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# 2019 CATALOG

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

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## Paul Mitchell The School Schenectady

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# Table of Contents

2019 CLASS START DATES .....	92
ACCEPTANCE .....	4
ADMINISTRATION/OWNERSHIP .....	1
ADMISSION PROCEDURE .....	3
ADMISSION REQUIREMENTS .....	3
ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY .....	82
APPEAL PROCEDURE .....	57
APPLICANTS WITH NON-IMMIGRANT VISAS .....	4
BARBERING COURSE OVERVIEW .....	17
BARBERING MAKE-UP HOURS .....	50
BARBERING PROGRAM TESTING AND GRADING PROCEDURE .....	25
BULLYING, HARASSMENT, AND DISCRIMINATION POLICY .....	84
COACHING AND CORRECTIVE ACTION .....	69
COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME .....	52
CONSTITUTION DAY .....	92
COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL SCHENECTADY .....	85
CORE ATTENDANCE POLICY .....	50
COSMETOLOGY AND ULTIMATE MAKEUP COURSE OUTLINE .....	13
COSMETOLOGY AND ULTIMATE MAKEUP COURSE OVERVIEW .....	13
COSMETOLOGY AND ULTIMATE MAKEUP MAKE-UP HOURS .....	50
COSMETOLOGY AND ULTIMATE MAKEUP PROGRAM TESTING AND GRADING PROCEDURE .....	24
COSMETOLOGY COURSE OVERVIEW .....	9
COSMETOLOGY MAKE-UP HOURS .....	49
COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE .....	24
COST OF TUITION AND SUPPLIES .....	91
COURSE DESCRIPTIONS (All courses are taught in English) .....	2
CREDIT BALANCE POLICY .....	49
DISCLOSURE .....	87
EDUCATION GOALS .....	7
ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION .....	48
ENROLLMENT INFORMATION .....	7
FEDERAL RETURN OF TITLE IV FUNDS POLICY .....	35
GRADUATES COMPLETING A PROGRAM AND REENROLLING IN A NEW PROGRAM .....	27
GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES .....	27
GRADUATION REQUIREMENTS IN COURSES .....	27
GRIEVANCE POLICY .....	87
INDUSTRY REQUIREMENTS .....	26
INFORMATION FOR STUDENTS DISCLOSURE PAMPHLET .....	88
LAST CHANCE POLICY .....	8
LEAVE OF ABSENCE POLICY .....	54

LOCKER POLICY .....	70
MAJORS, DEGREES, SECOND DEGREE, OR SUMMER TERMS .....	53
MAKE-UP WORK.....	50
MAXIMUM TIME FRAME .....	53
MEASURABLE PERFORMANCE OBJECTIVES .....	25
MISSION STATEMENT .....	1
NONCREDIT, REMEDIAL COURSE, AND REPETITIONS.....	55
NONDISCRIMINATION .....	1
PARKING .....	1
PERFORMANCE STATISTICS/JOB OUTLOOK .....	60
POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES.....	71
POLICY FOR VERIFICATION OF TITLE IV FUNDING .....	48
PROBATION .....	56
PROGRAM INTEGRITY .....	62
QUANTITATIVE AND QUALITATIVE FACTORS.....	51
RE-ENTRY STUDENTS.....	5
RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS for those who qualify .....	56
REFUND POLICY: Per Section 5002 of Education Law .....	39
REGULATORY AND ACCREDITATION AGENCIES .....	86
SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY .....	26
SATISFACTORY ACADEMIC PROGRESS POLICY .....	51
SCHEDULE CHANGES.....	8
SCHOOL ADMINISTRATION AS OF JANUARY 2019 .....	93
SCHOOL FACILITIES.....	1
SOCIAL NETWORKING POLICY.....	86
SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES.....	48
STATE OF NEW YORK REQUIREMENTS - BARBERING .....	22
STATE OF NEW YORK REQUIREMENTS - COSMETOLOGY AND COSMETOLOGY AND ULTIMATE MAKEUP	18
STUDENT CONSUMER INFORMATION.....	82
STUDENT FINANCIAL AID RELEASE .....	47
STUDENT KIT – BARBERING .....	33
STUDENT KIT – COSMETOLOGY.....	28
STUDENT KIT – COSMETOLOGY AND ULTIMATE MAKEUP .....	32
STUDENT KIT – ULTIMATE MAKEUP .....	31
STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES .....	64
STUDENTS RIGHT-TO-KNOW - COMBINED DEPARTMENT OF EDUCATION RATES (IPEDS) .....	63
STUDENTS WHO WITHDRAW .....	8
TERMINATION APPEAL PROCEDURE .....	57
TERMINATION POLICY .....	8
TRANSFER HOURS.....	56
TRANSFER STUDENTS .....	6
TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK-HOUR PROGRAM .....	37

ULTIMATE MAKEUP COURSE OUTLINE .....	12
ULTIMATE MAKEUP COURSE OVERVIEW .....	12
ULTIMATE MAKEUP MAKE-UP HOURS.....	49
ULTIMATE MAKEUP PROGRAM TESTING AND GRADING PROCEDURE .....	25
VOTER REGISTRATION .....	92
WARNING .....	56

## MISSION STATEMENT

Our school's mission is to provide a quality educational system to prepare students to pass the state board examination and gain 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.

## SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. Paul Mitchell The School Schenectady is fully equipped to meet all the demands of modern hair and skin care, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The facilities include student lounge and lockers, client reception and work areas, management offices, private classrooms, workstations, and equipment.

Paul Mitchell The School Schenectady is a two story school equipped with an elevator with easy handicap access, accessible rest rooms, and drinking fountain. The clinic floor, lunch room, and all classrooms are handicap accessible.

For the purpose of safety and quality control, our classrooms and administrative offices will be under audio/visual observation.

## ADMINISTRATION/OWNERSHIP

PM Schenectady, LLC., dba Paul Mitchell The School Schenectady, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

## PARKING

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Paul Mitchell The School Schenectady will not be responsible for parking violations and/or towing fees.

For more parking info visit: <http://parkschenectady.com/paul-mitchell-school-students-parking-info>

## NONDISCRIMINATION

Paul Mitchell The School Schenectady, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director, Richard Daley and/or Dr. Giuseppe Veglio, in person or by calling 518-370-4590, or by mail at 411 State Street, Schenectady, NY 12305 immediately so appropriate action can be taken.

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

### **COSMETOLOGY: Standard Occupational Classification (SOC) 39-5012.00, Classification of Instructional Programs (CIP) Code 12.0401**

The curriculum involves 1000 hours to satisfy New York state requirements. The course includes extensive 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.

### **ULTIMATE MAKEUP PROGRAM: (SOC) 39-5012.00, (CIP) Code 12.0401**

The Makeup Curriculum involves 140 clock hours. The program includes extensive instruction and practical experience in makeup artistry. *This program is not accredited or approved by National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) and is not eligible for Title IV funding. This program does not lead to licensure.*

### **COSMETOLOGY AND ULTIMATE MAKEUP PROGRAM: (SOC) 39-5012.00, (CIP) Code 12.0402**

The curriculum involves 1175 hours which exceeds New York state requirements by 175 hours. The course includes extensive 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. The additional 175 hours are used for instruction on business growth for hairstylists and skills and techniques of advanced makeup artistry.

### **BARBERING: (SOC) 39-5011.00, (CIP) Code 12.0402**

The curriculum involves 615 hours to satisfy New York State requirements. The course prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices.

At this time the school does not have any plans to improve or change its educational programs.

The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

## ADMISSION REQUIREMENTS

Paul Mitchell The School Schenectady admits as regular students those who are high school graduates or holders of high school equivalency diploma. Paul Mitchell The School Schenectady does not accept ability to benefit (ATB) students at this time.

## ADMISSION PROCEDURE

- 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 Paul Mitchell The School Schenectady.
- ② **Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$55.00 is received. Please submit the fee in the form of a check or money order, payable to Paul Mitchell The School Schenectady. This fee is not included in the cost of tuition.
- ③ **Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant.
- ④ **Entrance Essay:** The essay should include information about the applicant.
- ⑤ **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration.
- ⑥ **Provide Verification Documents:**
  - a. **Identification (provide only one):** Copies of a passport, a government-issued identification, a driver's license, or a birth certificate are required.
  - b. **Education (provide only one):** Copies of a standard high school diploma\*, high school transcripts\*\*, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or a High School Equivalency diploma or official High School Equivalency diploma test scores.

\* Please note that a Modified High School Diploma, a Certificate of Completion, or a Certificate of Attainment is not accepted for our Admissions requirements. They are not considered equivalent to a Standard High School Diploma. We are required to verify that your proof of education is from a valid high school or High School equivalency program. If we determine that your diploma or High School Equivalency diploma is not valid, you will be denied admission to the school.

Paul Mitchell The School Schenectady does not recruit students who are already enrolled in a similar program at another institution.

\*\***Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript, however the diploma or transcript **MUST** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. ***It is the students responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.*** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Leader.

If you have a disability and need an academic adjustment, please notify the admissions officer as soon as possible so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or high school equivalency diploma, please contact our admissions office for a list of high school equivalency programs located near the school. Paul Mitchell The School Schenectady does not require a student to have immunizations / vaccinations to enroll in our school. A copy of the school's ADA Policy and Request for Accommodations form may be found on the school's website or from the school's Admissions Leader.

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. *Please refer to the school Transfer policy for additional information.*

## **APPLICANTS WITH NON-IMMIGRANT VISAS**

Non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a vocational or technical post-secondary school in the United States. Please see the Financial Aid Officer to determine if you qualify for enrollment and any type of Title IV financial aid. Please note that students who are studying under a student visa (M1 visa), or any other visa, are not eligible to receive Title IV financial aid. Those students studying under an M1 student visa at a school approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed 12 months. Please note that this school location is not SEVIS approved.

## **ACCEPTANCE**

After a prospect has completed the enrollment application process, the enrollment team and director reviews each applicant and his or her required admissions materials including the written entrance essay and personal interview to determine acceptance. Upon the decision of the enrollment team and director, the applicant receives written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

## RE-ENTRY STUDENTS

***Students who re-enroll in the program within 180 days of withdrawal date must complete the following:***

- ① All outstanding tuition, fees, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
- ② Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course.
- ③ If a re-enrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new contract addendum.
- ④ Pay a \$55.00 re-entry fee and submit a new application.

***Students who re-enroll in the program after 180 days of withdrawal date must complete the following:***

- ① All outstanding tuition, fees, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
- ② Students will be contracted at the current tuition hourly rate.
- ③ If a re-enrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract.
- ④ Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.
- ⑤ Pay a \$55.00 re-entry fee and submit a new application.
- ⑥ Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

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

Re-admission is reserved to the sole discretion of Paul Mitchell The School Schenectady and may require special conditions.

Re-admission for a student requires a personal interview with school administration. The re-entering student will be placed on a 30-day evaluation. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left.

## **TRANSFER STUDENTS**

Paul Mitchell The School Schenectady will accept transfer hours for the cosmetology and cosmetology and ultimate makeup program from other schools based on an evaluation of the student's comprehension of the course material.

Paul Mitchell The School Schenectady does not accept transfer students for the barbering or ultimate makeup program.

The cost for transfer students is \$14.00 per hour attended payable to Paul Mitchell The School Schenectady; this does not include the cost of a complete and current Paul Mitchell student kit.

Please note that students transferring to another school may not be able to transfer all the hours they earned at payable to Paul Mitchell The School Schenectady; the number of transferable hours depends on the policy of the receiving school.

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.

## **STATE LICENSING DISCLAIMER (cosmetology and barbering only)**

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, if committed by a licentiate of the business or profession in question, would be grounds for the Department of State, Division of Licensing Services to deny licensure. The Department of State, Division of Licensing Services 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. Paul Mitchell The School Schenectady is not responsible for students denied licensure.

## ENROLLMENT INFORMATION

- ① **Enrollment periods:** Paul Mitchell The School Schenectady usually begins a new cosmetology class about every eight (8) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact Paul Mitchell The School Schenectady for exact starting dates.
- ② **Holidays and school closures:** Paul Mitchell The School Schenectady allows the following holidays off: 5:00 p.m. on New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 24, 25, and 26 and one day per month for staff personal development. These dates are determined according to the calendar each year. Additional holidays may be added to the schedule at the discretion of school administration. The school is open for business unless there is a declared State of Emergency. Unexpected closures and snow days will be reported via the school's website and/or Facebook page.
- ③ **Enrollment agreement:** Paul Mitchell The School Schenectady clearly outlines the obligation of both the school and the student in the enrollment agreement. A copy of the enrollment agreement and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
- ④ **Payment schedule:** Paul Mitchell The School Schenectady offers a variety of monthly financial payment schedules. See Paul Mitchell The School Schenectady's Financial Leader for details.

## EDUCATION GOALS

Paul Mitchell The School Schenectady strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent 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 for marketability within the industry.
- ② To maintain an updated program that provides students with the knowledge to compete in their field of study.
- ③ To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- ④ To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- ⑤ To prepare students to successfully pass the state licensing exam for entry-level employment.
- ⑥ To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

## **SCHEDULE CHANGES**

Upon the discretion of the Director, students may be allowed to switch from a full-time schedule to a part-time schedule once prior to reaching 50% of their clock hours. All requests must be submitted in writing to the Director. There is a \$100.00 schedule change fee.

## **STUDENTS WHO WITHDRAW**

Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 5 days, at which time the items become the property of Paul Mitchell The School Schenectady.

Students wishing to transfer to another institution must pay all monies owed to Paul Mitchell The School Schenectady including a \$100 withdrawal fee and all applicable academic requirements must be met in order for student transcripts to be released.

## **TERMINATION POLICY**

Paul Mitchell The School Schenectady may terminate a student's enrollment for immoral and/or improper conduct, receiving seven (7) coaching sessions, failing to comply with educational requirements, attendance requirements, and/ or the terms as agreed upon within the enrollment agreement. For more information refer to the school Future Professional Advisory form.

## **ATTENDANCE TERMINATION POLICY**

If a student fails to maintain 70% or higher attendance, they will be dropped.

## **LAST CHANCE POLICY**

If a student drops to, or around 75% attendance, they may be entered into what is known as a "Last Chance Agreement." This agreement will state that the student must show an improvement in attendance within the next 30 calendar days. If an improvement is not made, during the 30 calendar days, that student may be withdrawn from the program at the discretion of the director.

## COSMETOLOGY COURSE OVERVIEW

### Course Hours: 1000 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- ① **Pre-clinical Classroom Instruction:** The first 245 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ② **Clinic Classroom Learning Experience:** The remaining 755 hours are spent in the clinic classroom area where practical experience is gained.

## COSMETOLOGY COURSE OUTLINE

Your time at Paul Mitchell The School Schenectady for the cosmetology program will be divided into five designations:

- ① **Core Curriculum:** A seven-week, 245 hour orientation, known as the CORE program, instills the basic fundamentals. Students are graded and evaluated using written, oral and practical testing methods. Students must successfully complete the Core Curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving and chemical texture services. During CORE you will complete the following requirements:

Requirements	CORE Clock Hours
Professional Requirements	24
Safety and Health	26
Anatomy and Physiology	15
Hair Analysis	10
Hair and Scalp Disorders and Diseases	10
Chemistry as applied to Cosmetology	3
Shampoos, Rinses, Conditioners and Treatments	7.5
Haircutting and Shaping	30
Hairstyling	44.5
Chemical Restructuring	18
Hair Coloring and Lightening	42
Nail Care and Procedures	5
Skin Care and Procedures	10
<b>Total</b>	<b>245</b>

- ② **Clinic Classroom Experience:** Your learning process will be guided with individual attention and group learning experiences from 245 to 1000 hours, where workshops, clinic classroom worksheets and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on paying clients in the clinic classroom area.
- ③ **Classroom Learning:** Your time in the classroom from 245 to 1000 hours is divided into four areas. Each of these areas has a licensed instructor who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail, motivation, self improvement, professional development, and attendance education.

④ **Adaptive Curriculum:** From 245 to 500 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services that will continue to build you into a beauty industry professional. During Adaptive you will complete the following requirements:

Requirements	Adaptive Clock Hours
Professional Requirements	0
Safety and Health	0
Anatomy and Physiology	0
Hair Analysis	0
Hair and Scalp Disorders and Diseases	0
Chemistry as applied to Cosmetology	2
Shampoos, Rinses, Conditioners and Treatments	12.5
Haircutting and Shaping	51
Hairstyling	60
Chemical Restructuring	34
Hair Coloring and Lightening	60.5
Nail Care and Procedures	10
Skin Care and Procedures	25
<b>Total</b>	<b>255</b>

⑤ **Creative Curriculum:** You will spend your last 500 hours in Paul Mitchell The School Schenectady in "high gear" by dressing, acting and working like a beauty industry professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future beauty industry career. You must be up to date on all theory tests and worksheets to be considered a "Creative Future Professional" and added to the creative schedule. Creative Schedules begin during the first week of the month.

During the creative curriculum you will have the option to apply to be in our Phase II honors program. This is open to all who meet the criteria. Future Professionals must have an academic average of 90% or higher, exceptional attitude, and great attendance. Future Professionals must apply by submitting a resume and be interviewed by our education team. In Phase II, Future Professionals will have the opportunity to mimic the true salon environment. This means they are held to higher standards such as speed and creativity. They will have the opportunity to work in a designated area in the clinic area. During Creative you will complete the following requirements:

Requirements	Creative Clock Hours
Professional Requirements	0
Safety and Health	0
Anatomy and Physiology	0
Hair Analysis	0
Hair and Scalp Disorders and Diseases	0
Chemistry as applied to Cosmetology	0
Shampoos, Rinses, Conditioners and Treatments	10
Haircutting and Shaping	94
Hairstyling	140.5
Chemical Restructuring	128
Hair Coloring and Lightening	77.5
Nail Care and Procedures	25
Skin Care and Procedures	25
<b>Total</b>	<b>500</b>

## ULTIMATE MAKEUP COURSE OVERVIEW

### Course Hours: 140 clock hours

The course is divided into clinical classroom instruction and clinical service learning experiences.

- ① **Clinical Classroom Instruction:** The hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ② **Clinic Classroom Learning Experience:** The remaining hours are spent in the clinic area where practical experience is gained.

## ULTIMATE MAKEUP COURSE OUTLINE

- ① **Ultimate Makeup Curriculum:** During this 140 hour phase, students will master the knowledge and skills in makeup artistry and gain a strong foundation of: cosmetic chemistry, sanitation, make overs, natural application, evening application, camouflage, corrective, character, high-definition photography, editorial, glamour, and bridal work. Students will learn sales techniques, advanced product usage, and customer relations in preparation for work as makeup artists in salons and spas, on set, in the studio or paramedical spas, or for freelance makeup career opportunities. Students must have a passing grade of 80% in all areas.

Requirements	Makeup Clock Hours
Fashion Pro	33
Bridal Pro	31
Camouflage Pro	13.5
Editorial Pro	16.5
Studio Pro	18
On Set Pro	28
<b>Total</b>	<b>140</b>

## COSMETOLOGY AND ULTIMATE MAKEUP COURSE OVERVIEW

### Course Hours: 1175 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- ① **Ultimate Master Makeup Classroom and Clinic Floor Learning Experience:** This 140 hour portion is designed for students to learn and master the skills and techniques of makeup artistry.
- ② **Pre-clinical Classroom Instruction:** The next 280 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ③ **Clinic Classroom Learning Experience:** The remaining 755 hours are spent in the clinic classroom area where practical experience is gained.

## COSMETOLOGY AND ULTIMATE MAKEUP COURSE OUTLINE

Your time at Paul Mitchell The School Schenectady for the cosmetology program will be divided into six designations:

- ① **Ultimate Master Makeup Curriculum:** During this 140 hour phase, students will master the knowledge and skills in makeup artistry and gain a strong foundation of: cosmetic chemistry, sanitation, make overs, natural application, evening application, camouflage, corrective, character, high-definition photography, editorial, glamour, and bridal work. Students will learn sales techniques, advanced product usage, and customer relations in preparation for work as makeup artists in salons and spas, on set, in the studio or paramedical spas, or for freelance makeup career opportunities. Students must have a passing grade of 80% in all areas.

Requirements	Makeup Clock Hours
Fashion Pro	33
Bridal Pro	31
Camouflage Pro	13.5
Editorial Pro	16.5
Studio Pro	18
On Set Pro	28
<b>Total</b>	<b>140</b>

② **Core Curriculum:** A seven-week, 245 hour orientation, known as the CORE program, instills the basic fundamentals. Students are graded and evaluated using written, oral and practical testing methods. Students must successfully complete the Core Curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving and chemical texture services. During CORE you will complete the following requirements:

Requirements	CORE Clock Hours
Professional Requirements	24
Safety and Health	26
Anatomy and Physiology	15
Hair Analysis	10
Hair and Scalp Disorders and Diseases	10
Chemistry as applied to Cosmetology	3
Shampoos, Rinses, Conditioners and Treatments	7.5
Haircutting and Shaping	30
Hairstyling	44.5
Chemical Restructuring	18
Hair Coloring and Lightening	42
Nail Care and Procedures	5
Skin Care and Procedures	10
<b>Total</b>	<b>245</b>

③ **Clinic Classroom Experience:** Your learning process will be guided with individual attention and group learning experiences from 385 to 1175 hours, where workshops, clinic classroom worksheets and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on paying clients in the clinic classroom area.

④ **Classroom Learning:** Your time in the classroom from 385 to 1175 hours is divided into four areas. Each of these areas has a licensed instructor who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail, motivation, self improvement, professional development, and attendance education.

⑤ **Adaptive Curriculum:** From 385 to 640 hours you will enter a new phase of elective classroom workshops coupled with challenging practical services that will continue to build you into a beauty industry professional. During Adaptive you will complete the following requirements:

Requirements	Adaptive Clock Hours
Professional Requirements	0
Safety and Health	0
Anatomy and Physiology	0
Hair Analysis	0
Hair and Scalp Disorders and Diseases	0
Chemistry as applied to Cosmetology	2
Shampoos, Rinses, Conditioners and Treatments	12.5
Haircutting and Shaping	51
Hairstyling	60
Chemical Restructuring	34
Hair Coloring and Lightening	60.5
Nail Care and Procedures	10
Skin Care and Procedures	25
<b>Total</b>	<b>255</b>

⑥ **Creative Curriculum:** You will spend your last 535 hours in Paul Mitchell The School Schenectady in "high gear" by dressing, acting and working like a beauty industry professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future beauty industry career.

During the creative curriculum you will have the option to apply to be in our Phase II honors program. This is open to all who meet the criteria. Future Professionals must have an academic average of 90% or higher, exceptional attitude, and great attendance. Future Professionals must apply by submitting a resume and be interviewed by our education team. In Phase II, Future Professionals will have the opportunity to mimic the true salon environment. This means they are held to higher standards such as speed and creativity. They will have the opportunity to work in a designated area in the clinic area. During Creative you will complete the following requirements:

Requirements	Creative Clock Hours
Professional Requirements	0
Safety and Health	0
Anatomy and Physiology	0
Hair Analysis	0
Hair and Scalp Disorders and Diseases	0
Chemistry as applied to Cosmetology	0
Shampoos, Rinses, Conditioners and Treatments	10
Haircutting and Shaping	94
Hairstyling	140.5
Chemical Restructuring	128
Hair Coloring and Lightening	77.5
Nail Care and Procedures	25
Skin Care and Procedures	25
Grow Your Business	35
<b>Total</b>	<b>535</b>

## BARBERING COURSE OVERVIEW

### Course Hours: 615 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- ① **Pre-clinical Classroom Instruction:** The first 120 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ② **Clinic Classroom Learning Experience:** The remaining 495 hours are spent in the clinic classroom area where practical experience is gained.

## BARBERING COURSE OUTLINE

Your time at Paul Mitchell The School Schenectady for the barbing program will be divided into two designations:

- ① **Pre-clinical Classroom Instruction:** The first 120 hours are devoted to classroom workshops where students are introduced design principles, technical information, and professional practices through theory-based lessons. This time will instill the basic fundamentals. Students are graded and assessed using written, oral and practical testing methods.
- ② **Clinic Classroom Learning Experience:** From 120-600 hours the learning process will be guided with individual attention and group learning. This time will focus on workshops coupled with challenging practical clinic floor services that will continue to build the student into a confident barber.
- ③ **State Board Review:** From 600-615 hours the student will be focused on individual and group learning in direct relation to reviewing the State Board Exam. The student will review all aspects of the exam, practice, and take a mock state board. They will also be introduced to the process and path to licensure after graduation.

Requirements	Creative Clock Hours
Orientation	5
Safety and Health	10
Bacteriology, Decontamination, and Infection Control	25
Properties and Disorders of The Skin, Scalp, and Hair	20
Shampoos, Rinses, Conditioners, and Treatments	20
Haircutting and Shaping (Includes Shaving)	265
Hairstyling	45
Haircoloring	75
Artificial Hair Procedures	30
Anatomy and Physiology	10
Chemistry as Applied to Barbering	10
Professional Requirements	85
State Board Review	15
<b>Total</b>	<b>615</b>

## STATE OF NEW YORK REQUIREMENTS - COSMETOLOGY AND COSMETOLOGY AND ULTIMATE MAKEUP

**ULTIMATE MAKEUP** — The New York State law does not require a license to be a makeup artist.

The instructional program of Paul Mitchell The School Schenectady meets or exceeds these requirements:

Requirements	Total Clock Hours
<b>Professional Requirements</b> <ul style="list-style-type: none"> <li>• New York State License Requirements</li> <li>• State and Federal Payroll Requirements</li> <li>• New York State Sales Tax Requirements</li> <li>• Career Opportunities and Placement</li> <li>• Professional Ethics, Conduct and Attitude</li> <li>• Professional Organizations, Trade Shows and Publications</li> </ul>	24
<b>Safety and Health</b> <ul style="list-style-type: none"> <li>• New York State Laws, Rules and Regulations</li> <li>• OSHA Regulations Concerning Hazardous Materials Communications</li> <li>• Types and Classification of Infectious Organisms (Bacteria, Viruses, Molds, Fungus)</li> <li>• Growth and Reproduction of Infectious Organisms</li> <li>• Infections and Their Prevention</li> <li>• Immunity and Body Defenses</li> <li>• Decontamination and Infection Control</li> <li>• Physical and Chemical Agents</li> </ul>	26
<b>Anatomy and Physiology</b> <ul style="list-style-type: none"> <li>• Cells, Tissues and Organs</li> <li>• Body Systems</li> <li>• Basic Principles of Nutrition</li> <li>• Overview of Bones and Muscles of the Head, Arms, Hands, Legs and Feet</li> </ul>	15
<b>Hair Analysis</b> <ul style="list-style-type: none"> <li>• Structure</li> <li>• Porosity</li> <li>• Growth Patterns</li> <li>• Elasticity</li> <li>• Texture</li> </ul>	10
<b>Hair and Scalp Disorders and Diseases</b> <ul style="list-style-type: none"> <li>• Dandruff</li> <li>• Infestations</li> <li>• Alopecia</li> <li>• Infections</li> <li>• Fungal Infections</li> </ul>	10
<b>Chemistry as applied to Cosmetology</b> <ul style="list-style-type: none"> <li>• Forms and Properties of Matter</li> <li>• The pH Scale</li> <li>• Elements, Compounds and Mixtures</li> <li>• FDA Laws Governing Hair Care</li> <li>• Chemical Reactions and Solutions Products and Product Safety</li> </ul>	5

<p><b>Shampoos, Rinses, Conditioners and Treatments</b></p> <ul style="list-style-type: none"> <li>• Client Preparation, Analysis and Consultation</li> <li>• Hair Analysis Instruments and Equipment</li> <li>• Shampooing Products, Composition and Procedures</li> <li>• Rinsing Products, Composition and Procedures</li> <li>• Conditioning Products, Composition and Procedures</li> <li>• Procedures for Hair and Scalp Disorders</li> <li>• Scalp Manipulations</li> </ul>	30
<p><b>Haircutting and Shaping</b></p> <ul style="list-style-type: none"> <li>• Fundamentals, Principles and Concepts of Design</li> <li>• Scissor Haircutting <ul style="list-style-type: none"> <li>– Nomenclature and Care of Scissors</li> <li>– Techniques and Procedures</li> </ul> </li> <li>• Razor Haircutting <ul style="list-style-type: none"> <li>– Nomenclature and Care of Razor</li> <li>– Techniques and Procedures</li> </ul> </li> <li>• Clipper Haircutting <ul style="list-style-type: none"> <li>– Nomenclature and Care of Tools</li> <li>– Techniques and Procedures</li> </ul> </li> <li>• Removal/Trim of Superfluous Hair</li> <li>• Contemporary and Specialized Haircutting <ul style="list-style-type: none"> <li>– Female Styles; Male Styles</li> <li>– Children Styles</li> </ul> </li> <li>• Mustache and Beard Shaping <ul style="list-style-type: none"> <li>– Shaving</li> <li>– Dexterity of the Hands and Razor; Preparation and Procedures</li> </ul> </li> </ul>	175
<p><b>Hairstyling</b></p> <ul style="list-style-type: none"> <li>• Fingerwaving</li> <li>• Pincurling</li> <li>• Skipwaving</li> <li>• Roller Styling</li> <li>• Patterns in Hairstyling <ul style="list-style-type: none"> <li>– Waves, Pin Curls, Rollers and Combinations</li> </ul> </li> <li>• Finishing Techniques</li> <li>• Twisting, Wrapping, Weaving, Extending, Locking and Braiding</li> <li>• Traditional Weaving and Styling</li> <li>• Services in Hairstyling <ul style="list-style-type: none"> <li>– Tools and Implements</li> <li>– Blowdrying</li> <li>– Thermal Curling</li> <li>– Hair Pressing</li> </ul> </li> <li>• Hair Pieces</li> </ul>	245
<p><b>Chemical Restructuring</b></p> <ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Preliminary Procedure of Chemical Restructuring</li> <li>• Chemical Restructuring Products</li> <li>• Procedure of Chemical Restructuring</li> <li>• Client Consultation</li> <li>• Corrective Chemical Restructuring</li> </ul>	180

<b>Hair Coloring and Lightening</b> <ul style="list-style-type: none"> <li>• Color Theory</li> <li>• Hair Coloring Procedures</li> <li>• Chemistry</li> <li>• Hair Lightening</li> <li>• Preliminary Procedures of Hair Coloring</li> <li>• Special Effects</li> <li>• Client Consultation</li> <li>• Corrective Procedures</li> </ul>	180
<b>Nail Care and Procedures</b> <ul style="list-style-type: none"> <li>• Nail Structure</li> <li>• Nail Disorders and Diseases</li> <li>• Nail Shape and Color Analysis</li> <li>• Basic Manicuring and Pedicuring</li> <li>• Manipulations of the Hand, Arm, Leg and Foot</li> <li>• Nail Tip Application<ul style="list-style-type: none"> <li>– Adhesives; Fitting, Design and Application</li> </ul></li> <li>• Nail Wrap Application<ul style="list-style-type: none"> <li>– Silk, Fiberglass and Linen Procedures; Surface Wrapping Natural Nail and Mending; Tip</li> </ul></li> </ul> <p>Overlay Wrapping; Repair, Maintenance and Removal</p> <ul style="list-style-type: none"> <li>• Liquid and Powder Nail Extensions<ul style="list-style-type: none"> <li>– Application Procedures for Tips With Overlays, Natural Nails and Sculptured Nails; Repair, Maintenance and Removal; Chemical Reactions to Liquid and Powder</li> </ul></li> </ul>	40
<b>Skin Care and Procedures</b> <ul style="list-style-type: none"> <li>• Structure and Function of the Skin</li> <li>• Skin Conditions and Disorders</li> <li>• Facial and Body Procedures<ul style="list-style-type: none"> <li>– Client Preparation; Skin Analysis and Consultation</li> </ul></li> <li>• Wet and Dry Exfoliations and Applications</li> <li>• Use of Various Products to Enhance the Appearance of the Skin<ul style="list-style-type: none"> <li>– Seaweed, salt, paraffin, mud, ampules, creams, etc.</li> </ul></li> <li>• Discussion for Further Training Required for Advanced Techniques Such as Aromatherapy and Water Therapies</li> <li>• Temporary Methods of Hair Removal<ul style="list-style-type: none"> <li>– Manual Tweezing; Depilatory Lotion; Waxing; Bleaching</li> </ul></li> <li>• Make-Up Application<ul style="list-style-type: none"> <li>– Color Analysis; Morphology of the Face; Product Knowledge, Chemistry and Related Composition; Eyebrow Contouring; Corrections and Contouring; False Eyelashes; Further Training Required for Advanced Techniques</li> </ul></li> </ul>	60
<b>Hours required by NYS Regulations</b>	<b>1000</b>
<b>Additional hours required for the Cosmetology and Ultimate Makeup Program</b>	
<b>Fashion Pro</b> <ul style="list-style-type: none"> <li>• Health &amp; Sanitation, Cosmetic Chemistry, Product Usage &amp; Natural Makeup</li> <li>• Client Makeover &amp; Face Shapes, Sculpting &amp; Rule of Thirds</li> <li>• Natural Teen &amp; Male Makeup</li> <li>• Runway Trends</li> </ul>	33

<b>Bridal Pro</b> <ul style="list-style-type: none"> <li>• Wedding Day details, Bridal Marketing, consultations, lashes and brows</li> <li>• Indoor vs. Outdoor Wedding, Primer and coverage, natural eyes, skin tones</li> <li>• Bridal Portraits, lighting and tone, photographer requirements, kelvin temperatures</li> <li>• Eyes day to night, Lip shapes and textures</li> <li>• Makeup for color and black and white photography, outcomes for printed work, makeup for the seasons</li> </ul>	<b>31</b>
<b>Camouflage Pro</b> <ul style="list-style-type: none"> <li>• Paramedical Makeup, Camouflaging techniques, skin care, the Fitzpatrick Scale, Genetic Disposition</li> <li>• Corrective Color, Color Wheel, Covering Tattoos</li> <li>• Covering birthmarks and scars, paramedical services protocol</li> </ul>	<b>13.50</b>
<b>Editorial Pro</b> <ul style="list-style-type: none"> <li>• Editorial versus Glamour FX, Beauty and Glamour FX, developing a portfolio, Trade for Print</li> <li>• Skin, blush, eyes, lips and layering</li> <li>• Photography Makeup, headshots, commercial images, health and safety on set,</li> <li>• Resume and portfolio building, publicity and public relations,</li> <li>• Pin Up period looks, makeup through the decades, HD Makeup application</li> </ul>	<b>16.5</b>
<b>Studio Pro</b> <ul style="list-style-type: none"> <li>• Creating a character, special effects for film and television, theatrical makeup</li> <li>• Facial Hair, character and aging makeup, lighting for images and media</li> <li>• Gore effects, bruises, black eye, burns, abrasions, scars, tears, sweat, dirt, bullet holes, blood</li> <li>• On set professional etiquette and communication, specialty supplies</li> <li>• Makeup for High Definition</li> </ul>	<b>18</b>
<b>ON Set Pro Shoot</b> <ul style="list-style-type: none"> <li>• Kelvin Temperature, principles of lighting and photography, developing a portfolio</li> <li>• Full Commercial Makeup, photoshoot planning, storyboarding</li> <li>• North America Hairstyling Awards</li> <li>• Comprehensive Written and Practical Exam</li> </ul>	<b>28</b>
<b>Grow Your Business</b> <ul style="list-style-type: none"> <li>• The Referral based Business and Marketing</li> <li>• Upselling services</li> <li>• Frequency of Visit and Rebooking</li> <li>• Product Consultations, retailing for professionals</li> <li>• Customer Service and Salon Etiquette</li> </ul>	<b>35</b>
<b>Total Cosmetology and Ultimate Makeup Hours</b>	<b>1175</b>

In addition to the state requirements listed above, Paul Mitchell The School Schenectady provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

## STATE OF NEW YORK REQUIREMENTS - BARBERING

The instructional program of Paul Mitchell The School Schenectady meets or exceeds these requirements:

Requirements	CLOCK HOURS OF TECHNICAL INSTRUCTION
<b>Orientation:</b> Teaches school regulations, how to be professional, what code of ethics to work by, and what the many career opportunities are in the field of barbering.	5
<b>Safety and Health:</b> Teaches New York State laws, rules, regulations, and OSHA regulations. Learn about where first aid equipment and supplies are kept, and what the rules are when using them. Covers general salon/clinic floor.	10
<b>Bacteriology, Decontamination and Infection Control:</b> Teaches classifications and types of infectious organisms, how to explain the difference between disinfection, sanitation, and sterilization. Identify methods of destroying HIV/Aids and Hepatitis pathogens within the barbershop or salon. Covers all safety rules in regards to infection control.	25
<b>Properties and Disorders of the Skin, Scalp, and Hair:</b> Teaches the purpose of hair and all the varieties of hair. The student will learn how to identify composition and divisions of hair. This course will also cover how to recognize the various skin disorders and disease, and how to describe the appearance of healthy skin.	20
<b>Shampoo, Rinses, Conditioners, Treatments:</b> Teaches techniques in preparing the client for the service analyzing and recognizing hair and scalp conditions, selecting the appropriate hair and scalp conditions and/or treatment, the application of treatment or conditioner according to manufacturer's directions, scalp manipulation and the set up and operation of electrical equipment as required.	75
<b>Haircutting and Shaping (Includes Shaving):</b> Teaches the student how to effectively conduct a consultation which includes preparation of the client for the service and determining the needs and desires of the client. It also teaches the proper way to hold shears, razors and combs while performing a haircut, how to section hair and proceed with the wet or dry haircut, utilizing all elevation and combinations with or without blends. It will also teach how to edge and clean the neckline with razor, clipper or shears, how to check a completed cut and proper sanitation of cutting implements using Universal Sanitation Procedures. The student will learn the proper method to perform a shave, preparing the client for shaving, performing the shaving service, and performing the final cleansing of the face and neck. The student will also learn trimming and shaping of the beard and/or mustache.	265
<b>Hairstyling:</b> Teaches how to identify face shapes and how to choose the right style appropriate. How to use appropriate tools and implements. This course will also cover blow drying, and free form styling.	45

<b>Hair Coloring:</b> Teaches the laws of color and the classifications of color. The student will learn how to identify a primary, second, and complimentary color and the strengths of developers involved in creating hair color mixtures.	75
<b>Artificial Hair Procedures:</b> Teaches how to determine and identify styles and colors of wigs and hairpieces. It will also teach the measurement of the head, fitting of the piece, and proper maintenance.	30
<b>Anatomy &amp; Physiology:</b> Teaches an understanding of the structure and functions of the human body. Explain how the systems in the body interact with one another, and explore how proper diet and exercise maintain proper functioning of the body systems and organs.	10
<b>Chemistry as Applied to Barbering:</b> Teaches the forms and properties of matter, elements, compounds and mixtures in relation to chemical reactions. Identify how the pH scale works, and the levels of various barber products. Covers FDA laws governing hair care products and product safety.	10
<b>Professional Requirements:</b> Teaches valuable skills on how to run a business, how to organize staff, and grow to maximize profitability. Will teach the student how to form an organizational chart, how to run and manage a business, and how to handle income and tax payments. The student will learn the importance of paying taxes, and paying back student loans in maintaining a professional business and image. Teaches how to job interview, professionalism in the work force, business and personal improvement, compensation package and payroll deductions.	85
<b>State Board Review:</b> Teaches all requirements that will be presented to the student during the State Board Exam. The student will review all topics, practice, and then complete a mock state board. Included in the student kit is the state board kit, which will be prepared and understood by the student. Exam requirements and the registration process will also be covered.	15
<b>Total</b>	<b>615</b>

In addition to the state requirements listed above, Paul Mitchell The School Schenectady provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

## COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1000 hour course:

- ① **Weekly theory exams:** Students must receive a grade of 80% or higher on each weekly theory exam.
- ② **245 hour orientation practical skills evaluation test:** Students must receive a grade of 80% or higher. If a student fails to pass this evaluation test on their second attempt, they may be asked to withdraw and re-enroll in the next Core class start date.
- ③ **Final exam 1:** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.
- ④ **Final exam 2:** The written exam covers an overview of all theory instruction, New York state law, and other items covered on the state cosmetology exam. Students must receive a grade of 80% or higher on all final exams.
- ⑤ **Practical clinic classroom worksheets:** Students must complete all assigned practical clinic classroom worksheets.

## COSMETOLOGY AND ULTIMATE MAKEUP PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1175 hour course:

- ① **Weekly theory exams:** Beginning at 141 hours students must receive a grade of 80% or higher on each weekly theory exam.
- ② **420 hour orientation practical skills evaluation test:** Students must receive a grade of 80% or higher. If a student fails to pass this evaluation test on their second attempt, they may be asked to withdraw and re-enroll in the next Core class start date.
- ③ **Final exam 1:** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.
- ④ **Final exam 2:** The written exam covers an overview of all theory instruction, New York state law, and other items covered on the state cosmetology exam. Students must receive a grade of 80% or higher on all final exams.
- ⑤ **Practical clinic classroom worksheets:** Students must complete all assigned practical clinic classroom worksheets.
- ⑥ **Ultimate Makeup Final Exam:** This test covers an overview of all subjects taught. There are written and practical questions. Students must receive a grade of 80% or higher on all final exams. Student will receive a certificate from Ultimate Face Cosmetics upon successful completion of the program.

## BARBERING PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 615 hour course:

- ① **Weekly theory exams:** Students must receive a grade of 80% or higher on each theory exam. Students must receive an 80% or higher grade on all tests.
- ② **120 hour orientation practical skills evaluation test:** Students must receive a grade of 80% or higher. If a student fails to pass this evaluation test on their second attempt, they may be asked to withdraw and re-enroll in the next Core class start date.
- ③ **300 hour speed test:** This test assesses the Student for speed and correctness of technique.
- ④ **300 hour written exam:** This test covers an overview of all related barbering subjects (e.g., anatomy, chemistry, etc.)
- ⑤ **615 hour (mock state board) practical skill test and a 615 hour written test:** The written exam covers an overview of all theory instruction, New York state law, and other items covered on the state cosmetology exam. Students must receive a grade of 80% or higher on all final exams.
- ⑥ **Practical clinic classroom worksheets:** Students must complete all assigned practical clinic classroom worksheets.

## ULTIMATE MAKEUP PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 140 hour course:

- ① **Final exam 1:** This test covers an overview of all related makeup subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.

## MEASURABLE PERFORMANCE OBJECTIVES

- ① Receive the required number of clock hours of training.
- ② Complete and receive passing grades on all practical graduation requirements and projects to include examinations, both practical and theoretical.
- ③ Satisfactorily pass final written and practical exams.
- ④ Receive a graduation certificate or plaque.
- 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 any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- 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 the beauty industry 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 Schenectady keeps a file of information about housing in the surrounding areas.
- ② **Advising:** Students are provided with academic advising 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 Schenectady also gives advice and information to students on these subjects:
  - a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
  - b. Employment opportunities within their field of study.
  - c. Opportunities for continuing education following graduation.

## GRADUATION REQUIREMENTS IN COURSES

- ① Receive the required number of clock hours of training.
- ② Achieve a cumulative grade point average (GPA) of 2.0 on all practical graduation requirements and projects to include examinations, both practical and theoretical.
- ③ For a student to meet state requirements, all practical worksheets must be completed in their entirety.
- ④ Satisfactorily pass all written and practical exams.
- ⑤ Complete the required theory hours.
- ⑥ Pay all tuition cost or make satisfactory arrangements for payment of all monies owed to the school.

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

The School will not release an official transcript until all graduation requirements are met.

A certified transcript will be provided to a student who withdraws which will include hours that the school has been compensated for. For the purposes of transfer or graduation, hours will not be released by the school until all monies owed to the school have been paid and all academic requirements pertaining to those hours have been completed.

## GRADUATES COMPLETING A PROGRAM AND REENROLLING IN A NEW PROGRAM

A student that graduates from one program within the school and wishes to enroll in another program within the school, a determination of the state laws will determine the amount of hours that will be transferred into the new program, the student will need to meet the quantitative and qualitative components of SAP for the new program.

## GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

Career opportunities for Cosmetologists include, but are not limited to, Hair Stylist, Color Stylist, Makeup Artist, Nail Technician, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, Esthetician, and many more.

Although Paul Mitchell The School Schenectady does not guarantee employment upon graduation, Paul Mitchell The School Schenectady does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School Schenectady coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

Paul Mitchell The School Schenectady has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Nail Technicians, Salon Owners, Salon Managers, and Barbers.

## STUDENT KIT – COSMETOLOGY

Students are responsible to purchase a Paul Mitchell Kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. *Textbook and educational materials may be purchased separately, which may discount kit costs.*

The following items are contained in the Paul Mitchell cosmetology kit:

BRUSHES	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Large Round Boar Brush	4 Skinny Clips	1 Cutting System DVD Box Set
1 Large Round Thermal Brush	6 Paul Mitchell Black Clips	ISBN 978-0-9743205-2-6, \$300.00
1 Medium Round Boar Brush	1 Chemical Cape	1 Cutting System Cutting Cards
1 Medium Round Thermal Brush	1 Cutting Apron	ISBN N/A, \$12.00
1 Paul Mitchell 407 Styling Brush	1 Paul Mitchell Aluminum Spray Bottle	1 Color System DVD Box Set
1 Paul Mitchell 413 Sculpting Brush	1 Black Handheld Mirror	ISBN 978-0-9743205-1-9, \$300.00
1 Paul Mitchell 427 Paddle Brush	1 Cutting Apron	1 <i>The Coloring Book</i>
2 Paul Mitchell Color Tint Brushes	1 Paul Mitchell Monogrammed Backpack	ISBN 978-0-9743205-3-3, \$26.00
1 Small Round Boar Brush	12 Black and White Butterfly Clips	1 Color System Skill Cards
1 X-Large Round Thermal Brush	1 Metal Paul Mitchell Case with Logo	ISBN N/A, \$12.00
1 Scalp Brush	1 Paul Mitchell Shirt	1 Texture System Skill Cards
		ISBN N/A, \$12.00
		1 <i>Paul Mitchell Product Guide Workbook</i>
		ISBN N/A, \$2.50
		1 <i>Connecting to My Future Book</i>
		ISBN 0-9743205-0-1, \$19.95
		1 <i>Be Nice (Or Else!) Book</i>
		ISBN-13: 978-0-974-993-99-7, \$23.95
		1 Service Menu Experience, ISBN-N/A, \$N/A
		1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, \$30.00
		1 The Color paper swatch chart
		1 PM Shines paper swatch chart
		1 Blonding Brochure 2012
		<b>TEXTBOOKS</b>
		1 <i>Milady's Standard Cosmetology 13th Edition Textbook</i>
		ISBN-13: 9781285769417(Hardcover), \$102.00
		1 <i>Milady's Standard Cosmetology 13th Edition Theory Workbook</i> ; ISBN-13: 9781285769455, \$54.95
		1 <i>Milady's Standard Cosmetology 13th Edition Exam Review</i> ; ISBN-13:9781285769554, \$39.95

The following items are contained in the state board portion of the cosmetology kit:

<p><b>Client Safety, Sanitation, Blood Spill</b></p> <p>1 Generic State board biosafety spill kit:(biohazard bags, pair vinyl gloves, container labeled "blood contamination") (Student kit)</p> <p>1 Generic State board basic first aid kit (band aids, antibiotic packet, antiseptic wipes) (Student kit)</p> <p>1 Generic State board trash bag for used implements that can be sanitized and re-used (Student kit)</p> <p>1 Generic State board trash bag for disposable implements and supplies (Student kit)</p> <p>1 Generic State board roll of Masking tape (1/2 " x 25 feet) (Student kit)</p> <p>1 Generic State board 8 oz. pump spray Cavicide® surface disinfectant (EPA registered) (Student kit)</p> <p>1 Generic State board 8 oz. bottle pump hand sanitizer (Student kit)</p> <p>1 Generic State board 8 oz. trigger spray bottle (empty) for water or other liquid (Student kit)</p> <p>1 Generic State board roll paper towels (Student kit)</p> <p>1 Generic State board plastic "shorty" length client cape (to fit Mannequin head) (Student kit)</p> <p>5 Generic State board neck strips (Student kit)</p> <p><b>Hair Shaping</b></p> <p>2 Generic State board straight combs (Student kit)</p> <p>1 Generic State board shampoo comb (Student kit)</p> <p>6 Generic State board jaw clips (Student kit)</p> <p>1 Generic State board rigid plastic covered container labeled "clean implements" (Student kit)</p> <p>1 Generic State board rigid plastic covered container labeled "soiled implements" (Student kit)</p> <p>1 Generic State board cotton towel (16 x 20) (Student kit)</p> <p>(Student must bring their own razor and shears, as they are not included in this kit)</p>	<p><b>Blow Drying</b></p> <p>2 Generic State board cotton towels (16" x 20") (Student kit)</p> <p>2 Generic State board combs with metal pintail end (Student kit)</p> <p>6 Generic State board duck billed clips (Student kit)</p> <p>1 Generic State board round thermal styling brush</p> <p>(Student must bring their own blow dyer, as there is not one included in this kit)</p> <p><b>Thermal Curling Iron</b></p> <p>6 Generic State board double prong clips</p> <p>12 Generic State board perm end papers to test temperature of the iron</p> <p>1 Generic State board cotton towel to wrap hot curling iron into after use</p> <p>2 Generic State board Heat resistant combs (Student must bring their own thermal curling iron, as there is not one included in this kit)</p> <p><b>Roller Placement</b></p> <p>2 Generic State board rat-tail combs</p> <p>2 Generic State board straight combs</p> <p>6 Generic State board plastic rollers (1 inch diameter)</p> <p>6 Generic State board plastic butterfly 3" jaw clips</p> <p>6 Generic State board metal single prong clips</p> <p>12 Generic State board extra long base double prong clips</p>	<p><b>Chemical Perm Wave</b></p> <p>2 Generic State board cotton towels (16" x 20")</p> <p>1 Generic State board roll of cotton rope (24") long</p> <p>8 Generic State board purple perm rods</p> <p>1 Generic State board 4 oz. bottle labeled "permanent wave lotion" (empty, fill with water)</p> <p>24 Generic State board end papers</p> <p>2 Generic State board rat-tail combs</p> <p>2 Generic State board pair of vinyl gloves</p> <p>1 Generic State board 1.0 oz. simulated "protective cream" (colored gel)</p> <p>2 Generic State board Wooden Spatulas</p> <p><b>Pin Curl Wave/C-Shaping</b></p> <p>2 Generic State board straight combs</p> <p>2 Generic State board rattail combs</p> <p>18 Generic State board double prong clips</p> <p>1 Generic State board 2 oz. bottle finger wave lotion (real finger wave lotion)</p> <p>2 Generic State board straight combs</p> <p>2 Generic State board rattail combs</p> <p>1 Generic State board 2 oz. bottle finger wave lotion (real finger wave lotion)</p> <p><b>Foil Placement for Hair Color</b></p> <p>12 Generic State board sheets of pre cut foil</p> <p>1 Generic State board 4 oz. jar "simulated lightener" (cholesterol)</p> <p>1 Generic State board tint brush</p> <p>6 Generic State board Jaw clips</p> <p>2 Generic State board pair vinyl gloves</p> <p>2 Generic State board combs with metal pintail end</p>
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<p><b>Color or Bleach Retouch</b></p> <p>1 Generic State board tint brush      2 Generic State board combs      1 Generic State board 4 oz. jar simulated "hair color/tint" (cholesterol)      2 Generic State board pair vinyl gloves      6 Generic State board jaw clips</p> <p><b>Chemical Relaxer- Virgin and Retouch</b></p> <p>2 Generic State board cotton towels (16 x 20")      1 Generic State board tint brush      2 Generic State board rat-tail combs      2 Generic State board straight combs      2 Generic State board pair vinyl gloves      1 Generic State board 1.0 oz. simulated "protective base cream" (colored gel)      1 Generic State board 4 oz. wide mouth jar marked "simulated straightener relaxer" (cholesterol)      2 Generic State board Wooden Spatulas</p>	<p><b>Additional items for exam</b></p> <p>1 Generic State board Black nylon duffle bag (28" L x 15" W x 12" H)      1 Generic State board State board large table clamp with extender piece      1 Generic State board State Board Mannequin 12" Straight, Brown Hair</p>
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**School supplies** — Below is a list of supplies that Future Professionals should purchase or collect before they begin school.

<p>► Combination Lock (<i>no locks with keys</i>)</p>	<p>► Ruler</p>
<p>► Old magazines</p>	<p>► 50 index cards</p>
<p>► Small scrap book</p>	<p>► Poster board</p>
<p>► Notebook</p>	<p>► Binder</p>
<p>► Blue, black, red, green, and purple skinny markers (preferably scented)</p>	<p>► Post-It® notes</p>
<p>► Students will need to purchase additional mannequin heads during the program.</p>	

## STUDENT KIT – ULTIMATE MAKEUP

The following items are contained in the Ultimate Makeup Professional Masters Kit:

5 Ultimate Makeup Luminous Treatment Foundation SPF 15 (student kit)	5 Ultimate Makeup Power Gloss (student kit)
1 Ultimate Makeup Transformer Primer (student kit)	3 Ultimate Makeup Duo Pencils – Eye and Lip (student kit)
7 Ultimate Makeup Double Effect Powder (student kit)	1 Ultimate Makeup Pro Duo Sharpener (student kit)
2 Ultimate Makeup Creamy Concealer (student kit)	1 Ultimate Makeup Pro Beauty Palette Shadow (student kit)
3 Ultimate Makeup Perfetto Concealer (student kit)	1 Ultimate Makeup Pro Art Palette Shadow (student kit)
1 Ultimate Makeup Defining Duo (student kit)	1 Ultimate Makeup Pro Skin Palette (student kit)
2 Ultimate Makeup Creamy Blush (student kit)	1 Ultimate Makeup Pro Lip Palette (student kit)
1 Ultimate Makeup Luminous Blush (student kit)	2 Ultimate Makeup Liquid Liner Duo (student kit)
3 Ultimate Makeup Defining Wax (student kit)	1 Ultimate Makeup Lash Sculpt Mascara (student kit)
10 Ultimate Makeup Lip Color (student kit)	3 Ultimate Makeup FSC Certified Brush Collections Powder, Foundation, Angle, Lip, Concealer, Round, Flat (student kit)
3 Ultimate Makeup Lip Veil (student kit)	1 Ultimate Makeup Soft Sided Black Makeup Case (student kit)
5 Ultimate Makeup Lip Gloss (student kit)	1 Paul Mitchell Shirt
1 Ultimite Face Book of Makeup Specialty (student kit)	

## STUDENT KIT – COSMETOLOGY AND ULTIMATE MAKEUP

Students are responsible to purchase a Paul Mitchell Kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. *Textbook and educational materials may be purchased separately, which may discount kit costs.*

The following items are contained in the Paul Mitchell cosmetology and ultimate makeup kit:

BRUSHES	TOOLS	STUDENT EDUCATION MATERIALS
1 Large Round Boar Brush 1 Large Round Thermal Brush 1 Medium Round Boar Brush 1 Medium Round Thermal Brush 1 Paul Mitchell 407 Styling Brush 1 Paul Mitchell 413 Sculpting Brush 1 Paul Mitchell 427 Paddle Brush 2 Paul Mitchell Color Tint Brushes 1 Small Round Boar Brush 1 X-Large Round Thermal Brush 1 Scalp Brush	1 Classic Razor 1 Paul Mitchell Tripod 1 Paul Mitchell 1.25 Smoothing Iron 1 Paul Mitchell 6" Scissor/Thinner with Case 6 Mannequin Heads 1 Paul Mitchell Clipper/Thinner 1 Paul Mitchell Ionic 1000 Blow Dryer 1 5.5" Mannequin Scissors 1 Marcel 3/4 M 1000 Curling Iron	1 Cutting System DVD Box Set ISBN 978-0-9743205-2-6, \$300.00 1 Cutting System Cutting Cards \$12.00 1 Color System DVD Box Set ISBN 978-0-9743205-1-9, \$300.00 1 <i>The Coloring Book</i> ISBN 978-0-9743205-3-3, \$26.00 1 Color System Skill Cards ISBN N/A, \$12.00 1 Texture System Skill Cards ISBN N/A, \$12.00 1 <i>Paul Mitchell Product Guide Workbook</i> ISBN N/A, \$2.50 1 <i>Connecting to My Future Book</i> ISBN 0-9743205-0-1, \$19.95 1 <i>Be Nice (Or Else!) Book</i> ISBN-13: 978-0-974-993-99-7, \$23.95 1 Service Menu Experience, ISBN-N/A, \$N/A 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, \$30.00 1 The Color paper swatch chart 1 PM Shines paper swatch chart 1 Blonding Brochure 2012
<b>COMBS</b> 1 Paul Mitchell 424 Teal Comb 1 Paul Mitchell 416 Red Comb 1 Metal Pick Teasing Comb 1 Metal Rat Tail Comb 1 Paul Mitchell Detangler Comb 1 Rat Tail Comb 6 Standard Cutting Combs 1 Taper Comb 1 Paul Mitchell 408 Black Comb 1 Clipper 132 Comb 1 Champion C16 Comb 1 Champion C28 Comb 1 YS Park 335 Red Comb 1 YS Park 337 Grey Comb 1 YS Park 339 White Comb	<b>Ultimate Makeup Professional Masters Kit</b> 5 Ultimate Makeup Luminous Treatment Foundation SPF 15 (student kit) 1 Ultimate Makeup Transformer Primer (student kit) 7 Ultimate Makeup Double Effect Powder (student kit) 2 Ultimate Makeup Creamy Concealer (student kit) 3 Ultimate Makeup Perfetto Concealer (student kit) 1 Ultimate Makeup Defining Duo (student kit) 2 Ultimate Makeup Creamy Blush (student kit) 1 Ultimate Makeup Luminous Blush (student kit) 3 Ultimate Makeup Defining Wax (student kit) 10 Ultimate Makeup Lip Color (student kit) 3 Ultimate Makeup Lip Veil (student kit) 5 Ultimate Makeup Lip Gloss (student kit) 1 Ultimate Face Book of Makeup Specialty (student kit) 5 Ultimate Makeup Power Gloss (student kit) 3 Ultimate Makeup Duo Pencils – Eye and Lip (student kit) 1 Ultimate Makeup Pro Duo Sharpener (student kit) 1 Ultimate Makeup Pro Beauty Palette Shadow (student kit) 1 Ultimate Makeup Pro Art Palette Shadow (student kit) 1 Ultimate Makeup Pro Skin Palette (student kit) 1 Ultimate Makeup Pro Lip Palette (student kit) 2 Ultimate Makeup Liquid Liner Duo (student kit) 1 Ultimate Makeup Lash Sculpt Mascara (student kit) 3 Ultimate Makeup FSC Certified Brush Collections Powder, Foundation, Angle, Lip, Concealer, Round, Flat (student kit) 1 Ultimate Makeup Soft Sided Black Makeup Case (student kit)	<b>TEXTBOOKS</b> 1 <i>Milady's Standard Cosmetology 13th Edition Textbook</i> ISBN-13: 9781285769417(Hardcover), \$102.00 1 <i>Milady's Standard Cosmetology 13th Edition Theory Workbook</i> ; ISBN-13: 9781285769455, \$54.95 1 <i>Milady's Standard Cosmetology 13th Edition Exam Review</i> ; ISBN-13: 9781285769554, \$39.95
<b>ACCESSORIES</b> 4 Skinny Clips 6 Paul Mitchell Black Clips 1 Chemical Cape 1 Cutting Apron 1 Paul Mitchell Aluminum Spray Bottle 1 Black Handheld Mirror 1 Cutting Apron 1 Paul Mitchell Monogrammed Backpack 12 Black and White Butterfly Clips 1 Metal Paul Mitchell Case with Logo 1 Paul Mitchell Shirt		

## STUDENT KIT – BARBERING

Students are responsible to purchase a Paul Mitchell Kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. *Textbook and educational materials may be purchased separately, which may discount kit costs.*

The following items are contained in the Paul Mitchell barbering kit:

BRUSHES	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Paul Mitchell 427 Paddle Brush	10 Paul Mitchell Metal Clips	1 Men's Cutting System DVD Box Set
1 Paul Mitchell Scalp Brush	1 Paul Mitchell Cutting Cape	ISBN 978-0-9743205-5-7 \$189.95
1 Paul Mitchell 413 Sculpting Brush	1 Paul Mitchell All-Purpose Cape	1 Cutting System Cutting Cards
1 Paul Mitchell 407 Styling Brush	1 Paul Mitchell Water Bottle	ISBN N/A, \$12.00
1 Paul Mitchell Large Boar Brush	1 Paul Mitchell Case with Logo	1 Paul Mitchell Product Guide Workbook
1 Paul Mitchell Small Boar Brush	1 Paul Mitchell Monogrammed Backpack	ISBN N/A, \$2.50
<b>COMBS</b>	1 Paul Mitchell Shirt	1 Connecting to My Future Book
1 Paul Mitchell Black Metal Tail Comb		ISBN 0-9743205-0-1, \$19.95
1 Paul Mitchell Black Rat Tail Comb		1 Be Nice (Or Else!) Book
1 Paul Mitchell 318 Clipper Comb	1 Andis Clipper & Trimmer Set	ISBN-13: 978-0-974-993-99-7, \$23.95
1 Paul Mitchell 818 Taper Comb	1 Set of Andis Clipper Attachments	1 Plugged In membership, and MASTERS Audio Club
1 Paul Mitchell 416 Red Comb	1 Mannequin Head Without Beard	subscription throughout enrollment (minimum 1 year),
1 Paul Mitchell 424 Teal Comb	5 Mannequin Heads With Beard	ISBN N/A, \$30.00
1 Paul Mitchell 408 White Comb	1 Paul Mitchell Ionic 1000 Blow Dryer	
1 Paul Mitchell Detangler Comb	1 Paul Mitchell 1.25 Smoothing Iron	
	1 Paul Mitchell Barber Razor	<b>TEXTBOOKS</b>
	1 Paul Mitchell Scissor Case	1 Milady's Standard Barbering 2011 Textbook
	1 Paul Mitchell 6.0" Scissor	ISBN-13: 9781435497153 (Hardcover), \$112.50
	1 Paul Mitchell 5.5" Scissor	1 Milady's Standard Barbering 2011 Workbook; ISBN-13: 9781435497139, \$55.95
	1 Paul Mitchell 6.0" Texturizing Scissor	1 Milady's Standard Barbering 2011 Exam Review; ISBN-13: 9781435497122, \$45.95
	1 Paul Mitchell Tripod	

The following items are contained in the state board portion of the barbering kit:

<p><b>Client Safety, Disinfection, Blood Spill</b></p> <p>1 Generic State board biosafety spill kit:(2 biohazard bags, pair vinyl gloves, plastic container labeled "blood contamination") (Student kit)</p> <p>1 Generic State board basic first aid kit (band aids, antibiotic packet, antiseptic wipes) (Student kit)</p> <p>1 Generic State board roll of paper towels (Student kit)</p> <p>1 Generic State board trash bag for disposable implements and supplies (Student kit)</p> <p>1 Generic State board roll of Masking tape (1/2 " x 25 feet) (Student kit)</p> <p>1 Generic State board 8 oz. pump spray Cavicide® surface disinfectant (EPA registered) (Student kit)</p> <p>1 Generic State board 8 oz. bottle pump hand sanitizer (Student kit)</p> <p>1 Generic State board plastic trash bag for used implements that can be sanitized and re-used (Student kit)</p> <p>1 Generic State board plastic trash bag for disposable implements and supplies (Student kit)</p> <p>6 Generic State els 1 oz. portion cups (Student kit)</p> <p>10 Generic State small plastic spatulas (Student kit)</p> <p><b>Shampoo</b></p> <p>3 Generic State board cotton barber towels (16" x 25") (Student kit)</p> <p>1 Generic State board 1 oz. bottle shampoo (Student kit)</p> <p>1 Generic State board shampoo comb (student kit)</p> <p>1 Generic State board plastic "wet" client cape (Student kit)</p> <p>5 Generic State board neck strips</p>	<p><b>Hair Cutting</b></p> <p>2 Generic State board straight combs (Student kit)</p> <p>1 Generic State board shampoo comb (Student kit)</p> <p>2 Generic State board tapered barber combs (7" long) (Student kit)</p> <p>2 Generic State board clipper cutting combs (7.5" long) (Student kit)</p> <p>4 Generic State board plastic duckbill sectioning clips (Student kit)</p> <p>2 Generic State board cotton barber towels (16" x 25") (Student kit)</p> <p>1 Generic State board dry hair styling cape (Student kit)</p> <p>5 Generic State board neck strips (Student kit)</p> <p>1 Generic State board mini dust pan and broom set (Student kit)</p> <p>1 Generic State board covered container labeled "sanitized Implements" (Student kit)</p> <p>1 Generic State board covered container labeled "soiled Implements" (Student kit)</p> <p>(Student must bring their own hair cutting and blending shears, hair cutting razor, hair cutting electric clippers, as they are not included in this kit)</p> <p><b>Shaving</b></p> <p>7 Generic State board cotton barber towels (16" x 25") (Student kit)</p> <p>15 Generic State board assorted wood spatulas (Student kit)</p> <p>1 Generic State board small biohazard disposal container for razor blades (Student Kit)</p> <p>1 Generic State board 2 oz. container of talcum powder (Student Kit)</p> <p>1 Generic State board 2 oz. container of foam shaving cream (Student Kit)</p> <p>5 Generic State board folded PST paper towels (Student Kit)</p> <p>(Student must bring their own razor blade and straight razor, as they are not included in this kit)</p>	<p><b>Steaming Facial</b></p> <p>4 Generic State board 4" x 4" cotton gauze extraction pads (Student kit)</p> <p>1 Generic State board travel size facial tissue (10 count) (Student kit)</p> <p>3 Generic State board cotton barber towels (16" x 25") (Student kit)</p> <p>4 Generic State board premium cotton towels for steaming (16" x 25") (Student kit)</p> <p>6 Generic State board cosmetic foam wedges (Student kit)</p> <p>5 Generic State board small plastic spatulas (Student kit)</p> <p>1 Generic State board 2 oz. container talcum powder (Student kit)</p> <p>1 Generic State board 1oz. plastic bottle: cleanser (Student kit)</p> <p><b>Additional items for exam</b></p> <p>1 Generic State board black nylon duffle bag (24" L x 13" W x 11" H) (Student kit)</p>
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## FEDERAL RETURN OF TITLE IV FUNDS POLICY

*The school participates in federal financial aid. The 140 hour ultimate makeup program is not eligible for Title IV funds. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.*

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Financial Aid Leader of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Leader must begin the withdrawal process.

**Unofficial Withdrawal Process:** For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. The date of determination is 14 days after they cease attendance.

In both cases the last day of attendance will be used in the return to Title IV calculation.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during 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. After the 60% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

**Post Withdrawal Disbursement:** If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance.

**Credit Balance:** If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

- ① Unsubsidized Direct Loan
- ② Subsidized Direct Loan
- ③ Direct PLUS Loan (Parent)
- ④ Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. (unless the school uses less days based on a state, accrediting agency or institutional requirement)

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

**Overpayment of Title IV, HEA Funds** — Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

- ① Repays the overpayment in full to the school;
- ② Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or
- ③ Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintain his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school, or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time the student fails to meet the terms of the repayment agreement with the school:

- ① The student chooses to enter into a repayment agreement with the Department.
- ② The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

## **TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK-HOUR PROGRAM**

**Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program**

Student's Name: **John Doe**

Social Security #:

**123-45-6789**

Date of school's determination that student withdrew:

**1/6/11**

Period used for calculation (check one):

**1st Payment Period**

**Period of Enrollment**

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (for example, 4486 ÷ 449 = 44.9%)*

**STEP 1: Students Title IV Aid Information**

**Title IV Grant Programs:**

1. Pell Grant
2. Academic Competitiveness Grant
3. National SMART Grant
4. FSEOG
5. TEACH Grant

	Amount Disbursed	Amount Could Have Been Disbursed	E. Total Title IV Aid Disbursed for the Period
A. <b>2,775.00</b> (sub-total)			A. <b>2,775.00</b>
			+ B. <b>6,727.00</b>
			= E. <b>9,502.00</b>

**Title IV Loan Programs:**

6. Unsubsidized FDLP / FFELP
7. Subsidized FDLP / FFELP
8. Perkins Loan
9. PLUS FDLP / FFELP (Grad Student)
10. PLUS FDLP / FFELP (Parent)

	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	F. Total Title IV grant aid disbursed and that could have been disbursed for the period
B. <b>6,727.00</b> (sub-total)			A. <b>2,775.00</b>
			+ C. <b>0.00</b>
			= F. <b>2,775.00</b>

**STEP 2: Percentage of Title IV Aid Earned**

Last Day Attended: **12/30/11**

**H. Determine the percentage of the period completed:**

Divide the clock hours scheduled to have been completed as of the last day of attendance in the period by the total clock hours in the period.

**271.00 / 450.00 = 60.2%**

Hours scheduled      Total hour in  
to complete      period

- If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- If this percentage is less than or equal to 60%, enter that percentage in Box H and proceed to Step 3.

**H. 100.0%**

**STEP 3: Amount of Title IV Aid Earned by the Student**

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

**100.0% x 9,502.00 = 9,502.00**

Box H

Box G

Box I

**9,502.00 - 9,502.00 = 0.00**

Box E

Box I

Box K

**K. Title IV aid to be returned**

From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

**9,502.00 - 9,502.00 = 0.00**

Box E

Box I

Box K

<b>STEP 5: Amount of Unearned Title IV Aid Due from the School</b>				
<b>L. Institutional Charges for the Period.</b>	Tuition	4,500.00		
	Room			
	Board			
	Other			
	Other			
	Other			
<b>Total Institutional Charges (Add all the charges together)</b>	<b>L.</b>	<b>4,500.00</b>		
<b>M. Percentage of unearned Title IV aid</b>				
100.0%	-	100.0% Box H	=	0.0% Box M
<b>N. Amount of unearned charges</b>				
Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).				
4,500.00 Box L	x	0.0% Box M	=	0.00 Box N
<b>O. Amount of Title IV aid to be returned</b>				
Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.				
				O. 0.00
<b>STEP 6: Return of Funds by the School</b>			Amount for School to Return	
The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.				
<b>Title IV Programs</b>				
1. Unsubsidized FDLP / FFELP	0.00			
2. Subsidized FDLP / FFELP	0.00			
3. Perkins Loan	0.00			
4. PLUS FDLP / FFELP (Grad Student)	0.00			
5. PLUS FDLP / FFELP (Parent)	0.00			
<b>Total loans the school must return =</b>	<b>P.</b>	0.00		
6. Pell Grant	0.00			
7. Academic Competitiveness Grant	0.00			
8. National SMART Grant	0.00			
9. FSEOG	0.00			
10. TEACH Grant	0.00			
<b>STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student</b>				
From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).				
0.00 Box K	-	0.00 Box O	=	0.00 Box Q
► If Box Q is < or = zero, <b>STOP</b> . If > zero, go to Step 8.				

<b>STEP 8: Repayment of the Student's loans</b>							
<p>From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).</p> <p>These outstanding loans consist either of loan funds that student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.</p>							
6,727.00	- 0.00	= 6,727.00					
Box B	Box P	Box R					
<p>► If Box Q is less than or equal to Box R, <b>STOP</b>.          The only action a school must take is to notify the holders of the loans of the student's withdrawal date.</p>							
<p>► If Box Q is greater than Box R, Proceed to Step 9.</p>							
<b>STEP 9: Grant Funds to be Returned</b>							
<p>S. Initial amount of Title IV grants for student to return</p> <p>From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).</p>							
0.00	- 6,727.00	= 0.00					
Box Q	Box R	Box S					
<p>T. Amount of Title IV grant protection</p> <p>Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.</p>							
2,775.00	- 50.00%	= 0.00					
Box F	Box T						
<p>U. Title IV grant</p> <p>From the initial amount of unearned Title IV aid due from the student (Box S) subtract the amount of loans to be repaid by the student (Box T).</p>							
0.00	- 0.00	= 0.00					
Box S	Box T	Box U					
<p>► If Box U is less than or equal to zero, <b>STOP</b>.          If not, go to step 10.</p>							
<b>STEP 10: Return of Grants Funds by the Student</b>							
<p>Except as noted below, the student must return the unearned grant funds for which he/she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds that school is responsible for returning to that program in Step 6.</p>							
<p><b>Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.</b></p>							
<p><b>Title IV Grant Programs:</b></p>							
<ol style="list-style-type: none"> <li>1. Pell Grant</li> <li>2. Academic Competitiveness Grant</li> <li>3. National SMART Grant</li> <li>4. FSEOG</li> <li>5. TEACH Grant</li> </ol>							
<p>Amount to Return</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">0.00</td> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>			0.00				
0.00							

## **REFUND POLICY: Per Section 5002 of Education Law**

- ① The refund policy applies to all terminated students for any reason by either party, including student's decision, parent or legal guardian (if student is a minor), and program cancellation.
- ② Applicants not accepted by the school shall be refunded all monies paid to the school.
- ③ A student should notify the school of their withdrawal from school through written notification. The 'formal cancellation date' will be determined by the postmark on the written notification, the date said notification is delivered to the school in person, or 14 days after the last day of attendance, whichever is earlier. Failures of a student to notify the school Director in writing of the student's intent to withdraw may delay a refund of tuition to the student. (Section 5002 (3) of the Education Law).
- ④ If a student has failed to attend classes for a period of 14 calendar days, the school shall send by regular mail a termination notice.
- ⑤ If a student cancels his/her enrollment more than one week (7 days) after signing the enrollment agreement, but prior to, or during the first week of classes, a refund of all monies paid to the school less the non-refundable application fee of \$55.00 will be made.
- ⑥ The student kit and book charges are non-refundable after they are issued to and accepted by the student.

## **1000 hour Cosmetology Full-time Refund Policy**

The Cosmetology full-time schedule is divided into three (3) quarters of 10, 10 and 9 weeks each. Total tuition liability is limited to the quarter during which the student was terminated and any previous quarters completed.

Tuition liability is divided by the number of quarters in the program for full time students. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. The refund calculation is based on the week of the students last day of attendance.

### **1000 hour Cosmetology Full-time Schedule Tuition Cost — \$14,000**

<b>Quarter Refund Policy</b>		
<i>First Quarter Costs \$4,666.66</i>		
<b>First Quarter</b>	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>
<i>Prior to or during the first week</i>	0%	\$4,666.66
<i>During the second week</i>	25%	\$3,500.00
<i>During the third week</i>	50%	\$2,333.33
<i>During the fourth week</i>	75%	\$1,166.67
<i>After the fourth week</i>	100%	\$0

<b>Quarter Refund Policy</b>		
<i>Subsequent Quarter Costs \$4,666.66</i>		
<b>Subsequent Quarter</b>	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>
<i>During the first week</i>	25%	\$3,500.00
<i>During the second week</i>	50%	\$2,333.33
<i>During the third week</i>	75%	\$1,166.67
<i>After the third week</i>	100%	\$0

## **1000 hour Cosmetology Part-Time Refund Policy**

The Cosmetology part-time schedule is divided into three (3) terms of 17, 17 and 16 weeks each. Total tuition liability is limited to the term during which the student was terminated and any previous quarters completed.

Tuition liability is divided by the number of terms in the program for part time students. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. The refund calculation is based on the week of the students last day of attendance.

### **1000 hour Cosmetology Part-time Schedule Tuition Cost — \$14,000**

<b>Term Refund Policy</b>			
<i>First Term Costs \$4,666.66</i>			
	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>	
<b>First Term</b>	<b>Prior to or during the first week</b>	0%	\$4,666.66
	<b>During the second week</b>	20%	\$3,733.33
	<b>During the third week</b>	35%	\$3,033.33
	<b>During the fourth week</b>	50%	\$2,333.33
	<b>During the fifth week</b>	70%	\$1,400.00
	<b>After the fifth week</b>	100%	\$0

<b>Term Refund Policy</b>			
<i>Subsequent Term Costs \$4,666.66</i>			
	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>	
<b>Subsequent Term</b>	<b>During the first week</b>	20%	\$3,733.33
	<b>During the second week</b>	35%	\$3,033.33
	<b>During the third week</b>	50%	\$2,333.33
	<b>During the fourth week</b>	70%	\$1,400.00
	<b>After the fourth week</b>	100%	\$0

## **1175 Cosmetology and Ultimate Makeup Full-time Refund Policy**

The Cosmetology and Ultimate Makeup full-time schedule is divided into three (3) quarters of 12, 11 and 11 weeks each. Total tuition liability is limited to the quarter during which the student was terminated and any previous quarters completed.

Tuition liability is divided by the number of quarters in the program for full time students. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. The refund calculation is based on the week of the students last day of attendance.

### **1175 hour Cosmetology and Ultimate Makeup Full-time Schedule Tuition Cost — \$16,450**

<b>Quarter Refund Policy</b>			
<i>First Quarter Costs \$5,483.33</i>			
	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>	
<b>First Quarter</b>	<b>Prior to or during the first week</b>	0%	\$5,483.33
	<b>During the second week</b>	25%	\$4,112.50
	<b>During the third week</b>	50%	\$2,741.67
	<b>During the fourth week</b>	75%	\$1,370.83
	<b>After the fourth week</b>	100%	\$0

<b>Quarter Refund Policy</b>			
<i>Subsequent Quarter Costs \$5,483.33</i>			
	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>	
<b>Subsequent Quarter</b>	<b>During the first week</b>	25%	\$3,500.00
	<b>During the second week</b>	50%	\$2,333.34
	<b>During the third week</b>	75%	\$1,166.67
	<b>After the third week</b>	100%	\$0

## **1175 hour Cosmetology & Ultimate Makeup Part-Time Refund Policy**

The Cosmetology part-time schedule is divided into four (4) terms of 15, 15, 15, and 14 weeks each . Total tuition liability is limited to the term during which the student was terminated and any previous terms completed.

Tuition liability is divided by the number of terms in the program for part time students. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. The refund calculation is based on the week of the students last day of attendance.

### **1175 hour Cosmetology & Ultimate Makeup Part-Time Schedule Tuition Cost — \$16,450**

<b>Term Refund Policy</b>			
<i>First Term Costs \$4,112.50</i>			
	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>	
<b>First Term</b>	<b><i>Prior to or during the first week</i></b>	0%	\$4,112.50
	<b><i>During the second week</i></b>	20%	\$3,290.00
	<b><i>During the third week</i></b>	35%	\$2,673.13
	<b><i>During the fourth week</i></b>	50%	\$2,056.25
	<b><i>During the fifth week</i></b>	70%	\$1,233.75
	<b><i>After the fifth week</i></b>	100%	\$0

<b>Term Refund Policy</b>			
<i>Subsequent Term Costs \$4,112.50</i>			
	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>	
<b>Subsequent Term</b>	<b><i>During the first week</i></b>	20%	\$3,290.00
	<b><i>During the second week</i></b>	35%	\$2,673.13
	<b><i>During the third week</i></b>	50%	\$2,056.25
	<b><i>During the fourth week</i></b>	70%	\$1,233.75
	<b><i>After the fourth week</i></b>	100%	\$0

## **615 hour Barbering Full-Time Refund Policy**

The Barbering full-time schedule is divided into two (2) quarters of 9 weeks each. Tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

Tuition liability is divided by the number of quarters in the program for part time students. Tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. The refund calculation is based on the week of the students last day of attendance

### **615 hour Barbering full-time Schedule Tuition Cost — \$8,610**

<b>Quarter Refund Policy</b>			
<i>First Quarter Costs \$4,305.00</i>			
<b>First Quarter</b>	<b>Prior to or during the first week</b>	0%	\$4,305.00
	<b>During the second week</b>	25%	\$3,228.75
	<b>During the third week</b>	50%	\$2,152.50
	<b>During the fourth week</b>	75%	\$1,076.25
	<b>After the fourth week</b>	100%	\$0

<b>Quarter Refund Policy</b>			
<i>Subsequent Quarter Costs \$4,305.00</i>			
<b>Subsequent Quarter</b>	<b>During the first week</b>	25%	\$3,228.75
	<b>During the second week</b>	50%	\$2,152.50
	<b>During the third week</b>	75%	\$1,076.25
	<b>After the third week</b>	100%	\$0

## **615 hour Barbering Part-Time Refund Policy**

The Barbering part-time schedule is divided into three (3) quarters of 11, 10 and 10 weeks each. Total tuition liability is limited to the term during which the student was terminated and any previous quarters completed.

Tuition liability is divided by the number of quarters in the program for part time students. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. The refund calculation is based on the week of the student's last day of attendance.

### **615 hour Barbering Part-time Schedule Tuition Cost — \$8,610**

<b>Quarter Refund Policy</b>			
<i>First Quarter Costs \$2,870.00</i>			
	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>	
<b>First Quarter</b>	<b><i>Prior to or during the first week</i></b>	0%	\$2,870.00
	<b><i>During the second week</i></b>	25%	\$2,152.50
	<b><i>During the third week</i></b>	50%	\$1,435.00
	<b><i>During the fourth week</i></b>	75%	\$717.50
	<b><i>After the fourth week</i></b>	100%	\$0

<b>Quarter Refund Policy</b>			
<i>Subsequent Quarter Costs \$2,870.00</i>			
	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>	
<b>Subsequent Quarter</b>	<b><i>During the first week</i></b>	25%	\$2,152.50
	<b><i>During the second week</i></b>	50%	\$1,435.00
	<b><i>During the third week</i></b>	75%	\$717.50
	<b><i>After the third week</i></b>	100%	\$0

### **140 hour Ultimate Makeup Full-time Refund Policy**

The Ultimate Makeup full-time schedule is based on (4 weeks of attendance). Total tuition liability is limited to the student's last date of physical attendance.

Tuition liability is determined by the percentage of the program offered to the student.

### **140 hour Ultimate Makeup Program Full-time Schedule Tuition Cost — \$1,960.00**

<b>Percent of Program Complete</b>		
<i>*Based on \$1,960.00 paid in full</i>		
<i>Percentage through the program</i>	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>
0-15%	0%	\$1,960.00
16-30%	25%	\$1,470.00
31-45%	50%	\$980.00
46-60%	75%	\$490.00
After 60% of the program	100%	\$0
<b>Subsequent Quarter Cost</b>		<b>\$2,870.00</b>

### **140 hour Ultimate Makeup Part-time Refund Policy**

The Ultimate Makeup part-time schedule is divided into one (1) quarter of 7 weeks. Total tuition liability is limited to the student's last date of physical attendance.

Tuition liability is determined by the percentage of the program offered to the student.

### **140 hour Ultimate Makeup Program Part-time Schedule Tuition Cost — \$1,960.00**

<b>First Quarter</b>		
<i>Subsequent Quarter is based on \$1,960.00 paid in full</i>		
<i>First Quarter</i>	<b>If termination occurs school may keep:</b>	<b>If termination occurs the student will be refunded:</b>
<b>Prior to or during the first week</b>	0%	\$1,960.00
<b>During the second week</b>	25%	\$1,470.00
<b>During the third week</b>	50%	\$980.00
<b>During the fourth week</b>	75%	\$490.00
<b>After the fourth week</b>	100%	\$0

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for:

- ① The non-refundable registration fee plus
- ② The cost of any textbooks or supplies accepted plus
- ③ Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.
- ④ Any monies due to the applicant or student shall be refunded within 45 days of the date on which the student withdraws from the program, as defined above.
- ⑤ The school does not participate in any teach-out plans with other institutions.
- ⑥ This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (for example: extra kit materials, books, products, etc.) will be calculated separately at the time of withdrawal.
- ⑦ The student is entitled to a full refund if the school closes.

### **STUDENT FINANCIAL AID RELEASE**

The undersigned agrees that Paul Mitchell The School Schenectady 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 be able to 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.

Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

## **SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES**

In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

- ① ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
- ② disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

## **PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES**

Our school does not have a list of preferred lenders and we do not offer private education loans.

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

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30 day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. The corporate office sends to the school a change in EFC form for students to sign if their EFC changes. 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.

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

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, 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)).

## CREDIT BALANCE POLICY

If Title IV disbursements result in a credit balance on the student's account, the Financial Aid office will notify the student. The student has the option to have the school hold the credit balance and can complete an authorization for the school to hold the funds by obtaining an authorization form from the Financial Aid Department. If the student does not want the school to hold their funds, all credit balance disbursements and refunds due to funding source will be processed within 14 days of the credit balance appearing on the student account. Regardless of the chosen option the school will clear all credit balances on a student account by the end of the award year.

## COSMETOLOGY MAKE-UP HOURS

Any make-up session for attendance purposes must be approved through the School Director, and will consist of instruction missed due to the absent. A record of all make-up sessions will be maintained in the attendance register. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time. Make-up hours may be used as an extra instructional charge as outlined in the enrollment agreement. During the enrollment agreement period, students must maintain a 95% attendance average each month in order to complete the program within the scheduled program length. Students are allowed to miss 5% of their scheduled hours before having to pay extra instructional charges. Students may use the allowed 5% of their scheduled hours for vacation, doctor appointments, illness, etc. If a student must attend additional program hours beyond his/her maximum scheduled program length due to not meeting a 95% attendance average or in order to complete academic graduation requirements, the student will be charged an additional \$14.00 for each hour scheduled to complete after the scheduled program length is reached. Extra instructional charges will be billed to the student's account once the scheduled program length is reached. Students who fall below the 95% attendance average will receive monthly written warnings of the overtime charges accruing.

## ULTIMATE MAKEUP MAKE-UP HOURS

Any make-up session for attendance purposes must be approved through the School Director, and will consist of instruction missed due to the absent. A record of all make-up sessions will be maintained in the attendance register. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time. Make-up hours may be used as an extra instructional charge as outlined in the enrollment agreement. During the enrollment agreement period, students must maintain a 100% attendance average each month in order to complete the program within the scheduled program length. Students are allowed to miss 5% of their scheduled hours before having to pay extra instructional charges. Students may use the allowed 5% of their scheduled hours for vacation, doctor appointments, illness, etc. If a student must attend additional program hours beyond his/her maximum scheduled program length due to not meeting a 100% attendance average or in order to complete academic graduation requirements, the student will be charged an additional \$14.00 for each hour scheduled to complete after the scheduled program length is reached. Extra instructional charges will be billed to the student's account once the scheduled program length is reached.

## **COSMETOLOGY AND ULTIMATE MAKEUP MAKE-UP HOURS**

Any make-up session for attendance purposes must be approved through the School Director, and will consist of instruction missed due to the absent. A record of all make-up sessions will be maintained in the attendance register. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time. Make-up hours may be used as an extra instructional charge as outlined in the enrollment agreement. During the enrollment agreement period, students must maintain a 95% attendance average each month in order to complete the program within the scheduled program length. Students are allowed to miss 5% of their scheduled hours before having to pay extra instructional charges. Students may use the allowed 5% of their scheduled hours for vacation, doctor appointments, illness, etc. If a student must attend additional program hours beyond his/her maximum scheduled program length due to not meeting a 95% attendance average or in order to complete academic graduation requirements, the student will be charged an additional \$14.00 for each hour scheduled to complete after the scheduled program length is reached. Extra instructional charges will be billed to the student's account once the scheduled program length is reached. Students who fall below the 95% attendance average will receive monthly written warnings of the overtime charges accruing.

## **BARBERING MAKE-UP HOURS**

Any make-up session for attendance purposes must be approved through the School Director, and will consist of instruction missed due to the absent. A record of all make-up sessions will be maintained in the attendance register. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time. Make-up hours may be used as an extra instructional charge as outlined in the enrollment agreement. During the enrollment agreement period, students must maintain a 95% attendance average each month in order to complete the program within the scheduled program length. Students are allowed to miss 5% of their scheduled hours before having to pay extra instructional charges. Students may use the allowed 5% of their scheduled hours for vacation, doctor appointments, illness, etc. If a student must attend additional program hours beyond his/her maximum scheduled program length due to not meeting a 95% attendance average or in order to complete academic graduation requirements, the student will be charged an additional \$14.00 for each hour scheduled to complete after the scheduled program length is reached. Extra instructional charges will be billed to the student's account once the scheduled program length is reached. Students who fall below the 95% attendance average will receive monthly written warnings of the overtime charges accruing.

## **MAKE-UP WORK**

Students must complete all required assignments and tests. To accommodate students, make-up test days and worksheet periods are scheduled. Students must complete make-up work at the scheduled time. Monthly make-up test dates are posted on the theory and school calendars.

## **CORE ATTENDANCE POLICY**

During CORE, a student must maintain 90% attendance or they may be dropped at the discretion of the director. The student may re-enroll in the next available class.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Students enrolled in programs approved by NACCAS must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress Policy is provided to all students prior to enrollment. The policy is consistently applied to all applicable students. *Evaluations are maintained in the student file.* The school will develop an academic and/or attendance plan to address the specific needs of those students who fail to meet the academic and/or attendance requirements at specific SAP evaluation points. The school will develop an academic and/or attendance plan to address the specific needs of those students who fail to meet the academic and/or attendance requirements at specific SAP evaluation points. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

## QUANTITATIVE AND QUALITATIVE FACTORS

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

- ① A minimum cumulative theory grade level of 80%
- ② A minimum cumulative academic level of 80% on practical worksheet completion\*
- ③ To determine whether a student meets the academic requirements for Satisfactory Academic Progress, theory and practical grades are averaged together to give a minimum cumulative academic grade of 80%.
- ④ A minimum cumulative attendance level of 75% of scheduled hours\*\*

*\*To meet the state practical requirements for graduation, students must eventually complete all clinic classroom practical worksheets 100%. See LEARNING PARTICIPATION GUIDELINES.*

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

A student who has not achieved the minimum cumulative GPA of 80% and/or who has not successfully completed at least a cumulative rate of attendance of 75% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that resulted in a status of Financial Aid Probation.

## COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

<b>SCHEDULES:</b>			
Full-Time Day School	Tuesday - Saturday or Monday - Friday	9:00 AM to 4:30 PM	35 hours per week
Part-Time Day School	Monday - Thursday	9:00 AM to 2:30 PM	20 hours per week
Part-Time Night School	Monday - Thursday	5:00 PM to 10:00 PM	20 hours per week

Information regarding other course schedules is available upon inquiry.

The New York State Law requires 1000 clock hours for the cosmetology course. Students are expected to complete the course in no more than 133% of the program length. If a student is never absent, he/she should complete the course within 29 weeks for a full-time student and 50 weeks for a part-time student.

Paul Mitchell The School Schenectady requires 140 clock hours for the Ultimate Makeup course. Students are expected to complete the course in no more than 133% of the program length. If a student is never absent, he/she should complete the course within 4 weeks for a full-time student and 7 weeks for a part-time student.

The New York State Law requires that students have 1000 clock hours of training and be graduated from a licensed cosmetology school to qualify for an initial cosmetology license. Paul Mitchell the School Schenectady exceeds New York State requirements by 175 hours for the Cosmetology and Ultimate Makeup Program. The total hours needed to complete the cosmetology and ultimate makeup program at Paul Mitchell the School Schenectady is 1175. Students are expected to complete the course in no more than 133% of the program length. If a student is never absent, he/she should complete the course within 34 weeks for a full-time student and 59 for a part-time student.

Paul Mitchell The School Schenectady requires 615 clock hours for the Barbering course. Students are expected to complete the course in no more than 133% of the program length. If a student is never absent, he/she should complete the course within 18 weeks for a full-time day student and 31 weeks for a part-time day and night student.

At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 133% time frame allowed.

## MAXIMUM TIME FRAME

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

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology – Full Time (1000 hours)	29 Weeks	38 Weeks
Cosmetology – Part Time (1000 hours)	50 Weeks	67 Weeks
Ultimate Makeup - Full Time (140 hours)	4 Weeks	5 Weeks
Ultimate Makeup - Part Time (140 hours)	7 Weeks	9 Weeks
Cosmetology and Ultimate Makeup – Full Time (1175 hours)	34 Weeks	45 Weeks
Cosmetology and Ultimate Makeup – Part Time (1175 hours)	59 Weeks	78 Weeks
Barbering (615 hours) - Full Time	18 Weeks	23 Weeks
Barbering (615 hours) - Part Time Day and Night School	31 Weeks	41 Weeks

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis. Whether a student pays out of pocket or receives Title IV Financial aid all hours attempted and completes are considered part of the Satisfactory Academic Progress calculation. For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

## MAJORS, DEGREES, SECOND DEGREE, OR SUMMER TERMS

Majors, degrees, second degrees, or summer terms does not apply to Paul Mitchell The School Schenectady.

## LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a Student's program of study. LOA refers to the specific time period during an ongoing program when a Student is not in academic attendance. Leaves of Absence can be granted in cases of emergency or medical problems with doctor notification, which cause attendance to be impossible or impractical. Leaves of Absence will be granted in the case of pregnancy or new mothers. A leave of absence will be permitted with a letter from the student's doctor. If a student is called into active duty for the military the school will grant a leave of absence. These are the only times leave of absences are granted.

**In order to be placed on Leave of Absence, the Student must:**

- ① Complete and sign the school's Leave of Absence Request Form in advance, unless unforeseen circumstances prevent the student from doing so.
- ② Must state the reason for the Leave of Absence (LOA) request
- ③ Be approved by the Financial Aid Office and Future Professional Advisor
- ④ Leaves must be a minimum of 14 days and a maximum of 60 days and must not exceed a total of 180 days in a 12-month period.

A student on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Student's may not arbitrarily decide to "take" a leave of absence.

There will be no additional charges for a LOA. If the student fails to return or contact the School Financial Aid Leader on the documented return date, the Student will be considered to have withdrawn from school as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

For federal aid recipients, the Student's payment period is suspended during the LOA and no federal financial aid will be disbursed to Student while on a Leave of Absence. Upon the Student's return, the Student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the Student is a Title IV loan recipient, the Student will be informed of the effects that the student's failure to return from a leave may have on the Student's loan repayment terms, including the expiration of the Student's grace period. A contract addendum will be completed upon return from the LOA to extend the contract end date by the applicable number of days.

In special circumstances, the school may grant a leave of absence to a student in the case of an emergency, such as a car accident or other medical issue that would prevent the student from requesting the leave of absence prior to the incident occurring. In these cases, the school will document the reason for the granting of the leave after the incident has occurred. The beginning date of the leave of absence will be based on the first date it has been determined that the student cannot come to class due to the accident or medical situation.

In order to grant a Leave of Absence there must be the expectation that the student will be returning to school.

A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties to reflect the new contract end date.

## INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she must take a leave of absence or withdraw and reenroll when ready to return. If a student needs more than 14 consecutive calendar days of time off due to pregnancy/new mother, and/or military duty then the student should take a leave of absence. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

## NONCREDIT, REMEDIAL COURSE, AND REPETITIONS

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when students reach:

Program Name	1st SAP Evaluation	2nd SAP Evaluation
Cosmetology	450 actual hours	900 actual hours
Cosmetology and Ultimate Makeup	450 actual hours	900 actual hours
Barbering	307.5 actual hours	N/A
Ultimate Makeup	70 actual hours	N/A

The first evaluation will occur no later than the midpoint of the academic year. The SAP evaluations are printed within 7 days of the student reaching the evaluation points.

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

- ① Examinations are given in all subjects.
- ② Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student's financial file. The Satisfactory Academic Progress will reflect if the student evaluation will impact the student's eligibility for Financial Aid. The student may request to review their financial aid file from the Financial Aid Leader or Director.

The following grading scale is used for theory progress:

**A = 94 – 100% = 4.00      B = 87 – 93% = 3.00      C = 80 – 86%      Failing = Below 80%**

The state of New York requires that a student have an accumulative Grade Point Average (GPA) of 2.00:

**A = 94 – 100% = 4.00      B = 87 – 93% = 3.00      C = 80 – 86% = 2.00      Failing = Below 80% = 1.5**

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor. Students must complete all practical skills on the monthly practical worksheet. A student will be graded based on the progress achieved on the completion of the practical worksheet. Students must make up failed or missed tests and incomplete assignments.

*\*The school uses a 900-hour academic year for Title IV purposes.*

## **TRANSFER HOURS**

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 evaluation periods are based on actual contracted hours at the institution. For transfer students attending less than a full academic year, an evaluation will be done at the midpoint of the actual hours.

## **DETERMINATION OF PROGRESS STATUS**

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

## **WARNING**

Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and considered to be making satisfactory academic progress during the warning period which is until the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, he/she may be placed on probation and, if applicable, the student may be deemed ineligible to receive Title IV funds.

## **PROBATION**

Students who fail to meet the minimum requirements for attendance and academic progress after the Warning period, the student will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

Additionally, only students who have the ability to meet satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or set forth by the academic plan, the student will be determined as NOT making satisfactory academic progress, and if applicable, the student will not be deemed eligible to receive Title IV funds.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS** for those who qualify

Students may re-establish satisfactory academic progress and Title IV funding, as applicable, by meeting the minimum attendance and academic requirements by the end of the warning or probationary period.

## 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 schools Appeal Form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons 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 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, if applicable.

If the appeal is granted the student will be placed 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, for example 450 to 900 actual hours evaluations; and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order 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.

## TERMINATION APPEAL PROCEDURE

If a student is terminated due to receiving the maximum amount of coaching sessions, or due to the reasons outlined under termination on the Student Advisory Form, the student may appeal the termination decision. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school's Future Professional Advisor on the schools Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to continue through the program without incident.

An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's learning leader, the future professional advisor, and the school director. A decision on the student's appeal will be made within three (3) business days by the director and will be communicated to the student in writing. This decision will be final.

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

## STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- ① Review their education records,
- ② Seek to amend inaccurate information in their records, and
- ③ Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at \$0.20 per page.

### General Release of Information

Except under the special conditions described in this policy, a student must provide written consent before a school may disclose personally identifiable information from the student's education records. The written consent must:

- ① State the purpose of the disclosure,
- ② Specify the records that may be disclosed,
- ③ Identify the party or class of parties to whom the disclosure may be made, and
- ④ Be signed and dated.

### 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 education 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, without needing the student's consent. 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.

### Release of Information to Regulatory Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

Paul Mitchell The School Schenectady provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

### **Disclosures in Response to Subpoenas or Court Orders**

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

### **Disclosures for Other Reasons**

There are two different FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

### **Directory Information**

Paul Mitchell The School Schenectady does not publish "directory information" on any student.

### **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 seven (7) years for withdrawal students; transcripts of graduates are kept indefinitely.

### **Amendment to Student Records**

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school director and bring any supporting documentation to show that the record is incorrect.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

## PERFORMANCE STATISTICS/JOB OUTLOOK

Paul Mitchell The School Schenectady performance statistics for the calendar year 2017:

Graduation	Placement	Licensure
<b>66.44%</b>	<b>88.66%</b>	<b>100%</b>
<b>Reporting Period</b>	<b>July 1, 2012 – June 30, 2013</b>	<b>July 1, 2013 – June 30, 2014</b>
<b>New enrollment</b>	85	94
<b>Still enrolled from previous year</b>	58	40
<b>Total students in program during reporting period</b>	143	134
<b>Still enrolled/continuing into the next reporting period</b>	40	37
<b>Non-completers</b>	10	6
<b>Graduates</b>	93	91
<b>Graduates Employed Related Field</b>	88	72
<b>Graduates Seeking Employment</b>	2	0
<b>Graduates Pursuing Additional Education</b>	3	0
<b>Graduates Employed in a Slightly Related Field</b>	0	0
<b>Graduates Employed in an Untelated Field</b>	0	5
<b>Graduates Employed Status Unknown</b>	0	14
<b>State Board Information</b>	<u>State Written Exam Passing Rate:</u> Total Tested: 133 Number Passed: 109 Number Failed: 24 Percent Passed: 81.9%  <u>State Practical Exam Passing Rate:</u> Total Tested: 92 Number Passed: 91 Number Failed: 1 Percent Passed: 98.9%	<u>State Written Exam Passing Rate:</u> Total Tested: 103 Number Passed: 71 Number Failed: 32 Percent Passed: 68.9%  <u>State Practical Exam Passing Rate:</u> Total Tested: 77 Number Passed: 70 Number Failed: 7 Percent Passed: 90.9%

According to the 2010-2020 Occupational Outlook Handbook published by the U.S. Department of Labor, Overall employment of barbers, hairdressers, cosmetologists, and shampoo specialists is expected to grow 14 percent from 2010 to 2020, as fast as the average for all occupations. Growth rates will vary by specialty.

Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 16 percent, about as fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has increased in recent years, a trend that is expected to continue over the coming decade.

NACCAS' 2017 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2017. NACCAS' graduation, placement and licensure definitions are described below:

**Graduation:** Based on all students scheduled to graduate from the program in 2017. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

**Licensure:** Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2018. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2018.

**Placement:** Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2018. Students may be excluded from the calculation if they fall into one of the categories listed. In 2017, the school excluded the following number of students\* based on each of the following categories:

- ① The graduate is deceased 0
- ② The graduate is permanently disabled 0
- ③ The graduate is deployed for military service/duty 0
- ④ The graduate studied under a student visa and is ineligible for employment in the U.S. 0
- ⑤ The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership) 0

Total Excluded 0

\*If fewer than ten students were excluded for any one category, the disclosure will only include the total of all excluded students if that total is at least ten. If the calculation excluded fewer than a total of ten students the institution will state that it excluded students on the basis of each condition, and note that the number of total exclusions were fewer than 10 and therefore cannot be disclosed.

## PROGRAM INTEGRITY

Paul Mitchell The School Schenectady is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period, the school shows the following data for the full time **cosmetology** program:

Placement rate	On-time graduation rate	Median Loan Debt
90.41%	N/A	2013-2014 N/A 2014-2015 N/A 2015-2016 N/A

For the most recent annual reporting period, the school shows the following data for the part time **cosmetology** program:

Placement rate	On-time graduation rate	Median Loan Debt
90.41%	N/A	2013-2014 N/A 2014-2015 N/A 2015-2016 N/A

For the most recent annual reporting period, the school shows the following data for the full time **ultimate makeup** program:

Placement rate	On-time graduation rate	Median Loan Debt
N/A	N/A	2013-2014 N/A 2014-2015 N/A 2015-2016 N/A

For the most recent annual reporting period, the school shows the following data for the full time **cosmetology and ultimate makeup** program:

Placement rate	On-time graduation rate	Median Loan Debt
100%	N/A	2013-2014 N/A 2014-2015 N/A 2015-2016 N/A

For the most recent annual reporting period, the school shows the following data for the full time **barbering** program:

Placement rate	On-time graduation rate	Median Loan Debt
80.95%	N/A	2013-2014 N/A 2014-2015 N/A 2015-2016 N/A

For the most recent annual reporting period, the school shows the following data for the part time day, part time night **barbering** program:

Placement rate	On-time graduation rate	Median Loan Debt
80.95%	N/A	2013-2014 N/A 2014-2015 N/A 2015-2016 N/A

\* N/A Fewer than 10 students complete the program within normal time.

On-time completion is deemed by the U.S. Department of Education is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog within the normal completion time. When a student completes their graduation requirements, including all theory and practical assignments, and the required number of clock hours contracted outside of the normal time to complete the program, that student is considered to have graduated on-time. If a student delays their graduation for any reason—such as family responsibilities, day care issues, and other life events—and that causes them to graduate after their outside of the normal time to complete the program, they are not considered an on-time graduate. Please note that our graduation rates that are provided in the school catalog are based on how many students started the program and how many completed within the reporting period.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at:

[schenectady.paulmitchell.edu/programs](http://schenectady.paulmitchell.edu/programs).

#### STUDENTS RIGHT-TO-KNOW - COMBINED DEPARTMENT OF EDUCATION RATES (IPEDS)

Graduation
100%

Paul Mitchell The School Schenectady must prepare the completion and graduation rate of its certificate- or degree-seeking, first-time, full-time undergraduate students each year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. These rates are generated from the school student record management system.

## STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at payable to Paul Mitchell The School Schenectady. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

### 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 and does not round hours. NYS approved attendance sheets are also used. To ensure proper credit for clock hours, full time and part time students are required to clock in/out 2 times a day: when they arrive at school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part-time students are required to clock in/out 2 times a day: when they arrive at school and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student time clock, the student will not receive hours. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.
- ② The school is open from 9:00 a.m. to 4:30 p.m. for day students and 5:00 p.m. to 10:00 p.m. for night students.
- ③ All courses require continuous attendance.
- ④ The prescribed attendance schedule must be maintained each week.
- ⑤ Night students may not miss Thursday, if a Thursday is missed, corrective action steps will be taken by Education Leader or Director. Day students may not miss Saturdays. If a Saturday is missed, corrective action steps will be taken by Education Leader or Director.
- ⑥ Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" and will be assigned special projects or assignments pertaining to their course of study, if a class is available to accommodate them. Students who are 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.
- ⑦ During the contracted enrollment period, applicant student must maintain a 95% attendance average each month in order to complete the program by the contracted end date. The student is allowed to miss 5% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 5% excused absences for vacation, doctor appointments, illness, etc.; however, the student may not be out of school 14 consecutive calendar days or he or she may be terminated. If the student must attend additional program hours beyond his or her contracted end date due to not meeting a 95% attendance average or to complete academic graduation requirements, the student will be charged an additional \$14.00 for each hour scheduled to complete after the contracted end date is reached.

**\*\*Refer to the school enrollment contract for the Enrollment Contract Period definition.**

*Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.*

- ⑧ 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 a.m.; night students must call in by 1:30 p.m.

- ⑨ Day students must arrive to school by 10:30 a.m. Night students must arrive to school by 6:00 p.m. Students that do not arrive by these times may not attend school on that day. Only the Director can approve valid documented exceptions.
- ⑩ Students must request time off from school from the Future Professional Advisor.
- ⑪ Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; 20 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year.
- ⑫ Lunches and breaks are scheduled for all students. All students will take 30 minutes for lunch between 12:00 noon and 1:30 p.m. Students should communicate with their instructor if they have not had lunch by 1:30 p.m.. Night students take a 15 minute break.
- ⑬ Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
  - a. Students who leave school premises for more than 15 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
  - b. Students who leave school premises for less than 15 minutes must sign the sign-out sheet.
  - c. Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.
- ⑭ Students may not clock in or out for another student.
- ⑮ 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.
- ⑯ The attendance register is kept at the school at all times. The classroom instructor maintains the attendance register. In the event of a substitute instructor, the substitute instructor will be responsible for the day's attendance and will initial the attendance register.
- ⑰ If a student has been absent for a period of 14 consecutive days, the school will notify the student that they are being terminated from the program.
- ⑱ Students attend Core (245 clock hours for cosmetology, 385 clock hours for cosmetology and ultimate makeup, and 100 clock hours for barbering) of enrollment. During this time the student must maintain a monthly attendance of 90%. If at the conclusion of the month, the student's progress report is not 90% attendance, the student may be dropped from the program and asked to re-enroll in the next class start date.

## **TARDINESS/CUTTING CLASS**

If you are late or cannot attend school you must contact the school. Day students must call in by 9:00 a.m. Night students must call in by 1:30 p.m. Students must be on time as it inhibits the learning process. Students who are late for Theory class may not enter the classroom and will not receive theory credit. Students who are late for a specialty cutting, coloring, perming, or specialty 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. Cutting class is not tolerated and may lead to in or out of school suspension. All students are required to attend their class of study. Day students must arrive to school by 10:30 a.m. Night students must arrive to school by 6:00 p.m. Students that do not arrive by these times may not attend school on that day. Only the Director can approve valid documented exceptions.

**Professional Image:** Professional image is a requirement for successful participation in school. All Students must maintain the following professional dress code:

- ① Core and Phase One students must wear all black. Colored jewelry is acceptable.
- ② Phase Two students must wear black or white in any combination. Colored jewelry is acceptable.
- ③ Gold and silver metal buttons, zippers, sequins, black and/or white belts or suspenders are acceptable.
- ④ Clothing must be professional, clean, and free of stains and tears.
- ⑤ Shoes should be black, professional, and comfortable for all students.
- ⑥ Hair must be clean and styled prior to arriving at school. Ponytails are not acceptable.
- ⑦ Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.
- ⑧ The school provides Identification Access Cards that allow access to the front and rear entrances. It's mandatory to wear the Identification Access Cards, which serve as name tags, at all times. If the card is lost, it must be reported to management immediately for safety reasons. A new Identification Access Card must be purchased for \$10.00.
- ⑨ Black fedoras, flat, or ascot caps may be worn.
- ⑩ Straight ties or bow ties are acceptable. These may be any color.
- ⑪ All black "slim" sneakers are allowed. No basketball, high-top, wrestling, tennis, or gym shoes.
- ⑫ Students who fail to comply with the professional dress code will be given coaching sessions and might be asked to leave and return with appropriate attire.
- ⑬ The following is a list of unacceptable dress:
  - a. Crocs, winter boots, Uggs, beach sandals, or opened toed shoes
  - b. Yoga or gym pants
  - c. Tank or sleeveless tops
  - d. Colored shoes, belts, and scarves
  - e. Printed T-shirts other than those with a PAUL MITCHELL logo.
  - f. Short skirts that fall above the midpoint of the thigh
  - g. Hats, visors, bandanas, caps, or beanies (see acceptable headwear above)
  - h. Hooded sweatshirts, jackets, or tops.
  - i. Flannel shirts
  - j. "Check patterns" that appear grey
  - k. Large chains or pendants
  - l. Plain white t-shirts worn alone.

### **Student Kit Decoration Policy**

Student kits may not be decorated with multiple colors, designs or distracting patterns. Students may put their names on kits; however, drastically altering the look of the student kit by using tape, paint, markers, stickers, etcetera is not allowed.

### **Search Policy**

Lockers and stations furnished for student use belong to the school and are subject to search by the school or police officials at any time for any reason. By entering onto the premises of the school, students agree that they and any items, including handbags, briefcases, purses, and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

## **Sanitation and Personal Services**

- ① Future Professionals must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- ② Future Professionals must clean their stations in the clinic classroom, including the floor, after each service.
- ③ Hair must be swept up immediately after a service is completed, before blow-drying.
- ④ Clinic stations must be cleaned at the end of the day, prior to clocking out for the day.
- ⑤ Future Professionals may receive services on Tuesday through Thursday. To receive a service, students must do the following prior to starting the service:
  - a. Notify a Learning Leader.
  - b. Be scheduled off the service books by a Learning Leader.
  - c. Pay for service supplies including perms, color, lightener, rinses, conditioning, treatments, manicures, nails, etc.
  - d. Personal services are considered rewards and scheduled for Future Professionals who are up to date with all practicals, exams, and clinic practical worksheets. School assignments and successful learning are the priority.

## **Communication Guidelines and Professional Conduct**

- ① Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic classroom area.
- ② Only emergency calls are permitted on the business phone. If there is an emergency please instruct your family and friends to call the service desk at (518) 370-4590.
- ③ Cell phones and mobile devices are only permitted outside of classrooms, and clinic classroom.
- ④ Future Professionals may not visit with another Future Professional who is servicing a service guest.
- ⑤ Future Professionals may not gather around the service desk, service reception area, or offices.
- ⑥ Food, drinks, and water bottles are allowed only in the lunchroom.
- ⑦ The school is a smoke-free campus.
- ⑧ Stealing or taking school property or another's personal property is unacceptable and grounds for termination.
- ⑨ During class time, students are not permitted to visit the administrative offices.
- ⑩ School administration has the right to access and inspect a Future Professionals locker at any time, refer to the locker policy.

*\*Mobile devices are defined as a portable computing device including, but not limited to, a smart phone, smart watch, or tablet computer.*

## **Late Payments**

If a student fails to make a scheduled tuition payment, the student may receive a coaching session on the Future Professional Advisory Form. If a student consistently fails to make scheduled payments, the student may be terminated from the program.

## **Learning Participation Guidelines**

- ① Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for termination.
- ② Future Professionals will be expected to maintain an average of 80% on all theory tests and assignments.
- ③ Future Professionals may not be released from required theory class to take a client.
- ④ Only service desk personnel may schedule or change client service appointments.
- ⑤ All services must be checked and the service ticket initialed by a Learning Leader.
- ⑥ Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
- ⑦ Future Professionals will receive clock hours during the times they fully participate in their learning experience.
- ⑧ When Future Professionals are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
  - a. Completion of clinic practical worksheets
  - b. Completion of theory review worksheets
  - c. Performing a service on another Future Professional
  - d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- ⑨ Future Professionals must comply with school personnel and Learning Leader's assignments and requests as required by the curriculum and Future Professional guidelines and rules.
- ⑩ Future Professionals may not perform hair, skin, barber or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, barber or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- ⑪ Future Professionals are responsible for their own kit and equipment and may use a clinic station drawer only while working at that clinic station. All kit, equipment, tools, and personal items must be secured in the Future Professionals assigned locker. The school is not responsible for any lost or stolen articles.
- ⑫ Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- ⑬ All clinic practical worksheets are due on the assigned day of each month by the end of the school day.
- ⑭ If a Future Professional fails to complete a worksheet 100%, the Future Professional will be placed on the Back on Track list and will remain on the list until the following month.
- ⑮ If a Future Professionals fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and re-start in the next Core class start date.
- ⑯ Milady Theory Class: Future Professionals will not be allowed in theory class once the Theory Leader has closed the door and started instruction. The Future Professional will not receive theory credit if they are not in theory class attendance. If a Future Professional chooses to leave theory class for any reason he/she will not be allowed to return to theory class. If there's a transition period during theory, a Future Professional will be allowed to enter to receive credit for the remaining scheduled time in theory. The school requires a Future Professionals to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.

## COACHING AND CORRECTIVE ACTION

Part of the Future Professionals learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The school team will coach all Future Professionals to correct noncompliant or inappropriate behavior.

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. Future Professionals 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 Future Professionals as they develop their professional image and persona. Future Professionals may be coached and receive an advisory 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. Future Professionals may be coached and receive an advisory 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 all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Future Professionals 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 Future Professionals. Future Professionals who fail to meet the guidelines and create challenges for other Future Professionals or staff may be released from school, suspended, or terminated.

### Corrective Action Steps

Once a future professional has received five (5) coaching sessions, the future professional may be suspended from school for five (5) days. Suspended future professionals will be required to pay the administrative re-entry fee. If a future professional receives two (2) more coaching sessions after re-admission from a five (5) day suspension, the future professional's enrollment may be permanently terminated. A future professional may be terminated without prior coaching sessions for improper and/or immoral conduct. Refer to the school Future Professional Advisory form.

*When monitoring future professionals for unofficial withdrawals, the school is required to count any days that a future professional was out of school on suspension as a part of the 14 consecutive days of non-attendance used to determine whether the future professional will be returning to school.*

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates the future professionals' respect of these guidelines.

## LOCKER POLICY

**Purpose** — Paul Mitchell The School makes lockers available to students to facilitate the daily storage of their learning materials and items related to their studies. Paul Mitchell The School manages lockers to ensure responsible use of property and for the health and safety of individuals.

**Agreement** — Paul Mitchell The School establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing Paul Mitchell The School's lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by Paul Mitchell The School from time to time, at its discretion.

### Guidelines

- ① Lockers will be issued to all students during Core. A locker number will be provided during Core. Assigned lockers may not be traded or changed unless approved by the school's administration.
- ② Locker assignments are valid from the beginning of enrollment until the day of graduation or withdrawal. At that time, all locker contents must be removed. After that time, any lockers that have not yet been vacated will be emptied, and the contents stored for 60 days, at which time they become the property of the school.
- ③ Lockers are for individual use only and are not to be shared. Locker content is the sole responsibility of the registered occupant of the locker. To reduce the risk of theft, students are encouraged to keep their lockers locked. Students should not store money, wallets, jewelry, credit or debit cards, or any other personal item of high value.
- ④ Paul Mitchell The School is not in any way responsible for a locker's contents or liable for the loss of or damage to items stored in lockers. Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition. Marking, defacing or graffiti on lockers is not acceptable.
- ⑤ No person shall store in a locker: weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by Paul Mitchell The School to be harmful, offensive or inappropriate.
- ⑥ Paul Mitchell The School may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when Paul Mitchell The School will exercise its discretion without notice:
  - a. Locker abandonment.
  - b. Suspected contents that may be illegal, illicit or deemed by the school to be harmful, offensive or inappropriate.
  - c. At the request of or generally in cooperation with law enforcement authorities.
  - d. Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities.
  - e. Risk to the general good of the school.
  - f. Risk to the general good of the student or student population.
  - g. Unregistered locker.
  - h. Physical damage to or defacing of the locker.
  - i. Odors (spoiled/rancid food, garbage or smelly contents).
  - j. Locker maintenance.
- ⑦ Paul Mitchell The School works with the local law enforcement authorities and maintains the right in the school's sole discretion to allow law enforcement to carry out specific and random searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to or in the presence of the locker's occupant. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets and winter coats.

## POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

- ① **Accommodation Procedures for Students with Disabilities**
- ② **Grievance Procedures for Students who have Complaints on the Basis of Disability**

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### ① **Accommodation Procedures for Students with Disabilities**

**Non-Discrimination Policy** — It is the policy of Paul Mitchell The School Schenectady to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination on the basis of disability. Paul Mitchell The School Schenectady does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of Paul Mitchell The School Schenectady. This applies to all students and applicants for admission to The School. Paul Mitchell The School Schenectady will provide reasonable accommodations to students with disabilities.

**Definition of an Individual with a Disability** — An *individual with a disability* is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these Federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

The phrase *physical impairment* means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase *mental impairment* means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bi-polar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase *major life activities* means functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

## **The School's Responsibilities to Students with Disabilities**

The School must provide *academic adjustments, auxiliary aids and reasonable accommodations* to students with disabilities, that are necessary to ensure students are not denied the benefits of, or excluded from participation in, The School's program. The School must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The School must ensure that it provides physical access to students with disabilities. It is also the responsibility of Paul Mitchell The School Schenectady to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at Paul Mitchell The School Schenectady Campus is: Richard Daley; ADA Compliance Coordinator; 411 State Street, Schenectady, NY 12305; (518) 370-4590; [richardd@schenectady.paulmitchell.edu](mailto:richardd@schenectady.paulmitchell.edu).

When a student informs a School staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the Student to The School's ADA Compliance Coordinator.

## **Procedures for Students and The School**

**Documentation of disability by students** — Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the ADA Compliance Coordinator named above for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker. The documentation submitted must be within the last 12 months, if older than 12 months the student must provide current documentation from the appropriate professional.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept at all times in a locked, private file at The School. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with Paul Mitchell The School Schenectady staff and Learning Leaders, on an "as needed basis," in order to facilitate academic accommodations or other services.

## ***Student requests for accommodations and interactive discussion with ADA Compliance Coordinator***

**Coordinator** — Students who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the student's documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the student, including a record of the accommodations requested by the student. Students who have questions about the type of documentation they need to provide should contact the Coordinator to discuss this.

The student and the ADA Compliance Coordinator will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in The School's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from The School. The Coordinator and the student should discuss accommodations needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills based instruction and skills practice.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

*Here are some examples:*

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need particular kinds of chairs.
- A student with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.
- A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.
- A student with a hearing impairment may need instructors to use voice amplification systems, or may need the School to provide a sign language interpreter.
- A student with diabetes may need periodic breaks to check his or her blood sugar level.

***Decision about accommodations, and ensuring implementation of accommodations*** — The ADA Compliance Coordinator will decide the accommodations to be provided to the student. The Coordinator will consider any past accommodations that have been effective for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The Coordinator will make a decision no later than two weeks after the student states the request for an accommodation. If the student does not submit documentation of a disability at the time the student requests an accommodation, the Coordinator will make a decision no later than two weeks after the student provides the documentation.

The Coordinator will list the approved accommodations in writing and provide this to the student. The Coordinator will inform the appropriate Learning Leaders and school staff of the accommodations they are responsible for providing to the student, how to provide the accommodations, and when to provide the accommodations. The Coordinator will keep a written record of these contacts about the student's accommodations. The Coordinator will verify that the accommodations are being implemented for the student through direct observation, report by the student, and/or documentation from The School staff. If the student informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the student.

After accommodations have been approved for a student, the Coordinator will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

**Additional factors** — The School is not obligated to provide accommodations that would result in a fundamental alteration of The School's program. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Coordinator will offer the alternate accommodation to the student.

The School is not obligated to provide accommodations that would result in an undue financial or administrative burden on The School. If the Coordinator decides that a requested accommodation might impose such a burden, the Coordinator will discuss the issue with The School owner, who will take into account the overall financial resources of The School. The School owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If The School owner determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

### **Appeals by Students**

A student may appeal any accommodation decision made by the ADA Compliance Coordinator if the student disagrees with the decision. Here are some examples: A student may appeal the Coordinator's decision to deny a requested accommodation. A student may appeal a decision by the Coordinator to provide an alternate accommodation rather than the specific accommodation requested by a student. A student may appeal a decision by the Coordinator that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the Coordinator has not effectively addressed the situation.

When a student wishes to file an appeal, the student must notify Dr. Giuseppe Veglio; Owner; 411 State Street, Schenectady, NY 12305; (518) 370-4590; [gvegio@schenectady.paulmitchell.edu](mailto:gvegio@schenectady.paulmitchell.edu). The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

Within five calendar days of receiving a student's appeal the Director will meet with the student and the Coordinator to discuss the issues presented by the student's appeal. If appropriate, the Director will also discuss the issues with other School staff members.

When a student appeals a decision made by the Coordinator, the Director will determine whether the Coordinator's decision should be revised or remain the same. If the decision is revised, the Director will ensure that the revised decision is implemented.

When a student files an appeal on the basis that an approved accommodation is not being implemented, the Director will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented. The Director will inform the student of the decision in writing no later than fourteen days after receiving the student's appeal.

### **Training and Mediation Responsibilities of the ADA Compliance Coordinator**

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to The School. The Coordinator will address: The School's responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for students; how to support students with disabilities in The School's programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

The Coordinator may also provide trainings for students who wish to learn about The School's process for providing accommodations, or about The School's grievance procedures.

To help ensure that future campus staff members and students are aware of The School's policies, the Coordinator will make sure that the Accommodations Procedures and the Grievance Procedures are continually posted at the campus.

The Coordinator will assist students with disabilities who have concerns about implementation of their accommodations or their treatment by The School staff members or other students. At the request of a student, the Coordinator will informally mediate or attempt to resolve issues related to the student's disability. If this informal process does not resolve the student's concerns, the student may file a grievance as described in Section II below.

## **② Grievance Procedures for Students who have Complaints on the Basis of Disability**

Paul Mitchell The School Schenectady is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The School then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If The School determines that discrimination occurred, The School must take appropriate steps to correct the discrimination and prevent it from reoccurring.

***Grievance complaints*** — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

- An instructor or other students refer to the student in a derogatory way related to the student's disability.
- An instructor generally refers to students with particular types of disability in a derogatory way.
- Other students refuse to work with the student because the student is disabled.
- A School staff member refuses to provide a service to the student that the staff member provides to other students.
- A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.
- A guest presenter at The School makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- A student's request for accommodation was denied by The School, or an instructor did not implement an accommodation for the student that was approved by The School.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or emails, if available.

A student may ask the Campus ADA Compliance Coordinator to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

The complaint must be sent to Dr. Giuseppe Veglio; Owner; 411 State Street, Schenectady, NY 12305; (518) 370-4590; [gveglio@schenectady.paulmitchell.edu](mailto:gveglio@schenectady.paulmitchell.edu).

**Investigation of the Complaint** — When the Director receives a written complaint, the Director will immediately begin an objective investigation. The School has the right to contract with an independent investigator to conduct any investigation. Within seven days, the Director will discuss the allegations in the complaint with the student, and obtain any needed additional information from the student. The Director will obtain from the student the names of any persons the student believes will have relevant information. The Director will gather all information necessary to determine what took place. To do so, the Director will interview any School staff members or students who engaged in the actions or may have witnessed the actions that the student is complaining about. The Director will interview persons that the student stated may have relevant information. The Director will gather any relevant documents such as emails, student work or instructor's records. During the investigation, the Director will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that The School should have provided to the student.

**Written Decision** — The Director will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the Director at the conclusion of the investigation, and the reasons the Director reached that determination. If the Director concludes that the student was discriminated against on the basis of disability, the decision will state the types of remedial action that The School has taken or will take to correct the discrimination. The decision will also state how The School will prevent the discriminatory acts from occurring again.

**Appeals by Students** — If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to The School Owner. The appeal must be written and sent to Dr. Giuseppe Veglio; Owner; 411 State Street, Schenectady, NY 12305; (518) 370-4590; [gveglio@schenectady.paulmitchell.edu](mailto:gveglio@schenectady.paulmitchell.edu). The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Director.

The Owner will review all the information provided by the student in the appeal, the decision by the Director, the interview records made by the Director and the documents gathered by the Director. The Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The Owner will determine whether the decision should be revised or remain the same. If the Owner determines that the decision should be revised, the Owner will ensure that any necessary changes in the remedies are implemented.

## STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY

Paul Mitchell The School Schenectady is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school. Employees are required to take the training on an annual basis. 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, Paul Mitchell The School Schenectady prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and Paul Mitchell The School Schenectady has jurisdiction over Title IX complaints.

Paul Mitchell The School Schenectady's anti-harassment policy applies to all persons involved in the operation of Paul Mitchell The School Schenectady, and prohibits unlawful harassment by any employee of Paul Mitchell The School Schenectady, as well as students, customers, third parties, vendors or anyone who does business with Paul Mitchell The School Schenectady. 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 Paul Mitchell The School Schenectady does business engages in unlawful harassment or discrimination, Paul Mitchell The School Schenectady will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, Paul Mitchell The School Schenectady, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of Paul Mitchell The School Schenectady's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to Paul Mitchell The School Schenectady community through publications, Paul Mitchell The School Schenectady website, new employee orientations, student orientations, and other appropriate channels of communication. Paul Mitchell The School Schenectady will provide training to key staff members to enable Paul Mitchell The School Schenectady to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. Paul Mitchell The School Schenectady 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.

### Definitions

Sex Discrimination is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities Paul Mitchell The School Schenectady provides such as:

- ① Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service;
- ② Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- ③ Deny any person an aid, benefit, or service
- ④ Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service
- ⑤ Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- ⑥ Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

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 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, color or any other legally protected basis if:

- ① submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ② 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
- ③ it creates a hostile or offensive 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, sex 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**

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, supervisor, Paul Mitchell The School Schenectady Owner, 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 Paul Mitchell The School Schenectady 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 Paul Mitchell The School Schenectady Owner if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

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

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

<b>Title IX Coordinator:</b> Tamara Gizzi 411 State St. Schenectady, NY 12305 tamarag@schenectady.paulmitchell.edu 518-370-4590	<b>School Owner: (for complaints involving employees)</b> Dr. Giuseppe Veglio 411 State St. Schenectady, NY 12305 gveglio@schenectady.paulmitchell.edu 518-370-4590
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Paul Mitchell The School Schenectady 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 Paul Mitchell The School Schenectady's grievance procedures operate. Because complaints can also be filed with the School Owner, these employees also receive training on Paul Mitchell The School Schenectady's grievance procedures.

## **Investigation of Complaints**

In response to all complaints, Paul Mitchell The School Schenectady 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. If a complainant requests confidentiality, Paul Mitchell The School Schenectady will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, Paul Mitchell The School Schenectady will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning Paul Mitchell The School Schenectady 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 within 60 days of receipt of complaint. Written notice will include:

- ① Whether Paul Mitchell The School Schenectady found that the alleged conduct occurred, and whether it constituted discrimination.
- ② Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant. The respondent's version will not include individual remedies offered or provided to the complainant unless the remedy directly involves the respondent.
- ③ Any other steps Paul Mitchell The School Schenectady took to eliminate the hostile environment, if Paul Mitchell The School Schenectady found one to exist, and prevent recurrence.

During the investigation, Paul Mitchell The School Schenectady will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. Examples of temporary and permanent measures to protect the complainant as necessary are:

- ① No contact order
- ② Change academic situations as appropriate with minimum burden on the complainant
- ③ Counseling
- ④ Health and mental services
- ⑤ Escort services
- ⑥ Academic support
- ⑦ Retake a program or withdraw without penalty

If Paul Mitchell The School Schenectady determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Paul Mitchell The School Schenectady will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by Paul Mitchell The School Schenectady 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 Paul Mitchell The School Schenectady's disciplinary process. To the extent that an employee or contract worker is not satisfied with Paul Mitchell The School Schenectady's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Paul Mitchell The School Schenectady should make appropriate referrals to law enforcement. Paul Mitchell The School Schenectady will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously.

Paul Mitchell The School Schenectady will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

### **Retaliation Prohibited**

Paul Mitchell The School Schenectady prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

## **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. Paul Mitchell The School Schenectady 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 in light of the danger. Paul Mitchell The School Schenectady reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

## **Additional Information**

Paul Mitchell The School Schenectady does not allow conflicts of interest (real or perceived) by those handling the procedures. The school does maintain all documentation of any proceeding. The school will inform the students at regular intervals of the status of the investigation. The school will disallow evidence of past relationships.

Employees should contact Paul Mitchell The School Schenectady Director 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 discrimination, including 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/>.

## **U.S. Department of Education**

Students or The School staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR National Headquarters is located at:

**U.S. Department of Education, Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: (800) 421-3481  
FAX: (202) 453-6012; TDD: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)**

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call the telephone number above.

## STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that effective July 1, 1977, each post-secondary institution which receives Federal Financial Aid funds must make certain student consumer information available to any enrolled or prospective student who request such information.

This section compiled by the Financial Aid office staff attempts to meet the requirements.

The school is approved for and participates in Federal PELL Grants, Subsidized Direct loans, Unsubsidized Direct Loans, and Parent PLUS loans. Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out of pocket costs that the students and/or parents must pay to obtain a specific post-secondary education. Put differently, financial aid is monies made available to help students meet the cost of the program. Financial aid includes grants and need and non-need loans.

Need-based financial aid is available to families that demonstrate a financial need for additional resources. The formula below is used to determine how much financial need a student has:

### **Cost of Attendance – Expected Family Contribution (EFC) = Financial Need**

Non-Need is the difference between the cost of education and Financial Need.

Based on these calculations Federal Aid may not cover all the cost of attendance.

All financial aid is awarded to students that qualify meeting the following criteria:

- ① Citizen or permanent noncitizen alien recipient codes that are eligible are 1- 151, 1-55 1, and 1-94.
- ② Ineligible codes include F-1, F-2, J-1, and J-2, students that are in Federal Loan default, grant over payment, or male students that meet the Selective Service registration criteria, but are not registered.

## ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY

The School is concerned about the use of alcohol and drugs in the educational facility. This concern is based upon the effect that those substances have on a person's judgment, performance, safety, and health.

The School prohibits the possession, use, or being under the influence of alcohol or an illegal substance on School premises or at a School activity.

This prohibition includes drugs which (a) are not legally obtainable or (b) are legally obtainable but have not been legally obtained. The prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes.

In order to enforce this policy, the School reserves the right to search all School premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. The School also reserves the right to search all employee and student property on School premises or at School activities, including but not limited to backpacks, purses, handbags, lockers, and vehicles parked on School property. The School also reserves the right to implement other measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from the School or termination for employees.

The School also will not object to law enforcement seeking to search School premises or employees and students, and employee and student property on School property or at School activities.

## SEXUAL HARASSMENT POLICY

Paul Mitchell The School Schenectady is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

- ① Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;
- ② Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
- ③ Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include but is not limited to:

- ① Verbal harassment or abuse of a sexual nature
- ② Subtle pressure for sexual activity
- ③ Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- ④ Intentional brushing against a student's or an employee's body
- ⑤ Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- ⑥ Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- ⑦ Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
- ⑧ Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- ⑨ Leering of a sexual nature
- ⑩ Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

## BULLYING, HARASSMENT, AND DISCRIMINATION POLICY

Paul Mitchell The School Schenectady is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property or at school activities.

Harassing, bullying, and discrimination may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones, mobile devices, or the Internet; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, bullying, and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment, bullying, and discrimination create a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment. Bullying, harassment, and/or discrimination can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in any of these acts will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in bullying, harassment, or discrimination on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged bullying, harassment, or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

## COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL SCHENECTADY

All material in this program is, unless otherwise stated, the property of Paul Mitchell The School Schenectady. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

At Paul Mitchell The School Schenectady we abide by the provisions of the federal Digital Millennium 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 school director for further investigation. If you are found responsible after meeting with the school director, 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, we have listed a couple of sites 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.

## **SOCIAL NETWORKING POLICY**

Paul Mitchell Schools respect 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, MySpace, Twitter, YouTube, 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 Schools do not permit ethnic slurs, personal insults, obscenity, intimidation, cyber-bullying, or engaging in conduct that would be unbecoming of a Paul Mitchell Future Professional and misrepresent the Paul Mitchell Schools culture. Paul Mitchell Schools reserve the right to request the removal of any posts at their discretion and to take necessary disciplinary action as appropriate.

## **REGULATORY AND ACCREDITATION AGENCIES**

The following institutions license and regulate our institution:

**New York State Education Department**

Bureau of Proprietary School Supervision  
89 Washington Avenue, Room 560  
Albany, New York 12234  
(518) 474-3969; Fax: (212) 643-4765

**National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)**

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

Nationally accredited by National Accrediting Commissions of Career Arts & Sciences, Inc (NACCAS). The National Accrediting Commission of Career Arts & Sciences (NACCAS) is recognized by the United States Department of Education as a National Accrediting Agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

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 the school director.

The campus crime report is provided to each student prior to enrollment. The campus crime statistics are updated annually (October). If you are interested in reviewing or receiving a copy of the school's campus crime report, please see the School Director and/or the financial aid office, or a copy may be reviewed on the school website.

## DISCLOSURE

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

## GRIEVANCE POLICY

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the director, the school owners, sales leader, and Future Professional Advisor. 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 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy.

Students will not be subject to adverse actions by any school official as a result of initiating a complaint.

Students should follow the above process; however, the student may, at any time, file a complaint with the school's accrediting agency, or the U.S. Department of Education.

Students will not be subject to retribution upon filing a complaint.

The student always has the right to complain to the New York State Education Department pursuant to Section 5003 of the Education Law, in the form of a written complaint, at anytime. The student will not be penalized for reporting a complaint to the NYSED. The student must fill out a complaint form, accessible on the NYSED website [www.acces.nysed.gov/bpss](http://www.acces.nysed.gov/bpss) or by calling (212) 643-4760. The form must be sent to BPSS at 116 W. 32nd Street; 5th Floor; New York, New York, 10001. Attention: Investigations Unit.

If the school ceases operation and is unable to refund the students money the student is protected by the tuition reimbursement fund. The student must fill out a complaint form, accessible on the NYSED website [www.acces.nysed.gov/bpss](http://www.acces.nysed.gov/bpss) or by calling (212) 643-4760. The form must be sent to BPSS at 116 W. 32nd Street; 5th Floor; New York, New York, 10001. Attention: Investigations Unit.

## INFORMATION FOR STUDENTS DISCLOSURE PAMPHLET

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

### What You Should Know about Licensed Private Schools and Registered Business Schools in New York State

#### ***What is the purpose of this pamphlet?***

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools that are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs that schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to insure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

#### ***Who can file a complaint?***

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

#### ***What can a student or employee complain about?***

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

#### ***How can a complaint be filed by a student or employee?***

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

*The steps you must take to file a complaint with the New York State Education Department are:*

- ① Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
- ② If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
- ③ The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

***What is the Tuition Reimbursement Fund?***

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

***What is the tuition refund and cancellation policy?***

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

***What should students know about "private school agents?"***

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

***What should students know about "grants and guaranteed student loans"?***

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

***Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?***

Contact the New York State Education Department at:

**New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001  
Attention: Bureau of Proprietary School Supervision (212) 643-4760**

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/ Computer Training Facilities.

## COST OF TUITION AND SUPPLIES

### TUITION – COSMETOLOGY

Tuition	\$14,000.00
Application Fee ( <i>non-refundable</i> )	55.00
Kit, Equipment, Textbook, Supplies ( <i>non-refundable</i> )	<u>2,950.00</u>
<b>TOTAL COSTS</b>	<b>\$17,005.00</b>

### TUITION – ULTIMATE MAKEUP

Tuition	\$1,960.00
Application Fee ( <i>non-refundable</i> )	55.00
Kit, Equipment, Textbook, Supplies ( <i>non-refundable</i> )	<u>1,100.00</u>
<b>TOTAL COSTS</b>	<b>\$3,115.00</b>

### TUITION – COSMETOLOGY AND ULTIMATE MAKEUP

Tuition	\$16,450.00
Application Fee ( <i>non-refundable</i> )	55.00
Kit, Equipment, Textbook, Supplies ( <i>non-refundable</i> )	<u>4,050.00</u>
<b>TOTAL COSTS</b>	<b>\$20,555.00</b>

### TUITION – BARBERING

Tuition	\$8,610.00
Application Fee ( <i>non-refundable</i> )	55.00
Kit, Equipment, Textbook, Supplies ( <i>non-refundable</i> )	<u>2,650.00</u>
<b>TOTAL COSTS</b>	<b>\$11,315.00</b>

*The Ultimate Makeup program is not a National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) approved program and is not eligible for Title IV funding.*

Please contact the school's Financial Leader for payment options. The school accepts cash, credit card, and personal and bank check payments, and ACCES-VR Funding. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

*Financial aid available to those who qualify.*

## 2019 CLASS START DATES

<b>Cosmetology – All classes are subject to availability.</b>	
<b>DAY SCHOOL FULL-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>
<b>DAY SCHOOL PART-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>
<b>NIGHT SCHOOL PART-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>

<b>Ultimate Makeup – All classes are subject to availability.</b>	
<b>DAY SCHOOL FULL-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>
<b>NIGHT SCHOOL PART-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>

<b>Cosmetology and Ultimate Makeup – All classes are subject to availability.</b>	
<b>DAY SCHOOL FULL-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>
<b>NIGHT SCHOOL PART-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>

<b>Barbering – All classes are subject to availability.</b>	
<b>DAY SCHOOL FULL-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>
<b>DAY SCHOOL PART-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>
<b>NIGHT SCHOOL PART-TIME:</b>	<i>Please see the Admissions Leader for specific start dates.</i>

## CONSTITUTION DAY

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

## VOTER REGISTRATION

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of New York can be found at <http://www.elections.ny.gov>.

For information on Voter Registration and Election Dates for Federal Elections visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources).

## SCHOOL ADMINISTRATION AS OF JANUARY 2019

**Owners:** PM Schenectady, LLC.

**Co-Director:** Dr. Giuseppe Veglio

**Co-Director:** Richard Daley

**Co-Director & Admissions Leader:** Elvita Veglio Fiorini

**Admissions Leaders:** Selena Barber

**Future Professional Advisor:** Tamara Gizzi

**Sales Leader:** Nicoletta Veglio

**Financial Leader:** Becka Gehan

**Education Leader:** Angela Premchan

**Learning Leaders:** Terry Sandgren, Lindsey Martin, Jordan Maynard, Cassandra Poventud