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# **WE ARE PAUL MITCHELL SCHOOLS 2024 CATALOG**

**January 1, 2024 — December 31, 2024**

**Paul Mitchell The School Springfield**  
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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 School education

## **SCHOOL FACILITIES**

Paul Mitchell The School Springfield offers the challenge of a very stimulating and rewarding career. The school is equipped to meet all the demands that cosmetology in the modern world requires. Training is conducted and located in a 10,500 square foot state of the art facility. It is divided into a core/theory classroom, general classroom, retail area, admissions office, color bar/dispensary, laundry room and bathrooms for both the students and guests, as well as a clinic classroom with 46 cosmetology clinic stations.

The school is supported by 8 shampoo stations, mobile dryer stations, individual styling equipment provided in the student kits, various audio/visual equipment (DVD players, TV monitors, Milady instructional videos, wall posters, etc), complete laundry machines, doll head stands and posts, nail workstations and implements, a fully networked computer system, and an up-to-date reading and video library for both students and learning leaders.

Our school facility 10,500 square feet and is on the first floor. We have outside ramps from the parking lot onto our sidewalks that lead into our building. All of our entry doors have a minimum of 32 inch clear opening. The flooring within the entire facility is sealed concrete. The school does contain a handicapped lavatory for both men and women. The drinking fountain is below 36 inches in height. All doors within the facility can be opened with minimal pressure and can be opened with a closed fist. All classrooms have wheelchair accessibility as well as the clinic areas.

There are no fixed tables or chairs in the classroom so classroom space is adjustable. The facility has emergency systems that have both flashing lights and audible signals.

The school also has an additional location for classroom located at 3009 S. Kansas Expressway, Springfield, MO 65807. The facility will be utilized for Esthetics classroom, specialty class, and theory class The facility is 5,709 square feet.

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

### **HOURS OF OPERATION**

Monday -Thursday 8:00 am to 5:00 pm

Closed Friday, Saturday & Sunday

The school director is Greg Kellogg, they can be reached in person or by calling 417-881-2110, or by mail at 3017 S. Kansas Expressway, Springfield, MO 65807.

## **STUDENT/INSTRUCTOR RATIO**

State of Missouri requirements say the ratio of learning leaders to students for cosmetology and esthetics is one (1) learning leader for every twenty-five (25) students. The ratio of learning leader to students for barbering is one (1) learning leader for every fifteen (15) students. At Paul Mitchell The School Springfield, we do not exceed a ratio of one Learning Leader for every twenty-five students.

## **ADMINISTRATION/OWNERSHIP**

The System, Inc., dba Paul Mitchell The School Springfield, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

## **SCHOOL ADMINISTRATION**

**Owner:** The System, Inc., dba Paul Mitchell The School Springfield

**Director:** Greg Kellogg

**Operations Leader:** Greg Kellogg

**Admission's Leader:** Sarah Bruce

**Esthetics Education Leader:** Suzanne Hyde

**Cosmetology/Barbering Education Leader:** Jennifer Farley

**Financial Aid Leader:** Amanda Osterloh

**Accounting Leader:** Thesha Hancock

## **LEARNING LEADERS**

### **School Faculty:**

#### **Jennifer Farley**

Learning Leader; Full Time

Licensed Cosmetology, Manicuring, Advanced Manicuring, and Barber Instructor; Cosmetology/Barber Instructor

License No. 2017014717

#### **Mendi Johnson**

Learning Leader; Full Time

Licensed Cosmetology Instructor;

Cosmetology Instructor License No. 2009002815

#### **Suzanne Hyde**

Education Leader; Full Time

Licensed Cosmetology Instructor;

Cosmetology Instructor License No. 2006026867

#### **Raeshel Fent**

Learning Leader; Part Time

Licensed Cosmetology, Manicuring, and Advanced Manicuring;

Cosmetology Instructor License No. 2019038600

#### **Whitney Mulholland**

Learning Leader; Full Time

Licensed Cosmetology Instructor;

Cosmetology Instructor License No. 2014032892

#### **Ashley Olexyn**

Learning Leader; Full Time

Licensed Cosmetology, Manicuring, Advanced Manicuring, and Barber Instructor; Cosmetology/Barber Instructor

License No. 2018033710

**Michael Peterson**

Learning Leader; Full Time  
Licensed Barber Instructor,  
Barber Instructor License No. 2021030194

**Alicia Moore**

Learning Leader; Part Time  
Licensed Esthetics: License No. 2019047742

**Eleanor Goodridge**

Learning Leader; Part Time  
Licensed Esthetics Instructor;  
Esthetics Instructor License No. 2022012332

**Jennifer Kennedy**

Learning Leader; Full Time  
Licensed Cosmetology, Manicuring, Advanced Manicuring Instructor;  
Cosmetology Instructor License No. 2022030667

**Keli Cornell**

Learning Leader; Part Time  
Licensed Cosmetology Instructor;  
Cosmetology Instructor License No. 2022035712

**Jose Serrano**

Learning Leader; Part Time  
Licensed Esthetics Instructor;  
Esthetics Instructor License No. 2022029344

**Michelle Foster**

Learning Leader; Part Time  
Licensed Esthetics Instructor;  
Esthetics Instructor License No. 2022029345

*The school enrolls student into the instructor training program. The instructor training student provide supervised training and instruction to students enrolled in the cosmetology, barbering, esthetics, advanced manicuring and manicuring programs.*

# ADMISSIONS

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## ADMISSION REQUIREMENTS - SECONDARY EDUCATION AND EQUIVALENTS

To qualify for admission to Paul Mitchell The School Springfield, 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).

1. **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 Springfield.
2. **Pay the Application Fee:** A application fee of \$25.00 can be paid in the form of cash, check or money order, payable to Paul Mitchell The School Springfield. 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. **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
- National identification card (Consulate, Permanent Resident Card, Immigrant Visa Card, Employment Authorization Card)
- Tribal Photo ID (no photocopies accepted)
- Government-issued military ID – Acceptable military IDs:
  - The Veteran Health Identification Card (VHIC)
  - Veteran Identification Card (VIC)
  - Personal Identity Verification Card (PIV)

*\*Photocopying of military identification cards for the purpose of receiving federal benefits other than military-related benefits is not authorized and therefore is unacceptable proof of identification. For this reason, any other form of military ID cards is unacceptable.*

Photo IDs must contain:

- i. Applicant Students Full Name
- ii. Contain a photograph of the applicant
- iii. Be an original document
- iv. Be Current and valid: *expired documents are not acceptable*
- v. Match the name used in the application
  - a. If name has changed, supporting documentation including but not limited to marriage certificate, court approval documentation or related documents are required.

4. **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 Missouri 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://hslida.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.

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.

5. **Selfie Photograph:** E-mail a selfie photograph to [sbruce@thesystemonline.com](mailto:sbruce@thesystemonline.com).
6. **Barbering Applicants Only:** submit a basic physical exam. Can be from your physician or a walk-in clinic like Hy-Vee, Walmart, etc.
7. **Instructor Training Program:** Students enrolling in the instructor training program must provide a copy of a valid and current Missouri cosmetology license.

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

## **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 if approved by the Director. The student will be assessed a \$25.00 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 or make satisfactory payment arrangements with the Financial Services Advisor.
2. Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course.
3. Pay the \$25.00 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 or make satisfactory payment arrangements with the Financial Services Advisor.
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 \$25.00 re-entry fee and submit a new application for admission.

The decision to allow a student to re-enter a program is at the sole discretion of Paul Mitchell The School Springfield. 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 Springfield will make every reasonable attempt to accommodate services 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.

## **TRANSFER OF CREDIT POLICIES**

### **TRANSFER STUDENTS**

Paul Mitchell The School Springfield will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material and the applicability of the courses to the student's intended academic program at the school.

Transfer students are assessed tuition at the current per hour rate. Current tuition rate information is located in the “Costs of Tuition and Supplies” section of the catalog.

At the school’s sole discretion, a student may be permitted to transfer in more hours from a non-Paul Mitchell School than is described in the policy below, if the student is transferring from a school that has closed without notice and the student can demonstrate the appropriate course knowledge.

Paul Mitchell The School Springfield does not award clock hour credits for service in the armed forces, paid or unpaid employment, or other demonstrated competency.

## 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.

*Cosmetology students transferring from a non-Paul Mitchell School.*

A maximum of 500 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 1000 hours.

1. Pass a practical test with a minimum of 75% 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 75% passing

### **Barbering**

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

### **Esthetics**

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

### **Advanced Manicuring (600 hours)**

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

### **Manicuring (400 hours)**

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

### **Instructor Training**

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

## TRANSFER OF CREDIT- CREDIT EARNED AT ANOTHER INSTITUTION

Paul Mitchell The School Springfield 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. 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 Springfield is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology, Barbering, Esthetics, Advanced Manicuring, Manicuring, and Instructor Training 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 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 Missouri Division of Professional Registration to deny licensure. The Missouri Division of Professional Registration 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 Springfield is not responsible for students denied licensure.

## **DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE**

The following programs offered at Paul Mitchell The School Springfield lead to licensure in the state of Missouri: Cosmetology, Barbering, Instructor Training, Esthetics, Advanced Manicuring, and Manicuring. 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](http://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.

**ENROLLMENT INFORMATION**

- 1. **Enrollment periods:** Paul Mitchell The School Springfield usually begins a new classes about every seven (7) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact Paul Mitchell The School Springfield for exact starting dates.
- 2. **Holidays and school closures:**

Holiday	Date
New Years Day	January 1, 2024
Martin Luther King Day	January 15, 2024
Memorial Day	May 27, 2024
Juneteenth (Summer Break)	June 19 -20, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Thanksgiving Break	November 27-28, 2024
Christmas Break	December 23-26, 2024

Unexpected closures and snow days will be announced on the school website, phone answering service, Paul Mitchell The School Springfield’s Facebook Page, and KTTS radio station (94.7) beginning at 6:00 a.m. Any other school closures are at the discretion of the School Management Team and will be published well in advance for students.

- 3. **Enrollment Agreement:** Paul Mitchell The School Springfield 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 Springfield offers a variety of monthly financial payment schedules. See Paul Mitchell The School Springfield’s Financial Services Leader for details.

# FUTURE PROFESSIONAL INFORMATION

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## 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 Springfield 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 Springfield 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 Springfield has identified five overarching principles for student conduct:

1. **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. If a behavior is sufficiently severe or repeated, a student may be terminated without notice, even if the behavior is listed as a coachable violation.

The School reserves the right to place a student on suspension pending an investigation into violations of the advisory policy.

**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 is defined as disseminating private information about another individual or group of individuals 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: a student must abide by the SAP Attendance Policy at in the Satisfactory Academic Progress Policy. Attendance will be checked monthly, falling below this percentage may result in an advisory.
  - b. Not calling to report lateness or absence: Failure to provide proper notice of an absence or tardiness in accordance with the attendance policy.
  - c. Excessive Tardiness: Being more than ten (10) minutes late to scheduled time on more than two (2) occasions in a thirty (30) day period.
  - d. Mandatory Attendance Day Violation: certain days are required for attendance to meet educational goals. Missing any day designated as a mandatory attendance day is prohibited.

2. Academic Coaching
  - a. Beginning a service without a Learning Leader consultation: Future Professionals are required to complete a consultation with a Learning Leader before starting a service on a service guest or other future professional.
  - b. Failure to timely complete assignments: Each student is required to complete their assigned worksheets with set deadlines.
  - c. Failure to properly attend Theory Hours and Tests: Future Professionals are required to timely complete all state required theory tests and maintain satisfactory attendance at theory class.
  - d. Failure to complete practical and academic assignments.
3. Parking Violation: Future Professionals must park in the area designated for Future Professionals to park.
4. This is a smoke-free campus. All smoking on campus is prohibited, including in the parking lot.
5. Violation of the School's Internet and Social Networking Policy: Use of school technology for non-educational purpose is prohibited.
6. Parking Violation: Future Professionals must park in the area designated for Future Professionals to park.
7. This is a smoke-free campus. All smoking on campus is prohibited, including in the parking lot.
8. Violation of the School's Internet and Social Networking Policy: Use of school technology for non-educational purpose is prohibited.
9. Violation of this Future Professional Advisory Policy or School Standards at a school-sponsored event, externship, off-campus event, and/or fieldtrip.
10. 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.

11. Sleeping in class is prohibited.
12. 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.
13. Lying to or dishonesty with an Administrator: providing false information to a School Administrator is prohibited.



14. 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 and guests, reading theory, or test preparation during school hours. This includes attending all scheduled educational opportunities, like Theory and Specialty Classes.
  - a. Failure to or refusal to engage in school related work is prohibited.
  - b. Refusing to take a clinic classroom guest.
15. Failing to follow the Student Professional Guidelines

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

16. 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.
17. 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 the following items: firearms, including rifles, shotguns, handguns; bowie, dirks and knives (other than kitchen knives), explosives, swords, nunchucks, throwing stars and other martial arts weapons, crossbows, compound bows, recurve bows, long bows, bear spray (however, pepper spray that is small, and for personal protection dispensers), BB guns, paintball guns, ammunition and non-functioning replicas that could be confused with actual firearms.
18. 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.
19. 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.
20. 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.
21. 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.
22. Plagiarism 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.

23. Facilitating academic misconduct is the assistance in or attempting to assist another in plagiarism or cheating.
24. 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.
25. 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.
26. Violation of the Protected Class Non-Discrimination Policy and Procedures
27. Violation of the Anti-Bullying Policy.
28. Violation any other matter covered by the Grievance Procedure.
29. Other Prohibited Conduct: The following is prohibited
  - a. Engaging in behavior that constitutes a violation of federal, state, or local law on School premises or at a School sponsored event.
  - b. Acting to impair, interfere with or obstruct the orderly conduct, processes, and functions of 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 of School names, trademarks, and images.
  - c. Fire Safety Violations:
    - i. 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 Services 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 the educational requirements and/or the terms as stipulated 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 you should:

1. Develop finger dexterity and a sense of form and artistry.
2. Enjoy serving 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 Springfield makes lockers available to students to facilitate the daily storage of their learning materials and items related to their studies. Paul Mitchell The School Springfield manages lockers to ensure responsible use of property and for the health and safety of individuals.

**Agreement** — Paul Mitchell The School Springfield establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing Paul Mitchell The School Springfield 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 Springfield from time to time, at its discretion.

## **GUIDELINES**

1. Lockers will be available to students during their scheduled school hours, lockers will be issued based on availability.
2. At the end of each day /night a student must empty the locker.
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 Springfield 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 Springfield to be harmful, offensive or inappropriate.
6. Paul Mitchell The School Springfield 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 Springfield 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 Springfield 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, brief cases, 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 this scheduled time. Monthly make up test dates are posted on the theory and school calendars. Time missed, or make up of work necessary to reestablish satisfactory status, will initially require extending the "normal" finish time for the program and may result in over contract charges.

## **MEASURABLE PERFORMANCE OBJECTIVES**

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

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

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

1. Protect the guest's clothing by appropriately draping them.
2. Ask the 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 the 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 service guest.

## **STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES**

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

## **ATTENDANCE AND DOCUMENTATION OF TIME**

1. The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using sign The FAME app, and is rounded up to the 1/4 hour. To ensure proper credit for clock hours, full-time students are required to clock in/out 4 times a day: when they arrive at school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student time clock, the student will not receive hours. 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 8:00 a.m. to 7:00 p.m., Monday through Wednesday; 8:00 a.m. to 5:00 p.m., Thursday and closed Friday, Saturday and Sunday.
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week.
5. Students must be on time, as tardiness inhibits the learning process.
  - a. You are able to schedule to arrive late. You may schedule to arrive late the day before by using the booking out early request form. A learning leader's signature is required to be approved.
  - b. If you show up after 8:30 a.m. you must visit the front desk to be put on "the oops" list before leaving to avoid a re-direction.
  - c. If you are unable to be present at 8:30 a.m. you must call the front desk by 8:30 a.m. of the same day to be put on "the oops" list as "not at all. Failure to call in by 8:30 a.m. may result in a re- direction.
  - d. Students may arrive after 8:30 a.m. if they are able to present a valid doctor's note or excuse or other documented extreme circumstance for their tardiness. Please contact Paul Mitchell The School Springfield's Service Desk at (417) 881-2110 by 8:30 a.m. if you know you are going to be late and to share the reason.
  - e. Students who are late for theory class may not enter the classroom until the next scheduled break, and will not receive hours for the time they have missed.
  - f. Students who are late for any cutting, coloring, perming, or special class, may attend the class, but must be accompanied into the classroom by a Learning Leader.
  - g. Students are never excused from mandatory theory class to work in the clinic. All students must maintain a minimum of 80% attendance.
6. Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 8:30 a.m.
7. Cosmetology students are required to be in attendance a minimum of eight and a half (8.5) hours per day, 34 hours per week for the 4 day full time schedule. Barbering students are required to be in attendance a minimum of eight and a half (8.5) hours per day, 34 hours a week for the 4 day full time schedule. Esthetician students are required to be in attendance a minimum of ten (10) hours per day, 30 hours a week for the 3 day full time schedule or 7.5 hours per day, 30 hours a week for the 4 day full time schedule. Advanced Manicuring and Manicuring students attend a minimum of eight (8) hours per day, 32 hours per week for the 4 day full-time scheduled. Instructor Training students are required to be in attendance a minimum of seven (8.5) hours per day, 34 hours per week for the 4 day full time schedule.

Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. If a student will miss hours during the week, arrangements must be made with the Future Professional Advisor to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.
8. Core classroom attendance — only 21 hours may be missed in Core class or the Student may have to start the Core class over. The 21 hours missed will count toward the student's attendance percentage. Students attend Core the first 6 weeks (210 clock hours) of enrollment. During this time the student must maintain a monthly attendance of 90%. If at the conclusion of the month, the student's progress report is not 90% attendance, the student may be dropped from the program and asked to re-enroll in the next class start date.
9. Students must be on time, as tardiness inhibits the learning process. Students who are late for theory, a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by a learning leader. Students are never excused from mandatory theory class to work in the clinic classroom.
10. Students may be suspended for 5 days for excessive absence, lack of theory attendance, or unexcused absences.

11. In the event of an emergency, inclement weather, or disaster, all Students and faculty will be notified by a staff member as to the closing and subsequent re-opening of the school. The general rule to follow is that if the school is open, you are required to be here. You have a responsibility to plan your day accordingly if you know inclement weather is imminent. A school closing message will be placed on the schools phone answering service, Paul Mitchell The School Springfield's Facebook Page, KTTS (94.7), and the schools website notifying both students and clients of the closing.
12. Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 11:30 AM and 1:00 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:00 PM.
13. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
  - a. Students who leave school premises for more than 10 minutes or those who leave early must document their time by signing the sign-out sheet, and having an instructor book them out.
  - b. Students who leave school premises for less than 10 minutes must sign the sign-out sheet.
  - c. Day students must sign out on the sign-out sheet for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to sign in/out for lunch.
14. Students may not sign in or out for another student.
15. Students must keep a record of all services each day on the "service tracking sheet," which must be completed daily and turned in every month.
16. If a student 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 class start date.
17. **Theory Class:** The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.

## COSMETOLOGY, BARBERING, ADVANCED MANICURING, AND MANICURING PROFESSIONAL IMAGE:

Future Professionals must maintain the following professional dress code:

1. Future Professionals may wear any color combination for tops, and dresses.
2. Black, white or gray jeans or other professional type pants (rips or tears must fall below the fingertips when standing).
3. Blue jeans will not be worn unless designated by the school.
4. Clothing must be professional, clean, washable, and free of stains & tears.
5. Shoes may be colored and professional, closed toe shoes are recommended.
6. Hair must be clean & styled prior to arriving to campus.
7. Cosmetics must be applied prior to arriving to campus.
8. Practice proper hygiene habits to stay within the professional image.
9. Skirts and dresses may not be shorter than fingertip length, unless opaque tights or leggings are worn.
10. Under garments must always be covered.
11. For shirts and blouses, shoulders and midriff (belly) must be fully covered.
12. No leggings worn as pants, or athletic wear.

## ESTHETICS PROFESSIONAL IMAGE:

All esthetics Future Professionals must adhere to the following dress code:

1. Black scrubs.
2. Jackets & undershirts may be black, white, or gray in any combination. (No hoodies - jackets must zip / open to show scrubs).

3. Tennis shoes - Must be black / White / Gray.
4. Fingernails must be filed and there can be no artificial tips, acrylic, etc.
5. Clothing must be professional, clean, washable, and free of stains & tears.
6. Hair must be clean & styled prior to arriving to campus.
7. Practice proper hygiene habits to stay within a professional image.

**The following is a list of items that are NOT within our dress code:**

- a. Flip Flops
- b. Crocs
- c. Slippers
- d. Worn-out tennis shoes
- e. Tank tops / sleeveless tops
- f. Sweatpants & sweatshirts (hoodies)
- g. Crop tops
- h. Backless tops

## 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 receive services on Tuesday through Thursday. To receive a service, Future Professionals must do the following prior to starting the service:
  - a. Notify a Learning Leader.
  - b. Be scheduled off the service books by a Learning Leader.
  - c. Be current in practical skill assessments, theory attendance and test.
  - d. Pay for service supplies including perms, color, lightener, rinses, conditioning, treatments, manicures, nails, etc.

Personal services must be rescheduled when the student is scheduled to take a guest. Students must re-schedule their personal service and complete the service appointment assigned to them. Personal services are considered rewards and scheduled for Future Professionals who are up to date with all practical, exams, and clinic practical worksheets. School assignments and successful learning are the priority.

## COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

1. Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, Future Professional lounge, or clinic classroom 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, or other electronic communication devices, such as pagers or IM devices, are not permitted in classrooms, Clinic Floor or Service Desk, Color Bar, or Manicure/Pedicure area at The System. Cell phones or other electronic communication devices should be kept in Future Professional lockers and checked only on scheduled breaks.
4. Future Professionals may not visit with another Future Professional who is servicing a service guest.
5. Future Professionals are to be courteous to patrons and fellow Future Professionals at all times. Future Professionals should have stations ready for all appointments and not keep customers waiting. Future Professionals should avoid discussing subjects with patrons such as politics, religion, and sexual morals.



6. Foul language, loud or boisterous conduct, or any other type of unprofessional conduct will not be tolerated.
7. No eating, drinking, or chewing gum is permitted on the Clinic Floor.
8. Future Professionals may not gather around the service desk, service reception area, or offices.
9. Food, drink, or water bottles are allowed only in the lunchroom.
10. Smoking is prohibited on school grounds.
11. Stealing or taking school property or another's personal property is unacceptable and grounds for termination.
12. Any Future Professional suspected of use or distribution of alcohol or illegal drugs while on school premises will be terminated.
13. 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 75% on all theory tests and assignments.
3. Future Professionals must take all appointments assigned to them. This includes last-minute walk-ins.
4. Future Professionals may not be released from required theory class to take a client.
5. Only service desk personnel may schedule or change client service appointments.
6. All services must be checked and the service ticket initialed by an instructor.
7. Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
8. Future Professionals will receive clock hours during the times they fully participate in their learning experience.
9. 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 Future Professional
  - d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
10. Future Professionals must comply with school personnel and Learning Leader's assignments and requests as required by the curriculum and Future Professional guidelines and rules.
11. 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.
12. 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 kit, equipment, tools, and personal items must be secured in the Future Professionals assigned locker. The school is not responsible for any lost or stolen articles.
13. Any school staff member will have the right to send any Future Professional home for infringement of the school rules, misconduct, or illness.
14. More than ten (10) consecutive training days or fourteen (14) consecutive calendar days absent (which ever time frame is shorter) will necessitate an automatic termination from the school. Extreme circumstances that are beyond the control of the Future Professional may be reviewed by the school's Director.
15. Please reserve the front row parking for your clients. Approved Future Professional parking will be reviewed at orientation.

16. 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.
17. If a Future Professional 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 class start date.
18. 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 Springfield 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 Springfield 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
3. **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.

## 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 <https://www.eac.gov/voters/voter-resources-helpful-links>.

## SUSPENSION AND TERMINATION

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. 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

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## COSMETOLOGY COURSE INFORMATION

### COSMETOLOGY COURSE DESCRIPTION

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

**Classification of Instructional Programs (CIP 12.0401)**

The curriculum involves 1500 hours to satisfy Missouri 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. All courses are taught in English.

**\*Graduates are prepared to be entry level cosmetologist.**

***This program is taught in English. Textbooks and Course Materials are only offered in the English Language.***

### COSMETOLOGY COURSE OVERVIEW

**Course Hours: 1500 clock hours**

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

1. **Pre-clinical Classroom Instruction:** The first 210 hours (full time) or 200 hours (part time) are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
2. **Clinic Classroom Learning Experience:** The remaining 1300 hours (full time) or 1290 hours (part time) are spent in the clinic classroom area where practical experience is gained.

### COSMETOLOGY COURSE OUTLINE

Your time at Paul Mitchell The School Springfield for the cosmetology program will be divided into six designations:

1. **Core Curriculum:** A six week (full time) and ten weeks (part time), 210-hour (full time) 200-hour (part time) introduction to Cosmetology, known as CORE, instills the basic fundamentals. During this time period, Students are introduced to both the realities of our Industry and inspirational mentors to help shape them at the very beginning of their career. An introduction to their textbooks and workbooks, a large overview of the cosmetology program, and a full understanding of their role in the School and the expectations that will be put upon them in the upcoming months are all brought to the fore. CORE focuses on the fundamentals that enable Students to confidently begin working with clients early in their training. You learn the “foundational rules” PRIOR to working in the clinic. There is a blend of technical skill development with personal development, which helps to foster confidence and provides direction for successful behaviors during the clinic floor learning experience. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the CORE prior to moving onto Adaptive Phase.
2. **Protégé Learning:** Your experience as a Protégé produces a smooth transition from Core Student to Adaptive Student. You spend two weeks as a Protégé preparing you for the clinic experience.
3. **Clinic Classroom Learning:** Your learning process will be guided with individual attention and group learning experiences from 210 to 1500 hours (full time) or 200 to 1500 hours (part time), where 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.
4. **Classroom Learning:** Your time in the classroom from 210 to 1500 hours (full time) or 200 to 1500 hours (part time) is divided into 4 areas. Each of these areas has an instructor who conducts the different specialty classes

each 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.

5. **Adaptive Curriculum:** From 210 (full time) or 200 (part time) to 750 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services that will continue to build you into a beauty industry professional.
6. **Creative Curriculum:** You will spend the last 750 hours at Paul Mitchell The School Springfield in “high gear” by dressing, acting, and working like a beauty industry professional. During this phase, you will be learning the more advanced dressing and chemical work. You will be heading in the “end run” of your program at Paul Mitchell The School Springfield and we will be stepping up the pressure getting you ready for graduation.

## COSMETOLOGY COURSE SUBJECTS

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

Subject	Minimum Theory Hour Requirements	Minimum Practical Hour Requirements
Shampooing of all kinds	10	30
Hair coloring, bleaches, and rinses	30	100
Hair cutting and shaping	30	100
Permanent waving and relaxing	35	90
Hair setting, pin curls, finger waves, and thermal curling	100	125
Comb-outs and hairstyling techniques	25	80
Scalp treatment and diseases	10	20
Facials, eyebrows, and arches	10	30
Manicuring, hand and arm massage and treatment of nails	25	85
Cosmetic chemistry	25	0
Salesmanship and shop management	10	0
Sanitation and Sterilization	15	15
Anatomy	20	0
State law	10	0
Additional hours	150	320
<b>TOTAL HOURS</b>	<b>505</b>	<b>995</b>

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 COURSE PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 1500-hour course:

1. **Academic weekly theory exams:** Students must receive 75% or higher on each assigned weekly theory exam. Students must receive a 75% or higher grade on all tests given. If they score below a 75% then they must repeat the test. There are 32 theory exams that must be completed.
2. **Core written and practical skill exams:** Students must receive a grade of 75% or higher on each written exam and each practical skill exam in order to complete the Core program. The exams are an overview of instruction taught during the Core schedule. All Core written and practical skill exams must be passed with a 75% in order to transition to the Clinic Classroom. If students are unable to pass each exam after two attempts, the student may be asked to withdraw from the program and re-enroll in the next available Core class start date.
3. **Midterm and Final Exam Written Tests:** This test covers all phases of what is to be expected on the Missouri State Board Examination. The practical also covers all phases of what is to be expected on the Missouri State Board Examination.
4. **Clinic Practical Skill Assessments:** Future Professionals progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

## COSMETOLOGY COURSE INSTRUCTIONAL TECHNIQUES AND METHODS

The 1500 hour cosmetology program is 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, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## COSMETOLOGY COURSE MISSOURI STATE LAW REQUIREMENTS

The Missouri State Law requires that cosmetology students have 1500 clock hours of training and be graduated from a licensed cosmetology school to qualify for an initial cosmetology license. Following graduation, Students are required to take a State Board Practical and Written Examination before receiving their Missouri Cosmetology License. This license is a protected license, but it must be renewed every two years. The State Board examinations are held every week. The State Board handles scheduling of examinations. The school is obligated to report the completion of the course, total hours accumulated, breakdown of hours, and forward the application for the examination to the board. The State Board then issues the student a permit to work until examination date. Passing percentages for the examination are: 75% Theory and 75% Practical.

## COSMETOLOGY 2024 CLASS START DATES

Option	Dates
DAY SCHOOL:	January 29, March 11, April 22, June 24, August 12, September 23, November 11

## COSMETOLOGY PROGRAM SCHEDULES

Option	Days	Times	Hours per Week
4 Day	Monday - Thursday	8:00 AM to 5:00 PM	34 hours 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 Springfield.

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	\$15,975.00
Application Fee ( <i>non-refundable</i> )	25.00
Registration Fee	75.00
Technical Kit*	1,594.98
Textbooks ( <i>non-refundable</i> )	379.70
Digital Kit ( <i>non-refundable</i> )	545.95
Sales tax (9.1%) ( <i>non-refundable</i> )	229.37
<b>TOTAL COSTS</b>	<b>\$18,825.00</b>

Program	Per Clock Hour Rate (Transfer and Re-Entry Students Only)
Cosmetology 1500	\$10.65

***\*Any used and/or opened items in the Paul Mitchell Technical Kit purchased from the school are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal in their original state, no exceptions. All returned equipment will be assessed a 25% restocking fee. Unopened items from the kit can only be returned to the school if they were purchased directly from the school.***

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

Please contact the Financial Services Leader for payment options. The school accepts cash payments, personal check, and credit card payments (if credit card payment is made in person, there will be a 3.0% credit card processing fee added to the payment amount; without the actual card to swipe, there will be a 3.5% credit card processing fee added to the payment amount). Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs.

*Financial aid available to those who qualify.*

A non-refundable application fee of \$25.00 dollars is required to hold a space in the next available class. Class start dates are listed under the school calendar.

## COSMETOLOGY REQUIRED DOWN PAYMENTS FOR EACH PROGRAM

Cost	Item
\$18,825.00	Total (tuition/kit/fees)
\$4,000.00	Down Payment (includes the kit) due the Wednesday before the first day of class

Tuition and fees may be paid by cash, check, money order, cashier's check, MasterCard, Visa or American Express. ***\*If credit/debit card is used for payment, a 3.0% processing fee will be added to the total.***

## COSMETOLOGY KIT AND TEXTBOOKS

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

The following items are contained in the Paul Mitchell Cosmetology Technical Kit and can be purchased from Paul Mitchell The School Springfield or Salon Service Group, Cengage, Apple.com, or Best Buy:

Item	Code	Cost
<b>COMBS</b>		
1 Paul Mitchell Black Metal Tail Comb:	OGCST2	\$4.95
1 Paul Mitchell Black Rat Tail Comb:	KMRT	\$5.00
1 Paul Mitchell Pick Teasing Comb:	OGCAC5	\$4.95
1 Paul Mitchell Cutting Comb:	KMCT	\$5.00
1 Paul Mitchell White Comb:	OGCSC2	\$4.95
1 Paul Mitchell Detangler Comb:	PCOMB	\$1.95
<b>BRUSHES</b>		
1 Paul Mitchell Paddle Plastic 427	P427	\$6.59
1 Paul Mitchell Scalp Brush	OGNTS	\$12.49
1 Paul Mitchell Sculpting Brush 413	P413	\$3.59
1 Paul Mitchell Styling Plastic 407	P407	\$4.79
1 Paul Mitchell Express Ion Round® – Large	IONL	\$10.19
1 Paul Mitchell Express Ion Round® – Small	IONS	\$8.99
<b>CAPES</b>		
1 Paul Mitchell Color Apron	PMAPRON	\$18.00
1 Paul Mitchell Cutting Cape	PMCAPE	\$19.00
1 Paul Mitchell All Purpose Cape	PMAPC	\$19.00
<b>ACCESSORIES</b>		
1 Paul Mitchell Clips (pack 10):	PMPROCLIP	\$15.00
1 Paul Mitchell Water Bottle:	PMSPRAY	\$6.00
1 Paul Mitchell Rolling Metal Case:	PMCASE	\$119.00
1 Name Tag		\$15.00
<b>TOOLS</b>		
1 Paul Mitchell ¾" Marcel Curling Iron:	EXPGOLD75-M	\$54.99
1 Wahl Clipper and Trimmer Set:	W8474	\$137.94
1 Paul Mitchell Manicure Set:	PMMANICURE	\$18.95
2 Female Mannequin:	MANNEQUINEMMA	\$109.00
2 Jasmine Mannequin	E805	\$97.00
1 Naomi Mannequin	E700	\$90.20
1 Express Ion Smooth+:	EXPPLUS	\$89.99
1 Express Ion Dry+:	EXPDRYP	\$99.99
1 Paul Mitchell Classic Razor	FRAZOR	\$54.42
1 Paul Mitchell 6.0" Scissors (R/L):	PMSHEAR60	\$175.00
1 Paul Mitchell 5.5" Scissors (R/L)	PMSHEAR55	\$155.00
1 Paul Mitchell 6.0" Texturizer (R/L):	PMTEXT60	\$99.47

Item	Code	Cost
1 Paul Mitchell Tripod:	TRIPOD	\$119.95

***Any used and/or opened items in the Paul Mitchell Technical Kit are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal, no exceptions. All returned equipment will be assessed a 25% restocking fee.***

Item	Cost
Total Cost of Technical Kit – Cosmetology:	\$1,594.98
Sales Tax (9.1%):	\$145.14
Total:	\$1,740.12

## COSMETOLOGY COURSE TEXTBOOK

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

### COSMETOLOGY TEXTBOOKS

1 CIMA for Milady's Standard Cosmetology ISBN - 9780357873441 \$379.70

Sales Tax (9.1%): \$34.55

**TOTAL: \$414.25**

*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 admissions team prior to signing the enrollment agreement.*

## COSMETOLOGY COURSE DIGITAL KIT

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

Item	Cost
1 Apple iPad 64GB WiFi	\$467.95
1 Smart Cover	\$39.00
1 Keyboard	\$39.00
Sales Tax (8.1%):	\$49.68
<b>TOTAL:</b>	<b>\$595.63</b>

Students enrolled in the Instructor Training program are not eligible for the digital kit.

## COSMETOLOGY COURSE 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	Items
1 The Cutting System App	1 Plugged In App
1 The Color System App	1 Connecting to My Future App
1 The Style and Texture System App	1 Be Nice or Else eBook
1 The Barber and Short Hair System App	1 Makeup Portfolio
1 The Skill Cards App	1 Mini-Color Swatch Book



Items	Items
1 Makeup System App	1 CourseKey Skill Tracker

**Per VA regulation, only mandatory fees may be billed to the VA. The cost of our Technical Kit, Textbooks and Digital Kit are not mandatory fees and as such cannot be charged to the VA. Students utilizing VA benefits will be responsible for arranging alternate payments for these costs.**

## COSMETOLOGY STUDENT TEXTBOOKS AND KITS

Students in the 1500 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 Springfield has the right to do so. A student who chooses to do this must purchase the Textbooks and iPad and be available at school no later than 4 weeks from student start date. The remaining supplies of the student kit must be purchased and made available at school no later than 7 weeks from student's start date.

## GRADUATION INFORMATION

### GRADUATION REQUIREMENTS IN ALL COURSES

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 meeting all requirements listed above for graduation, having all monies owed to the school and/or a payment arrangement made with the School, the Student will receive a graduation/completion certificate.

### 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.

## **CAREER SERVICES**

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

Although Paul Mitchell The School Springfield does not guarantee employment upon graduation, Paul Mitchell The School Springfield does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School Springfield 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 Springfield has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Nail Technicians, Instructors, Educators, Salon Owners or Managers, and Esthetics.

# BARBERING PROGRAM

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## BARBERING COURSE INFORMATION

### BARBERING COURSE DESCRIPTION

**Standard Occupational Classification (SOC 39.5011.00)**

**Classification of Instructional Programs (CIP 12.0402)**

The curriculum involves 1000 hours to satisfy Missouri state requirements. The program includes extensive instruction and practical experience in men's cutting, color, texture, men's grooming, customer service, personal appearance and hygiene, personal motivation and development, retail (Take Home) skills, guest record-keeping, and business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

**\*Graduates are prepared to be entry-level barbers.**

***This program is taught in English. Textbooks and Course Materials are only offered in the English Language.***

### BARBERING 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 210 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
2. **Clinic Classroom Learning Experience:** The remaining 790 hours are spent in the clinic classroom floor area where practical experience is gained.

### BARBERING COURSE OUTLINE

Your time at Paul Mitchell The School Springfield for the barbering program will be divided into six designations:

1. **Core Curriculum:** A 210 hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, color, permanent waving, and chemical texture services.
2. **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing for the clinic floor experience.
3. **Clinic Classroom Learning Experience:** Your clinic floor time from 280 to 1000 hours will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and periodic exams developed specifically for monitoring progress. This is when you begin working on paying service guests in the clinic floor area.
4. **Classroom Learning Experience:** Your classroom time from 280 to 1000 hours is divided into four (4) areas: cutting, color, texture, and men's grooming. Each area has a Skill Specialist in the field who conducts the different specialty classes once a week; these may include guest artists, retail (Take Home), motivation, self-improvement, nail artistry, makeup, etc.
5. **Adaptive Curriculum:** From 280 to 500 hours, you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building your skills as a future beauty industry professional.

6. **Creative Curriculum:** You will spend your last 500 hours in Paul Mitchell The School Springfield in “high gear” by dressing, acting, and working like a true 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.

## BARBERING COURSE SUBJECTS

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

Subject	Minimum Theory Hour Requirements	Minimum Practical Hour Requirements
History	5	0
Professional Image	5	0
Bacteriology	5	0
Sterilization, Sanitation, and Safe Work Practices	10	10
Implements, Tools, and Equipment	15	0
Properties and Disorders of the Skin, Scalp, and Hair	15	0
Facial Massage and Treatments	3	2
Shaving	10	25
Haircutting	95	330
Mustache and Beard Design	3	2
Hairstyling	70	255
Permanent Waving	15	15
Chemical Hair Relaxing and Soft Curl Permanents	15	15
Hair Coloring	15	15
Hair Pieces	5	0
Chemistry	5	0
Anatomy and Physiology	5	0
Salesmanship and Establishment Management	5	0
State Law	10	0
Treatment of Hair and Scalp	10	10
<b>TOTAL</b>	<b>321</b>	<b>679</b>

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.

## BARBERING COURSE TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 1000-hour course:

1. **Academic weekly theory exams:** Students must receive 75% or higher on each assigned weekly theory exam. Students must receive a 75% or higher grade on all tests given. If they score below a 75% then they must repeat the test.
2. **Core written and practical skill exams:** Students must receive a grade of 75% or higher on each written exam and each practical skill exam in order to complete the Core program. The exams are an overview of instruction taught during the Core schedule. All Core written and practical skill exams must be passed with a 75% in order to transition to the Clinic Classroom. If students are unable to pass each exam after two attempts, the student may be asked to withdraw from the program and re-enroll in the next available Core class start date.
3. **800 hour (mock state board) practical skill test and final exam (1000 hour written test):** This test covers all phases of what is to be expected on the Missouri State Board Examination. The practical also covers all phases of what is to be expected on the Missouri State Board Examination.
4. **Clinic Practical Skill Assessments:** Future Professionals progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

## BARBERING COURSE INSTRUCTIONAL TECHNIQUES AND METHODS

The 1000 hour barbering program is 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, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## BARBERING COURSE MISSOURI STATE LAW REQUIREMENTS

The Missouri State Law requires that barbering students have 1000 clock hours of training and be graduated from a licensed barbering school to qualify for an initial barbering license. Following graduation, Students are required to take a State Board Practical and Written Examination before receiving their Missouri Barbering License. This license is a protected license, but it must be renewed every two years. The State Board examinations are held every week. The State Board handles scheduling of examinations. The school is obligated to report the completion of the course, total hours accumulated, breakdown of hours, and forward the application for the examination to the board. The State Board then issues the student a permit to work until examination date. Passing percentages for the examination are: 75% Theory and 75% Practical.

## BARBERING COURSE 2024 CLASS START DATES

Option	Dates
DAY SCHOOL:	January 29, March 11, April 22, June 24, August 12, September 23, November 11

## BARBERING COURSE PROGRAM SCHEDULE

Option	Days	Times	Hours per Week
4 Day	Monday - Thursday	8:00 AM to 5:00 PM	34 hours per week

## BARBERING COURSE 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 Springfield.

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 – BARBERING	
Tuition	\$11,500.00
Application Fee (non-refundable)	25.00
Registration Fee	75.00
Technical Kit*	1,594.98
Textbooks (non-refundable)	379.70
Digital Kit (non-refundable)	545.95
Sales tax (9.1%) (non-refundable)	229.37
<b>TOTAL COSTS</b>	<b>\$14,350.00</b>

Program	Per Clock Hour Rate (Transfer and Re-Entry Students Only)
Barbering 1000	\$11.50

***\*Any used and/or opened items in the Paul Mitchell Technical Kit purchased from the school are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal in their original state, no exceptions. All returned equipment will be assessed a 25% restocking fee. Unopened items from the kit can only be returned to the school if they were purchased directly from the school.***

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

Please contact the Financial Services Leader for payment options. The school accepts cash payments, personal check, and credit card payments (if credit card payment is made in person, there will be a 3.0% credit card processing fee added to the payment amount; without the actual card to swipe, there will be a 3.5% credit card processing fee added to the payment amount). Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs.

*Financial aid available to those who qualify.*

A non-refundable application fee of \$25.00 dollars is required to hold a space in the next available class. Class start dates are listed under the school calendar.

## BARBERING COURSE REQUIRED DOWN PAYMENT

Cost	Item
\$14,350.00	Total (tuition/kit/fees)
\$4,000.00	Down Payment (includes the kit) due two weeks before the first day of class

Tuition and fees may be paid by cash, check, money order, cashier's check, MasterCard, Visa or American Express. ***\*If credit/debit card is used for payment, a 3.0% processing fee will be added to the total.***

## BARBERING KIT AND TEXTBOOKS

### BARBERING COURSE TECHNICAL KIT

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

The following items are contained in the Paul Mitchell Barbering Technical Kit and can be purchased from Paul Mitchell The School Springfield or Salon Service Group, Cengage, Apple.com, or Best Buy:

Item	Code	Cost
<b>COMBS</b>		
1 Paul Mitchell Black Metal Tail Comb:	OGCST2	\$4.95
1 Paul Mitchell Black Rat Tail Comb:	KMRT	\$5.00
1 Paul Mitchell Pick Teasing Comb:	OGCAC5	\$4.95
1 Paul Mitchell Cutting Comb:	KMCT	\$5.00
1 Paul Mitchell White Comb:	OGCSC2	\$4.95
1 Paul Mitchell Detangler Comb:	PCOMB	\$1.95
<b>BRUSHES</b>		
1 Paul Mitchell Paddle Plastic 427	P427	\$6.59
1 Paul Mitchell Scalp Brush	OGNTS	\$12.49
1 Paul Mitchell Sculpting Brush 413	P413	\$3.59
1 Paul Mitchell Styling Plastic 407	P407	\$4.79
1 Paul Mitchell Express Ion Round® – Large	IONL	\$10.19
1 Paul Mitchell Express Ion Round® – Small	IONS	\$8.99
<b>CAPES</b>		
1 Paul Mitchell Color Apron	PMAPRON	\$18.00
1 Paul Mitchell Cutting Cape	PMCAPE	\$19.00
1 Paul Mitchell All Purpose Cape	PMAPC	\$19.00
<b>ACCESSORIES</b>		
1 Paul Mitchell Clips (pack 10):	PMPROCLIP	\$15.00
1 Paul Mitchell Water Bottle:	PMSPRAY	\$6.00
1 Paul Mitchell Rolling Metal Case:	PMCASE	\$119.00
1 Name Tag		\$15.00
<b>TOOLS</b>		
1 Paul Mitchell ¾" Marcel Curling Iron:	EXPGOLD75-M	\$54.99
1 Wahl Clipper and Trimmer Set:	W8474	\$137.94
2 Mannequins:	MANNEQUINEMMA	\$109.00
2 Jasmine Mannequin	E805	\$97.00
1 Naomi Mannequin	E700	\$90.20
1 Express Ion Smooth+:	EXPPLUS	\$89.99
1 Express Ion Dry+:	EXPDRYP	\$99.99
1 Paul Mitchell Classic Razor	FRAZOR	\$54.42
1 Paul Mitchell 6.0" Scissors (R/L):	PMSHEAR60	\$175.00
1 Paul Mitchell 5.5" Scissors (R/L)	PMSHEAR55	\$155.00
1 Paul Mitchell 6.0" Texturizer (R/L):	PMTEXT60	\$99.00

Item	Code	Cost
1 Paul Mitchell Tripod:	TRIPOD	\$119.95
1 Paul Mitchell Razor	PMRAZOR	\$28.06

***Any used and/or opened items in the Paul Mitchell Technical Kit are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal, no exceptions. All returned equipment will be assessed a 25% restocking fee.***

Item	Cost
Total Cost of Technical Kit – Barbering:	\$1,594.98
Sales Tax (9.1%):	\$145.14
Total:	\$1,740.12

## BARBERING COURSE TEXTBOOK

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

### BARBERING TEXTBOOKS

1 CIMA for Milady’s Standard Professional Barbering ISBN - 9780357873441 \$379.70

Sales Tax (9.1%): \$34.55

**TOTAL: \$414.25**

*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 admissions team prior to signing the enrollment agreement.*

## BARBERING COURSE DIGITAL KIT

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

Items	Cost
1 Apple iPad 64GB WiFi	\$467.95
1 Smart Cover	\$39.00
1 Keyboard	\$39.00
Sales Tax (8.1%):	\$49.68
<b>TOTAL:</b>	<b>\$595.63</b>

Students enrolled in the Instructor Training program are not eligible for the digital kit.

## BARBERING COURSE EDUCATION KIT

The Barbering 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	Items
1 The Cutting System App	1 Plugged In App
1 The Color System App	1 Connecting to My Future App
1 The Style and Texture System App	1 Be Nice or Else eBook
1 Barber and Short Hair System App	1 Mini-Color Swatch Book



Items	Items
1 The Skill Card App	1 CourseKey Skill Tracker

**Per VA regulation, only mandatory fees may be billed to the VA. The cost of our Technical Kit, Textbooks and Digital Kit are not mandatory fees and as such cannot be charged to the VA. Students utilizing VA benefits will be responsible for arranging alternate payments for these costs.**

## BARBERING COURSE STUDENT TEXTBOOKS AND KITS

Students in the 1000 barbering 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 Springfield has the right to do so. A student who chooses to do this must purchase the Textbooks and iPad and be available at school no later than 4 weeks from student start date. The remaining supplies of the student kit must be purchased and made available at school no later than 7 weeks from student's start date.

## GRADUATION INFORMATION

### GRADUATION REQUIREMENTS IN ALL COURSES

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 meeting all requirements listed above for graduation, having all monies owed to the school and/or a payment arrangement made with the School, the Student will receive a graduation/completion certificate.

### 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.

## **CAREER SERVICES**

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

Although Paul Mitchell The School Springfield does not guarantee employment upon graduation, Paul Mitchell The School Springfield does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School Springfield 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 Springfield has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Nail Technicians, Instructors, Educators, Salon Owners or Managers, and Esthetics.

# ESTHETICS PROGRAM

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## ESTHETICS COURSE INFORMATION

### ESTHETICS COURSE DESCRIPTION

**Standard Occupational Classification (SOC 39-5094.00)**

**Classification of Instructional Programs (CIP 12.0409)**

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

**\*Graduates are prepared to be entry level estheticians.**

***This program is taught in English. Textbooks and Course Materials are only offered in the English Language.***

### ESTHETICS COURSE OVERVIEW

**Course Hours: 750 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 Classroom Learning Experience:** The remaining 550 hours are spent in the clinic floor area where practical experience is gained.

### ESTHETICS COURSE OUTLINE

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

1. **Core Curriculum:** This 200 hour time period is dedicated to exploring foundational knowledge and basic esthetics, facial, hair removal, and makeup procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
2. **Clinic Classroom Floor Learning Experience:** You will enter a new phase of specialty classroom workshops coupled with challenging practical services that will continue to build your skills as a future beauty industry professional.
3. **Classroom Learning Experience:** During this phase of your learning, you will be introduced to guest speakers, prescriptive (Take Home) 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 service guests. You will make discoveries and learn relationship-building skills that will guide your success in this exciting, diverse field.
4. **Creative Curriculum:** You will dress, act, and work like a true salon professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Paul Mitchell The School Springfield Learning Leaders, to prepare for your future beauty industry career.

### ESTHETICS COURSE SUBJECTS

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

Subject	Minimum Theory Hour Requirements	Minimum Practical Hour Requirements
Facials, Cleansing, Toning, and Massaging	40	80
Makeup Application, All Phases	45	55
Hair Removal	10	20
Body Treatments, Aromatherapy, and Wraps	40	80
Reflexology	10	25
Cosmetic Sciences, Structure, Condition, and Disorder	50	35
Cosmetic Chemistry, Products and Ingredients	45	30
Salon Management and Salesmanship	30	25
Sanitation and Sterilization, Safety	20	25
State Law	10	0
Additional Training	0	75
<b>TOTAL</b>	<b>300</b>	<b>450</b>

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 COURSE PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 750-hour course:

1. **Academic weekly theory exams:** Student must receive a grade of 75% or higher on each assigned weekly theory exam.
2. **Midterm written and practical:** Students must receive a grade of 75% or higher on all final exams.
3. **Final written and practical:** The written exam covers an overview of all theory instruction, state law, and other items covered on the state esthetics exam. Students must receive a grade of 75% or higher on all final exams.
4. **Clinic Practical Skill Assessments:** Future Professionals progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

## ESTHETICS COURSE INSTRUCTIONAL TECHNIQUES AND METHODS

The 750 hour esthetics program is 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, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## ESTHETICS COURSE MISSOURI STATE LAW REQUIREMENTS

Missouri State Law requires that esthetics students have 750 clock hours of training and be graduated from a licensed cosmetology school to qualify for a instructor license. Following graduation, Students are required to take a State Board Practical and Written Examination before receiving their Missouri Instructors License. This license is a protected license, but it must be renewed every two years. The State Board examinations are held every week. The State Board handles scheduling of examinations. The school is obligated to report the completion of the course, total hours accumulated, breakdown of hours, and forward the application for the examination to the board. The State Board then issues the student a permit to work until examination date. Passing percentages for the examination are: 75% Theory and 75% Practical.

## ESTHETICS COURSE 2024 CLASS START DATES

Option	Dates
DAY SCHOOL:	January 29, February 26, March 25, April 22, June 24, July 22, August 26, September 23, October 21, November 18

## ESTHETICS COURSE PROGRAM SCHEDULES

Option	Days	Times	Hours per Week
3 Day	Monday - Wednesday	8:30 AM to 7:00 PM	30 hours per week

## ESTHETICS COURSE 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 Springfield.

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	\$9,000.00
Application Fee ( <i>non-refundable</i> )	25.00
Registration Fee	75.00
Technical Kit*	1,012.61
Textbooks ( <i>non-refundable</i> )	453.93
Sales tax (9.1%) ( <i>non-refundable</i> )	133.46
<b>TOTAL COSTS</b>	<b>\$10,700.00</b>

Program	Per Clock Hour Rate (Transfer and Re-Entry Students Only)
Esthetics 750	\$12.00

***\*Any used and/or opened items in the Paul Mitchell Technical Kit purchased from the school are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal in their original state, no exceptions. All returned equipment will be assessed a 25% restocking fee. Unopened items from the kit can only be returned to the school if they were purchased directly from the school.***

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

Please contact the Financial Services Leader for payment options. The school accepts cash payments, personal check, and credit card payments (if credit card payment is made in person, there will be a 3.0% credit card processing fee added to the payment amount; without the actual card to swipe, there will be a 3.5% credit card processing fee added to the payment amount). Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs.

*Financial aid available to those who qualify.*

A non-refundable application fee of \$25.00 dollars is required to hold a space in the next available class. Class start dates are listed under the school calendar.

## ESTHETICS COURSE REQUIRED DOWN PAYMENT

Cost	Item
\$10,700.00	Total (tuition/kit/fees)
\$3,000.00	Down Payment (includes the kit) due two weeks before the first day of class

Tuition and fees may be paid by cash, check, money order, cashier's check, MasterCard, Visa or American Express. ***\*If credit/debit card is used for payment, a 3.0% processing fee will be added to the total.***

## ESTHETICS KIT AND TEXTBOOKS

### ESTHETICS COURSE TECHNICAL KIT

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

The following items are contained in the Paul Mitchell Esthetics Technical Kit and can be purchased from Paul Mitchell The School Springfield or MUSE Beauty.

Items	Cost
1 Dermaplane Handle	\$21.60
1 Skin Spatula	\$54.00
1 Train Case	\$78.64
1 Makeup Brushes High Definition	\$55.00
1 Facial Fan Brush	\$12.15
2 Sugarlash Eyelash Extension Mixed Tray	\$93.60
1 Professional Isolation and Lashing Tweezer Set	\$61.18
1 Tweezerman Slant Tweezer	\$26.95
1 Comedone Extractor Tool Kit	\$25.11
1 Gua Sha Tool	\$25.20
1 Cupping Therapy Set	\$44.98
1 Therma Bliss Stone Set	\$118.80
1 ThermaBliss Charges for Stones	\$178.20
1 Ultrronics Rubber Mising Bowl	\$13.95
1 Mountian Rose Herbs classics Essential Oil Kit	\$41.40
1 Facial and Eyelash Fan	\$25.20
1 Massage Makeup Manikin	\$25.20
1 Theratools Hemp Eye Pillow	\$45.00
1 Tweezerman Stork Scissor	\$16.20
1 Sugarlash Silicone Rod Set	\$18.00

Items	Cost
1 Y comb and Lash Pick	\$14.40
1 iPhone Tripod	\$34.15
1 Eyelash Lifting Kit	\$15.30

***Any used and/or opened items in the Paul Mitchell Technical Kit are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal, no exceptions. All returned equipment will be assessed a 25% restocking fee.***

Items	Cost
Total Cost of Technical Kit – ESTHETICS:	\$1,012.61
Sales Tax (9.1%):	\$92.15
Total:	\$1,104.76

## ESTHETICS COURSE TEXTBOOK

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

### ESTHETICS TEXTBOOKS:

1 EPack: PKG. Milady's Standard Foundations & Esthetics ISBN - 9780357812761 \$453.93

Sales Tax (9.1%): \$41.31

**TOTAL: \$495.24**

*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 admissions's team prior to signing the enrollment agreement.*

## ESTHETICS COURSE 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	Items
1 The Makeup System App	1 Be Nice or Else iBook
1 Plugged In App	1 Makeup Portfolio
1 Connecting to My Future App	1 CourseKey Skill Tracker

**Per VA regulation, only mandatory fees may be billed to the VA. The cost of our Technical Kit, Textbooks and Digital Kit are not mandatory fees and as such cannot be charged to the VA. Students utilizing VA benefits will be responsible for arranging alternate payments for these costs.**

## ESTHETICS COURSE STUDENT TEXTBOOKS AND KITS

Students in the 750 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 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 Springfield has the right to do so. A student who chooses to do this must purchase the Textbooks and iPad and be available at school no later than 4 weeks from student start date. The remaining supplies of the student kit must be purchased and made available at school no later than 7 weeks from student's start date.

## **GRADUATION INFORMATION**

### **GRADUATION REQUIREMENTS IN ALL COURSES**

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 meeting all requirements listed above for graduation, having all monies owed to the school and/or a payment arrangement made with the School, the Student will receive a graduation/completion certificate.

### **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.

## **CAREER SERVICES**

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

Although Paul Mitchell The School Springfield does not guarantee employment upon graduation, Paul Mitchell The School Springfield does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School Springfield 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 Springfield has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Nail Technicians, Instructors, Educators, Salon Owners or Managers, and Esthetics.



# ADVANCED MANICURING PROGRAM

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## ADVANCED MANICURING COURSE INFORMATION

### ADVANCED MANICURING COURSE DESCRIPTION

**Standard Occupational Classification (SOC 39-5092.00)**

**Classification of Instructional Programs (CIP 12.0410 )**

The curriculum involves 600 hours, which exceeds Missouri State requirements. All courses are taught in English.

The course of study includes extensive instruction and practical experience in manicures, pedicures, massage, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, Missouri state laws & regulations, salon-type administration, and job interviewing.

The state of Missouri requires 400-hours of education to become licensed as a manicurist; however, the school is approved by the state to offer a 600-hour advanced Manicuring course. With the additional 200 hours the students will better understand all aspects of starting and managing their own business, as well as offering additional practical experience to help prepare them to pass the state board exam.

**\*Graduates are prepared to become an entry level manicurist.**

***This program is taught in English. Textbooks and Course Materials are only offered in the English Language.***

### ADVANCED MANICURING 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 100 hours are devoted to classroom workshops, demonstration, and practical experience. You will learn nail principles, technical information, and professional practices.
2. **Clinic Classroom Learning Experience:** The remaining 500 hours are spent in the clinic area, gaining practical experience.

### ADVANCED MANICURING COURSE OUTLINE

Your time at Paul Mitchell The School Springfield for the Manicuring program will be divided into two (2) designations:

1. **Core Curriculum:** This 100-hour time period is dedicated to exploring foundational knowledge and basic nails procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
2. **Mentor Learning Experience:** Your remaining 500 hours will be spent in a clinic environment. You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

### ADVANCED MANICURING COURSE SUBJECTS

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

Subject	Minimum Theory Hour Requirements	Minimum Practical Hour Requirements
Manicuring, hand and arm massage and treatment of nails	100	120

Subject	Minimum Theory Hour Requirements	Minimum Practical Hour Requirements
Salesman ship and shop management	20	
Sanitation and Sterilization	20	
Anatomy	10	
State law	10	
Study of the use and application of certain chemicals	40	
Additional Training	100	180
<b>TOTAL</b>	<b>300</b>	<b>300</b>

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.

### ADVANCED MANICURING COURSE PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 600-hour course:

1. **Academic theory exams:** Student must receive a grade of 75% or higher on each assigned theory exam.
2. **Midterm written and practical:** Students must receive a grade of 75% or higher on all final exams.
3. **Final written and practical:** The written exam covers an overview of all theory instruction, state law, and other items covered on the state advanced Manicuring exam. Students must receive a grade of 75% or higher on all final exams.
4. **Clinic Practical Skill Assessments:** Future Professionals progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

### ADVANCED MANICURING COURSE INSTRUCTIONAL TECHNIQUES AND METHODS

The 600 hour advanced manicuring program is 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, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

### ADVANCED MANICURING COURSE MISSOURI STATE LAW REQUIREMENTS

The Missouri State Law requires that Advanced Manicuring students have 600 clock hours of training and be graduated from a licensed cosmetology school to qualify for an initial Manicuring license. Following graduation, students are required to take a State Board Practical and Written Examination before receiving their Missouri Manicuring License. This license is a protected license, but it must be renewed every two years. The State Board examinations are held every week. The State Board handles scheduling of examinations. The school is obligated to

report the completion of the course, total hours accumulated, breakdown of hours, and forward the application for the examination to the board. The State Board then issues the student a permit to work until examination date. Passing percentages for the examination are: 75% Theory and 75% Practical.

## ADVANCED MANICURING 2024 CLASS START DATES

Option	Dates
DAY SCHOOL:	January 29, February 26, March 25, April 22, June 24, July 22, August 26, September 23, October 21, November 18

## ADVANCED MANICURING PROGRAM SCHEDULES

Option	Days	Times	Hours per Week
4 Day	Monday - Thursday	8:00 AM to 4:30 PM	32 hours per week

## ADVANCED MANICURING 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 Springfield.

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 – ADVANCED MANICURING	
Tuition	\$6,000.00
Application Fee ( <i>non-refundable</i> )	25.00
Registration Fee	75.00
Technical Kit*	860.38
Textbooks ( <i>non-refundable</i> )	546.93
Digital Kit ( <i>non-refundable</i> )	545.95
Sales tax (9.1%) ( <i>non-refundable</i> )	177.74
<b>TOTAL COSTS</b>	<b>\$8,231.00</b>

Program	Per Clock Hour Rate (Transfer and Re-Entry Students Only)
Advanced Manicuring 600	\$10.00

***\*Any used and/or opened items in the Paul Mitchell Technical Kit purchased from the school are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal in their original state, no exceptions. All returned equipment will be assessed a 25% restocking fee. Unopened items from the kit can only be returned to the school if they were purchased directly from the school.***

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

Please contact the Financial Services Leader for payment options. The school accepts cash payments, personal check, and credit card payments (if credit card payment is made in person, there will be a 3.0% credit card processing fee added to the payment amount; without the actual card to swipe, there will be a 3.5% credit card processing fee added to the payment amount). Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs.

Financial aid available to those who qualify.

A non-refundable application fee of \$25.00 dollars is required to hold a space in the next available class. Class start dates are listed under the school calendar.

### ADVANCED MANICURING REQUIRED DOWN PAYMENT

Cost	Items
\$8,231.00	Total (tuition/kit/fees)
\$2,000.00	Down Payment (includes the kit) due two weeks before the first day of class

Tuition and fees may be paid by cash, check, money order, cashier's check, MasterCard, Visa or American Express. ***\*If credit/debit card is used for payment, a 3.0% processing fee will be added to the total.***

### ADVANCED MANICURING KIT AND TEXTBOOKS

#### ADVANCED MANICURING COURSE TECHNICAL KIT

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

The following items are contained in the Paul Mitchell Nail Technology Technical Kit and can be purchased from Paul Mitchell The School Springfield, Amazon, Burmax, Musebeauty.pro, Dermalogica, Pivot Point, Exclusive Nail Couture, Sally Beauty Supply, and Cosmo Prof.

Items	Cost
5-Assorted Acrylic Powder:	\$88.84
1-4 oz Nail Liquid:	\$32.15
1-4 oz Brush Cleaner:	\$9.30
1-Non-Lifting Nail Primer:	\$29.95
1-Primer Holder	\$6.05
1-Black Ceramic Dappen Dish:	\$23.65
1-Kolinsky Red Sable Acrylic Nail Brush:	\$48.45
1-Metal Cuticle Pusher: School Price:	\$7.95
1-Cuticle Nipper:	\$20.00
2-Orangewood Sticks:	\$94
1-Plastic Manicure Brush:	\$2.15
1-10-pk. Disposable Purple Terminator Files:	\$18.70
1-10-pk. Disposable 180 Zebra Files:	\$8.20
1-10-pk. Disposable Clean Finish Buffing Files:	\$27.10
1-4 Way Block Shiner:	\$9.30
1-Small Sterilizer Jar:	\$16.00
20-Competitive Edge Pink XL Nail Forms:	\$5.00
1-Small Scissor:	\$10.00
1-Silk Strip:	\$5.00
1-Brush on Glue:	\$14.30
1-200 CT Nail Tips:	\$34.15
1-Small Crystal Dappen Dish:	\$6.00
1-Practice Hand:	\$19.00

Items	Cost
1-10 CT. Manicure and Pedicure Towels:	\$10.00
1 Melody Susie Professional Drill	\$79.00
1-300 CT. Towelette:	\$25.50
1-Manicure Bowl:	\$7.10
1-8 oz Peach Polish Remover:	\$11.00
1-8 oz Peach Sanitizer:	\$19.25
1-8 oz Peach Callous Softner:	\$14.85
1-8 oz Peach Soft Subs:	\$14.85
1-4 oz Peach Cuticle Remover	\$15.40
1-8 oz Peach Moisture Lotion	\$25.35
1-4 oz Peach Sugar Scrub:	\$19.25
1-Toe Separators:	N/A
1-Large Purple Terminator Foot File:	\$14.30
1-Toe Nail Clipper:	\$4.95
3-Assorted Nail Lacquers:	\$10.20
1-Color Grip Base Coat:	\$12.65
1-Super Dry Base Coat:	\$12.65
1-.5 oz Empty Oil Bottle:	\$2.70
1-.05 oz Peach Cuticle Oil:	\$5.45
1-A+ Top Coat:	\$8.75
1-Practice Sheet:	N/A
1-Full Set of Pink and White Sculptured Nails DVD:	\$16.45
1-Clear Hard Gel:	\$35.80
1-3 oz Clean It:	\$7.10
1-Bond It:	\$11.50
1-Custom Gel Brush:	\$34.15

***Any used and/or opened items in the Paul Mitchell Technical Kit are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal, no exceptions. All returned equipment will be assessed a 25% restocking fee.***

Items	Cost
Total Cost of Technical Kit – Advanced Manicuring & Manicuring:	\$860.38
Sales Tax (9.1%):	\$78.29
Total:	\$938.67

## ADVANCED MANICURING COURSE TEXTBOOKS

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

1 CIMA for Milady Standard Nail Technology ISBN: 9780357812570 \$379.70

1 Tammy Taylor Nail Instruction TTNI \$167.23

Sales Tax (9.1%): \$49.77

**TOTAL: \$596.70**

*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 admissions team prior to signing the enrollment agreement.*

### ADVANCED MANICURING COURSE DIGITAL KIT

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

Items	Cost
1 Apple iPad 64GB WiFi	\$467.95
1 Smart Cover	\$39.00
1 Keyboard	\$39.00
Sales Tax (8.1%):	\$49.68
<b>TOTAL:</b>	<b>\$595.63</b>

Students enrolled in the Instructor Training program are not eligible for the digital kit.

### ADVANCED MANICURING COURSE EDUCATION KIT

The Advanced Manicuring Course 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	Items
1 Plugged In App	1 Be Nice or Else iBook
1 Connecting to My Future App	1 CourseKey Skill Tracker

**Per VA regulation, only mandatory fees may be billed to the VA. The cost of our Technical Kit, Textbooks and Digital Kit are not mandatory fees and as such cannot be charged to the VA. Students utilizing VA benefits will be responsible for arranging alternate payments for these costs.**

### ADVANCED MANICURING COURSE STUDENT TEXTBOOKS AND KITS

Students in the 600 advanced manicuring 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 Springfield has the

right to do so. A student who chooses to do this must purchase the Textbooks and iPad and be available at school no later than 4 weeks from student start date. The remaining supplies of the student kit must be purchased and made available at school no later than 7 weeks from student's start date.

## **GRADUATION INFORMATION**

### **GRADUATION REQUIREMENTS IN ALL COURSES**

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 meeting all requirements listed above for graduation, having all monies owed to the school and/or a payment arrangement made with the School, the Student will receive a graduation/completion certificate.

### **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.

## **CAREER SERVICES**

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

Although Paul Mitchell The School Springfield does not guarantee employment upon graduation, Paul Mitchell The School Springfield does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School Springfield 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 Springfield has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Nail Technicians, Instructors, Educators, Salon Owners or Managers, and Esthetics.

# MANICURING PROGRAM

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## MANICURING COURSE INFORMATION

### MANICURING COURSE DESCRIPTION

**Standard Occupational Classification (SOC 39-5092.00)**

**Classification of Instructional Programs (CIP 12.0410 )**

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

**\*Graduates are prepared to become an entry level manicurist.**

***This program is taught in English. Textbooks and Course Materials are only offered in the English Language.***

### MANICURING COURSE OVERVIEW

**Course Hours: 400 clock hours**

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

1. **Pre-clinical Classroom Instruction:** The first 100 hours are devoted to classroom workshops, demonstration, and practical experience. You will learn nail principles, technical information, and professional practices.
2. **Clinic Classroom Learning Experience:** The remaining 300 hours are spent in the clinic area, gaining practical experience.

### MANICURING COURSE OUTLINE

Your time at Paul Mitchell The School Springfield for the Manicuring program will be divided into two (2) designations:

1. **Core Curriculum:** This 100-hour time period is dedicated to exploring foundational knowledge and basic nails procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
2. **Mentor Learning Experience:** Your remaining 300 hours will be spent in a clinic environment. You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

### MANICURING COURSE SUBJECTS

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

Subject	Minimum Theory Hour Requirements	Minimum Practical Hour Requirements
Manicuring, hand and arm massage and treatment of nails	100	120
Salesman ship and shop management	20	
Sanitation and Sterilization	20	
Anatomy	10	
State law	10	



Subject	Minimum Theory Hour Requirements	Minimum Practical Hour Requirements
Study of the use and application of certain chemicals	40	
Additional Training	30	50
<b>TOTAL</b>	<b>230</b>	<b>170</b>

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.

## MANICURING COURSE PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 400-hour course:

1. **Academic theory exams:** Student must receive a grade of 75% or higher on each assigned theory exam.
2. **Midterm written and practical:** Students must receive a grade of 75% or higher on all final exams.
3. **Final written and practical:** The written exam covers an overview of all theory instruction, state law, and other items covered on the state Manicuring exam. Students must receive a grade of 75% or higher on all final exams.
4. **Clinic Practical Skill Assessments:** Future Professionals progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

## MANICURING COURSE INSTRUCTIONAL TECHNIQUES AND METHODS

The 400 hour manicuring program is 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, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## MANICURING COURSE MISSOURI STATE LAW REQUIREMENTS

The Missouri State Law requires that Manicuring students have 400 clock hours of training and be graduated from a licensed cosmetology school to qualify for an initial Manicuring license. Following graduation, students are required to take a State Board Practical and Written Examination before receiving their Missouri Manicuring License. This license is a protected license, but it must be renewed every two years. The State Board examinations are held every week. The State Board handles scheduling of examinations. The school is obligated to report the completion of the course, total hours accumulated, breakdown of hours, and forward the application for the examination to the board. The State Board then issues the student a permit to work until examination date. Passing percentages for the examination are: 75% Theory and 75% Practical.

## MANICURING COURSE 2024 CLASS START DATES

Option	Dates
DAY SCHOOL:	January 29, February 26, March 25, April 22, June 24, July 22, August 26, September 23, October 21, November 18

## MANICURING PROGRAM SCHEDULES

Option	Days	Times	Hours per Week
4 Day	Monday - Thursday	8:00 AM to 4:30 PM	32 hours per week

## MANICURING COURSE 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 Springfield.

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 – MANICURING	
Tuition	\$4,000.00
Application Fee ( <i>non-refundable</i> )	25.00
Registration Fee	75.00
Technical Kit*	860.38
Textbooks ( <i>non-refundable</i> )	546.93
Digital Kit ( <i>non-refundable</i> )	545.95
Sales tax (9.1%) ( <i>non-refundable</i> )	177.74
<b>TOTAL COSTS</b>	<b>\$6,231.00</b>

**\*\*The Manicuring program is not eligible for Title IV funding.**

Program	Per Clock Hour Rate (Transfer and Re-Entry Students Only)
Manicuring 400	\$10.00

**\*Any used and/or opened items in the Paul Mitchell Technical Kit purchased from the school are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal in their original state, no exceptions. All returned equipment will be assessed a 25% restocking fee. Unopened items from the kit can only be returned to the school if they were purchased directly from the school.**

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

Please contact the Financial Services Leader for payment options. The school accepts cash payments, personal check, and credit card payments (if credit card payment is made in person, there will be a 3.0% credit card processing fee added to the payment amount; without the actual card to swipe, there will be a 3.5% credit card processing fee added to the payment amount). Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs.

*Financial aid available to those who qualify.*

A non-refundable application fee of \$25.00 dollars is required to hold a space in the next available class. Class start dates are listed under the school calendar.

## MANICURING REQUIRED DOWN PAYMENTS FOR EACH PROGRAM

Cost	Tuition
\$6,231.00	Total (tuition/kit/fees)

Cost	Tuition
\$2,000.00	Down Payment (includes the kit) due two weeks before the first day of class

Tuition and fees may be paid by cash, check, money order, cashier's check, MasterCard, Visa or American Express. ***\*If credit/debit card is used for payment, a 3.0% processing fee will be added to the total.***

## MANICURING KIT AND TEXTBOOKS

### MANICURING COURSE TECHNICAL KIT

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

The following items are contained in the Paul Mitchell Nail Technology Technical Kit and can be purchased from Paul Mitchell The School Springfield, Amazon, Burmax, Musebeauty.pro, Dermalogica, Pivot Point, Exclusive Nail Couture, Sally Beauty Supply, and Cosmo Prof.

Items	Cost
5-Assorted Acrylic Powder:	\$88.84
1-4 oz Nail Liquid:	\$32.15
1-4 oz Brush Cleaner:	\$9.30
1-Non-Lifting Nail Primer:	\$29.95
1-Primer Holder:	\$6.05
1-Black Ceramic Dappen Dish:	\$23.65
1-Kolinsky Red Sable Acrylic Nail Brush:	\$48.45
1-Metal Cuticle Pusher: School Price:	\$7.95
1-Cuticle Nipper:	\$20.00
2-Orangewood Sticks:	\$ .94
1-Plastic Manicure Brush:	\$2.15
1-10-pk Disposable Purple Terminator Files:	\$18.70
1-10-pk Disposable 180 Zebra Files:	\$8.20
1-10-pk Disposable Clean Finish Buffing Files:	\$27.10
1-4 Way Clock Shiner:	\$9.30
1-Small Sterilizer:::	\$16.00
20-Competitive Edge Pink XL Nail Forms:	\$5.00
1-Small Scissor:	\$10.00
1-Silk Strip:	\$5.00
1-Brush on Glue:	\$14.30
1-200 CT Nail Tips:	\$34.15
1-Small Crystal Dappen Dish:	\$6.00
1-Practice Hand:	\$19.00
1-10 CT. Manicure and Pedicure Towels:	\$10.00
1 Melody Susie Professional Drill	\$79.00
1-300 CT. Towelette:	\$25.50
1-Manicure Bowl:	\$7.10
1-8-oz Peach Polish Remover:	\$11.00
1-8-oz Peach Sanitizer:	\$19.25

Items	Cost
1-8-oz Peach Callous Softner:	\$14.85
1-8-oz Peach Soft Subs:	\$14.85
1-4-oz Peach Cuticle Remover:	\$15.40
1-8-oz Peach Moisture Lotion:	\$25.35
1-4-oz Peach Sugar Scrub:	\$19.25
1-Toe Separators:	N/A
1-Large Purple Terminator Foot File:	\$14.30
1-Toe Nail Clipper:	\$4.95
3-Assorted Nail Lacquers:	\$10.20
1-Color Grip Base Coat:	\$12.65
1-Super Dry Base Coat:	\$12.65
1-.5-oz Empty Oil Bottle:	\$2.70
1-.05-oz Peach Cuticle Oil:	\$5.45
1-A+ Top Coat:	\$8.75
1-Practice Sheet:	N/A
1-Full Set of Pink and White Sculptured Nails:	\$16.45
1-Clear Hard Gel:	\$35.80
1-3-oz Clean IT:	\$7.10
1-Bond IT:	\$11.50
1-Custom Gel Brush:	\$34.15

***Any used and/or opened items in the Paul Mitchell Technical Kit are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal, no exceptions. All returned equipment will be assessed a 25% restocking fee.***

Items	Cost
Total Cost of Technical Kit – Manicuring:	\$860.38
Sales Tax (9.1%):	\$78.29
Total:	\$938.67

## MANICURING COURSE TEXTBOOKS

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

1 CIMA for Milady Standard Nail Technology ISBN: 9780357812570 \$379.70

1 Tammy Taylor Nail Instruction TTNI \$167.23

Sales Tax (9.1%): \$49.77

**TOTAL: \$596.70**

*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 admissions team prior to signing the enrollment agreement.*

## MANICURING COURSE DIGITAL KIT

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

Items	Cost
1 Apple iPad 64GB WiFi	\$467.95
1 Smart Cover	\$39.00
1 Keyboard	\$39.00
Sales Tax (8.1%):	\$49.68
<b>TOTAL:</b>	<b>\$595.63</b>

Students enrolled in the Instructor Training program are not eligible for the digital kit.

## MANICURING COURSE EDUCATION KIT

The Manicuring Course 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	Items
1 Plugged In App	1 Be Nice or Else iBook
1 Connecting to My Future App	1 CourseKey Skill Tracker

**Per VA regulation, only mandatory fees may be billed to the VA. The cost of our Technical Kit, Textbooks and Digital Kit are not mandatory fees and as such cannot be charged to the VA. Students utilizing VA benefits will be responsible for arranging alternate payments for these costs.**

## MANICURING COURSE STUDENT TEXTBOOKS AND KITS

Students in the 400 manicuring 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 Springfield has the right to do so. A student who chooses to do this must purchase the Textbooks and iPad and be available at school no later than 4 weeks from student start date. The remaining supplies of the student kit must be purchased and made available at school no later than 7 weeks from student's start date.

## GRADUATION INFORMATION

### GRADUATION REQUIREMENTS IN ALL COURSES

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 meeting all requirements listed above for graduation, having all monies owed to the school and/or a payment arrangement made with the School, the Student will receive a graduation/completion certificate.

## **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.

## **CAREER SERVICES**

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

Although Paul Mitchell The School Springfield does not guarantee employment upon graduation, Paul Mitchell The School Springfield does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School Springfield 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 Springfield has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Nail Technicians, Instructors, Educators, Salon Owners or Managers, and Esthetics.

# INSTRUCTOR TRAINING PROGRAM

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## INSTRUCTOR TRAINING COURSE INFORMATION

### INSTRUCTOR TRAINING COURSE DESCRIPTION

**Standard Occupational Classification (SOC 25-1194.00)**

**Classification of Instructional Programs (CIP 12.0413)**

***This program is by invitation only. Class size is limited.***

The curriculum involves 600 hours for instructors to satisfy Missouri state requirements. The course educates prospective instructors to address the needs of students in the classroom and the clinic floor. Prospective instructors learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective instructors learn to engage students in the learning process and stimulate the discovery process with visuals, music, and/or hands-on activities.

***\*Graduates are prepared to be entry level instructor.***

***This program is taught in English. Textbooks and Course Materials are only offered in the English Language.***

## INSTRUCTOR TRAINING PROGRAM 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 300 hours are devoted to classroom and theory workshops where students learn design principles, technical information, and professional practices.
2. **Clinic Classroom Learning Experience:** The remaining 300 hours are spent in the clinic classroom area where practical experience is gained.

## INSTRUCTOR TRAINING PROGRAM COURSE OUTLINE

Your time at Paul Mitchell the School Springfield for the instructor program will be divided into two designations:

1. **Pre-clinical Classroom Instruction:** This section is a refresher on cosmetology skills, where you will complete worksheets and take cosmetology written exams. It also focuses on the theory of teaching, using *Milady's Master Educator* textbook, including weekly tests.
2. **Clinic Classroom Learning Experience:** You will learn to write lesson plans and do actual teaching from your lesson plans. There will be a practical teaching evaluation of your teaching skills.

## INSTRUCTOR TRAINING COURSE SUBJECTS

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

Subject	Minimum Practical Hour Requirements
<b>Basic principles of student teaching</b> Teaching principles Lesson planning Curriculum planning Class outline Teaching methods Teaching aids Testing and evaluations	200

Subject	Minimum Practical Hour Requirements
<b>Psychology as applied to cosmetology</b> Personality and teaching Teacher evaluation Counseling Theories of learning and speech	50
<b>Business experience or management</b> Classroom management Recordkeeping Buying and inventorying supplies State law	50
<b>Practice teaching in both theory and practical application</b>	300
<b>TOTAL HOURS</b>	<b>600</b>

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.

### INSTRUCTOR TRAINING COURSE PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 400-hour course:

1. **Weekly theory exams:** Students must receive a grade of 75% or higher on each assigned weekly theory exam. Theory exams cover a review of *Milady's Master Educator Student Course Book*.
2. **Final Exam:** Final exams cover a complete overview of *Milady's Master Educator Student Course Book*.

### INSTRUCTOR TRAINING COURSE INSTRUCTIONAL TECHNIQUES AND METHODS

The 600 hour instructor training program is 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, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

### INSTRUCTOR TRAINING MISSOURI STATE LAW REQUIREMENTS

The Missouri State Law requires that instructor training students have 600 clock hours of training and be graduated from a licensed cosmetology school to qualify for an initial esthetics license. Following graduation, students are required to take a State Board Practical and Written Examination before receiving their Missouri Esthetics License. This license is a protected license, but it must be renewed every two years. The State Board examinations are held every week. The State Board handles scheduling of examinations. The school is obligated to report the completion of the course, total hours accumulated, breakdown of hours, and forward the application for the examination to the board. The State Board then issues the student a permit to work until examination date. Passing percentages for the examination are: 75% Theory and 75% Practical.

### INSTRUCTOR TRAINING COURSE 2024 CLASS START DATES

Options	Dates
DAY SCHOOL:	Please see the Admissions Leader for specific dates



## INSTRUCTOR TRAINING COURSE PROGRAM SCHEDULES

Option	Days	Times	Hours per Week
4 Day	Monday - Thursday	8:00 AM to 5:00 PM	34 hours per week

## INSTRUCTOR TRAINING COURSE 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 Springfield.

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 – INSTRUCTOR TRAINING	
Tuition	\$3,000.00
Application Fee ( <i>non-refundable</i> )	25.00
Registration Fee	75.00
Textbooks ( <i>non-refundable</i> )	210.00
Sales tax (9.1%) ( <i>non-refundable</i> )	19.11
<b>TOTAL COSTS</b>	<b>\$3,329.11</b>

Program	Per Clock Hour Rate (Transfer and Re-Entry Students Only)
Instructor Training 400	\$7.50

***\*Any used and/or opened items in the Paul Mitchell Technical Kit purchased from the school are considered unreturnable equipment. Returnable equipment must be returned within 20 days of withdrawal in their original state, no exceptions. All returned equipment will be assessed a 25% restocking fee. Unopened items from the kit can only be returned to the school if they were purchased directly from the school.***

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

Please contact the Financial Services Leader for payment options. The school accepts cash payments, personal check, and credit card payments (if credit card payment is made in person, there will be a 3.0% credit card processing fee added to the payment amount; without the actual card to swipe, there will be a 3.5% credit card processing fee added to the payment amount). Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs.

*Financial aid available to those who qualify.*

A non-refundable application fee of \$25.00 dollars is required to hold a space in the next available class. Class start dates are listed under the school calendar.

## INSTRUCTOR TRAINING COURSE REQUIRED DOWN PAYMENTS FOR EACH PROGRAM

Cost	Items
\$3,329.11	Total (tuition/kit/fees)
\$1,500.00	Down Payment (includes the kit) due two weeks before the first day of class

Tuition and fees may be paid by cash, check, money order, cashier's check, MasterCard, Visa or American Express. ***\*If credit/debit card is used for payment, a 3.0% processing fee will be added to the total.***

## INSTRUCTOR TRAINING KIT AND TEXTBOOKS

### INSTRUCTOR TRAINING COURSE TEXTBOOK

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

#### INSTRUCTOR TRAINING TEXTBOOKS

1 Milady's Master Educator Student Course Book, 3rd Edition ISBN - 9781133693697 \$161.50

1 Milady's Master Educator Exam Review, 3rd Edition ISBN - 9781133776598 \$48.50

Sales Tax (9.1%): \$19.11

**TOTAL: \$229.11**

*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 admissions's team prior to signing the enrollment agreement.*

### INSTRUCTOR TRAINING COURSE STUDENT TEXTBOOKS AND KITS

Students in the 600 instructor training 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 Springfield has the right to do so. A student who chooses to do this must purchase the Textbooks and iPad and be available at school no later than 4 weeks from student start date. The remaining supplies of the student kit must be purchased and made available at school no later than 7 weeks from student's start date.

## GRADUATION INFORMATION

### GRADUATION REQUIREMENTS IN ALL COURSES

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 meeting all requirements listed above for graduation, having all monies owed to the school and/or a payment arrangement made with the School, the Student will receive a graduation/completion certificate.

## **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.

## **CAREER SERVICES**

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

Although Paul Mitchell The School Springfield does not guarantee employment upon graduation, Paul Mitchell The School Springfield does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School Springfield 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 Springfield has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Nail Technicians, Instructors, Educators, Salon Owners or Managers, and Esthetics.

# FINANCIAL INFORMATION

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## 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 [www.studentaid.gov](http://www.studentaid.gov) 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](http://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 cease to be enrolled at least half-time. This 6-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 half-time.
- 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 [www.paulmitchell.edu/springfield](http://www.paulmitchell.edu/springfield) 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 [studentaid.gov](http://studentaid.gov). 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 <https://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.
    - v. 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, room and board, 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 Springfield 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 e-mail sent to the Financial Services Leader at the School at the following e-mail address [aosterloh@thesystemonline.com](mailto:aosterloh@thesystemonline.com). 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 e-mail 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 from 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:  
or
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.

## **INSTITUTIONAL REFUND/DROP POLICY**

This policy applies to all terminations for any reason, by either party, including Student decision, course or program cancellation, or school closure.

1. Any monies due to the student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. An Student is not accepted by the school. This Student shall be entitled to a refund of all monies except a non-refundable application fee.
  - b. A Student (or in the case of a Student under legal age, their parent or guardian) cancels their agreement and demands their money back in writing, within three (3) business days of signing the enrollment agreement regardless of whether or not the student has actually started training. In this case all monies collected by the school shall be refunded except a non-refundable application fee.
  - c. A Student who cancels the enrollment agreement after three (3) business days of signing the enrollment agreement, but prior to entering classes. In this case, is entitled to a refund of all monies paid to the School less a non-refundable application fee of \$25.00.
  - d. A student notifies the School of their official withdrawal in writing.
  - e. A Student on an approved leave of absence notifies the school that they will not be returning. The 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.
  - f. For official cancellations or withdrawal, as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the School administrator/owner in person.
  - g. A student is expelled by the School.
  - h. Monies paid for Student kit is non-refundable unless the Student cancels within 3 (three) business days of signing the enrollment agreement or the Student cancels prior to entering class.
2. Any monies due to a Student who officially or unofficially withdrawals form the School shall be refunded within 45 days of a determination by the School that the Student has withdrawn without notifying the School. Unofficial withdrawals are monitored every 30 days and determination is made to withdraw a Student who has been absent from School for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
3. When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the School may make a settlement that is reasonable and fair to both parties.
4. All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the kit purchase agreement.
5. If a course and/or program is cancelled subsequent to a Student's enrollment, and before instruction in the course and/or program has begun, the School shall either provide a full refund of all monies paid or provide completion of the course and/or program.
6. If a course and/or program is cancelled and ceases to offer instruction after the Student has enrolled and instruction has begun, the School shall either provide a full refund of all monies paid or provide completion of the course and/or program.
7. A Student's account may be sent to collections for nonpayment.
8. If the School closes permanently and no longer offers instruction after a Student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.

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

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to the School
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to the School
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

## **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. 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 Springfield.

## **SCHOLARSHIP AND FEES WAIVERS**

Please contact the admissions department at (417) 881-2110 Ext. 3 for any scholarship opportunities.

## **STATUS CHANGE POLICY**

Students are allowed a total of two (2) status changes during their attendance at Paul Mitchell The School Springfield. There is no administrative processing fee for the first status change. The second status change has an administrative processing fee of \$50.00 due at the time the change is made.

## 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 does not carry an application fee or interest for 3-12 months.

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 K	3-12 Months	0.00%	\$0.00

**Please Note:** Students who are delinquent on payments for over 90 days, will have their installment note 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.

# SATISFACTORY ACADEMIC PROGRESS POLICY

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## 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, regardless if they are part time, full time or the program enrolled in. 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 75% or higher.
2. A minimum cumulative academic level of 75% or higher on practical skill assessments.\*
3. To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.
4. A minimum cumulative attendance of 80% of their scheduled hours\*\*

*\*To meet the state practical requirements for graduation, students must complete all assigned practical skill assessment. See LEARNING PARTICIPATION GUIDELINES.*

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

A student who has not achieved the minimum cumulative GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation.

## MAXIMUM TIME FRAME

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

COURSE	LENGTH	MAXIMUM TIME CLOCK HOURS	MAXIMUM TIME FRAME
Cosmetology (34 hour schedule)	45 Weeks	1875 Clock Hours	56 Weeks
Barbering (34 hour schedule)	30 Weeks	1250 Clock Hours	37 Weeks
Esthetician (30 hour schedule)	25 Weeks	938 Clock Hours	31 Weeks
Advanced Manicuring (32 hour schedule)	19 Weeks	750 Clock Hours	24 Weeks
Manicuring (32 hour scheduled)	13 Weeks	500 Clock Hours	16 Weeks
Instructor Training (34 hour schedule)	18 Weeks	750 Clock Hours	23 Weeks

The maximum time frame allowed for full time student, transfer students who need less than full course requirements or part-time students will be determined based on 125% 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 continue enrollment, 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.

## **IN-COMPLETES, WITHDRAWAL, OR REPETITIONS**

If the student needs to take off more time than allotted in the enrollment agreement 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.

## **IN-COMPLETES, REPETITIONS, AND NON-CREDIT**

Course incompletes, repetitions, and noncredit 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, which cause 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 or take an unapproved LOA, 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. Should a disbursement be made to the school during a leave those funds will be returned to Title IV and not longer be a payment made to the students account.

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

The Following programs receive Satisfactory Progress Evaluations in both attendance and academics.

Clock Hours	Clock Hours
Cosmetology 1500 Clock Hours	Instructor Training 600 Clock Hours
Barbering 1000 Clock Hours	Advanced Maniuring 600 Clock Hours
Esthetician 750 Clock Hours	Manicuring 400 Clock Hours

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

Program Name	1st SAP Evaluation Period Ends	2nd SAP Evaluation Period Ends	3rd SAP Evaluation Period Ends
Cosmetology (34)	450 <i>actual hours</i> and 13 weeks	900 <i>actual hours</i> and 26 weeks	1200 <i>actual hours</i> and 36 weeks
Barbering (34)	450 <i>actual hours</i> and 13 weeks	900 <i>actual hours</i> and 26 weeks	N/A
Esthetician (30)	375 <i>actual hours</i> and 13 weeks	N/A	N/A
Advanced Manicuring (32)	300 <i>actual hours</i> and 10 weeks	N/A	N/A
Manicuring (32)	200 <i>actual hours</i> and 7 weeks	N/A	N/A
Instructor Training (34)	300 <i>actual hours</i> and 9 weeks	N/A	N/A

The first evaluation will occur no later than the midpoint of the academic year. The SAP evaluations are completed within 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 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 125% 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, it will be reviewed and signed by the student and 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 form the Financial Services Leader or Future Professional Advisor.

The following grading scale is used for theory progress:

**Theory and Practical Evaluations:**

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

Practical skills are graded by instructor approved in CourseKey Skill Tracker or Guest Ticket. A approval from an instructor represents a passing grade of 75% or higher. No approval indicates a score of less than 75% and the student has not met minimum satisfactory standards on the practical application. The student is required to continue the practical application until they receive approval from an instructor. Student must make up failed or missed test and incomplete assignments.

*\*The school uses a 900-hour and 26 weeks academic year for Title IV purposes.*

**34 schedule = 26 academic weeks**

**32 schedule = 28 academic weeks**

**30 schedule = 30 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 scheduled 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 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, if applicable, the student may be deemed ineligible to receive Title IV funds, if applicable.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

### *FOR THOSE WHO QUALIFY*

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 Warning period, the student will be placed on probation, if the student appeals the decision, prior to being placed on probation and prevails upon appeal, 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 a 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 30 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

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## 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 the 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 Federal 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 inform parents of students under age 21 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 of Education, 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 of Education to perform certain administrative functions or studies.

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

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

## **DISCLOSURES IN RESPONSE TO SUBPOENAS OR COURT ORDERS**

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

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

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

## **DISCLOSURES FOR OTHER REASONS**

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence in which 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 Springfield 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 are kept. Student records are maintained for a minimum of six (6) years for withdrawal students; transcripts of graduates are kept indefinitely. *The student may contact the schools Financial Services Leader or School Director for copies of his or her educational and financial records.*

## **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/JOB OUTLOOK**

Paul Mitchell The School Springfield 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 Springfield is the only campus; the outcome rates provided are for Paul Mitchell The School Springfield. 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 SPRINGFIELD'S PERFORMANCE STATISTICS FOR THE CALENDAR YEAR 2022:

Graduation	Placement	Licensure
77.27%	90.84%	97.04%

### ALL 2022 PROGRAM RATES:

Graduation	Placement	Licensure
77.27%	90.84%	97.04%

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

Graduation
64%

Paul Mitchell The School Springfield 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:

#### Missouri Division of Professional Registration

Board of Cosmetology and Barber Examiners

3605 Missouri Boulevard

PO Box 1062

Jefferson City, MO 65102

(866) 762-9432

#### 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 and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy, 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.

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

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

## **STUDENT DIVERSITY INFORMATION**

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

1. Go to the IPEDS College Navigator. <http://nces.ed.gov/collegenavigator/>
2. In the "Name of School" box type Paul Mitchell The School Springfield.
3. Click on the Paul Mitchell The School Springfield 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.

# SCHOOL STANDARDS & POLICIES

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## POLICY AND PROCEDURES FOR FUTURE PROFESSIONALS WITH DISABILITIES

### 1. Policy Statement

Paul Mitchell The School Springfield (“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:

Suzanne Hyde  
ADA/504 Compliance Coordinator  
3017 S. Kansas Expressway, Springfield, MO 65807  
(417) 881-2110  
[shyde@thesystemonline.com](mailto:shyde@thesystemonline.com)

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.

- **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.
- **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.

- **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 9, 2022.

## **STUDENT BIOMETRIC INFORMATION PRIVACY POLICY**

Paul Mitchell The School Springfield 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 Springfield 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.

## **SOCIAL NETWORKING POLICY**

Paul Mitchell The School Springfield 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, harassment or engaging in conduct that would be unbecoming of a Paul Mitchell Future Professional and misrepresent Paul Mitchell culture. Paul Mitchell The School 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**

The School 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.

The School 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, the School reserves the right to search all School premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. The School 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. The School 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 the School or termination for employees.

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

## ANTI-BULLYING POLICY

1. Purpose: Paul Mitchell The School Springfield (“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:
    - i. Causing a reasonable person to feel scared or fear harm to themselves or their property;
    - ii. Causing a reasonable person to experience a detrimental effect on their physical or mental health;
    - iii. Causing a reasonable person to experience interference with their academic performance; or
    - iv. 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](http://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 Springfield'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 webpage 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](mailto:copyright@paulmitchell.edu). For Paul Mitchell The School Springfield 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 email.
- 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](http://www.copyright.gov).

## **GRIEVANCE POLICY**

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

The school will investigate all complaints received. The school’s grievance procedures are designed to ensure that the complaint process is free from conflicts of interest.

1. The individual completes the Future Professional Grievance Form and returns it to the School Director.
2. 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.

Complaints can be filed with Missouri Division of Professional Registration at: <https://pr.mo.gov/cosbar.asp>

**Missouri Division of Professional Registration  
Board of Cosmetology and Barber Exam**

380 Missouri Boulevard  
Jefferson City, MO 65109  
(573) 751-1052 Telephone  
(866) 762- 9432 Toll Free  
(573) 751 - 8167 Fax  
(800) 735 - 2966 TTY  
(800) 735 - 2466 Voice Relay

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."

"The NACCAS complaint process is intended as a tool for NACCAS to monitor whether accredited schools are complying with NACCAS' accreditation standards. It is not designed or intended as a means for providing individual relief to the person filing the complaint. As detailed in NACCAS' Handbook, NACCAS' Board of Commissioners will not intervene on behalf of individuals in cases of disciplinary action or dismissal, or act as a

court of appeals in such matters as admission, graduation, fees, or similar points of issue. If you are seeking relief for personal grievances against the institution identified in your complaint, you are advised to exercise your rights under the institution's internal grievance policy. If you are not satisfied with the results of that process, you may wish to consult with the state regulatory board or agency that licenses the institution concerning your rights under state law and regulations."

4. Upon conclusion of the investigation into any allegations, NACCAS will send the individual a letter notifying them of their decision.

# ADDENDUMS

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## VETERANS ADDENDUM TO THE CATALOG

Paul Mitchell The School Springfield will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31, 33 or 35 and ending on the earlier of the following dates:

1. The date on which the Department of Veterans Affairs provides payment for such course of education to such institution.
2. The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility

Paul Mitchell The School Springfield will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs.

## 2024 CATALOG ADDENDUM

Paul Mitchell The School Springfield requires applicants and students to check for updates to the catalog at [paulmitchell.edu/springfield](http://paulmitchell.edu/springfield).

### REVISED 01.01.24

- P 01: LAY OUT OF NEW CATALOG (ALL PROGRAM INFORMATION TOGETHER) AND NEW CATALOG COVER
- P 68: LEAVE OF ABSENCE POLICY - 2nd paragraph removed "considered withdrawn" added the word "terminated"
- P 75: PERFORMANCE STATISTICS/JOB OUTLOOK - Updated 2022 Rates

### REVISED 01.03.24

- P 10: MISSOURI STATE LAW REQUIREMENTS - Distributed to individual courses
- P 03: ADMISSION PROCEDURE - Removed application deadline

### REVISED 02.14.24

- P 00: DIRECTORS NAMES (COVER) - Removed the Directors names
- P 02: ADMISSION REQUIREMENTS - SECONDARY EDUCATION AND EQUIVALENTS - Updated
- P 02: ADMISSION PROCEDURES - Updated "High School or Equivalent Verification Documents"

### REVISED 04.26.24

- SUSPENSION AND TERMINATION - Updated title and policy
- GRADUATION REQUIREMENTS IN COURSE - Updated policy
- GRADUATES COMPLETING PROGRAM AND REENROLLING IN A NEW PROGRAM - Added Policy
- WITHDRAWING FROM SCHOOL - Updated policy
- FEDERAL RETURN OF TITLE IV FUNDS POLICY - Updated policy
- INSTITUTIONAL REFUND / DROP POLICY - Updated policy

### REVISED 05.08.24

- SCHOOL ADMINISTRATION - Updated Learning Leaders

### REVISED 06.21.24

- ENGLISH PROFICIENCY POLICY - Removed

- COSMETOLOGY (1300 HOUR) COURSE DESCRIPTION - Removed last 2 sentences and added Textbooks and course materials .....
- BARBERING COURSE DESCRIPTION - Removed last 2 sentences and added Textbooks and course materials .....
- ESTHETICIAN COURSE DESCRIPTION - Removed last sentences and added Textbooks and course materials .....
- ADVANCED MANICURING COURSE DESCRIPTION - Removed last 2 sentences and added Textbooks and course materials .....
- MANICURING COURSE DESCRIPTION - Removed last 2 sentences and added Textbooks and course materials .....
- INSTRUCTOR TRAINING COURSE DESCRIPTION - Removed last sentences and added Textbooks and course materials .....
- GRADUATION REQUIREMENT - Removed Career Service
- CAREER SERVICES - Added
- MAXIMUM TIME FRAME - Added Maximum time clock hours
- STUDENTS RIGHT-TO-KNOW - COMBINED DEPARTMENT OF EDUCATION RATES (IPEDS) - Updated rate

REVISED 07:10.24

- COSMETOLOGY KIT AND TEXTBOOK - Updated Education Materials
- BARBERING KIT AND TEXTBOOK - Updated Education Materials
- ADVANCED MANICURING KIT AND TEXTBOOK - Updated Education Materials
- MANICURING KIT AND TEXTBOOK - Updated Education Materials
- ESTHETICS KIT AND TEXTBOOK - Updated Education Materials
- INSTRUCTOR KIT AND TEXTBOOK - Updated Education Materials