

PAUL MITCHELL

schools

Catalog

Paul Mitchell The School Jessup

7351 Assateague Drive, #370
Jessup, Maryland 20794
(443) 661-4173

admissions@pmtsjessup.com



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

Director signature: _____

Ed Ruiz and/or Sharon Ruiz

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MISSION STATEMENT

Our school's mission is to provide a quality educational system to prepare students to pass the Maryland state board examination and gain employment within the field of cosmetology in a hair salon, spas, cruise ships, and many other cosmetology related profession. Our on-site clinic provides a multitude of opportunity for students to have hands-on practice before entering their professional field. We are passionately committed to providing a solid educational foundation to empower our team in the pursuit of excellence and we strongly believe that when people come first, success will follow.

SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. PAUL MITCHELL THE SCHOOL JESSUP is fully equipped to meet all the demands of modern hair and skin care, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The facilities consist of an attractive modern 11,553 square foot building which includes forty-eight (48) hair cutting stations; two (2) color bars with four (4) stations; thirteen (13) shampoo bowls with chairs; three (3) classrooms consisting of twenty-four (24) tables and chairs; televisions; DVD players; whiteboards; as well as a break room which consists of lockers and eating area with microwaves and refrigerator. The school has clean and quiet classrooms that facilitate an appropriate learning environment. It is also outfitted to accommodate access for handicapped future professionals.

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

Hair Expressions Inc., dba PAUL MITCHELL THE SCHOOL JESSUP, 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 Programs (CIP 12.0401)

The curriculum involves 1500 hours to satisfy Maryland state requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

PARKING

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

NONDISCRIMINATION

PAUL MITCHELL THE SCHOOL, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director, Ed Ruiz, in person or by calling 443-661-4173, or by mail at 7351 Assateague Drive #370, Jessup, MD 20794 immediately so appropriate action can be taken.

ADMISSION REQUIREMENTS

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

ADMISSION PROCEDURE

- ❶ **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from PAUL MITCHELL THE SCHOOL.
- ❷ **Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$150.00 is received. Please submit the fee in the form of a check or money order, payable to PAUL MITCHELL THE SCHOOL. This fee is not included in the cost of tuition.
- ❸ **Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant.
- ❹ **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- ❺ **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration.
- ❻ **Provide Verification Documents:** Copies of your high school diploma, high school transcripts, or GED, and driver's license or birth certificate are required. We are required to verify that your proof of education comes from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school.

Students must provide PAUL MITCHELL THE SCHOOL Admissions Leader with the required documentation at least two weeks prior to the beginning of class.

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

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

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

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.

STATE LICENSING DISCLAIMER

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

ENROLLMENT INFORMATION

- 1 **Enrollment periods:** PAUL MITCHELL THE SCHOOL usually begins a new cosmetology class about every eight (8) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact PAUL MITCHELL THE SCHOOL for exact starting dates.
- 2 **Holidays and school closures:** PAUL MITCHELL THE SCHOOL allows the following holidays off: Thanksgiving break, November 21 at 5:00 p.m. through November 26, Holiday Break, December 24 through January 1, Spring Break, July 2 through July 6, Labor Day Break, September 1 through 3, and one day per month for staff personal development. *The school will close when the Montgomery County Public Schools system closes due to unexpected closures and snow days. For evening or Saturday unexpected closures call PAUL MITCHELL THE SCHOOL JESSUP.*
- 3 **Enrollment contract:** PAUL MITCHELL THE SCHOOL clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
- 4 **Payment schedule:** PAUL MITCHELL THE SCHOOL offers a variety of monthly financial payment schedules. See PAUL MITCHELL THE SCHOOL'S Financial Aid Leader for details.

EDUCATION GOALS

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

- 1 To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- 2 To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- 3 To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.

- ④ To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- ⑤ To prepare students to successfully pass the state licensing exam for entry-level employment.
- ⑥ To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

COST OF TUITION AND SUPPLIES

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

TUITION – Cosmetology

Tuition	\$16,300.00
Application Fee (nonrefundable)	150.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	<u>2,400.00</u>
TOTAL COSTS	\$18,850.00

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

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

Monthly payment plans are also available.

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

2014 CLASS START DATES

Program	Start Date	End Date
Cosmetology Full Time: 46.88 weeks; 32 hours per week	January 23, 2014	January 30, 2014
	March 11, 2014	
	April 29, 2014	
	June 24, 2014	
	August 12, 2014	
	September 15, 2014	
	October 27, 2014	
	December 8, 2014	

Program	Start Date	End Date
Cosmetology Part Time: 61.22 weeks; 24.5 hours per week	January 27, 2014	
	May 7, 2014	
	September 23, 2014	

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

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

SCHEDULE CHANGES

If a student wishes to make a scheduled change (i.e. enrolling in a different schedule) a student will charge \$50.00 per each schedule change.

HOLIDAYS / SCHEDULED SCHOOL CLOSING

The school is closed on the following holidays:

<i>Martin Luther King, Jr. Birthday:</i> January 21, 2013	<i>Thanksgiving Break:</i> November 28 – December 2, 2013
<i>Washington's Birthday:</i> February 18, 2013	<i>Christmas Break:</i> December 23 – January 1, 2014
<i>Easter Break:</i> March 30 – April 1, 2013	<i>Labor Day Break:</i> September 1-3, 2014
<i>Memorial Day Break:</i> May 25-27, 2013	<i>Thanksgiving Break:</i> November 22- 26, 2014
<i>Independence Day Break:</i> July 4-8, 2013	<i>Christmas Break:</i> December 24, 2014 – January 1, 2015
<i>Labor Day Break:</i> August 31-2, 2013	

CLASS SIZE

PAUL MITCHELL THE SCHOOL JESSUP will allow no more than twenty (20) students per cosmetology instructor.

STUDENTS WHO WITHDRAW

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

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

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 Pay a \$100.00 reentry fee.

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

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

Readmission 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 will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 750 hours for cosmetology students or 90% of hours completed at the school the student is transferring from, whichever is less; all transfer cosmetology students must attend a minimum of 750 hours at PAUL MITCHELL THE SCHOOL, to obtain the Paul Mitchell culture and educational program.

The cost for transfer cosmetology student is \$11.00 per hour to attend at PAUL MITCHELL THE SCHOOL; this does not include the cost of a complete and current Paul Mitchell student kit.

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

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

TERMINATION POLICY

PAUL MITCHELL THE SCHOOL 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.

COSMETOLOGY COURSE OVERVIEW

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

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

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

COSMETOLOGY COURSE OUTLINE

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

- ① **Core Curriculum:** A 280-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.
- ② **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing you for the clinic experience.
- ③ **Clinic Learning Experience:** Your clinic time from 350 to 1500 hours will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and periodic tests developed specifically for this monitoring progress. This is when you begin working on paying clients in the clinic floor area.
- ④ **Classroom Learning Experience:** Your classroom time from 350 to 1500 hours is divided into five (5) areas: cutting, coloring, texture, makeup, and nails. Each area has a specialist in the field who conducts the different elective classes once a week; these may include guest artists, retail, motivation, self-improvement, nail artistry, makeup, etc.
- ⑤ **Adaptive Curriculum:** From 350 to 750 hours you will enter a new phase of elective classroom workshops coupled with challenging practical services designed to continue building you into a confident designer.
- ⑥ **Creative Curriculum:** You will spend your last 750 hours in PAUL MITCHELL THE SCHOOL in “high gear” by dressing, acting, and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future salon career.

STATE OF MARYLAND REQUIREMENTS

Cosmetology

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

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

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

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

COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

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

- 1 **Theory exams:** Students must receive a grade of 75% or higher on each theory exam.
- 2 **Core orientation practical skills evaluation test:** Students must receive a grade of 75% or higher.
- 3 **Final exam 1:** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 75% or higher on all final exams.
- 4 **Final exam 2:** The written exam covers an overview of all theory instruction, Maryland state law, and other items covered on the state cosmetology exam. Students must receive a grade of 75% or higher on all final exams.
- 5 **Monthly practical worksheets:** Full-time students must complete ten (10); part-time students must complete eighteen (18).

MEASURABLE PERFORMANCE OBJECTIVES

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

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

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

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

INDUSTRY REQUIREMENTS

Students interested in pursuing a career in 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.

LICENSING REQUIREMENTS AND RECIPROCITY

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

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

STUDENT SERVICES

- ① **Housing:** PAUL MITCHELL THE SCHOOL keeps a file of information about housing in the surrounding areas.
- ② **Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. PAUL MITCHELL THE SCHOOL 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 grade of 75% on all practical graduation requirements and projects, including practical and theoretical examinations.
- 3 For a student to meet state requirements, all practical worksheets must be completed 100%.
- 4 Satisfactorily pass final written and practical exams.
- 5 Complete the required theory hours.
- 6 Met all financial obligations to the school two weeks prior to graduation.
- 7 Upon graduation the student will receive a Certificate of Completion.

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

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

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

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

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

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

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

OCCUPATIONS AVAILABLE UNDER COSMETOLOGY

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

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

STUDENT KIT – Cosmetology

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

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

BRUSHES	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Large Round Boar Brush 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 Paul Mitchell Black Carry Bag 12 Black and White Butterfly Clips 1 Metal Paul Mitchell Case with Logo 1 Paul Mitchell Mug 1 Paul Mitchell Track Jacket	1 <i>Cutting System DVD Box Set</i> ISBN 978-0-9743205-2-6, \$300.00 1 <i>Cutting System Cutting Cards</i> ISBN N/A, \$10.00 1 <i>The Cutting Book</i> ISBN 978-0-9743205-4-0, \$32.00 1 Men's Cutting DVD ISBN 9780974320557, \$630.00 1 <i>Color System DVD Box Set</i> ISBN 978-0974-3205-1-9, \$300.00 1 <i>The Coloring Book</i> ISBN 978-0-9743205-3-3, \$26.00 1 <i>Color System Skill Cards</i> ISBN N/A, \$14.50 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 Dollar Camp Workbook, \$99.00 1 Service Menu Experience, 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 The Color Paper Swatch Chart 1 PM Shines Paper Swatch Chart 1 Blonding Brochure 2012
COMBS	TOOLS	
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 Clipper 132 Comb 1 Champion C16 Comb 1 Champion C28 Comb 1 YS Park 335 Red Comb 1 YS Park 337 Grey Comb 1 YS Park 339 White Comb	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	
	TEXTBOOKS	
	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	

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 those students have received federal student financial aid funds, they are entitled to a refund of the monies not paid to the federal student financial aid program fund.
- ❷ For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- ❸ If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.
- ❹ The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.
- ❺ The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40% was earned, 60% was unearned).
- ❻ The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
- ❼ If a student unofficially 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:	<input type="text" value="John Doe"/>	Social Security #:
		<input type="text" value="123-45-6789"/>
	Date of school's determination that student withdrew:	<input type="text" value="1/6/11"/>
Period used for calculation (check one):	<input checked="" type="checkbox"/> 1st Payment Period	<input type="checkbox"/> 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	
Title IV Grant Programs:			E. Total Title IV Aid Disbursed for the Period
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"/>	
A. (sub-total)	<input type="text" value="2,775.00"/>	C. (sub-total)	F. Total Title IV grant aid disbursed and that could have been disbursed for the period
		<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"/>
Title IV Loan Programs:	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	G. Total Title IV aid disbursed and aid that could have been disbursed for the period
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. (sub-total)	<input type="text" value="6,727.00"/>	D. (sub-total)	
		<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.

$$\frac{\text{Hours scheduled to complete}}{\text{Total hour in period}} = \frac{271.00}{450.00} = 60.2\%$$

- ▶ 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).

$$\text{Box H} \times \text{Box G} = \text{Box I}$$

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

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.

$$\text{Box I} - \text{Box E} = \text{Box J}$$

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

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.

$$\text{Box E} - \text{Box I} = \text{Box K}$$

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

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

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

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
Total loans the school must return = P. 0.00	
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	

INSTITUTIONAL REFUND/DROP POLICY

The refund policy for Paul Mitchell the School – Jessup, is consistent with the requirements in the Code of Maryland Regulations. All refunds are based on hours scheduled to attend. *The future professional will get a refund calculation (if applicable) based on either the NACCAS refund policy or the Maryland Higher Education policy, whichever is more beneficial to the future professional.* The policy for Maryland Higher Education Commission is as follows:

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

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

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

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

NACCAS Refund Policy is as follows:

Percentage Length Completed To Total Length Of Program	Amount Of Total Tuition Owed To The School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

STUDENT FINANCIAL AID RELEASE

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

POLICY FOR VERIFICATION OF TITLE IV FUNDING

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

REINSTATEMENT OF FINANCIAL AID *for those who qualify*

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

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

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

MAKEUP HOURS

Future professionals can make up missed hours by obtaining prior approval from the Director (at least three days in advance) to stay late or come in early. Full-time day future professionals may only stay late twice per week 1½ hours later than their scheduled departure time on Tuesdays, Wednesdays, and Thursdays. Full-time day future professionals may come in extra Saturdays with prior approval.

Part-time Cosmetology evening future professionals may come in as early as 3:30 p.m. Tuesday through Thursday in a week, with prior approval from the Instructor. Any make up hours to be made up must be after obtaining 350 hours for the cosmetology program with prior approval from the Director.

MAKEUP WORK

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

SATISFACTORY ACADEMIC PROGRESS POLICY

Students enrolled in programs approved by NACCAS must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress (SAP) 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.

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

ATTENDANCE POLICY/PROGRESS

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

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

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

ACADEMIC PROGRESS

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

QUANTITATIVE AND QUALITATIVE FACTORS

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

- ❶ A minimum theory grade level of 75% on each theory exam.
- ❷ A minimum academic level of 75% on practical worksheet completion*
- ❸ A minimum cumulative attendance level of 80% of scheduled hours**

**To meet the state practical requirements for graduation, students must eventually complete 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 GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that resulted in a status of Financial Aid Probation.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

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

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

MAXIMUM TIME FRAME

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

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology – Full Time	46.88 Weeks	58.6 Weeks
Cosmetology – Part Time	61.22 Weeks	76.53 Weeks

LEAVE OF ABSENCE

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

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

If a future professional does not return to PAUL MITCHELL THE SCHOOL JESSUP at the expiration of an approved LOA (or a future professional takes an unapproved LOA), the future professional's withdrawal date is the date the future professional began the LOA. At PAUL MITCHELL THE SCHOOL JESSUP the withdrawal date for the purpose of calculating a refund is always the future professional's last day of attendance.

PAUL MITCHELL THE SCHOOL JESSUP will review the LOA request and will either approve or deny the LOA within 3 business days of receiving the written request. PAUL MITCHELL THE SCHOOL JESSUP will only approve LOA under the following conditions:

- ❶ Circumstances that would under normal conditions require the future professional to quit school because they would not be able to continue meeting the PAUL MITCHELL THE SCHOOL JESSUP Satisfactory Academy Policy.
- ❷ Current circumstance, outside of the control of the future professional, requires the future professional to miss school for an extended period of time.

The LOA will only be considered approved once the school administration has reviewed the request and approved the LOA. PAUL MITCHELL THE SCHOOL JESSUP reserves the right to set the return date from the LOA regardless of the future professional's request for a particular return date on the LOA request form. The school administration will provide to the future professional a signed copy either approving or denying the LOA which if approved will have an expected date of return from the LOA.

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

The approved Leave of Absence Request and Approval Form will also act as an addendum to the contract with PAUL MITCHELL THE SCHOOL JESSUP showing the adjustment to the end date for the contract and will be attached to the future professional's contract in the file.

INTERRUPTIONS, COURSE INCOMPLETES AND WITHDRAWALS

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 1500 *actual hours*. At least one evaluation will occur prior to or at the midpoint of the academic year.

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

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

The following grading scale is used for theory progress:

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

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

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

DETERMINATION OF PROGRESS STATUS

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

WARNING, 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.

FINANCIAL AID WARNING

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

APPEAL PROCEDURE

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

An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructor, and the director of education. A decision on the student's appeal will be made within three (3) business days by the director of education and will be communicated to the student in writing. This decision will be final. *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.

APPEAL POLICY

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

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

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

- 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 a 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 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 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 Jessup 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 Jessup is the main campus and Hair Expressions Paul Mitchell Partner school is a the branch campus, and the outcome rates provided are for all schools under this structure. 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.

NACCAS – PAUL MITCHELL THE SCHOOL combined campus performance statistics for the calendar year 2012:

Graduation	Placement	Licensure
52%	78%	91%

PAUL MITCHELL THE SCHOOL JESSUP'S performance statistics for the calendar year 2011:

The school will submit their branch Completion, Licensure and Placement Rates after their first year of operation.

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 Maryland plan to hire 6,945 new employees in the next 12 months. The average annual salary for a salon professional in Maryland is \$38,601. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

As of January 2007, there were 37,019 professionals employed at Maryland's salons. Most important, 79% of Maryland 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 is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period, the school shows the following data for the cosmetology program:

Placement rate	On-time graduation rate	Median Loan Debt
N/A	N/A	2010–2011 Title IV: N/A. Private: N/A. Institutional: 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://jessup.paulmitchell.edu/jessup-md/programs>.

STUDENT ATTENDANCE POLICY

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

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

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

STUDENT CODE OF PRACTICE GUIDELINES

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

- ❶ **Alcohol/Drugs/Alertness:** All students must be in fit mental and physical condition to perform the work required. Alcohol and/or drugs are not tolerated anywhere on the premises. Any student feeling ill or tired should stay home and rest. Any student sleeping or napping during class time will be asked to sign out and leave for the day. Possession, use or under the influence of drugs or alcohol on school property or during school hours will be grounds for immediate dismissal.
- ❷ **Dress Codes:** The name tags that beginner students receive in their kits are to be worn at all times when on school grounds. Students are responsible for their nametags. There will be a \$10.00 charge for any nametags lost, as the students must wear these on a daily basis. The student may pay that charge immediately or the Academy will add it to their balance. We ask that you look professional. After all, we are in the beauty business. Hair and makeup should be done appropriately before classes start. Low-heeled, comfortable shoes should be worn; flip-flops or open toed shoes are not allowed. Students not following the dress codes will not be allowed to stay in school. Students may not wear shorts of any kind, unless under or as a part of a dress. Students are required to be dressed in black. Sweaters, jackets, smocks, and aprons must also be black in color. Students reaching 1000 hours will be considered Phase 2 and may wear 25% white, so they may distinguish themselves as advanced. There will be no jeans, sweatpants, hoodies, sleeveless shirts, or camisoles of any type/style worn. Any hats, scarves or headgear of any kind must be in black. All students must be dressed in school code prior to clocking in for the day and prior to clocking out for the day or will be sent home that day.
- ❸ **Being Prompt:** School doors open at 8:55 a.m. each morning. School starts at 9:15 a.m. and students will not be able to clock in any later than 9:30 a.m. We want to instill good work habits, the first of which is being prompt. Part-time day class students may not enter the school after 1:15 p.m. Part-time evening class students may not enter the school after 5:45 p.m. Saturday hours for all students is 9:00 a.m. – 5:00 p.m. Students, on Saturdays, will not be permitted to enter the school after 9:15 a.m.
- ❹ **Staying with your Class:** Students are assigned to a specific area and are not permitted to leave that area without informing their instructor. Students who are not in their assigned location will be clocked out and sent home.
- ❺ **Unauthorized Persons:** Relatives, friends and clients are restricted to the front only. Visitors wishing to attend classes or gain access to the students must have an appointment or approval from a staff member.
- ❻ **Professionalism:** Having a professional attitude includes speaking professionally. Any future professional threatening and/or disrespecting in a verbal (including use of profanity of any kind) or physical manner towards another future professional, instructor, employee, or guest, will be automatically expelled.
- ❼ **Service Assignment:** As a learning facility, it is our belief that we learn by our experiences. All students are required to provide service to clients and refusal to do so will result in that student's being sent home. If a student is not feeling well, the student should be resting at home. Client-service assignments are not transferable.
- ❽ **Mutual Respect:** We have the utmost respect for you, our student. We will speak and act toward each student accordingly. We, in turn, expect our students to treat our staff, instructors, clients and each other with respect. We reserve the right to send students home who do not uphold this rule and who cause class and clinic disruption. Continued discipline infractions will result in immediate dismissal.

- 9 **Clean Up:** In the spirit of generating good teamwork, we must all clean up after ourselves. This should become a habit, and should occur immediately after you have finished a service. Each student will be asked to do a small chore on a daily basis as to keep the school in order for the next scheduled class. Students will be instructed of this during sign up and orientation and are asked to please abide by this on a voluntary basis. Any student not abiding by this on a voluntary basis will be assigned a chore from that point on. At the academy we work as a team as it makes it easier to get things done.
- 10 **Client Awareness:** A satisfied client makes for good business. Repeated carelessness, sloppiness or complaints about a student from clients will result in that student being refreshed in client communication. Such remedial work on client communications will continue until the instructor assesses that the student is ready to deal again with the public.
- 11 **Smoking:** There is NO SMOKING either in the school or on school premises (anywhere near or around the building). No warnings.
- 12 **Services:** Students may have their hair done once a month on designated days. Students may do relatives hair (mother, father, brother, sister, spouse, and their children only) for free Tuesday through Thursday. The relative will pay for the actual product used, at the Academy's discretion. No relative may be done for free on Friday or Saturday, as the clinic is too busy on those days – No Exceptions.
- 13 **Parking:** Local parking is available at this time but is not guaranteed as the Academy grows for day and evening classes. Parking by the future professionals is permitted only in the perimeter of the entire shopping center.
- 14 **Damage to Client Clothing:** Students are responsible for their clients' clothing and failure to use protective measures, such as proper draping, may result in a student's being charged for damages. Using plastic capes for all chemical services and maintaining an awareness of your client will prevent accidents from happening.
- 15 **Insurance:** It is the responsibility of the student to carry his/her own medical insurance and to insure all of their own personal belongings, including kit items. Any insurance that a student may acquire is optional and not required.
- 16 **Re-admittance of Student:** Any student dismissed for any reason may re-apply to the Academy. Re-admittance will be at the sole discretion of the Director of Education. Student may be accepted back a maximum of only one time and will return with their same clock hours and all prior passing exams. There will be additional charges for re-admittance.
- 17 **Time/Swipe Cards:** Any student losing a swipe card must report it missing immediately to the Director and pay \$10.00 for the issuance of a new card. Students **MUST** replace a card starting day two of losing that card or will not be given credit for any hours not having swiped in. If a student finds their card PAUL MITCHELL THE SCHOOL JESSUP will gladly reimburse the \$10.00 replacement fee collected. A student who forgets to sign in/sign out will not be credited for that day if they have not alerted administration and punched in/out with the time card, since this the only way we will know if they attended school that day. (All students must also sign in/sign out every day to receive credit for that day). NO student may at any time swipe, sign, or punch in or out for another student, or they will be immediately terminated.
- 18 **Payments:** All payments to the school may not be later than 10 days or the student will be asked to pay amount due prior to continuing. All financial obligations must be met prior to two weeks of graduation.

As with any large group of people, it is important that we have rules and the leverage to enforce them. Infractions of these rules can result in the student's suspension or termination. We at Paul Mitchell the School – Jessup, wish all students to have a happy and enjoyable educational experience. All rules and regulations are established for the good of the team as a whole, as well as to promote organization and structure. Our priority is to provide the best education we can, and for our students to be the very best they can be. Paul Mitchell the School – Jessup, maintains grade records on a regular basis. The school will record students' daily attendance and record of academic achievement for every grading period.

OTHER RULES FOR PAUL MITCHELL THE SCHOOL JESSUP

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

1. Any student borrowing any other student's supplies for any reason without permission from the student will be automatically given a warning. Any student taking or stealing any item of any other student or property of Paul Mitchell the School – Jessup, will be immediately suspended and/or expelled from the school.
2. All cellular telephones must be on vibrate or turned off during school hours. Calls must be taken in the hallway or outside. Students may stay on the phone only during breaks, or lunch, or will be asked to leave for the day if they stay on the phone for an extended period of time during all other times. Text messaging as well as earpieces must still all be used in the hallway or outside. This pertains to all students and learning leaders. No exceptions. Headsets (i.e. iPods) may not be used at all during school hours.
3. Students will not use telephones in the salon – all messages coming in will be given to the student (students may use the phone to book appointments or with permission from Director in case of an emergency).
4. Students may work on their own or another student's hair only on a designated day with permission from instructor. Also, each student may have his/her hair done only once a month in order to give other students the same opportunity. Any student working on another student that day may not have his/her own hair worked on because that would then take up the entire day or evening for that student.
5. All students must pay for any and all retail and chemical products used on themselves, prior to any services performed.
6. Students will not use or borrow any retail products or tools in the professional salon for any reason.
7. Customers take priority to any student's service being done!!!
8. Students must be able to work on any assigned client on any given day they are in school or they must go home due to their refusal to work on a client. Refusal to work on any client, for whatever reason, will be an automatic expulsion, unless student has prior approval from Director.
9. Students will not enter the dispensary or salon employee lounge, for any reason, without an instructor or the Director.
10. Beginner students (any student with less than 350 hours) are not allowed into the salon area except for during his/her lunchtime or after school.
11. Beginner students may not work on any paying clients prior to having achieved 350 hours as well as friends or relatives prior to 250 hours experience unless they have prior permission from the Director.
12. All school areas will be cleaned each day (to include work areas, eating areas, as well as all foods in refrigerator must be disposed of daily). This applies to both day and evening classes. Each student is given a small chore so that the school may be ready for the next class.
13. Students may not call the instructors at home for any reason but they may instead leave a message on the school telephone line. Students may not get or give faculties and/or student phone numbers for any reason.
14. Students may not collect monies from a client unless approved by Director or instructor.

15. All students must charge appropriate fees for all services.
16. All students must park in assigned spaces. Failure to do so will result in first- time suspension, the second time in expulsion.
17. All students must sign out for all breaks and lunch (except for the morning break).
18. Students, after obtaining 350 hours working on the clinic floor, are asked to please let the school know the previous day or the morning of that they will not be attending on a Saturday, as Saturdays are extremely busy in the student clinic.
19. Students not keeping themselves busy during class will be asked to participate with their respective class. Next warning the student will be asked to leave for the day, followed by suspension, and expulsion after repeated warnings.
20. Students disrupting class and constantly arguing with other students or instructors will be given a warning, followed by expulsion. Any student having a problem with another student must discuss it with the Director and the involved student, in order to rectify the conflict. Any student or students continuing their conflict after being warned by the Director will be immediately suspended and any continuation thereafter of the problem will result in expulsion. We do not tolerate students gossiping, bullying, name-calling, or picking on other students for any reason. As with any large group of people everyone must try their best to be polite and get along with their fellow students and instructors.
21. Students having problems with attendance (absences or tardiness) will be put on a probationary period as described in the attendance policy section. If a student fails to maintain or correct attendance problems within the stated time frame, the student shall consequently terminate themselves from the school at the conclusion of the probationary period.
22. Students having a question about work being done on a client or practical work to be done should check with current instructor. If student feels this is not the correct answer, the student may ask the current instructor to seek advice from another instructor or Director.
23. Future professionals must meet an 80% cumulative attendance to meet Satisfactory Progress. This leaves a 20% amount of time that they will be allowed to use for other emergencies such as sickness, doctor's appointments, and emergencies with family members, and/or personal matters needed to be taken care of by the future professional. Future professionals do not need to bring in doctor's notes, lawyer or court documents, etc., as they may miss and make up 20% of the program clock hours for any needs that they may have. Any extended period of time should be referred to our Leave of Absence Policy if it is applicable under the LOA policy.

LUNCH AND BREAK POLICY

Part-time day cosmetology students will receive two (2) 10-minute breaks and a 40-minute lunch break. Part-time night cosmetology students received two (2) 10-minute breaks and 40-minute lunch, Monday through Thursday and two (2) 15-minute breaks and 40-minute lunch on Saturday.

Part-time esthetics night students will receive two (2) 10-minute breaks and a 40-minute lunch break on Monday through Thursday and on Saturday the student will receive two (2) 15-minute breaks and 40-minute lunch.

COSMETOLOGY AND ESTHETICS CLASS HOURS

Cosmetology Full-Time Day (after 350 hours): Hours are from 9:15 a.m. to 4:15 p.m., Tuesday – Friday. Future professionals will attend two Saturdays per month (instead of Mondays) from 9:00 a.m. to 5:00 p.m. Future professionals earn approximately 32 hours per week. Future professionals receive one half-hour for lunch and two 15-minute breaks throughout the day. The duration of the total course is 42 weeks.

Cosmetology Part-Time Evening: Hours are 5:30 p.m. to 9:45 p.m. Monday – Thursday and 9:00 a.m. to 5:00 p.m. every Saturday. Future professionals earn 25 hours per week towards the required hours (unless it is a short holiday week). The future professionals receive a 40-minute break for dinner Monday through Thursday and one half-hour for lunch on Saturday. Saturdays the future professionals also receive two 15-minute breaks. On all days, future professionals have down times of approximately 5 minutes prior to class and 5 minutes after class. The duration of the total course is 67 weeks.

If a student misplaces or loses their swipe time card, they will be charged a \$10.00 replacement fee each time.

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 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.

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.

PAUL MITCHELL THE SCHOOL JESSUP 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

❶ Accommodation Procedures for Students with Disabilities

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

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

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

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

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

The School's Responsibilities to Students with Disabilities

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

The person responsible for implementing these responsibilities at Paul Mitchell The School Jessup Campus is: Stephanie Brown; ADA Compliance Coordinator; 7351 Assateague Drive #370, Jessup, MD 20794; (443) 661-4173; admissions@pmts Jessup.com.

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

Procedures for Students and The School

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

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

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

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

The student and the ADA Compliance Coordinator will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in The School's program, the types of accommodations the student has previously received (if any), and the accommodations

being requested by the student from The School. The Coordinator and the student should discuss accommodations needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills based instruction and skills practice.

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

Here are some examples:

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

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

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

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

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

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

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

Appeals by Students

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

When a student wishes to file an appeal, the student must notify Ed Ruiz; Director; 7351 Assateague Drive #370, Jessup, MD 20794; (443) 661-4173; hairex1@aol.com. The student must explain his/her reasons for disagreeing with the Coordinator’s decision, or explain how the student’s accommodation is not being implemented, and submit any relevant documentation.

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

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

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

Training and Mediation Responsibilities of the ADA Compliance Coordinator

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

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

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

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

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

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

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

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

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

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

The complaint must be sent to Ed Ruiz; Director; 7351 Assateague Drive #370, Jessup, MD 20794; (443) 661-4173; hairex1@aol.com.

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

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

Written Decision — The Director will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the Director at the conclusion of the investigation, and the reasons the Director reached that determination. If the Director concludes that the student was discriminated against on the basis of disability, the decision will state 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 Ed Ruiz; Director; 7351 Assateague Drive #370, Jessup, MD 20794; (443) 661-4173; hairex1@aol.com. The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Director.

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

U.S. Department of Education

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

The OCR National Headquarters is located at:

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

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 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 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.

COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL

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

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

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

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

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

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

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

SOCIAL NETWORKING POLICY

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

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

REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

Maryland Higher Education Commission

Office of Academic Affairs- Private Career Schools

6 North Liberty Street, 10th Floor, Baltimore, MD 21201

(410) 767-3301

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

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.

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

Department of Veterans Affairs

VA Regional Office

P.O. Box 4616

Buffalo, NY 14240-4616

(888) 442-4551

Department of Education

Federal Financial Aid

Attention: Philadelphia Case Team

Union Plaza

830 First Street, NE

Washington, DC 20202

(215) 656-6442

If you have any questions about licensing:

Department of Labor, Licensing and Regulation

Division of Occupational and Professional Licensing

State Board of Cosmetologist

500 N. Calvert Street, Room 201, Baltimore, Maryland 21202-3651

(410) 230-6320

For consumer complaints:

Office of the Attorney General

Office of Consumer Affairs

200 St. Paul Place, Baltimore, MD 21202

(410) 528-8662

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

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

PROGRAM PERFORMANCE

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

GRIEVANCE POLICY

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

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

SCHOOL ADMINISTRATION AS OF MARCH 2011

Owners: Hair Expressions Inc.

Vice President / Treasurer: Ed Ruiz

President / Secretary: Myrna Russell

Co-Director: Ed Ruiz

Co-Director: Sharon Ruiz

Admissions Leader: Stephanie Brown

Financial Aid Leader: Sharon Ruiz

Director of Education: Ed Ruiz

Learning Leaders: Ed Ruiz and Holli Ratte

VETERANS (VA) POLICY

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

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

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

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