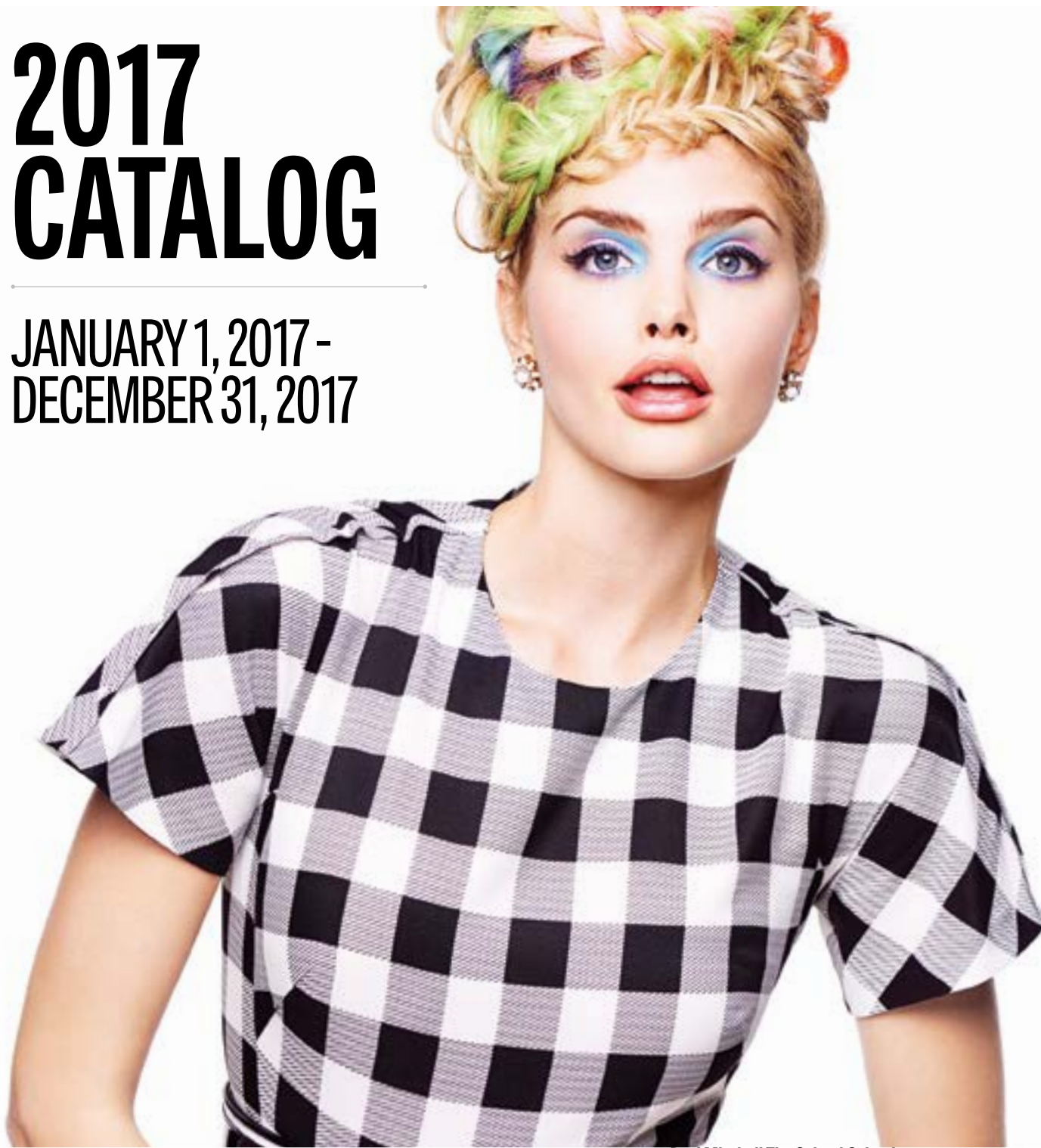


# 2017 CATALOG

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

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**Paul Mitchell The School Columbus**



**Paul Mitchell The School Cleveland**

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## MISSION STATEMENT

Our mission is to provide a quality educational system to prepare students to pass the state board examination and to gain employment within the field of Cosmetology. Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland are passionately committed to provide 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 state-of-the art facility stimulates a real-life professional environment, allowing Future Professionals to perfect their skills in realistic surroundings. The Basic Cosmetology course at Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland offers the challenge of a very stimulating and rewarding career. Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland is fully equipped to meet all the demands of modern hair designing, providing a high tech atmosphere and model for progressive personal development.

Paul Mitchell The School Columbus is a 11,819 square-foot facility and includes a Future Professional lounge, lockers, guest reception and work areas on the clinic classroom with television monitors, state-of-the-art shampoo bowls, portable dryers, manicure stations, a color bar, workstations and shelves overflowing with Paul Mitchell Product for retail, management offices, a library and private classrooms. Paul Mitchell The School Columbus has handicapped bathrooms and drinking water facilities available. All the classroom and clinic areas are accessible for use by someone who is physically handicapped.

Paul Mitchell The School Cleveland is a 10,382 square-foot facility and includes a Future Professional lounge, lockers, guest reception and work areas on the clinic classroom with television monitors, state-of-the-art shampoo bowls, portable dryers, manicure stations, a color bar, workstations and shelves overflowing with the Paul Mitchell Product for retail, management offices, a library and private classrooms. Paul Mitchell The School Cleveland has handicapped bathrooms and drinking water facilities available. All the classroom and clinic areas are accessible for use by someone who is physically handicapped.

## ADMINISTRATION/OWNERSHIP

Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland are proud to have on-site School Administrators who have accomplished careers in a variety of industries. Our experiences transfer directly to the school's training philosophies. We care about our Future Professional's education, and this is inherent in the conduct of our school. Our role as an educational facility enables us to offer an incredible environment for Future Professionals to learn and grow. We develop our administration, instruction and graduation policies based on the higher good of our Future Professionals. **Executive Management Team:** NeCole and Orlando Cumberlander, School Owners and Tammy Marinis, Director of Compliance.

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

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

***Skyland Columbus, LLC and Skyland LLC have the same ownership which consists of Necole and Orlando Cumberland.***

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

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

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

The curriculum involves 1500 hours to satisfy Ohio State Board of Cosmetology 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.

*\*Students are prepared to become an entry level cosmetologist.*

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

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

## **PARKING**

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

## **COLUMBUS NONDISCRIMINATION**

Paul Mitchell The School Columbus, 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 Jessica Doggett, in person or by calling (614) 388-9802 or by mail to 3000 Morse Rd., Columbus, OH 43231 immediately so appropriate action can be taken.

## **CLEVELAND NONDISCRIMINATION**

Paul Mitchell The School Cleveland, 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 Steffny Grochowina, in person or by calling (330) 963-0119, or by mail to 10735 Ravenna Rd., Twinsburg, OH 44087 immediately so appropriate action can be taken.

## ADMISSION REQUIREMENTS

Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland admits as regular students those who are high school graduates or holders of a high school equivalency diploma. For prospective students who were home schooled they must provide evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, the credential must be provided. Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland does not accept ability to benefit (ATB) students at this time.

## ADMISSION PROCEDURE

- ❶ **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland.
- ❷ **Submit a Registration/Application Fee:** Action will not be taken on admission or any student loan registration/application until an application fee of \$50.00 is received. Please submit the fee in the form of a check, cash, credit card, or money order, payable to Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland. This fee is not included in the cost of tuition. In extraordinary circumstances, the school may waive the application fee for students that transfer from a school that has suddenly closed without notice.
- ❸ **Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant.
- ❹ **Entrance Essay:** The essay should be 200 words or less and include the applicant's accomplishments and career goals.
- ❺ **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration.
- ❻ **Provide Verification Documents:**
  - a. **Identification (provide only one):** Copies of a passport, a government-issued identification, a driver's license, or a birth certificate are required.
  - b. **Education (provide only one):** Copies of a standard high school diploma\*, high school transcripts\*\*, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or a High School Equivalency diploma or official High School Equivalency diploma test scores.

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

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

Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland do not recruit students who are already enrolled in a similar program at another institution.

Future Professionals must read and write English.

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

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

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

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

In addition to the admission requirements, non-immigrant applicants must also provide documentation, as listed above, to show that they are permitted to be enrolled in a post-secondary school. Those students studying under a student visa at a school approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed 12 months

## **ACCEPTANCE**

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

## REENTRY STUDENTS

- ❶ Outstanding tuition and fees must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
- ❷ Previous tuition payments will be credited to the student's balance.
- ❸ 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.
- ❹ 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 Columbus and Paul Mitchell The School Cleveland and may require special conditions.

Readmission for a student requires a personal interview with school administration. The re-entering student will be placed on a 30 day evaluation period. During the 30 day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30 day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left. If a reenrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract.

## TRANSFER STUDENTS

Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland 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 students who transfer from another school; all transfer students must attend a minimum of 1000 hours at Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland, to obtain the Paul Mitchell culture and educational program. If 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 cost for transfer students is \$11.73 per hour attended at Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland; this does not include the cost of a complete and current Paul Mitchell student kit. All transfer hours must be requested and received from The Ohio State Board of Cosmetology prior to your contract signing.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland; 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.

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

## 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 licensee of the business or profession in question, would be grounds for the Ohio State Board of Cosmetology to deny licensure. The Ohio State Board of Cosmetology 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 Columbus and Paul Mitchell The School Cleveland are not responsible for students who are denied licensure.

## ENROLLMENT INFORMATION

- ❶ **Enrollment periods:** Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland begins a class about every eight (8) weeks for full-time Cosmetology classes depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland for exact starting dates.
- ❷ **Holidays and school closures:** Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland allows the following holidays off: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 24 at 3:00 p.m., and December 25, and one day per month for staff personal development. These dates are determined according to the calendar each year. Additional holidays may be added to the schedule at the discretion of school administration. The school is open for business unless there is a declared State of Emergency. Unexpected closures and snow days will be reported via the schools website and/or Facebook page.
- ❸ **Enrollment contract:** Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland 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.
- ❹ **Payment schedule:** Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland offers a variety of monthly financial payment schedules. See Paul Mitchell The School Columbus' and Paul Mitchell The School Cleveland's Financial Aid Leader for details.

## EDUCATION GOALS

The quality education system at Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland includes providing an outstanding learning facility, experiences, competent instructors and a curriculum developed through years of experience and expertise. Our goals are to:

- ❶ To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- ❷ To maintain an updated program that provides students with the knowledge to compete in their field of study.
- ❸ To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- ❹ To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- ❺ To prepare students to successfully pass the state licensing exam for entry-level employment.
- ❻ 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 - Paul Mitchell The School Columbus**

Tuition	\$17,000.00
Application Fee ( <i>nonrefundable</i> )	50.00
Kit, Equipment, Textbook, Supplies ( <i>nonrefundable</i> )	3,000.00
Sales Tax ( <i>nonrefundable</i> )	<u>225.00</u>
<b>TOTAL COSTS</b>	<b>\$20,275.00</b>

### **TUITION – Cosmetology - Paul Mitchell The School Cleveland**

Tuition	\$17,000.00
Application Fee ( <i>nonrefundable</i> )	50.00
Kit, Equipment, Textbook, Supplies ( <i>nonrefundable</i> )	3,000.00
Sales Tax ( <i>nonrefundable</i> )	<u>202.50</u>
<b>TOTAL COSTS</b>	<b>\$20,252.50</b>

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.

*Financial aid available to those who qualify.*

## 2017 CLASS START DATES

### COLUMBUS

Cosmetology	
<b>DAY SCHOOL:</b>	January 10, May 9, September 5
<b>3-DAY SCHOOL:</b>	March 7, July 5, October 31

### CLEVELAND

Cosmetology	
<b>DAY SCHOOL:</b>	March 7, July 5, October 31
<b>3-DAY SCHOOL:</b>	January 10, May 9, September 5

## 2018 CLASS START DATES

### COLUMBUS

Cosmetology	
<b>DAY SCHOOL:</b>	May 8, September 11
<b>3-DAY SCHOOL:</b>	January 9, March 6, July 10, November 6

### CLEVELAND

Cosmetology	
<b>DAY SCHOOL:</b>	July 10, November 6
<b>3-DAY SCHOOL:</b>	January 9, March 6, May 8, September 11

## 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 Columbus and Paul Mitchell The School Cleveland.

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

## TERMINATION POLICY

Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland may terminate a student's enrollment for immoral and/or improper conduct, receiving seven (7) coaching sessions, failing to comply with educational requirements, and/or the terms as agreed upon within the enrollment contract. For more information refer to the school's Future Professional Advisory. The student will be charged an administrative fee of \$100.00 upon termination.

## COSMETOLOGY COURSE OVERVIEW

### Course Hours: 1500 clock hours

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

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

## COSMETOLOGY COURSE OUTLINE

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

- ➊ **Core Curriculum:** A 6-week orientation for full time 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.
- ➋ **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from a Core student to an Adaptive student. You spend time as a Protégé preparing you for the clinic experience.
- ➌ **Clinic Classroom Learning Experience:** Your clinic time from 245 to 980 hours will be guided with individual attention and group learning experiences using mini-classes, monthly worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on paying clients in the clinic classroom area.
- ➍ **Classroom Learning Experience:** Your classroom time from 210 to 1500 hours is divided into six (6) areas: theory, cutting, coloring, texture, makeup, and nails. Each area has an instructor in the field who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail, motivation, self improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.
- ➎ **Adaptive Curriculum:** From 280 to 900 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building you into a beauty industry professional.
- ➏ **Creative Curriculum:** You will spend your last 600 hours in Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland in "high gear" by dressing, acting, and working like a beauty industry professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future beauty industry career.

## Cosmetology

The instructional program of Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland meets or exceeds these requirements:

Subject	1500 Hour CORE	Clinic 50% CORE	Theory 25% CORE
<b>1. Infection Control &amp; Principles/Practices</b>	60	30	15
Bacteriology			
Dispensary Requirements & Operations			
<b>2. Properties of the Hair &amp; Scalp</b>	120	60	30
Trichology			
Draping Techniques / Client Protection			
Shampoo/Rinses / Treatments			
Disorders / Disease / Conditions			
Chemistry (Basics / pH)			
<b>3. Hair Procedures &amp; Practices</b>	460	230	115
Styling & Finishing ( <i>Roller Setting / Hair Molding</i> )			
Thermal Styling (Thermal Iron / Straightening / Blow-dry Techniques)			
Formal Styling ( <i>Braiding / Wigs / Hair Pieces &amp; Hair Additions</i> )			
Haircutting Basics			
Haircutting Techniques & Tools ( <i>Shears / Razor / Texturizing / Clipper / Trimmer</i> )			
<b>4. Chemical Procedures &amp; Practices</b>	480	240	120
Chemical Texturizing ( <i>Permanent Wave / Chemical Relaxer / Curl Re-forming / Corrections</i> )			
Hair Coloring ( <i>Dimensional Coloring Techniques / Corrections</i> )			
<b>5. Manicure &amp; Pedicure Procedures &amp; Practices</b>	120	60	30
Structure of Nails ( <i>Anatomy of Bones, Skin, and Muscles</i> )			
Diseases, Disorders, and Conditions			
Basic Facials ( <i>Techniques / Treatments / Facial Make-up / Hair Removal</i> )			
Relaxation Treatments / Health History			
Electricity ( <i>Principle / Safety / Effects / Therapies</i> )			
<i>Continued on next page</i>			
<b>6. Salon Operations &amp; Communication Skills</b>	120	60	30
Salon Operation & Management ( <i>Sales / Consultation / Career Development / Professional Image</i> )			

Communication Skills ( <i>Listening Skills / Products &amp; Service Education / Consultation</i> )			
<b>7. Salon Operations &amp; Communication Skills</b>	20	10	5
Ohio Administrative Code / Ohio Revised Code / Inspection & Enforcement			
Continuing Education / Policies & Procedure			
Human Trafficking (1 hour)			
<b>TOTAL CLOCK HOURS</b>	<b>1500</b>	<b>750</b>	<b>375</b>
<b>Flexible Learning Hours</b>		<b>375</b>	
<b>Parameters:</b>			
❶ Each student must prepare and submit for approval a teaching plan within this curriculum.			
❷ Flexible learning hours shall be used to create an individual learning plan if necessary.			
❸ Internship hours would be designated as flexible learning hours.			

All practical subjects include product use and safety. The business and personal improvement classes include compensation package and payroll deductions. In addition to the state requirements listed above, Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

## COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

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

- ❶ **Weekly theory exams:** Students must receive a grade of 80% or higher on each weekly theory exam.
- ❷ **210 hour orientation practical skills evaluation test:** Students must receive a grade of 80% or higher. If a student fails to pass this evaluation test on their second attempt, they may be asked to withdraw and re-enroll in the next Core class start date.
- ❸ **Final exam 1 (approximately 1200-1500 hour written test):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.
- ❹ **Final exam 2 (approximately 1200-1500 hour written test):** The written exam covers an overview of all theory instruction, Ohio state law, and other items covered on the state cosmetology exam. Students must receive a grade of 80% or higher on all final exams.
- ❺ **Monthly practical worksheets:** Full-time students must complete seven (7).
- ❻ **Practical skills test (mock state board):** Students must receive a 80% or higher grade on all final tests.

Areas of Evaluation		
Core	Adaptive	Creative
Core Written	Texture Evaluation	Texture Evaluation
Core Practical Worksheet	Color Evaluation	Color Evaluation
Core Mock Practical and Theory Evaluation	Cutting Evaluation	Cutting Evaluation
Protégé Evaluation	Theory Knowledge Inventory	Theory Knowledge Inventory
Protégé Worksheet	Practical Worksheets	Practical worksheets
CORE Practical		Two Mock Practical and Written Evaluations

## MEASURABLE PERFORMANCE OBJECTIVES

- ❶ Complete the required number of clock hours of training.
- ❷ Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- ❸ Satisfactorily pass final written and practical exams.
- ❹ Upon completion, receive a graduation certificate.
- ❺ 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:

- ❶ Protect client's clothing by appropriately draping them.
- ❷ Ask clients to remove any jewelry, hair accessories, glasses, etc.
- ❸ Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- ❹ Wear gloves when dealing with chemicals.
- ❺ Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

## **INDUSTRY REQUIREMENTS**

Students interested in pursuing a career in the beauty industry should:

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

## **STUDENT SERVICES**

- ❶ **Housing:** Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland keeps a file of information about housing in the surrounding areas.
- ❷ **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 Columbus and Paul Mitchell The School Cleveland also gives advice and information to students on these subjects:
  - a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
  - b. Employment opportunities within their field of study.
  - c. Opportunities for continuing education following graduation.

## **GRADUATION REQUIREMENTS IN COURSES**

- ❶ Receive the required number of clock hours of training.
- ❷ Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- ❸ For a student to meet state requirements, all practical worksheets must be completed in its entirety.
- ❹ Satisfactorily pass final written, practical and mock state board exams.
- ❺ Complete the required theory hours.
- ❻ Pay all tuition cost or make satisfactory arrangements for payment of all monies owed to the school.
- ❼ Upon graduation the student will receive a certificate of completion.

Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland 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 Columbus and Paul Mitchell The School Cleveland will not release an official transcript until all graduation requirements are met.

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

## **GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES**

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

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

Paul Mitchell The School Cleveland and Paul Mitchell The School Columbus have placed students in the beauty industry as Hair Stylist, Makeup Artist, Beauty Industry Educator, Salon Owner, Salon Manager, and Beauty Industry Instructor

## 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 Small Round Thermal Brush 1 Large Round Thermal Brush 1 Paul Mitchell 407 Styling Brush 1 Paul Mitchell 413 Sculpting Brush 1 Paul Mitchell 427 Paddle Brush 2 Paul Mitchell Color Tint Brushes 1 Scalp Brush	10 Paul Mitchell Clips 1 Chemical Cape 1 Cutting Cape 1 Paul Mitchell Aluminum Spray Bottle 1 Metal Paul Mitchell Case with Logo	1 Cutting App 1 Color App 1 Make-Up App 1 Men's Cutting System DVD 1 The Skill Cards 1 Connecting to My Future Book 1 Be Nice (Or Else!) Book 1 Service Experience Menu 1 Master Audio Club subscription (while enrolled) 1 The Color Paper Swatch Chart 1 PM Shines Paper Swatch Chart 1 Blonding Brochure 1 Shines XG Paper Swatch Chart 1 IPAD 1 MindTap
<b>COMBS</b> 1 Paul Mitchell 424 Teal Comb 1 Paul Mitchell 416 Red Comb 1 Paul Mitchell 408 White Comb 1 Metal Pick Teasing Comb 1 Metal Rat Tail Comb 1 Paul Mitchell Detangler Comb 1 Rat Tail Comb 6 Standard Cutting Combs	<b>TOOLS</b> 1 Classic Razor 1 Paul Mitchell Tripod 1 Paul Mitchell 1.25 Smoothing Iron 1 Paul Mitchell 6" Scissor/Thinner with Case 10 Mannequin Heads 1 Andis Clipper/Thinner 1 Paul Mitchell Express Ion Dry Plus 125v 1 5.5" Mannequin Scissors 1 Paul Mitchell 3/4 M 1000 Marcel Iron	

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

TEXTBOOKS
1 <i>Milady's Standard Cosmetology</i> 2015 Textbook (Hardcover) ISBN-13: 9781439059302, \$114.95 1 <i>Milady's Standard Cosmetology</i> 13th Ed. MindTap ISBN-13: 9781350632028, \$249.95

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

*The school participates in Federal Financial Aid. Please refer to the following refund policy for specific consumer information pursuant to the Federal Financial Aid program.*

- ❶ Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The school is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. If a student receives SFA (Student Financial Aid) in the form of loans and/or grants, withdraws from school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined.
- ❷ For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- ❸ If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.
- ❹ The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.
- ❺ The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus Loans and withdraws on or before completing 60% 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).
- ❻ The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
- ❼ If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.
  - a. Unofficial withdrawal applies when a student is absent for 14 or more consecutive calendar days;
  - b. Official withdrawal applies when a student notifies the school in writing or in person.In both cases the last day of attendance will be used in the return to Title IV calculation.
- ❽ School scheduled breaks of five (5) or more consecutive days are excluded from the return to title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. This provides for more equitable treatment of students who officially or unofficially withdraw near either end of the schedule break.
- ❾ Title IV funds will be returned to the United States Department of Education within 45 days

**NOTE: A student who withdraws prior to completing 60% 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.**

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

- ❶ Federal Unsubsidized Stafford Loan
- ❷ Federal Subsidized Stafford Loan
- ❸ Federal Plus Loan
- ❹ Federal Pell Grant

## INSTITUTIONAL REFUND/DROP POLICY

- ❶ Any monies due the applicant or student shall be refunded within 45 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 non-refundable 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 non-refundable 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 a non-refundable application fee of \$50.00.
  - 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 student kit is nonrefundable.
  - h. Students on a Leave of Absence the date of withdrawal shall be earlier of the scheduled date of return from the leave of absence or the date the student notified the school that they will not be returning.
- ❷ Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 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 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- ❸ 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.
- ❹ All extra costs, such as books, equipment, graduation fees, registration/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) business days of signing the enrollment contract but prior to entering classes.
- ❺ 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.
- ❻ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ❼ For students who terminate prior to completion, an administration fee in the amount of \$100.00 will be assessed.
- ❽ A student's account may be sent to collections for nonpayment.
- ❾ If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

The following refund table distribution is used for all applicants due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:

Percentage Length Scheduled to Complete to Total Length of Program or Course	Amount of Total Tuition Owed to the School
0.01% – 4.9%	20%
5% – 9.9%	30%
10% – 14.9%	40%
15% – 24.9%	45%
25% – 49.9%	70%
50% and over	100%

## VETERANS REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 and Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the program or withdraw or are discontinued there from at any time prior to completion, the amount charged for tuition, fees, and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10.00 need not be refundable at any amount beyond that is subject to proration and refund (CFR 21.4254(c) (13). The prorated portion may not vary more than 10% of the total costs for tuition, fees, and other charges.

## SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES

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

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

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

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

## PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES

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

## **STUDENT FINANCIAL AID RELEASE**

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

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

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

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. FAME handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

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

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

## **MAKEUP HOURS**

Students can makeup hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours after Core and Protege programs are complete. Make-up time will only be allowed for students until a cumulative attendance percentage 100% is achieved. All makeup hour must be pre-approved by the Financial Aid department.

## **MAKEUP WORK**

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

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Students enrolled in programs approved by NACCAS must meet formal standards that measure their satisfactory academic progress toward graduation. The Satisfactory Academic Progress policy is provided to all students prior to enrollment. The policy is consistently applied to all enrolled students. *Satisfactory Academic Progress Evaluations are maintained in the student file.*

## **QUANTITATIVE AND QUALITATIVE FACTORS**

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

- ❶ A minimum cumulative Theory grade level of 80% or higher.
- ❷ A minimum cumulative academic level of 80% or higher on practical worksheet completion.\*
- ❸ To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 80% or higher.
- ❹ A minimum cumulative attendance of 85% of their scheduled hours\*\*

*\*To meet the state practical requirements for graduation, students must 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 80% and/or who has not successfully completed at least a cumulative rate of attendance of 85% 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 PROGRAM BY THE CONTRACTED END DATE**

Columbus: Full-time day students attend 35 hours per week, Tuesday through Saturday, five (5) days, 9:00 a.m. to 4:30 p.m. 3 day students attend 30 hours per week, Tuesday through Thursday, three (3) days, 9:00 a.m. to 8:00 p.m.

Cleveland: Full-time day students attend 35 hours per week, Tuesday through Saturday, five (5) days, 9:00 a.m. to 4:30 p.m. 3 day students attend 30 hours per week, Tuesday through Thursday, three (3) days, 9:00 a.m. to 8:00 p.m.

Students are expected to complete their program within the contracted end date.

Cosmetology students who are absent for 150 clock hours will complete the 1500 clock hour program within the maximum amount of time under their contracted schedule.

Scheduled hours are not impacted by school closings, such as snow days, etc. If a student is impacted by any of these occurrences, their actual program end date will be adjusted according to the contract.

If a student's maximum amount of time under the contracted scheduled end date has expired and the student has not completed the required clock hours, the student will be withdrawn from the program. At that time the student can re-enroll in the program for the remaining clock hours under a new contract and additional costs.

## MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 85% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmeology - Full Time	42.86 Weeks	50.43 Weeks
Cosmetology – 3 Day Full Time	50 Weeks	58.83 Weeks

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis. For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

## LEAVE OF ABSENCE

An authorized leave of absence will extend the student's contract end date and maximum time frame by the same number of days taken in the leave of absence. Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland Executive Director of Compliance must approve a leave of absence. According to Federal Regulations (682.605, section c), students who leave school for any period of time, but plan to return, are considered to be on a leave of absence. In order to comply with federal regulations, a leave of absence request form must be completed and submitted to the financial aid office. The following criteria must be met:

- 1 Students must apply in advance for a leave of absence, unless there are unforeseen circumstances.
- 2 Leaves must be approved by the Director of Compliance.
- 3 The leave cannot be longer than 180 calendar days.
- 4 Students are allowed only one leave for every 12 month period, unless there are unforeseen circumstances.
- 5 Students must return to school on scheduled return date. If a student does not return on scheduled return date, they will be terminated from the program.

A student returning from an authorized leave of absence will return to school at the same satisfactory progress status prior to his/her leave. Leave of Absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Any student failing to return from an approved leave of absence will be considered to have withdrawn from Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland effective the scheduled return date.

The Financial Aid Leader will be notified and all funding will be put on hold until the Future Professional returns. If they have received a Federal loan, the grace period begins retroactive to their last day in school. When a student takes a Leave of Absence; the contract end date is amended. To calculate the new contract end date, the amount of the days of the Leave of Absence and any holidays in which the school is closed, are added onto the contract end date. Students who withdraw prior to completion of the course of study and wish to re-enter within six months of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

## **INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS**

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

Any Future Professional that withdraws from their contracted course or fails to complete his/her training will have a notice placed in their file to show the progress at the point of their withdrawal.

A Future Professional may apply for re-admittance to Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland after a 30 day calendar period has passed from the date of their withdrawal. Re-admittance is based upon the following:

- ❶ Any financial obligations must be met from previous enrollment.
- ❷ The Future Professional will be charged per hour for the remaining hours needed to complete the 1500 hour program.
- ❸ Personal interview with Paul Mitchell The School Columbus or Paul Mitchell The School Cleveland School Director to determine compliance for re-entry.
- ❹ Re-admittance fee of \$100.00.
- ❺ The Future Professional will be re-enrolled at the same academic status that they discontinued with.
- ❻ The Future Professional will be on (re-admittance) probation for thirty (30) days during which time he/she will need to strictly abide by all policies, rules and regulations. They cannot receive special financing funds until all satisfactory progress requirements are met. If he or she can not comply with the satisfactory progress requirements that have been mentioned above, it will become grounds for termination.

## **NONCREDIT, REMEDIAL COURSE, AND REPETITIONS**

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

## EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1200 *actual hours*. The first evaluation will occur no later than the midpoint of the academic year.

The student's attendance will be evaluated at Institutional Attendance checkpoints of every 150 actual hours. A student who is not maintaining at least a 85% attendance will be placed on Institutional Attendance Warning status until the next Institutional Attendance checkpoint. The student will be advised in writing on the actions required to attain Institutional Attendance by the next evaluation. If at the end of the Institutional Attendance warning period, the student has still not met attendance requirements, he/she may be dropped from the program with the right to appeal.

### Cosmetology Program Actual Hour Check Points

150	300	450	600	750
900	1050	1200	1350	1500

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

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

The following grading scale is used for theory progress:

**A = 94 – 100%      B = 93 – 88%      C = 87 – 80%      Failing = Below 80%**

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.

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

## TRANSFER HOURS

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

## DETERMINATION OF PROGRESS STATUS

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

## **WARNING**

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

## **PROBATION**

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

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

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

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

## **APPEAL PROCEDURE**

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

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

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

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with USDE requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

## **TERMINATION APPEAL PROCEDURE**

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

An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's Learning Leader, the Future Professional Advisor, and the school Director. A decision on the student's appeal will be made within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

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

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

- ❶ Review their education records,
- ❷ Seek to amend inaccurate information in their records, and
- ❸ Provide consent for the disclosure of their records.

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

### **General Release of Information**

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

- ❶ State the purpose of the disclosure,
- ❷ Specify the records that may be disclosed,
- ❸ Identify the party or class of parties to whom the disclosure may be made, and
- ❹ Be signed and dated.

### **FERPA Disclosures to Parents**

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

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

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student, without needing the student's consent.

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

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

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

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

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

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

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

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

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

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

### **Disclosures for Other Reasons**

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

### **Directory Information**

Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland does not publish "directory information" on any student.

### **Record Maintenance**

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

### **Amendment to Student Records**

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

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

## PAUL MITCHELL THE SCHOOL COLUMBUS PERFORMANCE STATISTICS/JOB OUTLOOK

Paul Mitchell The School Columbus 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 main campus and all additional campuses as a whole. In this case, Paul Mitchell The School Columbus is a Main campus. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

Paul Mitchell The School Columbus location performance statistics for the calendar year 2015:

Graduation	Placement	Licensure
73.70%	75.86%	92.96%

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

**Graduation:** Based on all students scheduled to graduate from the program in 2015. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

**Licensure:** Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2016. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2016.

**Placement:** Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2016. Students may be excluded from the calculation if they fall into one of the categories listed. In 2015, the school excluded the following number of students\* based on each of the following categories:

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

Total Excluded 0

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

## PAUL MITCHELL THE SCHOOL COLUMBUS PROGRAM INTEGRITY

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

Placement rate	On-time graduation rate	Median Loan Debt
75.86%	10%	<b>2015-2016 Title IV: \$15,485.76 Private: \$0. Institutional: \$0.</b>

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

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

Graduation
57%

Paul Mitchell The School Columbus must prepare the completion and graduation rate of its certificate - or degree-seeking, first-time, full-time undergraduate students each year. The graduation annual rates are based on the 12-month period that ended August 31 of the prior year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. These rates are generated from the school student record management system.

## PAUL MITCHELL THE SCHOOL CLEVELAND PERFORMANCE STATISTICS/JOB OUTLOOK

Paul Mitchell The School Cleveland 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 main campus and all additional campuses as a whole. In this case, Paul Mitchell The School Cleveland is a Main campus. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

Paul Mitchell The School Cleveland location performance statistics for the calendar year 2015:

Graduation	Placement	Licensure
75%	80%	98.25%

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

**Graduation:** Based on all students scheduled to graduate from the program in 2015. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

**Licensure:** Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2016. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2016.

**Placement:** Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2016. Students may be excluded from the calculation if they fall into one of the categories listed. In 2015, the school excluded the following number of students\* based on each of the following categories:

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

Total Excluded 0

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

## PAUL MITCHELL THE SCHOOL CLEVELAND PROGRAM INTEGRITY

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

Placement rate	On-time graduation rate	Median Loan Debt
80%	3%	<b>2015-2016 Title IV: \$16,500.00 Private: \$0. Institutional: \$0.</b>

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

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

Graduation
58%

Paul Mitchell The School Cleveland must prepare the completion and graduation rate of its certificate- or degree-seeking, first-time, full-time undergraduate students each year. The graduation annual rates are based on the 12-month period that ended August 31 of the prior year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. These rates are generated from the school student record management system.

## STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

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

### Attendance and Documentation of Time

- ❶ The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock. To ensure proper credit for clock hours, full-time students are required to clock in/out: when they arrive at school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student time clock, the student will not receive hours. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.
- ❷ Paul Mitchell The School Columbus is open full-time (days) Tuesday through Saturday, 9:00 a.m. to 4:30 p.m., full-time Tuesday through Thursday, 9:00 a.m. to 8:00 p.m.
- ❸ Paul Mitchell The School Cleveland is open full-time (days) Tuesday through Saturday, 9:00 a.m. to 4:30 p.m., full-time Tuesday through Thursday, 9:00 a.m. to 8:00 p.m.
- ❹ All courses require continuous attendance.
- ❺ The prescribed attendance schedule must be maintained each week.
- ❻ Students are only allotted 21 hours to miss during Core. If a student misses over the allotted hours they will be terminated from the program, unless there are unforeseen circumstances.
- ❼ **Columbus–Day** Students are required to clock in by 9:00 am. If a student is late for morning theory they must see the Education Leader before being allowed to enter the classroom. Only students with a legitimate excuse for being late will be allowed to enter the classroom. Students arriving later than 10:00 am will not be allowed to clock in for the day.  
  
**Cleveland–Day** Students are required to clock in by 9:00 am. If a student is late for morning theory they must see the Education Leader before being allowed to enter the classroom. Only students with a legitimate excuse for being late will be allowed to enter the classroom. Students arriving later than 10:00 am will not be allowed to clock in for the day.
- ❽ Students must be on time, as tardiness inhibits the learning process. 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 a staff member. Students are never excused from mandatory theory class to work in the clinic.
- ❾ During the contracted enrollment period, applicant student must maintain a 90% attendance average each month in order to complete the program by the contracted end date. The student is allowed to miss 10% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 10% excused absences for vacation, doctor appointments, illness, etc.; however, the student may not be out of school 14 consecutive calendar days or he or she may be terminated.  
**\*\*Refer to the school enrollment contract for the Enrollment Contract Period definition.**  
***Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.***
- ❿ Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 9:05 a.m.
- ⓫ Students must request time off from school from the Front Desk Coordinator.

- 12 Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule and ten (10) hours per day, 30 hours per week for the full time 3 day schedule. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year.
- 13 Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:00 p.m. and 1:30 p.m. Students should communicate with their instructor if they have not had lunch by 1:30 PM.

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

Student Schedule	Breaks	Lunch
7 hr/day	10 min. in the morning & 10 min in the afternoon	30 min.
10 hr/day	10 min. in the morning & 10 min in the afternoon	30 min.

- 14 Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
  - a. Students who leave school premises for more than 10 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having a staff member book them out.
  - b. Students who leave school premises for less than 10 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.
- 15 Students may not clock in or out for another student.
- 16 Students must keep a record of all services each day on the "worksheet" which must be completed daily and turned in every month.
- 17 Students attend Core the first 6 weeks (approximately 210 clock hours) of enrollment. During this time the student must maintain a monthly attendance of 80%. If at the conclusion of the month, the student's progress report is not 80% attendance, the student may be dropped from the program and asked to re-enroll in the next class start date.

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

- ❶ Clothing must include black bottoms (pants, dresses, bermuda shorts or skirts) and a black fashionable shirt, blouse, or top.
- ❷ Clothing must be professional, clean, and free of stains and tears.
- ❸ Shoes and accessories can be of color, but must be professional and comfortable for the student.
- ❹ Hair must be clean and styled prior to arriving to school.
- ❺ Cosmetics must be applied using trend appropriate makeup techniques and applied prior to arriving to school.
- ❻ Name tags must be worn.
- ❼ The following is a list of unacceptable dress:
  - Foam flip flops.
  - Tank tops or sleeveless tops.
  - Sweatpants, joggers, yoga pants or sweatshirts.
  - Printed T-shirts (other than those with a school logo or appropriate John Paul Mitchell Systems logo). The t-shirt must be clean and you must dress it up!
  - Short skirts and shorts other than Bermuda.
  - Spandex or biking shorts.
  - Low-rise pants should not reveal undergarment.
  - Baseball caps or visors
- ❽ Casual for a Cause Guidelines: Participation in Casual for A Cause allows you to wear blue jeans (no holes) for the day!
- ❾ Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

### **Sanitation and Personal Services**

- ❶ Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- ❷ Students must clean their stations, including the floor, after each service.
- ❸ Hair must be swept up immediately after a service is completed, before blow-drying.
- ❹ Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- ❺ Students may receive services on 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, color, lightener, rinses, conditioning, treatments, manicures, nails, etc.
  - d. Personal services are considered rewards and scheduled for students who are up to date with all projects, exams, and worksheets. School assignments and successful learning are the priority.

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

- ❶ Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic classroom area.
- ❷ 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.
- ❸ Cell phones are only permitted in the authorized areas in the school.
- ❹ Students may not visit with another student who is servicing a client.
- ❺ Students may not gather around the reception desk, reception area, or offices.
- ❻ Food, drinks, and water bottles are allowed only in the lunchroom.
- ❼ Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland is a smoke-free campus. Students who fail to follow this policy will be suspended for a total of three (3) days.
- ❽ Stealing or taking school or another's personal property is unacceptable.

### **Search Policy**

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

### **Late Payments**

If a student fails to make a scheduled tuition payment, the student will not be permitted to clock until payment has been made. If a student consistently fails to make scheduled payments, the student may be terminated from the program.

## Learning Participation Guidelines

- ❶ Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- ❷ Students will be expected to maintain an average of 80% on all theory tests and assignments.
- ❸ Students may not be released from required theory class to take a client.
- ❹ Only service desk personnel may schedule or change client service appointments.
- ❺ All services must be checked and the service ticket initialed by an instructor.
- ❻ Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
- ❼ Students will receive clock hours during the times they fully participate in their learning experience.
- ❽ When students are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
  - a. Completion of 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
- ❾ Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- ❿ 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.
- ⓫ 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 Cleveland and Paul Mitchell The School Columbus is not responsible for any lost or stolen articles.
- ⓬ Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- ⓭ All worksheets are due by the end of school.
- ⓮ 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 worksheet is complete.

## COACHING AND CORRECTIVE ACTION

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

The following actions may be inspected for a coaching session:

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

### Corrective Action Steps

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

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

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

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

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### ❶ Accommodation Procedures for Students with Disabilities

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

The person responsible for implementing these responsibilities at Paul Mitchell The School Columbus Campus is: Jessica Doggett; ADA Compliance Coordinator; 3000 Morse Rd., Columbus, OH 43231; (614) 388-9802; [jdoggett@pmtscolumbus.edu](mailto:jdoggett@pmtscolumbus.edu).

The person responsible for implementing these responsibilities at Paul Mitchell The School Cleveland Campus is: Steffiny Grochowina; ADA Compliance Coordinator; 10735 Ravenna Rd., Twinsburg, OH 44087; (330) 963-0119; [sgrochowina@pmtscleveland.edu](mailto:sgrochowina@pmtscleveland.edu).

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

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

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

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 at Paul Mitchell The School Columbus wishes to file an appeal, the student must notify NeCole Cumberlander; Owner; 3000 Morse Rd., Columbus, OH 43231; (614) 388-9802; [ncumberlander@pmtscleveland.edu](mailto:ncumberlander@pmtscleveland.edu).

When a student at Paul Mitchell The School Cleveland wishes to file an appeal, the student must notify NeCole Cumberlander; Owner; 10735 Ravenna Rd., Twinsburg, OH 44087; (330) 963-0119; [ncumberlander@pmtscleveland.edu](mailto:ncumberlander@pmtscleveland.edu).

The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

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

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

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

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

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to The School. The Coordinator will address: The School's responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved

for students; how to support students with disabilities in The School's programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

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

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

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

## **❶ 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 NeCole Cumberlander; Owner; 3000 Morse Rd., Columbus, OH 43231; (614) 388-9802; [ncumberlander@pmtscleveland.edu](mailto:ncumberlander@pmtscleveland.edu).

The complaint must be sent to NeCole Cumberlander; Owner; 10735 Ravenna Rd., Twinsburg, OH 44087; (330) 963-0119; [ncumberlander@pmtscleveland.edu](mailto:ncumberlander@pmtscleveland.edu).

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

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

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

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

The appeal must be written and sent to NeCole Cumberlander; Owner; 3000 Morse Rd., Columbus, OH 43231; (614) 388-9802; [ncumberlander@pmtscleveland.edu](mailto:ncumberlander@pmtscleveland.edu).

The appeal must be written and sent to NeCole Cumberlander; Owner; 10735 Ravenna Rd., Twinsburg, OH 44087; (330) 963-0119; [ncumberlander@pmtscleveland.edu](mailto:ncumberlander@pmtscleveland.edu).

The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Director.

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

## STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY

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

Paul Mitchell The School Cleveland and Paul Mitchell the Columbus's anti-harassment policy applies to all persons involved in the operation of Paul Mitchell The School Cleveland and Paul Mitchell the Columbus, and prohibits unlawful harassment by any employee of Paul Mitchell The School Cleveland and Paul Mitchell the Columbus, as well as students, customers, third parties, vendors or anyone who does business with Paul Mitchell The School Cleveland and Paul Mitchell the Columbus. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Paul Mitchell The School Cleveland and Paul Mitchell the Columbus does business engages in unlawful harassment or discrimination, Paul Mitchell The School Cleveland and Paul Mitchell the Columbus will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, Paul Mitchell The School Cleveland and Paul Mitchell the Columbus, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

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

### Definitions

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

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

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

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

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

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

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

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

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

## **Prohibited Conduct**

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

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

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

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

## Complaint/Grievance Procedure

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

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, supervisor, Paul Mitchell The School Cleveland and Paul Mitchell the Columbus Owner, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with Paul Mitchell The School Cleveland and Paul Mitchell the Columbus is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to Paul Mitchell The School Cleveland and Paul Mitchell the Columbus Owner if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

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

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

<b>Title IX Coordinator:</b> Steffiny Grochowina - Director 10735 Ravenna Rd. Twinsburg, OH 44087 sgrochowina@pmtscleveland.edu 330-963-0119	<b>School Owner: (for complaints involving employees)</b> NeCole Cumberlander 10735 Ravenna Rd. Twinsburg, OH 44087 necole@theohioacademy.com 330-963-0119
<b>Title IX Coordinator:</b> Jessica Doggett - Director 3000 Morse Rd. Columbus, OH 43231 jessica@theohioacademy.com 614-478-0922	<b>School Owner: (for complaints involving employees)</b> NeCole Cumberlander 3000 Morse Rd. Columbus, OH 43231 necole@theohioacademy.com 614-478-0922

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

## Investigation of Complaints

In response to all complaints, Paul Mitchell The School Cleveland and Paul Mitchell the Columbus promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, Paul Mitchell The School Cleveland and Paul Mitchell the Columbus will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, Paul Mitchell The School Cleveland and Paul Mitchell the Columbus will inform the complainant that its ability to respond may be limited.

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

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

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

- ❶ No contact order
- ❷ Change academic situations as appropriate with minimum burden on the complainant
- ❸ Counseling
- ❹ Health and mental services
- ❺ Escort services
- ❻ Academic support
- ❼ Retake a program or withdraw without penalty

If Paul Mitchell The School Cleveland and Paul Mitchell the Columbus determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Paul Mitchell The School Cleveland and Paul Mitchell the Columbus will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by Paul Mitchell The School Cleveland and Paul Mitchell the Columbus to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

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

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

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

### **Retaliation Prohibited**

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

### **Reporting Requirements**

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

### **Additional Information**

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

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

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

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

The OCR National Headquarters is located at:

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

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

## STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that, effective July 1, 1977, each 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:

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

Non-need is the difference between the cost of education and financial need.

Based on these calculations, federal financial aid may not cover the full cost of attendance.

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

- ❶ Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1-151, 1-55 1, and 1-94.
- ❷ Criteria making a student INELIGIBLE includes codes F-1, F-2, 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, but are not registered.

## ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY

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

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

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

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

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

## SEXUAL HARASSMENT POLICY

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

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

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

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

Sexual harassment may include but is not limited to:

- ❶ Verbal harassment or abuse of a sexual nature
- ❷ Subtle pressure for sexual activity
- ❸ Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- ❹ Intentional brushing against a student's or an employee's body
- ❺ Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- ❻ Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- ❼ Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
- ❽ Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- ❾ Leering of a sexual nature
- ❿ Spreading of sexual rumors

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

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

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

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

## **HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY**

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

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

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by Paul Mitchell Schools. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

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

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

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

For a list of state anti-bullying laws and policies please go to: [\*\*www.stopbullying.gov\*\*](http://www.stopbullying.gov).

## **COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL COLUMBUS AND PAUL MITCHELL THE SCHOOL CLEVELAND**

All material in this program is, unless otherwise stated, the property of Paul Mitchell The School Columbus and Paul Mitchell The School Cleveland. 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 Columbus and Paul Mitchell The School Cleveland we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the school director for further investigation. If you are found responsible after meeting with the school director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool in everyone's lives for both academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate." Published reports indicate that the minimum settlement is \$3,000.00 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

To facilitate student access to legal sources of music and video online, we have listed a couple of sites below:

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

## **SOCIAL NETWORKING POLICY**

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

## **REGULATORY AND ACCREDITATION AGENCIES**

The following institutions license and regulate our institution:

### **Ohio State Board of Cosmetology**

1929 Gateway Circle  
Grove City, OH 43123  
(614) 466-3834

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

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

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

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

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

## **PAUL MITCHELL THE SCHOOL COLUMBUS GRIEVANCE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the director, the school owners, sales leader, and Future Professional Advisor. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions by any school official as a result of initiating a complaint.

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

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

***Upon request, the school will provide its annual Campus Security Safety Policy and Fire Safety Report or a prospective student or prospective employee can visit the schools website at:***

***[columbus.paulmitchell.edu/programs/helpful links](http://columbus.paulmitchell.edu/programs/helpful links)***

## **PAUL MITCHELL THE SCHOOL CLEVELAND GRIEVANCE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the director, the school owners, sales leader, and Future Professional Advisor. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions by any school official as a result of initiating a complaint.

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

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

***Upon request, the school will provide its annual Campus Security Safety Policy and Fire Safety Report or a prospective student or prospective employee can visit the schools website at:***

***[cleveland.paulmitchell.edu/programs/helpful links](http://cleveland.paulmitchell.edu/programs/helpful links)***

## **PAUL MITCHELL THE SCHOOL COLUMBUS ADMINISTRATION AS OF NOVEMBER 2016**

**Owners:** Skyland Columbus LLC. with NeCole and Orlando Cumberlander owning 100%

**Executive Management Team:** NeCole and Orlando Cumberlander; School Owners and Tammy Marinis, Director of Compliance.

**Director:** Jessica Doggett

**Director of Financial Aid:** Denise Windisch

**Operations Leader:** Ben Nolan

**Admissions Leader:** Tiffany Mauk

**Admissions Leader / Placement Leader:** Sarah Critser

**Financial Aid Leader:** Rebecca Wilson

**Education Leader:** Megan Rauch

**Future Professional Advisor:** Ashley Medlock

### **School Faculty:**

#### **Megan Rauch**

Education Leader and Cutting Specialist

Course(s) Taught: Core, Protege, Cutting, Color, Texture, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #062834, Cosmetology Instructors License #062834

Megan is a member of the Advanced Academy Cutting Team, she has attended Cutting Specialist Training to gain her knowledge on how to be a consistent educator who has the best tools possible to educate the future professionals. Megan has taken her knowledge to the next level by being the Education Leader, and working on her ability to help grow the other instructors to be the best educators possible.

#### **Gina Fillippi**

Texture Specialist

Course(s) Taught: Core, Protege, Cutting, Color, Texture, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #082538, Cosmetology Instructors License #082538

Gina is the Texture Specialist, and has attended Texture Specialist, Color Specialist, and Core Specialist Trainings to continue growing her knowledge of the Paul Mitchell Systems. Gina has spent multiple years of her career at the school being an educator while working in a salon to work on her experience.

#### **Jessica Johnson**

Make up Specialist

Course(s) Taught: Core, Protege, Cutting, Color, Texture, Make up and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #079180, Cosmetology Instructors License #079180

Jessica is a Make up Artist and Make up educator, Jessica has attending Make up Specialist Training to understand how to be a better Make up educator and give the future professionals the best make up education possible.

#### **Aleyna Hurless**

Make up Specialist

Course(s) Taught: Core, Protege, Cutting, Color, Texture, Make up and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #102330, Cosmetology Instructors License #102330

Aleyna is a Make up Artist and Make up educator, Aleyna has attending Make up Specialist Training to understand how to be a better Make up educator and give the future professionals the best make up education possible.

**Randall Clark**

Texture Specialist

Course(s) Taught: Core, Protege, Cutting, Color, Texture, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #991017, Cosmetology Instructors License #991017

Randall is a stylist behind the chair full time, and comes to the school to help motivate and inspire the future professionals. They love when he is in the building to teach them mini classes.

**Jen Maxwell**

Theory Specialist

Course(s) Taught: Theory and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #930843, Cosmetology Instructors License #930843

Jenn has years of experience in this industry and has a passion for teaching the Milady's book to help future professionals complete there state board written exam.

**Kendra Maurer**

Core Specialist

Course(s) Taught: Core, Protege, Cutting, Color, Texture, Make up, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #067402, Cosmetology Instructors License #067402

Kendra is a Core Specialist that started her journey at the service desk and grew from there on the organizational chart. She has been to advanced training and core specialist trainings to learn the be a great educator with the knowledge of the paul mitchell systems.

**Emily Wilson**

Part Time Learning Leader

Course(s) Taught: Core, Protege, Cutting, Color, Texture, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #096330, Cosmetology Instructors License #096330

Emily has played many roles at the school from cutting specialist to phase two leader but has found her passion to be on the clinic classroom leading the future professionals with there guest.

**Emily Schnall**

Part Time Learning Leader

Course(s) Taught: Core, Protege, Cutting, Color, Texture, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #052323, Cosmetology Instructors License #052323

Emily has hand a journey from being color specialist to long hair specialist and now she enjoys her time on the clinic classroom to help the future professionals have their ah-ha moments.

**Lindsay Susko**

Final Phase Specialist

Course(s) Taught: Core, Protege, Cutting, Color, Texture, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #117175, Cosmetology Instructors License #117175

Lindsay is the Final Phase Specialist that leads the future professionals thur the process of preparing for State Board, and helping them prepare for the state board practical exam.

**Sam Asher**

Full Time Learning Leader

Course(s) Taught: Core, Protege, Cutting, Color, Texture, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #109674, Cosmetology Instructors License #109674

Sam has a passion for helping the future professionals to grow and have a successful career in the industry. She was a salon manager for years so she shares her knowledge about salon reality.

**Amy Kulp**

Part-Time Learning Leader

Course(s) Taught: Core, Protege, Cutting, Color, Texture, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #047090, Cosmetology Instructors License #047090

Amy has an in-depth knowledge of the industry and loves to help the future professionals grow to be the best stylist possible.

**Kristen Schneider**

Core Specialist

Course(s) Taught: Core, Protege, Cutting, Color, Texture, and Final Phase

Cosmetology Advanced License, Cosmetology Instructors License

Licenses Held: Cosmetology Advanced License #142047, Cosmetology Instructors License #142047

Kristen has a passion to help grow the future professionals from their first day and get them prepared to be able to take guest on the clinic classroom.

**PAUL MITCHELL THE SCHOOL CLEVELAND ADMINISTRATION AS OF NOVEMBER 2016**

**Owners:** Skyland LLC. with NeCole and Orlando Cumberlander owning 100%

**Executive Management Team:** NeCole and Orlando Cumberlander; School Owners and Tammy Marinis, Director of Compliance.

**Director:** Steffiny Grochowina

**Director of Financial Aid:** Denise Windisch

**Operations Leader:** Orlando Cumberlander

**Admission Leaders:** Tiffany French

**Admissions Leader / Placement Leader:** Sandra Franklin

**Financial Aid Leader:** Medely Gardner and Kim Coe

**Education Leader:** Emma Shiray

**Future Professional Advisor:** Kim Coe

**School Faculty:****Allyssa Ball**

Learning Leader - Full Time

Licensed Cosmetologist, Licensed Cosmetologist Instructor

Paul Mitchell The School - Cosmetology Certificate

Cosmetology Instructor License #127690, Expires 1/31/17

Allyssa is the Make up Specialist at Paul Mitchell the School and teaches make up as a part of the cosmetology program. She also works in the clinic classroom.

**Ashley Lokash**

Learning Leader - Part time

Licensed Cosmetologist, Licensed Cosmetologist Instructor

Cosmetology Instructor License #072896, Expires 1/31/17

Ashley is a clinic classroom leader at Paul Mitchell the School Cleveland.

**James Musarra**

Clinic Floor Leader - Full Time

Licensed Cosmetologist, Licensed Cosmetologist Instructor

Paul Mitchell The School - Cosmetology certificate

Cosmetology Instructor License # 061432, Expires 1/31/17

A clinic floor Leader at Paul Mitchell the School Cleveland who teaches in the clinic classroom

**Krystal Dailey**

Learning Leader - Full Time

Licensed Cosmetologist, Licensed Cosmetologist Instructor

Cosmetology License #070097, Expires 1/31/17

Krystal is a texture specialist as well as Theory Specialist at Paul Mitchell the School Cleveland who teaches texture class as well as theory as a part of the cosmetology program as well as in the clinic classroom.

**Lindsay Poulos**

Learning Leader - Full Time

Licensed Cosmetologist, Licensed Cosmetologist Instructor

Paul Mitchell the School - Cosmetology Certificate

Cosmetology License #062617 Expires 1/31/17

Lindsay is the color specialist at Paul Mitchell the School Cleveland and She teaches on the clinic classroom also.

**Matthew Kelly**

Learning Leader - Full Time

Licensed Cosmetologist, Licensed Cosmetologist Instructor

Paul Mitchell the school - Cosmetology Certificate

Cosmetology License # 092351, Expires 1/31/17

Matthew is our Core Specialist who teaches core as a part of the cosmetology program as well as in the clinic classroom.

**Melanie Rhoden**

Learning Leader- Full Time

Licensed Cosmetologist, Licensed Cosmetologist Instructor

Cosmetology Instructor License #140106, Expires 1/31/17

Melanie is a Core Specialist as well as a Texture Specialist at Paul Mitchell The School Cleveland and teaches Core and Texture as a part of the Cosmetology Program. She also teaches in the clinic classroom

**Vinnie Tamaro**

Learning Leader - Full Time

Licensed Cosmetologist, Licensed Cosmetologist Instructor

Cosmetology Instructor License #803168, Expires 1/31/17

Vinnie teaches in our theory classroom as well in our Final Phase class as a part of the cosmetology program.

## **PAUL MITCHELL THE SCHOOL CLEVELAND - HEA DISCLOSURE REQUIREMENTS AND POLICY**

This policy has been created to comply with the disclosure requirements set forth by the Higher Education Opportunity Act, to provide specific information to all students and parent or guardian to make informed decisions about postsecondary education with Paul Mitchell The School Cleveland. This policy will give the location of the information using a single access point to the disclosure requirements. It will list the links to the pages that contain the required information.

### **Non-Loan Related Disclosure Requirements:**

Notice of Availability of Institutional and Financial Aid Information

<https://paulmitchell.edu/cleveland/financial-aid>

<https://paulmitchell.edu/cleveland/info/links> (Catalog and Admissions Packet)

Financial Aid Staff and Contact Information

<https://paulmitchell.edu/cleveland/financial-aid>

### **Student Financial Assistance:**

Student Financial Aid Information

<https://paulmitchell.edu/cleveland/financial-aid>

Notice of Federal Student Financial Aid Penalties for Drug Law Violation

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

### **General Institutional Information:**

Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA)

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

Consumer Information on College Navigator Site

<https://paulmitchell.edu/cleveland/programs/cosmetology>

Text Book Information

<https://paulmitchell.edu/cleveland/programs/cosmetology> Financial Aid Code of Conduct

<https://paulmitchell.edu/cleveland/info/links> Net Price Calculator

<https://paulmitchell.edu/cleveland/programs/cosmetology> GE information

<https://paulmitchell.edu/cleveland/programs/cosmetology>

Facility and Services Available to Students with Disabilities

<https://paulmitchell.edu/cleveland/info/links> Student Body Diversity

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

Price of Attendance

<https://paulmitchell.edu/cleveland/programs/cosmetology>

### **General Institutional Information (cont.):**

Refund Policy

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

Academic Program (Educational Programs, Instructional Facilities and Faculty)

<https://paulmitchell.edu/cleveland/>

Transfer of Credit Policy

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

Copyright Infringement Policy

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

**Health and Safety:**

Drug Free Work Place Policy

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

Vaccinations Policy

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

Campus Safety and Security and Fire Safety Report

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

Title IX Policy

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

**Student Outcomes:**

Retention Rates

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

Completion Rates

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

Job Placement Rates

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

**Voter Registration:**

Voter Registration forms

<https://paulmitchell.edu/cleveland/info/links> (Catalog)

**Disclosures for Education Loans:**

Student Loan information Published by Department of Education

<https://paulmitchell.edu/cleveland/financial-aid>

National Student Loan Data System

<https://paulmitchell.edu/cleveland/financial-aid>

Entrance Counseling for Student Borrowers

<https://paulmitchell.edu/cleveland/financial-aid>

Exit Counseling for Student Borrowers

<https://paulmitchell.edu/cleveland/financial-aid>

## **PAUL MITCHELL THE SCHOOL COLUMBUS - HEA DISCLOSURE REQUIREMENTS AND POLICY**

This policy has been created to comply with the disclosure requirements set forth by the Higher Education Opportunity Act, to provide specific information to all students and parent or guardian to make informed decisions about postsecondary education with Paul Mitchell The School Columbus. This policy will give the location of the information using a single access point to the disclosure requirements. It will list the links to the pages that contain the required information.

### **Non-Loan Related Disclosure Requirements:**

Notice of Availability of Institutional and Financial Aid Information

<https://paulmitchell.edu/columbus/financial-aid>

<https://paulmitchell.edu/columbus/info/links> (Catalog and Admissions Packet)

Financial Aid Staff and Contact Information

<https://paulmitchell.edu/columbus/financial-aid>

### **Student Financial Assistance:**

Student Financial Aid Information

<https://paulmitchell.edu/columbus/financial-aid>

Notice of Federal Student Financial Aid Penalties for Drug Law Violation

<https://paulmitchell.edu/columbus/info/links> (Catalog)

### **General Institutional Information:**

Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA)

<https://paulmitchell.edu/columbus/info/links> (Catalog)

Consumer Information on College Navigator Site

<https://paulmitchell.edu/columbus/programs/cosmetology>

Text Book Information

<https://paulmitchell.edu/columbus/programs/cosmetology> Financial Aid Code of Conduct

<https://paulmitchell.edu/columbus/info/links> Net Price Calculator

<https://paulmitchell.edu/columbus/programs/cosmetology> GE information

<https://paulmitchell.edu/columbus/programs/cosmetology>

Facility and Services Available to Students with Disabilities

<https://paulmitchell.edu/columbus/info/links> Student Body Diversity

<https://paulmitchell.edu/columbus/info/links> (Catalog)

Price of Attendance

<https://paulmitchell.edu/columbus/programs/cosmetology>

### **General Institutional Information (cont.):**

Refund Policy

<https://paulmitchell.edu/columbus/info/links> (Catalog)

Academic Program (Educational Programs, Instructional Facilities and Faculty)

<https://paulmitchell.edu/columbus>

Transfer of Credit Policy

<https://paulmitchell.edu/columbus/info/links> (Catalog)

Copyright Infringement Policy

<https://paulmitchell.edu/columbus/info/links> (Catalog)

**Health and Safety:**

Drug Free Work Place Policy  
<https://paulmitchell.edu/columbus/info/links>

Vaccinations Policy  
<https://paulmitchell.edu/columbus/info/links> (Catalog)

Campus Safety and Security and Fire Safety Report  
<https://paulmitchell.edu/columbus/info/links>

Title IX Policy  
<https://paulmitchell.edu/columbus/info/links>

**Student Outcomes:**

Retention Rates  
<https://paulmitchell.edu/columbus/info/links> (Catalog)

Completion Rates  
<https://paulmitchell.edu/columbus/info/links> (Catalog)

Job Placement Rates  
<https://paulmitchell.edu/columbus/info/links> (Catalog)

**Voter Registration:**

Voter Registration forms  
<https://paulmitchell.edu/columbus/info/links> (Catalog)

**Disclosures for Education Loans:**

Student Loan information Published by Department of Education  
<https://paulmitchell.edu/columbus/financial-aid>

National Student Loan Data System  
<https://paulmitchell.edu/columbus/financial-aid>

Entrance Counseling for Student Borrowers  
<https://paulmitchell.edu/columbus/financial-aid>

Exit Counseling for Student Borrowers  
<https://paulmitchell.edu/columbus/financial-aid>