

PAUL MITCHELL

schools

# Catalog

## Paul Mitchell The School Pasadena

201 East Bay State Street  
Alhambra, CA 91801

(626) 284-2863

E-mail: [admissions@pasadena.paulmitchell.com](mailto:admissions@pasadena.paulmitchell.com)  
<http://www.pasadena.paulmitchell.edu>

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

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

**Peggy Lee or Linda Chau**

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**APPROVAL/DISCLOSURE STATEMENT**

PAUL MITCHELL THE SCHOOL- Pasadena , 201 East Bay State Street, Alhambra, CA 91801, is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The school is approved to operate until February 22, 2013. *For more information, contact the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or by phone at (916) 431-6959, or call toll-free at (888) 370-7589, or visit its Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).*

<b>Cosmetology</b>	<b>1600 hours</b>
<b>Skin Care</b>	<b>600 hours</b>
<b>Nail Care</b>	<b>400 hours</b>

Instruction is in residence with facility occupancy level accommodating 132 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School’s Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. This school is currently approved to participate in approved sponsored programs, government or otherwise, to provide grants and/or loans to pay for portions of tuition and fees.

The Board of Barbering and Cosmetology (BBC) set minimum standards for these programs of study: Cosmetology Programs. The minimum number of class hours and the total clock hours for each course, as outlined in the program’s Rules and Regulations booklet, must be met to qualify the student for licensure.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s website [www.bppe.ca.gov](http://www.bppe.ca.gov).

All information in the content of this school catalog is current and correct and is so certified as true by Peggy Lee or Linda Chau, Directors.

Signature \_\_\_\_\_  
 Peggy Lee or Linda Chau, Directors

## MISSION STATEMENT

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

## SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. PAUL MITCHELL THE SCHOOL- Pasadena is fully equipped to meet all the demands of modern hair, skin and nail care, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The 6,000 square-foot facility includes a student lounge and lockers, client reception and work areas, management offices, private classrooms, workstations, and equipment.

## SCHOOL FACULTY

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

## ADMINISTRATION/OWNERSHIP

The CAO Institute of Aesthetics dba PAUL MITCHELL THE SCHOOL- Pasadena , is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

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

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

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

The curriculum involves 1600 hours to satisfy California state requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

### **Skin Care: SOC 39-5094.00, CIP Code 12.0403:**

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

### **Nail Care: SOC 39-5092.00, CIP Code: 12.0410**

#### ***\*This program is not being offered at this time.***

The curriculum involves 400 hours necessary to satisfy California State requirements. All courses are taught in English. The course of study includes extensive instruction and practical experience in manicures, pedicures, massage, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, California state laws & regulations, salon-type administration, and job interviewing.

## PARKING AND AMENITIES

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

## NONDISCRIMINATION

PAUL MITCHELL THE SCHOOL- Pasadena, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's Directors, Peggy Lee or Linda Chau, in person or by calling (626) 284-2863, or by mail at 201 East Bay State Street., Alhambra, CA 91801, immediately so appropriate action can be taken.

## ADMISSION REQUIREMENTS

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

## ADMISSION PROCEDURE

- 1 **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from PAUL MITCHELL THE SCHOOL - Pasadena.
- 2 **Submit a Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$100.00 is received. Please submit the fee in the form of a check or money order, payable to PAUL MITCHELL THE SCHOOL- Pasadena. This fee is not included in the cost of tuition.
- 3 **Submit Two (2) Photos:** The photos should be a recent (not over 60 days) head and shoulder shot of the applicant.
- 4 **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- 5 **Personal Interview:** Applicant must complete a personal interview with the admission's team prior to registration.
- 6 **Provide Verification Documents:** Copies of your high school diploma, high school transcripts, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree, or GED, and passport, government-issued identification, driver's license or birth certificate are required. We are required to verify that your proof of education comes from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school.

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

If you have a disability and need an academic adjustment, please notify the admissions officer as soon as possible so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or GED certificate, please contact our admissions office for a list of GED programs located near the school. PAUL MITCHELL THE SCHOOL- Pasadena does not require a student to have immunizations / vaccinations to enroll in our school.

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

## **ACCEPTANCE**

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

### **Verification Documents for Non-Citizens:**

PAUL MITCHELL THE SCHOOL- Pasadena does not vouch for students status. Non-citizen applicants must provide a 1-20 form and a copy of their visa, in addition to the above admission documents. Non-citizen applicants cannot qualify for any type of financial aid. They must attend the full-time schedule and can only attend the program for 12 months. There are no additional charges for non-citizens.

## **STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Barbering and Cosmetology to deny licensure. The Board of Barbering and Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. PAUL MITCHELL THE SCHOOL- Pasadena is not responsible for students denied licensure.

## **COSMETOLOGY CALIFORNIA STATE BOARD PRE-APPLICATION REQUIREMENTS**

Pre-applications for the State of California Licensing Examinations requires the school's approval. Student may apply when they reach 1200 hours for cosmetology, 450 hours for Skin Care, and Nail Care 300 hours. Students must meet the following requirements to submit a pre-application:

- ❶ Clinic Worksheets and Service Tracking Forms: The worksheets and service tracking forms must be current and up to date with a 70% grade average.
- ❷ Theory Hours: The student must have completed at a minimum 120 theory hours for cosmetology, 42 theory hours for Skin Care, and 40 theory hours for Nail Care.
- ❸ Theory Exam: All Theory exams require a 70% grade and must be up to date
- ❹ State Board Exam: The student must have passed two state board exams with a 70% grade
- ❺ Tuition: The students tuition must be current on all payments owed

If the student wishes to pre-apply then they are required to notify the Final Phase Leader approximately 70 hours prior to achieving 1200 hours for cosmetology, 450 for Skin Care, and 300 Nail Care.

If, at the 1200 hours for Cosmetology, 450 for Skin Care, and 300 for Nail Care the above requirements are not met, the student will lose the opportunity to pre-apply for the California State Exam and will have to apply after graduation.

PAUL MITCHELL THE SCHOOL- Pasadena reserves the right to process the pre-application for students.

## **BOARD OF BARBERING AND COSMETOLOGY LICENSING REQUIREMENTS**

To receive a cosmetology license in the state of California a student must:

- ❶ Complete a cosmetology, skin care, or nail care course in a school approved by the California State Board of Barbering & Cosmetology
- ❷ Submit an application and required fee
- ❸ Have a least a 10th grade education or its equivalent and is at least 17 years of age
- ❹ Must receive a passing score on both the practical demonstration and written test



## ENROLLMENT INFORMATION

- ① **Enrollment periods:** PAUL MITCHELL THE SCHOOL- Pasadena usually begins a new cosmetology, skin care and nail class start about every six (6) to eleven (11) weeks depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact PAUL MITCHELL THE SCHOOL- Pasadena for exact starting dates.
- ② **Holidays and school closures:** PAUL MITCHELL THE SCHOOL- Pasadena allows the following holidays off: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, and December 24 and 25, and one day per month for staff personal development. If the school is unexpectedly closed due to extenuating circumstances, students will be notified. Students are to return the following scheduled day, unless other wise instructed.
- ③ **Enrollment contract:** PAUL MITCHELL THE SCHOOL- Pasadena clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
- ④ **Payment schedule:** PAUL MITCHELL THE SCHOOL- Pasadena offers a variety of monthly financial payment schedules. See PAUL MITCHELL THE SCHOOL - Pasadena's Admissions Leader or Financial Aid Leader for details.

## EDUCATION GOALS

PAUL MITCHELL THE SCHOOL- Pasadena strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- ① To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- ② To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- ③ To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- ④ To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- ⑤ To prepare students to successfully pass the state licensing exam for entry-level employment.
- ⑥ To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

## STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- ❶ You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- ❷ Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
  - ❶ You are not a California resident, or are not enrolled in a residency program, or
  - ❷ Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. (a) In addition to the statement described under subdivision (b) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- ❶ The school closed before the course of instruction was completed.
- ❷ The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- ❸ The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- ❹ There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- ❺ An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Note: Authority cited: Sections 94803, 94877, and 94923, Education Code. Section 94923, Education Code.

**PAUL MITCHELL THE SCHOOL- Pasadena** collects the STRF fee of \$10.50 from cosmetology students, \$5.00 for skin care students, and \$1.00 for nail care students and remits it to the BPPE.

## **COST OF TUITION AND SUPPLIES**

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

### **TUITION – Cosmetology**

Tuition	\$18,000.00
Application Fee ( <i>nonrefundable</i> )	100.00
Student Tuition Recovery Fund (STRF) ( <i>nonrefundable</i> )	10.50
Kit, Equipment, Textbook, Supplies ( <i>nonrefundable</i> )	<u>2,925.00</u>
<b>TOTAL COSTS</b>	<b>\$21,035.50</b>

### **TUITION – Skin Care**

Tuition	\$8,300.00
Application Fee ( <i>nonrefundable</i> )	100.00
Student Tuition Recovery Fund (STRF) ( <i>nonrefundable</i> )	5.00
Kit, Equipment, Textbook, Supplies ( <i>nonrefundable</i> )	<u>1,526.00</u>
<b>TOTAL COSTS</b>	<b>\$9,931.00</b>

### **TUITION – Nail Care**

Tuition	\$1,625.00
Application Fee ( <i>nonrefundable</i> )	100.00
Student Tuition Recovery Fund (STRF) ( <i>nonrefundable</i> )	1.00
Kit, Equipment, Textbook, Supplies ( <i>nonrefundable</i> )	<u>300.00</u>
<b>TOTAL COSTS</b>	<b>\$2,026.00</b>

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

*Financial aid available to those who qualify.*

## PAYMENT SCHEDULE

The payments arrangement must be made, in the amount agreed on and specify in the enrollment contract, usually with the first payment to be made on or before the first day school and subsequent payments are to be made 30 days of each month thereafter, until the balance is fully paid. The balance is due within one month of termination of the monthly payment schedule. Unpaid account will be sent to the collection. Monies received for eligible students from federal financial aid programs will first be applied to this payment plan. Student must also understand any other monies received on their behalf is applied first to tuition costs. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full. The student agrees to pay all the sums herein required by Paul Mitchell The School-Pasadena.

*Students are responsible for the amount owed. If a student gets a student loan, he/she is responsible for repaying the loan amount, plus interest.*

**Note: The total charges for a period of attendance are equivalent to the cost of the entire program, due to the length of the program.**

**The school complies with California Private Postsecondary Education Act of 2009, 94899.5 (b) and does not require more than one term or four months of tuition in advance, until 50% of the program has been offered and the school is due full payment.**

## NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

## 2014 CLASS START DATES

<b>Cosmetology</b>	
<b>DAY SCHOOL:</b>	January 7, February 18, April 1, May 13, June 24, August 5, September 16, October 28, December 9
<b>NIGHT SCHOOL:</b>	February 17, April 28, July 7, September 15, November 24

  

<b>Skin Care</b>	
<b>DAY SCHOOL:</b>	<i>Please see the Admissions Leader for specific start dates</i>
<b>NIGHT SCHOOL:</b>	January 13, August 18

  

<b>Nail Care</b>	
<b>DAY AND NIGHT SCHOOL:</b>	<i>Please see the Admissions Leader for specific start dates</i>

## 2015 CLASS START DATES

<b>Cosmetology</b>	
<b>DAY SCHOOL:</b>	January 27, March 17, May 5, June 23, August 11, September 29, November 17
<b>NIGHT SCHOOL:</b>	February 9, April 27, July 13, September 28, December 14

<b>Skin Care</b>	
<b>DAY SCHOOL:</b>	<i>Please see the Admissions Leader for specific start dates</i>
<b>NIGHT SCHOOL:</b>	<i>Please see the Admissions Leader for specific start dates</i>

<b>Nail Care</b>	
<b>DAY AND NIGHT SCHOOL:</b>	<i>Please see the Admissions Leader for specific start dates</i>

*Class will be held at PAUL MITCHELL THE SCHOOL- Pasadena located at 210 E. Bay State St., Alhambra, CA 91801.*

### **CONSTITUTION DAY**

PAUL MITCHELL THE SCHOOL- Pasadena celebrates Constitution Day on or near September 17 of each year. For more information visit [www.constitutionday.com](http://www.constitutionday.com)

### **VOTER REGISTRATION**

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of California can be found at <http://www.sos.ca.gov>.

For information on Voter Registration and Election Dates for Federal Elections visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources).

### **STUDENTS WHO WITHDRAW**

Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of PAUL MITCHELL THE SCHOOL- Pasadena .

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

## **REENTRY STUDENTS**

- ❶ Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
- ❷ Previous tuition payments will be credited to the student's balance.
- ❸ Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- ❹ Students who are Student Tuition Recovery Fund (STRF) eligible (refer to page 8 for eligibility guidelines) will be assessed a prorated STRF fee.
- ❺ Pay a \$100.00 reentry fee.

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

Readmission is reserved to the sole discretion of PAUL MITCHELL THE SCHOOL-Pasadena and may require special conditions.

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

## **TRANSFER STUDENTS**

PAUL MITCHELL THE SCHOOL- Pasadena will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 600 hours will be accepted for students who transfer from another school; all cosmetology transfer students must attend a minimum of 1000 hours at PAUL MITCHELL THE SCHOOL - Pasadena, to obtain the Paul Mitchell culture and educational program. If transferring from another PAUL MITCHELL THE SCHOOL-Pasadena all transfer hours will be accepted. Students who have had training outside the state of California must provide proof of the number of hours of training to the Board of Barbering and Cosmetology and PAUL MITCHELL THE SCHOOL- Pasadena prior to enrollment. PAUL MITCHELL THE SCHOOL- Pasadena does not accept transfer hour for skin care and nail care program.

The cost for cosmetology transfer students is \$12.00 per hour to attended at PAUL MITCHELL THE SCHOOL-Pasadena; this does not include the cost of a complete and current Paul Mitchell student kit.

If you transfer to another cosmetology school may accept most of your hours; however, if you transfer to a degree granting institution they will most likely not accept your hours earned towards an Associate's or Bachelor's Degree.

PAUL MITCHELL THE SCHOOL- Pasadena has not entered into an articulation or transfer agreement with any other college or university.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at PAUL MITCHELL THE SCHOOL- Pasadena is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our cosmetology program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PAUL MITCHELL THE SCHOOL- Pasadena to determine if your certificate will transfer.

### **NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED FROM ANOTHER INSTITUTION**

The transferability of credits or certificate you earn at another institution, is at the sole discretion of PAUL MITCHELL THE SCHOOL- Pasadena. You may be required to repeat some or all of your coursework, if PAUL MITCHELL THE SCHOOL- Pasadena does not accept some or all of your credits. For this reason you should speak to PAUL MITCHELL THE SCHOOL- Pasadena's admissions leader to determine if your credits or certificate will transfer. If a student wishes to appeal the credits accepted, please refer to the schools appeal policy located on page 36 of this catalog.

### **TERMINATION POLICY**

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

## COSMETOLOGY COURSE OVERVIEW

### Course Hours: 1600 clock hours

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

- ① **Pre-clinical Classroom Instruction:** The first 210 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ② **Clinic Learning Experience:** The remaining 1390 hours are spent in the clinic area where practical experience is gained.

## COSMETOLOGY COURSE OUTLINE

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

- ① **Core Curriculum:** A 210-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.
- ② **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing you for the clinic experience.
- ③ **Clinic Learning Experience:** Your clinic time from 280 to 1600 hours will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and periodic tests developed specifically for this monitoring progress. This is when you begin working on paying clients in the clinic floor area.
- ④ **Classroom Learning Experience:** Your classroom time from 280 to 1600 hours is divided into five (5) areas: cutting, coloring, texture, makeup, skin and nails. Each area has a specialist in the field who conducts the different elective classes three times a week; these may include guest artists, retail, motivation, self-improvement, nail artistry, makeup, etc.
- ⑤ **Adaptive Curriculum:** From 280 to 800 hours you will enter a new phase of elective classroom workshops coupled with challenging practical services designed to continue building you into a confident designer.
- ⑥ **Creative Curriculum:** You will spend your last 800 hours in PAUL MITCHELL THE SCHOOL- Pasadena in "high gear" by dressing, acting, and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future salon career.



## SKIN CARE COURSE OVERVIEW

### Course Hours: 600 clock hours

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

- ❶ **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ❷ **Clinic Learning Experience:** The remaining 300 hours are spent in the clinic area where practical experience is gained.

## SKIN CARE COURSE OUTLINE

Your time at PAUL MITCHELL THE SCHOOL- Pasadena for the skin care program will be divided into four designations:

- ❶ **Core Curriculum:** This 300-hour time period is dedicated to exploring foundational knowledge and basic skin care, esthetics, facial, hair removal, and makeup procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- ❷ **Clinic Learning Experience:** You will enter a new phase of elective classroom workshops coupled with challenging practical services that will continue to build you into a confident skin care therapist.
- ❸ **Classroom Learning Experience:** During this phase of your learning, you will be introduced to guest speakers, prescriptive selling, motivation, self-improvement, body treatments, and emerging technologies. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.
- ❹ **Creative Curriculum:** You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of PAUL MITCHELL THE SCHOOL- Pasadena Learning Leaders, to prepare for your future salon and spa career.

## NAIL CARE COURSE OVERVIEW

### Course Hours: 400 clock hours

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

- ① **Pre-clinical Classroom Instruction:** The first 105 hours are devoted to classroom workshops, where students learn esthetic principles, technical information and professional practices.
- ② **Clinic Learning Experience:** The remaining 295 hours are spent in the clinic area where practical experience is gained.

## NAIL CARE COURSE OUTLINE

Each student's time at PAUL MITCHELL THE SCHOOL- Pasadena nail care Program will be divided into three designations:

- ① **CORE:** Pre-Clinical classroom to learn the rules and prepare for the guest services.
- ② **ADAPTIVE:** Blend of classroom and clinic floor learning focused on reinforcing the core skills, while adapting to live clinic floor experiences.
- ③ **CREATIVE:** Final phase of nail technician classroom and clinic floor learning that prepares the future professional for licensing and salon and spa life. Students will enter a new phase of elective classroom workshops, coupled with challenging practical services that will continue to build them into confident skin care therapists.

## STATE OF CALIFORNIA REQUIREMENTS

### Cosmetology

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

Subject	Theory Hours	Practical Application
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80
Laws and Regulations	20	0
Health and Safety Considerations	45	0
Disinfection and Sanitation	20	0
Anatomy and Physiology	15	0
Manual, Electrical, and Chemical Facials	25	40
Eyebrow Beautification and Makeup	25	30
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120 Nails
Additional Training	100	440
<b>TOTAL HOURS</b>	<b>470</b>	<b>1130</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL- Pasadena provides additional training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. No additional hours will be required to complete the additional training and these additional course are not a requirement for state licensure.

*Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 1600 required by the Board of Barbering and Cosmetology (BBC) will be required.*

## Skin Care

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

Subject	Theory Hours	Practical Application
Manual, Electrical, and Chemical Facials	70	140
Preparation	15	
Laws and Regulations	10	
Health and Safety Considerations	40	
Disinfection and Sanitation	10	
Anatomy and Physiology	15	
Eyebrow Beautification	25	50
Makeup	20	40
Additional Training	65	100
<b>TOTAL HOURS</b>	<b>270</b>	<b>330</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL- Pasadena provides additional training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. No additional hours will be required to complete the additional training and these additional course are not a requirement for state licensure.

*Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 1600 required by the Board of Barbering and Cosmetology (BBC) will be required.*

## Nail Care

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

Subject	Theory Hours	Practical Application
Manicure and Pedicure	60	180 Nails
Laws and Regulations	10	
Health and Safety Considerations	25	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy and Physiology	10	
Additional Training	25	60
<b>TOTAL HOURS</b>	<b>150</b>	<b>250</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL- Pasadena provides additional training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. No additional hours will be required to complete the additional training and these additional course are not a requirement for state licensure.

*Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 1600 required by the Board of Barbering and Cosmetology (BBC) will be required.*

## **COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE**

The following tests and grading procedures are incorporated during the student's 1600-hour course:

- ① **Weekly theory exams:** Students must receive a grade of 70% or higher on each weekly theory exam.
- ② **210-hour orientation practical skills evaluation test:** Students must receive a grade of 70% or higher.
- ③ **Final Exam 1 (800-hour written exam):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 70% or higher on all final exams.
- ④ **Final exam 2 (1500-hour written exam):** The written exam covers an overview of all theory instruction, California state law, and other items covered on the state cosmetology exam. Students must receive a grade of 70% or higher on all final exams.
- ⑤ **Monthly practical worksheets:** Full-time students must complete twelve (12); part-time students must complete eighteen (18).

## **SKIN CARE PROGRAM TESTING AND GRADING PROCEDURE**

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

- ① **Weekly theory exams:** Student must receive a grade of 70% or higher on each weekly theory exam.
- ② **Midterm written and practical:** Students must receive a grade of 70% or higher on all final exams.
- ③ **Final written and practical:** The written test covers an overview of all theory instruction, California state law, and other items covered on the state skin care exam. Students must receive a grade of 70% or higher on all final exams.
- ④ **Monthly practical worksheets:** Skin Care full students must complete four (4); part-time students complete seven (7).

## **NAIL CARE PROGRAM TESTING AND GRADING PROCEDURE**

The following tests and grading procedures are incorporated during the student's 400-hour course:

- ① **Weekly theory exams:** Student must receive a grade of 70% or higher on each weekly theory exam.
- ② **Midterm written and practical:** Students must receive a grade of 70% or higher on all final exams.
- ③ **Final written and practical:** The written test covers an overview of all theory instruction, California state law, and other items covered on the state skin care exam. Students must receive a grade of 70% or higher on all final exams.
- ④ **Monthly practical worksheets:** Nail Care students must complete three (3).

## **MEASURABLE PERFORMANCE OBJECTIVES**

- ① Complete the required number of clock hours of training.
- ② Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- ③ Satisfactorily pass final written and practical exams.
- ④ Upon completion, receive a graduation certificate.
- ⑤ Pass state board exam.
- ⑥ Complete the required number of theory hours in training.

## **SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY**

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

- ① Protect clients' clothing by appropriately draping them.
- ② Ask clients to remove any jewelry, hair accessories, glasses, etc.
- ③ Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- ④ Wear gloves when dealing with chemicals.
- ⑤ Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

## **INDUSTRY REQUIREMENTS**

Students interested in pursuing a career in cosmetology should:

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

## STUDENT SERVICES

- 1 **Housing:** PAUL MITCHELL THE SCHOOL- Pasadena keeps a file of information about housing in the surrounding areas; however the school does not provide dormitory facilities and does not have any facilities under its control. The school is not responsible to find or assist student in finding housing.

There is available housing located within 2 miles of the school. The cost of housing is between \$1,300.00 to \$2, 200.00 per month.

- 2 **Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. PAUL MITCHELL THE SCHOOL- Pasadena also gives advice and information to students on these subjects:
  - a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
  - b. Employment opportunities.
  - c. Opportunities for continuing education following graduation.

## GRADUATION REQUIREMENTS IN COURSES

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

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

PAUL MITCHELL THE SCHOOL- Pasadena reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the school's administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. PAUL MITCHELL THE SCHOOL- Pasadena can retain the student until all graduation requirements are met.

A certified transcript will be provided to a student who withdraws which will include hours that the school has been compensated for. For the purposed of transfer or graduation, hours will not be released by the school until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

## GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

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

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

## STUDENT KIT – Cosmetology

Students are responsible to purchase a Paul Mitchell Kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. *Textbook and educational materials may be purchased separately, which may discount kit costs.*

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

<b>BRUSHES</b>	<b>ACCESSORIES</b>	<b>STUDENT EDUCATION MATERIALS</b>
1 Large Round Boar Brush 1 Large Round Thermal Brush 1 Medium Round Boar Brush 1 Medium Round Thermal Brush 1 Paul Mitchell 407 Styling Brush 1 Paul Mitchell 413 Sculpting Brush 1 Paul Mitchell 427 Paddle Brush 2 Paul Mitchell Color Tint Brushes 1 Small Round Boar Brush 1 X-Large Round Thermal Brush 1 Scalp Brush	4 Skinny Clips 6 Paul Mitchell Black Clips 1 Chemical Cape 1 Cutting Apron 1 Paul Mitchell Aluminum Spray Bottle 1 Black Handheld Mirror 1 Cutting Apron 1 Paul Mitchell Black Carry Bag 12 Black and White Butterfly Clips 1 Metal Paul Mitchell Case with Logo 1 Manicure Kit 1 Makeup Kit by CAO Cosmetics 1 Nail Kit by OPI	1 Cutting System DVD Box Set ISBN 978-0-9743205-2-6, \$300.00 1 Cutting System Cutting Cards ISBN N/A, \$12.00 1 Men's Cutting DVD ISBN 9780974320557, \$630.00 1 Color System DVD Box Set ISBN 978-0974-3205-1-9, \$300.00 1 <i>The Coloring Book</i> ISBN 978-0-9743205-3-3, \$26.00 1 Coloring System Skill Cards ISBN N/A, \$12.00 1 Texture System Texture Cards ISBN N/A, \$12.00 1 <i>Paul Mitchell Product Guide Workbook</i> ISBN N/A, \$2.50 1 <i>Connecting to My Future Book</i> ISBN 0-9743205-0-1, \$19.95 1 <i>Be Nice (Or Else!) Book</i> ISBN-13: 978-0-974-993-99-7, \$23.95 1 Multiple Intelligence Letter 1 Service Menu Experience, ISBN-N/A, \$N/A 1 Mock State Board Practical, ISBN-N/A, \$N/A 1 State Board Review Book, ISBN-N/A, \$N/A 1 Marker and Binder, ISBN-N/A, \$N/A 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, \$30.00 1 Color paper swatch chart 1 PM Shines paper swatch chart 1 Blonding Brochure 2012 1 Dollar Camp Money Education 1 State Board Rules & Regulations 2009
<b>COMBS</b> 1 Paul Mitchell 424 Teal Comb 1 Paul Mitchell 416 Red Comb 1 Metal Pick Teasing Comb 1 Metal Rat Tail Comb 1 Paul Mitchell Detangler Comb 1 Rat Tail Comb 6 Standard Cutting Combs 1 Taper Comb 1 Paul Mitchell 408 Black Comb 1 Donald Scott Carving Comb	<b>TOOLS</b> 1 Classic Razor 1 Paul Mitchell Tripod 1 Paul Mitchell 1.25 Smoothing Iron 1 Paul Mitchell 6" Scissor/Thinner with Case 4 Mannequin Heads 1 Paul Mitchell Clipper/Thinner 1 Paul Mitchell Ionic 1000 Blow Dryer 1 5.5" Mannequin Scissors 1 Paul Mitchell 3/4 M 1000 Curling Iron	
	<b>TEXTBOOKS</b> 1 <i>Milady's Standard Cosmetology 2012 Textbook</i> ISBN-13: 9781439059302 (Hardcover), \$112.50 1 <i>Milady's Standard Cosmetology 2012 Theory Workbook</i> ISBN-13: 9781439059234, \$47.95 1 <i>Milady's Standard Cosmetology 2012 Exam Review</i> ISBN-13: 9781439059210, \$35.95	



## STUDENT KIT – Skin Care

Students are responsible to purchase a Paul Mitchell Kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies.

The following items are contained in the Paul Mitchell skin care kit:

<b>PRODUCTS</b>	<b>ACCESSORIES</b>	<b>STUDENT EDUCATION MATERIALS</b>
1 Daily Micro Foliant 2.6 oz 1 Ultra Calm Cleanser 16.9 oz 1 Active Moist 6.0 oz 1 Colloidal Masque Base 6.0 oz 1 Massage Cream 6 oz 1 Calming Botanical Mixer 4 oz 1 Solar Defense Boost 1.7 oz 1 Multi Active Toner 16.0 oz 1 Oil-Free Massage Oil 1 MultiVitamin Powder Recovery Masque 2.5 oz 1 Special Cleansing Gel 16.9 oz 1 PreCleanse 5.1 oz 1 Concealing Spot Treatment .33 oz 1 Scaling Fluid 8.0 oz 1 Post Extraction solution 8.0 oz 4 Layer Facial Single Application and DVD 1 Seaweed Treatment 1 Opti-Firm Eye Treatment	1 Facial Sponges (2pk.) 1 Carrying Case 1 Fan/Masque Brush 1 Makeup Kit by CAO Cosmetics 1 Wheel 1 Speep Mapping Pad 1 Partnership Welcome Pack  <b>MISCELLANEOUS</b> 1 Paul Mitchell T-shirt 1 Paul Mitchell Apron	1 <i>Dermologica's Product Guide and Treatment Directory</i> 1 <i>Be Nice (Or Else!)</i> Book, ISBN-13: 978-0-974-993-99-7, \$23.95 1 <i>Connecting to My Future</i> Book, ISBN 0-9743205-0-1, \$19.95 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, \$30.00 1 Dollar Camp Money Education 1 State Board Rules and Regulations 2009  <b>TEXTBOOKS</b> 1 <i>Milady's Standard Esthetics Fundamentals, 11th Edition</i> Textbook, ISBN-13: 9781111306892 (Hardcover), \$141.95 1 <i>Milady's Standard Esthetics Fundamentals Student Workbook</i> , ISBN-13: 9781111306915, \$78.95 1 <i>Milady's Standard Esthetics Fundamentals Exam Review</i> , ISBN-13: 9781111306922, \$51.95

## STUDENT KIT – Nail Care

Students are responsible to purchase a Paul Mitchell Kit at an additional cost to the tuition. Please note that students are responsible for the purchase of stationery supplies.

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

<b>PRODUCTS</b>	<b>ACCESSORIES</b>	<b>STUDENT EDUCATION MATERIALS</b>
1 Metal OPI Case 1 Moisture Replenishing Lotion 1 Base and Top Coat 1 Nail and Cuticle Replenishing Oil 1 Clarite Natural Powder 1 N.A.S 99 Nail Antiseptic Solution 1 Clarite Table Top Instructions 1 Exfoliating Cuticle Treatment 1 Clarite Sheer Pink Powder 2 Pellon Squares 1 Red 1 Grand Canyon Sunset Polish 1 Clarite Curing Resin 1 Completion Table Top Instructions 1 Swiss Blue Liquid Hand Soap 1 Clarite Spa White Powder 2 Smoothers 1 Tips 1 Bondex 1 5F Red Sable Brush 1 Swiss Guard Antiseptic Hand Gel 1 Clarite Crystal Clear Powder 1 Polish Remover 1 Competition Warm Pink Powder 1 Rapidry Spray 1 Competition Monomer 1 Competition Opaque White Powder	4 Files 1 Structure 1 Buffer 1 Plastic Pusher Foot File Paper Cloth 2 Dappen Dish 1 Cuticle Nippers 1 Small 1 Large Nail Clippers 1 Nail Forms 1 Hand/Foot Brush 1 Linear 1 Glass Dropper 3 Form Holders 1 Manicure Bowl 1 Wooden Sticks 1 Nail Adhesive 1 The Fluffy 1 Toe Separator 1 Diamond File 1 Bond Aid  <b>MISCELLANEOUS</b> 1 Paul Mitchell T-shirt 1 Paul Mitchell Apron	1 OPI's Education Work Book 1 Be Nice (Or Else!) Book, ISBN-13: 978-0-974-993-99-7, \$23.95 1 Connecting to My Future Book, ISBN 0-9743205-0-1, \$19.95 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, \$30.00 1 Dollar Camp Money Education 1 State Board Rules and Regulations 2009  <b>TEXTBOOKS</b> 1 <i>Milady's Standard Nail Technology</i> , 6th Edition Textbook ISBN - 13: 9781435497689, \$115.95 1 <i>Milady's Standard Nail Technology</i> , 6th Edition Student Workbook ISBN - 13: 9781435497641, \$61.95 1 <i>Milady's Standard Nail Technology</i> , 6th Edition Exam Review ISBN - 13:9781435497634, \$42.95

## Student Kits

Paul Mitchell The School-Pasadena always improve on the quality of student kits, in order to support student learning experience. Student kits could also be updated, upgraded, or changed upon the availability from suppliers. Paul Mitchell The School-Pasadena reserve the right to make any adjustment to the kits without prior notice. Students should refer to the kit check lists, which come in the kit, for accuracy. Any missing item must be reported to your core learning leader or the operation office immediately. The school will not responsible for any report after 7 business days from the day student received the kit. Students will not be permitted to perform any operation with equipment, tools, or supplies that are not from the student kit, or supplied by Paul Mitchell The School-Pasadena without approval from the school director.

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

- ❶ Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid for federal student financial aid program funds.
- ❷ For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- ❸ If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this timeframe, the institution will not make the post-withdrawal disbursement to the student.
- ❹ The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.
- ❺ The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40% was earned, 60% was unearned).
- ❻ The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
- ❼ If a student unofficially withdraws and has received federal loans, the loans will go into repayment.
- ❽ If a student has received Federal Student Financial Aid Funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.

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

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

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

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

## Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program

Student's Name:  Social Security #:   
 Date of school's determination that student withdrew:   
 Period used for calculation (check one):  1st Payment Period  Period of Enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny)  
 When calculating percentages, round to three decimal places. (for example, .4486 = .449 = 44.9%)

### STEP 1: Students Title IV Aid Information

	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV Aid Disbursed for the Period
<b>Title IV Grant Programs:</b>			
1. Pell Grant	<input type="text" value="2,775.00"/>	<input type="text"/>	A. <input type="text" value="2,775.00"/>
2. Academic Competitiveness Grant	<input type="text"/>	<input type="text"/>	+ B. <input type="text" value="6,727.00"/>
3. National SMART Grant	<input type="text"/>	<input type="text"/>	= E. <input type="text" value="9,502.00"/>
4. FSEOG	<input type="text"/>	<input type="text"/>	
5. TEACH Grant	<input type="text"/>	<input type="text"/>	
<b>A. (sub-total)</b>	<input type="text" value="2,775.00"/>	<b>C. (sub-total)</b>	<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period</b>
		<input type="text" value="0.00"/>	A. <input type="text" value="2,775.00"/>
			+ C. <input type="text" value="0.00"/>
			= F. <input type="text" value="2,775.00"/>
<b>Title IV Loan Programs:</b>	<b>Net Amount Disbursed</b>	<b>Net Amount that Could Have Been Disbursed</b>	<b>G. Total Title IV aid disbursed and aid that could have been disbursed for the period</b>
6. Unsubsidized FDLP / FFELP	<input type="text" value="2,985.00"/>	<input type="text"/>	A. <input type="text" value="2,775.00"/>
7. Subsidized FDLP / FFELP	<input type="text" value="1,742.00"/>	<input type="text"/>	+ B. <input type="text" value="6,727.00"/>
8. Perkins Loan	<input type="text"/>	<input type="text"/>	= G. <input type="text" value="9,502.00"/>
9. PLUS FDLP / FFELP (Grad Student)	<input type="text"/>	<input type="text"/>	
10. PLUS FDLP / FFELP (Parent)	<input type="text" value="2,000.00"/>	<input type="text"/>	
<b>B. (sub-total)</b>	<input type="text" value="6,727.00"/>	<b>D. (sub-total)</b>	
		<input type="text" value="0.00"/>	

### STEP 2: Percentage of Title IV Aid Earned

Last Day Attended:

H. Determine the percentage of the period completed:  
 Divide the clock hours scheduled to have been completed as of the last day of attendance in the period by the total clock hours in the period.

$$\frac{271.00}{450.00} = 60.2\%$$

Hours scheduled to complete / Total hour in period

- ▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H and proceed to Step 3.

H.

### STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

$$100.0\% \times 9,502.00 = 9,502.00$$

Box H x Box G = Box I

### STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, STOP. No further action is necessary.

#### J. Post-withdrawal disbursement

From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

$$9,502.00 - 9,502.00 = 0.00$$

Box I - Box E = Box J

#### K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

$$9,502.00 - 9,502.00 = 0.00$$

Box E - Box I = Box K

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

<b>L. Institutional Charges for the Period.</b>	Tuition	4,500.00
	Room	
	Board	
	Other	
	Other	
	Other	
Total Institutional Charges (Add all the charges together)		<b>L. 4,500.00</b>

**M. Percentage of unearned Title IV aid**  
 $\frac{100.0\%}{\text{Box H}} - \frac{100.0\%}{\text{Box H}} = \frac{0.0\%}{\text{Box M}}$

**N. Amount of unearned charges**  
 Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).  
 $\frac{4,500.00}{\text{Box L}} \times \frac{0.0\%}{\text{Box M}} = \frac{0.00}{\text{Box N}}$

**O. Amount of school to return**  
 Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.  
**O. 0.00**

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FDLP / FFELP	0.00
2. Subsidized FDLP / FFELP	0.00
3. Perkins Loan	0.00
4. PLUS FDLP / FFELP (Grad Student)	0.00
5. PLUS FDLP / FFELP (Parent)	0.00
<b>Total loans the school must return = P. 0.00</b>	
6. Pell Grant	0.00
7. Academic Competitiveness Grant	0.00
8. National SMART Grant	0.00
9. FSEOG	0.00
10. TEACH Grant	0.00

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

$\frac{0.00}{\text{Box K}} - \frac{0.00}{\text{Box O}} = \frac{0.00}{\text{Box Q}}$

► If Box Q is < or = zero, **STOP**. If > zero, go to Step 8.

**STEP 8: Repayment of the Student's loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds that student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

$\frac{6,727.00}{\text{Box B}} - \frac{0.00}{\text{Box P}} = \frac{6,727.00}{\text{Box R}}$

- If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.
- If Box Q is greater than Box R, Proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**  
 From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

$\frac{0.00}{\text{Box Q}} - \frac{6,727.00}{\text{Box R}} = \frac{0.00}{\text{Box S}}$

**T. Amount of Title IV grant protection**  
 Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

$\frac{2,775.00}{\text{Box F}} - \frac{50.00\%}{\text{Box F}} = \frac{0.00}{\text{Box T}}$

**U. Title IV grant**  
 From the initial amount of unearned Title IV aid due from the student (Box S) subtract the amount of loans to be repaid by the student (Box T).

$\frac{0.00}{\text{Box S}} - \frac{0.00}{\text{Box T}} = \frac{0.00}{\text{Box U}}$

- If Box U is less than or equal to zero, **STOP**. If not, go to step 10.

**STEP 10: Return of Grants Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he/she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds that school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

**Title IV Grant Programs:**

Title IV Grant Programs:	Amount to Return
1. Pell Grant	0.00
2. Academic Competitiveness Grant	
3. National SMART Grant	
4. FSEOG	
5. TEACH Grant	

## REFUND/DROP POLICY “STUDENT’S RIGHT TO CANCEL”

- ① Any monies due the student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. A student is not accepted by the school. This student shall be entitled to a refund of all monies paid to the school except a non-refundable application fee.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, until the first day of class session or the seventh (7) calendar day of signing the enrollment contract, whichever is later. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
  - c. A student who cancels his/her contract after the seventh (7) calendar day of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less an application fee of \$100.00.
  - d. A student notifies the institution of his/her official withdrawal in writing.
  - e. A student is expelled by the institution.
  - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification at the following address: *Paul Mitchell The School - Pasadena, 201 East Bay State Street, Alhambra, CA 91801*, or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.
  - g. Monies paid for student kits are nonrefundable.
- ② You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) calendar day after enrollment, whichever is later. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.
- ③ Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student’s actual last date of attendance.
- ④ When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- ⑤ All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.
- ⑥ Monies paid for supplies and equipment are nonrefundable after seven (7) calendar days of signing the enrollment contract, but prior to entering classes, whichever is later.
- ⑦ If a course and/or program is cancelled subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ⑧ For students who terminate prior to completion, an administration fee in the amount of \$100.00 will be assessed.
- ⑨ A student’s account may be sent to collections for nonpayment.
- ⑩ If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.
- ⑪ A student is entitled to a refund of moneys not paid from federal student aid program funds.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

**Step 1:** Identify all amounts paid for instruction less cost of equipment.

**Step 2:** Subtract Registration/Application fee not to exceed \$250.00. The school does not charge a registration fee the student is only charged an application fee of \$100.00.

**Step 3:** Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

Below is an example of a pro rata refund for the Cosmetology Program: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$18,000.00	\$1,800.00	\$4,500.00	\$9,000.00	\$10,800.00	\$18,000.00

Below is an example of a pro rata refund for the Skin Care Program: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$8,300.00	\$830.00	\$2,075.00	\$4,150.00	\$4,980.00	\$8,300.00

Below is an example of a pro rata refund for the Nail Care Program: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$1,625.00	\$162.50	\$406.25	\$812.50	\$975.00	\$1,625.00

PAUL MITCHELL THE SCHOOL- Pasadena does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

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, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a registration fee, if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or by calling toll-free (888)370-7589 or (916) 431-6959 or by fax (916) 263-1894.

## **STUDENT FINANCIAL AID RELEASE**

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

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

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

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

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

## **MAKEUP WORK**

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

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Students enrolled in programs approved by NACCAS must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress policy is provided to all students prior to enrollment. The policy is consistently applied to all applicable students. *Evaluations are maintained in the student file.* The school will develop an academic plan to address the specific needs of those students who fail to meet the academic requirements at specific SAP evaluation points.



## VETERANS SATISFACTORY ACADEMIC PROGRESS POLICY

When the grade average of a veteran or eligible person falls below 70%, the student will be placed on academic probation for one month. If at the end of the probation period the student's grades are still below 70%, veterans' benefits will be terminated. Once minimum academic progress standards are being met, benefits can be reinstated.

When a student's attendance falls below 70%, the student will be placed on attendance probation for one month. If at the end of the probation period the student's attendance is still below 70%, veterans' benefits will be terminated. Once minimum attendance standards are being met, benefits can be reinstated.

## QUANTITATIVE AND QUALITATIVE FACTORS

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

- 1 A minimum cumulative Theory grade level of 70% or higher.
- 2 A minimum cumulative academic level of 70% or higher on practical worksheet completion.\*
- 3 To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 70% or higher.
- 4 A minimum cumulative attendance of 80% of their scheduled hours\*\*

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

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

A student who has not achieved the minimum cumulative GPA of 70% and/or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation.

## COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full-time day students attend five (5) days (Tuesday through Saturday), 35 hours per week, from 9:30 AM to 5:00 PM. Part-time night school students attend five (5) days (Monday through Friday), 22.5 hours per week, from 5:30 PM to 10:00 PM. Information regarding other course schedules is available upon inquiry.

The state of California requires 1600 clock hours for the cosmetology course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 45.71 weeks for a full-time student and 71.11 weeks for a part-time student.

The state of California requires 600 clock hours for the skin care course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 17.14 weeks for a full-time student and 26.67 weeks for a part-time student.

The state of California requires 400 clock hours for the nail care course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 11.43 weeks for a full-time student and 17.78 weeks for a part-time student.

## MAXIMUM TIME FRAME

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

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology – Full Time	45.71 Weeks	57.14 Weeks
Cosmetology – Part Time	71.11 Weeks	88.89 Weeks
Skin Care – Full Time	17.14 Weeks	21.43 Weeks
Skin Care – Part Time	26.67 Weeks	33.34 Weeks
Nail Care – Full Time	11.43 Weeks	14.29 Weeks
Nail Care – Part Time	17.78 Weeks	22.23 Weeks

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

The school does not have a leave of absence policy. If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she must drop and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and noncredit remedial courses have no effect upon the school's satisfactory progress standards.

## EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1250 *actual hours*, when a skin care student reaches 300 *actual hours*, and nail care students reach 200 *actual hours*. At least one evaluation will occur prior to the midpoint of the academic year.

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

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

The following grading scale is used for theory progress:

**A = 90 – 100%**      **B = 80 – 89%**      **C = 70 – 79%**      **Failing = Below 70%**

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor.

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

## **DETERMINATION OF PROGRESS STATUS**

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

## **REINSTATEMENT OF FINANCIAL AID *for those who qualify***

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

## **PROBATION AND REESTABLISHMENT OF SATISFACTORY PROGRESS**

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

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

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory progress determination. If the student appeals the decision, and prevails on appeal, they will be placed on Financial Aid Probation.

The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances, must be documented. The student may obtain an Appeal Form from the Financial Aid office, once the Appeal Form has been completed by the student it must be returned to the Financial Aid Office. ***Please see the Appeal Procedures.*** If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation period the student has not met both academic and attendance requirements all federal aid will be suspended. Students may reestablish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period.

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

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

## **APPEAL PROCEDURE**

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

An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's learning leader, future professional advisor, the school. A decision on the student's appeal will be made within three (3) business days by the Dean and will be communicated to the student in writing. This decision will be final. *Appeal documentation will be kept in the student's permanent file.*

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

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

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

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

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

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested at \$0.20 per page.

### **General Release of Information**

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

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

### **FERPA Disclosures to Parents**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Disclosures for Other Reasons**

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

### **Directory Information**

PAUL MITCHELL THE SCHOOL- Pasadena does not publish "directory information" on any student.

### **Record Maintenance**

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

### **Amendment to Student Records**

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

## PERFORMANCE STATISTICS/JOB OUTLOOK

PAUL MITCHELL THE SCHOOL- Pasadena is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, PAUL MITCHELL THE SCHOOL- Pasadena is the main campus and has no additional campus. The U.S. Department of Education, requires outcome rates be provided based upon the individual location. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

PAUL MITCHELL THE SCHOOL- Pasadena 's performance statistics for the calendar year 2012:

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
<b>58.67%</b>	<b>58.67%</b>	<b>83.33%</b>

PAUL MITCHELL THE SCHOOL- Pasadena 's Bureau for Private Postsecondary Education (BPPE) performance statistics for the calendar year 2012:

<b>Completion</b>	<b>Placement</b>	<b>Licensure</b>
<b>62.24%</b>	<b>73.85%</b>	<b>83.08%</b>

Since 1990, NACCAS has commissioned several Job Demand Surveys to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiled data from 6,203 salons responding to a national survey.

The 2007 Job Demand Survey results indicate that salons in California plan to hire 45,967 new employees in the next 12 months. The average annual salary for a salon professional in California is \$44,134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

As of January 2007, there were 103,074 professionals employed at California's salons. Most important, 69% of California salon owners who attempted to hire new employees in 2006 said they were unable to find properly trained applicants.

## PROGRAM INTEGRITY

PAUL MITCHELL THE SCHOOL- Pasadena is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period PAUL MITCHELL THE SCHOOL- Pasadena shows the following data for the cosmetology program:

Placement rate	On Time Graduation Rates	Median Loan Debt
77%	5%	<b>2009–2010 Title IV: \$5,500.00, Private: \$0, Institutional: \$0</b> <b>2010–2011 Title IV: \$10,9451.50, Private: \$0, Institutional: \$0</b> <b>2011-2012 Title IV: \$10,667.00, Private: \$0, Institutional: \$0</b>

For the most recent annual reporting period PAUL MITCHELL THE SCHOOL- Pasadena shows the following data for the skin care program:

Placement rate	On Time Graduation Rates	Median Loan Debt
71.42%	5%	<b>2011-2012 Title IV: \$6,211.00, Private: \$0, Institutional: \$0</b>

For the most recent annual reporting period PAUL MITCHELL THE SCHOOL- Pasadena shows the following data for the nail care program:

Placement rate	On Time Graduation Rates	Median Loan Debt
N/A	N/A	N/A

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at:

<http://pasadena.paulmitchell.edu/programs>.

## STUDENTS RIGHT-TO-KNOW - DEPARTMENT OF EDUCATION RATES

Graduation	Placement
58.67%	40.35%

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



## LIST OF LIBRARY REFERENCE MATERIALS

23 Cutting and Coloring DVDs / *Paul Mitchell Product Guide Workbook* / Color System DVD Box Set / Color System Skill Cards / Cutting System DVD Box Set / Cutting System Book / MASTERS CDs / *Milady's Standard Cosmetology 2012 Theory Workbook* / *Milady's Standard Cosmetology 2012 Exam Review* / *Milady's Standard Cosmetology 2012 Textbook*

## STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at PAUL MITCHELL THE SCHOOL. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

### Attendance and Documentation of Time

- ❶ The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part time students are required to clock in/out 2 times a day: when they arrive to school and when they leave at the end of the day.
- ❷ The school is open from 9:30 AM to 5:00 PM for day students and 5:30 PM to 10:00 PM for night students. All courses require continuous attendance.
- ❸ Students are encouraged to maintain 100% attendance for CORE class. Students may not miss 3 or more days during CORE. If he/she fails to meet the attendance mentioned, students will need to repeat the class missed or the entire CORE program in the next available start class.
- ❹ All courses require continuous attendance.
- ❺ The prescribed attendance schedule must be maintained each week. Day students attend CORE for 6 weeks Tuesday-Saturday. Night students attend CORE for 10 weeks, Monday-Friday. Alternate schedules are available to those students who qualify.
- ❻ Night students may not miss Mondays; day students may not miss Saturdays.
- ❼ **Late Arrival Policy:** Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" and will be assigned special projects or assignments pertaining to their course of study. Students who are late for a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work in the clinic.

- ⑧ **Absentee Policy:** During the enrollment contract period, Applicant must maintain a 90% attendance average each month in order to complete the program within the Scheduled program length. The Applicant is allowed to miss 10% of his or her scheduled hours before having to pay extra instructional charges. The Applicant may use the allowed 10% of his/her scheduled hours for vacation, doctor appointments, illness, etc. If the Applicant must attend additional Program hours beyond his/her maximum Scheduled Program length due to attendance problems or to complete academic graduation requirements, the cosmetology student will be charged an additional \$12.00 and skin and nail care student \$13.33 per hour for each hour scheduled to complete after the Scheduled Program length is reached.

**Scheduled Program Length is defined as:**

<p><i>Cosmetology:</i> Hours in program = 1600 hours 10% absent hours = 160 hours Scheduled Program Length = 1760 hours</p>	<p><i>Skin Care:</i> Hours in program = 600 hours 10% absent hours = 60 hours Scheduled Program Length = 660 hours</p>
<p><i>Nail Care:</i> Hours in program = 400 hours 10% absent hours = 40 hours Scheduled Program Length = 440 hours</p>	

*Please note that if a student misses more than 14 consecutive calendar days, the student will be terminated from the program.*

- ⑨ Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 9:30 AM; night students must call in by 5:30 PM.
- ⑩ Students must request time off from school from the Education Leader./Future Professional Advisor.
- ⑪ Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; 22.5 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year’s Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Learning Leader Advisor to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.
- ⑫ Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:00 noon and 1:30 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM. Night students take a 20 minute break. Day and night students must clock out from the school is they leave the campus area at any given time, which includes lunch and breaks.
- ⑬ Documentation of time: Students may not leave the school premises during regular hours without an instructor’s permission.
  - a. Students who leave school premises for more than 15 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
  - b. Students who leave school premises for less than 15 minutes must sign the sign-out sheet.
  - c. Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.
- ⑭ Students may not clock in or out for another student.
- ⑮ Students must keep a record of all services each day on the “service tracking sheet,” which must be completed daily and turned in every month.

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

- ① Core, Skin Care, and Phase One students must wear all black.
- ② Phase Two students must wear black or white in any combination.
- ④ Clothing must be professional, clean, and free of stains and tears.
- ⑤ Shoes should be black, professional, and comfortable for all students. Skin care students must wear closed-toed shoes.
- ⑥ Hair must be clean and styled prior to arriving at school. Ponytails are not acceptable.
- ⑥ Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.
- ⑦ The following is a list of unacceptable dress:
  - a. Tennis shoes, gym shoes, foot thongs, Crocs, beach sandals, or “Spiked” heels over 1” in height, slick rubber soles.
  - b. Jeans or clothing made of jeans material
  - c. Tank or sleeveless tops
  - d. Sweatpants and sweatshirts
  - e. Printed T-shirts other than those with a PAUL MITCHELL logo; acceptable T-shirts must be clean and professional, and you must dress them up
  - f. Short skirts that fall above fingertips
  - g. Spandex or biking shorts
  - j. Exposed cleavage, buttocks, waist, armpits, or undergarments
  - k. Shorts
- ⑧ Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

## **Sanitation and Personal Services**

- ❶ Students must keep workstations and classroom areas clean, sanitary, and clutter free at all times.
- ❷ Students must clean their stations, including the floor, after each service.
- ❸ Hair must be swept up immediately after a service is completed, before blow drying.
- ❹ Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- ❺ Students may have personal services done on Monday through Thursday, for each week outside of their schedule student time. i.e day student may get personal services after 5:00 p.m. Students are not permitted to clock out and/or book out in order to receive personal services as a Guest. Once a student is clocked/booked out, he/she may not remain on the school premises.
  - a. Notify and Obtain instructor's approval 24 hours prior to the requested service.
  - b. Fill out and turn in a Request for Service form from the Service Desk Coordinator.
  - c. Pay for service supplies including perms, tints, bleaches, rinses, conditioning, treatments, manicures, nails, etc.
  - d. If a service guest comes in and the service desk personnel needs the student giving the personal service or the student receiving it to take care of the guest, then the students must reschedule their personal service and complete the assigned service guest appointment.
  - e. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and worksheets. School assignments and successful learning are the priority.

## **Communication Guidelines and Professional Conduct**

- ❶ Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
- ❷ Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
- ❸ Cell phones are not permitted in the school.
- ❹ Students may not visit with another student who is servicing a client.
- ❺ Students may not gather around the reception desk, reception area, or offices.
- ❻ Food, drinks, and water bottles are allowed only in the lunchroom.
- ❼ PAUL MITCHELL THE SCHOOL- Pasadena is a smoke-free campus.
- ❽ Stealing or taking school or another's personal property is unacceptable.

## Learning Participation Guidelines

- ① Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- ② Students will be expected to maintain an average of 70% on all theory tests and assignments.
- ③ Students must take all appointments assigned to them. This includes last-minute walk-ins.
- ④ Students may not be released from required theory class to take a client.
- ⑤ Only desk personnel may schedule or change client service appointments.
- ⑥ All services must be checked and the service ticket initialed by an instructor.
- ⑦ Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
- ⑧ Students will receive clock hours during the times they fully participate in their learning experience.
- ⑨ When students are not scheduled with service appointments or are not scheduled to attend theory or an elective class, they may focus on the following:
  - a. Completion of monthly worksheets
  - b. Completion of theory review worksheets
  - c. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- ⑩ Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- ⑪ Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- ⑫ Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. PAUL MITCHELL THE SCHOOL- Pasadena is not responsible for any lost or stolen articles.
- ⑬ Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- ⑭ All worksheets are due the end of each month by 5:00 PM for day students and 10:00 PM for night students.
- ⑮ If a student fails to complete a worksheet 100%, the student will be placed on the Back on Track list and will remain on the list until the following month, as long he/she completes the worksheet.

## COACHING AND CORRECTIVE ACTION

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

The following actions may be inspected for noncompliance:

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

### Corrective Action Steps

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

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

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

## POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

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

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### ❶ Accommodation Procedures for Students with Disabilities

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

**Definition of an Individual with a Disability** — An *individual with a disability* is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these Federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

The phrase *physical impairment* means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase *mental impairment* means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bi-polar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase *major life activities* means functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

## **The School's Responsibilities to Students with Disabilities**

The School must provide *academic adjustments*, *auxiliary aids* and *reasonable accommodations* to students with disabilities, that are necessary to ensure students are not denied the benefits of, or excluded from participation in, The School's program. The School must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The School must ensure that it provides physical access to students with disabilities. It is also the responsibility of PAUL MITCHELL THE SCHOOL- Pasadena to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at PAUL MITCHELL THE SCHOOL- Pasadena Campus is: Victoria Hernandez; ADA Compliance Coordinator; 201 East Bay State Street, Alhambra, CA 91801; (626) 284-2863; [admissions@pasadena.paulmitchell.edu](mailto:admissions@pasadena.paulmitchell.edu).

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

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

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

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept at all times in a locked, private file at The School. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with PAUL MITCHELL THE SCHOOL- Pasadena staff and Learning Leaders, on an "as needed basis," in order to facilitate academic accommodations or other services.

***Student requests for accommodations and interactive discussion with ADA Compliance Coordinator*** — Students who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the student's documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the student, including a record of the accommodations requested by the student. Students who have questions about the type of documentation they need to provide should contact the Coordinator to discuss this.



The student and the ADA Compliance Coordinator will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in The School's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from The School. The Coordinator and the student should discuss accommodations needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills based instruction and skills practice.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

*Here are some examples:*

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need particular kinds of chairs.
- A student with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.
- A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.
- A student with a hearing impairment may need instructors to use voice amplification systems, or may need the School to provide a sign language interpreter.
- A student with diabetes may need periodic breaks to check his or her blood sugar level.

**Decision about accommodations, and ensuring implementation of accommodations** — The ADA Compliance Coordinator will decide the accommodations to be provided to the student. The Coordinator will consider any past accommodations that have been effective for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The Coordinator will make a decision no later than two weeks after the student states the request for an accommodation. If the student does not submit documentation of a disability at the time the student requests an accommodation, the Coordinator will make a decision no later than two weeks after the student provides the documentation.

The Coordinator will list the approved accommodations in writing and provide this to the student. The Coordinator will inform the appropriate Learning Leaders and school staff of the accommodations they are responsible for providing to the student, how to provide the accommodations, and when to provide the accommodations. The Coordinator will keep a written record of these contacts about the student's accommodations. The Coordinator will verify that the accommodations are being implemented for the student through direct observation, report by the student, and/or documentation from The School staff. If the student informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the student.

After accommodations have been approved for a student, the Coordinator will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

**Additional factors** — The School is not obligated to provide accommodations that would result in a fundamental alteration of The School’s program. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Coordinator will offer the alternate accommodation to the student.

The School is not obligated to provide accommodations that would result in an undue financial or administrative burden on The School. If the Coordinator decides that a requested accommodation might impose such a burden, the Coordinator will discuss the issue with The School owner, who will take into account the overall financial resources of The School. The School owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If The School owner determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

### **Appeals by Students**

A student may appeal any accommodation decision made by the ADA Compliance Coordinator if the student disagrees with the decision. Here are some examples: A student may appeal the Coordinator’s decision to deny a requested accommodation. A student may appeal a decision by the Coordinator to provide an alternate accommodation rather than the specific accommodation requested by a student. A student may appeal a decision by the Coordinator that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the Coordinator has not effectively addressed the situation.

When a student wishes to file an appeal, the student must notify Peggy Lee or Linda Chau; Directors; 201 East Bay State Street, Alhambra, CA 91801; (626) 284-2863; [peggy@pasadena.paulmitchell.edu](mailto:peggy@pasadena.paulmitchell.edu) or [linda@pasadena.paulmitchell.edu](mailto:linda@pasadena.paulmitchell.edu). The student must explain his/her reasons for disagreeing with the Coordinator’s decision, or explain how the student’s accommodation is not being implemented, and submit any relevant documentation.

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

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

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

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

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to The School. The Coordinator will address: The School's responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for students; how to support students with disabilities in The School's programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

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

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

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

### **② Grievance Procedures for Students who have Complaints on the Basis of Disability**

PAUL MITCHELL THE SCHOOL- Pasadena is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The School then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If The School determines that discrimination occurred, The School must take appropriate steps to correct the discrimination and prevent it from reoccurring.

***Grievance complaints*** — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

- An instructor or other students refer to the student in a derogatory way related to the student's disability.
- An instructor generally refers to students with particular types of disability in a derogatory way.
- Other students refuse to work with the student because the student is disabled.
- A School staff member refuses to provide a service to the student that the staff member provides to other students.
- A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.
- A guest presenter at The School makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- A student's request for accommodation was denied by The School, or an instructor did not implement an accommodation for the student that was approved by The School.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or emails, if available.

A student may ask the Campus ADA Compliance Coordinator to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

The complaint must be sent to Peggy Lee or Linda Chau; Directors; 201 East Bay State Street, Alhambra, CA 91801; (626) 284-2863; [peggy@pasadena.paulmitchell.edu](mailto:peggy@pasadena.paulmitchell.edu) or [linda@pasadena.paulmitchell.edu](mailto:linda@pasadena.paulmitchell.edu)

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

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

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

**Appeals by Students** — If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to The School Owner. The appeal must be written and sent to Peggy Lee or Linda Chau; Directors; 201 East Bay State Street, Alhambra, CA 91801; (626) 284-2863; [peggy@pasadena.paulmitchell.edu](mailto:peggy@pasadena.paulmitchell.edu) or [linda@pasadena.paulmitchell.edu](mailto:linda@pasadena.paulmitchell.edu). The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Director.

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

## U.S. Department of Education

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

The OCR National Headquarters is located at:

**U.S. Department of Education, Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100**

*Telephone: (800) 421-3481*

*FAX: (202) 453-6012; TDD: (877) 521-2172*

*Email: [OCR@ed.gov](mailto:OCR@ed.gov)*

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

## STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that effective July 1, 1977, each post-secondary institution which receives Federal Financial Aid funds must make certain student consumer information available to any enrolled or prospective student who request such information.

This section compiled by the Financial Aid office staff attempts to meet the requirements.

The school is approved for and participates in Federal PELL Grants, Subsidized Direct loans, Unsubsidized Direct Loans, and Parent PLUS loans. Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out of pocket costs that the students and/or parents must pay to obtain a specific post-secondary education. Put differently, financial aid is monies made available to help students meet the cost of the program. Financial aid includes grants and need and non-need loans.

Need-based financial aid is available to families that demonstrate a financial need for additional resources. The formula below is used to determine how much financial need a student has:

### **Cost of Attendance – Expected Family Contribution (EFC) = Financial Need**

Non-Need is the difference between the cost of education and Financial Need.

Based on these calculations Federal Aid may not cover all the cost of attendance.

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

- ❶ Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1-151, 1-551, and 1-94.
- ❷ Criteria making a student INELIGIBLE includes codes F-1, F-2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria, but are not registered.

## SEXUAL HARASSMENT POLICY

PAUL MITCHELL THE SCHOOL- Pasadena is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

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

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

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

Sexual harassment may include but is not limited to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All material in this program is, unless otherwise stated, the property of PAUL MITCHELL THE SCHOOL- Pasadena . Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

At PAUL MITCHELL THE SCHOOL- Pasadena we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the school director for further investigation. If you are found responsible after meeting with the school director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

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

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

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

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

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



## **SOCIAL NETWORKING POLICY**

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

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

## **REGULATORY AND ACCREDITATION AGENCIES**

The following institutions license and regulate our institution:

### **Bureau for Private Postsecondary Education (BPPE)**

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(916) 431-6959  
Toll-free: (888) 370-7589

### **Board of Barbering and Cosmetology (BBC)**

P.O. Box 944226  
Sacramento, CA 94244-2260  
(916) 575-7281  
Toll-free: (800) 952-5210

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

4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600

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

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

The Campus Crime Report is provided to the each student prior to enrollment. The Campus Crime Statistics are updated annually (October).If you are interested in reviewing or receiving a copy of the school's Campus Crime Report, please see the school director and/or the Financial Aid Office.

## **GRIEVANCE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the director, the Admissions Leader, the Operations Leader, the Education Leader, and the night school Education Leader. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. PAUL MITCHELL THE SCHOOL- Pasadena will maintain records of the complaint and response in accordance with the published record retention policy.

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

## **SCHOOL ADMINISTRATION AS OF FEBRUARY 2014**

**Owners:** The CAO Institute of Aesthetics

**President/Dean:** Alee Cao

**Directors/Dean:** Peggy Lee

**Co-Director:** Linda Chau

**Admissions Leader:** Victoria Hernandez and Audra De Santiago

**Financial Aid Assistant:** Lily Rodriguez

**Service Desk Leader:** Danielle Dubinsky

**Education Leader:** Alikea Schaeffer

**Future Professional Advisor:** Mallory Hooten-Garcia

### **Learning Leaders:**

**Lea Ahamada** has been involved with the beauty industry since she was attending school. She has participated in many Paul Mitchell corporate events, fashion shows, and photo shoots. Lea is constantly eager to continue to learn and grow within the beauty industry.

**Halima Dhanifu** opened up a pilot program for Instructional Techniques in Cosmetology in the year of 2006 Pasadena City College. Halima and a few others were the first to attend this program & from that, the program still exists today. Teaching is a way of sharing skill, knowledge & is also gratifying journey. Experience in the Beauty Industry: Halima Dhanifu discovered her passion for hair at the age of eight years old. She was taught how to do a single braid by her mother, and from there her love for hair did not end. After many years Halima was able to assist in various salon's in the Pasadena area. After attending Beauty College she then received her Cosmetology license and has worked as a hair stylist ever since. Halima was trained under a few mentors in the business, through time and repetition she found one of the things she does best, thermal texturizing , "she calls it the bread & butter of hair styling".

**Vanessa Cao** has been a licensed cosmetologist for 6 years. She graduated from Paul Mitchell the school-Pasadena. Her experience has quite a wide range, from working in salons as a stylist, teaching and mentoring future professionals in and outside a classroom, overseeing the education department here at the school, a national educator for John Paul Mitchell Systems and a part of its Platform Artist Club, where she would work at hair shows nationwide. Nessa has had the privilege to work around top educators within the Paul Mitchell Company.

Vanessa literally grew up in the beauty industry. Her father, Alee Cao is a John Paul Mitchell Systems Master Associate and the founder of the Cao Institute of Aesthetics/PAUL MITCHELL THE SCHOOL-Pasadena . As a single parent, Alee often had no choice but to pop his little girl into a baby carrier and carry her with him to the salon. By age eight, Vanessa was already helping in the salon and practicing on mannequins. She was often asked if she wanted to do hair like her dad but she always said no. "I wanted to be a nurse," she says, "but my dad convinced me to start Cosmetology school and see how I liked it." As it turned out, Nessa loved it! In school, she was active in the Take Home and Design Teams and served as Student Council Vice President. She participated in numerous photo shoots, fashion shows, and fundraiser events, including the Sue Wong PSA Vintage Fashion Show, LA Fashion Week, InStyle Magazine Grammy Salute to Fashion, and she got to assist Artistic Directors for Paul Mitchell Professional Hair Cut&Color Scott Cole and Linda Yodice at the International Salon and Spa Expo (ISSE) hair show. Nessa once said "Now that I've gone to school, I see that there's so much more to it than coloring and cutting hair. Now I have a passion for it. If I hadn't gone to school, I wouldn't have known." In 2006 Vanessa's family and friends convinced her to take another big chance and enter the North American Hairstyling Awards (NAHA) competition. "I've never won anything in my life" Vanessa said, "so this was a big step." After learning she was nominated in the Student Hairstylist of the Year category among thousands participants, Vanessa said "I'm really happy I listened to their advice.

**Riechard Alexandre Diaz** is teaching the essential skills to inspire Future Professional's to have passion and creativity, as well as the knowledge to be a fantastic Hair Stylist. Riechard Alexandre takes pride in spreading the Paul Mitchell culture and guiding the Future Professional's in becoming true visionaries. It is his goal to combine his range of experience, and great work ethic with the ability to be a compassionate, enthusiastic, intelligent and mentors those who make a positive contribution to our school.

**Kim Jorgensen** After graduating from Morro Cosmetology School in Glendale Ca., Kim apprenticed for three years at a salon in South Pasadena CA. From there, She began her career behind the chair in 2001 as a stylist. She has advanced training from Redken, L'Oreal, Kevin Murphy, Toni & Guy and has had lots of education over the years.

Kim has been behind the chair since 2001 as a stylist. She loves working with people and finds great satisfaction when a client leaves the salon feeling beautiful. Kim is currently working full-time as a Salon Manager at ECCO Salon in the South Pasadena area. Her goal is to continue to be current with the trends and always keep learning.

**Rich Magana** was born in Orange County, California-Rich has definitively become a staple in the world of fashion, public relations and beauty, offering his clients national exposure, public relations and major celebrity recognition. After dedicating nine years to laying strong foundations between retail giants, brands, media and consumers, Rich Magana decided to embark on a new adventure that would allow him to be inventive, create beauty and most importantly, exercise his passion for hair and makeup artistry. "I went from press releases to pink curls and mascara."

Studying at Toni & Guy Hairdressing Academy in 2010 under award winning stylists and celebrity makeup artist, Rich took over the class with his natural talent: creativity; design; and desire to learn from his instructors and peers. Since the courageous career move, Rich Magana has worked with several of the largest talents in hair and makeup, including James Vincent, Sally Wang, Roshar and Melanie Mills.

Rich's work has been published in several magazines including British GQ, Malibu Magazine, Bunker Hill Magazine and Runway Magazine. He has also worked on campaigns for Youngblood Cosmetics, Brazillian Peel and CAO Cosmetics. TV projects include MTV's Awkward and Will Farrell's "Funny or Die" Productions. Music video credits include Justin Bieber's "Boyfriend" and is on Universal Music's Makeup Roster for new talent. Rich has also worked with celebrities such as Nick Jonas, Corbin Bleu, Marissa Jaret Winokur and Michael McDonald to name just a few.

Rich currently resides in Los Angeles where he focuses on his session work and his newest role as Education Manager for professional brand, CAO Cosmetics as well as MakeUp Specialist at PAUL MITCHELL THE SCHOOL- Pasadena .

**Engina (GG) Mendoza** has been in the Cosmetology world since 2009, she has a lot of experience in both administrative and education. She has been an instructor for 5 years and has also worked in Admissions and the Financial Aid department. Experience in the Beauty Industry: Engina has been in the industry for 15 years as stylist. She is still maintaining her salon work and teaching night school at Paul Mitchell the School-Pasadena.

**Crystal Quinones** got an early start in the beauty industry at the age of 16 while still in high school. She attended beauty school for two years and got her license at the age of 18. She got an opportunity to work at a couple of beauty schools and enjoyed teaching; her specialties are color and state board. She has been in the beauty industry for seven years, and she is now doing what she loves; educating future professionals to pass the California State Board license and to be successful in the beauty industry. Experience in the Beauty Industry: Crystal is very motivated, very positive and strives for bigger better opportunities, so when she got her licensed she accomplished a lot! She started to work behind the chair and had a huge clientele. Crystal was also a platform artist for a Japanese hair straightening company and did fashion photo shoots. In 2006 while she managed a CosmoProf store, she would educate beauty professionals on product knowledge and give industry advice. She then realized that she wanted to be an educator. We are so lucky to have her!

**Edlyn Valdez** has always been highly involved in her career since she was in school; as part of Design Team, Phase II and many other school teams. She is known to be highly organized and a dedicated optimistic wanting to keep learning as she grows as a professional.

Edlyn has experience working behind the scenes on various fashion shows in LA and hairstyling at many social events. She currently freelances on the side during the weekends.

**Vallarie Ruelas** has been in Education for 14 years, starting as a tutor working her way up into the Beauty Industry. Being extremely motivated and eager to expand her career, Vallarie has worked several angles in the Beauty Industry ranging from education to working in print and film. Vallarie began her career in the beauty Industry as a passionate Esthetician. After mastering aspects in skin care she continuously sought out new knowledge, moving on to Cosmetology. She has years of valuable experience to offer and is an excellent educator with a vivacious personality.