DATE OF PUBLICATION: JUNE 14, 2017

2017 CATALOG

JANUARY 2017 — DECEMBER 2017

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

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Volume No. 25

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MISSION STATEMENT

Our school's mission is to provide a quality educational system to prepare students to pass the Maryland state board examination and gain employment within the field of cosmetology in a hair salon, spas, cruise ships, and many other cosmetology related profession. Our on-site clinic provides a multitude of opportunity for students to have hands-on practice before entering their professional field. 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. Hair Expressions - Paul Mitchell Partner School 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 consist of an attractive modern 8,793 square foot building which includes student lounge and lockers, client reception and work areas, management offices, private classrooms, workstations, and equipment. The school is located one block from the Twinbrook Metro Station.

ADMINISTRATION/OWNERSHIP

Hair Expressions Academy Inc., dba Hair Expressions - Paul Mitchell Partner School, 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. Hair Expressions - Paul Mitchell Partner School will not be responsible for parking violations and/or towing fees.

NONDISCRIMINATION

Hair Expressions - Paul Mitchell Partner School, 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, Ed Ruiz, in person or by calling 443-661-4173, or by mail at 7351 Assateague Drive #370, Jessup, MD 20794 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 12.0401)
The curriculum involves 1500 hours to satisfy Maryland 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.

**A student will be prepared to be an entry level cosmetologist.*

Esthetics: *SOC 39-5094.00, CIP Code 12.0403:*
The curriculum involves 600 hours to satisfy Maryland state requirements. The course includes extensive instruction and practical experience in facials, hair removal, makeup application, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

**A student will be prepared to be an entry level esthetician.*

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.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Department of Labor, Licensing and Regulation, Division of Occupational and Professional Licensing to deny licensure. The Department of Labor, Licensing and Regulation, Division of Occupational and Professional Licensing to deny 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. Hair Expressions - Paul Mitchell Partner School is not responsible for students denied licensure.

ADMISSION REQUIREMENTS

Hair Expressions - Paul Mitchell Partner School admits as regular students those who are high school graduates or holders of high school graduation equivalency certificates. Hair Expressions - Paul Mitchell Partner School does not accept ability to benefit (ATB) students at this time.

ADMISSION PROCEDURE

❶ **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 Hair Expressions - Paul Mitchell Partner School.

❷ **Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of $150.00 is received. Please submit the fee in the form of a check or money order, payable to Hair Expressions - Paul Mitchell Partner School. This fee is not included in the cost of tuition. In extraordinary circumstances, the school may waive the application fee for students that transfer from a school that has suddenly closed without notice.

❸ **Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant.

❹ **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.

❺ **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration.

❻ **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 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 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.

Students must provide Hair Expressions - Paul Mitchell Partner School Admissions Leader with the required documentation at least two weeks prior to the beginning of class.

The potential student may walk-in or schedule his/her tour in advance through the Admissions Department by calling (443) 661-4173. Tours are done throughout the day from 9:00 a.m. until 7:00 p.m. Tuesday through Thursday, and 9:00 a.m. – 5:00 p.m. on Friday and Saturday. During the tour the student may ask questions to the Admissions and Financial Aid Leaders. During the tour the student will be notified of the hours of attendance and the curriculum. Once the tour is completed the student will be asked to fill out Hair Expressions - Paul Mitchell Partner School's application *this, in no way, is the official enrollment agreement*. Hair Expressions - Paul Mitchell Partner School will review the application by the Admissions Leader and Financial Aid Leader and if the application is accepted a future date will be scheduled that is convenient for the student. At the next appointment the student must have provided all the required documents for Admissions and will then sign the enrollment agreement.

****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.

Hair Expressions - Paul Mitchell Partner School does not recruit students who are already enrolled in a similar program at another institution.

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. Hair Expressions - Paul Mitchell Partner School 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

Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. An applicant with a non-immigrant visa is not eligible for FSA funds unless they have a Form I-94 with one of the endorsements given in the eligible document section. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series. Someone who has only a "Notice of Approval to Apply for Permanent Residence" cannot receive FSA funds.

In addition to the admission requirements, non-immigrant applicants must also provide documentation, as listed above, to show that they are permitted to be enrolled in a post-secondary school. Those students studying under a 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.

Verification Documents for U.S. Noncitizens:
Hair Expressions - Paul Mitchell Partner School does not vouch for students' status. Noncitizen applicants must provide an I-20 form and a copy of their visa, in addition to the above admissions documents. Noncitizen applicants cannot qualify for any type of financial aid. They must attend the full-time schedule and can only attend the program for 12 months. There are no additional charges for noncitizens.

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.

REENTRY STUDENTS

1. Outstanding tuition, fee, 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.
2. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
4. Pay a $100.00 reentry fee.

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

Readmission is reserved to the sole discretion of Hair Expressions - Paul Mitchell Partner School and may require special conditions.

Readmission requires a personal interview with school administration and letter from the student as to why they dropped and what has changed or issued has been resolved. Reentering students will be placed on 30-day probation, during which time they must meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. Students will 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 the 30-day probationary period may be terminated. Students who reenter the program are placed in the same Satisfactory Academic Progress standing as when they left. Reenrolling students who have previously used all of the excused absences provided under their original contract will not receive any additional time for excused absences under the new reenrollment contract.

TRANSFER STUDENTS

Hair Expressions - Paul Mitchell Partner School will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 750 hours for cosmetology students or 90% of hours completed at the school the student is transferring from, whichever is less; all transfer cosmetology students must attend a minimum of 750 hours at Hair Expressions - Paul Mitchell Partner School, a maximum of 150 hours for esthetics students or 90% of hours completed at the school the student is transferring from, whichever is less; all transfer esthetics students must attend a minimum of 450 hours at Hair Expressions - Paul Mitchell Partner School to obtain the Paul Mitchell culture and educational program.

The cost for transfer cosmetology student is $11.00 per hour and $13.50 per hour for a transfer esthetics student to attended at Hair Expressions - Paul Mitchell Partner School; this does not include the cost of a complete and current Paul Mitchell student kit.

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.

In extraordinary circumstances, the school may allow a student to transfer in more hours from a non-Paul Mitchell School, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

ENROLLMENT INFORMATION

1. **Enrollment periods:** Hair Expressions - Paul Mitchell Partner School 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 Hair Expressions - Paul Mitchell Partner School for exact starting dates.
2. **Holidays and school closures:** Hair Expressions - Paul Mitchell Partner School allows the following holidays off: Easter Break, April 4-6, 2015, Memorial Day Break, May 23-25, 2015, Summer Break, July 3-8, 2015, Labor Day Break, September 5-7, 2015, Thanksgiving Break, November 26 (November 25 for evening class) - November 30, 2015, Holiday Break, December 24, 2015 - January 1, 2016 and one day per month for staff personal development. *The school will close when the Montgomery County Public Schools system closes due to unexpected closures and snow days. For evening or Saturday unexpected closures call* Hair Expressions - Paul Mitchell Partner School. 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 schools website and/or Facebook page.
3. **Enrollment contract:** Hair Expressions - Paul Mitchell Partner School clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
4. **Payment schedule:** Hair Expressions - Paul Mitchell Partner School offers a variety of monthly financial payment schedules. See Hair Expressions - Paul Mitchell Partner School's Financial Aid Leader for details.

EDUCATION GOALS

Hair Expressions - Paul Mitchell Partner School 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 anupdated 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.

COST OF TUITION AND SUPPLIES

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

TUITION – Cosmetology

Tuition	$16,300.00
Application Fee (nonrefundable)	150.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	2,400.00
TOTAL COSTS	**$18,850.00**

Deposit is $250.00 – $750.00 full-time day or part-time evening as is due at time of enrollment. $25.00 fee will be charged for all returned checks.

TUITION – Esthetics

Tuition	$8,400.00
Application Fee (nonrefundable)	150.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	1,300.00
TOTAL COSTS	**$9,800.00**

Deposit Fee – due at time of enrollment: $250.00 evening class.

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

Monthly payment plans are also available.

Federal Financial Aid and VA Educational Benefits available for those who qualify. Check with Financial Aid to see which benefits are available at this time.

SCHEDULE CHANGES

Any schedule changes made to the contract will cost the student $50.00 for an administrative fee. There is also a $2.00 fee for reprinted name tag.

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.

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 60 days, at which time the items become the property of Hair Expressions - Paul Mitchell Partner School.

Students wishing to transfer to another institution must pay all monies owed to Hair Expressions - Paul Mitchell Partner School, and all applicable academic requirements must be met in order for the student transcripts to be released.

TERMINATION POLICY

Hair Expressions - Paul Mitchell Partner School may terminate a student's enrollment for immoral or improper conduct; receiving six (6) coaching sessions; and/or failing to comply with educational requirements, Student Professional Development Guidelines, general policies, or this contract.

2015 CLASS START DATES

Program	Start Date	End Date
Cosmetology Full Time: 46.88 weeks; 32 hours per week	February 4, 2015	February 4, 2015
	March 18, 2015	March 18, 2016
	May 11, 2015	May 11, 2016
	July 10, 2015	July 10, 2016
	September 9, 2015	September 9, 2016
	October 21, 2015	October 21, 2016
	December 14, 2015	December 14, 2016

Program	Start Date	End Date
Cosmetology Part Time: 61.22 weeks; 24.5 hours per week	January 20, 2015	June 20, 2016
	May 26, 2015	October 26, 2016
	September 29, 2015	February 29, 2017

Program	Start Date	End Date
Esthetics Part Time: 58 weeks; 26 hours per week	September 10, 2015	May 10, 2016

These start dates and end dates are the current dates available; more dates may be added at a future time. Please check with the Admissions Leader for any new start dates during the year. Future start dates may be subject to change. Contracted start dates, prior to the start of a class of a signed contract, may only change under the circumstances of an act of nature or other emergency.

End dates are guaranteed by enrollment agreement. Enrollment agreements cannot be modified without signed consent from student and school. Any changes to graduation dates because of unforeseen circumstances (i.e. weather, power outages, etc.) will be amended on a contract addendum at evaluation periods.

HOLIDAYS / SCHEDULED SCHOOL CLOSING

The school is closed on the following holidays:

Martin Luther King, Jr. Birthday: January 21, 2015	*Labor Day Break:* August 31-2, 2015
Easter Break: April 4 - April 6, 2015	*Thanksgiving Break:* November 26 (November 25 for evening class) – November 30, 2015
Memorial Day Break: May 23-25, 2015	*Christmas Break:* December 24 – January 1, 2015
Summer Break: July 3-8, 2015	*Holiday Break:* December 24, 2015 - January 1, 2016

CLASS SIZE

Hair Expressions - Paul Mitchell Partner School will allow no more than twenty (20) students per cosmetology instructor.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1500 clock hours (Full Time: 46.88 weeks; Part Time: 61.22 weeks)

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

1. **Pre-clinical Classroom Instruction:** The first 350 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
2. **Clinic Classroom Learning Experience:** The remaining 1150 hours are spent in the clinic classroom area where practical experience is gained.

COSMETOLOGY COURSE OUTLINE

Your time at Hair Expressions - Paul Mitchell Partner School for the cosmetology program will be divided into six designations:

1. **Core Curriculum:** A 280-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.
2. **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing you for the clinic experience.
3. **Clinic Classroom Learning Experience:** Your clinic time from 350 to 1500 hours will be guided with individual attention and group learning experiences using mini-classes, monthly 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 Experience:** Your classroom time from 350 to 1500 hours is divided into five (5) areas: cutting, coloring, texture, makeup, and nails. Each area has an instructor who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail, motivation, self improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.
5. **Adaptive Curriculum:** From 350 to 750 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building you into a beauty industry professional.
6. **Creative Curriculum:** You will spend your last 750 hours at Hair Expressions - Paul Mitchell Partner School 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.

ESTHETICS COURSE OVERVIEW

Course Hours: 600 clock hours

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

1. **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops, demonstration, and practical experience. You will learn esthetics principles, technical information, and professional practices.
2. **Clinic Classroom Learning Experience:** The remaining 300 hours are spent in the clinic classroom area, gaining practical experience.

ESTHETICS COURSE OUTLINE

Your time in the Hair Expressions - Paul Mitchell Partner School esthetics program will be divided into two designations:

1. **Core Curriculum:** This 150-hour time period is dedicated to exploring foundational knowledge and basic esthetics facial and waxing procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
2. **Mentor Learning Experience:** Your remaining 450 hours will be spent in a clinic environment. You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

STATE OF MARYLAND REQUIREMENTS

Cosmetology

The instructional program of Hair Expressions - Paul Mitchell Partner School meets or exceeds these requirements:

Cosmetology	Theory	Practical	Clinic	Total
Orientation – to familiarize students with the school policies, review program, introduce staff and teachers, and review kit items.	4	–	–	4
Your Professional Image – Students will learn about personal and professional health, physical presentation, personality, effective communication and guidelines for effective human relations and professional ethics.	24	24	28	76
Sanitation and Bacteriology – Methods of sterilization and sanitation and types and classes of bacteria.	8	16	8	32
Properties of the Scalp and Hair – Learn the care, disorders, properties and analyze hair.	16	20	36	72
Draping, Shampooing, Rinses – Procedures and techniques for shampooing, draping, and use of required materials and implements for hair services.	14	16	48	78
Hair Shaping – Procedures for hair cutting using different techniques including scissors and razors.	14	24	112	150
Hair and Hair Styling – The art of using finger waves, pin curls, rollers and different braiding and up-do techniques.	40	92	176	308
Thermal Pressing and Styling – The art of styling hair using thermal iron, blow dryer, and other styling techniques.	19	16	36	71
Permanent Waving and Chemical Relaxing – The art of restructuring the hair by means of permanent waving and chemical relaxing.	22	40	112	174
Hair Coloring – The art of changing, matching and lightening or darkening hair with the use of toners, hair colors, and/or lighteners.	36	60	124	220
Artificial Hair – The art of working with wigs, hair pieces, and extensions.	12	12	8	32
Nails and Manicuring – Understanding the structure and composition of nails and learning manicuring techniques.	11	24	40	75
Facials, Makeup, and Skin Care – The art of working with the face in terms of cleansing, facial manipulations, and makeup techniques along with studying skin disorders and hair removal.	27	48	28	103
Anatomy – The study of the body systems and functions along with their composition.	5	–	–	5
Electricity – The study of all the components involved with light and electricity and how it affects the body.	6	–	–	6
Chemistry – Understanding the science of chemistry as it reflects on nature and salon use.	14	–	–	14
Salon Business – Learning the keys to opening, operating, and selling a successful business.	24	44	12	80
TOTAL CLOCK HOURS	**296**	**436**	**768**	**1500**

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

Esthetics

The instructional program of Hair Expressions - Paul Mitchell Partner School meets or exceeds these requirements:

Esthetics	Theory	Practical/ Clinic	Total
Orientation – To familiarize students with the school policies, review program, introduce staff and teachers, and review kit items.	4.5	0	4.5
Personal Development – Identify the importance of proper rest, exercise, stress management, nutrition, hygiene and ergonomics and how they relate to performance on the job.	7.5	1	8.5
Professional Development – Survey trends in the beauty industry and document recent changes that have had a positive impact upon the demand for skin care services. Establish a process for setting short- and long-range professional goals. Refine job search preparation skills to include resume and cover letter development, job interviewing skills, work environment evaluations and familiarity with performance review strategies.	10.5	0	10.5
Business Basics – Describe the financial and legal essentials for starting a business.	15	0	15
Skin Care Center Ecology – Identify the microorganisms to which you may be exposed. Recognize the structure and function of bacteria and viruses by the following: types; classifications; growth and reproduction patterns; relationship to the spread of infection.	9	5.5	14.5
Anatomy – Explain the relationship and function of cells, tissues and primary organs within the human body.	23.5	6	29.5
Electricity and Electrical Equipment – Define the two forms of electric current. Identify the units used to measure electricity. State in your own words the safety measures to follow when using electrical appliances.	17	2.5	19.5
Chemistry – Describe the three basic forms of matter and the key differences between elements, atoms, molecules and compounds. Identify and describe the three major biochemical components of the body and skin.	14.5	0	14.5
Skin Physiology – Explain the six primary functions of the skin. Describe the basic physiology of the skin and its appendages.	9	9	18
Client Care – Describe the personal impressions that play a key role during the Greeting phase of service. Identify the purpose of obtaining a medical history on the Client Consultation Form. Explain the Agreement phase of service.	7.5	5	12.5
Facials – Describe the four basic steps of a regular daily skin care regimen to maintain healthy skin. Demonstrate the five basic movements of massage and explain when it is inadvisable to perform massage manipulations. Explain the process of a skin analysis and identify the basic skin types and the main skin conditions. Identify and describe the function for skin care essentials, infection control and safety and the client consultation.	40.5	151	191.5
Hair Removal – Explain the hair growth cycle. Differentiate between temporary and permanent hair removal services. Explain techniques for each type of hair removal and how procedures differ for face and body. Identify the considerations for waxing. Describe the waxing essentials including products, implements and supplies, equipment and types of waxes. Demonstrate infection control, safety measures and the client consultation for each waxing service. ***Continued***	34.5	66	100.5

Esthetics	Theory	Practical/ Clinic	Total
Makeup – Describe the law of color as it applies to makeup. Identify the seven face shapes and the corrective steps to create the illusion of the classic oval shape. Explain the guidelines for makeup design including products, techniques and considerations. Identify and demonstrate the appropriate use of the essentials of makeup, infection control and safety guidelines and the client consultation.	40	10	50
Advanced Treatments – Differentiate among the various face and body treatments used in the skin care center and their specific contraindications.	29	55	84
Estheticians in the Medical Field – Describe the different types of medical procedures performed by physicians that are related to the estheticians' profession. Explain the various esthetics procedures applied in a medical practice.	7	0	7
State Laws and Regulations	3	0	3
Final Exam Reviews and Testing	2	0	2
Candidate Review for State Board	11	4	15
Totals for Esthetics Program	**285**	**315**	**600**

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

Note: Some chapters omitted since it is against Maryland law (Title 5) to work outside of a licensed beauty salon or licensed barbershop. Parts of the Chapter "Advanced Techniques" omitted since it is against Maryland law – Title 5 (i.e. laser, chemical peels, microdermabrasion) to perform services beyond the scope of the definition of Esthetician, which is limited to providing (1) cleansing, exercising, massaging, stimulating, or performing any other similar procedure on the skin or scalp by electrical, mechanical, or any other means; (2) applying to the face an alcohol, cream, lotion, astringent, or cosmetic preparation; or (3) removing superfluous hair by the use of a depilatory, tweezers, or wax.

COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

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

1. **Theory exams:** Students must receive a grade of 75% or higher on each theory exam.
2. **Core orientation practical skills evaluation test:** Students must receive a grade of 75% or higher. If a student fails to pass these exams 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 75% or higher on all final exams.
4. **Final exam 2:** The written exam covers an overview of all theory instruction, Maryland state law, and other items covered on the state cosmetology exam. Students must receive a grade of 75% or higher on all final exams.
5. **Clinic classroom practical worksheets:** Students must complete all clinic classroom practical worksheets.

ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 600-hour course:

1. **Theory exams:** Students must receive a grade of 75% or higher on each theory exam.
2. **Phase One written and practical test:** Students must receive a grade of 75% or higher.
3. Final written and practical exam: This test is an overview of all related esthetics subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 75% or higher on all final tests.
4. **600-hour (mock state board) practical skill test and 600-hour written test:** The written test covers an overview of all theory instruction, Maryland state law, and other items covered on the state cosmetology exam. The practical also covers all expected phases of the state board examination. Students must receive a 75% or higher grade on all final tests.

MEASURABLE PERFORMANCE OBJECTIVES

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

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

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

1. Protect clients' clothing by appropriately draping them.
2. Ask clients to remove any jewelry, hair accessories, glasses, etc.
3. Keep 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.

LICENSING REQUIREMENTS AND RECIPROCITY

To become licensed to practice cosmetology in Maryland, future professionals must complete required hours of approved training, successfully graduate from an approved school and pass the written and practical State Board examination. Criminal convictions may affect a future professional's ability to be licensed.

Maryland reciprocates with many other states, which allows Maryland-licensed graduates to take and pass another state's exam to become licensed. States that do not recognize reciprocity may require additional education or experience. Future professionals will be advised as to where they may look for information regarding reciprocity or licensure from other states.

STUDENT SERVICES

1. **Housing:** Hair Expressions - Paul Mitchell Partner School 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. Hair Expressions Paul Mitchell Partner School 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. Complete and receive passing grade of 75% on all practical graduation requirements and projects, including practical and theoretical examinations.
3. For a student to meet state requirements, all practical worksheets must be completed in it's entirety.
4. Satisfactorily pass final written and practical exams.
5. Complete the required theory hours.
6. Met all financial obligations to the school two weeks prior to graduation.
7. Upon graduation the student will receive a Certificate of Completion.

Hair Expressions - Paul Mitchell Partner School reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the school's administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. Hair Expressions - Paul Mitchell Partner School will not release an official transcript until all graduation requirements are met.

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

Students who wish to receive additional transcripts will be charged $25.00 per transcript.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

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

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

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.

OCCUPATIONS AVAILABLE UNDER COSMETOLOGY

Many of the positions are available to the newly licensed cosmetologist. Some require additional education or experience depending on the company or person hiring. Most jobs within the beauty industry require long periods of standing, which can be physically demanding.

What Type of Job? Cosmetologist, Hairstylist, Hair Stylist, Hairdresser, Hair Dresser, Manager Stylist, Nail Technician, Makeup Artist, Hair and Makeup Designer, Special Effects Makeup Artist, Commercial Makeup Artist, Prosthetic Makeup Designer, Manicurist, Pedicurist, Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facialist, Skin Care Technician.

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
1 Large Round Thermal Brush	6 Paul Mitchell Black Clips	1 Cutting Book
1 Medium Round Boar Brush	1 Chemical Cape	1 Men's Cutting System DVD
1 Medium Round Thermal Brush	1 Cutting Apron	1 Color System DVD
1 Paul Mitchell 407 Styling Brush	1 Paul Mitchell Aluminum Spray Bottle	1 The Coloring Book
1 Paul Mitchell 413 Sculpting Brush	1 Black Handheld Mirror	1 The Skill Cards
1 Paul Mitchell 427 Paddle Brush	1 Paul Mitchell Black Carry Bag	1 Paul Mitchell Product Guide Workbook
2 Paul Mitchell Color Tint Brushes	12 Black and White Butterfly Clips	1 Connecting to My Future Book
1 Small Round Boar Brush	1 Metal Paul Mitchell Case with Logo	1 Be Nice (Or Else!) Book
1 X-Large Round Thermal Brush	1 Paul Mitchell Mug	1 Multiple Intelligence (MI) Letter
1 Scalp Brush	1 Paul Mitchell Track Jacket	1 Service Experience Menu
		1 Plugged In Apron and membership (while enrolled)
COMBS	**TOOLS**	1 Master Audio Club subscription (while enrolled)
1 Paul Mitchell 424 Teal Comb	1 Classic Razor	1 The Color Paper Swatch Chart
1 Paul Mitchell 416 Red Comb	1 Paul Mitchell Tripod	1 PM Shines Paper Swatch Chart
1 Metal Pick Teasing Comb	1 Paul Mitchell 1.25 Smoothing Iron	1 Blonding Brochure
1 Metal Rat Tail Comb	1 Paul Mitchell 6" Scissor/Thinner with Case	1 Shines XG Paper Swatch Chart
1 Paul Mitchell Detangler Comb	4 Mannequin Heads	1 Black messenger bag
1 Rat Tail Comb	1 Paul Mitchell Clipper/Thinner	
6 Standard Cutting Combs	1 Paul Mitchell Ionic 1000 Blow Dryer	
1 Taper Comb	1 5.5" Mannequin Scissors	
1 Paul Mitchell 408 Black Comb	1 Paul Mitchell 3/4 M 1000 Curling Iron	
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		

Textbooks listed below are included in the Paul Mitchell Kit at a discounted price to the student.

TEXTBOOKS	
1 *Milady's Standard Cosmetology* 2012 /Textbook (hardcover) ISBN-13: 9781439059302, $114.95 1 *Milady's Standard Cosmetology 2012 Theory Workbook ;* ISBN-13: 9781439059234-4, $49.95	1 *Milady's Standard Cosmetology 2012, Exam Review* ISBN-13: 9781439058992, $35.95

STUDENT KIT – Esthetics

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.

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

PRODUCTS	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Cleaner 1 Toner / Astringent 1 Exfoilant 1 Eye Cream 1 Moisturizer 1 Masque 1 Tinted Moisturizer with SPF 1 Essential Cleansing 1 Dermal Clay Cleanser 1 Gentle Cream Exfoliant 1 Skin Smoothing Cream 1 Skin Hydrating Masque 1 Skin Refining Masque 1 Intensive Moisture Masque 1 Multi-Vitamin Concentrate 1 Total Eye Care 1 Eye Repair / Powder Firm	1 Carrying Case 1 Fan / Masque Brush 1 Plastic Mixing Brush Facial Sponges 1 Makeup Kit	1 *Connecting to My Future* Book 1 *Be Nice (Or Else!)* Book 1 State Board Review Book 1 Service Menu Experience 1 Plugged In Apron and membership (while enrolled) 1 Master Audio Club subscription (while enrolled)

Textbooks listed below are included in the Paul Mitchell Kit at a discounted price to the student.

TEXTBOOKS	
1 *Milady's Standard Esthetics Fundamentals,* 11th Edition Textbook; ISBN-13: 9781111306892, $141.95 1 *Milady's Standard Esthetics Fundamentals Student Workbook;* ISBN-13: 9781111306915, $78.95	1 *Milady's Standard Esthetics Fundamentals Exam Review;* ISBN-13: 9781111306922, $49.95

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

❶ Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The school is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. If a student receives SFA (Student Financial Aid) in the form of loans and/or grants, withdraws from school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined.

❷ For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.

❸ If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount for which he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.

❹ The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60 percent point in time in the payment period.

❺ The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS Loans and withdraws on or before completing 60 percent of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60 percent point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40 percent was earned, 60 percent was unearned).

❻ 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. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

❼ If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.

a. Unofficial withdrawal applies when a student is absent for 14 or more consecutive calendar days;

b. Official withdrawal applies when a student notifies the school in writing or in person.

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

❽ School scheduled breaks of five (5) or more consecutive days are excluded from the return to title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. This provides for more equitable treatment of students who officially or unofficially withdraw near either end of the schedule break.

❾ Title IV funds will be returned to the United States Department of Education within 45 days**.**

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

Refunds to Title IV programs will be made in the following order:

❶ Federal Unsubsidized Stafford Loan

❷ Federal Subsidized Stafford Loan

❸ Federal PLUS Loan

❹ Federal Pell Grant

INSTITUTIONAL REFUND/DROP POLICY

The refund policy for Hair Expressions - Paul Mitchell Partner School is consistent with the requirements in the Code of Maryland Regulations. All refunds are based on hours scheduled to attend. *The future professional will get a refund calculation*. The policy for Maryland Higher Education Commission is as follows:

a. If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of total course or program taught by date of withdrawal, based on scheduled hours	Amount of Total Tuition Refunded
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

b. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 45 days of the scheduled last day of the leave of absence. The date of withdrawal or termination is the last date of attendance by the student.

Keep in mind that when Title IV funds are returned, the future professional borrower may owe a debit balance to the institution.

STUDENT FINANCIAL AID RELEASE

The undersigned agrees that Hair Expressions - Paul Mitchell Partner School does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent 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.

POLICY FOR VERIFICATION OF TITLE IV FUNDING

The school has policies and procedures that it follows for verification of Title IV funding. 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. 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.

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:

❶ ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and

❷ 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.

REINSTATEMENT OF FINANCIAL AID *for those who qualify*

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

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)).

MAKEUP HOURS

Future professionals can make up missed hours by obtaining prior approval from the Director (at least three days in advance) to stay late or come in early. Full-time day future professionals may only stay late twice per week 1 ½ hours later than their scheduled departure time on Tuesdays, Wednesdays, and Thursdays. Full-time day future professionals may come in extra Saturdays with prior approval.

Part-time Cosmetology evening future professionals may come in as early as 3:30 p.m. Tuesday through Thursday in a week. Part-Time Esthetics future professionals may come in between 3:30 p.m. and 3:45 p.m. the second and fourth Wednesday of each month, with prior approval from the Instructor. Any make up hours to be made up must be after obtaining 350 hours for the cosmetology program and 150 hours for the Esthetics program and with prior approval from the Director.

MAKEUP WORK

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

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. 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

Satisfactory Academic Progress in attendance and academic work is a requirement for all future professionals, and future professionals must maintain Satisfactory Academic Progress to continue eligibility for Title IV federal funding. Attendance is calculated electronically using a swipe card. Attendance is also taken by the Learning Leader of each assigned classroom. It is also monitored by the Admissions Leader. To determine Satisfactory Academic Progress (evaluation period) for future professionals who are attending the Cosmetology program, future professionals are evaluated for both academics and attendance when the future professionals complete the actual hours at the end of their evaluation period (450 hours, 900 hours 1200 hours). The future professional must also complete a least 12 weeks at 450 hours, 24 weeks at 900 hours and 32 weeks at 1200 hours to have completed an evaluation period. If a future professional does not meet Satisfactory Progress they will be provided with either a Financial Aid Warning letter or a Financial Aid Probation Letter. This applies to all future professionals who are receiving Title IV funding. Self-pay future professionals will be given a warning letter alerting the future professional that they are not at Satisfactory Progress.

ATTENDANCE POLICY/PROGRESS

All Future professionals must attend a minimum of 80% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the program within the maximum time allowed regardless of payment method. The maximum time frame is equal to 1.25 times the published length of the program (example for Cosmetology would be 1800 scheduled hours). Time off for authorized leaves of absence will be added to the maximum time frame.

The following is an example of the number of hours that a future professional has to complete at the end of each payment period within the maximum weeks listed would be considered making Satisfactory Academic Progress:

Program	Minimum Hours	Maximum Weeks
Cosmetology	450	18
Cosmetology	900	37
Cosmetology	1200	50
Esthetics	300	41

ACADEMIC PROGRESS

Future professionals are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments (which are worksheets that are given out on a monthly basis) are given an 100% maximum grade, with a 75% or better being a passing grade. Any worksheet graded at the end of month with a grade less than 75% will be handed back to the future professional and must be taken over the 75% standards. The future professional has one week to complete the previous month worksheet. The future professional must complete the previous monthly practical worksheet before starting the current month practical worksheet. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Future professionals must pass all theory exams with at least a 75% per exam and pass a FINAL written and practical exam prior to graduation. Future professionals failing any exam will be given up to two re-takes. Failure to pass within the two re-takes will result in an academic probation.

QUANTITATIVE AND QUALITATIVE FACTORS

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

❶ A minimum theory grade level of 75% on each theory exam.
❷ A minimum academic level of 75% on practical worksheet completion*
❸ A minimum cumulative attendance level of 80% 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 GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 80% 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

During CORE and Protégé full-time day students attend five (5) days (Monday through Friday), 32 hours per week, from 9:15 AM to 5:15 PM. When a student moves into adaptive they will attend five (5) days (Tuesday through Friday), 9:15 AM to 5:15 PM, and three (3) Saturdays a month from 9:00 AM to 5:00 PM, 32 hours per week. Part-time night students attend five (5) days (Monday-Thursday), 5:30 PM to 9:45 PM, and every (Saturday) 9:00 AM to 5:00 PM for a total of 24.5 hours per week. Esthetics part-time students attend (Tuesday-Thursday), from 5:30 PM to 9:45 PM, and every (Saturday) 9:00 AM to 5:00 PM, for a total of 20.75 hours per week. Information regarding other course schedules is available upon inquiry.

The state of Maryland requires 1500 clock hours for the cosmetology course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 46.88 weeks for a full-time student and 61.22 weeks for part-time student.

The state of Maryland requires 600 clock hours for the esthetics course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 28.92 weeks for a full-time student.

MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology – Full Time	46.88 Weeks	58.6 Weeks
Cosmetology – Part Time	61.22 Weeks	76.53 Weeks
Esthetics – Part Time	28.92 Weeks	36.15 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 80% 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. For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

LEAVE OF ABSENCE

All requests for a Leave of Absence (LOA) must be in writing and on the Hair Expressions - Paul Mitchell Partner School Leave of Absence Request and Approval Form. The request must be made in advance unless unforeseen circumstances prevent the future professional from doing so. (Example car accident, an emergency medical condition of a future professional or family member, death in the family) If the future professional's LOA is for an unforeseen reason the future professional must submit the completed LOA form as soon as physically possible.

The maximum amount of days in Hair Expressions - Paul Mitchell Partner School LOA policy allowed is 60 days within the duration of their contracted period plus any extension due to a LOA. Any LOA will be limited to a maximum of 2 Leave of Absences for a total of 60 days. Any LOA is limited to a minimum of two weeks and a maximum of 60 days. During any approved LOA Hair Expressions - Paul Mitchell Partner School will not assess the future professional any additional institutional charges as a result of the LOA.

If a future professional does not return to Hair Expressions - Paul Mitchell Partner School at the expiration of an approved LOA (or a future professional takes an unapproved LOA), the future professional's withdrawal date is the date the future professional began the LOA. At Hair Expressions - Paul Mitchell Partner School the withdrawal date for the purpose of calculating a refund is always the future professional's last day of attendance.

Hair Expressions - Paul Mitchell Partner School will review the LOA request and will either approve or deny the LOA within 3 business days of receiving the written request. Hair Expressions - Paul Mitchell Partner School will only approve LOA under the following conditions:

❶ Circumstances that would under normal conditions require the future professional to quit school because they would not be able to continue meeting the Hair Expressions - Paul Mitchell Partner School Satisfactory Academy Policy.
❷ Current circumstance, outside of the control of the future professional, requires the future professional to miss school for an extended period of time.

The LOA will only be considered approved once the school administration has reviewed the request and approved the LOA. Hair Expressions - Paul Mitchell Partner School reserves the right to set the return date from the LOA regardless of the future professional's request for a particular return date on the LOA request form. The school administration will provide to the future professional a signed copy either approving or denying the LOA which if approved will have an expected date of return from the LOA.

Hair Expressions - Paul Mitchell Partner School policy on granting LOA is that all requests will cover the amount of time the institution believes the future professional will need for the temporary interruption in their training to resolve completely whatever reason the future professional requested the LOA. But under no condition will any CORE future professional who requested a leave of absence be able to return to Hair Expressions - Paul Mitchell Partner School before the next new class start date following the beginning of the approved LOA.

The approved Leave of Absence Request and Approval Form will also act as an addendum to the contract with Hair Expressions - Paul Mitchell Partner School showing the adjustment to the end date for the contract and will be attached to the future professional's contract in the file.

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.

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1500 *actual hours* and when esthetics students reach *actual hours of 300.* At least one evaluation will occur prior to or at the midpoint of the academic year.

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

❶ Examinations are given in all subjects.
❷ 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 students eligibility for Financial Aid The student may request to review their financial aid files from the Financial Aid Leader or Director.

The following grading scale is used for theory progress:

A = 90 – 100% B = 80 – 89% C = 75 – 79% Failing = Below 75%

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.

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.

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

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.

PROBATION AND REESTABLISHMENT OF SATISFACTORY PROGRESS

Students failing to meet minimum requirements will be notified in writing and placed on Financial Aid Warning for the next evaluation period. They will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds.

If, at the end of the Financial Aid Warning period, the student still has not met both the attendance and academic progress requirements, he/she will be notified that they are ineligible for Title IV assistance.

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 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 progress determination. If the student appeals the decision, and prevails on appeal, they will be placed on Financial Aid Probation. The school will only grant an appeal if Satisfactory Academic Progress requirements can be met by the end of the subsequent evaluation period, or if the school develops an academic and/or attendance plan for the student that, if followed, will ensure that the student is able to meet the school's Satisfactory Academic Progress requirements by a specific point within the maximum time frame established for the student.

The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances, must be documented. The student may obtain an Appeal Form from the Financial Aid office, once the student completes the Appeal Form and submits it to the Financial Aid Office it will be reviewed. ***Please see the Appeal Procedure.*** If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. For students who are not meeting academic requirements the school's educational team will develop an academic and/or attendance plan that will assist the student in meeting the school's academic and/or attendance requirements by the next evaluation period.

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation period the student has not met both academic and/or attendance requirements all federal aid will be suspended. Students may reestablish satisfactory progress by meeting minimum attendance and/or academic requirements at the next evaluation period.

If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress 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.

FINANCIAL AID WARNING

Future professionals failing to meet requirements for attendance or academic progress at the end of any payment period will be placed on Financial Aid Warning until the end of the next payment period or until re-establishing Satisfactory Academic Progress, whichever occurs first. During the Financial Warning period, future professionals are considered to be making Satisfactory Academic Progress and future professionals who receive federal funds may continue to be funded. If the future professional is meeting minimum requirements at the end of the Financial Aid Warning period, the future professional will be determined as making Satisfactory Academic Progress. If the future professional fails to meet requirements at the end of the Financial Aid Warning period, the future professional will be placed on Financial Aid Probation and will be suspended from receiving Title IV funds, unless the future professionals appeals the Financial Aid Probation and prevails on the appeal. A future professional cannot have successive periods in Financial Aid Warning status.

APPEAL PROCEDURE

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal to the school director within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal the decision, it will stand.

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 instructor, and the director of education. A decision on the student's appeal will be made within three (3) business days by the director of education and will be communicated to the student in writing. This decision will be final. *All appeal documentation will be kept in the student's permanent file.*

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

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

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.

APPEAL POLICY

If a future professional is determined NOT to be making Satisfactory Academic Progress at the end of the Financial Aid Warning period the future professional may appeal the negative determination. The appeal must be based on the following: The death of a relative, an injury or illness of the future professional, or other special circumstances. The Future professional must submit his/her written appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed and what has changed in the future professional's situation that will allow the future professional to demonstrate satisfactory academic progress at the next evaluation. The written appeal will be reviewed within 5 business days by the school administration and the future professional will be notified of the results in writing. The results of the appeal review are final and not appealable. If the future professional prevails on appeal the future professional will be placed on Financial Aid Probation and will be considered making Satisfactory Academic Progress until the end of the next payment period. If the institution determines during the review of the appeal that the future professional appeal should be granted but still could not complete the training within the maximum timeframe the institution will develop an academic plan for the future professional. The academic plan will be monitored by the institution and reviewed at the next scheduled payment period to make sure the future professional is adhering to the academic plan. If at the end of the next payment period the future professional is still not making progress or is not following the approved academic plan the future professional will then have to submit a new appeal which will follow the same appeal procedure listed above. A future professional may have more than one Financial Aid Probation during the future professional academic career. A Future professional may appeal each time the institution determines that the future professional is no longer making Satisfactory Academic Progress and the results of that determination would mean the future professional would be no longer eligible for Title IV AID or being terminated from the institution.

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 each time 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's 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.

Hair Expressions - Paul Mitchell Partner School 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.

The 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 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

Hair Expressions - Paul Mitchell Partner School 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 five (5) 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

Hair Expressions - Paul Mitchell Partner School is is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for the main campus and all additional campuses as a whole. In this case, Hair Expressions - Paul Mitchell Partner Schoolis a Main campus, the outcome rates provided are for all schools under this structure. The U.S. Department of Education, requires outcome rates be provided based upon this individual location which is listed below. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance

NACCAS – Hair Expressions - Paul Mitchell Partner School combined campus performance statistics for the calendar year 2013:

Graduation	Licensure	Placement
65.73%	**100%**	**76.6%**

Hair Expressions - Paul Mitchell Partner School's performance statistics for the calendar year 2013:

Graduation	Licensure	Placement
75%	**100%**	**75%**

NACCAS' 2015 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2015. NACCAS' graduation, placement and licensure definitions are described below:

Graduation: Based on all students scheduled to graduate from the program in 2015. 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, 2016. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2016.

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, 2016. Students may be excluded from the calculation if they fall into one of the categories listed. In 2015, the school excluded the following number of students* based on each of the following categories:

❶ The graduate is deceased 0

❷ The graduate is permanently disabled 0

❸ The graduate is deployed for military service/duty 0

❹ The graduate studied under a student visa and is ineligible for employment in the U.S. 0

❺ 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.

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

Graduation
86%

Hair Expressions Academy 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.

PROGRAM INTEGRITY

Hair Expressions - Paul Mitchell Partner School 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 cosmetology program:

Placement rate	On-time graduation rate	Median Loan Debt
75%	35%	***2014–2015*** **Title IV: N/A. Private: N/A. Institutional: N/A.**

For the most recent annual reporting period, the school shows the following data for the esthetics program:

Placement rate	On-time graduation rate	Median Loan Debt
61%	66%	***2014–2015*** **Title IV: N/A. Private: N/A. Institutional: N/A.**

On-time completion is deemed by the U.S. Department of Education as anyone who graduates 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 for within their original contracted graduation date, 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 original contract end date, 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: **hairex.com/programs**.

STUDENT ATTENDANCE POLICY

Any student under the minimum of an 80% attendance rate must reach and maintain 80% within a two-week probationary period after 350 hours for cosmetology students and 150 hours for esthetic students. If the future professional that is on probation fails to reach the minimum 80% attendance rate the future professional will be expelled as they have proven that they continue to remain under satisfactory attendance. A student being on probation at 350 hours Cosmetology program or 150 hours Esthetics program, who falls under 80%, will be given a one-time chance to reach the required minimum attendance rate 80% within a two-week probationary period. The future professional must maintain a minimum 80% or above from then on or will be expelled. No exceptions. All cosmetology future professionals who have 350 hours, and all Esthetics future professionals who have 150 hours or above must maintain a minimum 80% attendance or better or will be put on the two week probationary period described above. Any future professional prior to 350 hours cosmetology program or 150 hours Esthetics program dropping below 70% attendance will be put on a two-week probationary period prior to their 350-hour or 150-hour evaluation mark in which they must go above 70% attendance (as these future professionals may not have any chance of meeting 80% attendance minimum). A future professional in such a negative attendance ratio has proven that they are not complying with or even close to the Academy's attendance standards. This future professional may be expelled at 350 hours or 150 hours depending on the program, if the future professional is not above 70% at the 350-hour or 150-hour evaluation.

All absences must be phoned in or requested in writing on a prior school day or prior to start of scheduled class time. Any future professional not calling in on the day of an absence will be automatically suspended for one day for first offense, two days for the second offense, and terminated on the third offense.

Based on the importance of the learning level in CORE, all Future Professionals in CORE may only miss a maximum of thirty-five (35) hours. CORE consists of three hundred and fifty hours (350). It will be at the sole discretion of the Director whether or not they must take a leave of absence and start with a future class with the equivalent amount of hours as they have missed too many beginner fundamental skills. The Director will decide where the Future Professional will start with the new CORE class and the student will retain their amount of hours prior to their leave.

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Hair Expressions - Paul Mitchell Partner School. 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 rounding hours forward one-quarter hour. In order to ensure proper clock hours are credited, full-time students are required to clock in/out twice a day: when they arrive to school 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 to 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 9:15 AM to 4:15 PM (Tues-Sat) for full-time day students, 9:15 AM to 6:15 PM (Tuesday-Thursday or Tuesday-Friday and every other Saturday) for part-time day students, and 5:30 PM to 9:45 PM (Mon-Thurs and ever Saturday) for night students.
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week.
5. Students, after obtaining 400 hours working on the clinic floor, are asked to please let the school know the previous day or the morning of that they will not be attending on a Saturday, as Saturdays are extremely busy in the student clinic
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. 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 or specialty class to work in the clinic.
7. Students who are late or cannot attend school must contact the school and talk to the school service desk immediately.
8. Full-time students are required to be in attendance a minimum of 6.5 hours per day, 33.5 hours per week, Part-time day students are required to be in attendance a minimum of 8.5 hours per day and 7.5 hours every other Saturday, minimum of 25.5 hours per week (Tues-Thurs), and part-time night students are required to be in attendance 3.75 hours per day (M-TH) and 7.5 hours per day (Sat), 22.5 hours per week. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year.
9. Lunches and breaks are scheduled for all students. All students will take 30 minutes for lunch between 12:00 noon and 1:30 PM, if possible. Students should communicate with their instructor if they have not had lunch by 1:30 PM.

Observe the appropriate breaks for your school schedule. Breaks are as follows:

Student Schedule	Breaks	Lunch
10 or more hr/day	10 min. in the morning & 10 min in the afternoon	30 min.
8 or 7 1/2 hr/day	10 min. in the morning & 10 min in the afternoon	30 min.
6 hr/day	10 min. in the morning & 10 min in afternoon	n/a
3.75 or more hr/day	n/a	30 min.

❿ 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 10 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 10 minutes must clock out on the time clock.

⓫ Students may not clock in or out for another student.

⓬ 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.

⓭ Students attend Core the first 6-9 weeks 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.

⓮ Students must meet an 90% cumulative attendance to meet Satisfactory Progress. This leaves a 10% amount of time that they will be allowed to use for other emergencies such as sickness, doctor's appointments, and emergencies with family members, and/or personal matters needed to be taken care of by the student. Students do not need to bring in doctor's notes, lawyer or court documents, etc., as they may miss and make up 10% of the program clock hours for any needs that they may have. Any extended period of time should be referred to our Leave of Absence Policy if it is applicable under the LOA policy.

⓯ Students having problems with attendance (absences or tardiness) will be put on a probationary period as described in the attendance policy section. If a student fails to maintain or correct attendance problems within the stated time frame, the student shall consequently terminate themselves from the school at the conclusion of the probationary period.

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

1. Core and Phase One students must wear all black.
2. Phase Two students may wear 25% white so that they may distinguish themselves as advanced.
3. Clothing must be professional, clean, and free of stains and tears.
4. Shoes should be professional and comfortable for all students.
5. Hair must be clean and styled prior to arriving at school. Headbands of any color other than black are not acceptable.
6. Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.
7. The following is a list of unacceptable dress:
   a. Foot thongs, Crocs, or sandals
   b. Jeans or clothing made of jeans material
   c. Tank or sleeveless tops
   d. Sweatpants and sweatshirts
   e. Printed T-shirts other than those with a PAUL MITCHELL logo; acceptable T-shirts must be clean and professional, and you must dress them up
   f. Short skirts that fall above fingertips
   g. Visors and dew rags
   h. Shorts, spandex or biking shorts
   i. Hooded sweatshirts, jackets, or tops
   j. Hats, scarves, or headbands of any color expect black or branded Paul Mitchell
8. Name tags that students receive in their kits are to be worn at all times when on school grounds. Students are responsible for their name tags. There will be a $2.00 charge for any name tags lost, as the students must wear these on a daily basis. The student may pay that charge immediately or the school will add it to their balance.
9. Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

Sanitation and Personal Services

1. Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
2. Students must clean their stations, including sweeping the floor, after each service.
3. Hair must be swept up immediately after a service is completed, before blow-drying.
4. Workstations must be cleaned at the end of the day, prior to clocking out for the day.
5. Students may have their hair done once a month on designated days. To receive a service, students must do the following prior to starting the service:
   a. Notify an instructor..
   b. Be scheduled off the service books the week before.
   c. Pay for service supplies including perms, color, lightener, rinses, conditioning, treatments, manicures, nails, etc prior to any service performed.
   d. Personal services are considered rewards and scheduled for students who are up to date with all projects, exams, and worksheets, as well as have a minimum attendance rate of 90%. School assignments and successful learning are the priority.
6. Students may work on their own or another student's hair only on a designated day with permission from instructor. Also, each student may have his/her hair done only once a month in order to give other students the same opportunity. Any student working on another student that day may not have his/her own hair worked on because that would then take up the entire day or evening for that student. Students wishing to get their hair done on a day that is not hair day must clock out and pay full price for the service.

Communication Guidelines and Professional Conduct

1. Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
2. Only emergency calls are permitted on the business phone.
3. Cell phones are permitted only in designated areas and must be on vibrate or turned off during school hours. Calls must be taken in the hallway or outside. Students may stay on the phone only during breaks, or lunch, or will be asked to leave for the day if they stay on the phone for an extended period of time during all other times. Text messaging as well as earpieces must be used in the hallway or outside. This pertains to all students and instructors. No exceptions. Headsets (i.e. iPods) may not be used at all during school hours.
4. Students may not visit with another student who is servicing a client.
5. Students may not gather around the reception desk, reception area, or offices.
6. Food, drinks, and water bottles are allowed only in the lunchroom.
7. Paul Mitchell The School -Jessup is a smoke-free campus. Students who fail to follow this policy will be suspended for a total of three (3) days. This is the first offense, then expelled for any following offense. Students may smoke in their vehicles.
8. Stealing or taking school or another's personal property is unacceptable and may result in termination.

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.

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 may result in termination.
2. Students will be expected to maintain an average of 75% on all theory tests and assignments.
3. Students may not be released from required theory class to take a client.
4. Only desk personnel may schedule or change client service appointments.
5. All services must be checked and the service ticket initialed by an instructor.
6. Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
7. Students will receive clock hours during the times they fully participate in their learning experience.
8. When students are not scheduled with service appointments or are not scheduled to attend theory or an specialty class, they may focus on the following:
   a. Completion of monthly worksheets
   b. Completion of theory review worksheets or study guide completion
   c. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
9. Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
10. Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
11. Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. Hair Expressions - Paul Mitchell Partner 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. Parking by the student is permitted only in the perimeter of the entire shopping center. Day CORE and PROTÉGÉ classes will have assigned parking. All students must park in assigned spaces. Failure to do so will result in first- time suspension, the second time in expulsion.
13. All worksheets are due by the end of school.
14. If a student fails to complete a worksheet 100%, the student will be placed on the Back on Track list and will remain on the list until the following month.
15. If a student 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 class start date.
16. Theory: Students will not be allowed in Theory once the door is closed. The student will not receive theory credit or clock hours during this time. If a student chooses to leave Theory class for any reason he/she will not be allowed to return to Theory. If there's a transition period during Theory, a student will be allowed to enter to receive credit for the remaining scheduled time in Theory.

CODES OF PRACTICE

Codes of Practice are guidelines designed to promote an efficient, effective and pleasant educational atmosphere. By becoming aware of what we expect from you and what you can expect from us, we hope to eliminate any misunderstandings that would serve to make your tenure with us any less than the great experience we know it can be.

1. Alcohol/Drugs/Alertness: All students must be in fit mental and physical condition to perform the work required. Alcohol and/or drugs are not tolerated anywhere on the premises. Any student feeling ill or tired should stay home and rest. Any student sleeping or napping during class time will be asked to sign out and leave for the day. Possession, use or under the influence of drugs or alcohol on school property or during school hours will be grounds for immediate dismissal.
2. Being Prompt: School doors open at 8:55 a.m. each morning. School starts at 9:15 a.m. and students will not be able to clock in any later than 9:30 a.m. We want to instill good work habits, the first of which is being prompt. Part-time evening class students may not enter the school after 5:45 p.m. Saturday hours for all students is 9:00 a.m. – 5:00 p.m. Students, on Saturdays, will not be permitted to enter the school after 9:15 a.m.
3. Staying with your Class: Students are assigned to a specific area and are not permitted to leave that area without informing their instructor. Students who are not in their assigned location will be clocked out and sent home.
4. Any student threatening and/or disrespecting in a verbal (including use of profanity of any kind) or physical manner towards another student, instructor, employee, or guest, will be automatically expelled.
5. Mutual Respect: We have the utmost respect for you, our student. We will speak and act toward each student accordingly. We, in turn, expect our students to treat our staff, instructors, clients and each other with respect. We reserve the right to send students home who do not uphold this rule and who cause class and clinic disruption. Continued discipline infractions will result in immediate dismissal.
6. Client Awareness: A satisfied client makes for good business. Repeated carelessness, sloppiness or complaints about a student from clients will result in that student being refreshed in client communication. Such remedial work on client communications will continue until the instructor assesses that the student is ready to deal again with the public.
7. Damage to Client Clothing: Students are responsible for their clients' clothing and failure to use protective measures, such as proper draping, may result in a student's being charged for damages. Using plastic capes for all chemical services and maintaining an awareness of your client will prevent accidents from happening.
8. Insurance: It is the responsibility of the student to carry his/her own medical insurance and to insure all of their own personal belongings, including kit items. Any insurance that a student may acquire is optional and not required.
9. Payments: All payments to the school may not be later than 10 days or the student will be asked to pay amount due prior to continuing. All financial obligations must be met prior to two weeks of graduation.

OTHER RULES FOR HAIR EXPRESSIONS - PAUL MITCHELL PARTNER SCHOOL

If you do not follow the rules that are there for everyone, you will need to decide at that time to either withdraw or be expelled by the school. All of the instructors at Paul Mitchell the School – Jessup, try their hardest to teach you the most up-to-date as well as basic ideas in our field, so please be patient because learning takes time. We want to see you succeed and enjoy your stay here.

1. Any student borrowing any other student's supplies for any reason without permission from the student will be automatically given a warning. Any student taking or stealing any item of any other student or property of Paul Mitchell the School – Jessup, will be immediately suspended and/or expelled from the school.
2. Students will not use or borrow any retail products or tools in the clinic floor for any reason.
3. Customers take priority to any student's service being done.
4. Students will not enter the dispensary or employee lounge, for any reason, without an instructor or the Director.
5. Beginner students (any student with less than 350 hours) are not allowed into the clinic floor area except for during his/her lunchtime or after school.
6. Beginner students may not work on any paying clients prior to having achieved 400 hours as well as friends or relatives prior to 350 hours experience unless they have prior permission from the Director.
7. Students may not call the instructors at home for any reason but they may instead leave a message on the school telephone line. Students may not get or give faculties and/or student phone numbers for any reason.
8. Students may not collect monies from a client unless approved by Director or instructor.
9. All students must charge appropriate fees for all services.
10. Students disrupting class and constantly arguing with other students or instructors will be given a warning, followed by expulsion. Any student having a problem with another student must discuss it with the Director and the involved student, in order to rectify the conflict. Any student or students continuing their conflict after being warned by the Director will be immediately suspended and any continuation thereafter of the problem will result in expulsion. We do not tolerate students gossiping, bullying, name-calling, or picking on other students for any reason. As with any large group of people everyone must try their best to be polite and get along with their fellow students and instructors.
11. Students having a question about work being done on a client or practical work to be done should check with current instructor. If student feels this is not the correct answer, the student may ask the current instructor to seek advice from another instructor or Director.
12. Students may do relatives hair (mother, father, brother, sister, spouse, and their children only) for free Tuesday through Thursday. The relative will pay for the actual product used, at the school's discretion. No relative may be done for free on Friday or Saturday, as the clinic is too busy on those days – No Exceptions. They will pay full price on Fridays and Saturdays.

13. All cellular phones must be on vibrate or turned off during school hours. Calls must be taken in the hallway or outside. Students may use their phones during breaks or lunch or will be written up on a Student Advisory Form if they stay on the phone for an extended period of time during all other times. Text messaging as well as ear pieces must be used in the hallway or outside. This pertains to all students and instructors. No exceptions. Headsets (i.e. iPods) may not be used at all during school hours.
14. Students will not use the telephones in the school - all messages coming in will be given to the student (students may use the phone to book an appointment or with permission from the Director or administrative employee in case of an emergency.)
15. All students must pay for any and all retail and chemical products used on themselves prior to any services being performed.
16. Students may work on their own or another student student's hair only on a designate day with permission from an instructor. This occurs the first week of each month and the student receiving the service must be up-to-date on all worksheets, tests, and have a minimum of a 90% attendance rate. Students must sign up for hair day the week before so that all criteria can be checked. Students wishing to get their hair done on a day that is not hair day must clock out and pay full price for the service.
17. Students will not enter the employee lounge or Learning Leader Office, for any reason.
18. Students are asked to clean their respective work station or desk at the end of each day. Each student may be given a small job to do so that the school is ready for the next class.
19. Students must be able to work on any assigned guest on any given day they are in school or they must go home due to their refusal to work on a guest. Refusal to work on any guest, for whatever reason, may result in an automatic expulsion, unless the student has prior approval from the Director.
20. All students must sign out for all breaks and lunch.
21. Students, after obtaining 400 hours working on the clinic floor, are asked to please let the school know the previous day or the morning of that they will not be attending school. This is for scheduling purposes (i.e. if the student has a guest that is a request the guest can be contacted in a timely manner or the guest can be moved to another student).
22. Students not keeping themselves busy during class will be asked to participate with their respective class. The student will then be written up on a Student Advisory Form if he/she is still refusing to participate. Suspension and expulsion will occur after repeated warnings.
23. SMOKING: There is NO SMOKING either in the school or on school premises (anywhere near or around the building). Students may smoke in their vehicles.
24. PARKING: Local parking is available at this time but is not guaranteed as the school grows. Parking by the students is permitted only in the perimeter of the entire shopping center. Students are not allowed to park in front of Retro Fitness or Monster Mini-Golf.
25. PALM SCANNER: A student who forgets to sign in/sign out will not be credited for that day if they have not alerted administration and punched in/out with the palm scanner, since this is the only way we will know if they attended school on that day. (All students must also sign in/sign out every day to receive credit for that day as well as scan their palm). NO student may at any time sign in or out for another student or they will be immediately terminated.

COACHING AND CORRECTIVE ACTION

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

The following actions may be inspected for a coaching session:

❶ **Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or receive a coaching session when they do not comply with guidelines.

❷ **Professional Image Standards:** Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.

❸ **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.

❹ **Communication Guidelines and Professional Conduct:** It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience a coaching session or termination.

❺ **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 industry professionals" and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may receive a coaching session or be terminated.

Corrective Action Steps

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

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

HAIR EXPRESSION PAUL MITCHELL PARTNER SCHOOL POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

❶ **Accommodation Procedures for Students with Disabilities**
❷ **Grievance Procedures for Students who have Complaints on the Basis of Disability**

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❶ Accommodation Procedures for Students with Disabilities

Non-Discrimination Policy — It is the policy of Hair Expressions - Paul Mitchell Partner School 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. Hair Expressions - Paul Mitchell Partner School 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 Hair Expressions - Paul Mitchell Partner School. This applies to all students and applicants for admission to The School. The School 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 Hair Expressions - Paul Mitchell Partner School to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at Hair Expressions - Paul Mitchell Partner School Campus is: Rachel Wolohan; ADA Compliance Coordinator; 12450 Parklawn Drive, Rockville, MD 20852; (301) 984-0566; **admissions@hairex.com**.

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.

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 Hair Expressions Paul Mitchell Partner School 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 — 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 Ed Ruiz; Director; 12450 Parklawn Drive, Rockville, MD 20852; (301) 984-0566; **hairex1@aol.com**. 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.

❷ Grievance Procedures for Students who have Complaints on the Basis of Disability

Hair Expressions Paul Mitchell Partner School 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 Ed Ruiz; Director; 12450 Parklawn Drive, Rockville, MD 20852; (301) 984-0566; **hairex1@aol.com**.

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 they 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 Name of Owner, Address, Telephone Number; Email address. 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.

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**

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 postsecondary institution that receives federal financial aid funds must make certain student consumer information available to any enrolled or prospective students who request such information.

This section compiled by the Paul Mitchell Schools corporate 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 postsecondary education. In other words, financial aid is money made available to help students meet the cost of the program. Financial aid includes grants as well as need and non-need loans.

Need-based financial aid is available to families who demonstrate a financial need for additional resources. The formula below is used to determine a student's financial need:

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 financial aid may not cover the full cost of attendance.

All financial aid is awarded to students who qualify based on the following:

❶ Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1-151, 1-55 1, and 1-94.

❷ Criteria making a student INELIGIBLE includes codes F-1, F2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria.

SEXUAL HARASSMENT POLICY

Hair Expressions - Paul Mitchell Partner School 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.

HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY

Hair Expressions - Paul Mitchell Partner School is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating . Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in Paul Mitchell Schools.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the Paul Mitchell School. Administration will take prompt, equitable, and remedial action on all 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 harassment, intimidation, bullying or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors 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, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who 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 and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying 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 and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: **www.stopbullying.gov**.

STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY

Hair Expressions - Paul Mitchell Partner School is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school and then in January of each year. 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, Hair Expressions - Paul Mitchell Partner School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and Hair Expressions - Paul Mitchell Partner School has jurisdiction over Title IX complaints.

Hair Expressions - Paul Mitchell Partner School's anti-harassment policy applies to all persons involved in the operation of Hair Expressions - Paul Mitchell Partner School, and prohibits unlawful harassment by any employee of Hair Expressions - Paul Mitchell Partner School, as well as students, customers, third parties, vendors or anyone who does business with Hair Expressions - Paul Mitchell Partner School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Hair Expressions - Paul Mitchell Partner School does business engages in unlawful harassment or discrimination, Hair Expressions - Paul Mitchell Partner School 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, Hair Expressions Academy, 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 Hair Expressions - Paul Mitchell Partner School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to Hair Expressions - Paul Mitchell Partner School community through publications, Hair Expressions - Paul Mitchell Partner School website, new employee orientations, student orientations, and other appropriate channels of communication. Hair Expressions - Paul Mitchell Partner School will provide training to key staff members to enable Hair Expressions - Paul Mitchell Partner School to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. Hair Expressions - Paul Mitchell Partner School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sex Discrimination is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities Hair Expressions - Paul Mitchell Partner School 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 and 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 it 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, Hair Expressions - Paul Mitchell Partner School 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 Hair Expressions - Paul Mitchell Partner School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to Hair Expressions - Paul Mitchell Partner School 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.

Title IX Coordinator:	**School Owner:** ***(for complaints involving employees)***
Sharon Ruiz- Director 12450 Parklawn Drive Rockville, MD 20852 sharon@hairex.com 301-984-0566	Ed Ruiz 12450 Parklawn Drive Rockville, MD 20852 hairex1@aol.com 301-984-0566

Hair Expressions - Paul Mitchell Partner School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Hair Expressions Academy's grievance procedures operate. Because complaints can also be filed with the School Owner, these employees also receive training on Hair Expressions - Paul Mitchell Partner School's grievance procedures.

Investigation of Complaints

In response to all complaints, Hair Expressions - Paul Mitchell Partner School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, Hair Expressions - Paul Mitchell Partner School 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, Hair Expressions - Paul Mitchell Partner School will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning Hair Expressions - Paul Mitchell Partner School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint within 60 days of receipt of complaint. Written notice will include:

1. Whether Hair Expressions - Paul Mitchell Partner School 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 Hair Expressions - Paul Mitchell Partner School took to eliminate the hostile environment, if Hair Expressions - Paul Mitchell Partner School found one to exist, and prevent recurrence.

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

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

Hair Expressions - Paul Mitchell Partner School will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

Retaliation Prohibited

Hair Expressions - Paul Mitchell Partner School 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. Hair Expressions - Paul Mitchell Partner School will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Hair Expressions - Paul Mitchell Partner School reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Hair Expressions - Paul Mitchell Partner School does not allow conflicts of interest (real or perecived) 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 Hair Expressions - Paul Mitchell Partner School 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, includingharassment 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/.

COPYRIGHT MATERIAL POLICY FOR HAIR EXPRESSIONS - PAUL MITCHELL PARTNER SCHOOL

All material in this program is, unless otherwise stated, the property of Hair Expressions - Paul Mitchell Partner School. 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 Hair Expressions - Paul Mitchell Partner School 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:

❶ **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.

❷ **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.

❸ **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

Hair Expressions - Paul Mitchell Partner School 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.

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

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.

REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

Maryland Higher Education Commission
Office of Academic Affairs- Private Career Schools
6 North Liberty Street, 10th Floor, Baltimore, MD 21201
(410) 767-3301

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 and 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.

The school is approved by the Maryland State Approving Agency to offer training to Veterans and other eligible dependents under the VA benefit programs.

Department of Veterans Affairs
VA Regional Office
P.O. Box 4616
Buffalo, NY 14240-4616
(888) 442-4551

Department of Education
Federal Financial Aid
Attention: Philadelphia Case Team
Union Plaza
830 First Street, NE
Washington, DC 20202
(215) 656-6442

If you have any questions about licensing:

Department of Labor, Licensing and Regulation
Division of Occupational and Professional Licensing
State Board of Cosmetologist
500 N. Calvert Street, Room 201, Baltimore, Maryland 21202-3651
(410) 230-6320

For consumer complaints:

Office of the Attorney General
Office of Consumer Affairs
200 St. Paul Place, Baltimore, MD 21202
(410) 528-8662

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.

PROGRAM PERFORMANCE

Students and prospective students may obtain from the Maryland Higher Education Commission, Office of Academic Affairs-Private Schools; 6 North Liberty Street, 10th Floor, Baltimore, MD, 21201; (401) 767-3301; www.mhec.state.md.us information regarding the performance of each approved program for Hair Expressions - Paul Mitchell Partner School. This includes but is not limited to each programs enrollment, completion rate, placement rate, and pass rate of graduates on the licensure exam.

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 compliant.

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.

SCHOOL ADMINISTRATION AS OF MARCH 2011

Owners: Hair Expressions Academy Inc.
Vice President / Treasurer: Ed Ruiz
President / Secretary: Myrna Russell
Co-Director: Ed Ruiz
Co-Director: Sharon Ruiz
Admissions Leader: Stephanie Brown
Financial Aid Leader: Sharon Ruiz
Director of Education: Ed Ruiz
Learning Leaders: Ed Ruiz and Holli Ratte

VETERANS (VA) POLICY

The school is approved by the Maryland State Approving Agency to offer training in cosmetology and esthetics to veterans and other eligible dependents under the VA educational benefit programs.

If the future professional is a VA beneficiary, HAIR EXPRESSIONS - PAUL MITCHELL PARTNER SCHOOL, will obtain written records on the beneficiary's previous education and experience, will complete an evaluation, grant credit where appropriate, and advise the VA claimant and the Department of Veterans Affairs accordingly. All transfer prospective future professionals will be evaluated by the certified materials and/or certificates that they present from previous schools or for example from other countries. They will be evaluated solely on the information that is presented from their certified papers. Paul Mitchell students from other academies will be presented with a maximum of 1,000 hours as they have taken the same curriculum presented by Hair Expressions - Paul Mitchell Partner School. Other prospective future professionals will be given a maximum of 350 hours as we have not had an opportunity to teach them the format associated with Paul Mitchell schools. Master barbers will be given credit for 750 hours as approved by the Maryland State Board of Cosmetology. Other barbers will be given a maximum of 350 hours. All potential future professionals will be required to take and pass all exams so that we may be assured that they have a chance to pass the State Board exam. All potential transfer hours will be presented by prospective students prior to enrollment and there will be no changes to those hours after enrolling.

The school will notify the VA of any changes in the enrollment status of VA students certified to receive veterans' education benefits. The notification will include when a future professional is placed on attendance and or academic warning, probation, changes to the future professional's schedule, termination or withdrawal from the training program.

The Academy maintains all grade and attendance records. These records are kept electronically via test scores and detailed attendance as well as hard copy (actual tests and evaluations) in each future professional's enrollment file. Each evaluation period (450 hours, 900 hours, 1200 hours and 1500 hours) for cosmetology future professionals and 300 and 600 hours for Esthetic future professional, the future professional will be given an evaluation form detailing his or her academic and attendance progress. These forms will be signed by the future professional as well as the Director and filed in the future professional's file.