

# Catalog

## Paul Mitchell The School Ardmore

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Date of Publication: JUNE 2015

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

Director signature: \_\_\_\_\_

Mary Burlingame

# Table of Contents

MISSION STATEMENT .....	4
SCHOOL FACILITIES .....	4
SCHOOL FACULTY .....	4
ADMINISTRATION/OWNERSHIP .....	4
COURSE DESCRIPTIONS ( <i>All courses are taught in English</i> ) .....	4
PARKING .....	4
NONDISCRIMINATION .....	5
ADMISSION REQUIREMENTS .....	5
ADMISSION PROCEDURE .....	5
STATE LICENSING DISCLAIMER .....	5
ENROLLMENT INFORMATION .....	6
EDUCATION GOALS .....	6
COST OF TUITION AND SUPPLIES .....	7
2015 CLASS START DATES .....	7
STUDENTS WHO WITHDRAW .....	8
TERMINATION POLICY .....	8
REENTRY STUDENTS .....	8
TRANSFER STUDENTS .....	9
COSMETOLOGY COURSE OVERVIEW .....	10
COSMETOLOGY COURSE OUTLINE .....	10
INSTRUCTOR COURSE OVERVIEW .....	11
INSTRUCTOR COURSE OUTLINE .....	11
STATE OF OKLAHOMA REQUIREMENTS .....	12
COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE .....	13
MEASURABLE PERFORMANCE OBJECTIVES .....	14
GRADUATION REQUIREMENTS IN COURSES .....	14
GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES .....	15
STUDENT KIT – Cosmetology .....	16
STUDENT KIT – Instructor Programs 1000 hours .....	17
FEDERAL RETURN OF TITLE IV FUNDS POLICY .....	18
TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK-HOUR PROGRAM .....	19
INSTITUTIONAL REFUND/DROP POLICY .....	21
STUDENT FINANCIAL AID RELEASE .....	23
POLICY FOR VERIFICATION OF TITLE IV FUNDING .....	23
REINSTATEMENT OF FINANCIAL AID <i>for those who qualify</i> .....	23
ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION .....	23
MAKEUP WORK .....	23
SATISFACTORY ACADEMIC PROGRESS POLICY .....	24
QUANTITATIVE AND QUALITATIVE FACTORS .....	24
COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME .....	25

MAXIMUM TIME FRAME .....	25
LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS .....	25
EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT .....	25
DETERMINATION OF PROGRESS STATUS.....	26
PROBATION AND REESTABLISHMENT OF SATISFACTORY PROGRESS .....	27
APPEAL PROCEDURE.....	27
STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY.....	28
PERFORMANCE STATISTICS/JOB OUTLOOK.....	30
PROGRAM INTEGRITY .....	30
STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES .....	30
COACHING AND CORRECTIVE ACTION .....	34
POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES .....	35
STUDENT CONSUMER INFORMATION.....	41
SEXUAL HARASSMENT POLICY.....	42
BULLYING, HARASSMENT, AND DISCRIMINATION POLICY.....	43
COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL.....	44
SOCIAL NETWORKING POLICY .....	45
GRIEVANCE POLICY .....	45
REGULATORY AND ACCREDITATION AGENCIES.....	45
SCHOOL ADMINISTRATION AS OF JANUARY 2015 .....	46

## **MISSION STATEMENT**

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

## **SCHOOL FACILITIES**

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

## **SCHOOL FACULTY**

Under the controlling direction of prestigious designers, you will receive a quality education in the exciting and changing industry of hair design and esthetic. Our instructors are licensed by the state and are successful professionals who continue to work in salons and spas as time permits.

## **ADMINISTRATION/OWNERSHIP**

J2911, LLC., dba PAUL MITCHELL THE SCHOOL ARDMORE, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC .

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

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

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

The curriculum involves 1500 hours to satisfy Oklahoma 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.

**Master Instructor: SOC 25-1194.00, CIP Code 12.0413:**

The curriculum involves 1000 hours instructor to satisfy Oklahoma state requirements. The course educates prospective student instructors to address the needs of students in the classroom and the clinic floor. Prospective teachers learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music, and/or hands-on activities.

## **PARKING**

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. PAUL MITCHELL THE SCHOOL will not be responsible for parking violations and/or towing fees.

## **NONDISCRIMINATION**

PAUL MITCHELL THE 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, Mary Burlingame, in person or by calling 508-526-6000, or by mail at 607 Commerce St., Ardmore, OK 73401 immediately so appropriate action can be taken.

## **ADMISSION REQUIREMENTS**

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

## **ADMISSION PROCEDURE**

- 1. Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from PAUL MITCHELL THE SCHOOL.
- 2. Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$100.00 is received. Please submit the fee in the form of a check or money order, payable to PAUL MITCHELL THE SCHOOL. This fee is not included in the cost of tuition.
- 3. Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant.
- 4. Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- 5. Personal Interview:** Applicant must complete a personal interview with the admission's team prior to registration.
- 6. Provide Verification Documents:** Copies of your high school diploma, high school transcripts, or GED, and driver's license or birth certificate are required. We are required to verify that your proof of education comes from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school.
- 7. OSBCB Permit:** \$5.00 Cash or Money Order for OSBCB permit.

**Instructor Program:** Students enrolling in the instructor programs a copy of a current and valid cosmetology license is required.

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

If you are interested in attending our school and you do not have a high school diploma or GED certificate, please contact our admissions office for a list of GED programs located near the school.

PAUL MITCHELL THE SCHOOL does not require a student to have immunizations / vaccinations to enroll in our school.

## **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 Oklahoma State Board of Cosmetology and Barbering to deny licensure. The Oklahoma State Board of Cosmetology and Barbering denies licensure

on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. PAUL MITCHELL THE SCHOOL is not responsible for students denied licensure.

## ENROLLMENT INFORMATION

- 1. Enrollment periods:** PAUL MITCHELL THE SCHOOL usually begins a new basic cosmetology class about every six (6) weeks for full-time cosmetology and full-time esthetics class about every seventeen (17) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact PAUL MITCHELL THE SCHOOL for exact starting dates.
- 2. Holidays and school closures:** PAUL MITCHELL THE SCHOOL allows the following holidays off: Memorial Day, Independence Day, Labor Day, 3 days during Thanksgiving, December 24 through New Year's, and one day per month for staff personal development. *Unexpected closures and snow days will be announced on local television, radio stations, and Facebook.*
- 3. Enrollment contract:** PAUL MITCHELL THE SCHOOL clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
- 4. Payment schedule:** PAUL MITCHELL THE SCHOOL offers a variety of monthly financial payment schedules. See PAUL MITCHELL THE SCHOOL'S Financial Aid Leader for details.

## EDUCATION GOALS

PAUL MITCHELL THE 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 a constantly updated program that provides students with the knowledge to compete in their field of study.
3. To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
4. To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
5. To prepare students to successfully pass the state licensing exam for entry-level employment.
6. To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

## **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	\$12,000.00	Application Fee (nonrefundable)
100 .00		
Kit, Equipment, Textbook, Supplies (nonrefundable)		2,200.00
Sales Tax		198.00
<b>TOTAL COSTS</b>		<b>\$14,498.00</b>

*A \$150.00 kit deposit is required at the time of enrollment.*

### **TUITION – Instructor (1000 hours)**

Tuition	\$6000.00	Application Fee (nonrefundable)
100 .00		
Kit, Equipment, Textbook, Supplies (nonrefundable)		600.00
Sales Tax		54.00
<b>TOTAL COSTS</b>		<b>\$6,754.00</b>

*A \$150.00 kit payment is required at time of enrollment*

\*The Instructor 1000 hour program is not Title IV eligible, students enrolling in this program will not be able to use Federal Student Aid. Please inquire with the Financial Aid office for other payment options.

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

*Financial aid is available to those who qualify.*

## **2015 CLASS START DATES**

<b>Cosmetology</b>	
<b>DAY SCHOOL:</b>	January 5, February 23, April 13, June 1, July 20, September 7, October 26, December 14
<b>NIGHT SCHOOL:</b>	See Admissions Leader
<b>Instructor (1000 hours)</b>	
<b>DAY SCHOOL:</b>	See Admissions Leader

## **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 PAUL MITCHELL THE SCHOOL.

Students wishing to transfer to another institution must pay all monies owed to PAUL MITCHELL THE SCHOOL, and all applicable academic requirements must be met in order for the hours to be released.

## **TERMINATION POLICY**

PAUL MITCHELL THE 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. The student will be charged a termination fee of \$100 .00.

## **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.
3. 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 PAUL MITCHELL THE SCHOOL and may require special conditions.

Readmission requires a personal interview with school administration. 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. In addition, students may be responsible for any overtime charges that had previously accrued but had not yet been assessed.

***All students who wish to reenroll after 180 days from the last day of attendance may be contracted and reenrolled as a transfer students as outlined in the catalog.***

## **TRANSFER STUDENTS**

PAUL MITCHELL THE SCHOOL will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 500 hours will be accepted for cosmetology students who transfer from another school; all transfer students must attend a minimum of 1000 hours at PAUL MITCHELL THE SCHOOL, to obtain the Paul Mitchell culture and educational program. For students transferring from another Paul Mitchell School, all transfer hours will be accepted, and there is no minimum requirement for hours attended at this school. The school does not accept esthetics, manicurist or 1000 hours instructor transfer students.

The cost for transfer students is \$8 per hour attended at PAUL MITCHELL THE SCHOOL; this does not include the cost of a complete and current Paul Mitchell student kit.

Please note that students transferring to another school may not be able to transfer all the hours they earned at PAUL MITCHELL THE SCHOOL; the number of transferable hours depends on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

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

## COSMETOLOGY COURSE OVERVIEW

### Course Hours: 1500 clock hours

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

1. **Pre-clinical Classroom Instruction:** The first 210 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
2. **Clinic Learning Experience:** The remaining 1290 hours are spent in the clinic area where practical experience is gained.

## COSMETOLOGY COURSE OUTLINE

Your time at PAUL MITCHELL THE SCHOOL for the cosmetology program will be divided into six designations:

1. **Core Curriculum:** A 210-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 140 hours as a Protégé preparing you for the clinic experience.
3. **Clinic Learning Experience:** Your clinic time from 350 to 1500 hours will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and periodic tests developed specifically for this monitoring progress. This is when you begin working on paying clients in the clinic floor 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 a specialist in the field who conducts the different elective classes once a week; these may include guest artists, retail, motivation, self-improvement, nail artistry, makeup, etc.
5. **Adaptive Curriculum:** From 350 to 750 hours you will enter a new phase of elective classroom workshops coupled with challenging practical services designed to continue building you into a confident designer.
6. **Creative Curriculum:** You will spend your last 750 hours in PAUL MITCHELL THE SCHOOL in “high gear” by dressing, acting, and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future salon career.

## INSTRUCTOR COURSE OVERVIEW

### Course Hours: 1000 clock hours

The cosmetology teacher course is divided into two designations: Psychology and Methodology, and Student Teaching.

In the 1000 hour course, the first 500 hours are postgraduate, psychology and methodology and the final 500 hours are student teaching.

## INSTRUCTOR COURSE OUTLINE

Your time in the PAUL MITCHELL THE SCHOOL cosmetology teacher course will be divided into two designations:

1. **Psychology and Methodology:** These classes focus on the theory of teaching, using *Milady's Master Educator* textbook, including weekly tests.
2. **Student Teaching:** You will learn to write lesson plans and do actual teaching from your lesson plans.

There will be a practical teaching evaluation of your teaching skill.

## STATE OF OKLAHOMA REQUIREMENTS

### Basic Cosmetology

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

Subject	Technical Instruction
Theory	150 hours
Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and care)	90 hours
Facials (skin care training includes make-up, waxing and/or other methods for non-permanent hair removal)	30 hours
Scalp Treatments	30 hours
Shampooing/conditioning rinses	60 hours
Hairstyling (including finger waving, the dressing of wigs, thermal and blow drying)	390 hours
Hair color tints and bleaching and other color treatments	120 hours
Hair cutting and Hair shaping with shears and thinning shears, razors and clippers (including beard)	180 hours
Lash and brow tinting and arching	30 hours
Personality, shop management and unassigned hours for review, examinations etc.	180 hours
Hair restructuring/ permanent waving and chemical hair relaxing	240 hours
<b>TOTAL CLOCK HOURS</b>	<b>1500 hrs.</b>

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

## Master Instructor

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

Subject	Requirements
Orientation	60
Introduction to teaching and curriculum	120
Course outlining and development; lesson planning; teaching techniques; teaching aids; developing and administering and grading examinations	330
Cosmetology Law, cosmetology school management and record keeping	90
Teaching - assisting in the classroom and clinic	150
Practice teaching - classroom and clinic	250
<b>Total Instructor Hours</b>	<b>1000</b>

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

## BASIC COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

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

- 1. Weekly theory exams:** Students must receive a grade of 70% or higher on each weekly theory exam.
- 2. 210-hour orientation practical skills evaluation test:** Students must receive a grade of 70% or higher.
- 3. Final exam 1 (1200-hour written test):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.) . Students must receive a grade of 70% or higher on all final exams.
- 4. Final exam 2 (1500-hour written test):** The written exam covers an overview of all theory instruction, Oklahoma state law, and other items covered on the state cosmetology exam. Students must receive a grade of 70% or higher on all final exams.
- 5. Monthly practical worksheets:** Full-time students must complete ten (10); part-time students must complete eighteen (18).

## MASTER INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE

The following testing and grading procedures are incorporated into the instructor 1000-hour courses:

1. Students must receive a grade of 70% or higher on each theory exam (for 1000-hour course only). Theory exams cover a review of *Milady's Master Educator Student Course Book*.
2. Students must receive 70% or higher on each final exam; final exams cover a complete overview of *Milady's Master Educator Student Course Book*.
3. Students must receive 70% or higher on the practical exam, which covers the practical application of cosmetology procedures.

## MEASURABLE PERFORMANCE OBJECTIVES

1. Complete the required number of clock hours of training.
2. Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
3. Satisfactorily pass final written and practical exam.
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 cosmetology should:

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

## STUDENT SERVICES

**Housing:** PAUL MITCHELL THE SCHOOL keeps a file of information about housing in the surrounding areas.

**Advising:** Students are provided with academic advising and additional assistance as necessary.

If referral to professional assistance is necessary, the school maintains a record of such referral.

Information and advice on any financial assistance are accessible to students. PAUL MITCHELL THE SCHOOL also gives advice and information to students on these subjects:

-Regulations governing licensure to practice, including reciprocity among jurisdictions

-Employment opportunities

-Opportunities for continuing education following graduation

## GRADUATION REQUIREMENTS IN COURSES

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

1. Receive the required number of clock hours of training.
2. Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
3. For a student to meet state requirements, all practical worksheets must be completed 100%.
4. Satisfactorily pass final written and practical exams.
5. Complete the required theory hours.
6. Make satisfactory arrangements for payment of all debts owed to the school.
7. Upon graduation the student will receive a graduation certificate.

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

PAUL MITCHELL THE 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. PAUL MITCHELL THE SCHOOL can retain the student 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.

## 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 PAUL MITCHELL THE SCHOOL ***does not guarantee employment upon graduation***, PAUL MITCHELL THE SCHOOL does maintain an aggressive job placement program and will inform students of job openings and opportunities. PAUL MITCHELL THE SCHOOL coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak at PAUL MITCHELL THE SCHOOL.

## 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 <i>Cutting System DVD Box Set</i>
1 Large Round Thermal Brush	6 Paul Mitchell Black Clips	ISBN 978-0-9743205-2-6, \$300.00
1 Medium Round Boar Brush	1 Chemical Cape	1 <i>Cutting System Cutting Cards</i>
1 Medium Round Thermal Brush	1 Cutting Apron	ISBN N/A, \$10.00
1 Paul Mitchell 407 Styling Brush	1 Paul Mitchell Aluminum Spray	1 <i>The Cutting Book</i>
1 Paul Mitchell 413 Sculpting Brush	Bottle	ISBN 978-0-9743205-4-0, \$32.00
1 Paul Mitchell 427 Paddle Brush	1 Black Handheld Mirror	1 <i>Color System DVD Box Set</i>
2 Paul Mitchell Color Tint Brushes	1 Paul Mitchell Black Carry Bag	ISBN 978-0974-3205-1-9, \$300.00
1 Small Round Boar Brush	12 Black and White Butterfly Clips	1 <i>The Coloring Book</i>
1 X-Large Round Thermal Brush	1 Metal Paul Mitchell Case with Logo	ISBN 978-0-9743205-3-3, \$26.00
1 Scalp Brush	1 Paul Mitchell Tumbler	1 <i>Color System Skill Cards</i>
<b>COMBS</b>	1 Paul Mitchell Track Jacket	ISBN N/A, \$21.00
1 Paul Mitchell 424 Teal Comb	1 Paul Mitchell Digital Timer	1 <i>Paul Mitchell Product Guide Workbook</i>
1 Paul Mitchell 416 Red Comb	Necklace	ISBN N/A, \$2.50
1 Metal Pick Teasing Comb	<b>TOOLS</b>	1 <i>Connecting to My Future Book</i>
1 Metal Rat Tail Comb	1 Classic Razor	ISBN 0-9743205-0-1, \$14.00
1 Paul Mitchell Detangler Comb	1 Paul Mitchell Tripod	1 <i>Be Nice (Or Else!) Book</i>
1 Rat Tail Comb	1 Paul Mitchell 1.25 Smoothing Iron	ISBN-13: 978-0-974-993-99-7, \$23.95
6 Standard Cutting Combs	1 Paul Mitchell Smoothing Iron Bag	1 Multiple Intelligence Letter
1 Taper Comb	1 Paul Mitchell 6" Scissor/Thinner with Case	1 Dave Ramsey, \$84.99
1 Paul Mitchell 408 Black Comb	6 Mannequin Heads	1 Service Menu Experience, ISBN-N/A, \$N/A
1 Clipper 132 Comb	1 Paul Mitchell Clipper/Thinner	1 Plugged In Apron, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, \$30.00
1 Champion C16 Comb	1 Paul Mitchell Ionic 1000 Blow Dryer	1 Color paper swatch chart
1 Champion C28 Comb	1 5.5" Mannequin Scissors	1 PM Shines paper swatch chart
1 YS Park 335 Red Comb	1 Paul Mitchell 3/4 M 1000 Curling Iron	1 Blonding Brochure 2014
1 YS Park 337 Grey Comb	1 Makeup Kit	1 State Board Exam Bag
1 YS Park 339 White Comb	<b>TEXTBOOKS</b>	1 Paul Mitchell Marker Bag
1 Paul Mitchell Carving Comb	1 <i>Milady's Standard Cosmetology</i> 2012 Textbook	1 Graduation Cap and Gown
	ISBN-13: 9781439059302 (Hardcover), \$112.505	1 Graduation Tassel
	1 <i>Milady's Standard Cosmetology CourseMate</i>	1 Diploma Cover
	1 Wi-fi 16GB Apple Ipad	1 Paul Mitchell Dog Tag

Please note that students are responsible for the purchase of stationery supplies.

### **STUDENT KIT – Instructor Programs**

Students are responsible to purchase a Paul Mitchell Kit at an additional cost to the tuition. Please note that students are responsible for the purchase of stationery supplies. The following items are contained in the Paul Mitchell instructor kit:

#### **TEXTBOOKS**

- 1 *Milady's Master Educator Student Course Book, 3rd Edition*, ISBN-13: 9781133693697, \$161.50
- 1 *Milady's Master Educator CourseMate*
- 1 Wi-Fi 16 GB Apple Ipad
- 1 Paul Mitchell Tumbler
- 1 Paul Mitchell Track Jacket

## **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.*

1. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if those students have received federal student financial aid funds, they are entitled to a refund of the monies not paid to the federal student financial aid program fund.
2. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
3. 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 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.
4. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.
5. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period . The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g ., if 40% was earned, 60% was unearned) .
6. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
7. If a student unofficially withdraws and has received federal loans, the loans will go into repayment. (Refer to page 24 #2 for determination of unofficial withdrawal.)

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

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Pell Grant

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

Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program					
Student's Name:	John Doe		Social Security #:	123-45-6789	
				Date of school's determination that student withdrew:	
			1/6/11		
			Period used for calculation (check one):		<input checked="" type="checkbox"/> 1st Payment Period <input type="checkbox"/> Period of Enrollment
<i>Monetary amounts should be in dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places. (for example, .4486 = .449 = 44.9%)</i>					
<b>STEP 1: Students Title IV Aid Information</b>					
<b>Title IV Grant Programs:</b> 1. Pell Grant 2. Academic Competitiveness Grant 3. National SMART Grant 4. FSEOG 5. TEACH Grant		<b>Amount Disbursed</b> 2,775.00 _____ _____ _____ _____ _____ <b>A.</b> 2,775.00 (sub-total)	<b>Amount that Could Have Been Disbursed</b> _____ _____ _____ _____ _____ <b>C.</b> 0.00 (sub-total)	<b>E. Total Title IV Aid Disbursed for the Period</b> <b>A.</b> 2,775.00 <b>+ B.</b> 6,727.00 <b>= E.</b> 9,502.00	SAMPLE
		<b>Net Amount Disbursed</b> 2,985.00 1,742.00 _____ _____ 2,000.00 <b>B.</b> 6,727.00 (sub-total)	<b>Net Amount that Could Have Been Disbursed</b> _____ _____ _____ _____ _____ <b>D.</b> 0.00 (sub-total)	<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period</b> <b>A.</b> 2,775.00 <b>+ C.</b> 0.00 <b>= F.</b> 2,775.00	
<b>Title IV Loan Programs:</b> 6. Unsubsidized FDLP / FFELP 7. Subsidized FDLP / FFELP 8. Perkins Loan 9. PLUS FDLP / FFELP (Grad Student) 10. PLUS FDLP / FFELP (Parent)		<b>G. Total Title IV aid disbursed and aid that could have been disbursed for the period</b> <b>A.</b> 2,775.00 <b>B.</b> 6,727.00 <b>C.</b> 0.00 <b>+ D.</b> 0.00 <b>= G.</b> 9,502.00			
<b>STEP 2: Percentage of Title IV Aid Earned</b>					
Last Day Attended:		12/30/11			
<b>H. Determine the percentage of the period completed:</b> Divide the clock hours scheduled to have been completed as of the last day of attendance in the period by the total clock hours in the period.					
<b>271.00</b> / <b>450.00</b> = <b>60.2%</b>		<b>I.</b> <b>Post-withdrawal disbursement</b> If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J). If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K). If the amounts in Box I and Box E are equal, STOP. No further action is necessary.			
Hours scheduled to complete period		<b>J. Post-withdrawal disbursement</b> From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.			
<b>9,502.00</b> Box I		<b>9,502.00</b> - <b>9,502.00</b> = <b>0.00</b> Box E Box J			
<b>K. Title IV aid to be returned</b> From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.					
<b>100.0%</b> Box H		<b>9,502.00</b> - <b>9,502.00</b> = <b>0.00</b> Box E Box K			
PAUL MITCHELL THE SCHOOL ARDMORE CATALOG					



## INSTITUTIONAL REFUND/DROP POLICY

1. Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a nonrefundable \$100 .00 application fee.
  - b A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/ her contract and demands his/her money back in writing, within three (3) days of signing the enrollment contract . In this case all monies collected by the school shall be refunded except a nonrefundable \$100 .00 application fee. This policy applies regardless of whether or not the student has actually started training.
  - c A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less an application fee of \$100 .00 .
  - d A student notifies the institution of his/her official withdrawal in writing.
  - e A student is expelled by the institution.
  - f For official cancellations as defined in paragraphs b, c, d, or e the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
  - g Monies paid for students kits are non-refundable.
2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 10 or more school days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance . If a student unofficially withdraws and they received Federal Loans, the loans could go into repayment.
3. When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
4. All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract. Monies paid for supplies and equipment are nonrefundable after three (3) days of signing the enrollment contract but prior to entering classes.
5. If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.
6. For students who terminate prior to completion, an administration fee in the amount of \$100 .00 will be assessed.
7. A student's account may be sent to collections for nonpayment.
8. If the school closes permanently and will no longer offer instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

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

1. May retain 100% of the tuition and fees paid by the student; and
2. Is not obligated to refund any additional outstanding tuition.

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

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

A refund owed under this section must be paid not later than the 30th day after the date the

Basic Cosmetology student becomes eligible for the refund.

<b>Cosmetologist All Programs ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>	<b>Owes School</b>
.01 to 35 .00 hours	90%	10%
35 .01 or 150 .00 hours	80%	20%
150 .01 to 375 .00 hours	75%	25%
375 .01 to 750 .00 hours	50%	50%
750 .01 to 1500 .00 hours	0%	100%

A refund owed under this section must be paid not later than the 30th day after the date the 750 hour

Student Instructor becomes eligible for the refund.

<b>Student Instructor Programs ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>	<b>Owes School</b>
.01 to 50 .00 hours	90%	10%
50 .01 to 100 .00 hours	80%	20%
100 .01 to 125 .00 hours	75%	25%
125 .01 to 500.00 hours	50%	50%
500 .01 to 1000 .00 hours	0%	100%

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

## **STUDENT FINANCIAL AID RELEASE**

The undersigned agrees that PAUL MITCHELL THE SCHOOL does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent 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.

## **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.

## **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 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.

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

## INSTITUTIONAL ATTENDANCE POLICY

During the enrollment contract period, an applicant must maintain a minimum 90% cumulative attendance rate for the program as measured at the end of each scheduled 150 hour period in order to complete the program within the scheduled program length. This attendance requirement will be evaluated at the Institutional Attendance Policy checkpoints listed below:

PROGRAM	SCHEDULED HOURS: CHECK POINT					
Cosmetology	150	300	450	600	750	900
Cosmetology	1050	1200	1350	1500		
Instructor	150	300	450	600	750	1000

The applicant is allowed to miss up to 10% of his or her total scheduled hours before being dropped from the Program. The Applicant may use the allowed 10% of his/her scheduled hours for vacation, doctors' appointments, and illness, etc. If the applicant must attend additional Program hours beyond his/her maximum Scheduled Program Length due to not meeting the 90% attendance average or to complete academic graduation requirements, **the applicant will be dropped and will have to re-enroll with a new contract and costs in order to complete their remaining hours.**

A student who is NOT maintaining at least a 90% cumulative attendance rate will be placed on Institutional Warning status until the next Institutional Attendance Policy progress check point. A schedule will be drawn up for the student to attend makeup hours to improve their attendance. Any student on Institutional Warning who does not achieve a 90% cumulative attendance rate by the next scheduled Institutional Attendance Policy hours check point will be dropped from the program with an automatic right to appeal.

## 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 plan to address the specific needs of those students who fail to meet the academic requirements at specific SAP evaluation points.

## QUANTITATIVE AND QUALITATIVE FACTORS

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

1. A minimum cumulative theory grade level of 70% or higher.
2. A minimum cumulative academic level of 70% or higher on practical worksheet completion.\*
3. To determine whether a student meets the academic requirements for Satisfactory Academic Progress, theory and practical grades are averaged together to give a minimum cumulative academic grade of 70% .
4. A minimum cumulative attendance of 90% of their scheduled hours\*\*

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

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

A student who has not achieved the minimum cumulative GPA of 70% and/or who has not successfully completed at least a cumulative rate of attendance of 90% 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**

Full-time day students attend five (5) days (Monday through Friday), 35 hours per week, from 9:00 AM to 4:30 PM. Information regarding other course schedules is available upon inquiry.

The state of Oklahoma requires 1500 clock hours for the cosmetology course. Students are expected to complete the course in no more than 110% of the program length. If a student is never absent, he/she should complete the course within 42 .86 weeks.

The state of Oklahoma requires 1000 hours for the instructor's course. Students are expected to complete the course in no more than 110% of the program length. If a student is never absent, he/she should complete the course within 28.57 weeks for full-time students.

### **MAXIMUM TIME FRAME**

Students must complete the educational program within the maximum time frame, which is based on attending at least 90% of the scheduled hours.

COURSE	LENGTH ACTUAL HOURS	LENGTH	MAXIMUM TIME FRAME	MAXIMUM TIME FRAME SCHEDULED HRS
Cosmetology – Full Time	1500	42 .86 Weeks	47.14 Weeks	1650
Master Instructor – Full Time	1000	28.57 Weeks	31.43 Weeks	1100

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

A Leave of Absence (LOA) due to such things as prolonged illness or accident, death in the family, or other special circumstances, is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance.

Students must request a LOA in writing stating the reason for the leave for approval by the Financial Aid Leader or Future Professional Advisor. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. The hours elapsed during a Leave of Absence will not be included in the student's cumulative attendance percentage calculation. Students may be granted one leave in a twelve month period. However in the case of unforeseen circumstances and at the school's discretion, the student may be granted another Leave of Absence. The total time for the Leave of Absence must be a minimum of fourteen days may not exceed 60 calendar days. An approved Leave of Absence will extend the student's contract period by the same number of days taken in the leave and will result in no additional charges to the student. Upon non return to the program at the end of the scheduled LOA the student will be dropped from the program. 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. Course incompletes, repetitions, and noncredit remedial courses have no effect upon the school's satisfactory progress standards. The school must give the student an incomplete grade if the student withdraws but is not entitled to a refund if: (1) the student requests an incomplete grade at the time of withdrawal, or (2) if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives an incomplete grade can re-enroll in the program during the 48-month period following the date the student withdrew and complete the course without payment of additional tuition.

## **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 1200 *scheduled hours*, and when student instructor student reaches 500 *scheduled hours*. 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:

1. Examinations are given in all subjects.
2. Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student's financial file. The 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 = 70 – 79%      Failing = Below 70%**

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.

## **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 determined as not making satisfactory progress; he/she will be ineligible for Title IV assistance and will be placed on probation.

A student may appeal the Financial Aid Probation decision, at the beginning of the probationary period, 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. 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. If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted the student remains on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements all federal aid will be suspended and at that point the student can go through the approval process in order to try and reestablish Satisfactory Academic Progress. Federal financial aid, if applicable, will not be disbursed to students on Financial Aid Probation unless the student appeals and prevails on appeal. Students may reestablish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period, if those requirements can be met.

If the student has not met academic and attendance requirements for two (2) consecutive evaluation periods, 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 DOE requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

## **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 administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the 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. *Appeal documentation will be kept in the student's permanent file.*

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 .

## **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 45 days from the date of the request. Copies of all records can be requested at \$0 .20 per page.

### **General Release of Information**

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

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

### **FERPA Disclosures to Parents**

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

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

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

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 parent's information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

## **Release of Information to Regulatory Agencies**

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

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

PAUL MITCHELL THE SCHOOL provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the **National Accrediting Commission of Career Arts and Sciences (NACCAS)**, or in response to a directive of said Commission.

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

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

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

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

## **Disclosures for Other Reasons**

There are two different FERPA provisions concerning the release of records relating to a crime of violence.

One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99 .31[a][13]) . A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99 .31[a][14]) .

## **Directory Information**

PAUL MITCHELL THE SCHOOL 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.

## **PERFORMANCE STATISTICS/JOB OUTLOOK**

Paul Mitchell the School Ardmore 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 each program. The U.S. Department of Education, requires outcome rates be provided for the individual location. 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.

PAUL MITCHELL THE SCHOOL Ardmore performance statistics for the calendar year 2013:

<b>Completion</b>	<b>Licensure</b>	<b>Placement</b>
<b>75.0%</b>	<b>100.0%</b>	<b>100.0%</b>

## **PROGRAM INTEGRITY**

PAUL MITCHELL THE 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 2013/2014:

<b>Placement rate</b>	<b>On-time graduation rate</b>	<b>Median Loan Debt</b>
<b>100%</b>	<b>100%</b>	<b>\$ 3,500</b>

For the most recent annual reporting period, the school shows the following data for the instructor program 2013/2014::

<b>Placement rate</b>	<b>On-time graduation rate</b>	<b>Median Loan Debt</b>
<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

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:

<http://school.paulmitchell.edu/ardmore-tx/programs> .

## **STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES**

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at PAUL MITCHELL THE 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. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day.
2. The school is open from 9:00 AM to 4:30 PM for day students
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students who qualify.
5. Day students may not miss Friday.
6. Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" and will be assigned special projects or assignments pertaining to their course of study. Students who are late for a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work in the clinic.
7. During the enrollment contract period, students must maintain a 90% attendance average each month in order to complete the program within the scheduled program length. Students are allowed to miss 10% of their scheduled hours before being dropped. Students may use the allowed 10% of their scheduled hours for vacation, doctor appointments, illness, etc. If a student must attend additional program hours beyond his/her maximum scheduled program length due to not meeting a 90% attendance average or in order to complete academic graduation requirements, the student will be dropped and be required to restart the program with a new contract and costs in order to complete their remaining hours.

### Scheduled Program Length is defined as:

<i>Basic Cosmetology:</i> Hours in program = 1500 hours 10% absent hours = 150 hours Scheduled Program Length = 1650 hours	<i>Master Instructor:</i> Hours in program = 1000 hours 10% absent hours = 100 hours Scheduled Program Length = 1100 hours
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*Please note that students who miss more than 15 consecutive calendar days will be terminated from the program.*

8. Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 8:45 AM.
9. Students must request time off from school from the Education Leader.
10. Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Learning Leader Advisor to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.
11. Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:00 noon and 12:30 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM.
12. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.

- a. Students who leave school premises for more than 15 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
- b. Students who leave school premises for less than 15 minutes must sign the sign-out sheet.
- c. Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.

**13.** Students may not clock in or out for another student.

**14.** Students must keep a record of all services each day on the “service tracking sheet,” which must be completed daily and turned in every month.

**Professional Image:** A professional image is a requirement for successful participation in school.

Students must maintain the following professional dress code:

1. Core, Phase One, and esthetics students must wear all black.
2. Phase Two and instructor program students must wear black or white in any combination.
3. A minimal print in clothing is acceptable only if it is a black and white print.
4. Clothing must be professional, clean, and free of stains and tears.
5. Shoes should be black, professional, and comfortable for all students.
6. Hair must be clean and styled prior to arriving at school. Ponytails are not acceptable, except for esthetics students, while performing services.
7. Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.

The following is a list of unacceptable dress:

Sweatpants and sweatshirts

Tennis shoes, gym shoes, foot thongs, Crocs, or beach sandals

Tank or sleeveless tops

Short skirts that fall above fingertips

Visors and dew rags

Shorts, spandex or biking shorts

Hooded sweatshirts, jackets, or tops

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

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 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 or other services done Tuesday through Thursday. To receive a service, students must do the following prior to starting the service:
  - a. Notify an instructor.
  - b. Be scheduled off the service books by a Learning Leader.
  - c. Pay for service supplies including perms, tints, bleaches, rinses, conditioning, treatments, manicures, nails, etc.
  - d. If a service guest comes in and the service desk personnel needs the student giving the personal service or the student receiving it to take care of the guest, then the students must reschedule their personal service and complete the assigned service guest appointment.
  - e. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and worksheets. School assignments and successful learning are the priority.

### **Communication Guidelines and Professional Conduct**

1. Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
2. Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
3. Cell phones are not permitted in the school.
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 is a smoke-free campus. Students who fail to follow this policy will be suspended for a total of three (3) days.
8. Stealing or taking school or another's personal property is unacceptable.

### **Learning Participation Guidelines**

1. Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
2. Students will be expected to maintain an average of 70% on all theory tests and assignments.
3. Students must take all appointments assigned to them. This includes last-minute walk-ins
4. Students may not be released from required theory class to take a client.
5. Only desk personnel may schedule or change client service appointments.
6. All services must be checked and the service ticket initialed by an instructor.
7. Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
8. Students will receive clock hours during the times they fully participate in their learning experience.
9. When students are not scheduled with service appointments or are not scheduled to attend theory or an elective class, they may focus on the following:
  - a. Completion of monthly worksheets
  - b. Completion of theory review worksheets
  - c. Performing a service on another student

- d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- 10. Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- 11. Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- 12. Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. PAUL MITCHELL THE SCHOOL is not responsible for any lost or stolen articles.
- 13. Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- 14. All worksheets are due the end of each month by 5:00 PM for day students and 10:00 PM for night students.
- 15. If a student fails to 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, as long he/she completes the worksheet.

## **COACHING AND CORRECTIVE ACTION**

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

The following actions may be inspected for noncompliance:

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

**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.

**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.

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

**Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as "future salon professionals" and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.

### **Corrective Action Steps**

After a cosmetology student has received five (5) coaching sessions, he/she may be suspended for five (5) days. After an esthetics student, instructor student, and manicurist student has received three (3) coaching sessions, he/she may be suspended for five (5) days. If the student receives another coaching sessions after readmission, his or her attendance may be permanently terminated.

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

## **POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES**

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

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

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

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

The person responsible for implementing these responsibilities at Paul Mitchell The School Ardmore Campus is: Mary Burlingame; ADA Compliance Coordinator; 607 N. Commerce St., Ardmore, OK 73401; (580) 226-6000 [mary@pmtsDallas.com](mailto:mary@pmtsDallas.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 Paul Mitchell The 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 Mary Burlingame; Director; 607 N. Commerce St., Ardmore, OK 73401; (580) 226-6000 [mary@pmtsdallas.com](mailto:mary@pmtsdallas.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.

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

Paul Mitchell the 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 Mary Burlingame; Director; 607 N. Commerce St., Ardmore, OK 73401; (580) 226-6000 [mary@pmtsDallas.com](mailto:mary@pmtsDallas.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 the types of remedial action that The School has taken or will take to correct the discrimination. The decision will also state how The School will prevent the discriminatory acts from occurring again.

***Appeals by Students*** — If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to the

School Owner. The appeal must be written and sent to Mary Burlingame; Director; 607 N. Commerce St., Ardmore, OK 73401; (580) 226-6000 [mary@pmtsdallas.com](mailto:mary@pmtsdallas.com). 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](mailto:OCR@ed.gov)**

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobclop01.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:

1. Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1-151, 1-55 1, and 1-94.
2. 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**

### **A. Introduction.**

PAUL MITCHELL THE SCHOOL SAN ANTONIO (the "School") is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the School community should be aware that the School is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

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

### **B. Definitions.**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the School community, including faculty, staff, students, and non-employees participants in the School community, such as vendors, contractors, and visitors.

**C. Retaliation Prohibited.**

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the School or a government agency with respect to such complaints. The School will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

**D. Complaint Procedure.**

Any member of the School community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the School's Title IX Coordinator, Brandy Anderson at [brandy@pmtsardmore.com](mailto:brandy@pmtsardmore.com) or (580) 226-6000. Paul Mitchell the School provides training to staff and future professionals.

**E. Response to Sexual Harassment Allegations.**

The School takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with this policy. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the School shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

**F. False Reports.**

The School recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

**G. Additional Information.**

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

**BULLYING, HARASSMENT, AND DISCRIMINATION POLICY**

PAUL MITCHELL THE SCHOOL is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, and

discrimination of any kind. This policy includes anyone who engages in such behavior on school property or at school activities.

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

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

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

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

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

#### **COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL**

All material in this program is, unless otherwise stated, the property of PAUL MITCHELL THE 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 PAUL MITCHELL THE 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:

1. **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is “unlocked,” meaning you can transfer the songs to any device or computer you own.
2. **eMusic.com:** This site features mostly independent and jazz/blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about \$0 .50 to \$0 .89/song.
3. **Netflix.com:** For about \$7 .99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.

## **SOCIAL NETWORKING POLICY**

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

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

## **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 Admissions Leader, the Operations Leader, the Education Leader, and the Financial Aid Leader. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. PAUL MITCHELL THE SCHOOL will maintain records of the complaint and

response in accordance with the published record retention policy. If a student has exhausted the methods above and is still not satisfied with the action taken, or believes that the school is in violation of accreditation requirements, you can pursue this matter by contacting the agencies below:

#### **REGULATORY AND ACCREDITATION AGENCIES**

The following institutions license and regulate our institution:

**Oklahoma State Board of Cosmetology and Barbering**

2401 North West 23<sup>rd</sup>. St.

Oklahoma City, OK 73107

(405)521-2441

**Oklahoma State Accrediting Agency**

P.O. Box 53067

Oklahoma City, OK 73152

(405)521-3807

**National Accrediting Commission of Career Arts & Sciences**

4401 Ford Ave. Ste. 1300

Alexandra, VA 22301

(703)600-7600

**NACCAS** is recognized by the Department of Education as an accrediting agency for private cosmetology schools.

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.

If you are interested in reviewing or receiving a copy of the school's Campus Crime Report, please see the school director.

**Upon request, the school will provide its annual campus security report to a prospective student or prospective employee.**

#### ***SCHOOL ADMINISTRATION AS OF January 2015***

**Ownership:** J2911, LLC., dba PAUL MITCHELL THE SCHOOL ARDMORE

**Director:** Mary Burlingame

**Executive Financial Aid and Compliance Leaders:** Laila Ghoneim & Virginia Ponce

**Maintenance Specialist:** Roland Layman

**Admission/ Service Desk Leaders:** Terrent Lawson

**Sales/ Operation Leader:** Brandy Anderson

**Learning Leaders:** Brayden McGowan, Brandy Anderson

*All staff listed above are Full Time employees of Paul Mitchell The School Ardmore*