

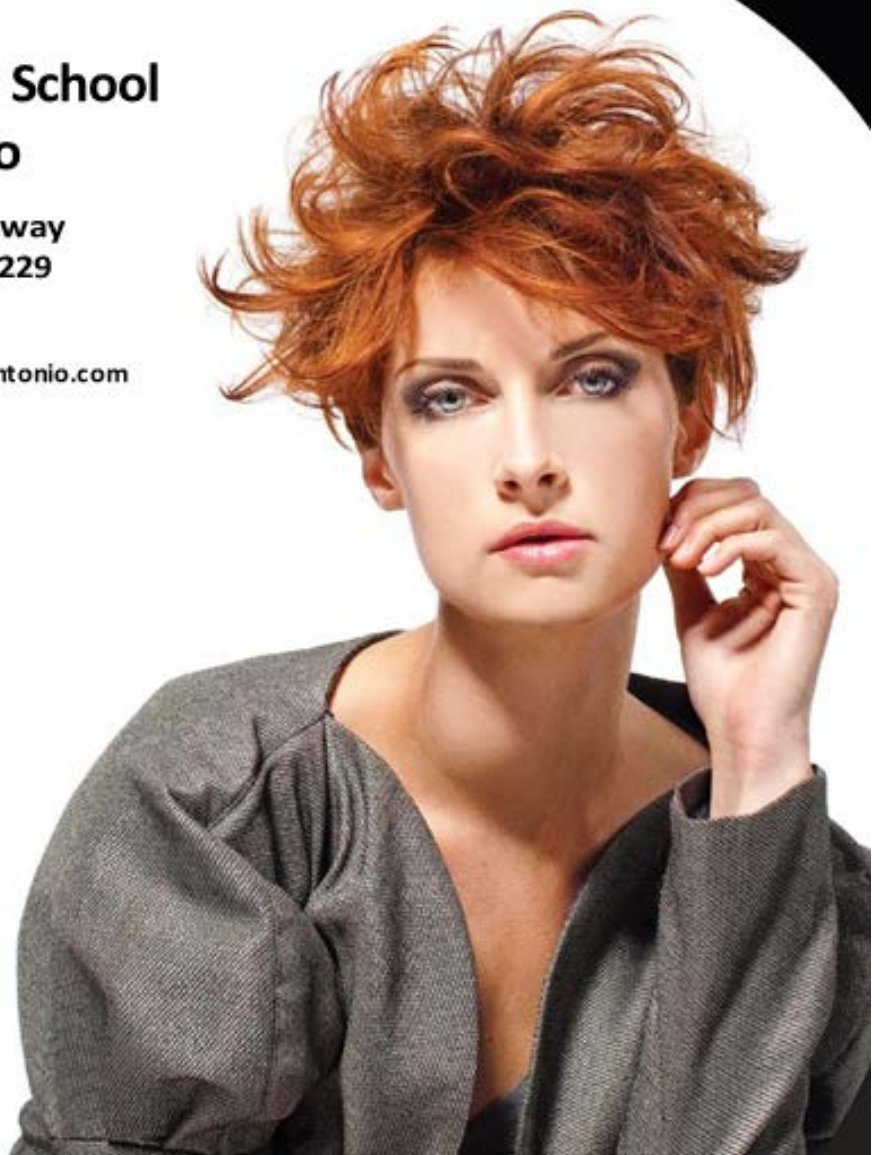
**PAUL MITCHELL**  
**the school**  
**SAN ANTONIO**

# Catalog

**Paul Mitchell The School  
San Antonio**

5590 Summit Parkway  
San Antonio, TX 78229  
(210) 523-8333

Email: [admissions@pmtssanantonio.com](mailto:admissions@pmtssanantonio.com)



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This catalog has been approved and certified by Paul Mitchell The School San Antonio Leadership team. All content and policies are correct and true.

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## MISSION STATEMENT

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

## SCHOOL FACILITIES

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

## SCHOOL FACULTY

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

## ADMINISTRATION/OWNERSHIP

Cosmetology Career Center, L.L.C., dba PAUL MITCHELL THE SCHOOL SAN ANTONIO SAN ANTONIO, 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 Texas 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.

### **Esthetics: SOC 39-5094.00, CIP Code 12.0403:**

The curriculum involves 750 hours to satisfy Texas state requirements. The course includes extensive instruction and practical experience in facials, hair removal, makeup application, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

### **Instructor: SOC 25-1194.00, CIP Code 13.1399:**

The curriculum involves 750 hours instructor to satisfy Texas state requirements. The course educates prospective student instructors to address the needs of students in the classroom and the clinic floor. Prospective teachers learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music, and/or hands-on activities.

### **Instructor: SOC 25-1194.00, CIP Code 13.1399: a minimum of 1 year of experience required**

The curriculum involves 500 hours instructor to satisfy Texas state requirements. The course educates prospective student instructors to address the needs of students in the classroom and the clinic floor.

Prospective teachers learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music, and/or hands-on activities.

## **PARKING**

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

## **NONDISCRIMINATION**

PAUL MITCHELL THE SCHOOL SAN ANTONIO, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, ancestry, or any other classification protected by applicable local, state or federal laws.

## **FUTURE PROFESSIONAL STATUS**

Future Professionals are not employees and will not receive compensation for any aspect of their education at PAUL MITCHELL THE SCHOOL SAN ANTONIO, including when providing any and all services in the Paul Mitchell clinic.

## **ADMISSION REQUIREMENTS**

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

## **ADMISSION PROCEDURE**

- 1) **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from PAUL MITCHELL THE SCHOOL SAN ANTONIO.
- 2) **Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$100.00 is received. Please submit the fee, payable to PAUL MITCHELL THE SCHOOL SAN ANTONIO, in the form of cash, check, money order, or credit card. This is a non-refundable fee and is not included in the cost of tuition.
- 3) **Submit Two (2) Photos:** The photos must be 2x2 inches and should be a recent head and shoulder shot of the applicant.
- 4) **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- 5) **Personal Interview:** Applicant must complete a personal interview with the Admission's Team prior to registration.
- 6) **Provide Verification Documents:** Copies of your high school diploma, high school transcripts, or GED, and driver's license, state issued identification card, or birth certificate are required. All foreign high school transcripts must be translated and evaluated by an outside company prior to being submitted to PAUL MITCHELL THE SCHOOL SAN ANTONIO for verification.
- 7) **TDLR Permit:** \$25.00 Cash or Money Order for TDLR permit. (Not required for transfer students)
- 8) **Instructor Program:** Students enrolling in the instructor program must submit a copy of a current and valid cosmetology license.

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

## STUDENT INSTRUCTOR ADMISSIONS PROCEDURE

- 1) **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from PAUL MITCHELL THE SCHOOL SAN ANTONIO.
- 2) **Submit a Cover Letter and Resume**
- 3) **Submit Two (2) Professional Letters of Reference and One (1) Personal Letter of Reference**
- 4) **Entrance Essay:** Applicants must submit a 1000-word essay in support of the application setting forth the applicant's accomplishments and career goals.
- 5) **Personal Interview:** Applicants must complete a personal interview with the Education Leader and the Student Instructor Leader.
- 6) **Cosmetology License:** Applicants must submit a copy of their current cosmetology license.
- 7) **Provide Verification Documents:** Copies of your high school diploma, high school transcripts, or GED, and driver's license, state issued identification card, or birth certificate are required.

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

## ENROLLMENT INFORMATION

- 1) **Enrollment periods:** PAUL MITCHELL THE SCHOOL SAN ANTONIO usually begins a new cosmetology class about every six (6) weeks for full-time and part-time cosmetology and a full-time esthetics class about every ten (10) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact PAUL MITCHELL THE SCHOOL SAN ANTONIO for exact starting dates.
- 2) **Holidays and school closures:** PAUL MITCHELL THE SCHOOL SAN ANTONIO allows the following holidays off: Memorial Day, Independence Day, Labor Day, 3 days during Thanksgiving, Christmas through New Year's, and one day per month for staff personal development. *Unexpected closures and snow days will be announced on local television, radio stations, and Facebook.*
- 3) **Enrollment contract:** PAUL MITCHELL THE SCHOOL SAN ANTONIO 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 SAN ANTONIO offers a variety of monthly financial payment schedules. See PAUL MITCHELL THE SCHOOL SAN ANTONIO'S Financial Aid Leader for details.
- 5) **Class Cancellations:** PAUL MITCHELL THE SCHOOL SAN ANTONIO reserves the right to cancel a class due to insufficient enrollment.

## EDUCATION GOALS

PAUL MITCHELL THE SCHOOL SAN ANTONIO 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.

## ELIGIBILITY UNDER TITLE IV and the HIGHER EDUCATION ACT (HEA)

### To be Eligible to receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home school setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the **FAFSA** stating that:
  - you are not in **default** on a **federal student loan**
  - do not owe a refund on a **federal grant**
  - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

1. Be a U.S. CITIZEN or U.S. NATIONAL  
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD  
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD  
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if issued before April 1, 1980)
  - Parolee
4. Have BATTERED IMMIGRANT STATUS  
You are designated as a "**battered immigrant-qualified alien**" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. Have a T-VISA  
You are eligible if you have a T-visa or a parent with a T-1 visa.

**Eligibility of Financial Aid After Drug Conviction**

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. Paul Mitchell The School is not required to confirm this unless there is evidence of conflicting information.

- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs).



	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class.

### **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school’s physical location; therefore, incarcerated students are not eligible for admissions.

### **TRANSFER STUDENTS**

PAUL MITCHELL THE SCHOOL SAN ANTONIO considers hours for transfers from other institutions on a case by case basis. Transfer students must provide a letter of “no debt” on their previous school’s letterhead, a copy of their transcripts, and must undergo an evaluation to determine how many hours will be accepted towards their education at PAUL MITCHELL THE SCHOOL SAN ANTONIO. Transfer

students must meet with the Education Leader and Future Professional Advisor to discuss why they want to transfer to PAUL MITCHELL THE SCHOOL SAN ANTONIO and why they feel their education will be different this time than at their previous school.

A maximum of 500 hours will be accepted for students who transfer from another school; all transfer students must attend a minimum of 1000 hours at PAUL MITCHELL THE SCHOOL SAN ANTONIO, to obtain the Paul Mitchell culture and educational program. For students transferring from another Paul Mitchell School, all transfer hours will be accepted, and there is no minimum requirement for hours attended at this school. The school does not accept esthetics or 750/500 hours instructor transfer students.

The cost for transfer students is \$11.00 per hour attended at PAUL MITCHELL THE SCHOOL SAN ANTONIO; 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 SAN ANTONIO; the number of transferable hours depends on the policy of the receiving school. The transferability of hours you earn at PAUL MITCHELL THE SCHOOL SAN ANTONIO is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the hours or diploma that you do earn at PAUL MITCHELL THE SCHOOL SAN ANTONIO are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this school will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending PAUL MITCHELL THE SCHOOL SAN ANTONIO to determine if your hours, or diploma will transfer.

You should assume your hours are not transferable to any other institution unless we have a written transfer agreement with that institution or that institution has given you a written commitment in advance. PAUL MITCHELL THE SCHOOL SAN ANTONIO does not and cannot make any representation whatsoever regarding transfer of acceptance of our credits to any other institution.

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

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

### **REENTRY STUDENTS/RE-ENROLLMENT POLICY**

- 1) Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader. The student must have their financial plan in order.
- 2) Previous tuition payments will be credited to the student's balance.
- 3) Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- 4) Pay a \$100.00 reentry fee.

- 5) Depending on the circumstances surrounding a student’s withdrawal, he/she may be required to attend an orientation prior to re-starting the program.
- 6) Interview with an Education Leader and a Future Professional Advisor.

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 SAN ANTONIO and may require special conditions.

Readmission requires a personal interview with school administration. Reentering students will be placed on 30-day probation, during which time they must meet the school’s minimum attendance and academic requirements for Satisfactory Academic Progress. Students will be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for the 30-day probationary period may be terminated. Students who reenter the program are placed in the same Satisfactory Academic Progress standing as when they left. Reenrolling students who have previously used all of the excused absences provided under their original contract will not receive any additional time for excused absences under the new reenrollment contract. In addition, students may be responsible for any overtime charges that had previously accrued but had not yet been assessed.

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

**FAFSA VERIFICATION**

Each year financial aid recipients are randomly selected for verification by the U.S. Department of Education by the FAFSA CPS. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Office) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student’s, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Office, there are any changes to the financial aid package the student will be notified in writing.

**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. The below cost of tuition and supplies is effective as of August 1, 2014.

**TUITION – Cosmetology**

Tuition	\$16,500.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	2,355.87
Sales Tax	194.36
<b>TOTAL COSTS</b>	<b>\$19,150.23</b>

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

**TUITION – Esthetics**

Tuition	\$9,250.00
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Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	1,514.24
Sales Tax	124.92
<b>TOTAL COSTS</b>	<b>\$10,989.16</b>

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

**TUITION – Instructor (500 hours)**

Tuition	\$3,000.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	563.78
Sales Tax	46.51
<b>TOTAL COSTS</b>	<b>\$3,710.29</b>

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

**TUITION – Instructor (750 hours)**

Tuition	\$4,500.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	563.78
Sales Tax	46.51
<b>TOTAL COSTS</b>	<b>\$5,210.29</b>

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

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

*Financial aid available to those who qualify.*

**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.

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

<b>BRUSHES</b>	<b>ACCESSORIES</b>	<b>STUDENT EDUCATION MATERIALS</b>
1 Large Round Boar Brush	4 Skinny Clips	1 Cutting System DVD Box Set
1 Large Round Thermal Brush	6 Paul Mitchell Black Clips	1 Cutting System Cutting Cards
1 Medium Round Boar Brush	1 Chemical Cape	1 The Cutting Book
1 Medium Round Thermal Brush	1 Cutting Apron	1 Men’s Cutting DVD Box Set
1 Paul Mitchell 407 Styling Brush	1 Paul Mitchell Aluminum Spray Bottle	1 Color System DVD Box Set
1 Paul Mitchell 413 Sculpting Brush	1 Black Handheld Mirror	1 The Coloring Book
1 Paul Mitchell 427 Paddle Brush	1 Paul Mitchell Black Carry Bag	1 Color System Skill Cards
2 Paul Mitchell Color Tint Brushes	12 Black and White Butterfly Clips	1 Paul Mitchell Product Guide Workbook
1 Small Round Boar Brush	1 Metal Paul Mitchell Case with Logo	1 Connecting to My Future Book
1 X-Large Round Thermal Brush	1 Paul Mitchell Tumbler	1 Be Nice (Or Else!) Book
1 Scalp Brush	1 Paul Mitchell Track Jacket	1 Multiple Intelligence Letter
	1 Paul Mitchell Digital Timer Necklace	1 Dollar Camp Workbook
		1 Service Menu Experience

<p><b>COMBS</b></p> <p>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 Paul Mitchell Carving Comb</p>	<p>1 Classic Razor  1 Paul Mitchell Tripod  1 Paul Mitchell 1.25 Smoothing Iron  1 Paul Mitchell Smoothing Iron Bag  1 Paul Mitchell 6" Scissor/Thinner with Case  6 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  1 Makeup Kit</p> <p><b>TEXTBOOKS</b></p> <p>1 <i>Milady's Standard Cosmetology 2012</i> Textbook  1 <i>Milady's Standard Cosmetology CourseMate</i>  1 Wi-fi 16 GB Apple Ipad</p>	<p>1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year)  1 Color paper swatch chart  1 PM Shines paper swatch chart  1 Blonding Brochure 2013  1 State Board Exam Bag  1 Paul Mitchell Marker Bag</p> <p>1 Graduation Cap and Gown  1 Graduation Tassel  1 Diploma Cover  1 Paul Mitchell Dog Tag</p>
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**STUDENT KIT – Esthetics**

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

<p><b>PRODUCTS</b></p> <p>1 Massage Cream  1 Oilfree Massage  1 Daily Microfoliant  1 Solar Defense Booster  1 Concealing Spot Treatment  1 Pre cleanse  1 Multivitamin Power Recovery Masque  1 Scaling Fluid  1 Multi-Active Toner  1 Ultracalming Cleanser  1 Special Cleaning Gel  1 Calming Botanical Mixer  1 Active Moist  1 Colloidal Masque Base  1 Exfoliating Face Brush  1 Graduation Cap and Gown  1 Graduation Tassel  1 Diploma Cover  1 Paul Mitchell Dog Tag</p> <p><b>TEXTBOOKS</b></p> <p>1 <i>Milady's Standard Esthetics Fundamentals, 11th Edition</i> Textbook  1 <i>Milady's Standard Esthetics CourseMate</i></p>	<p><b>ACCESSORIES</b></p> <p>1 Paul Mitchell Carrying Case  1 Fan / Masque Brush  1 Plastic Mixing Brush  1 Facial Sponges  1 Ultimate Face Makeup Kit  1 Paul Mitchell Tumbler  1 Paul Mitchell Track Jacket  1 Paul Mitchell Marker Bag  1 7- Piece Body Brush Set  1 Paul Mitchell Apron</p> <p><b>STUDENT EDUCATIONAL MATERIALS</b></p> <p>1 Be Nice (Or Else!) Book  1 Connecting to My Future Book  1 Multiple Intelligence Letter  1 Dollarcamp workbook  1 Service Menu Experience  1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year)  1 Consumer Dictionary of Cosmetic Ingredients  1 State Board Exam Bag  1 Paul Mitchell marker bag  1 Wi-Fi 16 GB Apple Ipad</p>
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## STUDENT KIT – Instructor Programs 750/500 hours

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

### TEXTBOOKS

1 Milady's Master Educator Student Course Book, 3rd Edition  
 1 Milady's Master Educator CourseMate  
 1 Wi-Fi 16 GB Apple Ipad  
 1 Paul Mitchell Tumber  
 1 Paul Mitchell Marker bag

## IPad USAGE POLICY

IPads are to be utilized for educational purposes when in use at PAUL MITCHELL THE SCHOOL SAN ANTONIO. Future Professionals are not permitted to use their iPad for personal use during educational classes, including but not limited to: theory, specialty class, mini classes and on the clinic floor.

## 2014-2015 CLASS START DATES

Cosmetology	
<b>DAY SCHOOL:</b>	<b>2014:</b> January 11, February 22, April 5, May 17, June 28, August 9, September 20, November 1  <b>2015:</b> January 10, February 21, April 4, May 16, June 27, August 8, September 19, October 31
<b>NIGHT SCHOOL:</b>	<b>2014:</b> January 11, March 22, May 31, August 9, October 18  <b>2015:</b> January 10, March 21, May 30, August 8, October 17
Esthetics	
<b>DAY SCHOOL:</b>	<b>2014:</b> January 11, March 22, May 31, August 9  <b>2015:</b> January 10, March 21, May 30, August 8, October 17
Instructor (750 and 500 hours)	
<b>DAY SCHOOL:</b>	<b>2014:</b> February 22, June 28, October 18  <b>2015:</b> January 10, April 4, June 27, October 17

## WITHDRAWAL POLICY

### “Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Leader or the Future Professional Advisor in writing, of intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student **began** the withdrawal from PAUL MITCHELL THE SCHOOL SAN ANTONIO records. A student is allowed to rescind his/her notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information, PAUL MITCHELL THE SCHOOL SAN ANTONIO will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
  - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect a grade of incomplete.
4. PAUL MITCHELL THE SCHOOL SAN ANTONIO will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, PAUL MITCHELL THE SCHOOL SAN ANTONIO will provide the student with a letter explaining the Title IV requirements:
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Students will not be charged for the kit if they drop the program within the first 30 days and return their kit in good condition.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 10 consecutive school days (5 consecutive school days for VA funded students), fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the PAUL MITCHELL THE SCHOOL SAN ANTONIO contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined after 10 consecutive school days of absence or 5 consecutive school days for VA students;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. PAUL MITCHELL THE SCHOOL SAN ANTONIO calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible; and
6. Calculate the school's refund requirement (see school refund calculation).
7. PAUL MITCHELL THE SCHOOL SAN ANTONIO'S Executive Financial Aid/Compliance Leader will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within either 45 days for loans or 180 days for grants, of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, PAUL MITCHELL THE SCHOOL SAN ANTONIO will provide the student with a refund letter explaining Title IV requirements.
  - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Students are required to purchase books, supplies and equipment at the beginning of the program. According to PAUL MITCHELL THE SCHOOL SAN ANTONIO'S refund policy, once these materials are purchased, no refund will be made. However, students will not be charged for the kit if they drop the program within the first 30 days and return their kit in good condition.

(Please refer to the [Return of Title IV Funds Policy](#) for treatment of these items per Federal regulations.)

A full refund will be made to the student if he/she:

1. Is not accepted by the school.



2. Was enrolled by misrepresentation in advertising, PAUL MITCHELL THE SCHOOL SAN ANTONIO promotional materials, or representation by the owner or PAUL MITCHELL THE SCHOOL SAN ANTONIO representative; or
3. Was enrolled in a course of instruction that is discontinued by PAUL MITCHELL THE SCHOOL SAN ANTONIO and prevents student from completing the course.

**Title IV return calculation must be performed within 30 days and the return must be made within either 45 days for loans or 180 days for grants, after the effective date of termination.**

**IF STUDENT WITHDRAWS, TWO CALCULATIONS ARE PERFORMED:**

1. The Return of Title IV funds ( To determine amounts earned from the Federal programs); and
2. The Institutional Refund Policy – to determine the amount of institutional charges earned. PAUL MITCHELL THE SCHOOL SAN ANTONIO will adjust student’s charges to take into account repayments of Title IV funds that PAUL MITCHELL THE SCHOOL SAN ANTONIO was required to make. (See Federal Return of Title IV Funds Policy below)

**RETURN OF TITLE IV, HEA POLICY**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Paul Mitchell The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

**RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students’ who **withdraw officially, unofficially or is dismissed from enrollment** at PAUL MITCHELL THE SCHOOL SAN ANTONIO. It is separate and distinct from PAUL MITCHELL THE SCHOOL SAN ANTONIO’S refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days for loans and 180 for grants, from the date that the institution determines that the student withdrew, to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

#### **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The school participates in federal financial aid. Please refer to the following Return of Title IV Funds policy for specific consumer information pursuant to the Federal Financial Aid program.

1. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any credit balances, and if those students have received federal student financial aid funds, they are entitled to a credit of the monies not paid to the federal student financial aid program fund.
2. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a credit or if a balance is owed the institution.
3. If a student has received less aid than the 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 to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.
4. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or 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.

#### **Withdrawal Before 60%**

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

#### **Withdrawal After 60%**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate eligibility for a post-withdrawal disbursement.

5. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV 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)

### **Calculating R2T4**

Title IV funds are earned in a prorated manner on a per diem clock hours basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The school is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

- a. Calculate the percentage of Title IV aid earned by the student. Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the program. Example: scheduled hours of 250 divided by total clock hours in the program of 1500 =16.67%
  - b. Calculate the dollar amount of Title IV aid earned by the student.  $16.67\% \times \$2,805.00 = \$467.59$ (Amount of aid earned by student)
  - c. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.
6. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of the Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
  7. If a student unofficially withdraws and has received federal loans, the loans will go into repayment.

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

### **Order of Return**

Paul Mitchell The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

Federal regulations and Institutional policy require that the following aid programs be subject to the repayment calculation if the student did not attend 60% of the scheduled hours:

1. Federal Direct Loans: Unsubsidized
2. Federal Direct Loans: Subsidized
3. Federal PLUS Loans (received on behalf of the student)
4. Federal Direct Parent PLUS Loans(received on behalf of the student)
5. Federal Pell Grant

6. Iraq Afghanistan Service Grant for which a return is required

**Student Notification of Repayment**

A notification letter outlining the amount and type of funds returned to the appropriate federal program(s) will be sent to the student. The student may request a copy of the federal government's repayment worksheet (R2T4 form) and a copy will be kept in the student file for future reference.

PAUL MITCHELL THE SCHOOL SAN ANTONIO will return funds on the student's behalf to the appropriate federal and institutional aid program(s) and subsequently notify the student of any outstanding balances owed to the school. A statement reflecting these charges will be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

**School and Student Responsibilities in Regard to the R2T4 Policy & Process**

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds (R2T4) calculation;
3. Informing the student of the result of the R2T4 calculation and any balance owed to PAUL MITCHELL THE SCHOOL SAN ANTONIO as a result of a required return of funds;
4. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
5. Notifying student and/or Plus borrower of eligibility for a Post-Withdrawal Disbursement, if applicable.

**Student's Responsibilities in Regards to the Return of Title IV Funds**

1. Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from all courses effects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to the PAUL MITCHELL THE SCHOOL SAN ANTONIO resulting from a required return of unearned Title IV aid;
3. Resolving any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds.

**Post Withdrawal**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Paul Mitchell The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with Paul Mitchell The School). For all other school charges, Paul Mitchell The School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds in order to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

**Time frame for returning an unclaimed Title IV, HEA credit balance**

If the school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to the school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

For further information, please contact the Financial Aid Office  
OR

For questions about the Title IV program funds, call the Federal Student Aid Information Center at:  
1-800-4-FEDAID (1-800-433-3243); TTY users may call: 1-800-730-8913

Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

*\*This policy is subject to change at any time, and without prior notice*

# 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																																
<i>Monetary amounts should be in dollars and cents (rounded to the nearest penny)                      When calculating percentages, round to three decimal places. (for example, .4486 = 44.9%)</i>																																
STEP 1: Students Title IV Aid Information																																
<b>Title IV Grant Programs:</b> 1. Pell Grant 2. Academic Competitiveness Grant 3. National SMART Grant 4. FSEOG 5. TEACH Grant	<table border="1" style="margin: auto;"> <tr><th style="text-align: center;">Amount Disbursed</th></tr> <tr><td style="text-align: center;">2,775.00</td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> </table>	Amount Disbursed	2,775.00									<table border="1" style="margin: auto;"> <tr><th style="text-align: center;">Amount that Could Have Been Disbursed</th></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> </table>	Amount that Could Have Been Disbursed																			
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<b>Title IV Loan Programs:</b> 6. Unsubsidized FDLP / FFELP 7. Subsidized FDLP / FFELP 8. Perkins Loan 9. PLUS FDLP / FFELP (Grad Student) 10. PLUS FDLP / FFELP (Parent)	<table border="1" style="margin: auto;"> <tr><th style="text-align: center;">Net Amount Disbursed</th></tr> <tr><td style="text-align: center;">2,985.00</td></tr> <tr><td style="text-align: center;">1,742.00</td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> </table>	Net Amount Disbursed	2,985.00	1,742.00								<table border="1" style="margin: auto;"> <tr><th style="text-align: center;">Net Amount that Could Have Been Disbursed</th></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> </table>	Net Amount that Could Have Been Disbursed																			
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= G. 9,502.00																																
STEP 2: Percentage of Title IV Aid Earned	STEP 4: Title IV Aid to be Disbursed or Returned																															
Last Day Attended: <input type="text" value="12/30/11"/> <p>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.</p> <table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px;">271.00</td> <td style="text-align: center;">/</td> <td style="border: 1px solid black; padding: 2px;">450.00</td> <td style="text-align: center;">=</td> <td style="border: 1px solid black; padding: 2px;">60.2%</td> </tr> <tr> <td style="font-size: small;">Hours scheduled to complete</td> <td></td> <td style="font-size: small;">Total hour in period</td> <td></td> <td></td> </tr> </table> <p>▶ 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.</p> <p style="text-align: right;">H. <input type="text" value="100.0%"/></p>	271.00	/	450.00	=	60.2%	Hours scheduled to complete		Total hour in period			<p>▶ 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.</p> <p>J. <b>Post-withdrawal disbursement</b>                      From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.</p> <table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px;">9,502.00</td> <td style="text-align: center;">-</td> <td style="border: 1px solid black; padding: 2px;">9,502.00</td> <td style="text-align: center;">=</td> <td style="border: 1px solid black; padding: 2px;">0.00</td> </tr> <tr> <td style="font-size: x-small;">Box I</td> <td></td> <td style="font-size: x-small;">Box E</td> <td></td> <td style="font-size: x-small;">Box J</td> </tr> </table> <p>K. <b>Title IV aid to be returned</b>                      From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.</p> <table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px;">9,502.00</td> <td style="text-align: center;">-</td> <td style="border: 1px solid black; padding: 2px;">9,502.00</td> <td style="text-align: center;">=</td> <td style="border: 1px solid black; padding: 2px;">0.00</td> </tr> <tr> <td style="font-size: x-small;">Box E</td> <td></td> <td style="font-size: x-small;">Box I</td> <td></td> <td style="font-size: x-small;">Box K</td> </tr> </table>	9,502.00	-	9,502.00	=	0.00	Box I		Box E		Box J	9,502.00	-	9,502.00	=	0.00	Box E		Box I		Box K	
271.00	/	450.00	=	60.2%																												
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Box I		Box E		Box J																												
9,502.00	-	9,502.00	=	0.00																												
Box E		Box I		Box K																												
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).																																
<table border="1" style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px;">100.0%</td> <td style="text-align: center;">x</td> <td style="border: 1px solid black; padding: 2px;">9,502.00</td> <td style="text-align: center;">=</td> <td style="border: 1px solid black; padding: 2px;">9,502.00</td> </tr> <tr> <td style="font-size: x-small;">Box H</td> <td></td> <td style="font-size: x-small;">Box G</td> <td></td> <td style="font-size: x-small;">Box I</td> </tr> </table>	100.0%	x	9,502.00	=	9,502.00	Box H		Box G		Box I																						
100.0%	x	9,502.00	=	9,502.00																												
Box H		Box G		Box I																												

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

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

**M. Percentage of unearned Title IV aid**  
 100.0% - 100.0% = 0.0%  
Box H                      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).  
 4,500.00 x 0.0% = 0.00  
Box L                      Box M                      Box N

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

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

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

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

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

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

0.00 - 0.00 = 0.00  
Box K                      Box O                      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.  
 6,727.00 - 0.00 = 6,727.00  
Box B                      Box P                      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).  
 0.00 - 6,727.00 = 0.00  
Box Q                      Box R                      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%.  
 2,775.00 - 50.00% = 0.00  
Box F                      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).  
 0.00 - 0.00 = 0.00  
Box S                      Box T                      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.

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

## **INSTITUTIONAL REFUND/DROP POLICY**

- 1) Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a nonrefundable \$100.00 application fee.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract, within three (3) days of signing the enrollment contract, excluding Saturdays, Sundays and legal holidays. In this case all monies collected by the school shall be refunded except a nonrefundable \$100.00 application fee. This policy applies regardless of whether or not the student has actually started training.
  - c. A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less an application fee of \$100.00.
  - d. A student notifies the institution of his/her official withdrawal in writing. The effective date of the withdrawal will be the day PAUL MITCHELL THE SCHOOL SAN ANTONIO receives the student's notice of withdrawal.
  - e. A student is expelled by the institution. The effective date of the termination will be the last date of attendance.
  - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
  - g. Money paid for student kits is nonrefundable. However, if a student drops the program and within the first 30 days and returns the kit in good condition, the amount charged for the kit will be refunded.
- 2) Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 10 or more school days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance. If a student unofficially withdraws and they received Federal Loans, the loans could go into repayment.
- 3) When situations involve mitigating circumstances, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- 4) All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract. Monies paid for supplies and equipment are nonrefundable after three (3) days of signing the enrollment contract but prior to entering classes.
- 5) If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.
- 6) For students who terminate prior to completion, an administration fee in the amount of \$100.00 will be assessed.



- 7) A student's account may be sent to collections for nonpayment.
- 8) If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

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

- 1) may retain 100% of the tuition and fees paid by the student; and
- 2) is not obligated to refund any additional outstanding tuition.

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

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

A refund owed under this section must be paid not later than the 30th day after the date the Cosmetology student becomes eligible for the refund.

<b>Cosmetology (All Programs) ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>	<b>Owes School</b>
.01 to 35.00 hours	90%	10%
35.01 to 150.00 hours	80%	20%
150.01 to 375.00 hours	75%	25%
375.01 to 750.00 hours	50%	50%
750.01 to 1500.00 hours	0%	100%

A refund owed under this section must be paid not later than the 30th day after the date the 750 hour Student Instructor and Esthetics students becomes eligible for the refund.

<b>Student Instructor and Esthetics Programs ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>	<b>Owes School</b>
.01 to 35.00 hours	90%	10%
35.01 to 75.00 hours	80%	20%
75.01 to 187.00 hours	75%	25%
187.01 to 375.00 hours	50%	50%
375.01 to 750.00 hours	0%	100%

A refund owed under this section must be paid not later than the 30th day after the date the 500 hour Student Instructor becomes eligible for the refund.

<b>Student Instructor Programs ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>	<b>Owes School</b>
.01 to 50.00 hours	90%	10%
50.01 to 100.00 hours	80%	20%
100.01 to 125.00 hours	75%	25%
125.01 to 250.00 hours	50%	50%
250.01 to 500.00 hours	0%	100%

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

### **STUDENT FINANCIAL AID RELEASE**

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

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

The school has policies and procedures that it follows for verification of Title IV funding. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. Financial Aid Management for Education, Inc. (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)).

### **TERMINATION POLICY**

PAUL MITCHELL THE SCHOOL SAN ANTONIO may terminate a student's enrollment for immoral or improper conduct; receiving six (6) coaching sessions; and/or failing to comply with educational requirements, Student Professional Development Guidelines, general policies, or this contract. The student will be charged an administrative fee of \$100.00.

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

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

- 1) **Weekly theory exams:** Students must receive a grade of 70% or higher on each weekly theory exam.
- 2) **210-hour orientation practical skills evaluation test:** Students must receive a grade of 70% or higher.
- 3) **Final exam 1 (1200-hour written test):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 70% or higher on all final exams.
- 4) **Final exam 2 (1500-hour written test):** The written exam covers an overview of all theory instruction, Texas state law, and other items covered on the state cosmetology exam. Students must receive a grade of 70% or higher on all final exams.
- 5) **Monthly practical worksheets:** Full-time students must complete ten (10); part-time students must complete fourteen (14).

### **ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE**

The following tests and grading procedures are incorporated during the student's 750-hour course:

- 1) **Weekly lesson plan theory tests:** Students must receive a grade of 70% or higher on each lesson plan theory test. **Core, Protégé, Adaptive written and practical test:** Students must receive a grade of 70% or higher. **Creative written and practical test:** Students must receive a grade of 70% or higher.
- 2) **Final written and practical exam:** This test is an overview of all related esthetics subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 70% or higher on all final tests.
- 3) **750-hour (mock state board) practical skill test and 600-hour written test:** The written test covers an overview of all theory instruction, Texas state law, and other items covered on the state cosmetology exam. The practical also covers all expected phases of the state board examination. Students must receive a 70% or higher grade on all final tests.

### **INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE -750/500 hours**

The following testing and grading procedures are incorporated into the student instructor 750/500-hours courses:

- 1) Students must receive a grade of 70% or higher on each theory exam. Theory exams cover a review of *Milady's Master Educator Student Course Book*.
- 2) Students must receive 70% or higher on each final exam; final exams cover a complete overview of the *Milady's Master Educator Student Course Book*.

- 3) Students must receive 70% or higher on the practical exam, which covers the practical application of Instructional procedures.

### **MEASURABLE PERFORMANCE OBJECTIVES**

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

### **STUDENT SERVICES**

- 1) **Housing:** PAUL MITCHELL THE SCHOOL SAN ANTONIO 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 SAN ANTONIO also gives advice and information to students on these subjects:
  - a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
  - b. Employment opportunities.
  - c. Opportunities for continuing education following graduation.

## **GRADUATION REQUIREMENTS IN COURSES**

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

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

A student cannot graduate without meeting the above graduation requirements.

## **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 SAN ANTONIO **does not guarantee employment upon graduation**, PAUL MITCHELL THE SCHOOL SAN ANTONIO does maintain an aggressive job placement program and will inform students of job openings and opportunities. PAUL MITCHELL THE SCHOOL SAN ANTONIO 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 SAN ANTONIO.

## **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. See Theory Leader of Education Leader for makeup test dates.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA, and HEA programs to monitor SAP. These standards are applicable to all students attending PAUL MITCHELL THE SCHOOL SAN ANTONIO. Students enrolled in programs approved by the Council of Occupational Education must meet formal standards that measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file. Failure to complete tests on a timely basis may lead to a 30-day suspension.

## **ACADEMIC YEAR DEFINITION**

PAUL MITCHELL THE SCHOOL SAN ANTONIO'S academic year is 900 hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

The institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government’s Title IV, HEA financial aid programs. These standards apply to all students, regardless of the source of the student’s funding, and to all students, regardless if their status (full-time or part-time).

### QUANTITATIVE AND QUALITATIVE FACTORS

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

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

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

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

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

### COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

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

The state of Texas requires 1500 clock hours for the cosmetology course, 750 hours for the esthetics course, and either 750 or 500 hours for the Instructor’s Course. Students are expected to complete their course in no more than 143% of the program length.

Students must complete the educational program within the maximum time frame, which is based on attending at least 70% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology – Full Time	42.86 Weeks	61.29 Weeks
Cosmetology – Part Time	66.67 Weeks	95.33 Weeks
Esthetics – Full Time	21.43 Weeks	30.64 Weeks
Instructor -750 hours	21.43 Weeks	30.64 Weeks
Instructor - 500 hours	14.28 Weeks	20.42 Weeks

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

The school does not have a leave of absence policy. If a student needs to take off more time than allotted in the contract or more than 10 or more consecutive school days, he/she must drop and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and noncredit remedial courses have no effect upon the school's satisfactory progress standards. The school must give the student an incomplete grade if the student withdraws but is not entitled to a refund if: (1) the student requests an incomplete grade at the time of withdrawal, or (2) if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives an incomplete grade can re-enroll in the program during the 48-month period following the date the student withdrew and complete the course without payment of additional tuition.

## **EXCUSED ABSENCES**

Future Professionals may receive a maximum of three (3) excused absences. Excused absences include missing school due to the death of an immediate family member, a serious medical issue, or military service. In order to receive an excused absence, the Future Professional must provide sufficient documentation, such as a death certificate, doctor's note or military service paperwork. The Future Professional must also inform their Future Professional Advisor that they are going to be absent due to one of the abovementioned reasons.

Individuals with a verified disability requiring occasional absences as a reasonable accommodation, should seek approval via the School's ADA Policy.

## **EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT**

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1200 *scheduled hours*, when esthetics students and 750-hour instructor students reach *scheduled hours* of 375 and 750, and when 500-hour instructor students reach *scheduled hours* of 250 and 500. 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) Practical grade reports are issued monthly to each student, to make them aware of their progress toward meeting satisfactory progress.
- 2) Examinations are given in all subjects.
- 3) Grades and attendance/SAP records are reviewed and signed by the student and maintained in the student's academic file. Students may request to review their financial aid files from the Financial Aid Leader or the Future Professional Advisor.

Grading Policy:

**A = 90 – 100%**

**B = 80 – 89%**

**C = 70 – 79%**

**Failing = Below 70%**

Grades for practical and clinical work are indicated by a signature on the student's worksheet or client ticket. A signature from an instructor represents a grade of 70% or higher. No signature indicates a score of less than 70% and the student has not met minimum satisfactory standards on the practical application. Students are required to continue 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. SAP evaluation periods are based on actual contracted hours at the institution. If a transfer student was not maintaining Satisfactory Academic Progress at the time of withdrawal from previous institution, he/she may not be eligible for Title IV, HEA aid at PAUL MITCHELL THE SCHOOL SAN ANTONIO.

### **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.

### **FINANCIAL AID WARNING**

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 status by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds.

If, at the end of the Financial Aid Warning period, the student still has not met both the attendance and academic progress requirements, he/she will be determined unable to make satisfactory progress; he/she will be placed on Academic Notice with loss of Title IV aid and will not be eligible for Title IV, HEA assistance. However, the student may appeal the loss of their Title IV, HEA eligibility.

A student may appeal the Title IV, HEA decision if he/she has a reason for the inability to make satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress determination have changed. The basis for filing an appeal, such as the death of a relative, injury or illness of the student, or other special circumstances, must be documented.

This policy applies to all students regardless of their eligibility for Title IV, HEA funding programs. To comply with Department of Education requirements, the terminology *Financial Aid Warning* and *Financial Aid Probation* will be used for both Title IV, HEA and non-Title IV, HEA students.

### **APPEAL PROCEDURE**

If a student is determined as unable to make satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal to the school administration within five (5) business days of the determination or termination. The student must include any supporting documentation supporting the reversal of the decision. If the Students fail to appeal, the decision will stand.

An appeal hearing will take place within fifteen (15) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's Educational Leader, Future Professional Advisor and Financial Aid Leader. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. *Documentation of the appeal will be kept in the student's permanent file.*

### **PROBATION**

If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, HEA, such as changing schedules, or creating an independent development plan. If such



an appeal is granted, the student will remain on Financial Aid Probation for the next payment period only. Should a student prevail on his or her appeal, the student will be automatically reentered in the course, and financial aid funds will be reinstated to eligible students for one payment period.

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

If applicable, Title IV, HEA 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.

### **MISCONDUCT**

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

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

The Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- 1) Review their education records;
- 2) Seek to amend inaccurate information in their records; and
- 3) Provide consent for the disclosure of their records.

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

#### **General Release of Information**

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

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

#### **FERPA Disclosures to Parents**

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

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

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

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

A school official may share with 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 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 SAN ANTONIO provides and permits access to student and other school records as required for any accreditation process initiated by the Council on Occupational Education (COE), or in response to a directive of said Commission.

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

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

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

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

### **Disclosures for Other Reasons**

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

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

### **Directory Information**

PAUL MITCHELL THE SCHOOL SAN ANTONIO 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.

### 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 Education Leader and Financial Aid Leader and bring any supporting documentation to show that the record is incorrect.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may write to the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### PERFORMANCE STATISTICS/JOB OUTLOOK

Paul Mitchell The School San Antonio is accredited by the Council on Occupational Education (COE) 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. COE requires schools to list the outcome rates for each program. The U.S. Department of Education, requires outcome rates be provided for the individual location. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

PAUL MITCHELL THE SCHOOL SAN ANTONIO SAN ANTONIO performance statistics for the calendar year 2012:

Completion	Licensure	Placement
74.36%	100%	99.24%

PAUL MITCHELL THE SCHOOL SAN ANTONIO Cosmetology Program performance statistics for the calendar year 2012:

Completion	Licensure	Placement
71%	99%	100%

PAUL MITCHELL THE SCHOOL SAN ANTONIO Esthetics program performance statistics for the calendar year 2012:

Completion	Licensure	Placement
94%	100%	100%

PAUL MITCHELL THE SCHOOL SAN ANTONIO 750 Instructor program performance statistics for the calendar year 2012:

Completion	Licensure	Placement
100%	100%	100%

PAUL MITCHELL THE SCHOOL SAN ANTONIO 500 Instructor program performance statistics for the calendar year 2012:

Completion	Licensure	Placement
100%	100%	100%

### PROGRAM INTEGRITY

PAUL MITCHELL THE SCHOOL SAN ANTONIO is accredited by COE 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
100%	4%	2012-2013 Title IV: \$12,156.00. Private: \$0. Institutional: \$0.

For the most recent annual reporting period, the school shows the following data for the esthetics program:

Placement rate	On-time graduation rate	Median Loan Debt
100%	0%	2012-2013 Title IV: \$5,416.50. Private: \$0. Institutional: \$0.

For the most recent annual reporting period, the school shows the following data for the 750 instructor program:

Placement rate	On-time graduation rate	Median Loan Debt
100%	50%	N/A

For the most recent annual reporting period, the school shows the following data for the 500 instructor program:

Placement rate	On-time graduation rate	Median Loan Debt
100%	0%	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://school.paulmitchell.edu/san-antonio-tx/programs>.

### STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

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

**Attendance and Documentation of Time**

- 1) The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part-time students are required to clock in/out 2 times a day: when they arrive to school and when they leave at the end of the day.
- 2) According to the Texas Department of Licensing and Regulation (TDLR), PAUL MITCHELL THE SCHOOL SAN ANTONIO cannot make adjustments to a Student’s time clock activity. Future Professionals will only receive credit for written in adjustments if there is a time clock failure or other situation approved by the TDLR.
- 3) The school is open from 9:15 AM to 5:15 PM for day students and 5:15 PM to 10:15 PM for night students.
- 4) All courses require continuous attendance.
- 5) The prescribed attendance schedule must be maintained each week.
- 6) Night students may not miss Fridays; day students may not miss Saturdays.
- 7) Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may “clock in” and will be assigned special projects or assignments pertaining to their course of study. Students who are late for a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work in the clinic.
- 8) During the enrollment contract period, students must maintain a 90% attendance average each month in order to complete the program within the scheduled program length. Students are allowed to miss 10% of their scheduled hours before having to pay extra instructional charges. Students may use the allowed 10% of their scheduled hours for vacation, doctor appointments, illness, etc. If a student must attend additional program hours beyond his/her maximum scheduled program length due to not meeting the 90% attendance average or in order to complete academic graduation requirements, the student will be charged an additional \$10.00 for each hour scheduled to complete after the remaining 10% is reached. Extra instructional charges will be billed to the student’s account once the 10% has been reached.

**Scheduled Program Length is defined as:**

<p><i>Cosmetology:</i>  Hours in program = 1500 hours  10% absent hours = 150 hours  Scheduled Program Length = 1650 hours</p>	<p><i>Instructor:</i>  Hours in program = 750 hours  10% absent hours = 75 hours  Scheduled Program Length = 825 hours</p>
<p><i>Esthetics:</i>  Hours in program = 750 hours  10% absent hours = 75 hours  Scheduled Program Length = 825 hours</p>	<p><i>Instructor:</i>  Hours in program = 500 hours  10% absent hours = 50 hours  Scheduled Program Length = 550 hours</p>

*Please note that if a student misses more than 10 or more school days, the student will be terminated from the program.*

- 9) Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 9:00 AM; night students must call in by 1:30 PM.
- 10) Students must request time off from school from the Future Professional Advisor.
- 11) Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; 22.5 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours per week to make up for missing hours. Makeup Hour Days are offered at the discretion of the Leadership Team and will be announced to Future Professionals accordingly. PAUL MITCHELL THE SCHOOL SAN ANTONIO has two (2) graduation ceremonies a year—these days are makeup days for Future Professionals.
- 12) Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:30 PM and 1:00 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM.
- 13) Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
  - a. Students who leave school premises for more than 15 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
  - b. Students who leave school premises for less than 15 minutes must sign the sign-out sheet.
  - c. Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.
- 14) Students may not clock in or out for another student.
- 15) Students must keep a record of all services each day on the "service tracking sheet," which must be completed daily and turned in every month.

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

- 1) Core, Phase I, and Junior Esthetics Future Professionals must wear all black.
- 2) Phase II and Senior Esthetics Future Professionals must wear black or white in any combinations.
- 3) Clothing must be professional, clean and free of stains and tears.
- 4) Shoes can be any color and professional for all Future Professionals. Shoes must be closed toe and closed heel.
- 5) Hair must be clean and styled prior to arriving to school. Ponytails are not acceptable. Bobby pins are for up-styles only.
- 6) Cosmetics must be applied using trend appropriate make-up techniques and applied prior to arriving to school.
- 7) Shoes, jewelry, scarves, and belts can be any color.

**Dress Code Violations:**

- Running/gym shoes, VANS, TOMS, Converse, flip-flops, Crocs, Sperrys, UGGS, or peep-toe high heels. (Remember: Closed toe and closed heel)
- Jeggings or clothing made of jean material and look-a-likes (Black jeans must be clean and free of holes or tears)
- Tank tops or sleeveless tops or anything that shows your armpit

- Sweatpants, sweatshirts, yoga pants, scrubs, etc.
- Printed t-shirts that *do not* have a PAUL MITCHELL logo.
- Short skirts/dresses that fall above the fingertips (on all sides)
- Hats, visors, bandanas, caps, beanies, or scarves around the head.
- Tights/Leggings as pants. (They must have dress code approved articles of clothing over them)
- Hooded sweatshirts, jackets or tops. (Example: PiNK sweatshirts)
- No "banana clips" used to pull back hair.

Students who fail to comply with this professional dress agreement will be asked to leave and return with appropriate attire. PAUL MITCHELL THE SCHOOL SAN ANTONIO reserves the right to change the dress agreement requirements.

### **Sanitation and Personal Services**

- 1) Students must keep workstations and classroom areas clean, sanitary, and clutter free at all times. Students must clean their stations, including the floor, after each service.
- 2) Hair must be swept up immediately after a service is completed, before blow drying.
- 3) Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- 4) Students may have their hair or other services done on Wednesday and Thursday only. To receive a service, students must do the following prior to starting the service:
  - a. Notify an instructor.
  - b. Be scheduled off the service books by a Learning Leader.
  - c. Pay for service supplies including perms, tints, bleaches, rinses, conditioning, treatments, manicures, nails, etc.
  - d. If a service guest comes in and the service desk coordinator needs the student giving the personal service or the student receiving it to take care of the guest, then the students must reschedule their personal service and complete the assigned service guest appointment.
  - e. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and worksheets. School assignments and successful learning are the priority.

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

- 1) Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, breakroom, or clinic floor area.
- 2) Audio and/or visual recording is not permitted while on campus.
- 3) Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
- 4) Cell phones are not permitted in the classrooms, clinic floor and/or hallways.
- 5) Students may not visit with another student who is servicing a client.
- 6) Students may not gather around the reception desk, reception area, or offices.
- 7) Food, drinks, and water bottles are allowed only in the lunchroom.
- 8) PAUL MITCHELL THE SCHOOL SAN ANTONIO is a smoke-free campus. Students who fail to follow this policy will be suspended for a total of three (3) days. This policy extends to electronic cigarettes.
- 9) Stealing or taking school or another's personal property will lead to termination.

## Learning Participation Guidelines

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

## STUDENT PRIVACY

Students understand the following limitations on their privacy apply while at school. Lockers furnished for student use belong to the school and are subject to search by school or police officials at any time for any reason. Students should not expect privacy in their use of school lockers.

By entering onto the premises of the school, students agree that they and any parcels, including handbags, briefcases and purses or other items and personal effects they may bring with them (including any vehicle parked on school property) are subject to reasonable search by school personnel at any time for any reason.



## DRUG-FREE CAMPUS

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, PAUL MITCHELL THE SCHOOL SAN ANTONIO is hereby declared a drug and alcohol free school and workplace. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on school property including grounds, parking lots, within the building/s or while participating in school-related activities.

## 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:

- 1) **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.
- 2) **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.
- 3) **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.
- 4) **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.
- 5) **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.

PAUL MITCHELL THE SCHOOL SAN ANTONIO reserves the right to modify the Student Professional Development Guidelines at any time. Students will be notified of any such changes.

### Corrective Action Steps

After a cosmetology student has received five (5) coaching sessions, he/she may be suspended for five (5) days. On the 5<sup>th</sup> coaching session, the Future Professional Advisor will create a plan of action to be followed. After the 5-day suspension, the student will have one (1) additional coaching session. On the sixth coaching session, the student's enrollment may be terminated.

After an esthetics student, 750-hour instructor student, and 500-hour instructor student has received two (2) coaching sessions, he/she may be suspended for five (5) days. On the 2<sup>nd</sup> coaching session, the Future Professional Advisor will create a plan of action to be followed. If the student receives another coaching sessions after readmission, his or her enrollment may be terminated.

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

Please note, students may be suspended for failure to complete required tests and for non-payment. Suspension as a disciplinary action is determined in the sole discretion of PAUL MITCHELL THE SCHOOL SAN ANTONIO.

### **AMERICANS WITH DISABILITIES (ADA) POLICY**

PAUL MITCHELL THE SCHOOL SAN ANTONIO does not discriminate in admission or access to our program on the basis of disability. If you would like to request academic adjustment or auxiliary aids, please contact the ADA Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the Compliance Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.

ADA Compliance Coordinator: Val Gonzalez  
5590 Summit Parkway San Antonio, TX 78229  
(210) 523-8333; Val@pmtssanantonio.com

- 2) The Compliance Coordinator will respond within two weeks of receiving the request.
- 3) Individuals disagreeing with the approved reasonable accommodation may appeal the decision using the ADA Grievance Procedure.

### **ADA Grievance Procedure**

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Any person who believes she/he has been subjected to discrimination on the basis of disability, or who wishes to appeal an approved accommodation pursuant to this policy, may file a grievance as outlined below. The School will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Val Gonzalez, who has been designated to coordinate the efforts of the School to comply with Section 504. The Compliance Coordinator can be contacted by phone number at (210) 523-8333 or by email at Val@pmtssanantonio.com.

Procedure:

Grievances must be submitted to Angelica Guerrero at 5590 Summit Parkway, San Antonio, TX 78229; (210) 523-8333, the Section 504 Grievance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. The Section 504 Grievance Coordinator (or her designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Grievance Coordinator will maintain the files and records relating to such grievances.

The Section 504 Grievance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Grievance Coordinator by writing to the School Director, John Turnage, at 5590 Summit Parkway, San Antonio, TX 78229; (210) 523-8333; john@pmtsDallas.com within 15 days of receiving the Section 504 Coordinator's decision. The School Director shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The School will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

The School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Compliance Coordinator will be responsible for such arrangements

## **STUDENT CONSUMER INFORMATION**

Provisions of the Higher Education Amendment of 1976 require that, effective July 1, 1977, each postsecondary institution that receives federal financial aid funds must make certain student consumer information available to any enrolled or prospective students who request such information.

This section compiled by the Paul Mitchell Schools corporate financial aid office staff attempts to meet the requirements.

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

Financial aid is any mechanism that reduces out-of-pocket costs that the students and/or parents must pay to obtain a specific postsecondary education. In other words, financial aid is money made available to help students meet the cost of the program. Financial aid includes grants as well as need and non-need loans.

Need-based financial aid is available to families who demonstrate a financial need for additional resources. The formula below is used to determine a student's financial need:

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

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

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

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

- 1) Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1- 151, 1-55 1, and 1-94.
- 2) Criteria making a student INELIGIBLE includes codes F-1, F2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria.

## **SEXUAL HARASSMENT POLICY**

### **A. Introduction.**

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

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

### **B. Definitions.**

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

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

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may

include incidents between any members of the School community, including faculty, staff, students, and non-employees participants in the School community, such as vendors, contractors, and visitors.

**C. Retaliation Prohibited.**

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

**D. Complaint Procedure.**

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

Any individual may file a complaint or grievance alleging sexual harassment by contacting the School's Title IX Coordinator, Leona Williams, Corporate Coordinator at [Leona@pmtssanantonio.com](mailto:Leona@pmtssanantonio.com) or (210) 523-8333.

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

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

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

**F. False Reports.**

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

**G. Additional Information.**

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

## **COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (Including Computer Use and File Sharing)**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

At PAUL MITCHELL THE SCHOOL SAN ANTONIO 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 Education Leader for further investigation. If you are found responsible after meeting with the Education Leader, 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, a few sites are listed 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.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **SOCIAL NETWORKING POLICY**

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

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

### **REGULATORY AND ACCREDITATION AGENCIES**

The following institutions license and regulate our institution:

#### **Texas Department of Licensing and Regulations**

P.O. Box 12157  
Austin, TX 78711  
(512) 463-6599

#### **Council on Occupational Education (COE)**

7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898

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

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

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

### **GRIEVANCE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Future Professional Advisor or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the Director, the Admissions Leader, the Operations Leader, the Education Leader, and the Financial Aid Leader. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as

to why no action was required. PAUL MITCHELL THE SCHOOL SAN ANTONIO will maintain records of the complaint and response in accordance with the published record retention policy. If a student has exhausted the methods above and is still not satisfied with the action taken, or believes that the school is in violation of accreditation requirements, you can pursue this matter by contacting the agencies below:

**Texas Department of Licensing and Regulations**

P.O. Box 12157  
Austin, TX 78711  
(512) 463-6599; [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

**Council on Occupational Education (COE)**

7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898; [www.council.org](http://www.council.org)

**CAMPUS SECURITY**

Upon request, the school will provide its annual campus security report to a prospective student or prospective employee. Please contact the Financial Aid Leader to request a copy of the report.

**COSMETOLOGY COURSE OVERVIEW**

**Course Hours: 1500 clock hours**

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

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

**COSMETOLOGY COURSE OUTLINE**

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

- 1) **Core Curriculum:** A 210-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.
- 2) **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing you for the clinic experience.
- 3) **Clinic Learning Experience:** Your clinic time from 280 to 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 280 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 280 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 SAN ANTONIO 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.

## **ESTHETICS COURSE OVERVIEW**

### **Course Hours: 750 clock hours**

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

- 1) **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops, demonstration, and practical experience. You will learn esthetics principles, technical information, and professional practices.
- 2) **Clinic Learning Experience:** The remaining 450 hours are spent in the clinic area, gaining practical experience.

## **ESTHETICS COURSE OUTLINE**

Your time in the PAUL MITCHELL THE SCHOOL SAN ANTONIO esthetics program will be divided into two designations:

- 1) **Core Curriculum:** This 300-hour time period is dedicated to exploring foundational knowledge and basic esthetics facial and waxing procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- 2) **Mentor Learning Experience:** Your remaining 450 hours will be spent in a clinic environment. You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

## **INSTRUCTOR COURSE OVERVIEW**

### **Course Hours: 750/500 clock hours**

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

In the 750-hour course, the first 300 hours are spent on Psychology and Methodology, followed by 450 hours of Student Teaching.

In the 500-hour course, the first 300 hours are spent on Psychology and Methodology, followed by 200 hours of Student Teaching.

## INSTRUCTOR COURSE OUTLINE

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

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

## STATE OF TEXAS REQUIREMENTS

### Cosmetology

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

Subject	Technical Instruction
Haircutting, styling and related theory	500 hrs.
Hair coloring and related theory	200 hrs.
Cold waving and related theory	200 hrs.
Orientation, rules and laws	100 hrs.
Manicuring and related theory	100 hrs.
Shampoo and related theory	100 hrs.
Chemistry	75 hrs.
Salon Management and practices	75 hrs.
Hair and scalp treatment and related theory	50 hrs.
Chemical hair relaxing and related theory	50 hrs.
Facials and related theory	50 hrs.
<b>TOTAL CLOCK HOURS</b>	<b>1500 hrs.</b>

Subject	Practical Applications
Client protection	600
Hairdressing: arranging, cutting, dressing, shampooing, curling, pressing, and fingerwaving	600
Sanitation	500
Hair Coloring: temporary, semi-permanent, permanent, bleaching and dimensional, coloring, color mixing	100

<b>Subject</b>	<b>Practical Applications</b>
Chemical Hair Services: (minimum of 15 services in each category.) restructuring, permanent waving, straightening and relaxing	100
Facials: (minimum of 5 services in each category.) skin analysis and care, manipulation and massage, skin care, removal of hair by wax, tweezers, or depilatories, make-up and brow arch	30
Scalp and hair treatments	30
Manicuring and Pedicuring	30
<b>TOTAL APPLICATIONS</b>	<b>1990</b>

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

### Esthetics

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

<b>Subject</b>	<b>Hours</b>
<b>Orientation and Texas Occupation Code</b> Chapter 1602 and its companion General Rules and Regulations including sanitary ruling	50
<b>Sanitation, Safety, and First Aid</b> <ul style="list-style-type: none"> <li>• Definitions</li> <li>• Safety measures</li> <li>• Methods</li> <li>• Importance</li> </ul>	40
<b>Anatomy and Physiology</b> <ul style="list-style-type: none"> <li>• Bones – major bones and functions</li> <li>• Muscles – major muscles and functions</li> <li>• Nerves – major nerves and functions</li> <li>• Blood – major blood vessels and function</li> </ul>	90
<b>Chemistry</b> <ul style="list-style-type: none"> <li>• Cosmetic chemistry and formulation</li> <li>• Properties and knowledge of pH (acid and alkaline)</li> </ul>	50
<b>Electricity, Machines, and Related Equipment</b> <ul style="list-style-type: none"> <li>• High frequency</li> <li>• Galvanic</li> <li>• Faradic</li> <li>• Interferential</li> </ul>	75
<b>Client Consultation and Analysis</b> <ul style="list-style-type: none"> <li>• Client history forms</li> <li>• Recognize contraindication</li> </ul>	50

Subject	Hours
<b>Facial Treatments</b> <ul style="list-style-type: none"> <li>Facial massage techniques</li> <li>European</li> <li>Shiatsu</li> <li>Aromatherapy</li> </ul>	225
<b>Superfluous Hair Removal</b> <ul style="list-style-type: none"> <li>Waxing</li> <li>Safety and sanitation</li> <li>Tweezing</li> </ul>	25
<b>Aromatherapy</b> <ul style="list-style-type: none"> <li>Basic principles body and face</li> </ul>	15
<b>Nutrition</b> <ul style="list-style-type: none"> <li>How to maintain your health, diet and vitamins</li> </ul>	10
<b>Color Psychology</b> <ul style="list-style-type: none"> <li>Boosting self-confidence and natural beauty</li> </ul>	10
<b>Makeup</b> <ul style="list-style-type: none"> <li>Type of makeup</li> <li>Color therapy</li> <li>Face types</li> <li>Corrective makeup</li> <li>Special occasion makeup</li> <li>Lashes</li> </ul>	75
<b>Management</b> <ul style="list-style-type: none"> <li>Skin care as a profession</li> <li>Ethics</li> <li>Job markets and options</li> <li>Job application and resume</li> <li>Financial responsibilities</li> </ul>	35
<b>TOTAL CLOCK HOURS</b>	<b>750 hrs.</b>

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

#### Instructor 750 hours

Subject	Hours
Communications and Human Relations	50
State laws and forms	25
<b>Instruction</b> Theory – lab Clinic operation Teaching and lab Clinic management	25
Lesson Plans/Program	50
Development and Review	625
Methods of teaching	100
Visual aids preparation use	100
Classroom management	75

Evaluation techniques	50
Clinic supervising	200
Student advising interaction	50
Practical application	50
<b>TOTAL CLOCK HOURS</b>	<b>750 hrs.</b>

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

**Instructor 500 hours (1 years of experience)**

Subject	Hours
<b>Orientation, Rules, and Laws</b>	60
State laws and forms	40
Licensing requirements, regulations and job search	20
<b>Learning Theory</b>	40
<b>Teaching and Lab/Clinic Management</b>	400
Lesson Plan	120
Methods of teaching	120
Visual aids preparation use	40
Classroom management	60
Evaluation techniques	60
<b>TOTAL CLOCK HOURS</b>	<b>500 hrs.</b>

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

**SCHOOL ADMINISTRATION AND INSTRUCTORS AS OF JUNE 2014\***

**Ownership:** Cosmetology Career Center, L.L.C

**Director:** John Turnage

**Executive Director:** Mary Burlingame

**Executive Financial Aid and Compliance Leader:** Laila Ghoneim

**Executive Education Leader:** Audra Turner

**Education Leader:** Abraham Bayron

**Future Professional Advisor:** Angelica Guerrero

**Sales Leader/Campus Leader:** Val Gonzalez

**Instructors:** (Degree Held and Institution Attended)

Carissa Nava, Master Instructor, Paul Mitchell The School San Antonio  
Angela Alvey, Master Instructor, Paul Mitchell The School San Antonio  
Casandra Cutter, Master Instructor, Paul Mitchell The School Dallas  
Kayleigh Hite, Master Instructor, Paul Mitchell The School San Antonio  
Monique Sapentar, Master Instructor, Burbank High School  
Rayven O'Rourke, Master Instructor, Paul Mitchell The School San Antonio  
Cynthia Flores, Master Instructor, Paul Mitchell The School San Antonio  
Susan Montero, Master Instructor, Costal Bend Community College  
Kaneka Mayes, Master Instructor, Milan Institute of Cosmetology  
Diane Moore, Master Instructor, Vogue Beauty College  
Holley Rasar, Master Instructor, Milan Institute of Cosmetology  
Chelsea Davis, Master Instructor, Aveda Institute of Corpus Christi  
Ashley North, Master Instructor, California  
Val Gonzalez, Master Instructor, Paul Mitchell The School San Antonio  
Abraham Bayron, Master Instructor, Paul Mitchell The School San Antonio  
Angelica Guerrero, Master Instructor, Paul Mitchell The School San Antonio  
Johnny Serafin, Master Instructor, Paul Mitchell The School San Antonio

*\* All instructors and staff listed above are full-time employees of Paul Mitchell The School San Antonio.*