

PAUL MITCHELL

schools

# Catalog

## Paul Mitchell The School Esani

1003 Mansell Rd.  
Roswell, GA 30076  
(678) 795-0999 / Fax (678) 795-0152

E-mail: [admissions@esani.com](mailto:admissions@esani.com)



Date of Publication: December 15, 2014

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

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

**Arlene Lyons**

# Table of Contents

MISSION STATEMENT .....	4
SCHOOL FACILITIES.....	4
SCHOOL FACULTY .....	4
ADMINISTRATION/OWNERSHIP.....	4
COURSE DESCRIPTIONS ( <b>All courses are taught in English</b> ) .....	<b>5</b>
PARKING .....	6
NONDISCRIMINATION .....	6
ADMISSION REQUIREMENTS .....	7
ACCEPTANCE .....	8
STATE LICENSING DISCLAIMER.....	8
ENROLLMENT INFORMATION.....	8
EDUCATION GOALS .....	9
COST OF TUITION AND SUPPLIES .....	10
TUITION – Cosmetology.....	10
TUITION – Esthetics.....	10
TUITION – Cosmetology Instructor.....	10
TUITION – Esthetics Instructor .....	10
SCHOLARSHIP AND FEE WAIVERS.....	10
VETERANS PROGRAM .....	11
U.S. DEPARTMENT OF EDUCATION FINANCIAL AID.....	11
INTERNATIONAL STUDENTS .....	11
SELF-FINANCING OPTIONS .....	11
STATE BOARD FEES .....	11
2015 CLASS START DATES .....	12
2016 CLASS START DATES .....	12
CONSTITUTION DAY .....	13
VOTER REGISTRATION .....	13
STUDENTS WHO WITHDRAW .....	13
REENTRY STUDENTS.....	13
TRANSFER STUDENTS .....	14
TERMINATION POLICY .....	14
COSMETOLOGY COURSE OVERVIEW .....	15
COSMETOLOGY COURSE OUTLINE.....	15
ESTHETICS COURSE OVERVIEW .....	16
ESTHETICS COURSE OUTLINE.....	16
COSMETOLOGY INSTRUCTOR COURSE OVERVIEW .....	17
COSMETOLOGY INSTRUCTOR COURSE OUTLINE.....	17
ESTHETICS INSTRUCTOR COURSE OVERVIEW .....	17
ESTHETICS INSTRUCTOR COURSE OUTLINE .....	17
STATE OF GEORGIA REQUIREMENTS .....	18
COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE.....	22
ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE .....	22

COSMETOLOGY INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE .....	23
ESTHETICS INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE.....	23
MEASURABLE PERFORMANCE OBJECTIVES .....	23
SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY .....	23
INDUSTRY REQUIREMENTS .....	24
STUDENT SERVICES.....	24
GRADUATION REQUIREMENTS IN COURSES.....	25
GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES .....	25
PLACEMENT .....	25
STUDENT KIT – Cosmetology .....	26
STUDENT KIT – Esthetics .....	27
STUDENT KIT – Cosmetology/Esthetics Instructor Program .....	27
FINANCIAL AID – CONSUMER INFORMATION .....	28
FEDERAL RETURN OF TITLE IV FUNDS POLICY.....	35
TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK-HOUR PROGRAM ...	36
INSTITUTIONAL REFUND/DROP POLICY.....	38
STUDENT FINANCIAL AID RELEASE .....	39
POLICY FOR VERIFICATION OF TITLE IV FUNDING .....	39
MAKEUP WORK.....	40
SATISFACTORY ACADEMIC PROGRESS POLICY .....	40
QUANTITATIVE AND QUALITATIVE FACTORS.....	40
COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME .....	41
MAXIMUM TIME FRAME .....	41
LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS .....	42
EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT.....	42
DETERMINATION OF PROGRESS STATUS .....	42
REINSTATEMENT OF FINANCIAL AID <b>for those who qualify</b> .....	<b>42</b>
PROBATION AND REESTABLISHMENT OF SATISFACTORY PROGRESS.....	43
APPEAL PROCEDURE .....	44
STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY .....	45
PERFORMANCE STATISTICS/JOB OUTLOOK .....	47
PROGRAM INTEGRITY .....	48
STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES .....	49
PROGRAM SCHEDULES.....	52
COACHING AND CORRECTIVE ACTION.....	57
POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES.....	58
STUDENT CONSUMER INFORMATION.....	64
SEXUAL HARASSMENT POLICY .....	65
HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY .....	66
COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL .....	67
SOCIAL NETWORKING POLICY.....	68
REGULATORY AND ACCREDITATION AGENCIES .....	68
GRIEVANCE POLICY.....	69
SCHOOL ADMINISTRATION AS OF NOVEMBER 2013 .....	69

## **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. ESANI stands for Empowerment through Science, Art, Nurturing, and Innovation. We are passionately committed to providing a solid educational foundation to empower our students and 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 ESANI is 20,000 square feet 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 cosmetologists, you will receive a quality education in the exciting and changing industry of cosmetology 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**

The Esani Institute, LLC, dba PAUL MITCHELL THE SCHOOL ESANI, 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 Georgia 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.

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

### **Esthetics: Standard Occupational Classification (SOC 39-5094.00) (CIP 12.0403):**

The curriculum involves 1000 hours to satisfy Georgia state requirements. The course includes 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.

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

### **Cosmetology Instructor: Standard Occupational classification (SOC 25-1194.00)**

The curriculum involves 750 hours to satisfy Georgia state requirements. The course educates prospective cosmetology instructor teachers to address the needs of students in the classroom and the clinic floor. The prospective teachers learn to manage their thoughts with the system of forward-focused thinking by 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, or hands on activities.

*\*Students are prepared to become an entry level cosmetology instructor.*

### **Esthetics Instructor: Standard Occupational classification (SOC 25-1194.00)**

The curriculum involves 500 hours to satisfy Georgia state requirements. The course educates prospective esthetics instructor teachers to address the needs of students in the classroom and the clinic floor. The prospective teachers learn to manage their thoughts with the system of forward-focused thinking by front-end coaching. By learning the methods of teaching esthetics, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music, or hands on activities.

*\*Students are prepared to become an entry level esthetics instructor.*

## **PARKING**

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

## **NONDISCRIMINATION**

PAUL MITCHELL THE SCHOOL, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director, Arlene Lyons, in person or by calling 678-795-0999, or by mail at 1003 Mansell Rd., Roswell, GA 30076 immediately so appropriate action can be taken.

## ADMISSION REQUIREMENTS

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

## ADMISSION PROCEDURE

- ❶ **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from PAUL MITCHELL THE SCHOOL.
- ❷ **Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$50.00 and \$50.00 registration fee is received. Please submit the fee in the form of cash, check or money order, payable to The Esani Institute, LLC. This fee is not included in the cost of tuition.
- ❸ **Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant.
- ❹ **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- ❺ **Personal Interview:** Applicant must complete a personal interview with the Admission's Team prior to registration.
- ❻ **Provide Verification Documents:** Copies of your high school diploma, high school transcripts\*\*or GED, and driver's license or birth certificate are required. We are required to verify that your proof of education is from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school.
- ❼ **Instructor programs:** Student must provide a copy of your valid high school transcript or GED as well as proof of a valid and current master cosmetology or esthetics license. We are required to verify these documents.

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

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

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

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

PAUL MITCHELL THE SCHOOL does allow reentry of students. *Please see the schools reentry policy for specific requirements.*

## ACCEPTANCE

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

## STATE LICENSING DISCLAIMER

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

## ENROLLMENT INFORMATION

- 1 **Enrollment periods:** PAUL MITCHELL THE SCHOOL usually begins new cosmetology and esthetics classes about every six (6) weeks and cosmetology and esthetics instructor classes about every twelve (12) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact PAUL MITCHELL THE SCHOOL for exact starting dates.
- 2 **Holidays and school closures:** PAUL MITCHELL THE SCHOOL allows the following holidays off: New Year's Break December 31 through January 1, Dr. Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Break November 28 through 30, December 24 and 25 and approximately one day every two months for staff personal development.
- 3 **Enrollment contract:** PAUL MITCHELL THE SCHOOL clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
- 4 **Payment schedule:** PAUL MITCHELL THE SCHOOL offers a variety of monthly financial payment schedules. See PAUL MITCHELL THE SCHOOL'S Admissions Leader or Financial Aid Leader for details.



## **EDUCATION GOALS**

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

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

## **COST OF TUITION AND SUPPLIES**

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

### **TUITION – Cosmetology**

Tuition	\$16,900.00
Application Fee (nonrefundable)	50.00
Registration Fee	50.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	<u>2,600.00</u>
<b>TOTAL COSTS</b>	<b>\$19,600.00</b>

### **TUITION – Esthetics**

Tuition	\$12,400.00
Application Fee (nonrefundable)	50.00
Registration Fee	50.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	<u>1,560.00</u>
<b>TOTAL COSTS</b>	<b>\$14,060.00</b>

### **TUITION – Cosmetology Instructor**

Tuition	\$7,330.00
Application Fee (nonrefundable)	50.00
Registration Fee	50.00
Textbook, Supplies (nonrefundable)	<u>370.00</u>
<b>TOTAL COSTS</b>	<b>\$7,800.00</b>

### **TUITION – Esthetics Instructor**

Tuition	\$4,890.00
Application Fee (nonrefundable)	50.00
Registration Fee	50.00
Textbook, Supplies (nonrefundable)	<u>370.00</u>
<b>TOTAL COSTS</b>	<b>\$5,360.00</b>

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

## **SCHOLARSHIP AND FEE WAIVERS**

Paul Mitchell The School offers additional scholarships to high school graduates. Check with the Admissions Leader for any other scholarships that may be currently available.

## VETERANS PROGRAM

PAUL MITCHELL THE SCHOOL is approved by Georgia State Approving Agency to enroll Veterans and other eligible students. To find out if you qualify as a eligible student please visit <http://gibill.va.gov/post-911/other-programs/dea.html>. For information or for resolution of specific payment challenges, call DVA nationwide toll free at 1-888-442-4551. All Veterans will confirm receipt of copy of this document in the enrollment contract.

## U.S. DEPARTMENT OF EDUCATION FINANCIAL AID

PAUL MITCHELL THE SCHOOL is eligible to participate in financial aid programs of the U.S. Department of Education. Federal grants and loans are available to those who qualify. Each student is given eligibility information during the admissions process. The federal programs offered include:

- 1 PELL Grant Program: These are needs-based and do not have to be repaid.
- 2 Direct Student Loan Program: This included Subsidized, Unsubsidized, and Parent PLUS Loans. These loans have to be repaid with interest.

## INTERNATIONAL STUDENTS

PAUL MITCHELL THE SCHOOL is approved and certified to enroll international students under the Student Exchange and Visitor Program. Eligible international students will apply through the School's Operations Office for an M category visa. *Foreign citizens are not typically eligible for Department of Education Federal Aid Programs.*

## SELF-FINANCING OPTIONS

If you are self-funding your education and pay the total program cost upfront (by the start of the program), you will receive a 10% discount off of the tuition cost. If you pay 50% upfront and the remaining 50% by the mid-point of the program, you will receive a 5% discount off the tuition cost.

Self-funded students must sign on to one of the school's approved payment plans. Self-funded students must pay the application fee, registration fee, kit/books/supplies fees, and the first month's tuition at least 30 days before the start of class. The remaining tuition may be paid in monthly payments. The minimum monthly payments are as follows:

- 1 Cosmetology Day Program: 10% of the tuition cost.
- 2 Cosmetology Night Program: 7% of the tuition cost.
- 3 Esthetics Program: 10% of the tuition cost.

## STATE BOARD FEES

These fees are paid directly to Georgia State Board of Cosmetology or PSI, Inc. Examinations are administered by PSI Services, Inc. with test locations in Atlanta, Macon, and Tifton Georgia.

- 1 Examination Fee for Master Cosmetology or Esthetics License: \$109.00.
- 2 Examination Fee for Cosmetology Instructor or Esthetics Instructors license: \$89.00.
- 3 Georgia State License Fee for Master Cosmetology or Esthetics License: \$30.00.
- 4 Georgia State License Fee for Cosmetology Instructor or Esthetics Instructor: \$34.00.
- 5 Georgia State License Fee for Cosmetology Instructor: \$109.00.

## 2015 CLASS START DATES

<b>Cosmetology</b>	
<b>DAY SCHOOL:</b>	January 20, March 2, April 20, June 8, August 17, September 28, November 9
<b>3-DAY SCHOOL:</b>	January 12, April 6, June 29, September 21
<b>NIGHT SCHOOL:</b>	January 20, April 20, August 17, November 9

<b>Esthetics</b>	
<b>DAY SCHOOL:</b>	January 20, March 30, June 8, August 17, November 9

<b>Cosmetology Instructor</b>	
<b>DAY AND NIGHT SCHOOL:</b>	Please see the school's Admissions Leader for specific start dates.

<b>Esthetics Instructor</b>	
<b>DAY SCHOOL:</b>	Please see the school's Admissions Leader for specific start dates.

## 2016 CLASS START DATES

<b>Cosmetology</b>	
<b>DAY SCHOOL:</b>	January 18, March 7, April 18, June 6, August 22, October 3,
<b>3-DAY SCHOOL:</b>	Please see the school's Admissions Leader for specific start dates.
<b>NIGHT SCHOOL:</b>	February 1, April 18, August 22, November 28

<b>Esthetics</b>	
<b>DAY SCHOOL:</b>	January 18, March 28, June 6, August 22, October 31

<b>Cosmetology Instructor</b>	
<b>DAY AND NIGHT SCHOOL:</b>	Please see the school's Admissions Leader for specific start dates.

<b>Esthetics Instructor</b>	
<b>DAY SCHOOL:</b>	Please see the school's Admissions Leader for specific start dates.

## **CONSTITUTION DAY**

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

## **VOTER REGISTRATION**

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Georgia can be found at [www.sos.ga.gov](http://www.sos.ga.gov).

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

## **STUDENTS WHO WITHDRAW**

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

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

## **REENTRY STUDENTS**

- ❶ Outstanding tuition, fees, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
- ❷ Previous tuition payments will be credited to the student's balance.
- ❸ Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- ❹ Pay a \$100.00 reentry fee.

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

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

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

## **TRANSFER STUDENTS**

PAUL MITCHELL THE SCHOOL will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 500 for cosmetology, 300 hours for esthetics, 250 hours for cosmetology instructor, and 150 for esthetics instructor will be accepted for students who transfer from another school; all transfer students must attend a minimum of 1000 hours for cosmetology, 700 for esthetics, 500 hours for cosmetology instructor, and 350 hours for esthetics instructor at PAUL MITCHELL THE SCHOOL, 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 cost for transfer cosmetology students is \$12.00 per hour; esthetics student \$13.00 per hour, cosmetology instructor is \$10.00 per hour, and esthetics instructor \$10.00 per hour to attend PAUL MITCHELL THE SCHOOL; this does not include the cost of a complete and current Paul Mitchell student kit, nor does it include application and registration fees.

Please note that if a student transfers to another cosmetology school they may accept most of your hours, however the number of transferable hours depends on the policy of the receiving school. If a student transfers to a degree granting institution they will most likely not accept the hours earned towards an Associate's or Bachelor's degree.

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

## **TERMINATION POLICY**

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

## COSMETOLOGY COURSE OVERVIEW

### Course Hours: 1500 clock hours

The course is divided into classroom instruction and clinic learning experiences.

- 1 **Classroom Instruction:** The first 250 hours are devoted entirely to classroom workshops where students learn design principles, technical information, and professional practices. Your classroom time from 251 to 1500 hours is divided into theory classes, along with five (5) areas: cutting, coloring, texture, makeup, and nails. Each area has a specialist in the field who conducts the specialty classes. The classes may also include guest artists, retail, motivation, self-improvement, and professional development. After completing 750 hours, you will also participate in Final Phase classes that specifically prepare you for the State Board examinations.
- 2 **Clinic Learning Experience:** After the first 250 hours of classroom training, a portion of the remaining 1250 hours is spent on the clinic floor where you will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and practical evaluations developed specifically for monitoring progress. This is also when you begin working on paying clients in the clinic floor area.

## COSMETOLOGY COURSE OUTLINE

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

- 1 **Core Curriculum:** A 192-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 approximately 68 hours as a Protégé preparing you for the clinic experience.
- 3 **Adaptive Curriculum:** From 251 to 750 hours you will enter a new phase of classroom specialty workshops coupled with challenging practical services designed to continue building you into a confident cosmetologist.
- 4 **Creative Curriculum:** You will spend your last 750 hours in PAUL MITCHELL THE SCHOOL in “high gear” by dressing, acting, and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future salon career. It is in this phase you will participate in Final Phase classes to prepare you to successfully sit for the State Board of Cosmetology examinations.

## ESTHETICS COURSE OVERVIEW

### Course Hours: 1000 clock hours

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

- 1 **Classroom Instruction:** The first 250 hours are devoted to classroom workshops, demonstrations, and practical training. You will learn esthetics principles, technical information, and professional practices. After your first 250 hours you will spend only a portion of your time in the classroom during which you will be introduced to guest speakers, prescriptive selling, motivation, self-improvement, body treatments, and emerging technologies. After completing 630 hours, you will also participate in Final Phase classes that specifically prepare you for the State Board examinations.
- 2 **Clinic Learning Experience:** After the first 250 hours of classroom training, a portion of the remaining 750 hours is spent on the clinic floor where you will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and practical evaluations developed specifically for monitoring progress. This is also when you begin working on paying clients in the clinic floor area.

## ESTHETICS COURSE OUTLINE

Your time at PAUL MITCHELL THE SCHOOL Esthetics Program will be divided into three phases:

- 1 **Core Curriculum:** This 250-hour time period is dedicated to exploring foundational knowledge and basic esthetics facial, hair removal, and makeup procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- 2 **Protégé Curriculum:** You will enter a new phase of classroom workshops coupled with challenging practical services that will continue to build you into a confident skin care therapist. During this phase of your learning you will use the technical and therapeutic abilities acquired so far in the program, 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.
- 3 **Creative Curriculum:** You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of PAUL MITCHELL THE SCHOOL Learning Leaders, to prepare yourself for your future salon and spa career.



## COSMETOLOGY INSTRUCTOR COURSE OVERVIEW

### Course Hours: 750 clock hours

The student instructor course is divided into three designations: Observation Theory, Psychology and Methodology, and Student Teaching.

## COSMETOLOGY INSTRUCTOR COURSE OUTLINE

Your time in the PAUL MITCHELL THE SCHOOL cosmetology instructor course will be divided into three designations:

- 1 **Observation Theory:** This section focuses on learning by observing classroom and clinic floor instruction.
- 2 **Psychology and Methodology:** These classes focus on the theory of teaching, using *Milady's Master Educator* textbook, including weekly tests.
- 3 **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.

## ESTHETICS INSTRUCTOR COURSE OVERVIEW

### Course Hours: 500 clock hours

The student instructor course is divided into three designations: Observation Theory, Psychology and Methodology, and Student Teaching.

## ESTHETICS INSTRUCTOR COURSE OUTLINE

Your time in the PAUL MITCHELL THE SCHOOL esthetics instructor course will be divided into three designations:

- 1 **Observation Theory:** This section focuses on learning by observing classroom and clinic floor instruction.
- 2 **Psychology and Methodology:** These classes focus on the theory of teaching, using *Milady's Master Educator* textbook, including weekly tests.
- 3 **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 GEORGIA REQUIREMENTS

### Cosmetology

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

**Pre-clinical Phase:** The student is required to complete a minimum of 250 hours of classroom training consisting of the following subject matter and achieve a minimum score of 75% before they can progress to the clinic floor.

Subject	Clock Hours	Number of Practical Applications
1. <b>Basic Theory :</b> Chemistry, sanitation, and sterilization, introduction to skin care and nail care, EPA/OSHA, infection control standards, communicable diseases	50	N/A
2. Theory of Permanent Waving	20	N/A
3. Theory of Hair Coloring	45	N/A
4. Theory of Hair and Scalp Treatment	20	N/A
5. Theory of Hair Cutting	30	N/A
6. Theory of Shampooing	15	N/A
7. Theory of Hairdressing	45	N/A
8. Theory of Nail Care	15	N/A
9. Theory of Skin Care	10	N/A
<b>TOTAL (CORE PHASE)</b>	<b>250</b>	<b>N/A</b>

Continued on next page

**Clinic Phase:** After the student completes the first 250 hours of classroom training the student must cover the following subjects, which will include clinic floor services performed on guests and classroom training.

<b>Subject</b>	<b>Clock Hours</b>	<b>Number of Practical Applications</b>
<b>1.</b> Advanced Theory: Sterilization and sanitation, physiology, electricity, safety, chemistry of beauty products, salesmanship, telephone etiquette, business ethic, salon department.	100	N/A
<b>2.</b> Social Skills, Reception Desk, Art and Ethics, State Board Laws and Rules	50	N/A
<b>3.</b> Laboratory/Dispensary	50	N/A
<b>4.</b> Hairdressing, Shampoo, and Comb-out	280	187
<b>5.</b> Hair Cutting and Shaping	125	166
<b>6.</b> Permanent Waving	180	60
<b>7.</b> Chemical Hair Relaxing	100	50
<b>8.</b> Hair Coloring and Hair Lightening Temporay rinses/semi-permanent color - 10 hrs. / 12 app. Hair Lightening - 25 hrs. / 10 app. Virgin Tints - 40 hrs. / 20 app. Retouches - 60 hrs. / 30 app.	140	72
<b>9.</b> Scalp and Hair Treatment	50	66
<b>10.</b> Facial Treatment	30	30
<b>11.</b> Make-up Applications	20	20
<b>12.</b> Brow and Lash Tint	5	5
<b>13.</b> Hair Removal Lip and Chin - 10 hrs. / 20 app. Brow Tweezing - 10 hrs. / 20 app. Brow waxing - 10 hrs. / 20 app.	30	60
<b>14. Manicure and Pedicures</b> Manicures with hand and forearm massage - 25 hrs / 25 app. Pedicures with foot and leg massage - 20 hrs. / 20 app. Nail Sculpting - 45 hrs. / 15 app.	45	45
<b>15. Nail Sculpting</b>	45	15
<b>TOTAL (ADAPTIVE AND CREATIVE)</b>	<b>1,250</b>	

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

## Esthetics

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

**Pre-clinical Phase:** The student is required to complete a minimum of 250 hours of classroom training consisting of the following subject matter and achieve a minimum score of 75% before they can progress to the clinic floor.

Subject	Clock Hours	Number of Practical Applications
1. Professional Practices: Bacteriology, sanitation and sterilization, hygiene, public health and safety, EPA/OSHA, infection control guidelines, communicable diseases	150	N/A
2. Professional Ethics	20	N/A
3. Business Practices: State Board Laws and Rules, esthetician salon development, business insurance, record keeping-client and medical, confidentiality/ethics, resume writing, and job interview skills	80	N/A
<b>TOTAL (CORE PHASE)</b>	<b>250</b>	<b>N/A</b>

**Clinic Phase:** After the student completes the first 250 hours of classroom training the student must cover the following subjects, which will include clinic floor services performed on guests and classroom training.

Subject	Clock Hours	Number of Practical Applications
4. Sciences: History of skin, dermatology and physiology, theory	320	N/A
5. Body Treatment: Massage, wraps, cellulite, aromatherapy, reflexology	50	N/A
6. Facials Client consultations and Skin analysis Manipulations, Cleaning, Toning, Post-op Terapy, Pre-op Therapy, Spa Facials European Massage Aromatherapy Product Therapy Mask Therapy Use of spa/salon machines	115	115
7. Make-up Client consultation and Skin Analysis Contouring, application, color accent Camouflage Make-up	75	135
<b>Continued on next page</b>		

<b>Subject</b>	<b>Clock Hours</b>	<b>Number of Practical Applications</b>
<b>8.</b> Hair Removal Lip, Chin, Face - 20 hrs. / 40 app. Leg Waxing - 10hrs. / 5 app. Bikini Waxing - 10 hrs. / 20 app. Brow Tweezing - 15 hrs. / 30 app. Brow Waxing - 15 hrs. / 30 app. Brow and Lash Tinting - 5 hrs. / 10 app.	75	135
<b>9.</b> Spa/Salon Manangement: Front Desk, Marketing, Manangement, Client Retention/Tracking, Record Management, Profit and Loss Manangement	75	N/A
<b>TOTAL (ADAPTIVE AND CREATIVE)</b>	<b>750</b>	

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

### **Cosmetology Instructor**

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

<b>Subject</b>	<b>Clock Hours</b>
<b>1.</b> Cosmetology Laws, Rules, and Regulations	25
<b>2.</b> Principles of Teaching Cosmetology	150
<b>3.</b> Principles of Teaching Nail Care	37.5
<b>4.</b> Principles of Teaching Esthetics	37.5
<b>5.</b> Teaching Techniques and Audio Visual Aids Curriculum Development Lesson Plans and Presentations Classroom Management and Discipline Demonstration and Lectures	225
<b>6.</b> Practical Teaching	275
<b>TOTAL</b>	<b>750</b>

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

## Esthetics Instructor

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

Subject	Clock Hours
1. The Professional Teacher	100
2. Student Motivation and Learning	100
3. Methods, Management, and Materials	115
4. Methods of Testing and Evaluations	60
5. Education (Vocabulary Development)	125
<b>TOTAL</b>	<b>500</b>

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

## 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 75% or higher on each weekly theory exam.
- 2 **192-hour Core exam practical skills evaluation test:** Students must receive a grade of 75% or higher.
- 3 **Final exam (1400-hour written test):** The written exam covers an overview of all theory instruction, Georgia state law, and other items covered on the state cosmetology exam. Students must receive a grade of 75% or higher on all final exams.
- 4 **Monthly practical worksheets:** Full-time day students must complete ten (10); full-time evening students must complete seventeen (17).

## ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1000-hour course:

- 1 **Weekly theory exams:** Student must receive a grade of 75% or higher on each lesson plan theory test.
- 2 **250-hour orientation practical skills evaluation test:** Students must receive a grade of 75% or higher.
- 3 **Mid-Level (500-hours for esthetics written exam:** This test is an overview of all related esthetics subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 75% or higher on all final tests.
- 3 **Final exam 2 (900- hours written exam for esthetics:** The written test covers an overview of all theory instruction, Georgia state law, and other items covered on the state esthetics exam.
- 5 **Monthly practical worksheets:** Esthetics full-time students must complete five (5) worksheets.

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

The following testing and grading procedures are incorporated into the instructor course:

- 1 Students must receive a grade of 75% or higher on each theory exam. Theory exams cover a review of *Milady's Master Educator Student Course Book*.

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

The following testing and grading procedures are incorporated into the instructor course:

- 1 Students must receive a grade of 75% or higher on each theory exam. Theory exams cover a review of *Milady's Master Educator Student Course Book*.

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



## GRADUATION REQUIREMENTS IN COURSES

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

***Once the student has met all these requirements, he/she will receive a Graduation Diploma.***

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

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

## GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

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

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

***At graduation the student will also receive a copy of their official transcripts. If a student requests an additional transcript after 12 months of leaving school, the student will be charged \$20.00 for each transcript.***

## PLACEMENT

PAUL MITCHELL THE SCHOOL supports its commitment by having a Placement Leader on campus. The school's Placement Leader works directly with you to guide you through your career path. The placement leader networks with Atlanta area salons, spas, product companies, and other businesses to recommend employment opportunities. The Placement Leader also leads several professional development classes such as resume writing, interviewing skills, etc.

## STUDENT KIT – Cosmetology

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

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

BRUSHES	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Large Round Boar Brush 1 Large Round Thermal Brush 1 Medium Round Boar Brush 1 Medium Round Thermal Brush 1 Paul Mitchell 407 Styling Brush 1 Paul Mitchell 413 Sculpting Brush 1 Paul Mitchell 427 Paddle Brush 2 Paul Mitchell Color Tint Brushes 1 Small Round Boar Brush 1 X-Large Round Thermal Brush 1 Scalp Brush	4 Skinny Clips 6 Paul Mitchell Black Clips 1 Chemical Cape 1 Cutting Apron 1 Paul Mitchell Aluminum Spray Bottle 1 Black Handheld Mirror 1 Cutting Apron 1 Paul Mitchell Black Carry Bag 12 Black and White Butterfly Clips 1 Metal Paul Mitchell Case with Logo Sample Products T-shirt Make-up Kit 1 Roller Pack 7 Cold Wave Rods 1 Box Double Prong Clips 1 Box Single Prong Clips 1 Odorless Nail Kit	1 Cutting System DVD Box Set 1 Cutting System Cutting Cards 1 Men's Cutting DVD 1 Color System DVD Box Set 1 <i>The Coloring Book</i> 1 Color System Skill Cards 1 Textre System Texture Cards 1 <i>Paul Mitchell Product Guide Workbook</i> 1 <i>Connecting to My Future</i> Book 1 <i>Be Nice (Or Else!)</i> Book 1 Multiple Intelligence Letter 1 Service Menu Experience 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year) 1 The Color paper swatch chart 1 PM Shines swatch chart 1 Blonding Brochure 2012 1 Binder 1 DollarCamp Package
<b>COMBS</b> 1 Paul Mitchell 424 Teal Comb 1 Paul Mitchell 416 Red Comb 1 Metal Pick Teasing Comb 1 Metal Rat Tail Comb 1 Paul Mitchell Detangler Comb 1 Rat Tail Comb 6 Standard Cutting Combs 1 Taper Comb 1 Paul Mitchell 408 Black Comb	<b>TOOLS</b> 1 Classic Razor 1 Paul Mitchell Tripod 1 Paul Mitchell 1.25 Smoothing Iron 1 Paul Mitchell 6" Scissor/Thinner with Case 5 Mannequin Heads 1 Paul Mitchell Clipper/Thinner 1 Paul Mitchell Ionic 1000 Blow Dryer 1 5.5" Mannequin Scissors 1 Marcel Iron	

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

TEXTBOOKS	
1 <i>Milady's Standard Cosmetology 2012</i> /Textbook (hardcover) ISBN-13: 9781439059302, \$114.95 1 <i>Milady's Standard Cosmetology 2012 Theory Workbook</i> ; ISBN-13: 9781439059234-4, \$47.95	1 <i>Milady's Standard Cosmetology 2012, Exam Review</i> ISBN-13: 9781439058992, \$33.95

## 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:

PRODUCTS	STUDENT EDUCATIONAL MATERIALS	TOOLS
1 Pre-Cleanse 1 Essential Cleaning Solution 1 Daily Microfoliant 1 Active Moist 1 Skin Hydrating Masque 1 The Book	1 <i>Be Nice (Or Else!)</i> Book 1 <i>Connecting to My Future</i> Book 1 Success for the Modern Salon CD 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year) 1 DollarCamp Package	1 Paul Mitchell Apron 1 Paul Mitchell Backpack 1 Makeup Kit 1 Medical Smock 1 T-shirt 1 Aluminum Carry Case 1 Massage Face 1 Makeup Cape 1 10-Well Makeup Wheel 1 Set Spatulas 1 Set Lip Brushes 1 Set 5-piece Eyebrow Kit 1 Comedo Extractor

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

TEXTBOOKS	
1 <i>Milady's Standard Esthetics Fundamentals, 11th Edition</i> Textbook ISBN-13: 9781111306892 (Hardcover), \$141.95 1 <i>Milady's Standard Esthetics Fundamentals Student Workbook</i> ISBN-13: 9781111306915, \$78.95	1 <i>Milady's Standard Esthetics Fundamentals Exam Review</i> ISBN-13: 9781111306922, \$49.95

## STUDENT KIT – Cosmetology/Esthetics Instructor Program

Students are responsible to purchase:

1 <i>Milady's Master Educator Student Course Book, 2nd Edition</i> ISBN-13: 9781133693697, \$161.50 1 <i>Milady's Master Educator Exam Review, 2nd Edition</i> ISBN-13: 9781133776598, \$49.95
---

## FINANCIAL AID – CONSUMER INFORMATION

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, Paul Mitchell the Schools provides the Student Catalog as means to disseminate required student consumer and “Right-To-Know” Act information. The school’s Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the school will be provided with access to the required financial aid forms and disclosures, the school Student Handbook and the school catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

**Financial Aid Office** — The Financial Aid Office’s mission is to provide optimal customer service while helping students secure financial assistance to cover as much of their educational expenses as possible. The school’s Financial Aid Representative is available in person or by telephone during normal business operating hours to help students determine an affordable way to pay for school.

**Student Financing Options** — Paul Mitchell the Schools offers a variety of financing options and payment terms to help students finance their education. Financing options consist of federal grants, loans and cash pay options.

### Primary Financing Options

- 1 **Cash Payment** — The Cash option allows students to either pay their program costs in full prior to the start date of the program or make monthly payment until the balance is paid in full.  
*Documents required for full Cash paying students are:* ● Enrollment Agreement and ● Disclosure Statements.
- 2 **VA Contract Billing Program - if applicable**— Students who are eligible to receive tuition assistance from the Veteran’s Administration must submit the military form to the school’s Financial Aid Office prior to the first class session in order for the school’s Financial Aid Office to bill the Veteran Affairs for the student’s program costs.  
*Documents required for students participating in the Employer/Agency Contract Billing Program are:*
  - Enrollment Agreement
  - Disclosure Statements
  - Approved Tuition Authorization Form, Tuition Voucher or Military Form(s).

**Financial Aid Programs** — Financial aid consists of funding provided through federal sources to help cover educational expenses. This funding consists of Pell Grant that not have to be repaid and loans that have a variety of repayment options. Financial Aid is available for those who qualify and there are different types of Financial Aid Programs. The school Financial Aid Representative can assist students in determining if they qualify for any of the following types of Financial Aid:

- 1 **Federal Pell Grant:** The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment.
- 2 **William D. Ford Direct Loan Program:** The William D. Ford Direct Loan Program offers low interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans (PLUS) and Direct Consolidation Loans. These long-term loans are available to students who are enrolled at least half- time in school.

*Direct Subsidized Stafford Loan:* The Direct Subsidized Stafford Loan is a need-based loan. The interest rate varies annually and is paid by the government while students are in school at least half- time and during any periods of deferment. Loan repayment begins six months after students graduate, leave school or drop below half-time enrollment status.

*Direct Unsubsidized Stafford Loan:* The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest rate varies annually and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Loan repayment begins six months after students graduate, leave school or drop below half-time status.

*Direct Parent Loans for Undergraduate Students (PLUS):* For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate varies annually and loan interest begins to accrue at the time of disbursement. Loan repayment typically begins within 60 days after the loan has been fully disbursed.

*Documents required for students applying for any type of Federal Financial Aid are:*

- ① Enrollment Agreement and Disclosure Statements
- ② Free Application for Federal Student Aid (FAFSA)
- ③ Federal Student Loan Entrance Counseling Confirmation Page
- ④ Direct Loan Master Promissory Note
- ⑤ Title IV Credit Balance Authorization
- ⑥ Other Documents as Required

*Note:* Students whose parents are applying for a PLUS loan will require additional documents such as credit approval and a PLUS Master Promissory Note. Students who are selected for verification will require additional documents upon the school's request.

**Admissions Disclosure Statement (*Only for Recipients of Stafford Student Loans*)** — The school is required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution, does not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution.

**Veterans Assistance and Loans (VA)** — Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

Students who receive VA educational benefits are still required to select one of the school's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S Department of Veteran Affairs.

## **Financial Aid Process and Information**

**Applying for Financial Aid** — Students who are interested in applying for Federal Financial Aid assistance are required to complete and sign a Free Application for Federal Student Aid (FAFSA) and several forms (electronic and/or hard copy) to begin the process. All documents must be submitted in a timely manner to allow the Financial Aid Office adequate time to process an application for Financial Aid. To apply for Financial Aid, the student must complete the following steps 1-4 by accessing the website <https://studentloans.gov>:

- ❶ Apply and obtain a federal student aid PIN
- ❷ Complete and submit the Free Application for Federal Student Aid (FAFSA)
- ❸ Complete a Federal Student Loan Entrance Counseling Session
- ❹ Complete and submit the Direct Loan Master Promissory Note

In addition, the student must complete and submit other required forms or documentation as requested by the school's Financial Aid Office.

**Compliance Statement** — The Federal Privacy Act of 1974 requires that students be notified in the event the disclosure of their social security number is mandatory. Students' social security numbers are used to verify students' identities and to process the awarding of funds, collection of funds, and tracing of individuals who have borrowed funds from Federal, State or private programs.

**Student Eligibility for Financial Aid** — The Free Application for Federal Student Aid will ask a series of questions that will determine a student's eligibility and dependency status. If a student is considered a dependent, the student will need to provide their parents' information as well.

### **Federal eligibility requirements to apply for Financial Aid include:**

- ▶ Being a U.S. citizen or eligible non-citizen such as a permanent resident, or in the United States for other than temporary purposes.
- ▶ Having a valid social security number.
- ▶ Having a valid form of identification.
- ▶ Being registered for the draft with the Selective Service, for males who are at least 18 years old and born after December 31, 1959.
- ▶ Having a high school diploma, GED or equivalent.
- ▶ Not owing a refund on a federal grant or being in default on a federal educational loan.
- ▶ Being enrolled or accepted for enrollment as a regular student in an eligible program.
- ▶ Making satisfactory academic progress (refer to the school catalog for the definition of satisfactory progress).
- ▶ Not having previously received a Bachelor's degree for Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Pell Programs.

*Note:* For the purposes of applying for Financial Aid, a dependent student is an undergraduate who is under the age of 24, not married, has no legal dependents, is not an orphan or ward of the court, and is not a Veteran of the U.S. Armed Forces.

**Submitting the FAFSA** — Once a student completes and submits a FAFSA, the information contained on the FAFSA is reviewed by the Department of Education’s Central Processing System (CPS). An estimated family contribution (EFC) will be calculated using a formula approved by Congress, which is based on the student’s (and/or spouse or parent’s) income and asset information. The student’s EFC will determine the amount of Federal Pell Grant funds the student may be eligible to receive. In certain cases, verification of information submitted may be required. If the student’s FAFSA is selected by the Department of Education’s CPS, the school will be required to complete additional steps to ensure the information the student provided on the FAFSA is correct.

**Determining Financial Need** — The student’s financial need is the difference between the actual cost of their education and the amount that the student (or parents) will contribute (the EFC). Financial Aid is then used to cover the gap between these contributions and the total cost of the student’s education.

*Here’s how it works:*

<b>Cost of Attendance (COA)</b>	tuition, fees, books, supplies, room & board, transportation, & miscellaneous personal expenses
–	<b>The student’s Expected Family Contribution (EFC)</b>
=	<b>The student’s financial need</b>

**Each school and each program within the school has a different student expense budget. This will depend upon the tuition, course length, books, fees, supplies, etc. To illustrate how student budgets are determined, refer to the following sample chart provided by the Student Aid Commission for 2013-2014 award year using an adequate standard of living for various conditions. Actual tuition, books, fees, and supplies for a program in which the student enrolls can be obtained from the school’s Financial Aid Office.**

<b>Sample Student Expense Budget</b>		
<i>Based on 6 months/26 weeks of instructional time</i>		
	Student Expense Budgets <i>(With Parents)</i>	Student Expense Budgets <i>(Without Parent or Off Campus)</i>
<b>Room &amp; Board</b>	<b>\$3,012</b>	<b>\$7,512</b>
<b>Personal Expenses</b>	<b>\$2,064</b>	<b>\$1,896</b>
<b>Transportation</b>	<b>\$786</b>	<b>\$882</b>

*Note:* These amounts are used in the determination of a student’s need only. The need calculation estimates total living costs for an academic year. This amount does not represent the amount a student will need to pay the school or the amount of Financial Aid that can be awarded to a student.

**Verifying FAFSA Information** — A student applying for Financial Aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as Verification and is required by the Department of Education. If a student’s application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing Financial Aid:

- ▶ Adjusted gross income (AGI) for the base year
- ▶ U.S. income taxes paid for the base year
- ▶ Number of family members in the household
- ▶ Number of family members attending postsecondary education as at least half-time students
- ▶ Any child support received
- ▶ Any food stamps received
- ▶ Other untaxed income and benefits
- ▶ High school completion status
- ▶ Identity/Statement of Educational Purpose

All of the required information must be submitted by the due date in order for the student applying for Financial Aid to be eligible for federal assistance. In cases where this is not possible, the student will be required to pay cash or set up a satisfactory payment arrangement to maintain their regular enrollment status.

**Receiving an Award Notification** — After careful evaluation of a student’s Financial Aid application, the student’s eligibility for Financial Aid is determined and the school issues an Award Letter detailing the student’s estimated Cost of Attendance, the Financial Aid awards by fund type, the estimated disbursement dates and estimated disbursement amounts of aid. The school’s Financial Aid Representative will discuss the contents of the Award Letter with the student and the student will acknowledge receipt of the Award Letter.

**Maintaining Regular Enrollment Status and Satisfactory Academic Progress** — After the student’s eligibility is determined, the amount of Financial Aid and the receipt of funds are contingent upon the student’s (a) enrollment status and (b) ability to meeting satisfactory academic progress:

**A. Maintaining Enrollment Status**

- To receive benefit of a grant, a student must be enrolled as a full time student, as defined by the school for financial aid purposes.
- To receive Federal Direct Loan funds, a student must be enrolled in at least half-time, as defined by the school for financial aid purposes.
- The amount of certain federal grants and loans may be adjusted or prorated, depending on the student’s enrollment status. The school must administer federal aid in accordance with federal regulations.
- A student’s financial aid award may be adjusted up through the last day of attendance for tuition adjustment due to enrollment changes.
- A student who registers for classes but does not attend at least one class session is not eligible to receive federal, state, or institutional funds.

**B. Meeting Satisfactory Academic Progress**

- A student receiving Financial Aid must maintain certain standards of academic progress toward graduation, and the school is required to have and enforce a policy to check academic progress throughout the course of the student’s program of study. Therefore, an eligible student applying for Financial Aid must maintain the school’s standards of academic progress in order to be eligible to receive Financial Aid funds.



**Disbursing Financial Aid Funds** — Financial Aid is disbursed in increments throughout the student’s payment periods or period of enrollment. A payment period is the length of time the student takes to earn a specific number of hours of attendance in school. Upon a student meeting eligibility, a student’s Financial Aid funds are disbursed at the beginning of each payment period. The following is an example of how funds are scheduled to disburse for an eligible student in a 1500-hour program:

Academic Grade Level Year 1 (900 Hours)		Academic Grade Level Year 2 (600 Hours)	
Payment Period 1	Payment Period 2	Payment Period 3	Payment Period 4
450 hours	450 hours	300 hours	300 hours

**Receiving a Disbursement Notification** — The school must notify a student (or parent) of when Financial Aid funds are disbursed and credited to the student’s account by issuing a Dear Borrower Letter and student ledger card. The student (or parent) will be notified upon funds are being credited to the student account.

*Note:* The Ledger Card indicates the net disbursement amount received by the school. The actual loan disbursements received may differ slightly from the amount expected to be receive due to loan fees and rounding differences.

**Changing Enrollment Status after Receipt of Financial Aid** — A student’s decision to drop or change a program of study is based on academic and personal considerations and should be made in consultation with the School Director and the Financial Aid Office. Changing program schedules, dropping coursework, withdrawing from school has implications for student eligibility of Financial Aid funds and may result in a balance owed to the school.

**Returning Title IV Funds (R2T4)** — A student earns their Financial Aid (Title IV) funds on a prorated basis over the first 60% of the scheduled hours for each payment period. After attending 60% of scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period.

As a result, the school is required to return Financial Aid (Title IV) funds, if a student receiving Financial Aid withdraws during the first 60 percent of the scheduled hours for that payment period. The refund calculation and process is governed by federal regulation, and the school is required (a) to determine the portion of aid earned by the student up until the date of withdrawal and (b) to refund or repay the amount of unearned aid.

*Note:* For the purposes of the Title IV refund policy, the student’s official withdrawal is the date the student initiated the withdrawal process or notified the school of their intention to withdraw. In the event of an unofficial withdrawal, the school determines the student’s last date of attendance that is documented in the school’s records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date.

If a student withdraws, the school is required to calculate and return all unearned financial aid for that payment period and is subject to the Return of Title IV policy. As a result, the school must (a) Complete the refund calculation in a timely manner, (b) Adjust the awards, (c) Refund/repay the unearned aid, and (d) Notify the student in writing of the refund calculation results. If a refund of Title IV funds is required, funds are returned to the appropriate Federal Aid Program(s) in the following order:

- ① Federal Unsubsidized Direct Loan Program
- ② Federal Subsidized Direct Loan Program
- ③ Federal Direct PLUS Program
- ④ Federal Pell Grant Program
- ⑤ Federal SEOG Program
- ⑥ Other Title IV Programs
- ⑦ Other federal, state, private and institutional programs
- ⑧ Student

**Institutional Refund Calculation** — If a student withdraws prior to the completion of their program of study the school is required to perform an institutional refund calculation to determine whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up to fifty percent (50%) of the scheduled hours completed within their period of enrollment. Should the number of scheduled hours completed during student’s enrollment exceed fifty percent (50%) of the total hours in their period of enrollment, the institution shall have earned and retained 100 percent of the institutional charges assessed to the student. If a student withdraws from their program of study after the enrollment cancellation period, the student is entitled to a refund per the pro rata calculation mentioned above less a registration fee not to exceed \$100.00, within forty-five (45) days of the student withdrawal or termination from the program.

**Reapplying for Financial Aid** — As eligibility for Financial Aid is evaluated at the beginning of each academic year, a student must submit a new financial aid application for each academic year of their enrollment. If the student does not complete their term or payment period by June 30 of each award year, financial assistance may change and the student will need to reapply for Financial Aid by submitting a new financial aid application.

**Seeking Additional Information** — Students (and/or parents) who wish to seek additional information about Financial Aid and the Financial Aid process can refer to:

- ▶ The school’s Financial Aid page located on the school home page via the intranet
- ▶ The Department of Education’s guide to Funding Your Education, which can be downloaded from the websites [www.studentloans.gov](http://www.studentloans.gov) or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- ▶ The School’s Enrollment Agreement
- ▶ The School’s Catalog
- ▶ The Federal Student Aid Information Center: 1-800-4-FED-AID (1-800-433-3243)
- ▶ The Department of Education websites: [www.studentaid.ed.gov](http://www.studentaid.ed.gov), <https://studentloans.gov> or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- ▶ The FA Representative listed on the Staff List for the specific campus.

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

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

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

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

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

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

Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program		
Student's Name:	<input type="text" value="John Doe"/>	Social Security #:
		<input type="text" value="123-45-6789"/>
	Date of school's determination that student withdrew:	<input type="text" value="1/6/11"/>
Period used for calculation (check one):	<input checked="" type="checkbox"/> 1st Payment Period	<input type="checkbox"/> Period of Enrollment

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

### STEP 1: Students Title IV Aid Information

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

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

Last Day Attended:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<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**  
 $\frac{100.0\%}{\text{Box H}} - \frac{100.0\%}{\text{Box M}} = \frac{0.0\%}{\text{Box M}}$

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

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

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

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

Title IV Programs	Amount for School to Return
1. Unsubsidized FDLP / FFELP	0.00
2. Subsidized FDLP / FFELP	0.00
3. Perkins Loan	0.00
4. PLUS FDLP / FFELP (Grad Student)	0.00
5. PLUS FDLP / FFELP (Parent)	0.00
<b>Total loans the school must return =</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).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Title IV Grant Programs:**

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

## **INSTITUTIONAL REFUND/DROP POLICY**

- ① Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a non-refundable application fee.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) days of signing the enrollment contract. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
  - c. A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100.00.
  - d. A student notifies the institution of his/her official withdrawal in writing.
  - e. A student is expelled by the institution.
  - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
  - g. Monies paid for student kit is nonrefundable unless the student cancels within 3 (three) business days of signing the enrollment contract or the student cancels prior to entering class.
  - h. A student on an approved leave of absence notifies the school that he/she will not be returning. That date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- ② Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- ③ When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- 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.
- ⑤ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ⑥ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ⑦ For students who terminate prior to completion, an administration fee in the amount of \$100.00 will be assessed.
- ⑧ A student's account may be sent to collections for nonpayment.
- ⑨ If the school closes permanently and no longer offers instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.

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

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

### **STUDENT FINANCIAL AID RELEASE**

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

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

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student up to 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. If a student fails to make monthly payments, he or she may be suspended from school until all verification documents are submitted. FAME handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

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

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

## MAKEUP WORK

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

## SATISFACTORY ACADEMIC PROGRESS POLICY

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

## 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 75% or higher.
- ② A minimum cumulative academic level of 75% or higher on practical worksheet completion.\*
- ③ To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.
- ④ A minimum cumulative attendance of 75% 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 75% and/or who has not successfully completed at least a cumulative rate of attendance of 75% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation.



## COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full-time day cosmetology/cosmetology instructor students attend five (5) days for 32 hours per week. For the first six (6) weeks of the program, full-time 5-day cosmetology/cosmetology instructor students attend Monday, 9:30 AM to 4:30 PM and Tuesday through Friday, 9:30 AM to 5:00 PM; full-time 3-day cosmetology students attend Monday, 9:30 AM to 4:30 PM and Tuesday through Friday, 9:30 AM to 5:00 PM; For the remainder of the program, full-time day cosmetology/cosmetology instructor students attend Tuesday through Friday, 9:30 AM to 5:00 PM and Saturday, 9:00 AM to 4:00 PM; full-time 3-day cosmetology students attend Monday, Tuesday, Wednesday, 9:30 AM to 7:00 PM;

Full-time night cosmetology/cosmetology instructor students attend five (5) days for 24 hours per week. For the first twelve (12) weeks of the program, full-time night cosmetology/cosmetology instructor students attend Monday through Wednesday, 5:00 to 10:00 PM and Thursday through Friday, 5:30 to 10:00 PM. For the remainder of the program, full-time night cosmetology/cosmetology instructor students attend Tuesday through Friday, 5:30 to 10:00 PM and Saturday, 9:00 AM to 4:00 PM.

Full-time day esthetics/esthetics instructor students attend five (5) days for 24 hours per week. For the first ten (10) weeks of the program, full-time day esthetics/esthetics instructor students attend Monday, 9:00 AM to 4:00 PM and Tuesday through Friday, 9:30 AM to 2:30 PM. For the remainder of the program, full-time day esthetics/esthetics instructor students attend Tuesday through Friday, 9:30 AM to 2:00 PM and Saturday, 9:00 AM to 4:00 PM.

The state of Georgia requires 1500 clock hours for the cosmetology course. Students are expected to complete the course in no more than 133% of the program length. If a student is never absent, he/she should complete the course within 46.88 weeks for a full-time 5-day student, 50 weeks for 3-day full-time students, and 62.50 weeks for a night student.

The state of Georgia requires 1000 hours for the esthetics course. Students are expected to complete the course in no more than 133% of the program length. If a student is never absent, he/she should complete the course within 41.67 weeks for a full-time students.

The state of Georgia requires 750 hours for the cosmetology instructor course. Students are expected to complete the course in no more than 133% of the program length. If a student is never absent, he/she should complete the course within 23.44 weeks for full-time students..

The state of Georgia requires 500 hours for the esthetics instructor course. Students are expected to complete the course in no more than 133% of the program length. If a student is never absent, he/she should complete the course within 20.84 weeks for full-time students.

## MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 75% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology – Full Time (5-day)	46.88 Weeks	62.35 Weeks
Cosmetology – Full Time (3-day)	50 Weeks	66.5 Weeks
Cosmetology – Full Time (night)	62.5 Weeks	83.13 Weeks
Esthetics – Full Time	41.67 Weeks	55.42 Weeks
Cosmetology Instructor – Full Time	23.44 Weeks	31.18 Weeks
Esthetics Instructor - Full Time	20.83 Weeks	27.70 Weeks

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

The school has an extremely restrictive leave of absence policy. Leaves of absence are approved only for major medical or other severe unavoidable and unplanned emergencies. Leave of absence requests must be in writing and will be approved or denied at the sole discretion of the school's management. Students who are not approved for a leave of absence and who choose to take off more time than allotted in the contract or more than 14 consecutive days must withdraw and apply for reenrollment when he or she is ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same satisfactory progress status as applicable at the time of withdrawal. Course incompletes, repetitions and noncredit remedial courses have no effect upon the school's satisfactory progress standards.

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

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1200 *actual hours*; when esthetics students reach 450 and 900 *actual hours*; when cosmetology instructor students reach 375 *actual hours*; and when esthetics and esthetics instructor students reach 250 *actual hours*. At least one evaluation will occur prior to or at the midpoint of the academic year.

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

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

The following grading scale is used for theory progress:

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

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

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

## **DETERMINATION OF PROGRESS STATUS**

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

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

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

## PROBATION AND REESTABLISHMENT OF SATISFACTORY PROGRESS

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

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

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

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

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

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

## **APPEAL PROCEDURE**

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

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

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

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

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

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

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

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

### **General Release of Information**

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

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

### **FERPA Disclosures to Parents**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Disclosures for Other Reasons**

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

### **Directory Information**

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

### **Record Maintenance**

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

### **Amendment to Student Records**

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

## PERFORMANCE STATISTICS/JOB OUTLOOK

PAUL MITCHELL THE SCHOOL ESANI is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, Paul Mitchell The School Esani is the only campus, the outcome rates provided are for PAUL MITCHELL THE SCHOOL ESANI. The U.S. Department of Education, requires outcome rates be provided based upon the individual location. Outcome rates have also been provided for PAUL MITCHELL THE SCHOOL ESANI that you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

NACCAS – PAUL MITCHELL THE SCHOOL ESANI performance statistics for the calendar year 2013:

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
<b>81.60%</b>	<b>84.21%</b>	<b>100%</b>

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

The 2007 Job Demand Survey results indicate that salons in Georgia plan to hire 13,643 new employees in the next 12 months. The average annual salary for a salon professional in Georgia is \$34,712. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

As of January 2007, there were 61,720 professionals employed at Georgia's salons. Most important, 77% of Georgia salon owners who attempted to hire new employees in 2006 said they were unable to find properly trained applicants.

## PROGRAM INTEGRITY

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

Placement rate	On-time graduation rate	Median Loan Debt
80.7%	51%	<b>2011–12 Title IV: \$9,833.00.</b> <b>Private: \$0. Institutional: \$0.</b>  <b>2012–13 Title IV: \$12,389.50.</b> <b>Private: \$0. Institutional: \$0.</b>

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

Placement rate	On-time graduation rate	Median Loan Debt
100%	39%	<b>2011–12 Title IV: 8,285.50.</b> <b>Private: \$0. Institutional: \$0.</b>  <b>2012–13 Title IV: \$10,222.00.</b> <b>Private: \$0. Institutional: \$0.</b>

For the most recent annual reporting period, the school shows the following data for the cosmetology/esthetics instructor:

Placement rate	On-time graduation rate	Median Loan Debt
100.0%	N/A	<b>2010–11 Title IV: 5,900.00.</b> <b>Private: \$0. Institutional: \$0.</b>

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: [esani.paulmitchell.edu/programs](http://esani.paulmitchell.edu/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. 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 and does not round hours. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Night 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 The school is open from 9:00 AM to 5:00 PM for 5-day students, 9:30 AM to 7:00 PM for 3-day students, and 5:00 PM to 10:00 PM for night students.
- ③ All courses require continuous attendance.
- ④ The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students who qualify.
- ⑤ Students with a Tuesday through Saturday schedule may not miss Saturdays. Students with a Monday through Friday schedule and Monday through Wednesday schedule may not miss Mondays.
- ⑥ Students must be on time, as tardiness inhibits the learning process. Each student will be granted three (3) 15-minute late passes at the beginning of each main phase of the program. For Cosmetology, these phases are: Core, Adaptive, and Creative and for Esthetics they are: Core, Protégé, and Mentor. These late passes may be presented by the student to allow entrance into the school up to 15 minutes after the scheduled start time. Without the presentation of a valid pass, the student will not be allowed to clock in and remain at school. If the student arrives more than 15 minutes after his/her scheduled start time, or if he/she does not present a valid late pass, the student will not be permitted to remain at school.

- 7 During the enrollment contract period the student must maintain a 90% cumulative attendance average in order to complete the program within the Scheduled Program Length. The student is allowed to miss 10% of his/her scheduled hours before having to pay extra instructional charges. The student may use the allowed 10% of his/her scheduled hours for doctor appointments, illness, or other critical needs, These absences must be requested using the school's Absence Request Form typically at least one week in advance of the planned absence, and must be approved by the Future Professional Advisor. Emergency absences must be documented by completion of the Absence Request Form and submission to the Future Professional Advisor on the first day the student returns to school. Paul Mitchell The School reserves the right to request documentation in support of Absence Requests. Unapproved absences will result in a student advisory.

**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>Esthetics:</i> Hours in program = 1000 hours 10% absent hours = 100 hours Scheduled Program Length = 1100 hours</p>
<p><i>Cosmetology Instructor:</i> Hours in program = 750 hours 10% absent hours = 75 hours Scheduled Program Length = 825 hours</p>	<p><i>Esthetics 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 14 consecutive calendar days, the student will be terminated from the program.*

- 8 If the student must attend additional program hours beyond the maximum Scheduled Program Length due to attendance challenges or to complete academic graduation requirements, the student will be charged an additional \$11.27 per hour for cosmetology students, \$12.40 for esthetics students, \$9.78 for cosmetology instructor students, and \$9.78 for esthetics instructor students, for each hour scheduled to complete after the Scheduled Program Length is reached.
- 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 8:30 AM; night students must call in by 1:30 PM.
- 10 Students must request time off from school from the Future Professional Advisor.
- 11 Cosmetology and cosmetology instructor full-time day students attend 32 hours per week; cosmetology full-time evenings and esthetics and esthetics instructor full-time day students attend 24 hours per week; 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 their scheduled hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Future Professional Advisor to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.

- 12 Lunches and breaks are scheduled for all students. Day students will take one (1) hour for lunch between 12:00 noon and 1:30 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM. Night students take a 30-minute break.

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

Student Schedule	Breaks	Lunch
10, 8 or 7 1/2 hr/day	10 min. in the morning & 10 min in the afternoon	30 min.
6 hr/day	10 min. in the morning & 10 min in afternoon	n/a
5 hr/day	10 min at mid-point of schedule	n/a
4 hr/day	10 min at mid-point of schedule	n/a

- 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 10 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
  - b. Students who leave school premises for less than 10 minutes must sign the sign-out sheet.
  - c. Day students must clock out on the time clock for lunch for up to one (1) hour 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.

## PROGRAM SCHEDULES

<b>Cosmetology</b>		
<b>Full-time Day: 32 hours per week</b>	<u>First 6 weeks of Program</u> Monday Tuesday through Friday	9:30AM to 4:30PM 9:30AM to 5:00PM
	<u>Remainder of the Program</u> Tuesday through Friday Saturday	9:30AM to 5:00PM 9:00 AM to 4:00PM
<b>Full-time Day: 30 hours per week</b>	<u>First 6 weeks of Program</u> Monday, Tuesday, Wednesday	9:30AM to 7:00PM
	<u>Remainder of the Program</u> Monday, Tuesday, Wednesday	9:30AM to 7:00PM
<b>Full-time Evening: 24 hours per week</b>	<u>First 12 weeks of Program</u> Monday through Wednesday Thursday and Friday	5:00PM to 10:00PM 5:30PM to 10:00PM
	<u>Remainder of the Program</u> Tuesday through Friday Saturday	5:30PM to 10:00PM 9:00AM to 4:00PM

<b>Esthetics</b>		
<b>Full-time Day: 24 hours per week</b>	<u>First 10 weeks of Program</u> Monday Tuesday through Friday	9:00AM to 4:00PM 9:30AM to 2:30PM
	<u>Remainder of the Program</u> Tuesday through Friday Saturday	9:30AM to 2:30PM 9:00 AM to 4:00PM

<b>Cosmetology Instructor</b>		
<b>Full-time Day: 32 hours per week</b>	<u>First 6 weeks of Program</u> Monday Tuesday through Friday	9:30AM to 4:30PM 9:30AM to 5:00PM
	<u>Remainder of the Program</u> Tuesday through Friday Saturday	9:30AM to 5:00PM 9:00 AM to 4:00PM

**Esthetics Instructor**

<b>Full-time Day: 24 hours per week</b>	<u>First 10 weeks of Program</u> Monday Tuesday through Friday	9:00AM to 4:00PM 9:30AM to 2:30PM
	<u>Remainder of the Program</u> Tuesday through Friday Saturday	9:30AM to 2:30PM 9:00 AM to 4:00PM

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

- ① Core, Phase One and esthetics students must wear all black. Esthetics students must also wear a white lab jacket when working on the clinic floor.
- ② Phase Two students must wear black or white in any combination.
- ③ Clothing must be professional, clean, and free of stains and tears.
- ④ Shoes should be black, professional, and comfortable for all students.
- ⑤ All students must wear closed-toed shoes.
- ⑥ Hair must be clean and styled prior to arriving at school.
- ⑦ Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.
- ⑧ The following is a list of unacceptable dress:
  - a. Tennis shoes, gym shoes, foot thongs, Crocs, or beach sandals
  - b. Blue jeans or clothing made of blue jeans material; solid black jeans are allowed only if not faded
  - c. Tank or sleeveless tops
  - d. Sweatpants and sweatshirts
  - e. Printed T-shirts other than those with a PAUL MITCHELL or ESANI logo; acceptable T-shirts must be clean and professional, and you must dress them up
  - f. Short skirts that fall above fingertips
  - g. Hats, visors, bandanas, caps, or beanies
  - h. Shorts, spandex or biking shorts; fashionable shorts are allowed only with solid tights worn underneath the shorts
  - i. Hooded sweatshirts, jackets, or tops
  - j. Low-neck tops or t-shirts with exposed cleavage
- ⑨ Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

In addition to the above guidelines **Esthetics students** must adhere to the following special guidelines for compliance to professional spa standards.

- a. Black comfortable shoes with black socks-no heels and no boots allowed
- b. No leggings
- c. Short Nails with no polish
- d. No jewelry
- e. Hair pulled away from face

## **Sanitation and Personal Services**

- ① Students must keep workstations and classroom areas clean, sanitary, and clutter free at all times.
- ② Students must clean their stations, including the floor, after each service.
- ③ Hair must be swept up immediately after a service is completed, before blow drying.
- ④ Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- ⑤ Students may have their hair or other services done only on Tuesdays or any other day that has been assigned as Student Service Day. To receive a service, students must do the following prior to starting the service:
  - a. Request the service through the Service Desk no later than the Friday prior to the Student Service Day and receive the approval of a Learning Leader for the service.
  - 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 personnel needs the student giving the personal service or the student receiving it to take care of the guest, then the students must reschedule their personal service and complete the assigned service guest appointment.
  - e. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and worksheets. School assignments and successful learning are the priority.

## **Communication Guidelines and Professional Conduct**

- ① Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
- ② Only emergency calls are permitted on the business phone.
- ③ Cell phones are not permitted or to be used in the school except during approved breaks.
- ④ Students may not visit with another student who is servicing a client.
- ⑤ Students may not gather around the reception desk, reception area, or offices.
- ⑥ Food and drinks are allowed only in the lunchroom. Only water bottle are allowed in the classroom.
- ⑦ PAUL MITCHELL THE SCHOOL is a smoke-free campus.
- ⑧ Stealing or taking school or another's personal property is unacceptable, and is grounds for immediate termination.

## Learning Participation Guidelines

- ① Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable, and may be grounds for termination.
- ② Students will be expected to maintain an average of 75% on all theory tests and assignments.
- ③ Students must take all service 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 service desk personnel may schedule or change client service appointments.
- ⑥ All services must be checked and the service ticket initialed by an instructor.
- ⑦ Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
- ⑧ Students will receive clock hours during the times they fully participate in their learning experience.
- ⑨ When students are not scheduled with service appointments or are not scheduled to attend theory or an elective class, they may focus on the following:
  - a. Completion of monthly worksheets
  - b. Completion of theory review worksheets
  - c. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- ⑩ Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- ⑪ Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- ⑫ Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. PAUL MITCHELL THE SCHOOL is not responsible for any lost or stolen articles.
- ⑬ Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- ⑭ All worksheets are due the end of each month by 5:00 PM for day cosmetology students and 10:00 PM for night cosmetology students and 2:30 PM for esthetics students.
- ⑮ If a student fails to complete a worksheet 100%, the student will be placed on the Back on Track list and will remain on the list until the following month, as long as he/she completes the worksheet.



## COACHING AND CORRECTIVE ACTION

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

The following actions may be inspected for noncompliance:

- 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.

### Corrective Action Steps

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

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

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

## POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

- ① **Accommodation Procedures for Students with Disabilities**
- ② **Grievance Procedures for Students who have Complaints on the Basis of Disability**

\*\*\*\*\*

### ① **Accommodation Procedures for Students with Disabilities**

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

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

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

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

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

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

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

The person responsible for implementing these responsibilities at Paul Mitchell The School Esani Campus is: Ashley Brouillard; ADA Compliance Coordinator; 1003 Mansell Rd., Roswell, GA 30076; (678) 795-0999; [admissions@esani.com](mailto:admissions@esani.com).

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

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

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

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

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

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

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

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

*Here are some examples:*

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

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

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

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

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

**Additional factors** — The School is not obligated to provide accommodations

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

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

### **Appeals by Students**

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

When a student wishes to file an appeal, the student must notify Arlene Lyons; Owner; 1003 Mansell Rd., Roswell, CA 30076; (678) 795-0999; [alyons@esani.com](mailto:alyons@esani.com). The student must explain his/her reasons for disagreeing with the Coordinator’s decision, or explain how the student’s accommodation is not being implemented, and submit any relevant documentation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The complaint must be sent to Arlene Lyons; Owner/Director; 1003 Mansell Rd., Roswell, CA 30076; (678) 795-0999; [alyons@esani.com](mailto:alyons@esani.com).

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

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

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

**Appeals by Students** — If the student who filed the complaint disagrees with the decision made by the Owner/Director, or disagrees with the remedial action specified, the student may appeal the decision to The School Owner. The appeal must be written and sent to Arlene Lyons; Owner/Director; 1003 Mansell Rd., Roswell, CA 30076; (678) 795-0999; [alyons@esani.com](mailto:alyons@esani.com). The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Owner/Director.

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

## U.S. Department of Education

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

The OCR National Headquarters is located at:

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

*Telephone: (800) 421-3481*

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

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

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

## STUDENT CONSUMER INFORMATION

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

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

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

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

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

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

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

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

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

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



## SEXUAL HARASSMENT POLICY

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

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

- ① Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;
- ② Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
- ③ Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

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

Sexual harassment may include but is not limited to:

- ① Verbal harassment or abuse of a sexual nature
- ② Subtle pressure for sexual activity
- ③ Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- ④ Intentional brushing against a student's or an employee's body
- ⑤ Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- ⑥ Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- ⑦ Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
- ⑧ Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- ⑨ Leering of a sexual nature
- ⑩ Spreading of sexual rumors

If, after the investigation, a person is deemed to have engaged in sexual harassment, this will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

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

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

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

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

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

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

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

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

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

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

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

## COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL

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

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

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

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

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

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

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

## **SOCIAL NETWORKING POLICY**

Paul Mitchell 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:

### **Georgia State Board of Cosmetology**

237 Coliseum Drive  
Macon, GA 31217-3858  
(478) 207-1300  
Fax: (478) 207-1363

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

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

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

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

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 Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the director, the Admissions Leader, the Operations Leader, the Education Leader, and the night school Education Leader. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. PAUL MITCHELL THE SCHOOL will maintain records of the complaint and response in accordance with the published record retention policy.

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

## **SCHOOL ADMINISTRATION AS OF NOVEMBER 2013**

**Corporate Owners:** The Esani Institute, LLC

**Owners:** Arlene Lyons and Oswin Moore

**Director Team:** Christina Moonan, Jamie Wade, Dani Thach Moran

**Operations Leader / CFO:** Christina Moonan

**Financial Aid Leader:** Dani Thach Moran

**Education Leader:** Jamie Wade

**Future Professional Advisor:** Christina Sousounis

**Admission Leaders / Placement Leader / ADA Compliance Leader:** Ashley Brouillard

**Clinic Floor Leader:** Natalia Martinez

**Worksheet Specialist:** Lydia Kinkead

**Operations/Financial Aid Team:** Jayme Jarrett, Sharice Cammerto, Lydia Kinkead

**Admissions Team:** Angela Dick, James Bailey

**Service Desk Team:** Katy Fisher, Ronald (RJ) Price, Brittany Berke

**Make-up Specialist:** Stephanie Floyd

**Cosmetology Learning Leaders:** Jamie Wade, Christina Sousounis, Kim Gordon, Carmen Lacosta, Erica Nicole Meredith, Michele Bopp, Jacqueline Tan, Karima Samuel, Julie Avant, Angela Tollison, Martina Zarraga, Natalia Martinez, Lindsay Tunstall

**Esthetics Learning Leaders:** Satender (Rani) Ghuman, Anna Godbold, Marilyn Johnson