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[2014] CATALOG

"CERTIFIED TRUE AND CORRECT AS TO CONTENT AND POLICY."

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THE TEMPLE: A Paul Mitchell Partner School, at 22 West Church Street, Frederick, MD 21701 is a fully approved Private Career School facility, pursuant to the rules and regulations put forth by the Maryland Higher Education Commission (MHEC). These Policies and Procedures are set forth in the Code of Maryland Regulations (COMAR) and further outlined in the document labeled "Policies and Procedures for Maryland Private Career Schools". The most up-to-date copy of this document can be furnished at any point by **THE TEMPLE** upon request. The Commission's approval means that the institution and its operations comply with the standards established under the law for Private Career Schools. Our approval is subject to continuous and ongoing review by the MHEC. Approval will be for the courses:

Cosmetology 1500 hours (clock hours)

Instruction will occur ON SITE. The maximum number of Future Professionals receiving training in the facility AT ONE TIME is subject to many factors including our financial guarantee, facility size, and faculty size.

Maryland statute requires that a Future Professional, once they have successfully completed a course of study as outlined in this catalog, be awarded an appropriate diploma or certificate verifying this fact.

In addition, **THE TEMPLE: A Paul Mitchell Partner School** is accredited the by the National Accrediting College of Career Arts and Sciences (NACCAS). NACCAS is recognized by the US. Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools.

Accreditation means that a school has met national standards of educational performance which have been established by an impartial non-governmental agency. The accrediting of schools by professional, national and regional associations of like schools (schools with similar objectives and subject content), has long characterized the American educational scene. Through the years, accreditation of schools has been the most authoritative and reliable index of a school's concern for integrity toward its students and quality education.

While an accrediting agency is not part of the government, the U.S. Department of Education has officially recognized several agencies. NACCAS is such a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.

Accreditation does not mean that all schools are the same. It does mean that they conform to a set of common minimum standards established by the Commission. These standards demonstrate a wide range of acceptability. No attempt is made by the Commission to determine relative excellence among accredited schools. Therefore, schools are listed alphabetically by states.

Schools are re-evaluated at least once every six years. Continuation of accreditation depends on maintenance of the established standards. If a school fails to maintain the prescribed requirements, an interval of time is allowed for it to correct its deficiencies. If these deficiencies are not remedied during this interval, accreditation is withdrawn.

The Maryland Higher Education Commission (MHEC), the Maryland Board of Cosmetology, and the National Accrediting Commission of Career Arts and Sciences (NACCAS) establish the MINIMUM standards for this program. **THE TEMPLE: A Paul Mitchell Partner School** routinely sets a higher standard of performance. These requirements for class hours and the total clock hours are outlined in this Catalog. These minimums MUST be met in order to qualify the Future Professional for licensure in Maryland. There are no guarantees, implied or otherwise, that THE TEMPLE will be able to prepare its Future Professionals for licensure in any State other than Maryland.

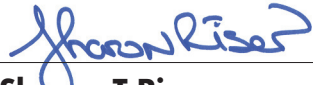
Unresolved complaints may be directed to:

Maryland Higher Education Commission

6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201
800-974-0203 / 410-767-3301
www.mhec.state.md.us

And finally, **THE TEMPLE: A Paul Mitchell Partner School** is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependants under the VA educational benefits programs.

All information in the content of this School Catalog is current and correct and is so certified as true by Charles R Riser JR, President.



Sharon T Riser
Director, The Riser Academies, Inc.



Charles R Riser JR
President, The Riser Academies, Inc.

Mission Statement

Our Mission is to provide a quality educational system to prepare Future Professionals to pass the State Board Examination and to gain employment within the field of Cosmetology. THE TEMPLE: A Paul Mitchell Partner School, is 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.

At THE TEMPLE, we aggressively seek to provide the most up-to-date education available to new Future Professionals. Through our Paul Mitchell network and Educational Materials, as well as state and national seminars, we stay abreast of the latest trends in the Cosmetology field; therefore, we impart to our Future Professionals a solid foundation with which to enter the beauty profession. It is our Goal that every graduate from THE TEMPLE be an asset to themselves, their profession, and their community. It is our commitment to continue to provide an ethical managerial and instructional staff, and to continue to maintain the high standards by which we are known throughout the Industry. Along the way, we will continue to promote goodwill between our Future Professionals, staff, governing bodies, and the community. By providing an adequate clientele for hands-on training to our Future Professionals we will ensure a smooth transition from the school to the work force. As the School grows, it will continue to be a high quality educational facility with which our Future Professionals, employees, alumni, and community is proud to be associated.

We strive to go beyond the "typical" cosmetology education by evoking all levels of the industry from business management skills, to retailing, to time management.


Our goal is to provide you with a CAREER, not just another job.

We will accept nothing short of transforming the Educational Experience within the Cosmetology Industry.

We believe that achieving personal and professional success is within everyone's grasp. We use proven educational techniques coupled with the successes of our Team Leaders and Learning Leaders.

All of our courses of study are centered on developing in our Future Professionals the highest degree possible of technical and professional competency. Our programs are designed to develop in each Future Professional the skills and techniques necessary for successful employment in a professional salon environment. In this process, Future Professionals are taught how to assume personal and professional responsibilities: including commitments to self, employers, colleagues, clients and the community. Our aim is to develop technical and professional competency through the integration of theory classes, practical work, group and individual instruction that will enable each Future Professional to reach his/her highest potential. We regard as a privilege our role as an educational institution in preparing our Future Professionals to make a meaningful contribution to the cosmetology profession.

At THE TEMPLE: A Paul Mitchell Partner School, you can expect an education far beyond the "how" and into the "why". At THE TEMPLE, we offer more than the education necessary to pass the Maryland State Board. The courses incorporate classroom instruction with practical client application. When you attend a Paul Mitchell affiliated school, you gain from the prestige with being associated with an Industry Leader as well as being able to tap into a salon network that has over 70,000 members located all over the world.



Sharon T Riser
Director, The Riser Academies, Inc.



Charles R Riser JR
President, The Riser Academies, Inc.

The School

The Cosmetology Course at THE TEMPLE: A Paul Mitchell Partner School, offers the challenge of a very stimulating and rewarding career. The School is equipped to meet all the demands that cosmetology in the modern world requires.

Training is conducted in a 11,000sq/ft facility located in the one hundred year old Masonic Temple at 22-24 West Church Street, Frederick, MD. It is divided into a core/theory classroom, a mannequin classroom, a nail room, retail area, admissions office, color commissary/dispensary, laundry room, bathrooms and rest facilities for both the Future Professionals and customers, and a client clinic with forty-four stations.

The School is supported by eight shampoo stations, twenty mobile dryer stations, individual styling equipment provided in the student kits, various audio/visual equipment (DVD players, TV monitors, Milady Instructional videos, wall posters, etc), complete laundry machines, mannequin stands and posts, nail workstations and implements, a fully networked computer system, and an up-to-date reading and video library for both Future Professionals and Learning Leaders.

The Administration and Ownership

THE TEMPLE: A Paul Mitchell Partner School is a wholly owned subsidiary of The Riser Academies, Inc., itself a closely held Chapter C Corporation in the State of Maryland. The Officers of the Riser Academies, Inc are Charles R Riser JR, President and Chief Executive Officer, President/Treasurer and Sharon T Riser, Chief Operations Officer, Co President/Secretary. Each shareholder controls one third of the Corporation.

Sharon T Riser is the Owner, Co-Director of THE TEMPLE and Sales Leader.

Charles R Riser JR is the Owner, School Dean and Operations Leader.

Trish Kaiser is the Co-Director of THE TEMPLE and Director of Education.

Jessica Higgins is the Future Professional Advisor.

Ingrid Neilson in the Education Support team and a member of our Service Desk.

Jeannette Finch is the Financial Aid Director.

Rita Hubbard is the Financial Aid Assistant and Student Record Coordinator.

Katy Gant is the Book Keeper and member of our Financial Aid Team.

Ashley Chin is the Admissions Leader.

Hayley Worthington is on our Enrollment Team.

Sarah Kohler is on our Enrollment Team.

Katherine Sturm is the Take Home Team Leader.

Alice Ness is a member of our Service Desk.

Amanda Biddle is a member of our Service Desk.

Kelly Hunt is a member of our Service Desk , Worksheet Leader, and Temple Assistant.

Bailey C Riser is our general Office Assistant.

The Faculty

Under the controlling direction of THE TEMPLE staff, you will receive a quality education in the exciting, and ever changing, industry of Hair Design and Cosmetology. Our Learning Leaders have decades of combined experience in this profession with many certified as Paul Mitchell In-Salon Associates. In addition, our Learning Leaders all maintain Cosmetology Licenses, and are highly successful professionals who continue to work in Salons and Spas as time permits. Many travel the country as part of continuing education seminars put on by various manufacturers, including John Paul Mitchell Systems.

Non-Administration Staff:

Charles R Riser JR: business practices, business theory, basic book theory and instruction, men's cutting specialist and time management specialist.

Sharon T Riser: salon management specialist, business model instructor, hiring and placement specialist

Dana Howson: CORE Learning Leader Specialist, Color Specialist

Cindee Long: Phase II Leader, Clinic Floor Manager, Extension Specialist

Trish Kaiser: Clinic, Creative and Adaptive Theory, Phase II Leader

Kaytlin Friia: Cutting Specialist

Cari Smith: Clinic Floor Learning Leader, Theory Leader

Chi Cheng: Clinic Floor Learning Leader

Thierry Lang: Clinic Floor Learning Leader

Amanda Biddle: Final Phase Specialist, Theory Specialist

Piper Smith-Crawford: Placement and Employment Specialist

Nancy Noland: Clinic Floor Learning Leader

Katherine Sturm: Texture Specialist, Product Knowledge Leader

Ingrid Neilson: Makeup Specialist

Alice Ness: Make Up Specialist / Substitute Learning Leader

Jessica Higgins: Substitute Learning Leader

Emily Esquer: Substitute Learning Leader

Mary Louise Riser: Substitute Learning Leader

Kim Grubbs: Night School Final Phase Leader, Clinic Floor Learning Leader

Course Description: Cosmetology

The State of Maryland requires 1500 clock hours for graduation and testing in Cosmetology. During the first 350 hours, you will be in the Core Phase. Your time in Core is spent in classroom work consisting of lecture, demonstrations, practice on manikins and evaluations. Upon completion of 350 hours, turning in all your assigned work, maintaining all grade and attendance levels, and upon recommendation of your Learning Leader, you will advance to the Adaptive Phase and be permitted to practice on guests in our clinic. Once you have completed 735 hours in the Adaptive Phase, you will move into the Creative Phase where you will finish your education. All of your time during Adaptive and Creative Phases will be spent on practical work, additional advancement lectures, class projects and complete subject reviews as well as salon management techniques. Once you have successfully finished

1380 hours of the course, you can apply for permission to take the Maryland State Board of Cosmetology Exam, then sit for the THEORY portion of the exam. When you have successfully completed the course (1500 hours), and the Board of Cosmetology issues you your test date, you may sit for the Practical portion of the exam. Of course, you can wait until you have completed the entire 1500 course, then take the ENTIRE exam at once.

All courses are taught in English. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, nail care, skin care, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, state laws & regulations, salon type administration, and job interviewing.

The Cosmetology curriculum is approved for VA educational benefits.

Course Goals: Cosmetology

The primary purpose of the Cosmetology course is to train Future Professionals in theory, practical and clinical experience which will prepare them for immediate employment in the field of Cosmetology. The course is particularly directed toward developing desirable work ethics with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

This course includes instruction in how to seek and obtain employment, make payroll deductions, preparation of employment applications, and education into the laws and regulations governing salon operation and safety with respect to the cosmetologist.

Upon completion of 1500 clock hours of training, and meeting all criteria laid out under Graduation Requirements, the Future Professional will receive a certificate and be prepared to take the State Board Examination of Maryland. This enables the Future Professional to work as a cosmetologist, esthetician, nail technician, or makeup artist, in any salon in the State of Maryland.

Ultimately, the Goal of the Cosmetology Program at THE TEMPLE: A Paul Mitchell Partner School is to successfully prepare our Future Professionals for a career in the Cosmetology Industry. To that extent, we aim to:

1. To prepare Future Professionals to successfully pass the State Board Examination
2. To develop employer/employee relationships and effective communication skills
3. Instill basic computer knowledge with respect to salon management.
4. To develop a full range of professional skill, that include, but are not limited to:
 - use cutting implements to achieve an assortment of hairstyles
 - mix hair colors and tints to optimum results
 - give professional manicures and pedicures
 - give professional facials
 - give accomplished chemical cosmetology services
 - possess a thorough knowledge of Maryland State Laws regarding cosmetology
 - perform the duties of an accomplished salon receptionist or manager

All Future Professionals should fully expect a fair and open Learning Leader who is concerned about the Future Professional. The Future Professional is responsible to reach their fullest potential and to profit from the course of instruction. These goals are met with rules and regulations being kept to a minimum; Future Professionals sharing with the Learning Leaders; and an emphasis on teamwork.

Job Placement

In today's beauty conscious world, there is an increasing demand for the educated hairstylist. There are many wonderful career opportunities available within the beauty industry. Men and women have equal career opportunities, equal ability to earn an income, and are able to live and work wherever their heart desires. Career choices are plentiful, and growth potential is nearly limitless: depending on your individual interests and abilities. There is security in knowing that as a professional, educated in the art and science of beauty, your skills and knowledge are always in demand.

As a Professional Cosmetologist, there is a multitude of challenging career choices available. In addition to hair design, this industry also offers opportunities in areas such as skin care, makeup, aromatherapy, nail artistry, and product educators. As your career progresses, it is possible to become platform artists, salon management, state board examiner, and image consultant. According to statistics the average reported income for full-time Cosmetology professionals in the United States is over \$35,000 a year, with entry positions starting around \$22,000 in Maryland. The Maryland AVERAGE salary (without tips) is \$38,601.

According to the Occupational Outlook Handbook published by the US Department of Labor, overall employment of Cosmetologists is expected to grow as fast as the average for all occupations through the year 2010 because of increasing population, incomes, and demand for cosmetology services. This will increase for most cosmetologists because their training actually prepares and licenses them to provide a broad range of services beyond simple hair dressing. In fact, the same Labor survey noted that many in this industry go on to open their own Salons after several years in this business so the opportunities for self employment are always open along with the potential for a lucrative income.

All though THE TEMPLE: A Paul Mitchell Partner School does not guarantee employment upon graduation, we do maintain an aggressive job placement program and will inform Future Professionals of job openings and opportunities. THE TEMPLE coordinates placement programs with local and national salons through sending out surveys, and inviting Salon Owners and Guest Artists in to teach and speak at the academy. Our close alliance with Salons in our region, developed from the last seventeen years of Salon Ownership by our Management Team, will assist us greatly in helping find the best "fit" for you in the Cosmetology Industry.

Program Overview and Course Descriptions

Your time at THE TEMPLE: A Paul Mitchell Partner School, for the cosmetology program will be divided into three designations:

1. **CORE:** A ten week, 350 hour introduction to Cosmetology, known as CORE, instills the basic fundamentals. During this time period, Future Professionals are introduced to both the realities of our Industry and inspirational mentors to help shape them at the very beginning of their career. An introduction to their textbooks and workbooks, a large overview of the cosmetology program, and a full understanding of their role in the School and the expectations that will be put upon them in the upcoming months are all brought to the fore. CORE focuses on the fundamentals that enable Future Professionals to confidently begin working with clients early in their training. You learn the “foundational rules” PRIOR to working in the clinic. There is a blend of technical skill development with personal development, which helps to foster confidence and provides direction for successful behaviors during the clinic floor learning experience. Future Professionals are graded and evaluated using written, oral and practical testing methods. Future Professionals must successfully complete the CORE prior to moving onto Adaptive Phase.
2. **ADAPTIVE PHASE:** Your learning process will be guided through this phase with individual attention and group learning experiences, where workshops, monthly worksheets, and periodic tests have been developed specifically to monitor your progress. Though you will spend an hour, four days a week, in the classroom, this is when you will begin working on paying clients on our clinic floor. Since you can’t move forward without the basic understanding and theory of WHY you are doing something, the time spent on the Clinic floor will be paralleled with further work in the Classroom and in your textbooks. Now comes the INTENSE study that is designed to build on the basics you learned in CORE. Your time in the classroom during ADAPTIVE PHASE is divided into three areas: cutting, retexturizing (perming and straightening), coloring, and skin care/nail care. You will start to learn the value of retailing and the absolute NEED for communication between the Professional and their Clients. Since the largest reason a client retains loyalty is the chair side manner of the Professional, the ADAPTIVE PHASE will extend BEYOND the basics of just handling hair and dressing it. The Future Professional will learn the basics of leading questions, hair analysis, chemical analysis, and hair movement.
3. **CREATIVE PHASE:** During the final phase of our program, you will enter a new arena of classroom workshops coupled with challenging practical services that will continue to build you into a confident future professional. This is where it starts to get tough. During this phase, you will be learning the more advance dressing and chemical work. Supervisors will begin to defer client-handling and service choices to you, and day to day decisions on how to work with your clients will be left, to a greater extent, in your hands. You will be heading in the “end run” of your program at the Temple and we will be stepping up the pressure getting you ready for graduation. You will have the opportunity to spend your last 210 hours (6 weeks) in THE TEMPLE in Final Phase by dressing, acting, and working like a true professional. Classroom work will be specific to your State Board exams. You will be given the opportunity to work with “assistants” and get chances to experience doing “real world” hair in a less restrictive environment. You will use your own artistic and creative abilities, coupled with the assistance of THE TEMPLE Learning Leaders, to prepare yourself for your future Salon Career.

Safety Precautions for the Beauty Industry

By following safety precautions Future Professionals contribute to the health, welfare, and safety of the community. The following are a list of important guidelines and precautions to follow:

1. Always have good hygiene and be professionally dressed.
2. Keep a first aid kit on hand.
3. Follow safety regulations and keep equipment properly sanitized.
4. Protect the client's clothing by appropriately draping them.
5. Ask the client to remove any jewelry, hair accessory, glasses, etc.
6. Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
7. Wear gloves when dealing with chemicals.
8. Carefully use all chemically active products to avoid injury

Admission Requirements

THE TEMPLE: A Paul Mitchell Partner School as regular Future Professionals those who are high school graduates or holders of high school graduation equivalency certificates (GED). In addition, applicants must provide two head/shoulder pictures (they can be two copies of the same picture. If the Future Professional is NOT a US Citizen, proof of status must be provided at Admissions. We will make copies of these and keep them with your permanent record.

In 2004, the State of Maryland changed the graduation requirements for high school students. Consequently, it is now possible for seniors in high school to complete their senior year while enrolled in a Private Career School. The decision as to whether to follow these guidelines has been left up to individual counties. Currently, THE TEMPLE: A Paul Mitchell Partner School does NOT participate in these programs and will not accept students who have not graduated from high school or achieved an equivalency certificate.

Licensing Disclosure

The State of Maryland licensing requirements stipulate that an applicant must be at least seventeen (17) years of age and have completed the ninth (9th) grade or G.E.D. The applicant must submit proof of completion of 1500 hours of training in a cosmetology school or 24 months as a registered apprentice in a licensed beauty salon.

Potential Future Professionals are reminded that there is significant reading and studying in this program. The need to have a sufficient understanding of the English Language in order to process the information, and recite it back during testing, is IMPERATIVE to the successful completion of the program. In addition, interpreters are not allowed to assist in State Board exams; therefore, they will not be allowed to assist in school courses and curriculums.

Finally, while a felony conviction will not prevent you from attending THE TEMPLE, please be aware that the question is asked when you apply for your cosmetology license and you may be denied your licensure depending on the conviction. Criminal convictions may affect your ability to be licensed.

Admissions Procedure

Interview: have an informational and instructive interview with one of our Admissions Representatives AND Financial Aid Representatives.

Complete the Application Form and Essay: complete and submit the application form to the school prior to registration. The essay is the last section of the Application Form and should include a description of your career and educational goals while attending THE TEMPLE. All forms may be obtained by requesting them from THE TEMPLE: A Paul Mitchell Partner School.

Submit a Registration/Evaluation Fee: action will not be taken on admission or a financial aide application until a Registration/Evaluation Fee of \$150.00 is received. Please send the evaluation fee in the form of a check or money order, payable to The Riser Academies, Inc. This fee is NOT included in the cost of your tuition, cannot be financed through any loan program and is non-refundable.

Submit two (2) pictures: the pictures should be a recent head and shoulder of you. Digital shots are fine.

Provide Verification Documents: a copy of your high school diploma, GED, or any other proof that you have successfully completed your secondary education. This can include, but is not limited to, high school transcripts, college or post-secondary school transcripts, or home school certificate. We will be making copies of these documents and keeping them with your records. Please note that if you are NOT a US Citizen, proof of status MUST be provided, not only to enroll in THE TEMPLE, but to take your Maryland Cosmetology Exam and be provided with a license in the State.

Demonstration of Commitment: this will not be a simple, or easy, journey to undertake once you are enrolled at THE TEMPLE. Before you can successfully complete your Admissions process, you must demonstrate a commitment to successfully complete your education and succeed in a beauty industry career by keeping appointments and completing the admissions and financial aid application requirements on a timely basis during the enrollment process.

THE TEMPLE: A Paul Mitchell Partner School does not recruit Future Professionals who are already enrolled in a similar program at another institution. Such Future Professionals must first disengage from that institution before conducting their INTERVIEW section of our Admissions Procedure.

Non-Discrimination

THE TEMPLE: A Paul Mitchell Partner School, in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort.

If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way you are required to immediately report the matter to THE TEMPLE's Director, Sharon T Riser, in person or at:

THE TEMPLE: A Paul Mitchell Partner School

22 W Church Street
Frederick, MD 21701
sharon@pmthetemple.edu
301-682-7550

Student Conduct Policy

Future Professionals are required to comply with all School regulations as outlined during the orientation session. Future Professionals are required to act in a manner that will reflect credit upon themselves, THE TEMPLE, and the profession for which they are being trained. Failure to adhere to, and observe, these regulations will result in probation or immediate dismissal. Re-admission is at the discretion of the Director. Future Professionals may be terminated for lack of attendance, failure to adhere to School Regulations and Rules, violation of the DRUG/ALCOHOL policy, and/or not maintaining Satisfactory Progress.

Drug and Alcohol Policy

THE TEMPLE: A Paul Mitchell Partner School is a DRUG FREE ZONE. As such, we prohibit the use, distribution or possession of alcohol and/or drugs by any Future Professionals during school hours, on school property, within 300ft of the School, or at School functions held elsewhere. No illegal drugs, tobacco, or alcohol are permitted on School Grounds at ANY time for ANY event, regardless of the sponsor, or host, of the event. Persons exhibiting evidence of abuse or intoxication are subject to disciplinary action, suspension, or termination.

The School Staff will counsel any person having a drug and/or alcohol problem and refer them to any one of the many agencies for professional treatment or rehabilitation. If, after counseling, any person found using, possessing, or distributing alcohol and/or drugs will be turned over to local police officials and will be terminated from the School.

All Future Professionals are required to sign and maintain THE TEMPLE's Drug and Alcohol Policy. This Policy will be provided to you and contains complete details to our stance on this subject. Any questions are expected to be asked BEFORE enrollment or your first day of class. THE TEMPLE has a ZERO TOLERANCE policy once you are enrolled.

THE TEMPLE: A Paul Mitchell Partner School's Administration and Leadership staff WILL testify against the Future Professional if necessary.

Termination Procedure

THE TEMPLE: A Paul Mitchell Partner School may terminate a Future Professional's enrollment for immoral or improper conduct, receiving five suspensions, noncompliance with educational requirements, professional development guidelines, general policies, or the enrollment contract.

Any Future Professional found guilty of a felony crime will be expelled immediately.

Cosmetology Curriculum

The State of Maryland requirements for a curriculum in Cosmetology is 1500 TOTAL clock hours.

	CORE	CLASS	CLINIC
ORIENTATION - BASIC INSTRUCTION	42		44
This covers Orientation, Electricity and Safety Information, Career Information and History of the Industry, State Laws and Regulations, Learning Cultures, Communication Arts, and Professional Ethics			
BACTERIOLOGY, DECONTAMINATION, & INFECTION CONTROL	14		32
Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety			
SHAMPOOS, RINSES, SCALP TREATMENTS	10		82
Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry			
HAIRSTYLING	11	33	103
Principles & Techniques of Wet Styling, Waving, Finger Waving, Pin Curling, Hairdressing, & Wrapping			
HAIRCUTTING	77	33	125
Principles and Techniques of Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Shears			
HAIR COLORING, BLEACHING	42	33	125
Principles and Techniques of Temporary, Semi-Permanent, and Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, and Problems			
CHEMICAL REARRANGING (TEXTURE SERVICES)	42	33	125
Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing			
MANICURING, PEDICURING, NAIL EXTENSIONS	26		135
Principles and Techniques Massage, Manicuring, Pedicuring, and Advanced Nail Techniques			
FACIALS	16		91
Principles and Techniques of Skin Chemical Procedures, Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy			
SALON BUSINESS/RETAIL SALES	35	33	91
Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communication, Public/Human Relations, Insurance, Salon Safety			
THERMAL WORK	35		32
Principles and Techniques of Dry Styling, Thermal Irons, Curling Irons, Braids, Formal Styling, Dressing, and Extension/Artificial Hair Work			

	CORE	CLASS	CLINIC
TOTALS:	350	165	985

Total Curriculum Hours: **1500**

CORE

Because of the intense work that is done in the first ten weeks of THE TEMPLE, CORE is broken down by the week. They are as follows:

- WEEK 1: Orientation
- WEEK 2: Sanitation, Chemistry, Anatomy, Bacteriology, Client Prep, and Shampooing
- WEEK 3: Styling: Wet (blowdry), Dry (braid, updo, etc), Thermal (flat iron, press, etc)
- WEEK 4: Coloring
- WEEK 5: Hair Restructuring, Perming, and Relaxing
- WEEK 6: Cutting
- WEEK 7: Cutting
- WEEK 8: Skin Care and Nail Care
- WEEK 9: Business Practices
- WEEK 10: TUES: Review Cutting
WED: Review Restructuring/Perming/Relaxing
THURS: Review Color
FRIDAY: Review Nail and Skin Care
SATURDAY: Testing and CORE Evaluation

ADAPTIVE AND CREATIVE

From the end of CORE till graduation, Future Professionals will be in class for one hour each day of the week, with the rest of their day split between classroom demonstration/practice work and working one-on-one with paying Guests in our Clinic. The classroom demonstration curriculum overview will be:

TUES: CUTTING

1. Paul Mitchell Cutting System and Terminology
2. Consultation and Procedures
3. Styling Tools and Techniques
4. Diagramming
5. One Length/Round
6. One Length/Square
7. One Length/Triangular
8. Graduation/Round
9. Graduation/Square
10. Graduation/Triangular
11. Layers/Round
12. Layers/Square
13. Layers/Triangular

WEDS: STYLING

1. Proper Blow Dry
2. Braiding and Dry Styling
3. Updo, Formal Wear, and Formal Dressing
4. Wigs and Wig Styling
5. Extensions

THURS: CHEMICAL RELAXING/PERMING/RESTRUCTURING

1. Consultation and Record Keeping
2. Product Knowledge/Proper Solution Selection and Hair Selection
3. Curl Evaluation
4. End Wraps: single/double/book ends and Rod Stays
5. Directional Wrapping and Working with Cowlicks
6. Double Rod Wrapping
7. Spiral Wrapping
8. Perm Speed Test Evaluations

FRI: COLOR

1. Color Service Consultation/Home Maintenance and Record Keeping
2. Product Knowledge/Semi Permanent/Demi Permanent
3. Permanent Color Formulation
4. Foil Weaving and Placement
5. Grey Coverage
6. High Lift Blonding
7. Bleaching and Toning

SAT: BUSINESS PRACTICES

Graduation Requirements

Future Professionals will be expected to complete the Cosmetology course within a designated period of time. In general, the **MAXIMUM TIME** a Future Professional can take is **1667 SCHEDULED HOURS**. In addition, the following requirements will be expected of all Future Professionals before they are successfully graduated:

1. Future Professionals **MUST** complete, and have recorded, all 1500 hours of training.
2. Since the Maryland Board of Cosmetology allows Future Professionals to **APPLY** to take the Board Exam at 1380 hours, you must have successfully completed your written portion of this exam.
3. Have a **CUMULATIVE GRADE** of at **LEAST 75%** on all practical graduation requirements and projects to include examinations, both practical and theoretical.
4. Work on all monthly worksheets with a **100%** completion rate
5. A cumulative attendance rate of at **LEAST 90%**.
6. Successful completion of all steps on the Graduation Exit Worksheet.
7. Make satisfactory arrangements for payment of all debts owed to **THE TEMPLE: A Paul Mitchell Partner School**.

Upon successfully completing all graduation requirements, Future Professionals will receive a Certificate of Graduation to show they have met all our graduation requirements.

On Time Completion

THE TEMPLE: A Paul Mitchell Partner School is required to measure and collect data on all our Future Professionals who complete our programs "on time".

Because we maintain such high standards for Attendance, for the purposes of this metric, we define "normal time" and "on time" as having completed the program with at least 90% attendance or higher. At this time, "normal time" is also our minimum attendance requirements.

Make-Up Work

Future Professionals must complete all required assignments and tests. To accommodate Future Professionals, make up test days and worksheet periods are scheduled. Future Professionals must complete make up work at this scheduled time. Monthly make up test dates are posted on the theory and school calendars. Making up time can be scheduled during course times the Future Professional is not normally scheduled in (ie: night school or Monday classes). In addition, all Future Professionals can earn up to thirty five (35) additional hours through extra curricular activities that support the school (Student Council, Design Team, etc) or going to outside Advanced Education that has been approved by the Director of Education.

Cost of Tuition and Supplies

Registration/Enrollment Fee	150.00
Books/Supplies:	3000.00
Tuition:	<u>17,000.00</u>
TOTAL:	\$20,150.00

Registration/Enrollment fees are non-refundable after a seven day cancellation period, and due upon presentation of the enrollment forms.

Books/Supplies fees are used to purchase the Future Professional's kits, supplies, scissors, books, and other miscellaneous necessities for use in the Cosmetology Program. This is fully refundable up to the point where the kit is ordered. After the kit has been issued to the Future Professional, the Books/Supplies fees will NOT be refunded if the items are marked. Items that can be reused or redistributed MAY have a refund issued if they are found to be in "like new" condition. After thirty days, there is NO REFUND on the kit or supplies. Payment for this kit is necessary by the first day of class.

The Student Kit is of the highest quality and tailored to THE TEMPLE's unique needs and high standards can be purchased from the School. However, the Student may use ANY supplier on the open market providing the resulting kit is of the same kind and quality used at THE TEMPLE and meets the same high standards.

Suggested suppliers of Student Kits include:

MILADY

Thomson/Delmar Learning
www.milady.com
5 Maxwell Drive
Clifton Park, NY 12065-2919
800-824-5179

Paul Mitchell THE SOURCE

www.pmtthesource.com
4631 Rockwood Ct.
Lincoln, NE 68516
402-617-1490

Davidson Beauty Supply/Beauty Systems Group

5732 Buckeystown Pike, Suite #6
Frederick, MD 21704
301-228-3813

NOTE: Davidson's Beauty Supply does NOT supply a wholly packaged kit. Future Professionals who chose to purchase their "kits" through this company much receive a list of all items expected in our Kits and purchase them individually from Davidson.

Please note that most suppliers will not sell directly to the general public unless you are affiliated with a Salon or Cosmetology School.

Tuition is refundable based on a Refund Schedule listed later in the Catalog.

Class Start Dates

Starting dates for Cosmetology Courses begin every twelve weeks starting March 1, 2005 and continue indefinitely.

2014

For 2014 DAY:

January 7th, March 4th, April 29th, June 24th, July 28th,
August 26th, September 30th, and November 4th

For 2014 NIGHT:

February 24th, July 7th and December 1st

2015

For 2015 DAY:

January 6th, March 3rd, April 28th, June 30th,
July 27th, September 1st, October 6th, and
November 17th

Student/Instructor Ratio

State of Maryland requirements say the ratio of Learning Leader to Future Professionals “be educationally sound”. At THE TEMPLE: A Paul Mitchell Partner School, we do not exceed a ratio of one Learning Leader for every twenty-five Future Professionals in lecture portions of the curriculum and one Learning Leader for every fifteen Future Professionals while on the clinic floor. This will drop even lower during times we have Guest Instructors on the cutting floor. We feel this is the maximum number of Future Professionals that any one person can monitor while on the clinic floor and still keep a good handle on things.

Externships and Internships

There is NO externship or internships available with this program. There are currently no plans to offer such programs in the future. Future Professionals will be notified of any changes to this policy through inserts and updates to this Catalog.

Completion of Course by the Contracted End Time

Currently, there are three schedules at THE TEMPLE: A Paul Mitchell Partner School:

35 HOURS DAY:

Tues - Fri: 9am till 4:30pm 7hrs with 1/2hr break
Saturday: 9am till 5pm 7hrs with 1hr break
TOTAL: 35hrs per week
WEEKS: 43 weeks/1500 hours

20 HOURS DAY (this is a restricted schedule that requires Director’s approval to enroll):

Because of the intense book work and the need to be in class continuously, for the first three hundred and fifty (350) hours, or ten weeks (CORE), the 20 HOUR DAY schedule is the same as the FULL TIME schedule. Once a Future Professional has moved into ADAPTIVE and CREATIVE, they can switch to a 20 HOUR DAY schedule.

Tues - Sat: 9am till 1pm 4hrs with NO BREAK
TOTAL: 35hrs per week for ten weeks, then 20hrs per week
WEEKS: 68 weeks/1500 hours

20 HOURS NIGHT:

Mon - Thurs: 5pm till 10pm 5hrs
 TOTAL: 20hrs per week
 WEEKS: 75 weeks/1500 hours

The State of Maryland requires 1500 clock hours for cosmetology licensure. At THE TEMPLE: A Paul Mitchell Partner School, Future Professionals are expected to complete their course of cosmetology with a MINIMUM attendance of **90%**. This is the ratio between SCHEDULED CLOCK HOURS and ACTUAL CLOCK HOURS.

In order to have 1500 actual clock hours at an **90%** attendance rate, a Future Professional would be in school for **1667** SCHEDULED clock hours.

It is important to note that 1667 SCHEDULED HOURS is the MAXIMUM amount of scheduled hours that a Future Professional can take to finish our program NO MATTER WHICH schedule they are enrolled in. Scheduled hours are NOT impacted by Leave of Absences, Suspensions, or School Closings (such as additional snow days beyond what we build into the schedule already). If a Future Professional is impacted by any of these occurrences, their ACTUAL graduation calendar date will be pushed forward by the amount of time the occurrence takes place since they are "off the schedule" during those times.

When 1667 SCHEDULED HOURS are up, a Future Professional's contract is over. If a Future Professional has not completed their ACTUAL HOURS required for graduation, they will be an INCOMPLETE GRADUATE and be required to restart the program with a new contract and costs in order to complete their remaining hours.

For our FULL TIME 35 HOUR WEEK program, **1667** scheduled hours equals **238** days, or **47** weeks. THE TEMPLE is closed for short Winter and Spring Breaks, all major holidays, staff trainings, and an additional five miscellaneous days to cover things like SNOW DAYS. This gives the Future Professionals an additional THIRTY ONE (31) DAYS (or 6 weeks at five days a week) to complete their hours. Add this to the SCHEDULED HOURS (which would equal the CALENDER HOURS if the school never closed) and the Future Professional will have a total of 53 weeks to finish.

Therefore, a Future Professional has a MAXIMUM of a little over TWELVE MONTHS months to finish the 35 HOUR DAY program here at THE TEMPLE. The 20 HOUR DAY and 20 HOUR NIGHT programs will, of course, take longer as noted below. However, please note that the 20 HOUR NIGHT program is not impacted by Staff Training. THE TEMPLE Team trains during the day, so our school remains open for the night program on staff training days.

Cosmetology - 35 HOUR DAY:

100% Attendance = 49weeks (1500hrs / 35hrs a week = 43 weeks ... add in the six weeks closed)
 Maximum Attendance = 53weeks (at 90% attendance ... or four additional weeks at 35hrs a week)

Cosmetology - 20 HOUR DAY:

100% Attendance = 76 weeks (350hrs / 35hrs a week = 10 weeks ... can't miss time ... then 1150hrs / 20hrs a week = 58 weeks ... plus 6 weeks additional time closed for the first year and 2 for the additional third of a year)
 Maximum Attendance = 85 weeks (at 90% attendance ... or nine weeks at 20hrs a week)

Cosmetology - 20 HOUR NIGHT:

100% Attendance = 82 weeks (1500hrs / 20hrs a week = 75 weeks ... add in the 19 days closed which is another four weeks for the first year + three for the second)
 Maximum Attendance = 91 weeks (at 90% attendance ... or nine weeks at 20hrs a week)

Enrollment Information

Enrollment Periods: THE TEMPLE: A Paul Mitchell Partner School usually begins a new class about every twelve weeks, depending upon space availability. Please refer to the Catalog Section "Class Start Dates" or contact THE TEMPLE: A Paul Mitchell Partner School for exact starting dates.

Holidays: THE TEMPLE: A Paul Mitchell Partner School allows the following holidays off:

New Years Day	January 1
Spring Break	April 21 and 22
Memorial Day	May 26
Independence Day	July 4 and 5
Labor Day	September 1
Thanksgiving and day after	November 27 and 28
Christmas and Christmas Eve	December 24 and 25

Any other dates, including EXTENSIONS of the dates listed above, are at the discretion of the School Management Team and will be published well in advance for the Future Professional information and planning.

The Enrollment Agreement: THE TEMPLE: A Paul Mitchell Partner School clearly outlines the obligation of both THE TEMPLE and the Future Professional in this Agreement. A copy of the Enrollment Agreement and information covering costs and payment plans will be furnished to the Future Professional before the beginning of class attendance.

Payment Schedule: THE TEMPLE: A Paul Mitchell Partner School offers a variety of monthly financial payment schedules. See the Admission Leader or the Financial Aid Officer for details.

Catalog: THE TEMPLE: A Paul Mitchell Partner School clearly outlines the rules, regulations, and expectations of both THE TEMPLE and the Future Professional in our Catalog. A copy of the Catalog will be given to, and reviewed by, the Future Professional BEFORE the signing of the Enrollment Agreement.

Refund Policy

For the purposes of our Institutional Refund Policy, all tuition, books and fee are considered CHARGED IN FULL on the first day of class. All refund calculations are performed on the FULL tuition, books and fees charged, regardless of the ACTUAL tuition paid by the Future Professional, either on their own, or on their behalf by another institution and regardless of how much of those funds THE TEMPLE retains.

The Refund Policy of THE TEMPLE: A Paul Mitchell Partner School shall hew to the requirements of the Maryland Higher Education Commission, as defined by COMAR, Section 13B.01.01.12.

13B.01.01.12 Tuition, Fees, Enrollment Contracts, Refunds.

- I. If a school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuitions and fees and monies for which the student is liable for tuitions and fees.
- J. With the approval of the Secretary, a school which closes or discontinues a course or program, instead of refunding monies to a student, may arrange for that student to complete his or her educational program at another approved school offering a similar program. It is the student's option to receive the refund or to accept the transfer to another school.
- K. Seven-Day Cancellation Period.
 - 1. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. If the student chooses not to enroll after the 7-day cancellation period, but before the first day of instruction, the school may retain the application fee or registration fee, or both. After the 7-day cancellation period, the refund policy given in §L(1) of this regulation shall be followed.
 - 2. The availability of a 7-day cancellation period shall be published in the catalog, on the school's application forms, and in the enrollment contract.
- L. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the registration, application, or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student.
- M. Minimum Refund.
 - 1. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

<u>PROPORTION OF TOTAL COURSE OR PROGRAM TAUGHT BY DATE OF WITHDRAWAL</u>	<u>TUITION REFUND</u>	<u>SCHOOL RETAINS</u>
Less than 10%	90% refund	10% tuition
10% up to but not including 20%	80% refund	20% tuition
20% up to but not including 30%	60% refund	40% tuition
30% up to but not including 40%	40% refund	60% tuition
40% up to 50%	20% refund	80% tuition
More than 50%	NO REFUND	100% tuition

2. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
3. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

Return of Title IV Funds

The Federal Return of Title IV funds formula (also referred in this section as R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by THE TEMPLE: A Paul Mitchell Partner School and/or the Future Professional. This policy applies to Future Professionals who complete 60% or less of the enrollment period (i.e., 900 clock hours) for which they received Federal Title IV aid. For Future Professionals that withdraw AFTER the 60% mark during the enrollment period, this policy is used to determine any Post Drop Disbursement if the Future Professional is eligible. The term "Title IV aid" refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

To conform to the policy, **THE TEMPLE: A Paul Mitchell Partner School** must determine the Future Professional's withdrawal date. The withdrawal date is defined as:

For official withdrawals a Future Professional's withdrawal date is the last day of physical attendance, determined once the school received notice from the Future Professional that they are withdrawing.

For unofficial withdrawals a Future Professional's withdrawal date is their last day of physical attendance. The school's determination that a Future Professional is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.

The calculation required determines a Future Professional's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the Future Professional. **The percentage of the period that the Future Professional remained enrolled is derived by dividing the number scheduled hours the Future Professional could have attended by the number of hours in the period.**

Until a Future Professional has passed the 60% point of an enrollment period, only a portion of the Future Professional's aid has been earned. A Future Professional who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

Earned aid is not related in any way to institutional charges. In addition, **THE TEMPLE's** refund policy and Return of Title IV Funds procedures are independent of one another. A Future Professional who withdraws may be required to return unearned aid and still owe funds to the **THE TEMPLE**. The reverse is also possible: A Future Professional who withdraws may have no requirement to return aid, but still qualify for a refund under **THE TEMPLE's** refund policy. In this case, the Future Professional must inform **THE TEMPLE** in writing how they want the additional funds dispersed. For more information on the **THE TEMPLE: A Paul Mitchell Partner School's** Refund Policy, please consult that section of our Catalog.

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. If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal. This is called a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following rules apply when **THE TEMPLE: A Paul Mitchell Partner School** is completing a R2T4 calculation:

1. A school must always return any unearned Title IV funds it is responsible for returning within forty-five (45) days of the date the school determined the Future Professional withdrew, and offer any post-withdrawal disbursement of loan funds within thirty days of that date.
2. A school must disburse any Title IV grant funds a Future Professional is due as part of a post-withdrawal disbursement within forty-five (45) days of the date the school determined the Future Professional withdrew, and disburse any loan funds a Future Professional accepts within one hundred and eighty (180) days of that date.
3. Unless a Future Professional subject to verification has provided all required verification documents in time for the school to meet the R2T4 deadlines, the school includes as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation only those Title IV funds not subject to verification. If a Future Professional who failed to provide all required verification documents in time for the school to meet the Return deadline later provides those documents prior to the applicable verification deadline, the school must perform a new Return calculation on all of the aid the Future Professional qualified for based on the completed verification documents and make the appropriate adjustments.

The return of Federal aid is in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

Program Performance

All Future Professionals, and prospective Future Professionals, and any member of the public, may obtain, at their discretion, complete Performance Information and Data concerning the Cosmetology Program at THE TEMPLE: A Paul Mitchell Partner School. The Performance Information can include our Enrollment, Completion Rate, Placement Rate (for jobs after graduation), and pass rate of all of our graduates on any, and all, licensure examinations.

This information can be garnered by writing to:

Maryland Higher Education Commission

6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201
800-974-0203 / 410-767-3301
www.mhec.state.md.us

Evaluation Procedures and Required Level of Achievement

A standard of progress will be accomplished by Future Professionals being evaluated on their academic achievement at regular monthly intervals and must maintain a C average (75%). Further, Future Professionals must take practical achievement tests at intervals of **350, 750, 1380, and 1500** hours. These achievement tests will be in the form of a mock Maryland State Board of Cosmetology Exam. All exam grades will be distributed to the Future Professional immediately after the exam and will be recorded on the Future Professional's permanent record.

The following system of grading is to be used for the evaluation of a Future Professional's academic ability. **Grade Point Averages will be distributed, to all Future Professionals at the beginning of each month.** Examinations are given in all subjects. Records are kept of grades and attendance. The following grading scale is used for theory progress:

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

Practical and clinical work is graded by a signature on their worksheet or client ticket. A signature from a Learning Leader represents a passing grade of 75% or better. No signature indicates a score of less than 75% and the Future Professional did not meet minimum satisfactory standards on the practical application.

Attendance and Maintaining Institutional Satisfactory Progress

As mentioned in the beginning of this catalog, THE TEMPLE: A Paul Mitchell Partner School seeks to not only prepare our Future Professionals for achieving their professional licensure, we are also committed to fully preparing them for success in the cosmetology industry. Part of this success hinges on their ability to commit fully to their employers and to be able to handle the rigors that this industry demands. In today's cosmetology market, employees are expected to come to work **ON TIME** and ready to work. A typical work day usually consists of eight continuous hours of work, with little to no breaks. And being a "service" business, an employee is expected to be present and working when the clients wish to come in. Typically, this means that salons are open on Saturday's and most holidays.

Attendance takes on a very serious role in very beginning of our program, which we call CORE. CORE represents the time in our curriculum where you are learning all the rules. As importantly, there really is no way to "make up" hours during this extremely important time frame. Every day brings new instruction and new techniques. So missing time here can have a severely detrimental impact on future skill development.

Because of all this, THE TEMPLE only allows a Future Professional to miss a total of twenty one (21) hours during the first 350 hours (CORE) of our curriculum. Once a Future Professional passes this threshold, they must restart CORE with the next incoming class.

Our role as an educational facility is to present “best practices” of our industry and to hold our Future Professionals to them. With that expectation, Future Professionals are required to achieve a minimum of **90%** attendance rate for the program. Attendance will be posted into our computer system on a weekly basis and recorded on each Future Professional’s permanent record. Future Professionals are required to be on time and remain in school for the entire scheduled day. The Management Team must approve ALL early dismissals.

NOTE: Institutional Progress is checked at 150, 300, 450, 600, 750, 900, 1050, 1200, 1350, and 1500 SCHEDULED clock hours. A Future Professional who is NOT maintaining at least a 90% attendance standard will be placed on Institutional Probationary status until the first of the next month and a schedule will be drawn up for them to attend makeup hours to improve their attendance. Any Future Professional on Institutional Probation who does not bring their attendance above 90% by the next month will be dropped from our program with an automatic right to appeal.

Future Professionals must NOT BE LATE as it inhibits the learning process. If you are late or cannot attend school you must contact THE TEMPLE and talk to the school receptionist immediately OR leave a message in the general voicemail box. Future Professionals must call in by 9:00 a.m. Future Professionals who are late for theory class may not enter the classroom until the next scheduled break, but may “clock in” and be assigned special projects or assignments pertaining to their course study. **Future Professionals are responsible to work with THE TEMPLE Team to make up all clock hours they have missed.** Future Professionals who are late for any cutting, coloring, perm, texture, or special class, may attend the class, but must be accompanied into the classroom by a Team Member. Future Professionals are never excused from mandatory theory class to work in the clinic.

A Future Professional who does not call in by 9:00am, either to announce their lateness, or to excuse themselves from school for that day, will have a “write up” put into the Advisory Binder. In addition, a Future Professional who calls in late, but then does not come in when they noted they would or does not come at all, will be written up. After five write ups, the Future Professional may receive an In School Suspension. One more write up (for any reason) and a Future Professional may be DROPPED from the program.

Please note that you may not continuously call out to be late. While we appreciate the effort to let us know you are delayed, it is your responsibility to ensure you have given yourselves enough travel time to ensure you arrive to THE TEMPLE in time to start your day properly. THE TEMPLE understands that things can create challenges in your lives so we allow THREE (3) lates each month. After that you are written up for each late arrival EVEN IF YOU CALL IN.

In order to closely facilitate a normal salon work environment, THE TEMPLE: A Paul Mitchell Partner School has designated specific “all day clinic” days. The purpose of these days is to get Future Professionals use to the rigors of the “real world” salon environment. All Day Clinic days are always on Saturday and Monday. However, from time to time, other days during the week may be designated as All Day Clinic days.

All Day Clinic days are MANDATORY.

Future Professionals who do not put in for a Request Off, or have a proven medical challenge or emergency, and miss an All Day Clinic day will be written up and receive an AUTOMATIC in school suspension the following week. Five in school suspensions (for any reason) may result in the Future Professional being DROPPED from the program.

In the event of a weather emergency, or disaster, all Future Professionals and faculty will be notified by a staff member as to the closing and subsequent re-opening of the school. The general rule to follow is that IF THE SCHOOL IS OPEN, YOU ARE REQUIRED TO BE HERE. This is not high school. You have a responsibility to plan your day accordingly if you know inclement weather is imminent. THE TEMPLE: A Paul Mitchell Partner School follows the Frederick Community College EMERGENCY schedule. A message will be placed on both the school answering service and the main page of our web site (www.pmtthetemple.edu) notifying both Future Professionals and clients of the closing.

The thing to remember is that THE TEMPLE: A Paul Mitchell Partner School is a "clock hour" institution. One of your graduation requirements is to complete your clock hours within a certain period of time and a specific attendance ratio. Failure to do so will result in an Incomplete Graduation and you will need to reenroll to finish your remaining hours. At that time, you will be subject to the fees and requirements outlined in the section Re-Entry and Transfer Students. There are no "excused absences".

If you can not commit to maintaining good attendance standard and the schedule you are contracted for, please give serious thought to whether you really should be enrolling in the program.

Instructions for Absences and Tardiness

Same Day:

A Future Professional needs to call 301-682-7550 and either leave a message in our general voicemail box, or with our receptionist by 9:00am. You must CLEARLY state:

- **Your full name**
- **The current Date and Time**
- **The hours and dates you will be absent**

Example: "Hello, this is Charles Riser, student #999, its Wednesday, June 9th at 6:45am. I will not be in today until 11am. Thank You."

In Advanced:

A Future Professional that knows they will be gone specific days must fill out a Time Off Request Form. This form must be filled out and turned in at least ONE WEEK before the requested time off. This form is turned into the Education Leader and will be approved, or denied, by them. Any request off from an All Day Clinic day must be accompanied by a Substitution Form explaining who will be taking the place of the Future Professional in All Day Clinic. **Any request for taking off an All Day Clinic day without a Substitution Form will be denied.** The exception to this is if THE TEMPLE creates an All Day Clinic day on a day you have already been approved to take off.

Satisfactory Academic Progress for the Purposes of Title IV Funding

It is the requirement of **THE TEMPLE: A Paul Mitchell Partner School** that all Future Professionals **MUST** maintain Satisfactory Progress as defined in this section in order to continue eligibility for such funds. The evaluation of Financial Aid (FA) Satisfactory Progress will occur at the following intervals: **450, 900, 1200, and 1500 SCHEDULED** clock hours. This evaluation will be conducted by a member of the Operations or Education Department and occurs the moment a Future Professional passes each of the scheduled marks listed. Please note that while THE TEMPLE checks our FA Satisfactory Progress on Scheduled Hours, money is actually disbursed when a Future Professional actually reaches specific disbursement points (or hours). Those hours are 0/30days, 450, 900, and 1200 clock hours.

The **MAXIMUM TIME** that a Future Professional has to finish the program at THE TEMPLE: A Paul Mitchell Partner School is stipulated under the section **Completion of Course By Contracted End Time**. During their time at THE TEMPLE: A Paul Mitchell Partner School, all Future Professionals **MUST** maintain attendance rates as stipulated in the **Attendance** section, which is currently **90%**. If a Future Professional's attendance does not meet these requirements at the FA Satisfactory Progress evaluation point listed above, the Future Professional will be counseled and put on Financial Aid Warning for a time and manner determined in the section Probation and Re-Establishment of Satisfactory Progress.

Future Professionals **MUST** maintain a C average, as defined in the section **Evaluation Procedures and Required Level of Achievement**, when at a Satisfactory Progress evaluation period in order to be considered making Satisfactory Progress. If a Future Professional is determined to be not meeting these requirements, they will be counseled and put on probation for a time and manner determined in the section **Probation and Re-Establishment of Satisfactory Progress**. Future Professionals who miss either written exams, or practical exams, will receive an immediate zero percent for that exam and have that grade be factored into their grade point average. Future Professionals always have the opportunity to retake a failed, or missed, exam, either written or practical, to try and get a passing grade.

At THE TEMPLE: A Paul Mitchell Partner School, a Future Professional may be put on Financial Aid Warning status, or moved into Unsatisfactory Progress status based on EITHER the "quantitative" measure (an attendance rate that falls below 90%) or the "qualitative" measure (grade point averages fall below 75%).

Financial Aid Warning, Appeals, Probation and Re-Establishment of Satisfactory Progress

Future Professionals failing to meet minimum requirements at the FA Satisfactory Progress evaluations will be placed on Financial Aid Warning until the next FA Satisfactory Progress evaluation period, or until meeting academic and/or attendance requirements, whichever occurs sooner. The Future Professional will be counseled regarding actions required to attain FA Satisfactory Progress by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If, at the end of the Financial Aid Warning period, the Future Professional has still not met minimum progress requirements, he/she will be determined as not making Satisfactory Progress and will be placed on a Unsatisfactory/Financial Aid Ineligible status. At this point, all Title IV funding is suspended.

All Future Professionals may appeal their Unsatisfactory Status/FA Ineligible status if they have a compelling reason as to why they did not make satisfactory progress and if they can document that the circumstances that caused them to have an unsatisfactory progress determination have in some way changed. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances must be documented. The appeal filing must occur within five days of the unsatisfactory determination and THE TEMPLE may take up to five additional days to make a determination. If no appeal is filed, the Future Professional will be determined to be making unsatisfactory progress and lose all eligibility for Title IV funding. If an appeal IS filed, THE TEMPLE will determine if there is a reasonable possibility that the Future Professional will be able to correct their grades or attendance before the next evaluation period. If THE TEMPLE chooses to grant the appeal we MAY impose conditions for the Future Professional's continued eligibility to receive Title IV, such as, but not limited to, changing schedules or special monitoring time frames. If such an appeal is granted the Future Professional will be placed on Financial Aid Probation for one evaluation period and will continue to be eligible, if applicable, to receive Title IV funds. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements all Federal aid will be suspended until such time that the student re-establishes satisfactory progress.

For VA beneficiaries, ANY change in enrollment status, either probation, suspension, or drop, will result in THE TEMPLE notifying the Department of Veterans Affairs of the change in status.

Leave of Absence

THE TEMPLE: A Paul Mitchell Partner School does not offer any type of Leave of Absence. We believe that if "life" has become so complicated, or an illness so severe, that you need to interrupt your education, then it is best to simply WITHDRAW from the program, allow THE TEMPLE all your files, then have you re-enter the program when you are ready. Depending on the time frame will depend on exactly how your file is handled, but all withdraw and reentry will require a new Enrollment Agreement to be executed.

Withdraws

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund that, as a MINIMUM, will be as specified under the section entitled **Refund Policy**. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN SIXTY DAYS OF WITHDRAW. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Future Professionals who withdraw prior to completion of the course of study and wish to re-enter into THE TEMPLE will be required to follow procedures as dictated by the policy stipulated under the section **Re-Entry Students** and a new Enrollment Agreement will be entered into.

THE TEMPLE: A Paul Mitchell Partner School, requests that all notice of cancellation be handled in writing. But remember, YOU DO NOT HAVE TO CANCEL IN WRITING. You do have the right to cancel by just telephoning the school or by not coming to class.

After TWO WEEKS (ten scheduled days of classes) of absence, whether you have been in contact with THE TEMPLE or not, a Future Professionals will be considered WITHDRAWN from the program and a refund will be calculated from the last date of Attendance.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Maryland Higher Education Commission: 839 Bestgate Road, Suite #400, Annapolis, MD 21401-3013 ... 800-974-0203/410-260-4500.

Suspensions

Similar to Leave of Absences, THE TEMPLE: A Paul Mitchell Partner School does not suspend student "off site". The entire purpose of our program and curriculum is to prepare our Future Professionals for employment outside of our walls. To this purpose, we are a "clock hour" institution: meaning that we track and hold our Future Professionals accountable for actually being in school. As such, any infraction that would require "suspension" will be handled onsite in specially designated areas under direct supervision of THE TEMPLE team.

Future Professionals under "in school" suspension will lose all ability to work on live guests, live models, participate with guest artists, participate in any Student Run Program, and interact with the rest of the Future Professionals who are not on suspension.

While in the suspension area, Future Professionals will not be allowed to have their cell phones and will be expected to work on their Back on Track forms, make up any exams they may have missed, and complete any remaining sections of their worksheets.

Please note that five in school suspensions for any reason will automatically result in a Future Professional being dropped from our program.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Maryland Higher Education Commission: 839 Bestgate Road, Suite #400, Annapolis, MD 21401-3013 ... 800-974-0203/410-260-4500.

Course Incompletes and Incomplete Graduate

Future Professionals who get to the end of their CONTRACTED SCHEDULED TIME, but have not completed all their required clock hours (1500) will be considered "Incomplete Graduates". Under current Academic Policy standards, THE TEMPLE requires a minimum of 90% attendance. This means that the MAXIMUM scheduled hours a student can be in our program is 1667 hours ($1667 * 90\% = 1500$). In these cases, Future Professionals must reenroll as a NEW Enrollment and complete the remaining hours of their contract in order to change their status to GRADUATE. For the purposes of an INCOMPLETE GRADUATE, the Future Professionals is considered a TRANSFER STUDENT and falls under the rules listed earlier in the **Transfer Student** section.

EXAMPLE: A Future Professional gets to 1667 SCHEDULED hours, but due to a drop off in attendance during the last semester, they only have 1400 ACTUAL clock hours. This Future Professional is now classified as an “Incomplete Graduate” and has completed their first Enrollment Agreement with THE TEMPLE. However, they do not have enough hours to take the Maryland State Boards. They will have to come back to school for another 100 clock hours (1500 necessary – 1400 achieved = 100 remaining). In this case, the Future Professionals would reenroll back into THE TEMPLE under a new Enrollment Agreement for the remaining 100 clock hours. The price and acceptance of these hours are covered under the **Transfer Student** section.

Re-Entry Students

Because THE TEMPLE does not offer Leave of Absences, all Future Professionals removed from the program must go through our Re-Entry Process upon returning.

Re-admittance for any Future Professional will require a renegotiation of any monies owed THE TEMPLE, the signing of a new Enrollment Agreement with THE TEMPLE, a personal interview with school administration, and probationary status for the first thirty days after re-entry. During this probationary period, Future Professionals are expected to maintain full Satisfactory Academic Progress REGARDLESS if they pass a normal SAP point. At the end of the probationary period, a Progress Report will be generated to check both attendance and grade status. Any re-entry Future Professional who fails to meet these standards at the end of the probation will be permanently dropped from the program.

1. All Future Professionals re-entering THE TEMPLE enter in the same Progress Status as when they left. This means that if a Future Professional was on Financial Warning when they were dropped, they remain on Financial Warning when they return.
2. All Future Professionals re-entering THE TEMPLE within six months will still have new Enrollment Agreements created, but all attendance and grade records and progress status remain the same as it was on their drop date.
3. Previous hours will be credited to the Future Professional’s transcript.
4. Previous tuition payments will be credited to the Future Professional’s balance.
5. Tuition fees and costs are subject to change. Re-entering Future Professionals will be contracted according to the current tuition costs, and will be required to pay any additional fees if applicable.
6. Any outstanding debt owed to THE TEMPLE will be adjusted to reflect the reentry of the Future Professional into our program. The Future Professional will be expected to fully fund any remaining monies owed.
7. THE TEMPLE does not have “course repetitions” or “non-credit remedial courses”.

Future Professionals wishing to transfer to another institution must pay all monies owed to THE TEMPLE: A Paul Mitchell Partner School in order for the hours to be released.

Transfer Students

The Paul Mitchell Future Professional is measured by much more than completion of “clock hours”. We believe that the Paul Mitchell Systems are a unique and specialized education for our Future Professionals. By not participating in the process from the beginning, we feel that our Future Professionals will not be capable of truly being Paul Mitchell “trained” professionals. Of course, Future Professionals transferring in from other Cosmetology schools, as well as Paul Mitchell Partner Schools or Paul Mitchell Corporate Schools, will be assessed based on recommendations from their previous schools, clock hours completed, and skills assessed. Assessments will be administered by the Education Team and consist of the standard Paul Mitchell School practical evaluations in cutting, color, texture and classroom theory. Once an applicant’s skills are assessed, THE TEMPLE: A Paul Mitchell Partner School will grant the appropriate clock hours based on the assessment and tuition will be reduced accordingly based on our current “clock hour rate”. For VA beneficiaries, THE TEMPLE will obtain written records for any previous education and grant credit based on our current guidelines listed in this section. In addition, we will advise the VA claimant and the Department of Veterans Affairs of any decisions that we make. ANY Future Professional who has been out of training for more than six months will need to start from the beginning, regardless of where they transfer from.

All transfer hours from other schools in the Paul Mitchell School Network will be accepted provided they occurred within the last two years (24 months). Cost for all transfer Future Professionals is \$11.50 per remaining hour for cosmetology, which does not include the cost of the Future Professional kit. Future Professionals who have had prior training outside the State of Maryland must furnish proof of the number of hours of training to THE TEMPLE: A Paul Mitchell Partner School. THE TEMPLE will evaluate the training, and assign the number of hours of credit to be granted. Future Professionals with prior training in the State of Maryland must furnish proof of that training to THE TEMPLE. All Future Professionals transferring in from a school outside the Paul Mitchell network MUST complete at least 1150 hours of their total training at THE TEMPLE in order to receive a graduation certificate.

For the purposes of Satisfactory Academic Progress, all hours accepted from a transfer are immediately added to the hours accumulated at THE TEMPLE. These hours will be assumed to have 100% attendance for the calculations to determine the attendance portion of the Satisfactory Academic Progress check.

EXAMPLE: A Future Professional transfers in with 350 clock hours from another cosmetology institution. THE TEMPLE checks Satisfactory Academic Progress at “scheduled hours”. This transfer would then have their first progress check 100 scheduled hours after starting at THE TEMPLE (350 transfer hours + 100 scheduled hours = 450 scheduled hours). The first 350 hours would be at 100% attendance while the remaining would be based on normally clocked time. If the Future Professional were here for 85 of those 100 scheduled hours, they would only be making 85% attendance based on hours in OUR program, but for the purposes of this first Satisfactory Progress check point, they would be making 97%.

350 scheduled hours + 100 scheduled hours = 450 scheduled hours
350 actual hours + 85 actual hours = 435 actual hours
435 actual hours / 450 scheduled hours = 97% attendance

So in some circumstances, transfer Future Professionals may not be making Satisfactory Progress based on time in OUR program, but when combined with previous transfer hours, will meet therequirements for the first check point.

Future Professionals wishing to transfer to another institution must pay all monies owed to THE TEMPLE: A Paul Mitchell Partner School in order for the hours to be released.

Future Professionals who withdraw from the course are required to empty their locker and gather all personal items. Any items left behind by the Future Professional will be stored for 60 days, at which time the items become the property of THE TEMPLE. Re-admittance for any Future Professional will require current tuition payment, a personal interview with school administration, and probationary status for the first thirty days after re-entry.

Appeal and Grievance Procedure

Future Professionals who have NON-academic concerns must submit them in writing to their Learning Leader who will act on the concern within seven (7) business days. If the action is unsuitable to the Future Professional, the matter will be referred to the School Director.

If direct appeals to the Administration of THE TEMPLE are not successful, the Future Professional has the right to appeal directly to the Secretary of Higher Education at the Maryland Higher Education Commission: 839 Bestgate Road, Suite #400, Annapolis, MD 21401-3013 ... 800-974-0203/410-260-4500.

The Future Professional has EVERY RIGHT to by-pass THE TEMPLE: A Paul Mitchell Partner School Administration and appeal directly to the Secretary of the Maryland Higher Education Commission. Commission procedures advise students to make every effort to resolve complaints at the School level before bringing them to the Secretary. However, complaints will be considered even if they have not previously been submitted to the School.

Student Services

Housing: THE TEMPLE: A Paul Mitchell Partner School keeps a file of information about housing in the surrounding areas.

Counseling: Counseling for Future Professionals is available. Designated faculty advisors are assigned to offer counseling services, and referral agencies are available upon request if professional services are required. Counseling is provided for Future Professionals whose academic and/or attendance progress in the course is unsatisfactory and are provided with academic counseling and additional assistance if necessary. Information and advice on any financial assistance are accessible to Future Professionals. THE TEMPLE: A Paul Mitchell Partner School also gives advice and information to Future Professionals on these subjects:

- A. Regulations governing licensure to practice, including reciprocity among jurisdictions.
- B. Employment opportunities.
- C. Opportunities for continuing education following graduation.

Notice of Student Rights

If you have any complaints, questions, or problems which you cannot work out with THE TEMPLE: A Paul Mitchell Partner School, write or call: Maryland Higher Education Commission: 6 N. Liberty Street, 10th Floor, Baltimore, MD, 21201 ... 800-974-0203 / 410-767-3301.

Student Professional Development Guidelines

The following are the guidelines that ALL Future Professionals must commit to and follow during their enrollment at THE TEMPLE: A PAUL MITCHELL PARTNER SCHOOL. These Guidelines were established to assist in creating a safe, focused, and enjoyable Learning Experience.

A. Attendance and Documentation of Time

1. THE TEMPLE: A Paul Mitchell Partner School records attendance in clock hours and gives appropriate attendance credit for all hours attended. Attendance is calculated using a computerized time.
2. The prescribed attendance schedule must be maintained each week. Future Professionals attend Core for ten weeks (350 hours) then move onto the Clinic floor for Adaptive and Creative Phases. Future Professionals may not miss Saturdays (or Mondays if on the Monday Schedule).
3. Future Professionals must NOT BE LATE as it inhibits the learning process. If you are late or cannot attend school you must contact THE TEMPLE and talk to the school receptionist immediately. Future Professionals must call in by 9:00a.m. Future Professionals who are late for theory class may not enter the classroom until the next scheduled break. They may "clock in" and will be assigned special projects or assignments pertaining to their course study. Future Professionals are responsible to make up all clock hours they have missed. Future Professionals who are late for any cutting, coloring, perming, texture, or special class, may attend the class, but must be accompanied into the classroom by a Learning Leader. Future Professionals are never excused from mandatory theory class to work in the clinic.
4. Future Professionals must request time off from school from the Education Leader.
5. Future Professionals are required to be in attendance a minimum of: seven (7) hours per day, thirty-five (35) hours per week for the full time schedule. Holidays such as Thanksgiving, Christmas and New Year's Day will be set according to the calendar each year.
6. Lunches and breaks are scheduled for all Future Professionals. Future Professionals will take a thirty (30) minute lunch between 12:00 noon and 1:30 p.m., if possible, according to their booking. Future Professionals should communicate with their Learning Leader if they have not had lunch by 1:30 p.m.

7. Documentation of Time:

Future Professionals may not leave THE TEMPLE premises during regular hours without the permission of a Learning Leader. Future Professionals who will be leaving THE TEMPLE premises for more than fifteen (15) minutes or leaving early must document their time by:

- a. Clocking out on the time clock.
- b. Signing the sign out sheet.
- c. Having a Learning Leader book them out.

If it is less than fifteen (15) minutes, the Future Professional must sign out on the sign out sheet.

Future Professionals must check out for lunch for thirty (30) minutes every day.

Future Professionals will not receive credit for the hour if he/she fails to clock in/out for lunch.

8. Future Professionals may not clock in or out for another Future Professional.

B. Professional Image

A Professional Image is a requirement for successful participation in THE TEMPLE: A Paul Mitchell Partner School. Future Professionals must maintain the following professional dress code:

1. Future Professionals in Core and Adaptive Phases must wear all black.
2. Future Professionals in Creative Phase may wear black or white in any combination.
3. A minimal print in clothing is acceptable only if it is in black and white print.
4. Clothing must be professional, clean, and free of stains and tears.
5. Shoes should be black, professional and comfortable for all Future Professionals.
6. Hair must be clean and styled prior to arriving at school.
7. Cosmetics must be applied using trend appropriate make up techniques and applied prior to arriving at school.
8. The following is a suggested list of unacceptable dress. It should NOT be construed as an exhaustive List. Ultimately, dress will be subject to the approval of THE TEMPLE Instructor Team:
 - Tennis shoes, gym shoes, foot thongs or beach sandals.
 - Jeans or clothing made of jean material.
 - Tank or sleeveless tops.
 - Sweatpants and shirts.
 - Printed t-shirts other than those with a PAUL MITCHELL logo.
 - The t shirt must be clean and professional, and you must dress it up!
 - Short skirts that fall above fingertips.
 - Shorts, spandex or biking shorts.
9. Future Professionals who fail to comply with this professional dress code will be asked to leave and return with appropriate attire.

C. Sanitation and Personal Services

1. Future Professionals must keep workstations and classroom areas clean, sanitary and clutter free at all times.
2. Future Professionals must clean their station, including the floor, after each service.
3. Hair must be swept up immediately after a service is completed, before blow drying.
4. Workstations must be cleaned at the end of the day prior to receiving a time card to clock out for the day.
5. Future Professionals may have their hair or other services done Tuesday through Friday. To receive a service Future Professionals must do the following prior to starting the service:
 - a. Notify a Learning Leader
 - b. Be scheduled off the service books by a Learning Leader
 - c. Pay for service supplies for personal including perms, tints, bleaches, rinses, conditioning treatments, manicures, nails, etc.
 - d. Personal services must be rescheduled when the service desk personnel has a regularly schedule service client. Future Professionals must reschedule their personal service and complete the service appointment assigned to them.

- e. Personal services are considered rewards and scheduled for Future Professionals who are up to date with all projects, tests and worksheets. School assignments and successful learning are the priority.

D. Communication Guidelines and Professional Conduct _____

1. Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, Future Professional lounge or work floor area.
2. Only emergency calls are permitted on the business phone. Future Professionals may use the Future Professional phones for a limited time.
3. Cell phones, or other electronic communication devices, such as pagers or IM devices, are not permitted in THE TEMPLE during classroom or clinic time.
4. Future Professionals may not visit with another Future Professional who is servicing a client.
5. Future Professionals may not gather around the reception desk, the reception area, or the offices.
6. Food, drink, or water bottles are allowed only in the lunchroom or other designated areas.
7. Smoking is NOT allowed ANYWHERE on the premise of THE TEMPLE.
8. Stealing or taking school or another's personal property is unacceptable.

E. Learning Participation Guidelines _____

1. Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
2. Future Professionals will be expected to maintain an average of 75% on all theory tests and assignments.
3. Future Professionals must take all appointments assigned to them. This includes last minute walk-ins.
4. Future Professionals may not be released from required theory class to take a client.
5. Only Desk Personnel may schedule or change client service appointments.
6. All services must be checked, and the service ticket initialed, by a Learning Leader.
7. Future Professionals are expected to be continuously working on school related projects, assignments, reading or test preparation during school hours.
8. Future Professionals will receive clock hours during the times they fully participate in their learning experience.
9. When Future Professionals are not scheduled with service appointments or are not scheduled to attend theory or a guest presentation, the following may be focused on:
 - a. Completion of monthly worksheets.
 - b. Completion theory review worksheets.
 - c. Performing a service on another Future Professional.
 - d. Listening or reading school resource center materials to include educational videos, audiotapes and books.

10. Future Professionals must comply with school personnel's and Learning Leader's assignments and requests as required by the curriculum and Future Professional guidelines and rules.
11. Future Professionals may not perform hair services outside of THE TEMPLE unless authorized to do so by school Administration. All such services MUST adhere to the Board of Cosmetology Regulations, 5-302:
 1. Subject to the provisions of this subsection, a student who has completed at least 1,000 hours of training at a school of cosmetology may practice cosmetology, without a license, in a hospital, nursing home, or correctional facility.
 2. A student may practice cosmetology under this subsection only:
 - i. in the course of the practical work required as part of the training of the student;
 - ii. while the student is under the direct supervision of a teacher who meets the requirements established by the Department of Education for public school programs or the Maryland Higher Education Commission for private school programs; and
 - iii. if the individual to whom a service is to be provided:
 1. *is confined to the hospital, nursing home, or correctional facility; and*
 2. *agrees to provision of the service after being informed that a student in training is to provide the service.*
12. Future Professionals are responsible for his/her 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. THE TEMPLE is not responsible for any articles that are lost or stolen.
13. Parking is allowed in assigned parking areas only or cars will be towed at their owner's expense.

Coaching and Corrective Action

Part of your learning experience includes fine tuning and mastering the skills and behaviors of a Salon Professional. The School Team will coach all Future Professionals to correct noncompliance or destructive behavior. The following are a list of actions that may be expected for non compliance:

A. Attendance and Documentation of Time Guidelines _____

Attendance, promptness and documentation of work are cornerstones to successful work practices. Future Professionals may be clocked out, released for the day or suspended when they do not comply with guidelines.

B. Professional Image Standards _____

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

C. Sanitation and Personal Service Procedures _____

Sanitation and service procedures have been established to comply with state laws and to provide a safe and clean service environment. Future Professionals may be clocked out and released for the day when they do not follow sanitation and personal service procedures.

D. Communication Guidelines and Professional Conduct _____

It is THE TEMPLE's responsibility to provide a learning environment that is professional, positive and conducive to learning. Staff and Future Professionals all contribute to a mutually respectful learning environment that fosters effective communication and professional behavior. Future Professionals who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.

E. Learning Participation Guidelines _____

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

At THE TEMPLE: A Paul Mitchell Partner School, we believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates the Future Professionals' respect of these guidelines.

Student Right of Access and Record Retention Policy

Future Professionals, and parents or guardians of DEPENDANT Future Professionals, are guaranteed access to his/her school records. THE TEMPLE: A Paul Mitchell Partner School requires written consent from the Future Professional or guardian for release of records in response to each third party request unless otherwise required by law, such as by a court order or subpoena. THE TEMPLE does not publish "directory information" on any Future Professional. THE TEMPLE: A Paul Mitchell Partner School provides and permits access to Future Professional and other school records as required for any accreditation process initiated by THE TEMPLE. Future Professional records are maintained permanently.

Parking

Future Professionals must abide by local (city and/or landlord) parking rules, which are announced during orientation. THE TEMPLE: A Paul Mitchell Partner School will not be responsible for parking violations and/or towing fees. The City of Frederick offers many FREE parking options that are within one block of the school. In addition, Future Professionals may register with the City of Frederick Parking Department for a monthly pass to one of the four parking decks downtown. All decks are within three blocks of THE TEMPLE.

Regulatory and Accreditation Agencies

THE TEMPLE: A Paul Mitchell Partner School has approval from the following agencies:

Maryland Higher Education Commission (#1303)

6 North Liberty Street

10th Floor

Baltimore, MD 21201

800-974-0203

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (#030039-00)

4401 Ford Avenue

Suite 1300

Alexandria, VA 22302

703-600-7600

Agreement and Signature

By Signing this Catalog Cut Sheet, I assert that I have received a copy the Pre Enrollment data, including, but not limited to, Completion Rates, Licensure Rates, Placement Rates, Compensation a successful graduate may reasonably expect, the physical demands of the profession, some safety requirements of the profession, and our State licensing requirements. In addition, I assert that I have received a complete copy of the Catalog for **THE TEMPLE: A Paul Mitchell Partner School** and agree to abide by the Rules and Regulations contain therein.

Signature _____

Name (printed) _____

Date _____