



PAUL MITCHELL.
the school
MTI COLLEGE

Catalog Supplement 2016

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Please Note: MTI strives to maintain an environment that encourages faculty and students to actively participate in all aspects of the learning process and benefit from each experience. Please refer to the MTI College Catalog Supplement and the MTI Student Handbook for additional campus policies that support this goal.

PROGRAM OVERVIEW

Why Paul Mitchell?

Quite simply, the beauty industry offers you the personal freedom and financial rewards you desire!

Thanks to the life and teachings of Paul Mitchell, the legendary hair designer, product innovator, and salon educator, careers in hair design today can be both personally and financially rewarding. As a Paul Mitchell-trained professional, you can realize your artistic dreams and will have the foundation to work almost anywhere in the world.

Whether you choose to create fashion behind a chair in the salon; own your own salon or spa business; or opt for the excitement of a career in fashion, feature film, TV, or product education, Paul Mitchell Schools will help you reach your artistic, technical, and lifestyle goals.

- John Paul DeJoria

Chairman and CEO, John Paul Mitchell Systems



John Paul DeJoria

Program Description

MTI College is proud to offer this unique opportunity for students looking to enter the exciting and creative field of cosmetology. MTI has partnered with Paul Mitchell Advanced Education to deliver a career-oriented program where future professionals develop the knowledge and skills necessary to become licensed cosmetologists through the State of California and launch careers in the field of cosmetology. The program follows the highly successful Paul Mitchell approach toward developing a full range of professional skills in hair, skin, and nail care as well as in client relations, retail sales, and the fundamentals of salon management. All courses are taught by trained learning leaders, who are licensed cosmetologists with direct experience in the cosmetology field. Upon completion of the 1600-hour program, future professionals will have satisfied the State of California Board of Barbering and Cosmetology educational requirements for becoming licensed cosmetologists.

*"My training was amazing!
I feel it's the best I could have
gotten and I am really
honored to have been a part
of Paul Mitchell"
2014 Grad*

PROGRAM OVERVIEW

Program Goals

Paul Mitchell The School Sacramento at MTI College provides an outstanding learning facility, experienced and competent learning leaders, and a curriculum that reflects the Paul Mitchell systems and culture. Our goals are to:

- Provide a comprehensive hands-on curriculum designed by Paul Mitchell systems, integrating state-of-the-art training and techniques;
- Educate future professionals on the California state laws and regulations that apply to the cosmetology field;
- Prepare future professionals to successfully pass the state cosmetology licensing exam;
- Train future professionals to be professional, knowledgeable, and skilled cosmetologists;
- Promote lifelong learning and the continuous fine-tuning of skills among learning leaders and future professionals;
- Develop positive relationships with salon and business professionals within the community;
- Teach courtesy and professionalism as the foundation of a successful career in cosmetology;
- Instill confidence and excitement within future professionals as they begin successful careers in the salon and beauty industry.

Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Describe and adhere to the laws and rules regulating the cosmetology industry in the State of California;
- Discuss and apply the scientific aspects of cosmetology, including anatomy and physiology, chemistry and bacteriology to their professional activities;
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care;
- Consistently apply appropriate Paul Mitchell systems techniques in the following areas:
 - hair cutting and styling;
 - hair coloring, permanent waving, chemical relaxing, and other scalp and hair treatments;
 - skin care treatments and the application of cosmetics;
 - manicures, pedicures and advanced nail techniques.
- Perform salon services in a friendly, competent, and professional manner;
- Make appropriate product recommendations and properly advise customers on the product's use and safety;
- Apply fundamental business practices to a salon environment, including customer service, retail skills, client recordkeeping, and salon administration;
- Demonstrate competency or proficiency of service and sales techniques;
- Demonstrate skills for building and retaining clientele;
- Demonstrate proficiency of California state requirements and procedures for licensed cosmetologists.

PROGRAM OVERVIEW

Advanced Makeup

Future professionals have the option to add the Advanced Makeup course (C450) to their program. The Advanced Makeup course enables future professionals to continue building and applying their knowledge and skills through classroom instruction and working on live models. This course will improve the employability of current future professionals and Paul Mitchell graduates by teaching advanced makeup techniques that build on the skills learned in the cosmetology program. The Advanced Makeup course consists of fifteen modules in which future professionals gain additional experience through hands-on practice and evaluation by the instructor. Additionally, the course will assist future professionals in understanding the importance of, and how to create a professional makeup portfolio.

- 15-week course.
- Future professionals may begin the course once they have accumulated at least 800 hours in the cosmetology program.
- Classes are held on Mondays from 2:00 p.m. to 5:00 p.m.
- Future professionals bring their own models each week.
- Practical and written exam.
- A certificate of completion is awarded to future professionals at the end of the course.

Student Learning Outcomes

Upon successful completion of this course, students will be able to do the following:

- Model behavior that reflects confidence, competence, and professionalism.
- Demonstrate competency in:
 - Tools of the Trade
 - Corrective Makeup
 - Makeup for Mature Skin
 - Makeup for Dark Skin
 - Makeup for Asian Eyes
 - Male Makeup
 - Classic Pinup Makeup
 - Airbrushing Makeup
 - Bridal Makeup
 - Film/Photography Makeup
 - Special FX Makeup
 - Theatrical Makeup
- Follow general sanitation procedures and safety guidelines as applied to all aspects of makeup application as prescribed by the California state requirements and procedures for licensed Cosmetologists.

Tuition: \$500

Books and Supplies: \$550

Financial Aid not available for this course. Quarterly payment plan available. Please contact an MTI Admissions Advisor for complete details.

PROGRAM OVERVIEW



What Makes Your Experience at Paul Mitchell The School Sacramento at MTI College Unique?

When you choose to attend the *Paul Mitchell The School Sacramento at MTI College*, you get the best of both worlds - an amazing cosmetology education backed by an industry leader, and the reputation and resources of an established college that has been a part of the Sacramento community for almost 50 years. The partnership between Paul Mitchell and MTI College sets the standard for education in the cosmetology industry, and has earned MTI's *Paul Mitchell the School* program the KCRA A-List Award as one of the BEST salons in the Sacramento Area on multiple occasions!

Business Classes: Passing the California State Cosmetology Board Exam is important, but a winning career also requires a foundation in marketing, client retention, cash flow management, and retail merchandising. MTI's cosmetology curriculum includes a business component that helps our future professionals become well-rounded salon professionals. The business modules have been developed by the MTI College Business Administration faculty, and include videos, articles and assignments that require future professionals to provide thoughtful responses and feedback.

Job Placement Assistance: Job security is a must in an ever-changing economy like ours. That's why MTI College has a full-time career services staff that's ready to assist you. As a graduate in good standing from *Paul Mitchell The School Sacramento at MTI College*, you are eligible to receive job placement assistance on a continual basis. You can count on MTI College to help you keep your career moving forward.

Small Class Sizes: Individual attention is critical to our future professionals' success. We limit the number of future professionals starting in our programs to ensure that we can build a learning environment that caters to the specific needs of each individual. Through this one-on-one attention, our graduates are more successful in passing the California State Cosmetology Board Exam and in finding good careers in the beauty industry!

PROGRAM OVERVIEW

Test Pass Assurance Program

We know what it takes to help you get licensed and jumpstart your career! Backed by almost 50 years of experience in preparing students to become working professionals, we will help you prepare for the California State Board of Barbering and Cosmetology licensing exam so you will pass with flying colors! Through innovative tools like the Test Pass Assurance program, practice exams, and the Final Phase program, you will receive an intense hands-on review of the knowledge and skills needed to obtain your license. You too can become part of the 95.78% of Paul Mitchell the School Sacramento MTI College's graduates who have passed the California State Board Exam!

All future professionals are strongly encouraged to participate in the Test Pass Assurance program (TPA) which offers a significant added value **not offered** by other cosmetology schools. The program is designed to facilitate program completion and graduation, and help future professionals prepare to pass the California State Board of Barbering and Cosmetology licensing exam.

Overall Pass Rate 95.68%

Once a future professional has completed 1150 hours of training, he/she may pre-apply for the exam. The Operations Leader will assist the future professional through the process of planning his/her program completion, certification of hours, final phase and the mock boards; all in preparation for graduating from the program and passing the state board exam.

The Test Pass Assurance Program includes:

- Pre-Application for State Board Exam
- Certification of Program Completion
Once a future professional successfully completes all program requirements including hours, tests, worksheets and projects, MTI contacts the California State Board of Cosmetology and certifies the future professional's program completion. Final certification is required by the state no less than 10 days prior to the examination date in order for the future professional to be eligible for licensure.
- Final Phase
Participation in Final Phase is an added benefit of MTI's Test Pass Assurance Program and greatly increases the likelihood of passing the state board exam. Final Phase is designed to help future professionals refresh and review all state board written and practical drills, exercises, and practice tests in preparation for the state board licensing exam. While participating in Final Phase is not required for program completion, it is highly recommended.

Future professionals who successfully pass both mini-mock board exams associated with Final Phase receive the state board kit needed for the final exam/mock board.

Final Phase is scheduled during the weeks immediately preceding the future professional's state board exam date. In some cases, future professionals may be attending Final Phase beyond their 1600 hours.

- Final Exam/Mock Board
The final exam, called a mock board, is designed to simulate the actual state board exam. Future professionals who pass the mock board exam will receive the state board exam kit necessary for the actual state board exam. Participation in Final Phase and the successful completion of the final exam/mock board are part of the MTI College requirements for earning a diploma.

PROGRAM OVERVIEW

Paul Mitchell Golden Rules

A code of conduct

- *Be on time. (Always)*
- *Always be in a great mood. (Fake it when necessary)*
- *Come to work prepared.*
- *Be informed. (Read all memos and information)*
- *Gossip is not allowed.*
- *Hold each other accountable. (24-hour rule)*
- *Resolve all personal challenges with love.*
- *Go to the decision maker with any apparent unsolvable challenges. Use the "Go in Asking" rule.*
- *Be knowledgeable, literate, and articulate.*
- *Always "look the part" of an impeccable professional. (classic, dramatic or fashion forward)*
- *Be professional always.*
- *Do not get personally involved with Future Professionals or clients.*
- *Personal lives remain personal.*



GUIDELINES & EXPECTATIONS

Appearance Guidelines/ Professional Image

(Rev. 6/2015)

Upon graduation, future professionals will enter a wide variety of work environments and must learn to dress and act accordingly. A professional image is a requirement for successful participation in school.

1. A professional image is a requirement for successful participation in school. Future professionals must maintain the following professional dress code:

- Core and Phase One Future Professionals must wear all black.
- Phase Two Future Professionals must wear black or white in any combination.
- A minimal print in clothing is acceptable only if it is black for Phase One and black or white for Phase Two i.e. animal print.
- Clothing must be professional, fashion forward, clean, and free of holes, stains and tears.
- Tops may be worn off one shoulder only (no bra or spaghetti straps will be shown).
- Shoes are only allowed in black, fashion forward, professional and comfortable. Metal buckle and zippers are allowed.
- White, tan or cork-bottom soles are approved.
- Canvas shoes (Toms/Vans) without laces or tongues.
- Laces are only acceptable on leather shoes or boots.
- Sandals (in between toes) with a back for security. (Sandal Ex: Gladiator sandal).
- Hair must be clean/polished and styled prior to arriving at the school.
 - Messy bun is not acceptable.
 - Top knot is not acceptable.
- Cosmetics must be applied using trend-appropriate makeup techniques and applied PRIOR to arriving at the school.
- Name tag must be worn at all times.
- A splash of color may be added with removable accessories such as belts, stockings, ties, scarves, jewelry, hair clips, head band or head scarves.

2. The following is a list of unacceptable dress/grooming:

- Tennis shoes or casual shoes including Converse with lace/lace grommets, beach sandals/flip flops.
- Jeans or any clothing with denim.
- Tanks/sleeveless/backless tops/crop tops.
- Bras/undergarments visible at any time.
- Yoga pants or stretch pants that cling to skin from waist to knee. Stretch pants that cling to skin from the waist to knee MUST be worn when accompanied by a top that falls below mid-thigh.
- Sweat pants/ sweat clothing material.
- Printed t-shirts other than those with PAUL MITCHELL, ARCS or MTI logo.
- Skirts or shorts that fall higher than 2" above the knee.
- See-through bottoms.
- Clothing that bares the midriff or undergarments.
- Plunging necklines or ill fit/sagging pants.
- Sleepwear or slippers.
- Hats, caps, visors, hoods, bandanas, do-rags, beanies or berets.
- Ponytail, pigtails, topknots, messy bun.

3. Tattoos and body piercings can be barriers to employment and success as a salon professional. Good judgment is needed when considering tattoos and piercings. Future professionals are not allowed to have tattoos on their face or hands. Piercings on the face will not exceed three in total quantity and gang-related tattoos are not allowed.

Future professionals who fail to comply with this professional dress code will be asked to clock out and leave for the day unless they are able to correct their dress code violation on campus immediately.

GUIDELINES & EXPECTATIONS

Attendance

Regular attendance is essential to successfully accomplish all program outcomes. In accordance with the regulations put forth by the State of California Board of Barbering and Cosmetology, future professionals must complete a minimum of 1600 hours of curriculum study in order to graduate from the *Paul Mitchell The School Sacramento at MTI College* cosmetology program. One hundred percent class attendance is expected of all future professionals. We understand that emergencies and illness may occur; therefore, future professionals who maintain a minimum 90% attendance rate will complete the program without additional tuition charges being applied.

The following applies to all future professionals:

General Attendance

- Future professionals who do not maintain a minimum of 90% attendance will be coached regarding the effects of their choice not to attend as scheduled. Effects of attending less than 90% include additional tuition charges and a greater likelihood of achieving poor State Board test results.
- Future professionals not maintaining at least a 70% attendance rate will face consequences affecting their enrollment. Federal Law applies to MTI College which states that a student cannot attend more than one and a half times (150%) a program's published length. Students not attending at a rate of least 70% are unlikely to be able to complete within the 150% maximum time frame and may experience a negative impact on their financial aid eligibility and disbursement.
- Future professionals who fall below 70% attendance will be placed on Final Advisory Warning for the remainder of their program. If the future professional's attendance does not improve immediately, he/she may be dropped from the program.

Absences

- Future professionals must call in and speak to the Service Desk Coordinator or follow the telephone prompts to leave a message reporting their absence or anticipated late arrival in order to avoid suspension.
- When calling in to report an absence or late arrival, future professionals must provide their name, student number, and the estimated time of arrival (if calling in late). Day future professionals must call in by 9:30 a.m. and evening future professionals must call in by 5:30 p.m. Phone number: (916) 339-1888.
- Future professionals are allowed four consequence-free mandatory days. Saturdays are mandatory for day future professionals and Thursdays are mandatory for evening future professionals. Consequence-free absences are recorded as full days/evenings even if the future professional is absent for only a portion of the day or evening (e.g. arriving late or leaving early). Absences on Thursday or Saturday that exceed the maximum allowed will result in an immediate 1-day suspension.

GUIDELINES & EXPECTATIONS

Classroom Attendance

- Attendance in assigned classes is required. Future professionals are expected to arrive on time, prepared with all of the appropriate tools and remain in class until they are dismissed by the learning leader.
- Future professionals who arrive to Specialty or State Board classes more than 5 minutes late will be coached. Multiple tardies will result in suspension.
- Future Professionals may not leave class without losing attendance hours. Brief restroom breaks not exceeding 10 minutes are always acceptable; however, future professionals attending less than 90% of a class period will be marked absent and will not receive hours for that period.
- Per State Board regulations, future professionals will not be admitted to Theory after class has started.



GUIDELINES & EXPECTATIONS

Guest Requests

MTI College recognizes the importance of the future professionals' clinic floor experiences during their time attending the Paul Mitchell program at MTI. Each potential student receives information about key requirements for participation in the program prior to enrolling. These key points—attitude, creativity, image and business initiative are important elements needed for success in the beauty industry. The college's expectation that every future professional service a minimum of one guest request weekly is included in the requirements explained prior to enrollment. A Guest Request occurs when a guest requests and receives services from a specific future professional.

Why guest requests are important...

- Hands-on experience with guests builds future professionals' confidence and skills for later board testing and employment.
- There is no comparison to servicing actual guests as opposed to working on doll heads.
- The more future professionals practice on real guests, the more comfortable they will be when they are in a salon.
- You chose a Paul Mitchell cosmetology education program, and for the reasons stated above, guest services are a significant part of the Paul Mitchell learning experience.
- Graduate evaluations show that the most valuable experience our future professionals gain is on the clinic floor.
- It's a great opportunity for future professionals to build their clientele for when they graduate and go to work in a salon.
- Our future professionals invest a substantial amount of money in their education and should be getting as much clinic floor experience and related instruction as possible while they are here.
- Our learning leaders have an enormous amount of training, experience and guidance to share with future professionals during their services.
- Each guest service brings the possibility of more referrals.
- The guest service also builds experience for the future professional in providing product education and take home sales experience.
- Future Professionals qualify for student services only when the minimum guest recommendation is met.

"My studies here have been filled with information! I loved every class, I feel very prepared for my future career"

2014 Grad

GUIDELINES & EXPECTATIONS

Future Professional Academic Policy

Full academic participation is essential for a future professional to successfully achieve program outcomes. In accordance with the regulations put forth by the State of California Board of Barbering and Cosmetology (CBBC), future professionals must complete a pre-determined number of skill-building tasks and exercises as a requirement for graduation. *Paul Mitchell the School Sacramento MTI College (PMTS - MTI College)* has grouped these tasks and drills into monthly worksheets. Completion of the monthly worksheets ensures that the CBBC requirements are met as the future professional develops his/her skills and progresses through the program. Future professionals are required to complete their monthly practical worksheets by specified deadlines in order to remain on pace for completing the program.

PMTS - MTI College and the CBBC also require that each future professional complete 160 hours of theory study, demonstrated by the successful completion of theory-related tests with a minimum passing score of 80%. Each week, future professionals receive new chapter assignments in their theory classes. Future professionals are expected to read and study off campus. A new Theory test is given each week. Future professionals who score below 80% may retake the test. Attendance requirements for theory classes are mandated by the CBBC and are detailed in the future professional attendance policy.



Worksheets

- Future professionals must remain current with their monthly worksheet assignments in order to develop their skills and meet program requirements. Future professionals who do not maintain their worksheets and fail to complete the required practical skill-building tasks by the last school day of the month will not be listed on the Visionary List for the following month. The future professional will be given his/her next month's worksheet and is expected to complete the new worksheet and the incomplete worksheet by the end of the second month. Future professionals who fail to turn in a required monthly worksheet will not be able to clock in until their worksheet (completed or not) is turned in.
- If the future professional continues to fall behind on worksheets, he/she will be required to meet with the Future Professional Advisor to create an action plan to help the future professional catch up on the delinquent work. In addition, the future professional will be placed on Probation.
- Future Professionals who maintain 90% attendance, timely completion of theory tests at 80% and monthly worksheet completion by deadline, while meeting our minimum Guest Request recommendation will be acknowledged for their Academic Progress and secure their place on the monthly Visionary List. Each month, FPs with Visionary status will be celebrated with eligibility to participate in off-campus activities, attend extra-curricular team events, and enjoy the reward of one student service during that month.

GUIDELINES & EXPECTATIONS

Theory Testing

Future professionals must remain current with their theory tests to keep pace with the theory chapter learning required by the CBBC and *PMTS - MTI College*. Tests are administered weekly, based on the course material covered that week. Future professionals who fall behind in their tests may be at risk of losing pace, compounding the number of outstanding tests, and putting their enrollment at risk.

- Future professionals who fall behind in their theory tests will be coached by their team leader and forfeit their place on the Visionary List.
- Future professionals, who fall behind on 4 or more theory tests due to missing tests or scoring below 80%, will be placed on probation for the following month. The future professional will also be required to meet with the Future Professional Advisor to create an action plan to regain pace.
- If, during the following month, the future professional remains 4 or more theory tests behind, he/she will be moved to Final Advisory Warning and will be required to attend an Academic Counseling Session with the Director of Cosmetology. This meeting is designed to discuss concerns about the future professional's academic progress and identify a course of action which may include tutoring or a leave of absence (LOA), etc. Once a future professional is placed on final advisory warning, he/she will remain on FAW throughout the remainder of his/her program. If the future professional does not regain and maintain pace with the theory testing requirement within 30 days, he/she will be dropped from the program.

GUIDELINES & EXPECTATIONS

Cosmetology Program Testing and Grading Procedure

The following tests and grading procedures are incorporated throughout the future professional's 1600-hour program:

- With the exception of the Advisory Assessment, future professionals will be given three opportunities to pass each of their exams. Future professionals who fail to pass an exam after the third attempt may be dropped from the program.
- Practical and written skill evaluations are given at the end of the CORE phase. Future professionals must receive 80% or higher on the Core exams.
- Theory tests are given weekly throughout the Adaptive and Creative phases. These tests apply to all cosmetology-related subjects, i.e., anatomy, chemistry, et cetera.
- Future professionals must receive 80% or higher on each weekly theory test.
- Future professionals must receive 80% or higher on the mid-term written exam and successfully complete a skills assessment in order to advance to the Creative phase.
- Mock state board practical and written tests are given throughout the Creative phase. The mock board written exam covers theory instruction, California state law, and other items covered on the state board exam. The mock board practical exam includes all aspects of what is to be expected on the state board examination.
- Monthly worksheets that cover all operations and state board requirements are distributed the first day of the month.

Evaluation Procedures and Required Level of Achievement

Throughout the program future professionals are evaluated on their technical knowledge and demonstrated proficiency in all areas of cosmetology. Exams are used to evaluate the future professional's understanding of course content, and hands-on practical experiences are used to evaluate his/her ability to apply the knowledge and skills learned.

CORE Practical and Written Exams – upon completion of 200 hours

The CORE written and practical exams are administered near the end of the CORE course. Before CORE future professionals are eligible to advance onto the clinic floor, they must demonstrate a fundamental understanding of basic Paul Mitchell technical skills and systems through written and practical (hands-on) demonstration.

Advisory Assessment – upon completion of 450 hours

The Advisory Assessment is a written multiple choice exam designed to help future professionals review MTI and Paul Mitchell's expectations and guidelines, and the Paul Mitchell Advisory process. Exam questions cover MTI and Paul Mitchell rules and policies, Advisory scenarios and the Golden Rules which pertain to all future professionals and their success at MTI College

Midterm – upon completion of 800 hours

The Midterm is a written assessment that focuses on Theory progress. Future professionals are only tested on the Theory content that has been delivered during the specific months of their enrollment, i.e. from their time of enrollment to the date of the midterm exam.

PM Practical Exam – upon completion of 900 hours

The Practical Exam is designed to evaluate future professionals' level of proficiency in applying Paul Mitchell technical skills. The exam requires that future professionals demonstrate proper techniques, and the correct usage of tools, timing, and chemicals, and an overall competency in following Paul Mitchell systems.

GUIDELINES & EXPECTATIONS

Professional Assessment – upon completion of 1250 hours

The Professional Assessment encompasses the Theory chapters that are specific to professional development. Topics include resume writing, interviewing, and professional communication skills.

Mock Board Practical and Written – upon completion of 1600 hours

Designed to emulate the State Board written and practical exams, the Mock Board is a timed written and practical exam administered to future professionals prior to their State Board date.

Future professionals completing the Paul Mitchell cosmetology program must pass the Mock Board exam to earn MTI graduation status.

Satisfactory Academic Progress Policy

The primary objective of Paul Mitchell the School Sacramento MTI College is to qualify future professionals for employment. In support of this goal, future professionals must meet formal standards used to measure their satisfactory progress toward graduation. These indicators are continuously monitored and MTI pledges to provide additional time to future professionals if such time is needed to reach skill levels prescribed by the program's stated outcomes. However, future professionals who demonstrate the lack of ability to master primary skills within the allowable time period will not be allowed to continue. Satisfactory progress applies to all future professionals, whether or not they receive federal financial aid.

Minimum Requirements

In accordance with federal law, MTI expects future professionals to maintain satisfactory academic progress and complete their program of study within the published timeframe. Satisfactory academic progress is comprised of qualitative and a quantitative measurements. Future professionals are expected to attend regularly and progress through their coursework with a cumulative grade point average (GPA) of 2.0 or C, or better. While future professionals are expected to complete their program and graduate within the published program length, exceptions may be made as a result of extenuating circumstances. In certain instances, future professionals may appeal to extend their program length, not to exceed 1.5 times the normal timeframe required to complete the program. Requests for appeal must be submitted in writing and are approved by the Director of Education, Paul Mitchell Program Director and Director of Financial Aid.

Progress Evaluation

The satisfactory academic progress (SAP) calculation is based on the future professional's GPA (qualitative measure) and the pace at which the future professional progresses through his/her program to ensure that he/she will complete within maximum timeframe (quantitative measure).

Financial Aid Warning

Future professionals who do not meet the qualitative and quantitative SAP requirements will be placed on financial aid warning. While on financial aid warning, the future professional will be considered to be making satisfactory academic progress. If the future professional meets the minimum SAP requirements by the end of the warning period, the warning status will be removed and the future professional will continue to be eligible to receive financial aid. However, if the future professional does not meet the minimum SAP requirements within the warning period, the future professional will no longer be eligible to receive Title IV financial aid (financial aid suspension). At this point, the college will notify the future professional in writing, after which the future professional has 10 days to submit an appeal to be placed on financial aid probation, if applicable.

Financial Aid Probation

Under certain circumstances, a future professional who has failed to meet the minimum SAP requirements while on financial aid warning may appeal to be placed on financial aid probation. A written appeal is required anytime a future professional is placed on financial aid probation. Qualifying

GUIDELINES & EXPECTATIONS

circumstances include death in the family, injury or illness, or other extenuating circumstances. The appeal is to be submitted to the Paul Mitchell Program Director and must include the reason the future professional failed to make satisfactory academic progress, and a description of what has changed in the future professional's situation that will allow him/her to demonstrate satisfactory academic progress at the next evaluation. The future professional's appeal must be approved by the Paul Mitchell Program Director before the future professional is placed on financial aid probation. While on financial aid probation, if the future professional meets the requirements specified by the Paul Mitchell Program Director within the set timeframe, the probation status will be removed and the future professional will continue to be eligible to receive Title IV financial aid. However, if the future professional does not meet the specified requirements within the set timeframe, his/her eligibility for Title IV financial aid funding will be terminated. The future professional will be allowed to continue attending only if alternate funding arrangements can be made.

Grade Point Average (Qualitative Measure)

At the end of each grading cycle the PM Operations Leader verifies grade point averages for all future professionals to determine if they are maintaining a minimum 2.0 GPA. If a future professional is below a 2.0 grade point average his/her financial aid eligibility may be at risk.

Pace toward Program Completion (Quantitative Measure)

Future professionals are scheduled based on an established program template. Future professionals who maintain good attendance and successfully complete each term can expect to complete their program within the published program length. An evaluation of academic progress will take place at the following points in the program based on federal guidelines: 450, 900 and 1250 program hours. At the time of each assessment, the PM Operations Leader verifies the likelihood of the future professional completing his/her program within the maximum timeframe allowed if the future professional continues at the current pace. Future professionals who fail to attend the scheduled number of clock hours or who fail to make-up hours that were missed will experience a delay in their graduation date and may be placed on financial aid warning or probation. Academic suspension and/or Final Advisory Warning may apply as well (see Future Professional Academic Policy).



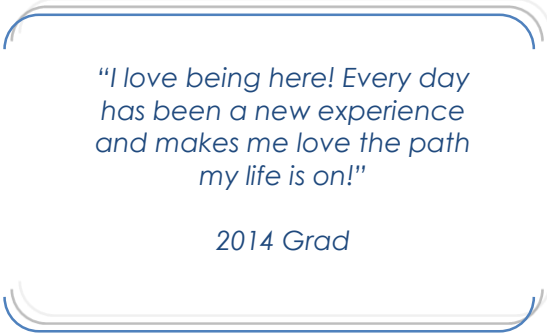
GUIDELINES & EXPECTATIONS

Future Professional Conduct

Future professionals are expected to respect and abide by the policies, rules and expectations associated with the Paul Mitchell Cosmetology program. On the first day of attendance all future professionals attend orientation and learn about policies and guidelines associated with the Paul Mitchell cosmetology program. They are presented with an advisory document which we review in detail and the future professional signs. This document is kept accessible in the future professional's file throughout the duration of their program.

Future professionals who fail to conduct themselves professionally, demonstrating behaviors that are contrary to the Paul Mitchell/MTI culture or are disruptive to the learning process will result in corrective action including coaching, suspension, or termination from school. Please note: While varying levels of corrective action may exist, the course of action to be taken is at the discretion of Paul Mitchell/MTI management depending on the severity of the situation.

- Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, locker room, or clinic floor area.
- Only emergency calls are permitted on the school phone.
- Cell phones are not permitted beyond the locker room.
- Future professionals may not visit with another future professional who is servicing a guest.
- Future professionals may not gather around the reception or Take Home desks or offices.
- Food and drinks are allowed only in the locker room. Only water is permitted in all other areas of the school.
- Smoking is allowed in designated areas only. All buildings on the MTI campus, including the area within 100 feet surrounding the buildings are smoke-free environments.
- Cheating, illegal drug possession or use, and taking school property or another individual's personal property are grounds for termination.



*"I love being here! Every day
has been a new experience
and makes me love the path
my life is on!"*

2014 Grad

GUIDELINES & EXPECTATIONS

Transfer Policy Future Professionals

MTI's mission dictates that graduates entering the workforce should be fully prepared with the knowledge, skills, and confidence necessary to support their success. One way that MTI strives to ensure each individual future professional's success, both in the classroom and on the job, is by being an outcomes-based institution. This means that in order to transfer hours earned at another school, future professionals must demonstrate that they can perform the outcomes and/or skills associated with the *Paul Mitchell The School Sacramento at MTI College* cosmetology courses. The college reserves the right to accept or reject any or all hours earned at other institutions.

Transfer from a Non-Paul Mitchell School

The curriculum offered by *Paul Mitchell the School Sacramento MTI College (PMTS - MTI College)* is highly specialized and focuses on the cutting, color, texture, make-up, skin, and nail systems that are unique to Paul Mitchell. While other cosmetology schools may teach the hair-cutting, coloring, and texture processes that help students pass the State of California licensing exam, they do not focus on teaching the Paul Mitchell systems. For this reason, hours acquired from non-Paul Mitchell schools are generally considered non-transferable to MTI College. Students coming from non-Paul Mitchell schools are welcomed and encouraged to consider enrolling as new students with *Paul Mitchell The School Sacramento at MTI College*.

Transfer from a Paul Mitchell School

The Paul Mitchell curriculum is designed to be consistent among Paul Mitchell schools across the country. Because of this, hours acquired from other Paul Mitchell schools are considered transferable to *PMTS - MTI College*. All active Paul Mitchell future professionals wishing to transfer from another Paul Mitchell school are invited to apply. To transfer hours, the future professional must ask his/her current school to complete the Paul Mitchell Proof of Training and the MTI Transfer Evaluation Worksheet. The proof of training document may be obtained from the current school, and the evaluation worksheet may be obtained from MTI. Together, these documents outline the tasks and specific number of hours the future professional has completed in each area of study. The future professional must mail or hand-deliver the completed Proof of Training and Transfer Evaluation Worksheet to *PMTS - MTI College*. An MTI representative will also contact the Director, Future Professional Advisor, or Education Leader of the originating school to inquire about the future professional's academic performance, aptitude, attendance, attitude, and advisory history.

Please note: The maximum number of transfer hours accepted by *PMTS - MTI College* shall not exceed 800 hours. All transferring future professionals will have the benefit of completing their 'Creative' hours at *PMTS - MTI College*. On a case-by-case basis, additional hours may be accepted as determined through skill assessments and exams.

Transfer from a Paul Mitchell School Outside of California

Each state across the country maintains its own requirements for becoming a licensed cosmetologist. Because of this, MTI College will carefully evaluate the Proof of Training and Transfer Evaluation Worksheet documents received from the originating school when considering the transfer of hours.

The California State Board of Barbering and Cosmetology requires that California-specific criteria be met by each future professional before he/she is eligible to attempt the California State Board exam. Paul Mitchell schools across the country teach State Board tasks, skills, and requirements *specific to the state where the school resides*. In most cases, the outcomes from out-of-state programs do not align with the California State Board of Barbering and Cosmetology requirements. If a future professional wishes to transfer from outside of California, all of the California State Board requirements and corresponding hours must be completed at *PMTS - MTI College*. Future professionals transferring from out-of-state must complete a minimum of 800 hours at *PMTS - MTI College* to ensure that they are adequately trained for licensure in the State of California.

GRADUATION & STATE BOARD LICENSING

Graduation Requirements

Future professionals must fulfill the following requirements in order to graduate:

- Complete the required number of clock hours of training;
- Earn passing grades on all practical graduation requirements and projects, including both practical and theory examinations;
- Complete all monthly worksheets with a 100% completion rate;
- Complete the required theory hours and exams;
- Make satisfactory arrangements for payment of all debts owed the school.

Once a future professional successfully completes all program requirements including hours, tests, worksheets and projects, MTI contacts the California State Board of Cosmetology and certifies the future professional's program completion. Final certification is required by the State in order for the future professional to be eligible for licensure. Please Note: Participation in Final Phase and the successful completion of the final exam/mock board are part of the MTI College requirements for earning a diploma.

Paul Mitchell the School Sacramento MTI College reserves the right to retain a future professional in school if the future professional's progress is not satisfactory as determined by the Education Leader and/or if the future professional fails to complete all listed requirements or pass the written and practical exams. For the purpose of transfer or graduation, hours will not be released by *Paul Mitchell the School Sacramento MTI College* until all monies owed to the institution have been paid as agreed and all academic requirements pertaining to those hours have been completed.

Completion of Course within Designated Period of Time

The State of California requires cosmetology training programs to be a minimum of 1600 clock hours in length. Day future professionals who maintain perfect attendance and do not take a leave of absence should complete their course of study within 48 weeks of schooling; evening future professionals should take approximately 76 weeks of schooling.

Withdrawal and Re-Entry of Future Professionals

Re-admittance to the program must be approved by the school and requires a written appeal, personal interview with school administration, and current tuition payment. If re-admitted, the future professional must remain current on all academic requirements with a minimum grade of 80% or higher. In addition, the future professional must successfully complete a 30-day probation period upon re-entry.

Please note:

- Future professionals who have been away from the program for six months or longer may be required to retake some or all of their coursework.
- Upon re-admittance, hours previously earned and approved will be credited to the future professional's transcript and prior tuition payments will be credited to the future professional's balance.
- Tuition fees and costs are subject to change. Future professionals who are re-admitted will be contracted according to the current tuition costs, and will be required to pay any additional fees if applicable.
- Any outstanding tuition, fees and overtime expenses must be paid in advance. A future professional may also make arrangements with the financial aid office.

GRADUATION & STATE BOARD LICENSING

Canceling Enrollment

Prior to Starting Class: If a student is not accepted into the college, the enrollment agreement will be cancelled and the college will refund all money paid within thirty days. A student may cancel the enrollment agreement at any time prior to starting school and any tuition paid will be refunded in full.

After Starting Class: The institution provides to all students the right to cancel the enrollment agreement and obtain a refund of charges paid through the second class period the student attends, or the 14th day after the student signs the enrollment agreement, whichever is later.

Withdrawal and Refund Policies

Students who are awarded Federal Title IV Financial Aid are subject to the provisions of the Return of Title IV Funds policy as well as the Institutional Refund Policy. A Return of Title IV Funds calculation is determined first, followed by an institutional refund calculation.

Return of Title IV Funds Policy

Tuition charges and refunds made are determined based on the stipulations of this regulation, as outlined in the Higher Education Act of 1965, as amended.

The school must determine what percentage of the current payment period a student has completed, based on institutional records. If it is determined that aid has been unearned, Federal Financial Aid must be returned to the originating source based upon the unearned percentage. A portion of unearned aid may be the responsibility of the college and a portion may be the responsibility of the student. If it is determined that the student owes a Title IV refund, MTI College will notify the student in writing with appropriate instructions.

After 60% of the student's payment period has passed, all tuition charged for the payment period, and all Title IV aid disbursed, is considered earned.

Institutional Refund Policy

For students enrolling utilizing an official MTI College Enrollment Agreement, the following institutional refund policy applies:

Tuition charges are calculated using the student's Last Date of Attendance (LDA) based on institutional records. The number of weeks from the student's start date to their LDA is divided by the number of weeks of their enrollment period as indicated on the student's Enrollment Agreement. If a student withdraws after completing 75 percent or less of length of the program shown on the agreement, the unused portion of the tuition will be refunded. If a student completes more than 75 percent of the program, no refund will be due. The refund policy applies to the first-year curriculum and the second-year curriculum individually. Students will only be charged tuition for enrollment periods in which they attend. Additionally, an account reconciliation fee equivalent to 5% of program tuition may be applied. If the amount that you owe is more than the amount that you have paid, then you will make arrangements to pay for the balance that is outstanding. If the amount that you have paid is more than the amount that you owe for the time you were scheduled to attend, a refund will be made.

Programs will receive such funds in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Program
5. Federal SEOG Program

GRADUATION & STATE BOARD LICENSING

6. Cal Grant
7. Cash payment made on students' behalf
8. Arnold E. Zimmerman Scholarship Program

Important notes regarding the MTI College refund policy:

- The registration fee is a one-time, nonrefundable charge.
- MTI College follows federal guidelines regarding the disbursement of financial aid for which a student is eligible. Certain financial aid funds received after a student's LDA may be retained by the school to apply against any outstanding balance.
- A student may have outstanding charges due after the withdrawal calculation is completed. The student agrees that any monies owed to the school are payable within 30 days.
- If any funds could have been disbursed but were not disbursed by the student's LDA, the student could be eligible for Post-Withdrawal disbursement to cover any outstanding tuition balance.
- For Cal Grant recipients: Any funds remaining subsequent to a "Return of Title IV Funds" refund will be sent to the California Student Aid Commission.

GRADUATION & STATE BOARD LICENSING

Policy for Future Professionals Exceeding Their Original Graduation Date

Future professionals who are unable to complete the program by their scheduled graduation date may have their program length extended. The length of the extension, called a grace period, is predetermined and based on whether the future professional is enrolled in the day or evening program. No additional charges will be applied for the grace period. If the future professional cannot complete his/her program by the end of the grace period, the future professional will be required to purchase the balance of hours needed to fulfill the 1600 hour minimum on a per-hour basis at the rate of eleven dollars per hour. The future professional will be referred to the financial aid office with documentation indicating the number of hours he/she needs to purchase.

Payment arrangements are made through the financial aid office. Future professionals must be current on their financial obligations before a payment plan will be approved. If approved, financial aid office staff will complete an enrollment agreement addendum and the approved request form will be returned to the Graduate Success Coordinator. Payment arrangements must be approved and completed by the financial aid office before a future professional may continue attending school beyond the extension date.

The following guidelines apply to purchasing additional program hours:

- The future professional's schedule is determined by the college;
- Once the schedule is created, any missed hours are not credited towards a new schedule or an extension;
- If additional hours are needed after the initial purchase, they must be purchased in 10-hour increments;
- No refund will be given for unused hours.



GRADUATION & STATE BOARD LICENSING

State of California Requirements, Cosmetology Curriculum for Cosmetology Course

The 2009 Barbering & Cosmetology Act and Regulations states the following requirements:
"The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act."

Subject	Total Hours Required
Technical Instruction and practical training in Hairdressing Hairstyling Permanent Waving and Chemical Straightening Hair coloring and Bleaching Haircutting	1,100
Technical Instruction in Health and Safety Laws and Regulations Disinfection and Sanitation Anatomy and Physiology	200
Technical Instruction and Practical Training in Esthetics Manual, Electrical, and Chemical Facials Eyebrow Beautification and Make-up	200
Technical Instruction and Practical Training in Manicuring and Pedicuring Manicuring and Pedicuring Artificial Nails and Wraps	100
TOTAL	1,600

All practical work includes proper product usage and safety. The school also provides training in the areas of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service record cards. In addition, instruction is provided in resume writing, interview techniques, and job search (including compensation packages and payroll deductions).

"Great professional system that goes beyond just the basics and how to the pass state board. I made some lifelong friends"

2014 Grad

JOIN THE PAUL MITCHELL FAMILY

2016 Cosmetology Start and Graduation Dates

Day Start Dates	Graduation Dates (48 weeks)
January 5, 2016	January 11, 2017
February 16, 2016	February 22, 2017
April 5, 2016	April 7, 2017
May 17, 2016	May 24, 2017
June 28, 2016	July 6, 2017
August 9, 2016	August 17, 2017
September 20, 2016	September 28, 2017
November 1, 2016	November 9, 2017

Evening Start Dates	Graduation Dates (76 weeks)
January 25, 2016	August 28, 2017
April 25, 2016	November 21, 2017
July 18, 2016	February 20, 2018
October 10, 2016	May 21, 2018

*Future professionals must make up any work and hours missed resulting from absences, late arrivals, early departures or suspensions. Graduation dates will be adjusted for future professionals who take a leave of absence.



JOIN THE PAUL MITCHELL FAMILY

Cost of Tuition and Supplies

Tuition	\$17,665.00
Registration Fee	50.00
Equipment, Textbook, Supplies, Misc., including tax	\$2,675.00
TOTAL COSTS	\$20,390.00

Future Professional Kit - Supplied Through Paul Mitchell

The Paul Mitchell Future Professional's kit is included in the total program cost. The items in the kit are subject to change; however, when a change occurs, comparable items are typically substituted. Please note that future professionals are responsible for the purchase of most stationery supplies.

Combs

- 1 Detangler Comb
- 1 Taper Comb
- 1 Metal Tail Comb
- 1 Metal Pick Teasing Comb
- 1 Rat Tail Comb
- 1 408 Comb
- 1 416 Comb
- 1 424 Comb
- 6 Standard Cutting Combs

Brushes

- 2 Color Tint Brushes
- 1 Paddle Brush 427s
- 1 Styling Brush 407s
- 1 Sculpting Brush 413s
- 1 Express Ion Small Round Brush
- 1 Express Ion Medium Round Brush
- 1 Express Ion Large Round Brush
- 1 Express Ion XL Round Brush
- 1 Scalp Brush

Tools

- 1 Kit Carrying Case
- 2 Doll Heads (Shelby)
- 1 Express Ion Plus Dryer
- 1 Marcel ¾" Curling Iron
- 1 Express Ion Plus Smoothing Iron
- 1 Professional Clipper/Trimmer Set
- 1 Black Hand Mirror
- 1 Paul Mitchell Complete Scissor Set
- 1 Tripod
- 1 Classic Razor
- 1 Trolley
- 1 Doll Head Bag

Capes

- 1 Shampoo Chemical Cape
- 1 Cloth Cutting Cape
- 1 Cutting Apron

Accessories

- 12 Butterfly Clips Black/White
- 10 Black Skinny Clips
- 1 Aluminum Spray Bottle
- 1 Professional Manicure Kit



JOIN THE PAUL MITCHELL FAMILY

School Faculty and Administration

President.....	John Zimmerman
Campus Director	Malcolm Carling-Smith
Director of Operations.....	Michael Zimmerman
Director of Education	Teri Dillon
Paul Mitchell Program Director	Jamie Gums
Director of Admissions	Rob Naylor
Admissions Leader.....	Ellen Grivna
Service Desk Leader	Lindsay Fizer
Learning Leaders	Aimee Gunton Anna Favero Chelsey Lynch Jamie Gordon Jamie Le Cates Jamie Martin Kassandra Johnson Nikki Montgomery Nicole Smith Seana Brooks Sen Saelee
Clinic Floor Captains.....	Jamie LeCates Sharon Chambliss
Phase II Learning Leaders	Chelsey Lynch Kassandra Johnson
Service Desk Coordinator	Brittany Russell
Take Home	Lindsay Bryant
Operations Leader	Nicole Middleton
Future Professional Advisor	Rachael Dale
Director of Financial Aid.....	Paula Perez
Financial Aid Advisors	Michelle Dann DeAmbra Johnson Andrea Webb

JOIN THE PAUL MITCHELL FAMILY

Student Records and Privacy Rights

(Rev 1/2013)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Under the act, students have the right to review their education records and request that any information (excluding grades) they believe to be inaccurate, misleading or otherwise in violation of their right to privacy be corrected or removed. In addition, the act protects student privacy by requiring prior written consent before certain information from a student's education record may be released, with the exception of disclosing information to school officials or agencies authorized by law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, students may request that MTI not disclose directory information about them by notifying the Campus Director.

Students with questions or concerns regarding their records may schedule an appointment with the Campus Director. Questions regarding grades should be addressed directly with the appropriate instructor or dean. Complaints regarding the institution's compliance with FERPA requirements may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Corporate Control

MTI Business Schools of Sacramento, Inc, doing business as Paul Mitchell The School MTI College is an independently owned and operated franchisee of Paul Mitchell Advanced Education LLC.

Regulatory and Accreditation Agencies

The following institutions license and regulate *Paul Mitchell the School at MTI College*:

The Bureau of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial, Suite 204
Novato, CA 94949