinator decision. The School Director shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education's Office for Civil Rights and/or a similar state agency.

The school will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

### **ANTI-HARASSMENT AND DISCRIMINATION POLICY FOR STUDENTS AND EMPLOYEES (TITLE IX POLICY)**

The school is committed to providing a work and school environment free of unlawful harassment or discrimination. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state, or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the school prohibits discrimination based on sex which includes sexual harassment and sexual violence, and the school has jurisdiction over Title IX complaints. All students and employees are required to take our mandatory Sexual Harassment and Prevention Training twice annually.

The school's anti-harassment policy applies to all persons involved in the operation of the school, and prohibits unlawful harassment by any employee of the school, as well as students, customers, vendors

or anyone who does business with the school. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the school does business engages in unlawful harassment or discrimination, the school will take appropriate corrective action.

As part of the school's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. The school provides training to key staff members to enable the school to handle any allegations of sexual harassment or sexual violence promptly and effectively. The school will respond quickly to all reports and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

This policy applies to complaints involving discrimination based on sex (including sexual harassment and sexual violence). If you believe you have experienced or witnessed discrimination or harassment based on a protected basis besides sex, please follow the school's Non-Discrimination/Anti-Harassment Policy located on page 43 of this catalog.

## **DEFINITIONS**

**Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive**

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the school's investigation of the allegation.

**Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.**

**Domestic Violence** is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Sexual Assault** occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

**Stalking** is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

**Consent** is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

## **PROHIBITED CONDUCT**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

## **COMPLAINT / GRIEVANCE PROCEDURE**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator for each campus is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise at their specific campus during the review of such complaints.

### **Title IX Coordinators:**

#### **PAUL MITCHELL THE SCHOOL DALLAS**

Gordon Turner; Future Professional  
Advisor 2389A Midway Road; Ste. A  
Carrollton, TX 75006  
(972)669-0494; x-5209  
[gordon@pmtsdallas.com](mailto:gordon@pmtsdallas.com)  
[TitleIX@pmtsdallas.com](mailto:TitleIX@pmtsdallas.com)

#### **PAUL MITCHELL THE SCHOOL ARLINGTON**

Merritt King; Future Professional Advisor  
309 Curtis Mathes Way, Ste 101  
Arlington, TX 76018  
(817) 865-6963  
[merritt@pmtsarlington.com](mailto:merritt@pmtsarlington.com) or  
[TitleIX@pmtsarlington.com](mailto:TitleIX@pmtsarlington.com)

#### **PAUL MITCHELL THE SCHOOL SAN ANTONIO**

Angela Alvey; Future Professional Advisor  
5590 Summit Parkway  
San Antonio, TX 78229  
(210) 523-8333  
[Angela@pmtssanantonio.com](mailto:Angela@pmtssanantonio.com)  
[TitleIX@pmtssanantonio.com](mailto:TitleIX@pmtssanantonio.com)

The school ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the school's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the school's grievance procedures and any other procedures used for investigating reports of sexual harassment.



## **INVESTIGATION OF COMPLAINTS**

In response to all complaints, the school promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The school shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the school will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the school determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the school will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the school's disciplinary process. To the extent that an employee or contract worker is not satisfied with the school's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## **RETALIATION PROHIBITED**

The school will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator at the campus being attended.

## **REPORTING REQUIREMENTS**

Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

## **ADDITIONAL INFORMATION**

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

For additional information regarding each school’s policy and investigative procedures please see each school’s policy regarding sexual harassment and sexual offenses located in the most recent Annual Security Report for the campus you are interested in attending:

PAUL MITCHELL THE SCHOOL DALLAS:

<https://paulmitchell.edu/dallas/info/links>

PAUL MITCHELL THE SCHOOL ARLINGTON:

<https://paulmitchell.edu/arlington/info/links>

PAUL MITCHELL THE SCHOOL SAN ANTONIO:

<https://paulmitchell.edu/sanantonio/info/links>

## **COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (Including Computer Use and File Sharing)**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject you to civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

At PAUL MITCHELL THE SCHOOL we abide by the provisions of the federal Digital Millennium Vein Reader Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school’s computers, the matter will be referred to the Education Leader for further investigation. If you are found responsible after meeting with the Education Leader, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service. The Internet is an essential tool in everyone’s lives for both academic

and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies. The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them “the opportunity to resolve copyright infringement claims against them at a discounted rate.” Published reports indicate that the minimum settlement is \$3,000.00 per case. Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft. To facilitate student access to legal sources of music and video online, a few sites are listed below:

- 1) **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is “unlocked,” meaning you can transfer the songs to any device or computer you own.
- 2) **eMusic.com:** This site features mostly independent and jazz/blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about \$0.50 to \$0.89/song.
- 3) **Netflix.com:** For about \$7.99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **SOCIAL NETWORKING POLICY**

Paul Mitchell School respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, Instagram, Twitter, You Tube, Friendster, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Paul Mitchell Schools culture.

PAUL MITCHELL THE SCHOOL does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Paul Mitchell Future Professional and misrepresent Paul Mitchell culture. PAUL MITCHELL THE SCHOOL reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## **REGULATORY AND ACCREDITATION AGENCIES**

The school is licensed by the Texas Department of Licensing and Regulation (TDLR)

### **TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P.O. Box 12157  
Austin, TX 78711  
(512) 463-6599

The school is nationally accredited by the Council on Occupational (COE). COE is a recognized accrediting agency by the U.S. Department of Education.

**COUNCIL ON OCCUPATIONAL EDUCATION (COE)**

<http://council.org/>

7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898

Through the U.S. Department of Education, each of the campuses are eligible to participate in student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.

If you are interested in reviewing or receiving a copy of the school’s state license/approval or a copy of the school’s letter of accreditation, please contact school administration.

**PERFORMANCE STATISTICS**

Each of the entities listed above requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure. TDLR, COE and the U.S. Department of Education each requires a specific method of computing and providing these outcome rates. COE requires schools to list the outcome rates for each program. The U.S. Department of Education requires outcome rates be provided for the individual location. Outcome rates have been provided in each location’s Supplemental Catalog for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

**GRIEVANCE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student’s immediate Future Professional Advisor or Education Leader, the student may file the concern in written form. The complaint will then be referred to the school’s Management Team, which consists of the Director, the Admissions Leader, the Compliance Director, the Education Leader, and the Financial Aid Leader. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 21 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. PAUL MITCHELL THE SCHOOL will maintain records of the complaint and response in accordance with the published record retention policy. If a student has exhausted the methods above and is still not satisfied with the action taken, or believes that the school is in violation of accreditation requirements, you can pursue this matter by contacting the agencies below:

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P.O. Box 12157  
Austin, TX 78711  
(512) 463-6599

OR

**COUNCIL ON OCCUPATIONAL EDUCATION (COE)**

<http://council.org/>

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

(770) 396-3898

Complaints of sexual harassment, violence or discrimination should be reported to the Title IX Coordinator and are handled in compliance with the Title IX policy and procedure contained on page 43.

**CAMPUS SECURITY**

In compliance with the Cleary Act, PAUL MITCHELL THE SCHOOL collects, maintains and disseminates data annually regarding crime statistics. The school's Annual Security Report ("ASR") is available on each campus' website at:

PAUL MITCHELL THE SCHOOL DALLAS:

<https://paulmitchell.edu/dallas/info/links>

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PAUL MITCHELL THE SCHOOL ARLINGTON:

<https://paulmitchell.edu/arlington/info/links>

PAUL MITCHELL THE SCHOOL SAN ANTONIO:

<https://paulmitchell.edu/sanantonio/info/links>

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Upon request, each location will provide a paper copy of its ASR. Please contact the Financial Aid Leader at the campus being attended to request a copy of the report.

**COURSE OVERVIEWS**

Campus specific course outlines can be in each campus' Catalog Supplement

## STATE OF TEXAS REQUIREMENTS

### Cosmetology

The instructional program of PAUL MITCHELL THE SCHOOL meets or exceeds these requirements:

Subject	Technical Instruction
Haircutting, styling and related theory	500 hrs.
Hair coloring and related theory	200 hrs.
Cold waving and related theory	200 hrs.
Orientation, rules and laws	100 hrs.
Manicuring and related theory	100 hrs.
Shampoo and related theory	100 hrs.
Chemistry	75 hrs.
Salon Management and practices	75 hrs.
Hair and scalp treatment and related theory	50 hrs.
Chemical hair relaxing and related theory	50 hrs.
Facials and related theory	50 hrs.
<b>TOTAL CLOCK HOURS</b>	<b>1500 hrs.</b>

Subject	Practical Applications
Client protection	600
Hairdressing: arranging, cutting, dressing, shampooing, curling, pressing, and finger waving	600
Sanitation	500
Hair Coloring: temporary, semi-permanent, permanent, bleaching and dimensional, coloring, color mixing	100
Chemical Hair Services: (minimum of 15 services in each category.) restructuring, permanent waving, straightening and relaxing	100
Facials: (minimum of 5 services in each category.) skin analysis and care, manipulation and massage, skin care, removal of hair by wax, tweezers, or depilatories, make-up and brow arch	30
Scalp and hair treatments	30
Manicuring and Pedicuring	30
<b>TOTAL APPLICATIONS</b>	<b>1990</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

## Esthetics

The instructional program of PAUL MITCHELL THE SCHOOL meets or exceeds these requirements:

Subject	Hours
<b>Orientation and Texas Occupation Code</b> Chapter 1602 and its companion General Rules and Regulations including sanitary ruling	50
<b>Sanitation, Safety, and First Aid</b> <ul style="list-style-type: none"> <li>• Definitions</li> <li>• Safety measures</li> <li>• Methods</li> <li>• Importance</li> </ul>	40
<b>Anatomy and Physiology</b> <ul style="list-style-type: none"> <li>• Bones – major bones and functions</li> <li>• Muscles – major muscles and functions</li> <li>• Nerves – major nerves and functions</li> <li>• Blood – major blood vessels and function</li> </ul>	90
<b>Chemistry</b> <ul style="list-style-type: none"> <li>• Cosmetic chemistry and formulation</li> <li>• Properties and knowledge of pH (acid and alkaline)</li> </ul>	50
<b>Electricity, Machines, and Related Equipment</b> <ul style="list-style-type: none"> <li>• High frequency</li> <li>• Galvanic</li> <li>• Faradic</li> <li>• Interferential</li> </ul>	75
<b>Client Consultation and Analysis</b> <ul style="list-style-type: none"> <li>• Client history forms</li> <li>• Recognize contraindication</li> </ul>	50
<b>Facial Treatments</b> <ul style="list-style-type: none"> <li>• Facial massage techniques</li> <li>• European</li> <li>• Shiatsu</li> <li>• Aromatherapy</li> </ul>	225
<b>Superfluous Hair Removal</b> <ul style="list-style-type: none"> <li>• Waxing</li> <li>• Safety and sanitation</li> <li>• Tweezing</li> </ul>	25
<b>Aromatherapy</b> <ul style="list-style-type: none"> <li>• Basic principles body and face</li> </ul>	15
<b>Nutrition</b> <ul style="list-style-type: none"> <li>• How to maintain your health, diet and vitamins</li> </ul>	10
<b>Color Psychology</b> <ul style="list-style-type: none"> <li>• Boosting self-confidence and natural beauty</li> </ul>	10

<b>Subject</b>	<b>Hours</b>
<b>Makeup</b> <ul style="list-style-type: none"> <li>• Type of makeup</li> <li>• Color therapy</li> <li>• Face types</li> <li>• Corrective makeup</li> <li>• Special occasion makeup</li> <li>• Lashes</li> </ul>	75
<b>Management</b> <ul style="list-style-type: none"> <li>• Skin care as a profession</li> <li>• Ethics</li> <li>• Job markets and options</li> <li>• Job application and resume</li> <li>• Financial responsibilities</li> </ul>	35
<b>TOTAL CLOCK HOURS</b>	<b>750 hrs.</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

**Instructor 750 hours**

<b>Subject</b>	<b>Hours</b>
<b>Communications and Human Relations</b>	50
<b>State laws and forms</b>	25
<b>Instruction</b> Theory – lab Clinic operation Teaching and lab Clinic management	25
<b>Lesson Plans/Program</b>	50
<b>Development and Review</b>	625
Methods of teaching	100
Visual aids preparation use	100
Classroom management	75
Evaluation techniques	50
Clinic supervising	200
Student advising interaction	50
Practical application	50
<b>TOTAL CLOCK HOURS</b>	<b>750 hrs.</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL DALLAS provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.



**Instructor 500 hours (1 years of experience)**

<b>Subject</b>	<b>Hours</b>
<b>Orientation, Rules, and Laws</b>	60
State laws and forms	40
Licensing requirements, regulations and job search	20
<b>Learning Theory</b>	40
<b>Teaching and Lab/Clinic Management</b>	400
Lesson Plan	120
Methods of teaching	120
Visual aids preparation use	40
Classroom management	60
Evaluation techniques	60
<b>TOTAL CLOCK HOURS</b>	<b>500 hrs.</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

**SCHOOL ADMINISTRATION AS OF JUNE 2017**

**Ownership:** Cosmetology Career Center, L.L.C

**President:** John W. Turnage

**Chief Financial Officer:** Janet Turnage

**Vice President:** Conor Turnage

**Executive Director:** Audra Turner

**Executive Clinic Director:** Corey Henderson

**Executive Financial Aid and Compliance**

**Leaders:** Jennifer Osbourn & Chandra Couch

**Executive Director of Special Projects:** Val Gonzalez

**A list of each campus' Instructors and campus specific Administrators can be found in the campus' Supplemental Catalog.**