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WE ARE PAUL MITCHELL SCHOOLS 2024 CATALOG

January 1, 2024 — December 31, 2024

Paul Mitchell the School NYC

187 New Dorp Ln.Staten Island, NY 10306 (718) 979-9001
ADMISSIONS@NYC.PAULMITCHELL.EDU



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MISSION STATEMENT

Our Mission: To provide a quality educational system to prepare students to pass the state board examination and gain employment within their chosen field of study.

Our Vision: When people come first, success will follow.

Our Core Values:

- · Fostering the principles of fairness, equity, inclusion, anti-racism and social justice
- · Celebrating diversity, bringing out the best in people, and giving back locally and globally
- Pursuing excellence in every aspect of a Paul Mitchell education.

SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. Paul Mitchell the School NYC is fully equipped to meet all the demands of modern hair and skin care, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The facilities is 7000 square feet and include student lounge and lockers, client reception and work areas, management offices, private classrooms, workstations, and equipment.

Paul Mitchell the School NYC's main floor is handicap accessible and is equipped with one (1) handicap restroom and drinking fountain.

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Paul Mitchell the School NYC will not be responsible for parking violations and/or towing fees.

HOURS OF OPERATION

Tuesday - Friday: 9:00 am to 10:00 pm

Saturday: 9:00 am to 4:30 pm

Closed Sunday

The school director is Peggy Lee Cao and/or Diana Varvaro, they can be reached in person or by calling 718-979-9001, or by mail at 187 New Dorp Ln., Staten Island, NY 10306.

ADMINISTRATION/OWNERSHIP

CMG New York, LLC dba Paul Mitchell the School NYC, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

Paul Mitchell the School NYC

SCHOOL ADMINISTRATION

Owners: CMG New York, LLC.

Owner: Alee Cao

Owner / Dean / Director: Peggy Lee Cao

Co-Director: Diana Varvaro

Admissions Leader: Madison O'Neill

Operations Leader: Samantha Reyes Financial

Service Advisor: Annemarie Miller

Education Leader / Future Professional Advisory: Diana Varvaro

COSMETOLOGY LEARNING LEADERS:

Teresa Sanfilippo: NYSED Cosmetology Instructor License #22SA1142766

Jane Arbitrio: NYSED Cosmetology Instructor License #22AR0204994

Danielle Balzomo: NYSED Cosmetology Instructor License #AEC-21-07458

Deanna Pensabene: NYSED Cosmetology Instructor License #AEC-06489

Marie Accardi: NYSED Cosmetology Instructor License #AEC-18-00493

Jessica Miller: NYSED Cosmetology Instructor License #AEC-17-01929

Diana Varvaro: NYSED Cosmetology Instructor License #22VA1377567

Carmella Chicola: NYSED Cosmetology Instructor License #AEC-21-00784

Amanda Khader: NYSED Cosmetology Instructor License #AEC-14-07724

ESTHETICS LEARNING LEADERS:

Christine Falco: NYSED Esthetics Instructor License #AEE-19-05432

AGENT LICENSES:

Madison O'Neill - NYSED Agent License #12561-7595

Peggy Lee CAO - NYSED Agent License #12561

Diana Varvaro - NYSED Agent License #12561-6676

Annemarie Miller - NYSED Agent License #12561-6689

ADMISSIONS

ADMISSION REQUIREMENTS - SECONDARY EDUCATION AND EQUIVALENTS

To qualify for admission to Paul Mitchell The School NYC, a prospective student must demonstrate that they are academically prepared to be successful. A prospective student must be able to provide verifiable documentation to support that they have a high school diploma, recognized equivalency and/or those who are beyond the age of compulsory school attendance in the State where the institution is located prior to being accepted. To meet that requirement, prospective students must:

- i. have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); or
- ii. Have a recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate like HiSet; or
- iii. Have completed homeschooling at the secondary level as defined by state law; or
- iv. Have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
- v. Have successfully completed at least a two-year college-level program that is acceptable for credit towards a bachelor's degree or completion of an associate degree.

The school does not accept ability to benefit (ATB) students.

VERIFICATION AND VALIDATION PROCEDURES

If the school has any reason to believe that the diploma is not valid. The school completes a two-step validity process:

- i. The school would check with the high school to confirm the validity of the student's diploma; and
- ii. Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
- iii. If the School is unable to determine validity of the high school diploma the prospective student will not be accepted to the school.

ADMISSION PROCEDURE

The following admissions procedures apply to all new and transfer students. Transfer students are required to complete additional requirements if they would like their prior academic coursework to be considered for the awarding of transfer credits (please see the Transfer Students section of the catalog).

- Complete an Application Form: Complete and submit the application for admissions. The application for admissions may be obtained from an admissions advisory at Paul Mitchell The School NYC.
- 2. Pay the Application Fee: A application fee of \$100.00 can be paid in the form of cash, check or money order, payable to Paul Mitchell The School NYC. An application for admissions cannot be processed until the application fee is received. The application fee is not included in the cost of tuition and must be paid prior to being admitted to the school. The school may opt to waive the application fee for students who transfer from a school that has closed without notice.
- 3. Interview: All Applicant must complete an interview with the admissions advisor.
- 4. Provide Proof of Identity: Applicants are required to provide proof of identification as part of the application of admission process. The school will maintain a copy of the identification presented as part of the student's admission file.

Acceptable forms of photo identification include:

- Government-issued driver's license
- Government-issued non-driver ID card
- Government-issued passport
- Government-issued military or national identification card (consular, permanent resident card, Immigrant visa card, employment authorization card)
- Tribal photo ID (no photocopies accepted)

Photo IDs must contain:

- Applicant student's full name
- Match the name used in the application
- Contain a photograph of the applicant
- Be an original document
- Be current and valid (expired documents are not acceptable)
- 5. **High School or Equivalent Verification Documents:** Applicants must demonstrate that they meet the High School requirements. The school considers a high school diploma, high school transcripts, GED certificate, GED transcript or high school equivalency certificate valid if granted by a high school or agency/program accredited or recognized by a state department of education (e.g. The State of North Carolina Department of Education).

A student's self-certification is not sufficient to validate a high school diploma or high school equivalency certificate or that they have completed secondary school through homeschooling as defined by state law.

If we determine that your diploma or high school equivalency diploma is not valid you will be denied admission to the school.

Students who are homeschooled must be able to demonstrate and document that they meet their states high school graduation requirements. Secondary school education at a homeschool is valid if their secondary school education was in a homeschool that state law treats as a home or private school (see https://hslda.org/legal for requirements for each state). Applicants who completed homeschooling must submit their high school transcripts for review and evaluation.

Applicants who received their high school diploma in another country are required to submit their official high school transcripts to a foreign credentialing evaluation service.

Please note the document must be translated into English by a certified translator and accompanied by an evaluation of a credentialed evaluation service certifying it is equivalent to a U.S. high school diploma. We can accept credentials translated and evaluated by any agency under NACES. A list of approved agencies is located at NACES (National Association of Credential Evaluation Services) under: https://www.naces.org/members. We must receive a credential report directly from the evaluation services. Copies will not be accepted. Applicants are responsible for paying the costs of the translation and evaluation.

Applicants who have successfully completed at least a two-year college-level program that did not result in the awarding of an associate degree must submit official college transcripts demonstrating successful completion of at least 60 semester or trimester credits hours or 72 quarter credit hours that is acceptable for full credit towards a bachelor's degree at an institution.

Applicants who have successfully completed an associate degree or bachelor's degree may show completion of the degree by providing the degree or official transcripts.

Note that merely possessing a certificate of attendance and/or high school completion is not sufficient for a student to be Title IV aid eligible.

Any high school that meets the above definition for a diploma mill, will not be recognized as a valid high school for admissions or Title IV aid purposes.

Paul Mitchell The School NYC does not recruit students who are already enrolled in a similar program at another institution.

Admitted students who would like to request a reasonable accommodation under the Americans with Disabilities Act should contact the ADA Compliance Coordinator.

Paul Mitchell The School NYC accepts re-entry students if they qualify. Please review the re-entry policy for specific requirements.

Once an applicant has completed the process to apply to the school, the admissions team and director reviews each applicant and their required application materials to determine if the applicant will be admitted.

The applicant will be notified of the decision in writing.

If the applicant is admitted, they will be notified of the next steps to enroll in their academic program.

If an applicant is not admitted and wishes to appeal the decision, they must write a letter/e-mail to the School Director. Once the Director has evaluated the reasons for denial, the Director may either redo the personal interview for a second opinion or provide a response to the student. Appeals will not be considered if an applicant is not admitted because they do not meet the minimum education requirements to be admitted or if they have provided false information during the admission process.

APPLICANTS WITH NON-IMMIGRANT VISAS AND INTERNATIONAL STUDENTS

Applicants with non-immigrant visas should be aware of the following:

- Federal financial aid is not available to an applicant with a non-immigrant visa.
- · An individual must be authorized to work in the United States to take the state licensure exam.

If an applicant needs assistance in understanding how their visa status impacts their ability to receive federal financial aid or take the state licensure exam after completing their program, they should contact an admissions advisor.

Paul Mitchell The School NYC not eligible to enroll international students studying under an 1-20 student visa.

ENGLISH PROFICIENCY POLICY

English is the language of instruction and examination at the School. Minimum standards of English proficiency are required to ensure that students can understand and communicate clearly to be successful in the programs. Students who have successfully completed their High School Diploma or GED or a higher degree in the United States are exempt from this requirement.

Applicants for whom English is not a first/native language must demonstrate English Proficiency regardless of English language studies, academic history, residence in the United States or other English-speaking countries, or immigration status.

Applicants who have completed their education outside of the United States, may have the English Proficiency requirement waived if their transcript does not include any ESL course work, had completed their High School education with English as the primary language of instruction and have successfully completed four years of English language/literature with an average of 2.5 or higher on a 4.0 scale.

Applicants must meet the minimum test scores listed below, regardless of whether previous scores are higher. Only the most recent English Proficiency scores will be accepted. Tests must have been taken in the last 5 years. Requests for testing waivers will not be considered.

Test	Minimum Score	
TOEFL	80 iBT	
IELTS	6-7	
Duolingo	110	
PTE	53	

To know more about the tests, testing dates, location and the costs associated with taking the test, visit the following websites:

TOEFL: https://www.ets.org/toefl/test-takers

IELTS: https://www.ielts.org/for-test-takers/ielts-online
Duolingo: https://englishtest.duolingo.com/applicants

PTE: https://www.pearsonpte.com/

For additional information on the requirements, please contact the admissions team.

RE-ENTRY STUDENTS

If a withdrawn student wishes to re-enter their program, they start the process by contacting the school's admission advisor.

Students who are withdrawn may re-enroll after 7 days if approved by the Director. The student will be assessed a \$100.00 re-entry fee, unless a re-enrollment agreement was signed at the time of withdrawal. The fee must be paid prior to re-entry and cannot be paid with federal financial aid.

Students who are approved to re-enter the program within 180 days of their last date of attendance must comply with the following requirements:

- 1. Pay all outstanding tuition, fees, and overtime expenses or make satisfactory payment arrangements with the Financial Services Advisor. Please note, overtime expenses cannot be paid with federal financial aid.
- 2. Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course.
- 3. Pay the \$100.00 re-entry fee (unless a re-enrollment agreement was signed prior to withdrawing).
- 4. Re-entry students with less than 100% attendance at the time they withdrew will have 60 calendar days to raise their attendance to meet institutional attendance requirements.

Students who are approved to re-enter the program after 180 days of their last date of attendance must comply with the following requirements:

- 1. Pay all outstanding tuition, fees, and overtime expenses or make satisfactory payment arrangements with the Financial Services Advisor. Please note, overtime expenses cannot be paid with federal financial aid.
- 2. Tuition will be assessed at the current hourly rate.
- 3. If a re-entering student has previously used all their excused absences provided under their original enrollment agreement, the student will not receive any additional time for excused absences under the new re-enrollment agreement.
- 4. Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.
- 5. Pay the \$100.00 re-entry fee and submit a new application for admission.
- 6. Students who re-enter after 180 days must write a re-entry essay that demonstrates their commitment to completing the program.

The decision to allow a student to re-enter a program is at the sole discretion of Paul Mitchell The School NYC. Students will be notified in writing of the outcome of their request to re-enter the program.

Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left the school.

Members of the U.S. Armed Forces, including the reserve components of the National Guard, will be readmitted to their former program if they notify the admission team that the reason for their withdrawal is their service in the Armed Forces. Paul Mitchell The School NYC will make every reasonable attempt to accommodate service members who request an absence due to their service. Members of the U.S. Armed Forces will not be assessed the \$100.00 re-entry fee.

RE-ENTRY STUDENTS FOR THE MAKEUP PROGRAM

Outstanding tuition, fees, must be paid in advance or the student must make satisfactory arrangements with the Financial Leader. Previous tuition payments will be credited to the student's balance. Because tuition fees and costs are subject to change, reenrolling students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable. Pay a \$100.00 registration fee. The school does not deny readmission to any service member of the uniformed services for reasons relating to that service. Re-admission is reserved to the sole discretion of Paul Mitchell the School NYC and may require special conditions. Re-admission for a student requires a personal interview with school administration. The re-enrolling student will be placed on 5-day valuation period.

*This program does not lead to licensure

TRANSFER OF CREDIT POLICIES

TRANSFER STUDENTS - STUDENTS ENTERING THE SCHOOL

Paul Mitchell the School NYC will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 200 hours will be accepted for students who transfer from another school; all transfer students must attend a minimum of 800 hours at Paul Mitchell the School NYC to obtain the Paul Mitchell culture and educational program.

The cost for cosmetology transfer students is \$17.00 per hour attended payable to Paul Mitchell the School NYC; the esthetics and makeup programs do not accept transfer students; this does not include the cost of a complete and current Paul Mitchell student kit.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Paul Mitchell the School NYC. The number of transferable hours depends on the policy of the receiving school.

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

In extraordinary circumstances, the school may allow a student to transfer in more hours from a non-Paul Mitchell School, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

TRANSFER OF CREDIT POLICY

COSMETOLOGY

Cosmetology students transferring from another Paul Mitchell School:

If transferring from another Paul Mitchell School, all transfer hours will be accepted. Students will be expected to attend the entire program from start to finish because the length of the program does not allow for an individual to obtain a Paul Mitchell education in the time allotted.

Cosmetology students transferring from a non-Paul Mitchell School:

A maximum of 200 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board. All cosmetology transfer students must complete a minimum of 800 hours.

- 1. Pass a practical test with a minimum of 80% on the following criteria:
 - Demonstrate State Board Sanitation and Disinfection
 - Finger Wave with 6 pin-curls
 - Color and Lightener Applications (Must perform four)
 - Permanent Wave (10 rods)
 - · Chemical relaxer applications (virgin, re-touch)
 - Marcel iron work demonstrating the three base curl placements
 - · Haircut, style and finish of your choice (to complete on a doll head or model)
- 2. Pass a written exam with a minimum of 80% passing

ESTHETICS

Esthetics students transferring from a Paul Mitchell or non-Paul Mitchell school, 0 (zero) hours will be accepted.

MAKEUP

Makeup students transferring from a Paul Mitchell or non-Paul Mitchell school, 0 (zero) hours will be accepted.

**This makeup program is not accredited or approved by National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) and is not eligible for Title IV funding.

TRANSFER OF CREDIT - CREDIT EARNED AT ANOTHER INSTITUTION

Paul Mitchell The School NYC may accept transfer clock hours or credits for courses completed at another institution.

A student must notify the Admissions team at the time of beginning the admissions process if requesting such credit. An official transcript is required for each school a student attended. The school will review course descriptions and any transcripts provided by the student to arrive at a final decision.

Courses taken at another institution must be accredited by an agency recognized by either the U.S. Department of Education or Council for Higher Education Accreditation (CHEA).

To transfer credit, the student must do the following:

- 1. Inform the Admissions Leader during the application process requesting to transfer credit
- 2. Provide official transcripts from previous attended school 7 days prior to signing the enrollment agreement (exceptions may be granted for extenuating circumstances)

Acceptance of transfer credit is at the sole discretion of the school. In addition, the institution does not have articulation agreements and does not give credit for experiential learning.

TRANSFERABILITY OF CREDIT - CREDIT EARNED AT THE SCHOOL

The transferability of hours you earn at Paul Mitchell The School NYC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology and Esthetics is also at the complete discretion of the institution to which you may seek to transfer.

If the hours or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make

certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Paul Mitchell Schools to determine if your hours or diploma will transfer.

Students may request an official current transcript from the school, at any time during or after withdrawal and graduation (Fees may apply, check the school's Fee Schedule located in this catalog).

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 Department of State, Division of Licensing Services to deny licensure. The Department of State, Division of Licensing Services 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 NYC is not responsible for students denied licensure.

DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE

The following programs offered at Paul Mitchell the School NYC lead to licensure in the state of New York: Cosmetology. We have compiled a list of all states that require licensure for the program you are interested in enrolling. We have identified whether the institution's program curriculum meets, does not meet, or a determination has not been made yet, for other state's individual state educational requirements for professional licensure.

This information can be located on the school's paulmitchell.edu website, as well as you will receive a copy in the school's admissions packet, prior to touring the school.

Please note that the school you are planning on attending has only had their curriculum evaluated by the state that you are attending school in, which meets the state's requirements for licensure and practice. In determining whether your program of study is acceptable in another state, each state board reviews the number of clock hours you attended in your home state, the subject areas and practical experiences you completed, as a part of the process of determining what, if any, additional requirements you may have to meet in order to be licensed in their state. We encourage all graduates who are considering becoming licensed in another state to first take the licensure exam in their home state, which will make it easier to transfer into another state. If you are not licensed by your home state, the state you are considering getting licensed in may require you to take additional training to meet their state minimum hour requirements and/or take their state licensure exam. State boards do not evaluate the curriculum of schools located in other states, but do, in most cases, recognize training from other states in order to transfer their license.

If, at any time, the program you are enrolled in ceases to meet the educational requirements for licensure in the state where the student is located, the school will provide written notice directly to the student in writing within 14 calendar days of making that determination.

Paul Mitchell the School NYC will grant a diploma of graduation and Official Transcript of Hours for the applicable course of study when the student has successfully completed all phases of study, required tests, practical/laboratory assignments; passed a final written and practical phase examination; completed the program as prescribed by the State; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

ENROLLMENT INFORMATION

1. **Enrollment Periods:** Paul Mitchell the School NYC usually begins a new cosmetology and makeup classes begin about every eight (8) weeks, depending upon space availability.

2. Holidays and School Closures

Holiday	Date
New Year's Day	January 1, 2024
Independence Day	July 4, 2024
Memorial Day	May 27, 2024
Thanksgiving Day	November 28-29, 2024
Christmas Eve	December 24, 2024 (1/2 day)
Christmas Day	December 25, 2024
New Year's Eve	December 31, 2024
Staff Meeting Days	First Tuesday of Each Month
Staff Training Days	First Tuesday of Each Month

The school is open for business unless there is a declared State of Emergency. Unexpected closures and snow days will be reported via the school's website and/or Facebook page.

- 3. **Enrollment Agreement: Paul Mitchell the School NYC** clearly outlines the obligation of both the school and the student in the enrollment agreement. A copy of the enrollment agreement 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 NYC** offers a variety of financial payment schedules. See Paul Mitchell the School NYC's Financial Services Leader for details.

COLLEGE CREDIT - DISCLAIMER STATEMENT

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

FUTURE PROFESSIONAL INFORMATION

CONSTITUTION DAY

Constitution Day was established by Congress in an effort to increase knowledge about the United States Constitution. The amendment, proposed by Senator Robert C. Byrd, was passed in December 2004, and requires all educational institutions to commemorate Constitution Day by offering education and programs each year on September 17 (or in the preceding or following week if the date falls on a Saturday, Sunday, or holiday).

Constitution Day commemorates September 17, 1787, the signing of the United States Constitution. The Constitution established America's national government and fundamental laws and guaranteed certain basic rights for its citizens.

Constitution Day also serves as a reminder to participate in the political process by exercising our right to vote.

The school celebrates Constitution Day with an event and promotes awareness of the U.S. Constitution and voter registration information to all present.

This year's Constitution Day will be celebrated Tuesday, September 17, 2024.

To view an interactive version of the U.S. Constitution, go to the National Constitution Center at https://constitutioncenter.org/.

For more information about voting, go to voter resources at https://www.eac.gov/.

EDUCATION GOALS

Paul Mitchell The School NYC 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 an 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.

FUTURE PROFESSIONAL ADVISORY POLICY

As future beauty industry professionals, it is essential that students learn and model the behavioral standards of the industry. Paul Mitchell The School NYC expects students to maintain acceptable standards of behavior on campus and satisfactory educational progress in their coursework. To support students' personal and professional development, Paul Mitchell The School NYC has identified five overarching principles for student conduct:

- Attendance and Documentation of Time Guidelines: Attendance, promptness, and documentation of work are cornerstones of successful work practices.
- 2. **Professional Image Standards:** Professional image standards were created to provide guidance and direction to Future Professionals as they develop their professional image and persona.

- 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.
- 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 all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct.
- 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 professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students.

To ensure that the school's culture embodies these principles, students will be coached for non-compliance with any of the items listed below. These coaching opportunities will be documented on the Future Professional Advisory form.

If a student receives five (5) coaching sessions, they may receive a suspension of 5 scheduled school days. On the student's fifth coaching session, the Future Professional Advisor will create a plan of action to be followed. After a student has received a five-school-day suspension, the student may only receive two (2) more coaching sessions. On the seventh coaching session, the student may be terminated from the school. If a behavior is sufficiently severe or repeated, a student may be terminated without notice.

Future Professionals may receive coaching sessions for the following items which are prohibited:

- 1. Failure to follow the Dress Code: Future Professionals must be in dress code, as set forth in the Professional Development Guidelines. This includes wearing a nametag.
- 2. Malicious Gossip: Disseminating private information about another individual or group with the purpose or effect of causing harm.
- 3. Harassment includes but is not limited to verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:
 - a. Is threatening or carries with it the intention to do bodily harm; or
 - b. Disrupts or undermines a person's exercise of their responsibilities as a Future Professional or staff member including unreasonably interfering with a person's educational or work performance.

Harassment which is based upon a protected class as defined in the Protected Class Non-Discrimination Policy and Procedures is also prohibited conduct, but that type of harassment is covered in number 25 below; it is a separate offense from Harassment under this section and such conduct is investigated and adjudicated as provided in the Protected Class Non-Discrimination Policy and Procedures.

Bullying is prohibited by the anti-bullying policy and is a separate offense from Harassment under this section. Such Conduct is addressed in line with the Anti-Bullying Policy and procedures.

- 1. Coachable Attendance Violations:
 - a. Failing to Meet the Attendance Requirement: Monthly attendance must abide by the SAP attendance Policy.
 - b. Not calling to report lateness or absence.
 - c. Excessive Tardiness: Being more than ten (10) minutes late more than twice in a thirty (30) day period.
 - d. Mandatory Attendance Day Violation: Missing any day designated as mandatory.
- 2. Academic Coaching:
 - a. Beginning a service without a Learning Leader consultation.
 - b. Failure to timely complete assignments.
 - c. Failure to properly attend Theory Hours and Tests.
 - d. Failure to complete practical and academic assignments.
- 3. Parking Violation: Future Professionals must park in designated areas.
- 4. Smoke-Free Campus: Smoking is prohibited on campus, including in the parking lot.

- 5. Violation of Internet and Social Networking Policy: Use of school technology for non-educational purposes is prohibited.
- 6. Violation of School Standards at school-sponsored events, externships, off-campus events, and/or field trips.
- 7. Disruptive Behavior is defined as any behavior that a reasonable instructor believes substantially interferes with the teaching or learning process, whether in a classroom or other learning environment (such as an online platform, clinic classroom, field experience, in an office, or other setting whether it is an on-campus or off-campus location) and continues after an instructor or other school employee's request to cease. Examples of disruptive behavior include, but are not limited to:
 - a. Verbal abuse of or threatening the instructor or other students;
 - b. Damaging classroom furniture or property;
 - c. Damaging the property of another Future Professional or Instructor;
 - d. Creating excessive noise;
 - e. Refusal to comply with instructor direction;
 - f. Persistently speaking without being recognized or called upon;
 - g. Refusing to be seated;
 - h. Unauthorized use of cell phones, laptops or other relevant technology; and
 - i. Disrupting the class by repeatedly leaving and entering the room without authorization.

The expression of disagreement with the instructor or classmates is not in itself disruptive behavior. Disruptive behavior also does not include appropriate demonstration of disagreements or differences of opinion, cultural differences, differing values or beliefs, or needing extra time or attention based on reasonable accommodation for disabilities.

- 8. Sleeping in class is prohibited.
- 9. Unprofessional Communication: Future Professionals and Staff are to maintain respectful and professional communication at all times. Some examples of unprofessional communication include, but are not limited to: yelling or raising your voice when communicating; use physical presence or location to emphasize a point; rude, offensive, and/or abusive language; swearing/use of profanity; uncooperative behavior during regular activities or processes, and repeatedly speaking over others.
- 10. Lying to or dishonesty with an Administrator: Providing false information to a School Administrator is prohibited.
- 11. Failing to be actively engaged in school-related activities. Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
- 12. Failure to follow the Student Professional Guidelines.

Future Professionals may be terminated for the following without a coaching opportunity or warning:

- 13. Drugs/Alcohol: The manufacture of, possession of, use of, or being under the influence of alcohol or drugs, including prescription cannabis, while on school grounds is prohibited. Providing alcohol to an underage individual at school or an affiliated function is also prohibited.
- 14. Possession of Firearms, Explosives, and/or Weapons is prohibited:
 - a. Firearms, Explosives, and Weapons are defined as an instrument, article or substance that is designed, used or likely to be used to cause bodily harm or property damage.
 - b. Weapons include but are not limited to firearms (including rifles, shotguns, handguns), knives (other than kitchen knives), explosives, swords, nunchucks, throwing stars, crossbows, compound bows, recurve bows, long bows, bear spray (except small, personal protection dispensers), BB guns, paintball guns, ammunition, and non-functioning replicas that could be confused with actual firearms.
- 15. Time Clock Violations: The following behavior is prohibited:

- a. Clocking in or out for another Future Professional.
- b. Requesting another Future Professional clock you in or out.
- c. Leaving the school facility and/or premises without notifying a Learning Leader and/or signing out for a break and remaining clocked in on the time clock and receiving unearned hours. The school parking lot and surrounding businesses are not included as part of the school facility for educational time. This includes exceeding allotted break or lunch times.
- 16. Cheating: giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices such as calculators, unless authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; or copying reports, laboratory work or computer programs or files from other students.
- 17. Stealing: Theft, attempted theft, unauthorized possession, use, or removal of School Property or the property of a member of the school community is prohibited. This includes, but is not limited to taking items from another Future Professional's locker or area; taking materials from the school; shoplifting from the retail area; taking money or personal financial information of another (e.g. credit/debit card information); theft by deception; taking jewelry or electronics not belonging to you; or defacing, tampering with, damaging or destroying property of the school or an individual.
- 18. Tampering is the attempt to alter School records, grades, assignments, or other documents without authorization. Examples of tampering include, but are not limited to using a computer or falsified document to change a School record; forging the signature of a School official on a document or other School record; erasing information or records of a student; unauthorized access to a School record by computer or via unauthorized entry into an office or file; or obtaining information from the School without proper authorization.
- 19. Plagarism is presenting the work of another as one's own without proper acknowledgment. This includes copying worksheets or other materials turned in from another student.
- 20. Facilitating academic misconduct is the assistance in or attempting to assist another in plagiarism or cheating.
- 21. Paul Mitchell the School NYC152!Other Academic Misconduct: Examples of other academic misconduct include distributing test questions or substantive information about the material to be covered on a test before it is administered, taking an examination or test for another student, and/or signing a false name on an academic exercise like tests or worksheets.
- 22. Physical Violence, Physical Altercations and Threats of Violence or Threats of Physical Altercations are prohibited:
 - a. Physical Violence and Physical Altercations include but are not limited to: intentional physical contact with another (e.g. bumping into another person), physical interference with a person that prevents them from conducting their normal affairs, words or actions that put a person in fear for their physical safety, and causing a person to suffer actual physical injury.
 - b. Threats are words or actions that cause a reasonable expectation of injury to the health or safety of any person or damage to property.
 - c. Intimidation is defined as implied threats either verbally, in writing, or in person that cause a reasonable fear of harm in another.
- 23. Violation of the Protected Class Non-Discrimination Policy and Procedures.
- 24. Violation of the Anti-Bullying Policy.
- 25. Violation of any other matter covered by the Grievance Procedure.
- 26. Other Prohibited Conduct: The following is prohibited
 - a. Engaging in behavior that violates federal, state, or local law on School premises or at School-sponsored events.

- b. Acting to impair, interfere with, or obstruct the orderly conduct oof the School, including, but not limited to:
 - i. Interference with the freedom of movement of any member or guest of the school.
 - ii. Interference with the rights of others to enter, use, or leave a School facility, service, or activity.
 - iii. Use of any public address systems without the express written permission of the Director.
 - iv. Failure to comply with the direction of law enforcement/first responders and School officials acting in their scope of duties and/or failure to identify yourself to those persons when requested.
 - v. Failure to comply with any authorized sanction or condition related to the Code of Conduct, Anti-Bullying Policy, Grievance Procedure, and/or Protected Class Discrimination and Harassment Policy.
 - vi. Trespassing or unauthorized entry into any School buildings or property; or
 - vii. Unauthorized use or misuse or School names, trademarks, and images.
- c. Fire Safety Violations:
 - Intentionally or recklessly causing a fire that damages School or personal property or which causes injury;
 - ii. Failing to evacuate the School during a fire alarm;
 - iii. Improper use of fire safety equipment; or
 - iv. Tampering with or improperly engaging a fire alarm.
- d. Abuse of Process: The following behavior is prohibited:
 - i. Falsification, distortion, or misrepresentation of information;
 - ii. Failure to provide, destruction of, or concealing information during an investigation process;
 - iii. Attempting to discourage an individual's proper participation in or use of the Code of Conduct or its process;
 - iv. Harassment or intimidation of a witness to any alleged violation of any published policy, including the Code of Conduct: or
 - v. Influencing or attempting to influence another person to commit an abuse of the conduct process.

Eligibility to resume attendance after a suspension will be evaluated based on the following:

- A. The Future Professional must be current on all theory exams and academic assignments.
- B. The Future Professional must conduct a personal interview with the School Director and/or Financial Aid Leader to determine the compliance for re-entry.
- C. The Future Professional will be placed on probation for thirty (30) calendar days, during which time he or she must strictly abide by all policies, rules, and regulations.

Additional violations in the first thirty (30) days back from suspension may result in termination.

The school may terminate a student's enrollment for receiving seven (7) coaching sessions and/or failing to comply with educational requirements or the terms in the Enrollment Agreement.

Appeal from Termination for Maximum Coaching Sessions:

If a student is terminated due to receiving the maximum number of coaching sessions, or due to the reasons outlined under termination on the Future Professional Advisory Form, the student may appeal the termination decision unless it is designated as non-appealable below. A student has five (5) calendar days from the date of termination to appeal the decision.

The student must submit a written appeal to the school's Future Professional Advisor on the school's Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed, or they should be re-admitted. This information should include what has changed about the student's situation that will allow them to continue through the program without additional code of conduct violations.

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/or the school Director. A decision on the student's appeal will be made within three (3) business days by the school Director and will be communicated to the student in writing. This decision will be final.

Certain Terminations are Final and are not Appealable

If a student is terminated for violations of the Protected Class Non-Discrimination Policy and Procedures, Anti-Bullying Policy, Physical Violence, Physical Altercations and Threats of Violence or Threats of Physical Altercations, Drug or Alcohol Violations, Weapons Violations, violations of the Anti-Bullying Policy such termination is final and may not be appealed separately pursuant to this section.

Return After Termination Appeal

The Future Professional will be placed on probation for thirty (30) calendar days, during which time he or she must strictly abide by all policies, rules, and regulations.

Additional violations in the first thirty (30) days back from suspension may result in termination.

After the thirty (30) day probationary period, the Future Professional will have two additional coaching sessions before being terminated again.

INDUSTRY REQUIREMENTS

Interested in pursuing a career in the beauty industry should:

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

INDUSTRY REQUIREMENTS FOR MAKEUP PROGRAM

Interested in pursuing a career in the beauty industry you should:

- 1. Develop a sense of form and artistry.
- 2. Enjoy serving with the public.
- 3. Stay aware of the latest fashions and beauty techniques.
- 4. Be committed to continuing education.
- 5. Understand that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

LOCKER POLICY

Purpose — Paul Mitchell the School NYC makes lockers available to students to facilitate the daily storage of their learning materials and items related to their studies. Paul Mitchell the School NYC manages lockers to ensure responsible use of property and for the health and safety of individuals.

Agreement — Paul Mitchell the School NYC establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing Paul Mitchell the School NYC's lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by Paul Mitchell the School NYC from time to time, at its discretion.

GUIDELINES

- 1. Lockers will be issued to all students during Core. A locker number will be provided during Core. Assigned lockers may not be traded or changed unless approved by the school's administration.
- 2. Locker assignments are valid from the beginning of enrollment until the day of graduation or withdrawal. At that time, all locker contents must be removed. After that time, any lockers that have not yet been vacated will be emptied, the content stored for 60 days, at which time will become the property of the school.
- 3. Lockers are for individual use only and are not to be shared. Locker content is the sole responsibility of the registered occupant of the locker. To reduce the risk of theft, students are encouraged to keep their lockers locked. Students should not store money, wallets, jewelry, credit or debit cards, or any other personal item of high value.
- 4. Paul Mitchell the School NYC is not in any way responsible for a locker's contents or liable for the loss of or damage to items stored in lockers. Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition. Marking, defacing or graffiti on lockers is not acceptable.
- 5. No person shall store in a locker: weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by Paul Mitchell the School NYC to be harmful, offensive or inappropriate.
- 6. Paul Mitchell the School NYC may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when Paul Mitchell the School NYC will exercise its discretion without notice:
 - a. Locker abandonment.
 - b. Suspected contents that may be illegal, illicit or deemed by the school to be harmful, offensive or inappropriate.
 - c. At the request of or generally in cooperation with law enforcement authorities.
 - d. Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities.
 - e. Risk to the general good of the school.
 - f. Risk to the general good of the student or student population.
 - g. Unregistered locker.
 - h. Physical damage to or defacing of the locker.
 - i. Odors (spoiled/rancid food, garbage or smelly contents).
 - j. Locker maintenance.
- 7. Paul Mitchell the School NYC works with the local law enforcement authorities and maintains the right in the school's sole discretion to allow law enforcement to carry out specific and random searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to or in the presence of the locker's occupant. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, briefcases, containers, jackets and winter coats.

MAKE-UP WORK

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

MEASURABLE PERFORMANCE OBJECTIVES

- 1. Receive the required number of clock hours of training.
- 2. Complete and receive passing grades on all practical graduation requirements and projects to include examinations, both practical and theoretical.
- 3. Satisfactorily pass final written and practical exams.

- 4. Receive a graduation certificate or plaque.
- 5. Pass state board exam

MEASURABLE PERFORMANCE OBJECTIVES FOR MAKEUP PROGRAM

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

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 guest's clothing by appropriately draping them.
- 2. Ask guest 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 working with chemicals.
- 5. Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY FOR MAKEUP PROGRAM

By following safety precautions you contribute to the health, welfare, and safety of the community.

- 1. Always have good hygiene and be dressed professionally.
- 2. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized.

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Paul Mitchell The School NYC. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

ATTENDANCE AND DOCUMENTATION OF TIME

- 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. If the student wishes to dispute any hours
 they feel earned, the student must provide documentation to verify attendance on the missing time form. The
 documentation would include the student sign-in sheet, the specialty class attendance role, and/or the guest
 service summary.
- 2. The school is open from 9:00 AM to 4:30 PM for 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.
- 5. Arrive to classes on time. If you are not clocked in by 10:00 AM you must not clock in until 12:30 PM after you have had lunch. Clocking in after 12:30 PM will not be permitted. Night students may not clock in after 6:00 PM. Excessive tardiness may result in a coaching session.

- 6. Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" and will be assigned special projects or assignments pertaining to their course of study, if a class is available to accommodate them. Students who are late for specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by an instructor. Student are never excused from mandatory theory class to work in the clinic.
- 7. During the enrollment contract period, the student is allowed to miss 100 (cosmetology), 60 (esthetics), and 8 (makeup) hours before having to pay extra instructional charges. If the student's training goes beyond the contracted ending date for course completion, the Paul Mitchell the School NYC student will be charged an additional \$17.00 for each hour completed after the Expected/Calculated Completion Date. The student may use the 100 (cosmetology), 60 (esthetics), and 8 (makeup) allowed absent hours for vacation, appointments, illness, etc.

Refer to the school enrollment contract for the Enrollment Contract Period definition. Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.

- 8. Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 9:00 AM; night students must call in by 4:45 PM.
- 9. Students must request time off from school from the Education Leader.
- 10. Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:00 noon and 1:30 PM. Students should communicate with their instructor if they have not had lunch by 1:30 PM. Night students take a 15 minute break. Observe the appropriate breaks for your school schedule. Breaks are as follows:

Student Schedule	Breaks	Lunch
7.5 hrs/day	10 min. in the morning & 10 min in the afternoon	30 min.
5 hr/day	10 min at mid-point of schedule	n/a

- 11. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
 - a. Students who leave school premises any other times besides lunches and breaks must obtain permission from a staff member. Documentation of this time must be done by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
 - b. Students who leave school premises for less than 15 minutes must sign the sign-out sheet.
 - c. Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.
- 12. Students may not clock in or out for another student.
- 13. 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.
- 14. The attendance register is kept at the school at all times. The classroom instructor maintains the attendance register. In the event of a substitute instructor, the substitute instructor will be responsible for the day's attendance and will initial the attendance register.

ATTENDANCE AND DOCUMENTATION OF TIME FOR MAKEUP PROGRAM

- 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. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.
- 2. The student pays the school the tuition and fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties.

The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Each course has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for you. During the enrollment contract period, student must complete the program within the scheduled program length.

Scheduled Program Length is defined as:

Makeup:
Hours in program = 80 hours
Absent allowance = 8 hours
Scheduled Program Length = 88 hours

Please note that students who miss more than 4 consecutive school days will be terminated from the program.

- 3. Students who are late or cannot attend school must contact the school and inform the school service desk immediately by 9:00 am.
- 4. Students must request time off from school from the Education Leader. A break is scheduled for all students in the makeup program. Students should communicate with their Educator if they have not had a break. Students may not leave the school premises during regular hours without an instructor's permission.
- 5. Students who leave school premises any other times besides breaks must obtain permission from a staff member. Documentation of this time must be done by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
- 6. Students who leave school premises for less than 15 minutes must sign the sign-out sheet. Students will not receive credit for the time if they fail to sign out for break.
- 7. Students may not clock in or out for another student. The attendance register is kept at the school at all times. The classroom instructor maintains the attendance register. In the event of a substitute instructor, the substitute instructor will be responsible for the day's attendance and will initial the attendance register.

TARDINESS/CUTTING CLASS

If you are late or cannot attend school you must contact the school. Day students must call in by 9:00 a.m. Night students must call in by 4:45 p.m. Students must be on time as it inhibits the learning process. Students who are late for a specialty cutting, coloring, perming, or specialty class may attend the class, but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work in the clinic. Cutting class is not tolerated and may lead to in or out of school suspension. All students are required to attend their class of study. Day students must arrive to school by 10:00 a.m. Night students must arrive to school by 6:00 p.m. Students that do not arrive by these times may not attend school on that day. Only the Director can approve valid documented exceptions.

PROFESSIONAL IMAGE

All Future Professionals must adhere to the following professional dress code while in attendance:

- 1. Core and Phase One students must wear black.
- 2. Phase Two Future Professionals may wear black or white in any combination.
- 3. Clothing should be professional, clean, and free of stains and tears.
- 4. Body piercing is to be kept to a minimum.

- 5. Shoes should be black, closed toed, professional, and comfortable for all students.
- 6. Hair must be clean and styled prior to arriving at school. Ponytails are not acceptable.
- 7. Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.
- 8. The following is a list of acceptable dress:
 - a. Jeans or clothing made of jean material if they are black in color. Any rips or tears must fall below the fingertips, when standing.
 - b. Sleeveless tops.
 - c. Sweatshirts, printed T-shirts, hooded sweatshirts and/or jackets with the Paul Mitchell Logo or the school logo may be worn.
 - d. Stylish hats, scarves, and stylish head wraps.
 - e. Printed T-shirts must be clean and professional, and you must dress them up.
 - f. Shorts and/or skirts that fall below the fingertip.
- 9. Tights or leggings should be worn with skirts, dresses, or shorts that fall above the knees for all Future Professionals.
- 10. Name tag as provided by the school all Future Professionals are required to wear a name tag while in attendance. It must contain name, academic status, and program.
- 11. The following is a list of unacceptable dress:
 - a. Tennis shoes, gym shoes, Crocs, winter boots, Uggs, beach sandals, or opened toed shoes.
 - b. Yoga or gym pants.
 - c. Tank or sleeveless tops.
 - d. Colored shoes, belts, and scarves.
 - e. Printed T-shirts must be clean and professional, and you must dress them up.
 - f. Short skirts and Capris must be not shorter than 3 inches above the knee.
 - g. Hats, visors, bandanas, caps, or beanies.
 - h. Hooded sweatshirts, jackets, or tops.

Future Professionals who fail to comply with the Future Professional dress code may be coached and may receive an advisory.

SANITATION AND PERSONAL SERVICES

- 1. Future Professionals must keep workstations and classroom areas clean, sanitary, and clutter free at all times.
- 2. Future Professionals must clean their stations in the clinic classroom, including the floor, after each service.
- 3. Hair must be swept up immediately after a service is completed, before blow drying.
- 4. Clinic stations must be cleaned at the end of the day, prior to clocking out for the day.
- 5. Future Professionals may have personal services done Wednesday through Friday with a Learning Leaders approval. The Future Professional is only allowed one (1) personal service per week. Future Professionals receiving personal services must clock out, as those hours do not count towards attendance. The school encourages all Future Professionals get personal services when they are not scheduled to attend. Future Professionals are not permitted to clock out and/or book out in order to receive personal services as a Guest. Once a Future Professional is clocked/booked out after their school schedule, he/she may not remain on the school premises.
 - a. Seek permission and approval 24 hours prior to service, from Learning Leader according to criteria below:
 - Be maintaining Satisfactory Academic Progress.
 - Be current in practical skill assessments, theory attendance and test.
 - b. Be scheduled off the service books by the Service Desk Coordinator.
 - c. Pay for all services.

6. Personal services must be rescheduled when the student is scheduled to take a guest. Students must reschedule their personal service and complete appointment assigned to them. Personal services are considered rewards and scheduled for students who are up to date with all projects, test, and practical skill assessments. 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, Future Professionals lounge, or clinic floor area.
- 2. Only emergency calls are permitted on the business phone. Future Professionals may use the Future Professional phones for a limited time. Please keep your calls to three (3) minutes or less.
- 3. Cell phones are permitted in the school in assigned areas of the school.
- 4. Future Professionals may not visit with another Future Professional who is servicing a client.
- 5. Future Professionals may not gather around the service desk, service reception area, or offices.
- 6. Food, drinks, and water bottles are allowed only in the lunchroom.
- 7. Paul Mitchell the School NYC is a smoke-free campus.
- 8. Stealing or taking school or another's personal property is unacceptable and grounds for termination.
- 9. School administration has the right to access and inspect a Future Professionals locker at any time, refer to the locker policy.

LEARNING PARTICIPATION GUIDELINES

- 1. Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for termination.
- 2. Future Professionals will be expected to maintain an average of 80% on all theory tests and assignments.
- 3. Future Professionals may not be released from required theory class to take a client.
- 4. Only service desk personnel may schedule or change client service appointments.
- 5. All services must be checked and the service ticket initialed by a Learning Leader.
- 6. Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
- 7. Future Professionals will receive clock hours during the times they fully participate in their learning experience.
- 8. When Future Professionals are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
 - a. Completion of practical skill assessments through CourseKey
 - b. Completion of theory review worksheets
 - c. Performing a service on another student
 - d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- 9. Future Professionals must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- 10. Future Professionals may not perform hair, skin, barber, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, barber, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- 11. Future Professionals are responsible for their own kit and equipment and may use a clinic station drawer only while working at that clinic station. All equipment, tools, and personal items must be secured in the Future Professional assigned locker. The school is not responsible for any lost or stolen articles.
- 12. Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.

- 13. If a Future Professional fails to complete the practical skill assessments or required weekly theory hours they will be placed on the Back on Track List. Future Professionals have one week to get caught up before they receive a coaching advisory.
- 14. If a Future Professionals fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and re-start in the next Core start date.
- 15. Theory Class: The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.

STUDENT SERVICES

- 1. **Housing:** Paul Mitchell the School NYC keeps a file of information about housing in the surrounding areas.
- 2. **Academic Advising:** Students are provided with academic advising and additional assistance as necessary. Information and advice on any financial assistance are accessible to students. Paul Mitchell The School NYC also gives advice and information to students on these subjects:
 - a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
 - b. Assistance with resume and job search.
 - c. Opportunities for continuing education following graduation.
 - d. Assistance with the financial aid process
- Mental Health Counseling: If referral to professional assistance is necessary, the school maintains a record of such referral.
 - a. Referrals to mental health counseling.
 - b. Assistance for students with disabilities.

STUDENT SERVICES FOR MAKEUP PROGRAM

- 1. Housing: Paul Mitchell the School NYC keeps a file of information about housing in the surrounding areas.
- 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 NYC also gives advice and
 information to students on employment opportunities.

VOTER REGISTRATION

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

For information on Voter Registration and Election Dates for Federal Elections visit http://www.eac.gov/voters/voter-resources-helpful-link.

SUSPENSION, TERMINATION AND ADDITIONAL FEE

Students may be suspended or terminated from enrollment in the School, at the School's discretion, for reasons which include, but are not limited to, failing to comply with School rules or general policies, leaving the School without permission during the scheduled hours of a Students' Program, failing to attend for 14 consecutive calendar days, failing to complete practical worksheets, failing to attend theory classes or take theory tests, failing to meet the School's policies regarding Satisfactory Academic Progress, failure to pay tuition and charges when due, and/or otherwise acting in a manner detrimental to the classroom environment, the well-being of fellow students, faculty, staff, visitors, or institutional facilities.

As outlined in the Catalog, Students may be required to receive coaching sessions for noncompliance with certain policies. Once a Student has received five (5) coaching sessions, the Student may be suspended from the School for five (5) days. Suspended Students will be required to pay the administrative re-entry fee of \$100.00. If a Student receives two (2) additional coaching sessions after re-admission from a five (5) day suspension, the Student's enrollment may be permanently terminated by the School. A Student may be terminated by the School without prior coaching sessions for violating the Future Professional Advisory Policy.

COSMETOLOGY PROGRAM

COSMETOLOGY COURSE INFORMATION

COSMETOLOGY COURSE DESCRIPTIONS

COSMETOLOGY: Standard Occupational Classification (SOC) 39-5012.00, Classification of Instructional Programs (CIP) Code 12.0401

The curriculum involves 1000 hours to satisfy New York 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.

*Graduates are prepared to be entry-level cosmetologists.

This program is taught in English.

The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1000 clock hours

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

- 1. **Pre-clinical Classroom Instruction:** The first 200 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- 2. **Clinic Learning Experience:** The remaining 800 hours are spent in the clinic classroom area where practical experience is gained.

COSMETOLOGY COURSE OUTLINE

Your time at Paul Mitchell the School NYC for the cosmetology program will be divided into six (6) designations:

- 1. **Core Curriculum:** A 200-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. Clinic Classroom Learning Experience: Your clinic time from 200 to 1000 hours will be guided with individual attention and group learning experiences using mini-classes, clinic classroom worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on paying clients in the clinic classroom area.
- 3. Classroom Learning Experience: Your classroom time from 200 to 1000 hours is divided into five (5) areas: cutting, coloring, texture, makeup, and nails. Each area has an instructor who conducts the different specialty classes week. Classroom Learning Experiences may also include retail, motivation, self improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.
- 4. **Adaptive Curriculum:** From 280 to approximately 600 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building you into a beauty industry professional.
- 5. **Creative Curriculum:** You will spend your last approximately 750 hours at Paul Mitchell the School NYC in "high gear" by dressing, acting, and working like a beauty industry professional. You will use your own artistic and

creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future beauty industry career.

During the creative curriculum you will have the option to apply to be in our Phase II honors program. This is open to all who meet the criteria. Future Professionals must have an academic average of 90% or higher, exceptional attitude, and above a 90% attendance. Future Professionals must apply by submitting a resume and be interviewed by our education team. In Phase II, Future Professionals will have the opportunity to mimic the true salon environment. This means they are held to higher standards such as speed and creativity. They will have the opportunity to work in a designated area in the clinic area.

COSMETOLOGY COURSE SUBJECTS

The instructional program of Paul Mitchell The School NYC meets or exceeds the state requirements:

Requirements	Total Clock Hours
Professional Requirements	
New York State License Requirements	
State and Federal Payroll Requirements	
New York State Sales Tax Requirements	24
Career Opportunities and Placement	
Professional Ethics, Conduct and Attitude	
Professional Organizations, Trade Shows and Publications	
Safety and Health	
New York State Laws, Rules and Regulations	
OSHA Regulations Concerning Hazardous Materials Communications	
Types and Classification of Infectious Organisms (Bacteria, Viruses, Molds, Fungus)	
Growth and Reproduction of Infectious Organisms	26
Infections and Their Prevention	
Immunity and Body Defenses	
Decontamination and Infection Control	
Physical and Chemical Agents	
Anatomy and Physiology Cells, Tissues and Organs Body Systems	15
Basic Principles of Nutrition	
Overview of Bones and Muscles of the Head, Arms, Hands, Legs and Feet	
Hair Analysis	
Structure	
 Porosity 	10
Growth Patterns	
• Elasticity	
• Texture	
Hair and Scalp Disorders and Diseases	
Dandruff	
Infestation	10
Alopecia	
• Infections	
Fungal Infections	

Requirements	Total Clock Hours
Chemistry as applied to Cosmetology Forms and Properties of Matter The pH Scale Elements, Compounds and Mixtures FDA Laws Governing Hair Care Chemical Reactions and Solutions Products and Product Safety	5
Shampoos, Rinses, Conditioners and Treatments Client Preparation, Analysis and Consultation Hair Analysis Instruments and Equipment Shampooing Products, Composition and Procedures Rinsing Products, Composition and Procedures Conditioning Products, Composition and Procedures Procedures for Hair and Scalp Disorders Scalp Manipulations	30
Haircutting and Shaping Fundamentals, Principles and Concepts of Design Scissor Haircutting Nomenclature and Care of Scissors Techniques and Procedures Razor Haircutting Nomenclature and Care of Razor Techniques and Procedures Clipper Haircutting Nomenclature and Care of Tools Techniques and Procedures Removal/Trim of Superfluous Hair Contemporary and Specialized Haircutting Female Styles; Male Styles Children Styles Mustache and Beard Shaping Shaving Dexterity of the Hands and Razor; Preparation and Procedures	175
Hairstyling Fingerwaving Pincurling Skipwaving Roller Styling Patterns in Hairstyling Waves, Pin Curls, Rollers and Combinations Finishing Techniques Twisting, Wrapping, Weaving, Extending, Locking and Braiding Traditional Weaving and Styling Services in Hairstyling Tools and Implements Blowdrying Thermal Curling Hair Pressing	245

Requirements	Total Clock Hours
Chemical Restructuring	
Chemistry	
Preliminary Procedure of Chemical Restructuring	
Chemical Restructuring Products	180
Procedure of Chemical Restructuring	
Client Consultation	
Corrective Chemical Restructuring	
Hair Coloring and Lightening	
Color Theory	
Hair Coloring Procedures	
Chemistry	400
Hair Lightening	180
Preliminary Procedures of Hair Coloring Special Effects	
Special EffectsClient Consultation	
Corrective Procedures	
Nail Care and Procedures	
Nail Structure	
Nail Disorders and Diseases	
Nail Shape and Color Analysis	
Basic Manicuring and Pedicuring	
Manipulations of the Hand, Arm, Leg and Foot	
Nail Tip Application	
Adhesives; Fitting, Design and Application	40
Nail Wrap Application	
Silk, Fiberglass and Linen Procedures; Surface Wrapping Natural Nail and Mending; Tip	
Overlay Wrapping; Repair, Maintenance and Removal	
Liquid and Powder Nail Extensions	
 Application Procedures for Tips With Overlays, Natural Nails and Sculptured Nails; Repair, Maintenance and Removal; Chemical Reactions to Liquid and Powder 	
Skin Care and Procedures	
Structure and Function of the Skin	
Skin Conditions and Disorders	
Facial and Body Procedures	
Client Preparation; Skin Analysis and Consultation	
Wet and Dry Exfoliations and Applications	
Use of Various Products to Enhance the Appearance of the Skin	
Seaweed, salt, paraffin, mud, ampules, creams, etc.	60
 Discussion for Further Training Required for Advanced Techniques Such as Aromatherapy and Water Therapies Temporary Methods of Hair Removal 	
Manual Tweezing; Depilatory Lotion; Waxing; Bleaching	
Make-Up Application	
 Color Analysis; Morphology of the Face; Product Knowledge, Chemistry and Related Composition; Eyebrow Contouring; Corrections and Contouring; False Eyelashes; Further Training Required for Advanced Techniques 	
Hours required by NYS Regulations	1000
Tours required by NTS regulations	1000

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume' development, job interview preparation and job search skills.

COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

- 1. Academic theory exams: Students must receive a grade of 80% or higher on each assigned theory exam.
- 2. **200-hour orientation practical skills evaluation test:** Students must receive a grade of 80% or higher. If a student fails to pass this evaluation test on their second attempt, they may be asked to withdraw and re-enroll in the next Core class start date.
- 3. **Final exam 1:** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.
- 4. **Final exam 2:** The written exam covers an overview of all theory instruction, New York state law, and other items covered on the state cosmetology exam. Students must receive a grade of 80% or higher on all final exams.
- 5. **Clinic Practical Skill Assessment:** Future Professionals progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using Course Key app. All assignments must be completed in order to complete the program.

COSMETOLOGY INSTRUCTIONAL TECHNIQUES AND METHODS

The 1000 cosmetology programs are provided through a sequential set of learning steps which address specific tasks necessary for State Board preparation, graduation, and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through well-developed lesson plans that reflect the latest educational methods. Subjects are presented by means of lectures, demonstration, distance education, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

2024 COSMETOLOGY CLASS START DATES

	Start Date	End Date
	January 23, 2024	September 6, 2024
	February 20, 2024	October 4, 2024
	March 19, 2024	October 31, 2024
	April 16, 2024	November 30, 2024
	May 14, 2024	January 3, 2025
	June 11, 2024	January 31, 2024
DAY SCHOOL FULL-TIME:	July 9, 2024	February 27, 2025
	August 6, 2024	March 27, 2025
	September 3, 2024	April 25, 2025
	October 1, 2024	May 23, 2025
	October 29, 2024	June 20, 2025
	November 26, 2024	July 19, 2025
	December 24, 2024	August 14, 2025

	Start Date	End Date
NIGHT SCHOOL PART-TIME	January 9, 2024	February 11, 2025
	March 6, 2024	March 11, 2025
	March 25, 2024	April 9, 2025
	April 2, 2024	May 7, 2025
	April 30, 2024	June 24, 2025
	May 28, 2024	July 2, 2025
	June 25, 2024	July 31, 2025
	July 23, 2024	August 26, 2025
	August 20, 2024	September 24, 2025
	September 17, 2024	October 22, 2025
	October 15, 2024	November 19, 2025
	November 12, 2024	December 19, 2025
	December 10, 2024	January 21, 2026

COSMETOLOGY PROGRAM SCHEDULES

Option	Days	Time	Hours Per Day	Hours Per Week
Full-Time Day School	Tuesday - Saturday	9:00 AM to 4:30 PM	7 hrs per day	35 hrs per week
Part-Time Night School	Tuesday - Friday	5:00 PM to 10:00 PM	5 hrs per day	20 hrs per week

COSMETOLOGY COST OF TUITION AND SUPPLIES

Our current tuition, fees, and supply costs are detailed below.

Prospective students are encouraged to use the Net Price Calculator available on our website to receive a personalized estimate of the cost of attending Paul Mitchell The School NYC.

Transfer students and students who are approved to re-enter their program are assessed a per clock hour rate for the remainder of their program.

TUITION – COSMETOLOGY	
Tuition	\$15,500.00
Application Fee (non-refundable)	\$100.00
Technical Kit	\$3,205.76
Digital Textbooks (non-refundable)	\$585.63
Digital Kit includes iPad & notability (nonrefundable)	\$445.23
Sales Tax (8.88%) (nonrefundable)	\$292.97
TOTAL COSTS	\$20,128.60

Please contact the school's Financial Leader for payment options. The school accepts cashier check only. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

Financial aid available to those who qualify.

Program	Per Clock Hour Rate (Transfer and Re-Entry Students Only)	
Cosmetology	\$17.00	

COSMETOLOGY KIT AND TEXTBOOKS

COSMETOLOGY TECHNICAL KIT

Students are responsible for purchasing a Paul Mitchell Technical Kit at an additional cost from the tuition.

Items
сомвѕ
1 C109 Paul Mitchell Pick Teasing, 109
1 C408 Paul Mitchell White Comb, 408
1 C416 Paul Mitchell Red Cutting Comb, 416
1 C424 Paul Mitchell Teal Carving, 424
1 C429 Paul Mitchell Black Metal Tail, 429
1 C814 Paul Mitchell Black Rat Tail, 814
1 DC Paul Mitchell Detangler Comb
BRUSHES
1 PPB-427 Paul Mitchell Paddle Plastic 427
1 PSB Paul Mitchell Scalp Brush
1 PSB-407 Paul Mitchell Sculpting Plastic 407
1 PSB-413 Paul Mitchell Styling Plastic 413
1 RBL Paul Mitchell Express Ion Round ®-Large
1 RBS Paul Mitchell Express Ion Round®- Small
CAPES
1 CC Paul Mitchell All Purpose Cape
1 SCC Paul Mitchell Cutting Cape
ACCESSORIES
1 CLIPS Paul Mitchell Metal Clips (pack 10)
1 SRC Paul Mitchell Rolling Metal Case
1 SW-SP Paul Mitchell Water Bottle
1 PXGFS18 Chart, POP XG® Paper - 2018
1 TDPSC18 Chart, Paper, the Demi 2018
1 PNPSC18 Chart, PM the color, Paper
1 PBSSLN18G Guide, Pro-Usage, PM Blonde
1 TGW18 Workbook, Product Guide 2017

COSMETOLOGY MAKEUP KIT

The below makeup kit comes with the cosmetology technical kit:

Items
FACE
1 Concealer (6 shades)

Items
1 Foundation (12 shades)
1 Powder Zero
1 Powder Bronze
1 Face Primer
EYES
1 Eyeshadow Pallete (36 shades)
1 Eye Pencils (4 colors)
1 HD Mascara
1 Liquid Matte (7 colors)
1 Individual Lash Kit
SANITATION
1 Makeup Remover Towelettes
1 Brush Cleaning Cloths
1 Sanitizer
LIPS & CHEEK
1 Dual Lip & Cheek (6 shades)
1 Cheek Colors (6 shades)
1 Lip Pencil (6 Shades)
1 Lipstick (6shades)
1 Lip Gloss (5 shades)
TOOLS & ACCESSORIES
20pc Brushes with case
1 Mixing Palette and Spatula
1 Pencil Sharpener
1 Scissors
1 Tweezers
1 Lash Curler
10pc Disposable Mascara Wands
12pc Disposable Sponges
1 Pro Makeup Bag
1T-shirt
1 Dulce Eyelash Extension Kit w/ Doll Head
1 Classic Lash Training Manual
1 Online code

All technical kits are non-refundable once received and opened. This policy is due to sanitary reasons as we want to ensure the health and safety of our Future Professionals and guests.

Item	Cost
Total Cost of Technical Kit – Cosmetology:	\$3,206.76
Sales Tax (8.88%) (nonrefundable):	\$ 284.76
Total:	\$3,491.52

COSMETOLOGY DIGITAL TEXTBOOKS

Students are responsible to purchasing textbooks at an additional cost from the published tuition. The pricing information below may vary by vendor.

Item	Cost
1 Digital Pivot Point Fundamentals with Dermalogica with Quinity (2019), ISBN: 978-1-940593-59-3	\$585.63
Sales Tax (8.88%) (nonrefundable)	\$52.00
TOTAL	\$637.63

Textbooks may be purchased from the school or from an independent vendor. If the student plans to purchase their textbooks from an independent vendor, they should inform the admission's team prior to signing the enrollment agreement.

COSMETOLOGY DIGITAL KIT

Students are responsible to purchase digital kit items at an additional cost from the published tuition. The pricing information below may vary by vendor.

Item	Cost
1 Apple Ipad 10.2 inch 8th gen-32gb	\$365.23
1 Apple Care Warrenty - 2 year	\$69.00
1 Notability - Apple Gift Card	\$10.00
Sales Tax (8.88%) (nonrefundable)	\$39.45
TOTAL:	\$483.68

All technical kits are non-refundable once received and opened. This policy is due to sanitary reasons as we want to ensure the health and safety of our Future Professionals and guests.

COSMETOLOGY SCHOOL SUPPLIES

Below is a list of supplies that Future Professional should purchase or collect before they begin school:

Item	
Combination Lock (no locks with keys)	
Old Magazines	
Small Scrap Book	
Notebook	
Blue, Black, red, green, and purple skinny markers (preferably scented)	
Students will need to purchase additional mannequin heads during the program	
Ruler	
50 index cards	
Poster Board	
Binder	
Post-it ® notes	

All technical kits are non-refundable once received and opened. This policy is due to sanitary reasons as we want to ensure the health and safety of our Future Professionals and guests.

COSMETOLOGY EDUCATION KIT

The Cosmetology Education Kit is included in the cost of tuition, for students who pay for the full program. Transfer students are responsible to purchase the education kit at an additional cost from the published tuition.

Items
1 The Skill Cards App
1 The Cutting System App (includes Cutting book)
1 The Barber & Short Hair System App (includes Barbering Fundamentals)
1 The Color System App (includes Coloring Book)
1 The Makeup System App
1 Makeup Portfolio (available in print only)
1 The Paul Mitchell Professional Hair Color Pocket Guide
1 Be Nice (Or Else!) Book
1 The Business Fundamentals: Connecting to My Future iBook
1 Plugged In Access (including access to the Master's Library)

Transfer students are responsible to purchase the education kit at an additional cost from the tuition. The cost of the education kit is \$700.00.

COSMETOLOGY STUDENT TEXTBOOKS AND KITS

Students in the 1000 hour cosmetology program will only be allowed to use Paul Mitchell technical kits and equipment while enrolled at the School. Students may purchase the Paul Mitchell Technical kit in it's entirety from the school, or they may be purchased independently. If purchased independently, they must meet the criteria listed on the Student Technical Kit List. Refer to the catalog kit list. If the student needs to replace a technical kit or equipment item at any time during his or her enrollment in the school, these items may be purchased through the school or independently.

Students are advised to refrain from loaning any part of their technical kit or textbooks. The school is not responsible for items that are lost or stolen. Published kit lists herein are subject to change.

All education apps will work on an Iphone. If a student has access to an Iphone, that is compatible with the apps, an Ipad purchase may not be necessary.

Right to Independent Purchase of IPad, Textbooks and Technical Kit: Any student who desires to independently purchase their IPad, textbook or technical kit from a vendor other than Paul Mitchell the School NYC has the right to do so. A student who chooses to do this should notify the school during contracting.

GRADUATION INFORMATION

GRADUATION REQUIREMENTS IN COSMETOLOGY AND ESTHETICS PROGRAM

The Student must complete the following graduation requirements:

- 1. Complete the required number of Program clock hours
- 2. Complete and submit all assigned skill practical assessments through CourseKey, to demonstrate completion of State requirements
- 3. Pass the School's final written and practical exams
- 4. Complete the required theory hours and pass all written theory exams

Upon meeting all requirements listed above for graduation, the Student will receive an official transcript. Students may also request an official current transcript from the School, at any time following graduation.

Upon graduation, the school will issue one (1) transcript to the student free of charge. Other than that, any transcript requests made by the student or a third party will be charged a \$10.00 fee as of the date of the request. Paul Mitchell The School NYC reserves the right to hold on graduating a student if the student fails to complete all listed requirements, or fails to pass the written and practical exams, as determined by the school.

GRADUATION REQUIREMENTS IN MAKEUP PROGRAM

The State of New York approved 80 clock hours for this make-up course. Students are expected to complete the course with no more than 10% of the program length in absences and pass the written and practical exam with a minimum of 80%.

*the makeup program does not lead to licensure

CAREER SERVICES

Career opportunities for Cosmetologists include, but are not limited to, Hair Stylist, Color Stylist, Makeup Artist, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, Esthetician, and many more.

Although Paul Mitchell The School NYC does not guarantee employment upon graduation, Paul Mitchell The School NYC does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School NYC coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

Paul Mitchell The School NYC has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Educators, Salon Owners or Managers, and Estheticians.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES FOR MAKEUP PROGRAM

There are many wonderful career opportunities available within the makeup industry. In addition to makeup artistry this industry also offers opportunities in areas such as product education and platform artistry.

Although Paul Mitchell the School NYC does not guarantee employment upon graduation, Paul Mitchell the School NYC does maintain an aggressive job placement program and will inform students of job openings and opportunities.

GRADUATES COMPLETING A PROGRAM AND REENROLLING IN A NEW PROGRAM

A student that graduates from one program within the school and wishes to enroll in another program within the school, a determination of the state laws will determine the amount of hours that will be transferred into the new program, the student will need to meet the quantitative and qualitative components of SAP for the new program.

ESTHETICS PROGRAM

ESTHETICS COURSE INFORMATION

ESTHETICS COURSE DESCRIPTIONS

ESTHETICS: SOC 39-5094.00, CIP Code 12.0409:

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

*Graduates are prepared to be an entry level esthetician.

This program is taught in English.

The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

ESTHETICS COURSE OVERVIEW

Course Hours: 600 clock hours

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

- 1. **Pre-clinical Classroom Instruction:** The first 190-hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- 2. **Clinic Classroom Learning Experience:** The remaining 410-hours are spent in the clinic area where practical experience is gained.

ESTHETICS COURSE OUTLINE

Your time at Paul Mitchell the School NYC for the esthetics program will be divided into four designations:

- Core Curriculum: This 190-hour time period is dedicated to exploring foundational knowledge and basic skin
 care, esthetics, facial, hair removal, and makeup procedures. You will receive individual attention in practical
 workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an
 intense and exciting portion of your experience.
- 2. Clinic Classroom Learning Experience: You will enter a new phase of elective classroom workshops coupled with challenging practical services that will continue to build you into a confident skin care therapist.
- 3. Classroom Learning Experience: During this phase of your learning, you will be introduced to guest speakers, prescriptive selling, motivation, self-improvement, body treatments, and emerging technologies. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.
- 4. **Creative Curriculum:** from 190-600 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 NYC Learning Leader, to prepare for your future beauty industry career.

ESTHETICS COURSE SUBJECTS

The instructional program of Paul Mitchell The School NYC meets or exceeds the state requirements:

Requirements	Total Clock Hours
ORIENTATION	
School Rules and Regulations	
History of Esthetics	
The Role of the Esthetician	4
Qualities of the Professional Esthetician	·
• Code of Ethics	
New York State and Federal Laws, Rules, and Regulations Visus and discuss the mandatary Demostic Visiones and Sayuel Assault	
View and discuss the mandatory Domestic Violence and Sexual Assault Awareness online course	
SAFETY AND HEALTH	
Local, State, Federal Safety Codes	8
Classroom/Student Salon Rules and Regulations	
Hazardous Materials Communications (HAZMAT)	
INFECTION CONTROL	
Types and Classification of Bacteria	
Viral, Bacterial and Fungal Infections	18
• Immunity and Body Defenses	
Methods of Infection Control Physical and Chamical Assets for Infection Control	
Physical and Chemical Agents for Infection Control	
ANATOMY AND PHYSIOLOGY	
• Cells, Tissues, and Organs	30
Body Systems	
STRUCTURE AND FUNCTIONS OF THE SKIN	
Physiology and Histology of the Skin	18
Structure and Functions of the Skin	
Appendages of the Skin	
NUTRITION FOR HEALTHY SKIN AND LONGEVITY	
Maintaining a Healthy Body	5
Proper Nutrition effects on skin and health	
Identify Free Radicals and Benefits of Vitamins	
SKIN DISORDERS AND DISEASES	
Identify Skin Disorders	
Describe lesions and gland disorders	12
Identify and describe inflammation of the skin and pigmentation disorders	
Identify and describe pigmentation disorders	
SKIN ANALYSIS	
Identify Skin Types	
Identify Skin Conditions	18
Identify methods of use for client consultation	
Identify methods of collection and analysis use in client consultation	
Identify treatments and product selection based on the skin analysis	
SUPERFLUOUS HAIR	
Theoretical Overview of Permanent Methods (Electrolysis, Thermolysis and Blend)	60
Temporary Methods of Hair Removal: Manual Tweezing and Waxing (Strip and Non-strip)	
CHEMISTRY	
Chemistry as Related to Esthetics	3
Acidity and Alkalinity	
CHEMISTRY AS APPLIED TO ESTHETICS	
Cosmetics and Skin Care Products	
Massage Creams and Oils	24
New Product Technologies	21
• FDA Laws Governing Cosmetics and Skin Care	
Skin Sensitivity and Allergic Reactions	
ELECTRICITY AND EQUIPMENT	
# ·	18

Requirements	Total Clock Hours
Electrical Equipment Safety	
Galvanic Current for Iontophoresis or De-incrustation	
High Frequency Current	
Esthetics Equipment	
Paraffin Unit	
Emerging Technologies	
FACIAL AND BODY PROCEDURES	
Client Consultation	
Skin Analysis, Product Selection and Treatment Recommendations	
Facial and Body Procedures	
Overview of Various Products to enhance the Appearance of the Skin	240
Facial Procedures with Electrical Equipment	
Wet and Dry Exfoliations and Applications	
Overview of Advanced Techniques	
MAKE-UP TECHNIQUES	
Color Theory	
Morphology of the Face	
Eyebrow Contouring	70
Make-up Application	
Artificial Eyelashes	
Advanced Make-up Techniques	
BUSINESS PRACTICES	
Business Operation	
Accounting and Inventory	
Payroll Regulations	
• Ethics and Professional Conduct	30
Retailing Techniques	
Marketing (Advertising, Retailing, and Promotion)	
Customer Relations	
CAREER SKILLS	
Identify Career Opportunities	
Discuss proper job keeping attitudes and habits	
• Identify why people leave or lose their jobs	12
Prepare a resume and cover letter	
Discuss interview preparations	
Participate in actual or simulated job interview	
INTRODUCTION TO ADVANCED ESTHETICS	
Define Paramedical Procedures	
Discuss Scope of Licensure	9
Overview of Medical Procedures	
• Pre and Post Operative Care	
STATE BOARD PREPARATIONS	24
Hours required by NYS Regulations	600

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume' development, job interview preparation and job search skills.

ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE

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

- 1. **Academic theory exams:** Student must receive a grade of 80% or higher on each assigned theory exam.
- 2. Midterm written and practical: Students must receive a grade of 80% or higher on all final exams.

- 3. **Final written and practical:** The written test covers an overview of all theory instruction, New York state law, and other items covered on the state skin care exam. Students must receive a grade of 80% or higher on all final exams.
- 4. **Clinic Practical Skill Assessment:** Future Professionals progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using Course Key app. All assignments must be completed in order to complete the program.

ESTHETICS INSTRUCTIONAL TECHNIQUES AND METHODS

The 600 esthetics programs are provided through a sequential set of learning steps which address specific tasks necessary for State Board preparation, graduation, and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through well-developed lesson plans that reflect the latest educational methods. Subjects are presented by means of lectures, demonstration, distance education, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

ESTHETICS 2024 CLASS START DATES

	Start Date	Expected End Date
DAY SCHOOL FULL-TIME:	January 9, 2024	May 22, 2024
	May 28, 2024	October 11, 2024
	July 16, 2024	November 27, 2024
	September 3, 2024	January 23, 2025
	October 22, 2024	March 14, 2025
	December 10, 2024	April 29, 2025

ESTHETICS PROGRAM SCHEDULES

Option	Days	Time	Hours Per Day	Hours Per Week
Full-Time Day School	Tuesday - Saturday	9:00 AM to 4:30 PM	7 hrs per day	35 hrs per week

ESTHETICS COST OF TUITION AND SUPPLIES

Our current tuition, fees, and supply costs are detailed below.

Prospective students are encouraged to use the Net Price Calculator available on our website to receive a personalized estimate of the cost of attending Paul Mitchell The School NYC.

Transfer students and students who are approved to re-enter their program are assessed a per clock hour rate for the remainder of their program.

TUITION — ESTHETICS	
Tuition	\$10,000.00
Application Fee (non-refundable)	100.00
Technical Kit	2,188.21
Digital Textbooks (non-refundable)	595.00
Digital Kit includes Ipad and notability (non-refundable)	444.23

TUITION — ESTHETICS	
Sales Tax (8.88%) (non-refundable)	194.31
TOTAL COSTS	\$13,521.76

Please contact the school's Financial Leader for payment options . The school accepts cashier check only. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

Financial aid available to those who qualify.

Program	Per Clock Hour Rate (Re-Entry students Only)
Esthetics	\$16.67

ESTHETICS KIT AND TEXTBOOKS

ESTHETICS TECHNICAL KIT

Students are responsible for purchasing a Paul Mitchell Technical Kit at an additional cost from the tuition.

Items
DERMALOGICA STUDENT KIT
PROFESSIONAL FORMULATIONS
1 Calming Botanical Mixer
1 MultiVitamin Power Exfoliant
1 Exfoliant Accelerator 35
1 Conductive Masque Base
1 Massage Gel-Cream
1 Post Extraction Solution
1 Multi-Active Scaling Gel
RETAIL FORMULATIONS
1 Special Cleaning Gel 16.9 Oz
1 Intensive Moisture Creamer 5.1 Oz
1 Daily Microfoliant 2.6 Oz
1 Solar Defense Booster SPF 1.7 Oz
1 MultiVitamin Power Recovery 1 Masque 2.5 Oz
1 PreCleanse 5.1 Oz
PROFESSIONAL SIZES
1 Multi-Active Toner
1 Active Moist
TOOLS & SUPPORT
1 Welcome Packet
1 Dermalogica Apron
1 Dermalogica Masque Fan Brush
1 Face Mapping
1 Prescription Sheets
1 Carry Case
1The Book

Items
1 Facial Sponges
CAO COSMETICS KIT
1 Concealer (6 shades)
1 Foundation (6 shades)
1 Powder Zero
1 Powder Bronze
1 Face Primer
1 Eyeshadow Palette (12 shades)
1 Eye Pencils (4 colors)
1 HD Mascara
1 Liquid Matte
1 Dual Lip and Cheek (6 shades)
1 Cheek Colors (6 shades)
1 Lip Pencil
1 Lip Gloss
1 Brushes (8 pieces)
1 Brush Case
1 Mixing Palette and Spatula
1 Pencil Sharpener
1 Scissors
1 Tweezers
1 Pro Makeup Bag

All technical kits are non-refundable once received and opened. This policy is due to sanitary reasons as we want to ensure the health and safety of our Future Professionals and guests.

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

Item	Cost
Total Cost of Technical Kit – Esthetics:	\$2,188.21
Sales Tax (8.88%) (nonrefundable):	\$192.56
Total:	\$2,380.77

ESTHETICS DIGITAL TEXTBOOKS

Students are responsible to purchasing textbooks at an additional cost from the published tuition. The pricing information below may vary by vendor.

Item	Cost
1 Digital Pivot Point Fundamentals with Dermalogica with Quinity (2019), ISBN: 978-1-940593-59-3	\$595.00
Sales Tax (8.88%) (nonrefundable):	\$52.36
TOTAL:	\$647.36

Textbooks may be purchased from the school or from an independent vendor. If the student plans to purchase their textbooks from an independent vendor, they should inform the admission's team prior to signing the enrollment agreement.

ESTHETICS DIGITAL KIT

Students are responsible to purchase digital kit items at an additional cost from the published tuition. The pricing information below may vary by vendor.

Item	Cost
1 Apple Ipad 10.2 inch 8th gen-32gb	\$365.23
1 Apple Care Warrenty - 2 year	\$69.00
1 Notability - Apple Gift Card	\$10.00
Sales Tax (8.88%) (nonrefundable)	\$39.45
TOTAL	\$483.68

All technical kits are non-refundable once received and opened. This policy is due to sanitary reasons as we want to ensure the health and safety of our Future Professionals and guests.

ESTHETICS EDUCATION KIT

The Esthetics Education Kit is included in the cost of tuition, for students who pay for the full program. Transfer students are responsible to purchase the education kit at an additional cost from the published tuition.

Items
1 The Makeup System App
1 The Makeup Portfolio (available in print only)
1 Business Fundamentals: Connecting to My Future iBook
1 Be Nice (Or Else!) Book
1 Plugged In Access (including access to the Master 's Library)

Transfer students are responsible to purchase the education kit at an additional cost from the tuition. The cost of the education kit is \$300.00.

ESTHETICS STUDENT TEXTBOOKS AND KITS

Students in the 600 hour esthetics program will only be allowed to use Paul Mitchell technical kits and equipment while enrolled at the School. Students may purchase the Paul Mitchell Technical kit in its entirety from the school, or they may be purchased independently. If purchased independently, they must meet the criteria listed on the Student Technical Kit List. Refer to the catalog kit list. If the student needs to replace a technical kit or equipment item at any time during his or her enrollment in the school, these items may be purchased through the school or independently.

Students are advised to refrain from loaning any part of their technical kit or textbooks. The school is not responsible for items that are lost or stolen. Published kit lists herein are subject to change.

All education apps will work on an iPhone. If a student has access to an iPhone that is compatible with the apps, an iPad purchase may not be necessary.

Right to Independent Purchase of iPad, Textbooks and Technical Kit: Any student who desires to independently purchase their iPad, textbook or technical kit from a vendor other than Paul Mitchell the School NYC has the right to do so. A student who chooses to do this should notify the school during contracting.

GRADUATION INFORMATION

GRADUATION REQUIREMENTS IN COSMETOLOGY AND ESTHETICS PROGRAM

The Student must complete the following graduation requirements:

- 1. Complete the required number of Program clock hours
- 2. Complete and submit all assigned skill practical assessments through CourseKey, to demonstrate completion of State requirements
- 3. Pass the School's final written and practical exams
- 4. Complete the required theory hours and pass all written theory exams

Upon meeting all requirements listed above for graduation, the Student will receive an official transcript. Students may also request an official current transcript from the School, at any time following graduation.

Upon graduation, the school will issue one (1) transcript to the student free of charge. Other than that, any transcript requests made by the student or a third party will be charged a \$10.00 fee as of the date of the request. Paul Mitchell The School NYC reserves the right to hold on graduating a student if the student fails to complete all listed requirements, or fails to pass the written and practical exams, as determined by the school.

GRADUATION REQUIREMENTS IN MAKEUP PROGRAM

The State of New York approved 80 clock hours for this make-up course. Students are expected to complete the course with no more than 10% of the program length in absences and pass the written and practical exam with a minimum of 80%.

*the makeup program does not lead to licensure

CAREER SERVICES

Career opportunities for Cosmetologists include, but are not limited to, Hair Stylist, Color Stylist, Makeup Artist, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, Esthetician, and many more.

Although Paul Mitchell The School NYC does not guarantee employment upon graduation, Paul Mitchell The School NYC does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School NYC coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

Paul Mitchell The School NYC has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Educators, Salon Owners or Managers, and Estheticians.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES FOR MAKEUP PROGRAM

There are many wonderful career opportunities available within the makeup industry. In addition to makeup artistry this industry also offers opportunities in areas such as product education and platform artistry.

Although Paul Mitchell the School NYC does not guarantee employment upon graduation, Paul Mitchell the School NYC does maintain an aggressive job placement program and will inform students of job openings and opportunities.

GRADUATES COMPLETING A PROGRAM AND REENROLLING IN A NEW PROGRAM

A student that graduates from one program within the school and wishes to enroll in another program within the school, a determination of the state laws will determine the amount of hours that will be transferred into the new program, the student will need to meet the quantitative and qualitative components of SAP for the new program.

MAKEUP PROGRAM

MAKEUP PROGRAM COURSE INFORMAION

MAKEUP PROGRAM COURSE DESCRIPTIONS

MAKEUP PROGRAM: (SOC) 39-5012.00, (CIP) Code 12.0406

The curriculum involves 80 clock hours of instruction including an overview of various makeup techniques and application for fundamental to advanced makeup application. The course is designed to broaden the student's vision and challenge boundaries permitting a more creative approach to makeup profession. *This program does not lead to licensure.*

*Graduates are prepared to be entry-level makeup artist.

This programs taught in English

**This makeup programs are not accredited or approved by National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) and is not eligible for Title IV funding.

The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

MAKEUP PROGRAM COURSE OVERVIEW

Course Hours: 80 clock hours

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

- 1. Classroom Instruction: Lecture, Model Demonstration and videos.
- 2. Classroom Learning Experience: Observation, discussion and hand-on application of techniques.

MAKEUP PROGRAM COURSE SUBJECTS

The New York State law does not require a license to be a makeup artist.

The instructional program of Paul Mitchell the School NYC meets or exceeds these requirements:

Scope of Curriculum and Total Clock Hours

Scope of Curriculum	Total Clock Hours
 Fundamental to Beauty Makeup Overview Products Knowledge and Sanitation for health & safety of Makeup Artist and Clients. Learn face shapes and Eyebrows Shapes. Learn how to prep the skin prior to makeup application. 	5
2. Color Theory Fundamental to Color Theory. Choose the right Foundation and Concealer to create a perfect blend for the skin tone. Enhance the features using Highlight and Contouring techniques. Powders Application techniques for Face and Check-blush.	10
3. Eye and Lips Theory • Eye Shapes and Characteristics • Eyeliner techniques • How to apply Mascara and Lashes • Shaping lips techniques.	5
4. Face Chart Design	5

Scope of Curriculum	Total Clock Hours
Learn how to design looks on face charts.	
5. Airbrushing	
Fundamentals and Tools.	10
Advanced Techniques.	
6. Bridal Makeup	
Learn techniques and business of Bridal Makeup.	5
Business of Men's Makeup.	
7. Advanced Correction Makeup	
Mature Skin Makeup.	5
Corrective techniques.	
8. Advanced Eye Makeup	
Editorial Eyeliner Techniques.	5
Editotial Smokey Eye.	5
Texture in Makeup.	
9. Evolution of Makeup	
Early 20th Centry Makeup.	5
• 1940's - 1950s- Makeup Techniques.	5
• 1960's -1980's - Makeup Techniques.	
10. Photo Shoot Fundamental	
Understand Photoshoot Roles and Etiquette on set.	5
Create looks for Photoshoots.	
11. Roles on set for TV, Film, and Print	
Portfolio and Maketing for Edittorial.	
Fundamental of Runnway.	5
Editorial Hairstyling.]
Roles on Set.	
Continuity for TV, Film and Print	
12. Makeup Business	-
Create Action Plan for Business and Marketing.	5
13. Assessment	
Practical Exam and Written Exam.	40
Prep for the Graduation Photoshoot.	10
Graduation Photoshoot.	
Total Makeup Hours	80

MAKEUP PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 80 hour course:

1. Student must pass a written and practical final exam with a minimum of 80%.

MAKEUP PROGRAM 2024 CLASS START DATES

	Start Date	End Date
DAY SCHOOL FULL-TIME	Please see Admissions Leader for specific Start dates.	

MAKEUP PROGRAM SCHEDULES

Option	Days	Time	Hours Per Day	Number of Weeks
Part-Time Day School	Tuesday - Friday	9:00 AM to 2:00 PM	5 hrs per day	4 week

^{**} The makeup program is not NACCAS approved and does not qualify for financial aid.

MAKEUP PROGRAM COST OF TUITION AND SUPPLIES

Our current tuition, fees, and supply costs are detailed below.

Prospective students are encouraged to use the Net Price Calculator available on our website to receive a personalized estimate of the cost of attending Paul Mitchell The School NYC.

Transfer students and students who are approved to re-enter their program are assessed a per clock hour rate for the remainder of their program.

TUITION – MAKEUP **			
Tuition	\$3,000.00		
Registration Fee	100.00		
Makeup Kit (non-refundable)	1,200.00		
Sales Tax (8.87%) (non-refundable)	106.22		
TOTAL COSTS	\$4,306.55		

^{**} The makeup program is not NACCAS approved, does not qualify for financial aid, and does not lead to licensure.

Please contact the school's Financial Leader for payment options. The school accepts cashier check only. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

Financial aid available to those who qualify.

Program	Per Clock Hour Rate (Transfer and Re-Entry Students Only)
Makeup	\$10.56

MAKEUP PROGRAM KIT AND TEXTBOOKS

MAKEUP PROGRAM TECHNICAL KIT

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

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

Items	
FACE	
1 Concealer (6 Shades)	

1 Foundation (6 Shades) 1 Powder Poroze 1 Face Primer EYES 1 Eyeshadow Polettes (12 Shades) 1 Eye Pencils (4 Colors) 1 HD Mascaro 1 Liquid Matte SANITATION 1 Makeup Remover Towelettes 1 Brush Cleansing Cloth 1 Sanitizer Misc. 1 Certificate of Completion 1 Nome badge 1 Pens 1 Ficture Professional Tablit 1 Diploma Polder LUPS & CHEEK 1 Dual Lip & Cheek (6 Shades) 1 Lip Pencil 1 Lip Gloss TOOLS & ACCESSORIES 1 Brushs Cleansing 1 Pens 1 Pencil Sharpener 1 Stations 1 Pencil Sharpener 1 Stations 1 Pencil Sharpener 1 Stations 1 Tower Accessories 1 Brushs Cleansing Pencil 1 Lip Gloss 1 Pencil Sharpener 1 Stations 1 Tower Accessories 1 Brushs (8 pieces) 1 Brush Case 1 Thouse Accessories 1 Tho	Items
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1 Face Primer EYES 1 Eyeshadow Palettes (12 Shades) 1 Eye Pencils (4 Colors) 1 HD Mascaria 1 Liquid Matte SANITATION 1 Miskeup Remover Towelettes 1 Brush Cleansing Cloth 1 Sanitizer MISC. 1 Certificate of Completion 1 Name badge 1 Pens 1 Future Professional T-shirt 1 Diploma Folder LIPS & CHEEK 1 Dual Lip & Cheek (6 Shades) 1 Lip Pencil 1 Lip Gloss TOOLS & ACCESSORIES 1 Brushes (8 pieces) 1 Brusha Case 1 Metal Palette and Spatula 1 Pencil Sharpener 1 Scissors 1 Tweezers 1 Poul Action Airbrush Compressor 1 Tuel Action Airbrush Compressor 1 Tuel Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Broided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Powder Zero
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1 Lip Gloss TOOLS & ACCESSORIES 1 Brushes (8 pieces) 1 Brush Case 1 Metal Palette and Spatula 1 Pencil Sharpener 1 Scissors 1 Tweezers 1 Pro Makeup Bag 1 Dual-Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Cheek Color (6 Shades)
TOOLS & ACCESSORIES 1 Brushes (8 pieces) 1 Brush Case 1 Metal Palette and Spatula 1 Pencil Sharpener 1 Scissors 1 Tweezers 1 Pro Makeup Bag 1 Dual-Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1Lip Pencil
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1 Brush Case 1 Metal Palette and Spatula 1 Pencil Sharpener 1 Scissors 1 Tweezers 1 Pro Makeup Bag 1 Dual-Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	TOOLS & ACCESSORIES
1 Metal Palette and Spatula 1 Pencil Sharpener 1 Scissors 1 Tweezers 1 Pro Makeup Bag 1 Dual-Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Brushes (8 pieces)
1 Pencil Sharpener 1 Scissors 1 Tweezers 1 Pro Makeup Bag 1 Dual-Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Brush Case
1 Scissors 1 Tweezers 1 Pro Makeup Bag 1 Dual-Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Metal Palette and Spatula
1 Tweezers 1 Pro Makeup Bag 1 Dual-Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Pencil Sharpener
1 Pro Makeup Bag 1 Dual-Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Scissors
1 Dual-Action Airbrush Compressor 1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1Tweezers
1 Dual-Action Airbrush Gun 1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Pro Makeup Bag
1 High Quality Braided Hose 1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Dual-Action Airbrush Compressor
1 Air Brush Cleaning Set 1 Nozzle Adjuster	1 Dual-Action Airbrush Gun
1 Nozzle Adjuster	1 High Quality Braided Hose
	1 Air Brush Cleaning Set
10 Skin Tone Water Based Colors	1 Nozzle Adjuster
	10 Skin Tone Water Based Colors

All technical kits are non-refundable once received and opened. This policy is due to sanitary reasons as we want to ensure the health and safety of our Future Professionals and guests.

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

Items	Cost
Total Cost of Technical Kit – Makeup:	\$1,200.00
Sales Tax (8.88%) (nonrefundable):	\$106.22
Total	\$1,306.22

^{**}This makeup program is not accredited or approved by National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)and is not eligible for Title IV funding. The makeup program does not lead to licensure.

GRADUATION INFORMATION

GRADUATION REQUIREMENTS IN COSMETOLOGY AND ESTHETICS PROGRAM

The Student must complete the following graduation requirements:

- 1. Complete the required number of Program clock hours
- Complete and submit all assigned skill practical assessments through CourseKey, to demonstrate completion of State requirements
- 3. Pass the School's final written and practical exams
- 4. Complete the required theory hours and pass all written theory exams

Upon meeting all requirements listed above for graduation, the Student will receive an official transcript. Students may also request an official current transcript from the School, at any time following graduation.

Upon graduation, the school will issue one (1) transcript to the student free of charge. Other than that, any transcript requests made by the student or a third party will be charged a \$10.00 fee as of the date of the request. Paul Mitchell The School NYC reserves the right to hold on graduating a student if the student fails to complete all listed requirements, or fails to pass the written and practical exams, as determined by the school.

GRADUATION REQUIREMENTS IN MAKEUP PROGRAM

The State of New York approved 80 clock hours for this make-up course. Students are expected to complete the course with no more than 10% of the program length in absences and pass the written and practical exam with a minimum of 80%.

*the makeup program does not lead to licensure

CAREER SERVICES

Career opportunities for Cosmetologists include, but are not limited to, Hair Stylist, Color Stylist, Makeup Artist, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, Esthetician, and many more.

Although Paul Mitchell The School NYC does not guarantee employment upon graduation, Paul Mitchell The School NYC does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School NYC coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

Paul Mitchell The School NYC has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Educators, Salon Owners or Managers, and Estheticians.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES FOR MAKEUP PROGRAM

There are many wonderful career opportunities available within the makeup industry. In addition to makeup artistry this industry also offers opportunities in areas such as product education and platform artistry.

Although Paul Mitchell the School NYC *does not guarantee employment upon graduation*, Paul Mitchell the School NYC does maintain an aggressive job placement program and will inform students of job openings and opportunities.

GRADUATES COMPLETING A PROGRAM AND REENROLLING IN A NEW PROGRAM

A student that graduates from one program within the school and wishes to enroll in another program within the school, a determination of the state laws will determine the amount of hours that will be transferred into the new program, the student will need to meet the quantitative and qualitative components of SAP for the new program.

FINANCIAL INFORMATION

FINANCIAL AID

The school encourages all students to apply for financial aid. A Financial Aid Guide is also available to all prospective students to assist with understanding the eligibility criteria and application process to receive federal and institutional financial aid.

Financial aid refers to a variety of financial aid sources are available to help you pay for college or career school. It is money in the form of grants, scholarships, work-study, loans, or a benefit from completing community service or military service to help students pay for education after high school. Aid comes from various sources, with most of the aid coming from the U.S. Department of Education.

A FAFSA or Federal Application for Federal Student aid must be completed at <u>www.studentaid.gov</u> to apply for all federal aid. Students will need to re-apply for Aid every academic year and meet all required eligibility criteria.

ADDITIONAL INFORMATION AND DETAILS MAY BE FOUND IN THE FINANCIAL AID GUIDE PUBLISHED BY THE SCHOOL.

The school participates in the following Federal Aid Programs:

GRANTS

Federal Pell Grant This federal grant program provides need-based grants to eligible low-income students. Eligibility for a Federal Pell Grant is determined by your Expected Family Contribution from the FAFSA. You can receive the Federal Pell Grant for no more than the equivalent of 12 semesters, which includes your receipt of Federal Pell Grant from any college you have attended. Additional general information regarding the Federal Pell Grant is available at www.studentaid.gov.

Federal Supplemental Educational Opportunity Grants (SEOG) This federal grant is awarded to students who demonstrate exceptional financial need. Funding is limited for this program, and priority is given to students who qualify for a Federal Pell Grant. A FSEOG Grant does not need to be repaid.

Federal Iraq and Afghanistan Service Grant (IASG): This federal grant is awarded to students whose parents or guardian was a member of the U.S. armed forces and died as a result of performing military service in Iraq or Afghanistan after the events of 9/11. To qualify, you must be ineligible for a Pell Grant due to not demonstrating adequate financial need, and you must have been younger than 24 years old at the time of your parent's or guardian's death.

FEDERAL DIRECT LOANS

Federal Direct Subsidized Loans are loans available to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.

- i. Interest does not accrue on the Subsidized loan while you are enrolled at least half-time.
- ii. Repayment on the loan begins 6 months after you graduate or withdraw from the school.

Federal Direct Unsubsidized Loans are available to eligible students regardless of financial need. The school determines the amount you can borrow based on your cost of attendance and other financial aid you receive.

- i. Interest begins to accrue on the Unsubsidized loan from the date of the first disbursement.
- ii. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- iii. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Federal Direct PLUS Loans are loans, a parent of a dependent undergraduate student can borrow for up to the amount of the student's cost of attendance for their educational program less any other financial aid the student is receiving. Financial need is not required for this program. The parent (not the student) is the borrower of a Parent PLUS Loan and therefore the parent is responsible for repaying the loan. In addition to the student completing the FAFSA and meeting the basic eligibility requirements for federal student aid, an additional application is required for a parent to borrow a Parent PLUS Loan. Repayment is required immediately following the last disbursement of a loan.

- i. Eligibility is not based on financial need and can be applied to cover the entire cost of attendance.
- ii. A credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.
- iii. If you are a dependent student and your parent is denied the PLUS loan because of an adverse credit history, the student may apply for an additional Direct Unsubsidized Loan.

INTEREST RATES

The interest rates are published each year and vary depending on the loan type and for is set by the first disbursement date of the loan.

DIRECT LOANS TERMS AND CONDITIONS

- i. A student must be enrolled at least half-time to receive a federal student loan disbursement.
- ii. Repayment of federal student loans begins 6 months after a student ceases to be enrolled at least half-time. This6-month period is called a grace period.
- iii. A student must complete a master promissory note and loan entrance counseling prior to receiving a Federal Direct Loan disbursement and must complete loan exit counseling once they cease to be enrolled at least halftime.
- iv. Students and parents who borrow Federal Direct Loans will have their loan submitted to the National Student Loan Data System (NSLDS) and the information will be accessible to guaranty agencies, eligible lenders, and eligible institutions of higher education as determined by the Secretary of Education to be authorized users of NSLDS.

For more information including terms and conditions and current rates visit: https://studentaid.gov/understand-aid/ types/loans/interest-rates

DEFAULTING ON THE FEDERAL DIRECT LOAN

A student is considered to be in default if no payment is made for at least 270 days. Consequences of default include:

- i. The entire unpaid balance of your loan and any interest you owe becomes immediately due (this is called "acceleration").
- ii. You can no longer receive deferment or forbearance, and you lose eligibility for other benefits, such as the ability to choose a repayment plan.
- iii. You lose eligibility for additional Federal Student aid.
- iv. The default is reported to credit bureaus, damaging your credit rating and affecting your ability to buy a car or house or to get a credit card.
- v. Your wages, tax refunds and federal benefit payments may be withheld and applied toward repayment of your defaulted loan.

THINGS TO KNOW ABOUT FINANCIAL AID:

ELIGIBILITY

All Criteria must be met to qualify for Federal aid:

- i. Be a citizen or an eligible non-citizen of the United States
- ii. Have a valid Social Security Number (Students from the Republic of the Marshall Islands, Federated States of Micronesia and the Republic of Palau are exempt from this requirement)
- iii. Have a High School Diploma or a General Education Development Certificate (GED) or have completed the state requirements for homeschooling or have an equivalent or higher degree
- iv. Be enrolled in an eligible program
- v. Maintain satisfactory academic progress as described in the school policy
- vi. Not owe a refund on a Federal Student grant or be in default of a Federal Student Loan
- vii. Demonstrate Financial need
- viii. Use aid only for educational purposes

ESTIMATED FINANCIAL AID

The following tools and resources can be used to get an estimate of your EFC, Cost of Attendance and Estimated Financial Aid:

- i. Net Price Calculator Tool available at https://www.paulmitchell.edu/NYC allows prospective students to enter information about themselves to find out what students like them paid to attend the institution in the previous year, after taking grants and scholarship aid into account.
- ii. College Financing Plan is a resource tool to help you better understand your educational costs and the financial aid that is available to meet those costs. This form was created by the Department of Education (ED) and is available to help prospective students compare the cost of attendance (COA) and aid offers from multiple institutions in order to make an informed decision about where to attend school. Please contact the Financial Aid office for your personalized College Financing Plan.
- iii. College Affordability & Transparency Center provides the Department of Education tools for comparing college costs, please visit: https://collegecost.ed.gov.

STEPS TO APPLY

- A. Sign up for an FSA ID at <u>fsaid.ed.gov</u>. The FSA ID serves as your digital signature for the Free Application for Federal Student Aid (FAFSA) and login information for Federal Student Aid websites.
- B. Complete the Free Application for Federal Student Aid (FAFSA)
- C. Submit all Required Documents to the Financial Services Office
- D. If you decide to apply for Federal Student Loans
 - 1. Log on to www.studentaid.gov
 - 2. Complete your Direct Loan Entrance Counseling. The Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.

The goal of entrance counseling is to help you understand what it means to take out a federal student loan. During entrance counseling, you will learn about the following:

- i. What a Direct Loan is and how the loan process works
- ii. Managing your education expenses
- iii. Other financial resources to consider helping pay for your education
- iv. Your rights and responsibilities as a borrower
 - Complete an Annual Loan Acknowledgment If this is your first time accepting a federal student loan, you are acknowledging that you understand your responsibility to repay your loan.
 - i. If you have existing federal student loans, you are acknowledging that you understand how much you owe and how much more you can borrow.

- Complete Master Promissory Notes (MPN)
 The MPN is a legally binding agreement between you and us and contains the terms and conditions of your loans.
- E. Review your Financial Aid Notification

The notification will provide a snapshot of what financial aid you are eligible to receive for the current academic year

F. Accept your Estimated Financial Aid Offer

VERIFICATION

The U. S. Department of Education may select your FAFSA for a process called verification. If your FAFSA is selected for verification, The School will need to collect additional documentation from you to verify some of the information you provided on your FAFSA. For example, The School may ask for additional information about your income, the number of people in your household, the number of people attending college in your household and identification document, or other information. You may be required to complete verification worksheets and submit tax documents for yourself and your parent(s) or spouse. The School will use the information you provide through the verification process to make any necessary corrections to the information you reported on the FAFSA.

Verification Deadline and Failure to Submit: The Financial Aid Office will not award or disburse federal financial aid until the verification process is complete. Failure to complete the verification process by the deadline may result in a student not being eligible for federal financial aid, in which case the student will need to make other arrangements to pay their educational costs.

FINANCIAL AID DISBURSEMENTS

The federal financial aid for which a student qualifies is applied to your student account. This process is referred to as financial aid disbursement. Expected disbursement schedule can be found in individual Financial Aid offer letters.

Financial Aid disbursements are evaluated and paid at the end of every payment period, based on the student's satisfactory academic progress.

- i. The first payment period is the period in which the student successfully completes half the clock hours AND half the weeks of instructional time in the academic year.
- ii. The second payment period is the period in which the student completes the academic year and weeks of instructional time in the academic year.

For any remaining portion of the program that is more than the academic year, but less than a full academic year.

- i. The first payment period is the period in which the student successfully completes half of the clock hours AND half of the weeks of instructional time in the remaining portion of the program; and
- ii. The second payment period is the period of time in which the student successfully completes the remainder of the program.

CREDIT BALANCE

If your financial aid award exceeds your direct costs at the school (tuition etc.), you will receive a Credit Balance refund.

- i. Refunds begin to be issued within 14 days after the disbursement date.
- ii. All funds issued to you by Paul Mitchell The School NYC through a federal financial aid refund must be used toward educational expenses only and using these funds in any other manner is in violation of and punishable by federal law.

IMPACT OF WITHDRAWAL OR LEAVE OF ABSENCE

Students taking a leave of absence or withdrawing from classes who are recipients of Federal Financial Aid should contact the Financial Aid office to determine the implications of that leave/withdrawal for their financial aid program. Once you withdraw, drop below half-time enrollment, or leave school, your federal student loan goes into repayment. In most cases, however, you have a six-month grace period before you are required to start making regular payments.

EXIT COUNSELING

Students who graduate, withdraw or drop below half-time enrollment must complete exit counseling. The purpose of exit counseling is to ensure that student understand their loan obligations and are prepared for repayment.

OVERPAYMENT

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is any grant overpayment in excess of half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with the school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when you withdraw are separate from the school's refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school will also charge you for any Title IV program funds that the school was required to return. The school's tuition refund policy is available in the college catalog. If you have questions regarding the Return of Title IV calculation or the school's refund policy, the Financial Services Office can assist.

ADDITIONAL INFORMATION AND DETAILS MAY BE FOUND IN THE FINANCIAL AID GUIDE PUBLISHED BY THE SCHOOL.

WITHDRAWING FROM SCHOOL

Official Withdrawal Process: If a student wishes to withdraw from school the student must notify the school either in writing or verbally. A written notification can be delivered by regular mail sent directly to the school or via email sent to the Financial Services Leader at the School at the following email address anniemarie.miller@nyc.paulmitchell.edu. The date that the school is notified is the date of determination of the withdrawal and is based on the postmark date on the mailed notification, the date of the email notification or the date the student calls or notifies the school in person. A student on an approved leave of absence must notify the school as soon as possible if they will not be returning form the leave of absence. If the student fails to return or contact the School Financial Services Leader on the documented return date, then the student will be withdrawn from school with the date of determination being the documented return date.

If the Student fails to return from a leave of Absence (LOA) on the documented return date, the student will be terminated from school as of the date the student began the LOA. If the Student fails to contact the School in regards to not returning from a LOA or extending the LOA, the student will be terminated from school as of the date the student began the LOA. A Student may not take an unapproved LOA.

Official cancellation occurs when a Student is not accepted by the School, or when a Student or legal guardian cancels the Enrollment Agreement. The School also may initiate an official withdrawal for reasons which include but are not limited to the expulsion of the Student or the termination of the Student for failure to meet the applicable requirements of the School's satisfactory academic progress policy or the failure to pay tuition and other charges by the applicable deadlines.

Unofficial Withdrawal Process: An unofficial withdrawal may occur for a variety of reasons including but not limited to expulsion, failure to meet Program attendance requirements, failure to attend class in the Student's Program at the School for 14 consecutive calendar days, failure to meet applicable requirements in the school's satisfactory academic progress policies, or failure to pay tuition and other charges by the applicable deadlines.

Withdrawal Date: In both cases the Withdrawal Date (which is sometimes referred to as the last day of attendance) will be used in the Institutional Refund calculation and, if applicable, in the Federal Return of Title IV calculation.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The School participates in the Title IV federal financial aid Programs (Title IV). The Return of Title IV (R2T4) policy and formula are used by the School to determine the amount of Title IV funds that must be returned if the Student withdraws from the School. The R2T4 formula is applicable when the Student withdraws at any point during a payment period.

The requirements for returning Title IV funds under the R2T4 formula is different from a School's institutional refund policy. The R2T4 formula determines the amount of unearned Title IV funds that must be returned when a Student withdraws. In contrast, the institutional refund policy determines how much tuition a Student owes after a Student withdraws.

So, it is possible that the R2T4 policy might result in a return of Title IV funds that previously paid for tuition and other charges at the School. In turn, the institutional refund policy might result in a Student owing funds to the School to cover unpaid institutional charges even though the Student withdrew from the School without completing the Program. The R2T4 policy is discussed below. The institutional refund policy is discussed in the previous section of the Enrollment Agreement.

R2T4 Calculation: The R2T4 formula applies if the Student received or could have received federal Title IV financial assistance during the payment period in which the Student withdrew based on applicable eligibility criteria (e.g., Pell Grants, FSEOG, Direct Subsidized Loans, Direct Unsubsidized Loans, or Direct PLUS Loans).

The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the Student's withdrawal date. For clock-hour Programs, a Student earns the percentage of scheduled clock hours up to the date of withdrawal divided by the number of scheduled clock hours in the payment period.

For example, if a Student completes 30% of the scheduled clock hours, the Student will earn 30% of the assistance the Student originally received or was eligible to receive. Once the Student completes over 60% of the scheduled clock hours in the payment period of enrollment, a Student has earned 100% of the FSA funds the Student received and was scheduled to receive during the period.

The amount to be returned as unearned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a Student does not start or begin attendance at the School or start or begin attendance in a payment period at the School, the R2T4 formula does not apply but the School must return any Title IV funds disbursed on the Student's account ledger for the applicable payment period.

Title IV Funds Returned by the School: If a Student receives (or the School or parent receive on the Student's behalf) excess Title IV funds that must be returned, the School must return all or a portion of the excess funds equal to the lesser of:

- 1. The institutional charges multiplied by the unearned percentage of the Student's Title IV funds
- 2. The entire amount of excess Title IV funds

The School must return its share in the following order:

- 1. Unsubsidized Direct Loan
- 2. Subsidized Direct Loan

- 3. Direct PLUS Loan (Parent)
- 4. Federal Pell Grant
- 5. Federal SEOG

Returns must be made no later than 45 days after the date of determination of the Student's withdrawal.

Title IV Funds Returned by the Student: If the School is not required to return all of the excess Title IV funds, the Student may be required to return the remaining amount. This is determined by subtracting the amount returned by the School from the total amount of unearned Title IV funds to be returned.

For any Direct loan funds, a Student must return, the Student (or the parent in the case of PLUS Loans) will repay the Direct Loan funds in accordance with the terms and conditions of the Master Promissory Note (MPN). That is, a Student will not be required to repay any Direct Loan funds immediately, but instead, the Student will make scheduled payments to the Department of Education over a period of time.

Any amount of unearned Pell Grant funds that a Student must return is called an overpayment. The maximum amount of Pell Grant overpayment that a Student must repay is any amount of the overpayment that is greater than one-half of the Pell Grant funds the Student received or was scheduled to receive. A Student does not have to repay a Pell Grant overpayment if the original amount of the overpayment is \$50 or less. The Student must make arrangements with the School or the Department of Education to return the unearned Pell Grant funds or lose eligibility for the Title IV funds.

Within 30 days of the date of the School's determination that the Student withdrew, the School will send a notice to the Student advising the Student that they owe a Title IV overpayment as a result of the Student's withdrawal. If the Student is not able to pay the overpayment within 45 days of the date of the notice, the Student may enter into a repayment arrangement with the Department of Education. If the Student does not pay the overpayment or make a repayment arrangement, the Student will be ineligible for any further Title IV funds.

Credit Balances: If a credit balance still exists on the Student's account after the Return of Title IV calculation is completed, the credit balance will be used to pay any grant overpayment that exists based on the current withdrawal or any remaining institutional charges. Any remaining credit balance will be paid to the Student within 14 days from the date that the Return of Title IV calculation was performed.

Post Withdrawal Disbursements: If a Student did not receive all of the Title IV funds earned, a Student may be due a post-withdrawal disbursement. If the post withdrawal disbursement includes Direct Loan funds, the School must obtain the Student's or parent's (in the case of PLUS Loans) permission before it can disburse the Direct Loan funds. A Student or parent may choose to decline some or all of the Direct Loan funds, so the Student or parent do not incur additional debt.

The School may automatically use all or a portion of a post-withdrawal disbursement of grant funds for institutional charges. The School needs to obtain permission from the Student to apply Title IV funds for other educationally related expenses. Post-withdrawal disbursements will be made from Pell Grant funds first if the Student is eligible. If there are current educational costs still due the School at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be created to the Student's account. Any remaining Pell funds will be released to the Student without the Student having to take any action. Any Direct Loan funds due in a post-withdrawal disbursement must be offered to the Student or parent and the School must receive the Student's or parent's authorization before crediting their account. The request for authorization is required to be sent to the Student or parent within 30 days of the date of the School's determination that a Student has withdrawn.

REFUND POLICY: PER SECTION 5002 OF EDUCATION LAW FOR COSMETOLOGY

- 1. The refund policy applies to all terminations for any reason by either party, including student decision (or parent or legal guardian), program cancellation, or school closure.
- 2. Applicants not accepted by the school shall be refunded all monies paid to the school.

- 3. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, 30 days after the last day of attendance or the expiration date of an approved Leave of Absence. Failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the Education Law. After 30 days of absences, school shall send by regular mail a termination notice; If student fails to respond within 12 days from the date on the letter, the student shall be deemed to have withdrawn.
- 4. If a student cancels the enrollment more than one week (7 days) after signing the contract but prior to or during the first week of classes, a refund of all monies paid to the school less the non-refundable registration fee in the amount of \$100.00 will be made. Student kit and book charges are non-refundable after materials are accepted by the student.
- 5. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above.
- 6. This refund policy applies to tuition and fees charged in the enrollment agreement.
- 7. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. 1000 Hour Cosmetology Full-time Refund Policy

1000 HOUR COSMETOLOGY FULL-TIME SCHEDULE REFUND POLICY

The Cosmetology full-time Day schedule is divided into two (2) terms of 16 and 15 weeks each. Total tuition liability is limited to the quarter during which the student was terminated and any previous quarters completed.

Tuition liability is divided by the number of quarters in the program for full time students. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. The refund calculation is based on the week of the students last day of attendance.

1000 Hour Cosmetology Full-time Schedule Tuition Cost — \$15,500.00

First Term Refund Policy					
First Term Costs \$7,750.00					
		If termination	If termination occurs the school is owed:		
	Prior to or during the first week	0%	0%		
	During the second week	20%	\$1,550.00		
First Town	During the third week	35%	\$ 2,712.50		
First Term	During the fourth week	50%	\$3,875.00		
	During the fifth week	70%	\$5,425.00		
	After fifth week	100%	\$7,750.00		

Second Term Refund Policy				
Second Term Costs \$7,750.00				
		If termination occurs the school is owed:		
	During the first week	20%	\$1,550.00	
Second Term	During the second week	35%	\$ 2,712.50	

Second Term Refund Policy				
	During the third week	50%	\$3,875.00	
	During the fourth week	70%	\$5,425.00	
	After fourth week	100%	\$7,750.00	

1000 HOUR COSMETOLOGY NIGHT PART-TIME REFUND POLICY

The Cosmetology part-time Night schedule is divided into three (3) terms of 17, 17 and 16 weeks each. Total tuition liability is limited to the term during which the student was terminated and any previous quarters completed.

Tuition liability is divided by the number of terms in the program for part time students. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. The refund calculation is based on the week of the students last day of attendance.

1000 hour Cosmetology Part-time Schedule Tuition Cost — \$15,500.00

First Term Refund Policy				
First Term Costs \$5,166.67				
	If termination occurs the school is owed:			
	During the first week	0%	0%	
	During the second week	20%	\$1,033.33	
	During the third week	35%	\$ 1,808.33	
First Term	During the fourth week	50%	\$ 2,583.34	
	During the fifth week	70%	\$3,616.67	
	After fifth week	100%	\$5,166.67	

Second and Third Term Refund Policy			
Second and Third Costs \$5,166.67			
If termination occurs the school is owed:			
	During the first week	20%	\$1,033.33
	During the second week	35%	\$ 1,808.33
Second and Third Term	During the third week	50%	\$ 2,583.34
	During the fourth week	70%	\$3,616.67
	After fourth week	100%	\$5,166.67

REFUND POLICY: PER SECTION 5002 OF EDUCATION LAW FOR ESTHETICS

- 1. The refund policy applies to all terminated students for any reason by either party, including student decision, parent or legal guardian (if student is a minor), and program cancellation.
- 2. Applicants not accepted by the school shall be refunded all monies paid to the school.
- 3. A student should notify the school of their withdrawal from school through written notification. The 'formal cancellation date' will be determined by the postmark on the written notification, the date said notification is delivered to the school in person, or 14 days after the last day of attendance, whichever is earlier. Failures of a student to notify the school Director in writing of the student's intent to withdraw may delay a refund of tuition to the student. (Section 5002 (3) of the Education Law).
- 4. If a student has failed to attend classes for a period of 14 calendar days, the school shall send by regular mail a termination notice.

- 5. If a student cancels his/her enrollment more than one week (7 days) after signing the enrollment agreement, but prior to, or during the first week of classes, a refund of all monies paid to the school less the non-refundable application fee of \$100.00 will be made.
- 6. The student kit and book charges are non-refundable after they are issued to and accepted by the student.

600 HOUR ESTHETICS FULL-TIME REFUND POLICY

The Esthetics full-time Day schedule is divided into two (2) quarters of 10 and 7 weeks each. Total tuition liability is limited to the quarter during which the student was terminated and any previous quarters completed. Tuition liability is divided by the number of quarters in the program for full time students. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. The refund calculation is based on the week of the students last day of attendance.

600 Hour Esthetics Full-time Schedule Tuition Cost — \$10,000.00

First Quarter Refund Policy				
First Quarter Costs \$5,000.00				
	If termination occurs the school is owed:			
First Term	Prior to or during the first week	0%	\$0.00	
	During the second week	20%	\$1,000.00	
	During the third week	35%	\$1,750.00	
	During the fourth week	50%	\$2,500.00	
	During the fifth week	70%	\$3,500.00	
	After fifth week	100%	\$5,000.00	

Second Quarter Refund Policy				
Subsequent Quarters Cost \$5,000.00				
	If termination occurs the school is owed:			
	During the first week	20%	\$1,000.00	
First Term	During the second week	35%	\$1,750.00	
	During the third week	50%	\$2,500.00	
	During the fourth week	70%	\$3,750.00	
	After fourth week	100%	\$5,000.00	

600 HOUR ESTHETICS NIGHT PART-TIME REFUND POLICY

The Esthetics part-time Night schedule is divided into three (3) quarters of 10, 10 and 10 weeks each. Total tuition liability is limited to the term during which the student was terminated and any previous quarters completed.

Tuition liability is divided by the number of terms in the program for part time students. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. The refund calculation is based on the week of the students last day of attendance.

600 hour Esthetics Part-time Schedule Tuition Cost — \$10.000.00

First Quarter Refund Policy				
First Quarter Costs \$3,333.34				
If termination occurs the school is owed:			on occurs the school is owed:	
First Term	Prior to or during the first week	0% \$0.00		

First Quarter Refund Policy			
	During the second week	20%	\$666.69
	During the third week	35%	\$1,696.67
	During the fourth week	50%	\$1,666.67
	During the fifth week	70%	\$2,333.34
	After fifth week	100%	\$3,333.34

First Quarter Refund Policy				
First Quarter Costs \$3,333.33				
	If termination occurs the school is owed:			
	During the first week	20%	\$666.67	
	During the second week	35%	\$1,166.67	
First Term	During the third week	50%	\$1,666.67	
	During the fourth week	70%	\$2,500.00	
	After fourth week	100%	\$3,333.32	

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for:

- 1. The non-refundable registration fee plus
- 2. The cost of any textbooks or supplies accepted plus
- 3. Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.
- 4. Any monies due to the applicant or student shall be refunded within 45 days of the date on which the student withdraws from the program, as defined above.
- 5. The school does not participate in any teach-out plans with other institutions.
- 6. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (for example: extra kit materials, books, products, etc.) will be calculated separately at the time of withdrawal.
- 7. The student is entitled to a full refund if the school closes.

REFUND POLICY: PER SECTION 5002 OF EDUCATION LAW FOR MAKEUP PROGRAM

The refund policy applies to all terminated students for any reason by either party, including student decision, parent or legal guardian (if student is a minor), and program cancellation. Applicants not accepted by the school shall be refunded all monies paid to the school. A student should notify the school of their withdrawal from school through written notification. The 'formal cancellation date' will be determined by the postmark on the written notification, the date said notification is delivered to the school in person, or after missing 4 consecutive school days, whichever is earlier. Failure of a student to notify the school Director in writing of the student's intent to withdraw may delay a refund of tuition to the student. (Section 5002 (3) of the Education Law). If a student has failed to attend classes for a period of 4 consecutive school days, the student shall be deemed to have withdrawn and termination notice shall be sent via regular mail.

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

- 2. Thereafter, a student will be liable for:
 - the non-refundable registration fee plus
 - the cost of any textbooks or supplies accepted plus
 - tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Any monies due to the applicant or student shall be refunded within 45 days of the date on which the student withdraws from the program, as defined above. The school does not participate in any teach-out plans with other institutions. This refund policy applies to tuition and fees charged in the enrollment contract. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, etc.) will be calculated separately at the time of withdrawal. The student is entitled to a full refund if the school closes.

80 HOUR MAKEUP PART-TIME REFUND POLICY

The makeup part-time schedule is divided into 5 weeks. Total tuition liability is limited to the term during which the student was terminated and any previous quarters completed.

Tuition liability is divided by the number of quarters in the program for part time students. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. The refund calculation is based on the week of the student's last day of attendance.

80 Hour Makeup Part-time Schedule Tuition Cost — \$3,000.00

Makeup: 5-Weeks Mini Programs Refund Policy				
Total Costs \$3000.00				
		If termination occurs the school is owed:		
	Hours 0-12	\$0.00		
	Hours 13-24	\$700.00		
HOUR BREAK DOWN	Hours 25-36	\$1,400.00		
	Hours 37-48	\$2,100.00		
	Hours 49-80	\$2,800.00		

^{**}This makeup program is not accredited or approved by National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) and is not eligible for Title IV funding. The makeup program does not lead to licensure.

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for:

- 1. The non-refundable registration fee
- 2. The cost of any textbooks or supplies accepted
- 3. Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.
- 4. Any monies due to the applicant or student shall be refunded within 45 days of the date on which the student withdraws from the program, as defined above.
- 5. The school does not participate in any teach-out plans with other institutions.
- 6. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (for example: extra kit materials, books, products, etc.) will be calculated separately at the time of withdrawal.
- 7. The student is entitled to a full refund if the school closes.

SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES

In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

- 1. ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
- 2. disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES

Our school does not have a list of preferred lenders and we do not offer private education loans. Arc90 is a preferred lender. Students are encouraged to explore federal student aid options before considering private education loans.

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

A student no longer faces penalties or suspension of Title IV aid due to a drug conviction that occurred while the student was enrolled and receiving Title IV aid; and while information of such conviction must still be provided, the loss of federal student aid for drug convictions no longer applies.

MAJORS, DEGREES, SECOND DEGREE, OR SUMMER TERMS

Majors, degrees, second degrees, or summer terms does not apply to Paul Mitchell The School NYC.

SCHOLARSHIP POLICY

Paul Mitchell the School NYC honors scholarships awarded to potential students by outside sources.

Paul Mitchell the School NYC does not sponsor internal scholarships for students.

TUITION INSTALLMENT PLAN

The Tuition Installment Plan allows students and families to pay the out-of-pocket amount for the Academic year in equal monthly payments. Students are responsible for any out-of-pocket payment if the financial aid is insufficient to cover the amount due on the first day of school.

Our Tuition Installment Plans carry a \$10.00 application fee and depending on the length of payment plan carry an interest charge and may require a credit check. If a credit check is required, students would incur a \$25.00 credit check fee.

Things to know:

• The length of the payment plan offered may vary depending on the length of your academic year. Payment Plan applications must be submitted for every academic year.

- The plan amount is restricted to cover just the direct cost, such as tuition and fees listed on the tuition fee schedule.
- Your Financial Services advisor will provide a link to the application if requested.
- Read the contract and all disclosures carefully and consult any advisor before you elect to use the Tuition Installment Plan.

The table below provides the tuition payment plan option and the Annual Percentage Rate or APR associated with the plan. Annual percentage rate (APR) refers to the yearly interest generated by a sum charged to borrowers. APR is expressed as a percentage representing the actual yearly cost of funds over a loan term. This includes any fees or additional costs associated with the transaction but does not take compounding into account.

PROGRAM	PROGRAM LENGTH	INTEREST RATE (APR)	APPLICATION FEE
PM Payment Plan A \$0-\$5,000	3 Months	0.00%	\$10.00
PM Payment Plan B \$0-\$5,000 & \$5,001-\$20,000	6 Months	3.75%	\$10.00
PM Payment Plan C \$0-\$5,000 & \$5,001-\$20,000	12 Months	4.00%	\$10.00
PM Payment Plan D \$0-\$5,000 & \$5,001-\$20,000	18 Months	4.25%	\$10.00
PM Payment Plan E \$0-\$5,000 & \$5,001-\$20,000	24 Months	4.50%	\$10.00
PM Payment Plan F \$5,000 - \$20,000	36 Months	4.75%	\$10.00

^{**}Installment plans over \$5,000 require a credit check and an additional \$25.00 credit check fee.

Please Note: Students who are delinquent on payments for over 90 days, will have their installment note cancelled and be sent to collections. If no payment is made to collections within 45 days of the note being cancelled, any monies due will be due to the school immediately. Students will have 15 calendar days to make suitable arrangements with the school or be terminated.

STUDENTS WHO WITHDRAW FROM THE COSMETOLOGY PROGRAM

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 in accordance with our locker policy. After the allotted storage time, the items become the property of Paul Mitchell the School NYC.

Students wishing to transfer to another institution must pay all monies owed to Paul Mitchell the School NYC and all applicable academic requirements must be met in order for student transcripts to be released.

STUDENTS WHO WITHDRAW FROM THE MAKEUP PROGRAM

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 NYC. Students wishing to transfer to another institution must pay all monies owed to Paul Mitchell the School NYC and all applicable academic requirements must be met in order for the hours to be released.

SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy applies to all students regardless of whether or not they are eligible and/or apply for Title IV funding programs. Every student enrolled in a program approved by NACCAS must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress Policy is provided to all students prior to enrollment. The policy is consistently applied to all students. SAP Evaluations are maintained in the student file. The school will develop an academic and/or attendance plan to address the specific needs of those students who fail to meet the academic and/or attendance requirements at specific SAP evaluation points. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

In order to comply with USDE requirements the terminology financial aid warning or financial aid probation will be used for Title IV, non-Title IV, and other federal funding students.

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 80%
- 2. A minimum cumulative academic level of 80% on practical skill assessment*
- 3. To determine whether a student meets the academic requirements for Satisfactory Academic Progress, theory and practical grades are averaged together to give a minimum cumulative academic grade of 80%.
- 4. A minimum cumulative attendance level of 90% of scheduled hours**

*To meet the state practical requirements for graduation, students must complete all assigned skill assessments. See GRADUATION REQUIREMENTS FOR COSMETOLOGY AND ESTHETICS PROGRAMS.

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

A student who has not achieved the minimum cumulative GPA of 80% and/or who has not successfully completed at least a cumulative rate of attendance of 90% 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.

MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 90% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology – Full Time (1000 hours) - 35 clock hours	29 Weeks	32 Weeks
Cosmetology – Part Time (1000 hours) - 20 clock hours	50 Weeks	56 Weeks
Esthetics - Full Time (600 hours) - 35 clock hours	18 Weeks	20 Weeks
Esthetics - Part Time (600 hours) - 20 clock hours	30 Weeks	34 Weeks
Makeup (80 hours) - Part Time (20 Hours)	4 Weeks	5 Weeks

^{**} The makeup program is not NACCAS approved and does not qualify for financial aid, and does not lead to licensure.

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 111.11% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs and may be terminated from the program. Students who exceed the maximum time frame may be permitted to re-enroll and be charged tuition fees accordingly on a cash-pay basis. Whether a student pays out of pocket or receives Title IV Financial aid all hours attempted and completes are considered part of the Satisfactory Academic Progress calculation. For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

INCOMPLETES, WITHDRAWALS, OR REPETITIONS

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, the student must take a leave of absence or withdraw and reenroll when ready to return. If a student needs more than 14 consecutive calendar days of time off due to pregnancy/new mother, and/or military duty then the student should take a leave of absence. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions, and non credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance.

LOA will be granted for:

- 1. In accordance with Title IX for pregnancy or child birth.
- 2. If a student is called into active duty for the military.
- 3. On a case-by-case basis, the school will also consider a LOA for a student who has experienced a personal medical emergency with doctor notification, which causes attendance to be impossible or impractical.

These are the only times leave of absences are granted.

In order to be placed on LOA, the student must:

- 1. Complete and sign the school's Leave of Absence Request Form
- 2. Must state the reason for the LOA
- 3. Students who receive military orders must provide a copy of their military orders.
- 4. Be approved by the School's Future Professional Advisor and Financial Aid Leader.
- 5. Leaves must be a minimum of 14 days and must not exceed a total of 180 calendar days in a 12-month period. When a student takes a leave of absence they will return at the beginning of the month. In the case of a student receiving military orders that are less than 14 days, the LOA will be granted for the shorter period of time. This timeframe must be reflected on the student's military orders.

A student on a LOA date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. A leave of absence will extend the student's contract period and maximum time frame by the same number of *calendar* days taken in the leave of absence.

There will be no additional charges for a LOA. If the student fails to return or contact the School Financial Services Leader on the documented return date or take an unapproved LOA, the student will be terminated from school as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to student while on a LOA. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional federal student aid until the payment period has been completed. If the student is a federal student loan recipient, they will be informed of the effects that the failure to return from a leave may have on the student's loan repayment terms, including the exhaustion of the student's grace period. A contract addendum will be completed upon return from the LOA to extend the contract end date by the applicable number of calendar days.

Due to unforeseen circumstances, the school may grant a LOA to a student in the case of an emergency, where the student is unable to complete the LOA request such as a car accident or other medical issue (i.e., coma) that would prevent the student from requesting the LOA prior to the incident occurring.

In these cases, the school will collect the request from the students as soon as possible and document the reason for the granting of the leave after the incident has occurred.

The beginning date of the LOA will be based on the first date it has been determined that the student cannot come to class due to the accident or medical situation.

In order to grant a Leave of Absence there must be the expectation that the student will be returning to school.

A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no R2T4 refund calculation is required at that time.

If a student does not return from a LOA, the grace period for the Direct Loans may have elapsed in part or in whole. If the student uses 180 calendar days of a LOA, the student will have used 100% of his/her grace period and be in immediate repayment of his/her Direct Loan.

Changes to the contract period on the enrollment agreement due to an approved LOA must be initialed by all parties or an addendum must be signed and dated by all parties to reflect the new contract end date.

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when students reach:

Program
Cosmetology 1000 clock hours
Esthetics 600 clock hours
Makeup 80 clock hours

Program Name	1st SAP Evaluation Period Ends	2nd SAP Evaluation Period Ends
Cosmetology (Full-time) (35 clock hours)	450 actual hours and 13 weeks	900 actual hours and 26 weeks
Cosmetology (Part-time) (20 clock hours)	450 actual hours and 23 weeks	900 actual hours and 45 weeks
Esthetics - (Full-time) (35 clock hours)	300 actual hours and 9 weeks	N/A
Esthetics (Part-time) (20 clock hours)	300 actual hours and 15 weeks	N/A
Makeup (Part Time) (20 clock hours)	40 actual hours and 2 weeks	N/A

The first evaluation will occur no later than the midpoint of the academic year. The SAP evaluations are completed within seven (7) school business days of the student reaching the evaluation points.

At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 111.11% time frame allowed.

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

- 1. Examinations are given in all subjects.
- 2. If a student receives an UnSatisfactory Academic Progress Evaluation, the Future Professional Advisor will meet in person with the student, the evaluation will be reviewed and signed by the student acknowledging their unsatisfactory status. The evaluation is maintained in the student's financial file. The Satisfactory Academic Progress Evaluation will reflect if the student's evaluation will impact the student's eligibility for Financial Aid. The student may request to review their Satisfactory Academic Progress Evaluation from the Financial Services Leader or Future Professional Advisor.

The following grading scale is used for theory progress:

The state of New York requires that a student have an accumulative Grade Point Average (GPA) of 2.00:

$$A = 94 - 100\% = 4.00$$
 $B = 87 - 93\% = 3.00$ $C = 80 - 86\% = 2.00$ Failing = Below 80% = 1.5

Practical Skills are graded by instructor approval in CourseKey Skill Tracker or guest ticket. Approval from an instructor represents a grade of 80% or higher. No approval indicates a score of less than 80% and the student has not met minimum satisfactory standards on practical applications. The student is required to continue the practical application until they receive approval from the instructor. Students must make up failed or missed tests and incomplete assignments.

*The school uses a 900-hour academic year for Title IV purposes.

35 schedule = 26 academic weeks

20 schedule = 45 academic weeks

TRANSFER HOURS

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution. For transfer students attending less than a full academic year, an evaluation will be done at the midpoint of the actual hours.

DETERMINATION OF PROGRESS STATUS

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

WARNING

Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and will be considered to be making satisfactory academic progress during the warning period until the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, students are eligible, if applicable, to receive

^{**}The Makeup program is not eligible for Financial Aid.

financial aid funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, the student may be placed on probation and the student may be deemed ineligible to receive Title IV funds, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV funding, as applicable, by meeting the minimum attendance and academic requirements by the end of the warning or probationary period.

PROBATION

Students who fail to meet the minimum requirements for satisfactory academic progress in attendance and academic progress after the Financial Aid Warning period, the student will be placed on probation, if the student appeals the decision, prior to being placed on probation and prevails, the student will be considered to be making satisfactory academic progress during the probationary period.

Additionally, only students who have the ability to meet satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress.

The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or set forth by the academic plan, the student will be determined as NOT making satisfactory academic progress, and if applicable, the student will not be deemed eligible to receive Title IV funds.

APPEAL PROCEDURE

A student may appeal the Financial Aid ineligible decision if the student has a reason for not making satisfactory progress and if the student can document that the circumstances that caused the unsatisfactory academic 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 ten (10) school days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The student must submit a written appeal to the school's financial aid office on the designated schools Appeal Form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point.

The reasons for which a student may appeal a negative progress determination include death of relative, an injury or illness of the student, a student's disability, or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, for example 450 to 900 actual hours evaluations; and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

STUDENT CONSUMER INFORMATION

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:

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

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 30 days from the date of the request.

GENERAL RELEASE OF INFORMATION

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

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

FERPA DISCLOSURES TO PARENTS

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

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

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student, without needing the student's consent. A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

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

RELEASE OF INFORMATION TO REGULATORY AGENCIES

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

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

Paul Mitchell the School NYC 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.

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

DISCLOSURES FOR OTHER REASONS

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

DIRECTORY INFORMATION

Paul Mitchell the School NYC 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 seven (7) 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.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

PERFORMANCE STATISTICS

Paul Mitchell The School NYC is a main campus 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 graduation, 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 NYC is the only campus; the outcome rates provided are for Paul Mitchell The School NYC. NACCAS requires schools to list the outcome rates also by a related program. The U.S. Department of Education requires outcome rates be provided based upon this individual location which is listed below. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

Paul Mitchell The School NYC performance statistics for the calendar year 2022:			
Graduation	Placement	Licensure	
85.19%	69.57%	100%	

2022 PROGRAM RATES:			
Graduation	Placement	Licensure	
85.19%	69.57%	100%	

Paul Mitchell the School NYC is not required by NACCAS to report rates for the makeup program

STUDENTS RIGHT-TO-KNOW - COMBINED DEPARTMENT OF EDUCATION RATES (IPEDS)

Graduation	
	83%

Paul Mitchell The School NYC must prepare the completion and graduation rate of its certificate- or degree-seeking, first-time, full-time undergraduate students each year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. These rates are generated from the school student record management system.

REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

New York State Education Department

Bureau of Proprietary School Supervision - Albany Office

89 Washington Avenue, Room 560

Albany, New York 12234

Telephone Number: (518) 474-3969

Fax Number: (212) 643-4765

New York State Education Department

Bureau of Proprietary School Supervision - New York Office

116 West 32nd Street, 5th Floor

New York, NY 10001

Telephone Number: (212) 643-4760 Facsimile Number: (212) 643-4765

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

3015 Colvin Street Alexandria, VA 22314 (703) 600-7600 Nationally accredited by National Accrediting Commissions of Career Arts & Sciences, Inc. (NACCAS). The National Accrediting Commission of Career Arts & 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, including those offered via Distance Education.

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

The campus crime report is provided to each student prior to enrollment. The campus crime statistics are updated annually (October). If you are interested in reviewing or receiving a copy of the school's campus crime report, please see the School Director and/or the financial aid office, or a copy may be reviewed on the school website.

STUDENT DIVERSITY INFORMATION

Paul Mitchell The School NYC regularly reports Student Diversity information to the Integrated Postsecondary Education Data System (IPEDS). Follow these steps to access this information:

- 1. Go to the <u>IPEDS College Navigator</u>.
- 2. In the "Name of School" box type Paul Mitchell The School NYC.
- 3. Click on the Paul Mitchell The School NYC link that appears.
- 4. For gender and race/ethnicity data, click on the Enrollments link to expand the section.
- 5. For information about Pell Grant recipients, expand the Financial Aid link.

OCCUPATIONAL EDUCATION DATA SURVEY (OEDS DATA) FOR NEW YORK

Reporting Period	July 1, 2021 – June 30, 2022	July 1, 2022 – June 30, 2023
New enrollment	55	55
Still enrolled from previous year	18	10
Total students in program during reporting period	58	65
Still enrolled/continuing into the next reporting period	51	6
Non-completers	18	15
Graduates	54	54
Graduate Placement Data		
Employed: Related Field	33	39
Employed: Slightly Related Field	0	4
Employed: Unrelated Field	0	0
Employed: Military	0	0
Seeking Employment	1	0
Pursuing Additional Education	0	0
Other, Unavailable for Employment	0	0
Status Unknown	0	0

State of New York			
Written & Practical Pass / Fail Report			
7/1/21 - 6/30/22			
Written & Practical			
Total Tested	Number Passed	Number Failed	Percent Passed

State of New York			
Written & Practical Pass / Fail Report 7/1/21 - 6/30/22			
24	7	17	34.29%

State of New York Written & Practical Pass / Fail Report 7/1/22 - 6/30/23			
Written & Practical			
Total Tested	Number Passed	Number Failed	Percent Passed
20	20	0	100%

INFORMATION FOR STUDENTS DISCLOSURE PAMPHLET

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

WHAT YOU SHOULD KNOW ABOUT LICENSED PRIVATE SCHOOLS AND REGISTERED BUSINESS SCHOOLS IN NEW YORK STATE WHAT IS THE PURPOSE OF THIS PAMPHLET?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools that are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs that schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to insure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

WHO CAN FILE A COMPLAINT?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

WHAT CAN A STUDENT OR EMPLOYEE COMPLAIN ABOUT?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

HOW CAN A COMPLAINT BE FILED BY A STUDENT OR EMPLOYEE?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

- 1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc.
- 2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
- 3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

WHAT IS THE TUITION REIMBURSEMENT FUND?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

WHAT IS THE TUITION REFUND AND CANCELLATION POLICY?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

WHAT SHOULD STUDENTS KNOW ABOUT "PRIVATE SCHOOL AGENTS?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card

and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

WHAT SHOULD STUDENTS KNOW ABOUT "GRANTS AND GUARANTEED STUDENT LOANS"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

WHERE CAN STUDENTS FILE A COMPLAINT, FILE A CLAIM TO THE TUITION REIMBURSEMENT FUND, OR GET ADDITIONAL INFORMATION? Contact the New York State Education Department at:

New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision (212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/Computer Training Facilities.

SCHOOL STANDARDS & POLICIES

POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

1. POLICY STATEMENT

Paul Mitchell The School NYC ("The School") is committed to complying with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act – Federal laws that prohibit discrimination on the basis of disability. The School does not discriminate against future professionals with disabilities in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a future professional's participation in a program of The School. This policy applies to all future professionals and applicants for admission to The School. The School will provide reasonable accommodations to future professionals with disabilities.

2. DEFINITIONS

Accommodation means a modification or adjustment to the education environment that will enable a qualified applicant or future professional with a disability to participate in The School's education program. Accommodation also includes adjustments to assure that a future professional with a disability has rights and privileges in education equal to those of future professionals without disabilities.

ADA/504 Compliance Coordinator means the official of The School responsible for determining and coordinating reasonable accommodation, modification, and/or auxiliary aids and services for prospective, admitted, or enrolled future professionals.

Auxiliary Aids and Services means accommodations that enable effective communication in the educational setting. Auxiliary aids and services may include interpreters, notetakers, ergonomic aids, or enlarged text and real-time closed captioning.

Future Professional means any individual who has accepted an offer of admission, or who is registered or enrolled in coursework, and who maintains an ongoing educational relationship with The School.

Individual with a Disability means a person with a physical or mental impairment that substantially limits a major life activity; has a record of such impairment; or is regarded as having such an impairment. The determination of whether a future professional has a physical or mental impairment that substantially limits a major life activity will be made on a case-by-case basis.

Qualified Future Professional with a Disability means a future professional with a disability who meets the academic and technical standards required for admission and participation in educational program(s) and activities and who has been approved by The School for reasonable accommodations.

3. PROCEDURES AND RESPONSIBILITIES

The School will provide reasonable academic adjustments, auxiliary aids and services, and accommodations to applicants for admission and qualified future professionals with disabilities to ensure applicants and future professionals are not denied the benefits of, or excluded from participation in, The School's educational program. The School will make necessary modifications to academic requirements to ensure that academic requirements do not discriminate against qualified future professionals with disabilities. The School will also ensure that future professionals with disabilities have physical access to The School and use of service animals.

The School employee responsible for implementing these procedures is:

Diana Varvaro
ADA/504 Compliance Coordinator

187 New Dorp Ln., Staten Island, NY 10306 (718) 979-9001

diana.varvaro@nyc.paulmitchell.edu

When a future professional informs a staff member that the future professional has a disability, or needs accommodations or assistance due to a disability, the staff member will refer the future professional to The School's ADA/504 Compliance Coordinator. Learning Leaders should not honor requests for accommodations that have not been approved by the ADA/504 Compliance Coordinator ("the Coordinator").

FUTURE PROFESSIONAL ELIGIBILITY FOR ACCOMMODATION

Applicants for admission and qualified future professionals with disabilities who wish to request reasonable accommodations (including campus tours, orientation, academic adjustments, auxiliary aids and services, or modifications) must contact the Coordinator and complete the Disability Verification Form. Future professionals must provide documentation of their disability from an appropriate professional, which depends on the nature of the disability. For example, a future professional with a psychological disability should provide documentation from a psychologist, psychiatrist, or social worker. The documentation submitted must reflect a date within the past twelve months; if the documentation is older than twelve months, the future professional must provide current documentation to continue their request for accommodations.

The Coordinator has the discretion to determine the type of documentation necessary to establish the present level of the future professional's disability and its impact on the future professional's needs in the education setting. Any costs related to the initial documentation will be the responsibility of the future professional.

All documentation related to an accommodation request, including medical documentation, is treated as confidential, and maintained by the Coordinator in accordance with the Records Retention Policy. Access to these files will be limited to those individuals who need to be informed regarding necessary accommodations or other services.

INTERACTIVE PROCESS TO REQUEST ACCOMMODATIONS

Future professionals who plan to request accommodations should contact the Coordinator promptly to ensure adequate time for the Coordinator to review the future professional's documentation before the future professional begins the class or program for which the accommodation is requested. The Coordinator will keep a record of the dates and contacts with the future professional, including a record of the accommodation(s) requested by the future professional. Future professionals who have questions about the type of documentation they need to provide should contact the Coordinator to discuss acceptable documentation.

The Coordinator will schedule a meeting with the future professional to discuss their request for accommodation(s). The future professional and the Coordinator will discuss how the future professional's disability impacts them, how the future professional expects the disability to impact them in The School's program, the type of accommodation(s) the future professional has previously received (if any), and the accommodation(s) being requested. The Coordinator and the future professional will discuss which accommodations are needed during all phases of their educational program (Core, Adaptive, and Creative), and for classroom instruction, skills-based instruction, and skills practice.

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

EXAMPLES OF ACCOMMODATIONS

• A future professional with an orthopedic disability may need a cushioned floor mat, scheduled time to sit, or a particular type of chair.

- A future professional with a learning disability may need extended time to take tests in a location that has reduced distractions, like an office instead of a classroom.
- A future professional with a learning or psychological disability may need a note taker, a copy of the Learning Leader's notes or presentation, or use of a recording device during instruction.
- A future professional with a hearing impairment may need Learning Leaders to use voice amplification systems
 or may need The School to provide a sign language interpreter.

DETERMINATION AND NOTIFICATION REGARDING ELIGIBILITY

The Coordinator will determine the accommodation(s) to be provided to the future professional. The Coordinator will consider past accommodations that have been effective for the future professional and will give primary consideration to the type of accommodation requested by the future professional. Alternate accommodations may be provided if they are equally effective for the future professional.

The Coordinator will determine appropriate accommodations typically no later than ten (10) business days after the future professional submits their request for accommodations and relevant documentation. If the future professional does not submit appropriate documentation at the time the future professional requests an accommodation, the Coordinator will determine appropriate accommodations no later than ten (10) business days after the future professional provides appropriate documentation.

The Coordinator will provide the future professional with written notice regarding the determination and any approved accommodation(s) and/or auxiliary aids/services. The Coordinator will communicate the future professional's accommodation(s) to the appropriate Learning Leader(s) and staff. Notification to Learning Leaders and staff will specify which accommodation(s) they are responsible for providing, to whom they will be provided, how to provide the accommodation(s), and when to provide the accommodation(s). The Coordinator will maintain written records of the interactive process and notifications of eligibility.

The Coordinator will verify and ensure that all approved accommodation(s) are implemented. If the future professional informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene to ensure the accommodation is provided to the future professional. Future professionals with approved accommodations will have a follow-up meeting with the Coordinator if the future professional's program is expected to change. The purpose of the meeting is to determine whether the future professional's accommodation(s) should be altered when the future professional's program phase changes, or the type of instruction changes.

LIMITATIONS

- The School is not required to make adjustments or provide aids or services that would result in an undue burden on The School. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the future professional that would not unduly burden the program. The Coordinator will offer the alternate accommodation to the future professional.
- The School is not required to alter or modify a course or academic program to the extent that it changes the
 fundamental nature of the course or program. When the Coordinator determines that a requested
 accommodation might fundamentally alter or modify a course or academic program, the Coordinator will
 promptly search for an equally effective alternate accommodation for the future professional and offer the
 alternate accommodation to the future professional.
- Decisions regarding accommodation or auxiliary aids and services may require consultation with The School's Learning Leaders and/or staff to consider the fundamental nature of a course or academic program or whether the accommodation would impose an undue burden on The School.
- · Accommodations are not retroactive.

4. TRAINING AND POLICY DISSEMINATION

The Coordinator will deliver training sessions for all School 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 amended) as they apply to The School. The Coordinator will provide information regarding:

- The School's responsibility to provide accommodations to future professionals with disabilities and to not penalize future professionals for using approved accommodations.
- How to appropriately interact with future professionals with disabilities.
- · How to implement approved accommodations.
- · How to support qualified future professionals with disabilities in The School's programs.

The Coordinator will maintain record of each training session. The Coordinator may also provide training for future professionals who wish to learn about The School's process for requesting accommodations or The School's grievance procedures.

The Coordinator will publish this policy and procedures on its website and in each handbook or catalog provided to applicants for admission, future professionals, and employees.

5. GRIEVANCE PROCEDURE

The School is committed to working with future professionals with disabilities to resolve disagreements regarding the need for and/or implementation of accommodations. A future professional requesting an accommodation and/or use of auxiliary aids and/or services may file a complaint in accordance with the procedures detailed below.

- 1. Informal Resolution: The Coordinator will assist future professionals with disabilities who have concerns about implementation of their accommodations or their treatment by School staff members or other future professionals. At the request of a future professional, the Coordinator will informally mediate or attempt to resolve issues related to the future professional's disability. If this informal process does not resolve the future professional's concerns, the future professional may request a formal resolution or a file a formal complaint.
- 2. Formal Resolution: A future professional may request a formal resolution with the Director of The School.
 - To dispute the Coordinator's decision to deny a request for accommodation.
 - To dispute the Coordinator's decision to provide an alternate accommodation rather than the specific accommodation requested.
 - To dispute the Coordinator's determination that the future professional has not presented sufficient documentation to support the requested accommodation.
 - To resolve concerns that the Coordinator failed to effectively address concerns that a School staff member failed to provide an approved accommodation.

The Director will review all materials submitted by the Coordinator and will interview, as necessary under the circumstances, the future professional, the Coordinator, involved School staff, and other individuals who are relevant to the issue. The Director will render a decision in writing to the future professional.

3. Formal Complaint: If a future professional is not satisfied with the decision reached through formal or informal resolution, a formal complaint may be filed with the Title IX Coordinator.

A future professional is not required to exhaust informal and formal resolution methods before filing a formal complaint. For more information see the Protected Class Non-Discrimination Policy and Procedures.

6. INELIGIBILITY

The ADA applies to qualified future professionals with a disability as defined in section 2. Future professionals who do not meet the qualification criteria are not entitled to reasonable accommodation(s). The Coordinator will not issue any communications or directives to Learning Leaders or School staff for future professionals who have not completed the interactive process and been approved for accommodations.

Future professionals who are not eligible for accommodations but still have an issue affecting their academic performance (including temporary illness) may seek assistance from the Future Professional Advisor who will respond to requests in accordance with established School policies.

Learning Leaders are not to provide accommodations to future professionals without the prior approval of the Coordinator.

This policy and procedures are effective June 1, 2022.

SOCIAL NETWORKING POLICY

Paul Mitchell the School NYC 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, newsgroups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, Instagram, SnapChat, Twitter, You Tube, Friendster, Tik Tok, 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, intimidation, cyber bullying, harassmentor engaging in conduct that would be unbecoming of a Paul Mitchell Future Professional and misrepresent Paul Mitchell culture. Paul Mitchell the School NYC reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY

Paul Mitchell the School NYC is concerned about the use of alcohol and drugs in the educational facility. This concern is based upon the effect that those substances have on a person's judgment, performance, safety, and health.

Paul Mitchell the School NYC prohibits the possession, use, or being under the influence of alcohol or an illegal substance on School premises or at a School activity.

This prohibition includes drugs which (a) are not legally obtainable or (b) are legally obtainable but have not been legally obtained. The prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes.

In order to enforce this policy, Paul Mitchell the School NYC reserves the right to search all School premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. Paul Mitchell the School NYC also reserves the right to search all employee and student property on School premises or at School activities, including but not limited to backpacks, purses, handbags, lockers, and vehicles parked on School property. Paul Mitchell the School NYC also reserves the right to implement other measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from Paul Mitchell the School NYC or termination for employees.

Paul Mitchell the School NYC also will not object to law enforcement seeking to search Paul Mitchell the School NYC premises or employees and students, and employee and student property on Paul Mitchell the School NYC property or at School activities.

ANTI-BULLYING POLICY

- 1. Purpose: Paul Mitchell The School NYC ("School") is committed to maintaining a working and learning environment that provides for a safe and inclusive environment that is free from bullying, harassment, and intimidation.
- 2. Scope: This policy applies to anyone who engages in bullying, harassment, and intimidation on School property, at School activities, or through electronic communication (via cell phones, computers, or other electronic devices) using School resources, including School-provided internet or online learning platforms. As described below in Item 8, conduct that is prohibited by federal law is addressed by the School's Anti-Discrimination, Harassment, and Retaliation Policy.

3. Definitions

- a. Bullying, Harassment, and Intimidation: Any severe or pervasive physical, written, or verbal act or conduct (including electronic communications) by one individual or a group of individuals that has or can reasonably be predicted to have the effect of one or more of the following:
 - a. Causing a reasonable person to feel scared or fear harm to themselves or their property;
 - i. Causing a reasonable person to experience a detrimental effect on their physical or mental health;
 - ii. Causing a reasonable person to experience interference with their academic performance; or
 - iii. Causing a reasonable person to experience interference with their ability to participate in or benefit from the services, activities, or privileges provided by the School.
 - b. Retaliation: An adverse action taken by threatening, intimidating, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy or because the individual has made a report, complaint, testified, assisted, participated, or refused to participate in a manner in an investigation, proceeding, or hearing under this policy.

4. Prohibited Conduct

- a. Students and staff may not engage in behavior that constitutes bullying, harassment, and intimidation as defined in this policy. Such behavior includes, but is not limited, to direct physical contact like hitting or shoving, damaging or destroying a person's work product or personal property, verbal or written attacks like name calling or teasing, social isolation or manipulation, and cyberbullying.
- b. Students and staff may not engage in retaliation against an individual for reporting behavior that may violate this policy or participating in an investigation pursuant to this policy.
- 5. Investigation: Allegations of any policy violation will be investigated and handled appropriately based upon the findings. The Director or a designee will review the reported behavior and speak to the necessary individuals and collect the necessary information to determine if it is more likely than not (greater than a 50% chance) that the prohibited behavior occurred. In certain circumstances, it will be possible to address the behavior informally. An informal response may include coaching, mediation, or other informal resolution options.
 Administration will take prompt, equitable, and remedial action (including but not limited to requiring sensitivity training, probation, suspension, expulsion, or termination) on all reports and complaints that come to the attention of School personnel, either formally or informally. The School may also provide supportive measures to the reporting party to address the effects of the bullying, harassment, and intimidation.
- 6. Sanctioning: If an individual or group of individuals has been determined based on a preponderance of the evidence standard to have engaged in behavior that violates this policy, the responsible individual(s) may be subject to disciplinary action up to and including termination. It is important to note that termination may not result from every report or finding of behavior that violates this policy. An individual may also have their access to School property restricted. The School will also determine if it is appropriate to provide supportive measures to

- the reporting party. In certain circumstances the School may not have the ability to sanction the responsible party (i.e., third-parties, former students and staff), but could still provide supportive measures to the reporting party. If warranted, the School will report any criminal activity to the appropriate law enforcement agency.
- 7. Reporting: The School expects students and/or staff to immediately report incidents of bullying, harassment, and intimidation to the Director. Staff who witness or become aware of such acts should take immediate steps to intervene when it is safe to do so. Each report of bullying will be promptly investigated. Employees 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.
- 8. Related Policies: Any conduct that is based on a protected class status (race, color, national origin, sex, disability, etc.) is covered by the Protected Class Non-Discrimination Policy and Procedures. However, to the extent that the conduct does not rise to the level of conduct covered by the Protected Class Non-Discrimination Policy and Procedures, this policy will apply.
- 9. Privacy: The School will respect the privacy of the reporting party and the individual(s) against whom the complaint is filed to the extent 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. The School will also respect, to the extent possible, requests for confidentiality made by the reporting party.

10. Resources:

For a list of state anti-bullying laws and policies please go to: www.stopbullying.gov

For a list of federal anti-discrimination laws and policies protecting employees, please go to: https://www.ftc.gov/site-information/no-fear-act/protections-against-discrimination

For a list of federal anti-discrimination laws and policies protecting students, please go to:

https://www.justice.gov/crt/types-educational-opportunities-discrimination

COPYRIGHT INFRINGEMENT POLICY

This policy applies to those who use Paul Mitchell The School NYC's network or equipment to share files, including the school's faculty, staff, students, guests, external individuals, and organizations accessing network services via the school's networking or computer facilities.

This copyright policy also includes the use of streaming services within the school network such as Netflix, Hulu, YouTube, Spotify, Pandora, or any other similar services.

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film, and multi-media works. This protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use.

This is in accord with the Digital Millennium Copyright Act (DMCA), which provides educational institutions with some protections if individual members of the community violate the law. For the school to maintain this protection, it must expeditiously take down or otherwise block access to infringing material whenever it is brought to the attention of the organization. If the school receives an allegation of copyright infringement based on your use of the school's networking or computers, the matter will be referred to the school director for further investigation.

The following are some examples of copyright infringement that may be found in a school setting:

- Downloading, using, or sharing files of music, videos, and games without proper documented permission of the copyright owner.
- · Using corporate logos without permission.

- Placing an electronic copy of a standardized test on a department's website without permission of the copyright owner.
- Enhancing a departmental website with music that is downloaded or artwork that is scanned from a book, all without attribution or proper documented permission of the copyright owners.
- Scanning, taking a picture of, or digitally posting any photograph/image and using it without the proper documented permission or attribution.
- Placing a number of full-text articles on a course web-page that is not password protected and allowing the web page to be accessible to anyone who can access the Internet.
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder.
- Making a movie file or a large segment of a movie available on a website without proper documented permission of the copyright owner.
- Torrenting or other peer to peer communication on the network.
- Streaming personal music from non-commercial platforms such as Spotify, Pandora, YouTube Music, or Apple Music.
- Streaming personal TV/Movies from streaming platforms such as Netflix, Hulu, YouTube TV, Disney Plus or similar platform is a violation of Copyright Law, as the agreement made is not between the Streaming Service and the School, but the Streaming Service and the individual.
- Sharing, taking a picture of, digitally posting, downloading, or distributing the proprietary curriculum, educational systems, and supporting digital or printed assets and tools (apps and printed materials such as books or guides) created and owned by Paul Mitchell Advanced Education.

The Digital Millennium Copyright Act requires that all infringement claims must be made in writing and sent to copyright@paulmitchell.edu. For Paul Mitchell The School NYC to act on your notice, you must be authorized to enforce the copyrights that you allege have been infringed. When informing the School of an alleged copyright infringement, you must include the following information:

- A physical or electronic signature of the copyright owner or the person authorized to act on its behalf.
- A description of the copyrighted work claimed to have been infringed.
- · A description of the infringing material and information reasonably sufficient to permit us to locate the material.
- Your contact information, including your address, telephone number, and e-mail.
- A statement by you that you have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
- A statement that the information in the notification is accurate, and, under the pains and penalties of perjury, that you are authorized to act on behalf of the copyright owner.

Please note, the School may not be able to act on your complaint promptly or at all if you do not provide this information.

Upon notification or due to detection, the School will take all necessary actions, including, but not limited to, temporary disconnection from internet access, to stop illegal sharing of copyrighted material on its network or computing devices by identified users.

Corrective actions can range from a written reprimand to termination from the School in the case of a student, or termination from employment in the case of an employee, depending on the nature and severity of the charges.

The consequences of copyright infringement also extend outside of the school Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

GRIEVANCE PROCEDURE

This Grievance Procedure will be used to process a written grievance or complaint concerning any other grievance, not covered by the above Protected Class Non-Discrimination Policy and Procedures and Anti-Bullying Policies that a Future Professional feels have been left unresolved against a Future Professional, employee, or third-party. The grievance or complaint will be referred to the School Director and/or School Owner. The following grievance procedures shall be used to address a grievance filed by Future Professionals for complaints filed on their behalf against employees, other Future Professionals, or third parties. A copy of the Grievance form may be obtained from the School's Director.

In order to facilitate the investigation, the complaint must include details of the incident or incidents, dates and times, names of the individuals involved, and names of any witnesses. A complaint should be filed within two (2) business days from the date of the alleged incident to allow the school to take timely and appropriate action. The complaint once received will be maintained in the Director's office, which has limited staff access. The school Director has the responsibility of investigating the complaint allegations; however, if it is in the best interest of the parties involved the school may choose to designate another individual to follow this process.

The time necessary to conduct an investigation will vary based on complexity of the allegation(s) but will generally be completed within fourteen (14) days of receipt of the complaint. If a Grieving Party requests confidentiality, the school will take all reasonable steps to investigate and respond to the Grievance consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the party alleged to have engaged in the behavior, the school will inform the Grieving Party that its ability to respond may be limited.

The Director will begin the process outlined in this policy below.

Handling of Allegations

- 1. The individual completes the Future Professional Grievance Form and returns it to the School Director.
- The Director or designee will determine if the Grievance has merit and is appropriately filed under this policy. If
 another policy is implicated, the Director or designee may transfer the Grievance to the appropriate resolution
 process. The Director or designee may also transfer matters filed under other procedures to this Grievance
 Procedure if appropriate.
- 3. Upon determination that the Grievance has merit and is appropriately filed, the Director or designee will conduct an initial inquiry into the facts surrounding the Grievance. After that initial inquiry, the Grievance may be dismissed for lack of merit, resolved through an Amicable Conclusion, or through an Investigation as outlined below. The Director or designee will consult with the person(s) filing the Grievance and consider their wishes in choosing the mechanism(s) for handling the Grievance. The decision for addressing a Grievance (informal or investigation) is at the discretion of the Director and is not appealable.
- 4. Amicable Conclusion: The Director or designee will work to identify a resolution acceptable to the School, any other involved party, and Grieving Party. If the Grieving Party accepts the resolution, the Director will work to implement the solution. If the Grieving Party does not accept the resolution identified, they may request an Investigation. If the information found in the initial inquiry does not support further investigation, and the reported

- issue can be addressed through action by the School, the Director may decline to take an investigation. If a matter is resolved via Amicable Resolution, it will not be investigated or reopened, unless there is substantial new behavior or information.
- 5. Investigation: The Director or designee will take the necessary steps to gather relevant information. They will then identify the outcome of the Grievance Investigation briefly in writing, and identify the actions (if any) determined necessary to address the reported behavior for the file. The Grieving Party, Witnesses, and/or any accused parties will be notified of the general outcome of the investigation, but may not be able to have details about the actions taken due to Future Professional (student) privacy laws, employment laws, and/or other relevant laws or policies.
- 6. Future Professionals will not be subject to retaliation for filing a complaint. If a Future Professional feels that they have been retaliated against for reporting a matter covered by this Grievance Procedure, they may submit a written grievance under this policy.
- 7. There is not an appeal of any decision made under this policy, unless a Future Professional is terminated based upon the investigation. In that instance, any appeal allowed under the Code of Conduct would apply.

Students should follow the above process; however, the student may, at any time, file a complaint with the school's accrediting agency, the state licensing agency or the U.S. Department of Education.

The student always has the right to complain to the New York State Education Department pursuant to Section 5003 of the Education Law, in the form of a written complaint, at anytime.

Complaints can be filed with: www.acces.nysed.gov/bpss

New York State Education Department:

Attention: Investigations Unit BPSS at 116 W. 32nd Street; 5th Floor; New York, New York, 10001. (212) 643-4760

How to file a complaint with NACCAS:

To file a complaint with the school's accrediting agency, the National Accrediting Commission of Career Arts and Sciences, please follow the directions below:

- 1. Go to https://naccas.org for a copy of NACCAS' complaint form.
- 2. An individual must complete the form and submit it to:

NACCAS

3015 Colvin Street

Alexandria, VA 22314

- 3. "Student complainants: In accordance with NACCAS' Standards and Criteria, schools must have a policy and procedure for handling student complaints and inform the students in writing of same. The notice must be included in the school's catalog, handbook, other published materials, and/or otherwise prominently displayed in the school. NACCAS shall not consider a student complaint until all procedures and remedies within the institution have been exhausted. A student complainant must show that the institution's complaint procedure has been followed and state why the matter is considered still unresolved when he/she submits a complaint to NACCAS."
- 4. Upon conclusion of the investigation into any allegations, NACCAS will send the individual a letter notifying them of their decision.

PROTECTED CLASS NONDISCRIMINATION POLICY AND PROCEDURES

NONDISCRIMINATION STATEMENT

Paul Mitchell The School NYC ("School") is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected characteristic and retaliation for engaging in a protected activity. The School values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the Grievance Process during what can be a difficult time for all involved.

The School, in its admission, instruction, and graduation policies and practices, does not allow or tolerate harassment or discrimination based on race, religion, creed, color, ethnic origin, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by the federal, state, or local law.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the School has developed policies and procedures that are designed to provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of a protected characteristic and for allegations of retaliation.

In furtherance of this commitment, all students and employees are required to complete mandatory sexual harassment and prevention training when they first enroll or become employed with the School and annually, each January, thereafter. In accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination on the basis of sex, including sexual harassment and sexual violence, and promptly investigates when allegations of sex discrimination are made by a member of the School's community.

APPLICABLE SCOPE

The core purpose of this policy is the prohibition of all forms of discrimination. The School's policy prohibits discrimination based on sex (including pregnancy, childbirth, and related conditions), race, religion, creed, color, national origin, ethnic origin, ancestry, military or veteran status, physical or mental disability, medical condition, marital status, age, genetic information, sexual orientation, gender identity, gender expression, or any other characteristic protected by federal, state, or local law. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission or employment.

At other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, it can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged policy violation is reported, the allegations are subject to resolution using the School's grievance procedures as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the School community, a Formal Complaint may be filed and a Grievance Process may be available regardless of the status of the Complainant, who may or may not be a member of the School community. However, the School's specific response may be limited by certain regulations. This community includes, but is not limited to, students, employees, customers or service guests, vendors, or anyone else who does business with the School. The procedures below may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed and investigated in accordance with this Policy.

The School recognizes that reports and/or Formal Complaints under this Policy may include multiple forms of discrimination and harassment as well as violations of other School policies; may involve various combinations of students, employees, and other members of the School community; and may require the simultaneous attention of

multiple School departments. Accordingly, School employees will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable School policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination and harassment or retaliation.

As part of the School's commitment to providing a working and learning environment free from discrimination, this Policy will be disseminated to the School community through publications such as the School's catalog, the School's website, new employee orientation, and other appropriate methods of communication.

For the complete Protected Class Nondiscrimination Policy and Procedures, refer to Paul Mitchell The School NYC's website located at www.paulmitchell.edu/nyc.

STUDENT BIOMETRIC INFORMATION PRIVACY POLICY

Paul Mitchell The School NYC records attendance in clock hours. To ensure proper clock hours are credited, students are required to clock in and out utilizing a biometric scanner in accordance with the Course Key policy. Biometric scanners are computer-based systems that scan a student's finger or facial identifier for purposes of identification. The computer system extracts unique data points and creates a unique mathematical representation used to verify a person's identity. Paul Mitchell The School - Pasadena or its vendors may collect, retain, and use biometric data for the purpose of identifying students when recording clock hours.

BIOMETRIC DATA DEFINED

In general, biometric data is "biometric identifiers" and "biometric information" as defined below.

"Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers do not include writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color.

"Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.

PURPOSE FOR COLLECTION OF BIOMETRIC DATA

The School does not collect or store biometric data. At this time, the School's third-party time clock vendor may collect and store an individual's biometric identifier (for example, fingerprint or facial identifiers), solely for identification in connection with the use of the biometric time clock. The School's third-party time clock vendor will retain biometric data of an only for so long as the person is an enrolled student. The biometric data shall be permanently removed from the records of the School's vendors and licensors in accordance with the retention schedule set forth herein.

DISCLOSURE AND AUTHORIZATION

Each student will be required to sign the Release and Consent to Use of Biometric Data as a condition of his/her enrollment with the School.

The School and its time clock vendors will not sell, lease, trade, or otherwise profit from students' biometric data; provided, however, that the School's time clock vendor will be paid for products or services used by the School that utilize such biometric data.

The School will not disclose or disseminate any biometric data to anyone other than its time clock vendors without first obtaining student's written consent to such disclosure or dissemination unless disclosure or redisclosure is required by state or federal law or municipal ordinance or required pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction.

RETENTION SCHEDULE

The School shall retain a student's biometric data only until, and shall require that its time clock vendors permanently destroy such data when, the first of the following occurs:

- 1. Within thirty (30) days after the initial purpose for collecting or obtaining such biometric data has been satisfied, such as the withdrawal or graduation of a student; or
- 2. Within 3 years of the student's last interaction with the School.

DATA STORAGE

The School and its time clock vendors shall use a reasonable standard of care to store, transmit and protect from disclosure any paper or electronic biometric data collected. Such storage, transmission, and protection from disclosure shall be performed in a manner that is the same as or more protective than the way the School or its time clock vendors transmit and protect from disclosure other confidential and sensitive information, including personal information that can be used to uniquely identify an individual or an individual's account or property, such as driver's license numbers and social security numbers.

POLICY ON WEAPONS IN SCHOOL

The safety of our Future Professionals, guests, and team members is of our utmost importance; and therefore, Paul Mitchell the School NYC prohibits anyone from entering the school with any type of weapon, including:

- · Guns of any kind,
- · Brass or metal knuckles
- · Knives or other items that impale
- · Tasers and stun guns
- · Any weapon intended to propel objects

Future Professionals and team members may not, at any time while on any property owned, leased or controlled by Paul Mitchell the School NYC, including anywhere that the school may hold an event, pos-sess or use any weapon.

Regardless of whether a Future Professional, guest or team member possesses a concealed weapons permit (CCW) or is allowed by law to possess a weapon, weapons are prohibited on any school property. They are also banned in any location in which the Future Professional or team member attends a school sponsored event.

Possession of a weapon can be authorized only by the school owner or director in order to allow trained security personnel or law enforcement to be armed when it is determined necessary to secure the safety and security of the school and its occupants.

Future Professionals or team members who violate this policy will be subject to disciplinary actions, up to and including termination.

ADDENDUMS

CATALOG DISCLAIMER STATEMENT

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

2024 CATALOG ADDENDUM

Paul Mitchell The School NYC requires applicants and students to check for updates to the catalog at paulmitchell.edu/nyc

REVISED 01.11.24

- P1: MISSION STATEMENT Updated
- P 1: SCHOOL FACILITIES Updated
- P 1: ADMISSION REQUIREMENTS SECONDARY EDUCATION AND EQUIVALENTS Updated
- P 2: ADMISSION PROCEDURE Updated
- · P 4: APPLICANTS WITH NON-IMMIGRANT VISA AND INTERNATIONAL STUDENTS Updated
- P 4: RE-ENTRY STUDENTS Updated
- P 6: ENGLISH PROFICIENCY POLICY Updated
- P 7: TRANSFER OF CREDIT POLICY Updated Esthetics program
- P 8: TRANSFERABILITY OF CREDIT-CREDIT EARNED AT THE SCHOOL Updated
- P 8: CONSTITUION DAY Updated when the school will celebrate
- P 9: ENROLLMENT INFORMATION Added "Holiday and School Closures"
- P 11: COSMETOLOGY COURSE DESCRIPTION Updated
- P 15: COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURES Updated / Added CourseKey information
- P 16: COSMETOLOGY TECHNICAL KIT Updated
- P 17: COSMETOLOGY TEXXTBOOK Updated
- P 18: COSMETOLOGY DIGITAL KIT Updated
- P 18: COSMETOLOGY EDUCATION KIT Updated
- P 19: ESTHETICS COURSE DESCRIPTION Updated
- P 22: ESTHETICS PROGRAM TESTING AND GRADING PROCEDURES Updated / Added CourseKey information
- P 23: ESTHETICS TECHNICAL KIT Updated
- P 24: ESTHETICS TEXTBOOKS Updated
- P 24: ESTHETICS DIGITAL KIT Updated
- P 24: ESTHETICS EDUCATION KIT Updated
- P 25: MAKEUP COURSE DESCRIPTION Updated
- P 26: MAKEUP PROGRAM TESTING AND GRADING PROCEDURE Updated
- P 27: MAKEUP TECHNICAL KIT Updated

- P 29: STUDENT SERVICES Updated
- P 29: WITHDRAWAL, SUSPENSION, AND ADDITIONAL FEE Updated
- P 30: FUTURE PROFESSIONAL ADVISORY POLICY Updated
- P 35: GRADUATION REQUIREMENTS IN COSMETOLOGY AND ESTHETICS PROGRAM Updated / Added CourseKey information
- P 36: CAREER SERVICES Updated
- P 38: FINANCIAL AID Added
- P 38: WITHDRAWING FROM SCHOOL Updated
- P 39: FEDERAL RETURN OF TITLE IV FUNDS POLICY Updated
- P 42: 1000 HOUR COSMETOLOGY FULL-TIME SCHEDULE REFUND POLICY Updated Cost
- P 43: 1000 HOUR COSMETOLOGY PART-TIME SCHEDULE REFUND POLICY Updated Cost
- P 44: 600 HOUR ESTHETICS FULL-TIME SCHEDULE REFUND POLICY Updated Cost
- P 46: 80 HOUR MAKEUP PART -TIME SCHEDULE REFUND POLICY Updated Cost
- P 47: PREFERRED LENDERLIST AND PRIVATE EDUCATION LOAN DISCLOSURES Updated Cost
- P 48: SATISFACTORY ACADEMIC PROGRESS POLICY Updated
- P 48: QUANTITATIVE AND QUALITATIVE FACTORS Updated
- P 49: MAXIMUM TIME FRAME Updated
- P 49: LEAVE OF ABSENCE POLICY Updated
- P 50: EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT Updated / Added CourseKey information
- P 52: INCOMPLETES, WITHDRAWALS, OR REPETITIONS Updated
- P 52: INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES Updated
- P 52: MAJORS, DEGREES, SECOND DEGREE, OR SUMMER TERMS Added
- P 52: WARNING Updated
- P 52: PROBATION Updated Cost
- P 53: QUANTITATIVE AND QUALITATIVE FACTORS Updated #2 and pargraph 1 CourseKey information
- P 53: APPEAL PROCEDURE Updated
- P 53: STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY Updated
- P 55: PERFORMANCE STATISTICS / JOB OUTLOOK Updated Rates
- P 56: STUDENTS RIGHT-TO-KNOW COMBINED DEPARTMENT OF EDUCATION RATES (IPEDS)-Added
- P 64: POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES Updated
- P 66: SANITATION AND PROFESSIONAL SERVICES Added CourseKey information and updated Student personal service guidelines
- P 67: LEARNING PARTICIPATION GUIDELINES Added CourseKey information
- P 70: ANTI-BULLONG POLICY Updated Cost
- P 72: COPYRIGHT INFRINGEMENT POLICY Updated
- P 74: REGULATORY AND ACCREDITATION AGENCIES Updated
- P 74: STUDENT DIVERSITY INFORMATION Added
- P 75: GRIEVANCE PROCEDURES Updated
- P 80: COST OF TUITION AND SUPPLIES Updated
- P 87: 2024 CLASS START DATES Added
- P 82: PROGRAM SCHEDULES Updated Esthetics Schedule
- P 83: SCHOOL ADMINISTRATION AS OF JULY 2022 Updated
- P 86: TUITION INSTALLMENT PLAN
- P 86: PAYMENT PLANS AND OPTIONS Updated
- P 84: 2023 CATALOG ADDENDUM Added
- P 86: PROTECTED CLASS NONDISCRIMINATION POLICY AND PROCEDURES Added

- P 61: OCCUPATIONAL EDUCATION DATA SURVEY Updates data information
- P 85: COST OF TUITION AND SUPPLIES Updated Digital Kit
- P 89: SCHOOL ADMINISTRATION AS OF JULY 2022- Updated owner

REVISED 03.19.24

• P 94: SCHOOL ADMINISTRATION - Added Learning Leaders License # and Agents name and license numbers