



PAUL MITCHELL®

the school®

AT CAMPUS

Catalog Supplement 2023

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PROGRAM OVERVIEW

Why Paul Mitchell?

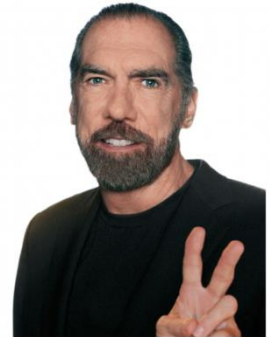
Quite simply, the beauty industry offers you the personal freedom and financial rewards you desire!

Thanks to the life and teachings of Paul Mitchell, the legendary hair designer, product innovator, and salon educator, careers in hair design today can be both personally and financially rewarding. As a Paul Mitchell-trained professional, you can realize your artistic dreams and will have the foundation to work almost anywhere in the world.

Whether you choose to create fashion behind a chair in the salon; own your own salon or spa business; or opt for the excitement of a career in fashion, feature film, TV, or product education, Paul Mitchell Schools will help you reach your artistic, technical, and lifestyle goals.

- **John Paul DeJoria**

Chairman and CEO, John Paul Mitchell Systems



John Paul DeJoria

Paul Mitchell the School at Campus is proud to offer an outstanding learning facility, experienced and competent learning leaders, and a curriculum that reflects the Paul Mitchell systems and culture. Our goals are to:

- Provide a comprehensive hands-on curriculum designed by Paul Mitchell systems, integrating state-of-the-art training and techniques;
- Educate future professionals on the California state laws and regulations that apply to the cosmetology or barbering field;
- Prepare future professionals to successfully pass the state cosmetology or barbering licensing exam;
- Train future professionals to be professional, knowledgeable, and skilled cosmetologists or barbers;
- Promote lifelong learning and the continuous fine-tuning of skills among learning leaders and future professionals;
- Develop positive relationships with salon and business professionals within the community;
- Teach courtesy and professionalism as the foundation of a successful career;
- Instill confidence and excitement within future professionals as they begin successful careers in the salon and beauty industry.

PROGRAM OVERVIEW

Cosmetology Program

Campus has partnered with Paul Mitchell Advanced Education to deliver a career-oriented program where future professionals develop the knowledge and skills necessary to become licensed cosmetologists through the State of California. The program follows the highly successful Paul Mitchell approach toward developing a full range of professional skills in hair, skin, and nail care as well as in client relations, retail sales, and the fundamentals of salon management. All courses are taught by trained learning leaders, who are licensed cosmetologists with direct experience in the field. As students move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor. Upon completion of the 1000-hour program, future professionals will have satisfied the State of California Board of Barbering and Cosmetology educational requirements for becoming licensed cosmetologists.

Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Describe and adhere to the laws and rules regulating the cosmetology industry in the State of California;
- Discuss and apply the scientific aspects of cosmetology, including anatomy and physiology, chemistry and bacteriology to their professional activities;
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care;
- Consistently apply appropriate Paul Mitchell systems techniques in the following areas:
 - hair cutting and styling;
 - hair coloring, permanent waving, chemical relaxing, and other scalp and hair treatments;
 - skin care treatments and the application of cosmetics;
 - manicures, pedicures, and advanced nail techniques.
- Perform salon services in a friendly, competent, and professional manner;
- Make appropriate product recommendations and properly advise customers on the product's use and safety;
- Apply fundamental business practices to a salon environment, including customer service, retail skills, client recordkeeping, and salon administration;
- Demonstrate competency or proficiency of service and sales techniques;
- Demonstrate skills for building and retaining clientele;
- Demonstrate proficiency of California state requirements and procedures for licensed cosmetologists.

PROGRAM OVERVIEW

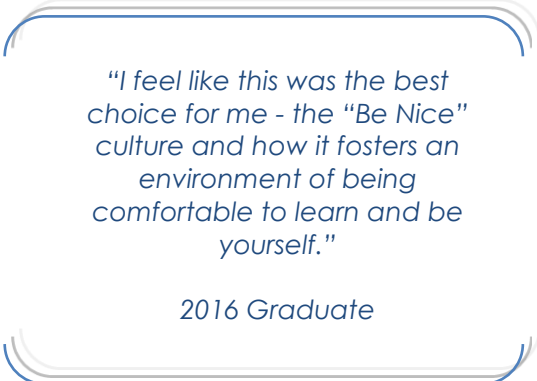
The Cosmetology Learning Experience

Core Curriculum: A 200-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.

Protégé Learning Experience: Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing you for the clinic classroom experience.

Clinic Classroom Learning Experience: Your clinic classroom time from 270 to 1000 hours will be guided with individual attention and group learning experiences using mini-classes, monthly 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.

Classroom Learning Experience: Your classroom time from 270 to 1000 hours is divided into six (6) areas: cutting, coloring, texture, makeup, skin, and nails. Each area 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.



"I feel like this was the best choice for me - the "Be Nice" culture and how it fosters an environment of being comfortable to learn and be yourself."

2016 Graduate

PROGRAM OVERVIEW

Cosmetology and Barbering

To prepare future professionals with the knowledge and skills necessary to become licensed cosmetologists or barbers through the State of California. The program follows the highly successful Paul Mitchell-approach toward developing a full range of professional skills in hair, skin, and nail care as well as in client relations, retail sales, and the fundamentals of salon management. As future professionals move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor.

The Cosmetology and Barbering Program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed cosmetologist and/or a barber in the State of California. The total length of the program is 1200 hours. Upon successful completion, future professionals will earn a diploma in Cosmetology and Barbering and will be eligible to pursue licensure with the State of California. Please note: Students must qualify, apply for, and pass the cosmetology and barbering licensure exams separately.

Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Describe and adhere to the laws and rules regulating the cosmetology and barbering industry in the State of California;
- Discuss and apply the scientific aspects of cosmetology and barbering, including anatomy and physiology, chemistry and bacteriology to their professional activities;
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care;
- Consistently apply appropriate principles and techniques in the following areas:
 - Hair cutting and styling following the Paul Mitchell Barbering system;
 - Skin care treatments for men;
 - Beard design, shaving with straight edge razors and maintenance.
- Perform salon services in a friendly, competent, and professional manner;
- Make appropriate product recommendations and properly advise customers on the product's use and safety;
- Apply fundamental business practices to a salon environment, including customer service, retail skills, client recordkeeping.

Barbering

Objective

To prepare future professionals with the knowledge and skills necessary to become licensed barbers with the State of California. The program follows the highly successful Paul Mitchell-approach toward developing a full range of professional skills in hair, skin, and barbering as well as in client relations, and retail sales. As future professionals move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor.

Program Description

The barbering program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed barber in the State of California. The total length of the program is 1000 hours. Upon successful completion, future professionals will earn a diploma in barbering and will be eligible to pursue licensure with the State of California.

All students considered for enrollment into the barbering program must possess a positive attitude and an ability to benefit from the program, and demonstrate good attendance, a cooperative work style and a strong work ethic.

Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Describe and adhere to the laws and rules regulating the cosmetology and barbering industry in the State of California
- Discuss and apply the scientific aspects of cosmetology and barbering, including anatomy and physiology, chemistry, and bacteriology to their professional activities.
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and shaving and beard maintenance.
- Consistently apply appropriate principles and techniques in the following areas:
 - Hair cutting and styling following the Paul Mitchell Barbering system
 - Skin care treatments for men
 - Beard Design, shaving with straight edge razors and maintenance
- Perform salon services in a friendly, competent, and professional manner.
- Make appropriate product recommendations and properly advise customers on the product's use and safety.
- Apply fundamental business practices to a barbershop or salon environment, including customer service, retail skills, and client recordkeeping.

PROGRAM OVERVIEW



What Makes Your Experience at Paul Mitchell the School at Campus Unique?

When you choose to attend the *Paul Mitchell the School at Campus*, you get the best of both worlds - an amazing cosmetology education backed by an industry leader, and the reputation and resources of an established college that has been a part of the Sacramento community for almost 50 years. The partnership between Paul Mitchell and Campus sets the standard for education in the cosmetology industry and has earned *Paul Mitchell the School at Campus's* program the KCRA A-List Award as one of the BEST salons in the Sacramento Area on multiple occasions!

Job Placement Assistance: Job security is a must in an ever-changing economy like ours. That's why Campus has a full-time career services staff that's ready to assist you. As a graduate in good standing from *Paul Mitchell the School Campus*, you are eligible to receive job placement assistance on a continual basis. You can count on Campus to help you keep your career moving forward.

Small Class Sizes: Individual attention is critical to our future professionals' success. We limit the number of future professionals starting in our programs to ensure that we can build a learning environment that caters to the specific needs of each individual. Through this one-on-one attention, our graduates are more successful in passing the California State Cosmetology Board Exam and in finding good careers in the beauty industry!

PROGRAM OVERVIEW

Paul Mitchell Golden Rules

Code of Conduct

- *Be on time or early. (Always)*
- *Present yourself in a positive manner. Always be in a great mood.*
- *Come to work prepared.*
- *Be informed. Read all e-blasts and guides*
- *Gossip is not allowed.*
- *Hold each other accountable by the 24 hour rule.*
- *Resolve all personal challenges with love.*
- *Go to the decision maker with any apparent unsolvable challenges. Use the "Go in Asking" rule.*
- *Be knowledgeable, literate, and articulate.*
- *Always "look the part" of an impeccable professional. (Classic, dramatic or fashion forward)*
- *Always be professional.*
- *Do not get personally involved with Future Professionals or service guests.*
- *Personal lives remain personal.*
- *Be authentic.*
- *Be inclusive.*

*"I would definitely
recommend this school to
other people who are looking
to be a successful hairdresser!"*

2016 Graduate

GUIDELINES, POLICIES & EXPECTATIONS

Appearance Guidelines/ Professional Image

(Rev. 8/2016)

Upon graduation, future professionals will enter a wide variety of work environments and must learn to dress and act accordingly. A professional image is a requirement for successful participation in school.

Future professionals must maintain the following professional dress code:

- Future professionals must wear black or gray in any combination.
- Phase Two future professionals may wear black, white, and gray in any combination.
- Clothing must be clean, professional, and free of odors.
- Shoes should be black, white, or gray. They must have a back strap (sandals), and be professional, practical, and comfortable.
- Phase Two future professionals may wear colored shoes
- All future professionals must wear their name tag and PMTS MTI provided lanyard while in attendance.
- Shorts, skirts, and dresses must fall below the fingertips.
- Tights or leggings must be worn with skirts or dresses that fall below fingertips for all future professionals.
- Colorful scarves, bracelets and jewelry may be worn.
- Stylish hats, headwraps, beanies, and baseball hats must be black, white or gray. They may not have any other logo besides PM.
- All clothes must be modest and well-fitting to portray a professional image.
- Rips in pants must fall at or below the knees.
- Cosmetics must be applied using trend-appropriate makeup techniques and applied PRIOR to arriving at the school.

The following are not acceptable attire for Paul Mitchell Future Professionals:

- Sleeveless or tank tops, spaghetti straps, belly shirts.
- Smelling of marijuana, cigarette smoke, or other offensive smells.
- Clothing/hats with visible logos other than Paul Mitchell such as clothing that features bands, brands, or trademarked characters.
- Hooded tops, sweatshirts, sweaters, and jackets are not permitted in class or on the clinic classroom.
- Headphones, headgear/earphones are not permitted on the clinic floor or classrooms without permission from a physician.
- Sunglasses worn on the face or top of the head.

PLEASE NOTE: Tattoos and body piercings can be barriers to employment and success as a salon professional. Good judgment is needed when considering tattoos or piercings.

Future professionals who fail to comply with this professional dress code will be asked to clock out and leave for the day unless they are able to correct their dress code violation on campus immediately.

GUIDELINES, POLICIES & EXPECTATIONS

Attendance

(Rev 8/2016)

Regular future professional attendance is essential to successfully accomplish all program outcomes. In accordance with the regulations put forth by the State of California Board of Barbering and Cosmetology, future professionals must complete a minimum of 1000 hours of curriculum study in order to graduate from the Campus Paul Mitchell cosmetology program, or 1200 hours for the Cosmetology and Barbering program. One hundred percent class attendance is expected of all Paul Mitchell future professionals. We understand that emergencies and illness may occur; therefore, future professionals who maintain a minimum 90% cumulative attendance rate will complete the program "on time".

General Attendance (All Future Professionals)

- If a future professional's cumulative attendance falls below 90% he/she will meet with the future professional advisor (FPA) to discuss the impact of poor attendance and will be placed on the At Risk list. At that time, the future professional will be given 30 days to increase his/her attendance. If the future professional's attendance does not improve, he/she will be placed on probation.
- Once placed on probation, the future professional will be given an additional 30 days to improve his/her attendance. If the future professional's attendance does not improve, he/she will be placed on final advisory warning.
- Once placed on final advisory warning by the director, the future professional will have one final 30-day opportunity to improve his/her attendance. If the future professional is not successful, he/she will be dropped from the program.

To ensure a minimum of 90% attendance, all future professionals have the opportunity to clock in 15 minutes prior to the start of their scheduled shift, attend student-run team meetings while on the clock, and schedule out of schedule appointments to earn additional hours. This equates to as much as 10 additional hours each week.

Absences

- Future professionals must call in and speak to the service desk coordinator or follow the telephone prompts to leave a message to report their absence or anticipated late arrival in order to avoid suspension.
- When calling in to report an absence or late arrival, future professionals must provide their name, student number, and the estimated time of arrival (if calling in late). Day future professionals must call in by 9:30 a.m. and evening future professionals must call in by 5:30 p.m. Phone number: (916) 339-1888.
- Future professionals are allowed four suspension-free mandatory days. Fridays are mandatory for day future professionals and Thursdays are mandatory for evening future professionals. These absences are recorded as full days/evenings even if the future professional is absent for only a portion of the day or evening (e.g. arriving late or leaving early). Absences on Thursday or Friday that exceed the maximum number allowed will result in an immediate one-day suspension.

Classroom Attendance

- Attendance in assigned/scheduled classes is required. Future professionals are expected to arrive on time, prepared with the appropriate tools, and remain in class until they are dismissed by the learning leader.
- Future professionals who arrive to Specialty or State Board classes more than 5 minutes late will be coached. Multiple tardies will result in suspension.
- Future professionals who arrive to any class unprepared or without the appropriate tools will be asked to locate the appropriate tools, otherwise they will not be permitted to attend the class. If they are not allowed to attend class, they are to clock out until the start of the next class.
- Future professionals who do not attend their scheduled classes will not receive hours for that time. Future professionals may not leave class without losing attendance hours. Brief restroom breaks not exceeding 10 minutes are always acceptable; however, future professionals

GUIDELINES, POLICIES & EXPECTATIONS

attending less than 90% of a class period will be marked absent and will not receive hours for that period.

- Per State Board regulations, future professionals will not be admitted to theory class after instruction has started. They are to clock out until the start of their next assigned class.
- Future professionals must maintain 75% monthly theory attendance.

Time Clock

- Each future professional is assigned a time card that corresponds with his/her student number.
- Future professionals may only use their own time card to clock in or out.
- Future professionals are not allowed to clock in or out for another future professional without both future professionals being present at the time of clocking in or out. Violation of this policy will likely result in an immediate drop from the program.
- Future professionals are expected to clock in upon arrival and clock out when they leave campus.
- Day future professionals are expected to clock out for a 30-minute lunch break.
- All students must clock out before leaving campus for any reason. *Including breaks.*

Day Program Future Professionals

In addition to the attendance policies that impact all future professionals, the following applies to future professionals enrolled in the **Day Program**:

- Future professionals may only attend school during the following daytime program hours – Monday through Friday, 9:30 a.m. to 5:00 p.m.
- Future professionals may not clock in before 9:15 a.m.
- Following the morning Pow Wow, future professionals are expected to be prepared and in their scheduled class or on the clinic floor no later than 9:45 a.m.

Evening Program Future Professionals

In addition to the attendance policies that impact all future professionals, the following applies to all future professionals enrolled in the **Evening Program**:

- Future professionals may only attend during evening program hours - Monday through Friday, 5:30 p.m. to 10:00 p.m.
- Future professionals may not clock in before 5:15 p.m.
- Following the daily Pow Wow, future professionals are expected to be prepared and in their scheduled class or on the clinic floor no later than 5:45 p.m.

Visionary List Criteria

Each month, leadership reviews all future professionals' current status as it relates to the criteria listed below. Each of the criteria must be met in order to be eligible to secure a place on the Visionary List. The Visionary List is created monthly using the previous month's data. Future professionals who are on the current month's Visionary List are eligible to attend student-run team events off campus and receive or perform a student service.

- Monthly attendance of 90% or higher
- Theory exams must be current and passed with 80% or higher
- Monthly theory attendance of 75% or higher
- Four or more guest requests
- Worksheets current and 100% completed

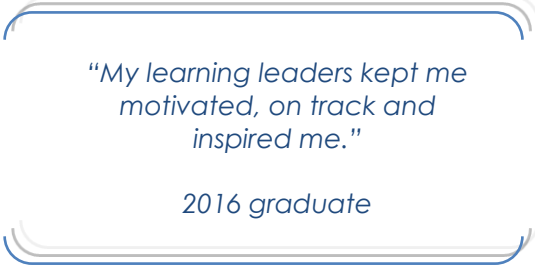
GUIDELINES, POLICIES & EXPECTATIONS

Guest Requests

Campus recognizes the importance of the future professionals' clinic floor experiences during their time attending the Paul Mitchell program at Campus. Each potential student receives information about key requirements for participation in the program prior to enrolling. These key points—attitude, creativity, image and business initiative are important elements needed for success in the beauty industry. The college's expectation that every future professional service a minimum of one guest request weekly is included in the requirements explained prior to enrollment. A Guest Request occurs when a guest requests and receives services from a specific future professional.

Why guest requests are important...

- Hands-on experience with guests builds future professionals' confidence and skills for later board testing and employment.
- There is no comparison to servicing actual guests as opposed to working on doll heads.
- The more future professionals practice on real guests, the more comfortable they will be when they are in a salon.
- You chose a Paul Mitchell cosmetology education program, and for the reasons stated above, guest services are a significant part of the Paul Mitchell learning experience.
- Graduate evaluations show that the most valuable experience our future professionals gain is on the clinic floor.
- It's a great opportunity for future professionals to build their clientele for when they graduate and go to work in a salon.
- Our future professionals invest a substantial amount of money in their education and should be getting as much clinic floor experience and related instruction as possible while they are here.
- Our learning leaders have an enormous amount of training, experience and guidance to share with future professionals during their services.
- Each guest service brings the possibility of more referrals.
- The guest service also builds experience for the future professional in providing product education and take home sales experience.
- Future Professionals qualify for student services only when the minimum guest recommendation is met.



*"My learning leaders kept me
motivated, on track and
inspired me."*

2016 graduate

GUIDELINES, POLICIES & EXPECTATIONS

Future Professional Academic Policy

Full academic participation is essential for a future professional to successfully achieve program outcomes. In accordance with the regulations put forth by the State of California Board of Barbering and Cosmetology (CBBC), future professionals must complete a pre-determined number of skill-building tasks and exercises as a requirement for graduation. *Paul Mitchell the School at Campus (PMTS - Campus)* has grouped these tasks and drills into monthly worksheets. Completion of the monthly worksheets ensures that the CBBC requirements are met as the future professional develops his/her skills and progresses through the program. Future professionals are required to complete their monthly practical worksheets by specified deadlines in order to remain on pace for completing the program.

PMTS - Campus and the CBBC also require that each future professional complete 160 hours of theory study, demonstrated by the successful completion of theory-related tests with a minimum passing score of 80%. Each week, future professionals receive new chapter assignments in their theory classes. Future professionals are expected to read and study off campus. A new Theory test is given each week. Future professionals who score below 80% may retake the test. Attendance requirements for theory classes are mandated by the CBBC and are detailed in the future professional attendance policy.



Worksheets

- Future professionals must remain current with their monthly worksheet assignments in order to develop their skills and meet program requirements. Future professionals who do not maintain their worksheets and fail to complete the required practical skill-building tasks by the last school day of the month will not be listed on the Visionary List for the following month. The future professional will be given his/her next month's worksheet and is expected to complete the new worksheet and the incomplete worksheet by the end of the second month. Future professionals who fail to turn in a required monthly worksheet will not be able to clock in until their worksheet (completed or not) is turned in.
- If the future professional continues to fall behind on worksheets, he/she will be required to meet with the future professional advisor to create an action plan to help the future professional catch up on the delinquent work. In addition, the future professional will be placed on Probation.
- Future Professionals who maintain 90% attendance, timely completion of theory tests at 80% and monthly worksheet completion by deadline, while meeting our minimum Guest Request recommendation will be acknowledged for their Academic Progress and secure their place on the monthly Visionary List. Each month, FPs with Visionary status will be celebrated with eligibility to participate in off-campus activities, attend extra-curricular team events, and enjoy the reward of one student service during that month.

GUIDELINES, POLICIES & EXPECTATIONS

Theory Testing

Future professionals must remain current with their theory tests to keep pace with the theory chapter learning required by the CBBC and *PMTS - Campus*. Tests are administered weekly, based on the course material covered that week. Future professionals who fall behind in their tests may be at risk of losing pace, compounding the number of outstanding tests, and putting their enrollment at risk.

- Future professionals who fall behind in their theory tests will be coached by their team leader and forfeit their place on the Visionary List.
- Future professionals, who fall behind on 4 or more theory tests due to missing tests or scoring below 80%, will be placed on probation for the following month. The future professional will also be required to meet with the future professional advisor to create an action plan to regain pace.
- If, during the following month, the future professional remains 4 or more theory tests behind, he/she will be moved to final advisory warning and will be required to attend an Academic Counseling Session with the director of cosmetology. This meeting is designed to discuss concerns about the future professional's academic progress and identify a course of action which may include tutoring or a leave of absence (LOA), etc. Once a future professional is placed on final advisory warning, he/she will remain on FAW throughout the remainder of his/her program. If the future professional does not regain and maintain pace with the theory testing requirement within 30 days, he/she will be dropped from the program.



GUIDELINES, POLICIES & EXPECTATIONS

Cosmetology Program Testing and Grading Procedure

The following tests and grading procedures are incorporated throughout the future professional's 1000 hour program:

- With the exception of the advisory assessment, future professionals will be given three opportunities to pass each of their exams. Future professionals who fail to pass an exam after the third attempt may be dropped from the program.
- Practical and written skill evaluations are given at the end of the CORE phase. Future professionals must receive 80% or higher on the Core exams.
- Theory tests are given weekly throughout the Adaptive and Creative phases. These tests apply to all cosmetology-related subjects, i.e., anatomy, chemistry, et cetera.
- Future professionals must receive 80% or higher on each weekly theory test.
- Future professionals must receive 80% or higher on the mid-term written exam and successfully complete a skills assessment in order to advance to the Creative phase.
- Mock state board written tests are given throughout the Creative phase. The mock board written exam covers theory instruction, California state law, and other items covered on the state board exam. The mock board practical exam includes all aspects of what is to be expected on the state board examination.
- Monthly worksheets that cover all operations and state board requirements are distributed the first day of the month.

Evaluation Procedures and Required Level of Achievement

Throughout the program future professionals are evaluated on their technical knowledge and demonstrated proficiency in all areas of cosmetology. Exams are used to evaluate the future professional's understanding of course content, and hands-on practical experiences are used to evaluate his/her ability to apply the knowledge and skills learned.

CORE Practical and Written Exams – upon completion of 200 hours

The CORE written and practical exams are administered near the end of the CORE course. Before CORE future professionals are eligible to advance onto the clinic floor, they must demonstrate a fundamental understanding of basic Paul Mitchell technical skills and systems through written and practical (hands-on) demonstration.

Advisory Assessment – upon completion of 450 hours

The advisory assessment is a written multiple-choice exam designed to help future professionals review Campus and Paul Mitchell's expectations and guidelines, and the Paul Mitchell advisory process. Exam questions cover Campus and Paul Mitchell rules and policies, advisory scenarios and the Golden Rules which pertain to all future professionals and their success at Campus.

Midterm – upon completion of 600 hours

The Midterm is a written assessment that focuses on Theory progress. Future professionals are only tested on the Theory content that has been delivered during the specific months of their enrollment, i.e. from their time of enrollment to the date of the midterm exam.

PM Practical Exam – upon completion of 800 hours

The Practical Exam is designed to evaluate future professionals' level of proficiency in applying Paul Mitchell technical skills. The exam requires that future professionals demonstrate proper techniques, and the correct usage of tools, timing, and chemicals, and an overall competency in following Paul Mitchell systems.

GUIDELINES, POLICIES & EXPECTATIONS

Professional Assessment – upon completion of 900 hours

The Professional Assessment encompasses the Theory chapters that are specific to professional development. Topics include resume writing, interviewing, and professional communication skills.

Mock Board Written – upon completion of 1000 hours

Designed to emulate the State Board written exams, the Mock Board is a timed written exam administered to future professionals prior to their State Board date. Future professionals completing the Paul Mitchell cosmetology program must pass the Mock Board exam to earn Campus graduation status.

Satisfactory Academic Progress Policy

The primary objective of *Paul Mitchell the School at Campus* is to qualify future professionals for employment. In support of this goal, future professionals must meet formal standards used to measure their satisfactory progress toward graduation. These indicators are continuously monitored and Campus pledges to provide additional time to future professionals if such time is needed to reach skill levels prescribed by the program's stated outcomes. However, future professionals who demonstrate the lack of ability to master primary skills within the allowable time period will not be allowed to continue. Satisfactory progress applies to all future professionals, whether or not they receive federal financial aid.

Minimum Requirements

In accordance with federal law, Campus expects future professionals to maintain satisfactory academic progress and complete their program of study within the published timeframe. Satisfactory academic progress is comprised of qualitative and a quantitative measurement. Future professionals are expected to attend regularly and progress through their coursework with a cumulative grade point average (GPA) of 2.0 or C, or better. While future professionals are expected to complete their program and graduate within the published program length, exceptions may be made as a result of extenuating circumstances. In certain instances, future professionals may appeal to extend their program length, not to exceed 1.5 times the normal timeframe required to complete the program. Requests for appeal must be submitted in writing and are approved by the director of education, Paul Mitchell program director and director of financial aid.

Progress Evaluation

The satisfactory academic progress (SAP) calculation is based on the future professional's GPA (qualitative measure) and the pace at which the future professional progresses through his/her program to ensure that he/she will complete within maximum timeframe (quantitative measure).

Financial Aid Warning

Future professionals who do not meet the qualitative and quantitative SAP requirements will be placed on financial aid warning. While on financial aid warning, the future professional will be considered to be making satisfactory academic progress. If the future professional meets the minimum SAP requirements by the end of the warning period, the warning status will be removed and the future professional will continue to be eligible to receive financial aid. However, if the future professional does not meet the minimum SAP requirements within the warning period, the future professional will no longer be eligible to receive Title IV financial aid (financial aid suspension). At this point, the college will notify the future professional in writing, after which the future professional has 10 days to submit an appeal to be placed on financial aid probation, if applicable.

Financial Aid Probation

Under certain circumstances, a future professional who has failed to meet the minimum SAP requirements while on financial aid warning may appeal to be placed on financial aid probation. A written appeal is required anytime a future professional is placed on financial aid probation. Qualifying

GUIDELINES, POLICIES & EXPECTATIONS

circumstances include death in the family, injury or illness, or other extenuating circumstances. The appeal is to be submitted to the Paul Mitchell program director and must include the reason the future professional failed to make satisfactory academic progress, and a description of what has changed in the future professional's situation that will allow him/her to demonstrate satisfactory academic progress at the next evaluation. The future professional's appeal must be approved by the Paul Mitchell program director before the future professional is placed on financial aid probation. While on financial aid probation, if the future professional meets the requirements specified by the Paul Mitchell program director within the set timeframe, the probation status will be removed and the future professional will continue to be eligible to receive Title IV financial aid. However, if the future professional does not meet the specified requirements within the set timeframe, his/her eligibility for Title IV financial aid funding will be terminated. The future professional will be allowed to continue attending only if alternate funding arrangements can be made.

Grade Point Average (Qualitative Measure)

At the end of each grading cycle the PM operations leader verifies grade point averages for all future professionals to determine if they are maintaining a minimum 2.0 GPA. If a future professional is below a 2.0 grade point average his/her financial aid eligibility may be at risk.

Pace toward Program Completion (Quantitative Measure)

Future professionals are scheduled based on an established program template. Future professionals who maintain good attendance and successfully complete each term can expect to complete their program within the published program length. An evaluation of academic progress will take place at the following points in the program based on federal guidelines: 450, 650 and 900 program hours. At the time of each assessment, the PM operations leader verifies the likelihood of the future professional completing his/her program within the maximum timeframe allowed if the future professional continues at the current pace. Future professionals who fail to attend the scheduled number of clock hours or who fail to make-up hours that were missed will experience a delay in their graduation date and may be placed on financial aid warning or probation. Academic suspension and/or final advisory warning may apply as well (see Future Professional Academic Policy).



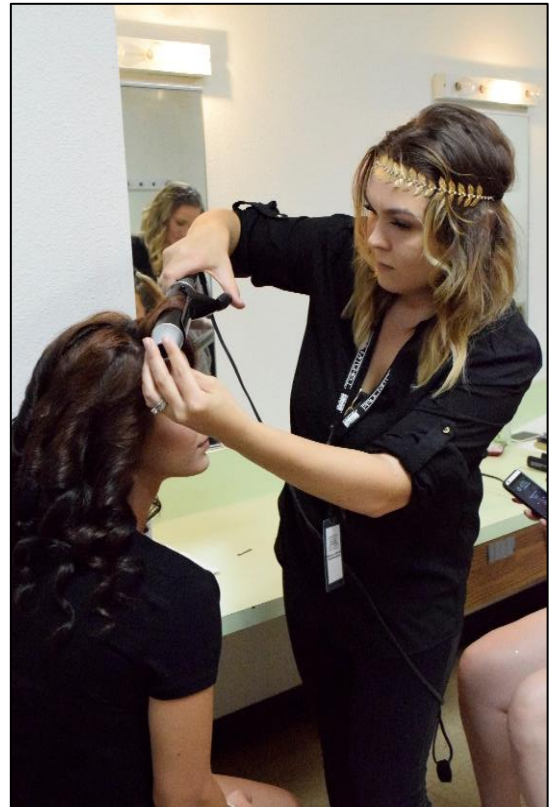
GUIDELINES, POLICIES & EXPECTATIONS

Future Professional Conduct

Future professionals are expected to respect and abide by the policies, rules and expectations associated with the Paul Mitchell Cosmetology program. On the first day of attendance all future professionals attend orientation and learn about policies and guidelines associated with the Paul Mitchell cosmetology program. They are presented with an advisory document which we review in detail and the future professional signs. This document is kept accessible in the future professional's file throughout the duration of their program.

Future professionals who fail to conduct themselves professionally, demonstrating behaviors that are contrary to the Paul Mitchell/Campus culture or are disruptive to the learning process will result in corrective action including coaching, suspension, or termination from school. Please note: While varying levels of corrective action may exist, the course of action to be taken is at the discretion of Paul Mitchell/Campus management depending on the severity of the situation.

- Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, locker room, or clinic floor area.
- Only emergency calls are permitted on the school phone.
- Cell phones are not permitted beyond the locker room.
- Future professionals may not visit with another future professional who is servicing a guest.
- Future professionals may not gather around the reception or Take-Home desks or offices.
- Food and drinks are allowed only in the locker room. Only water is permitted in all other areas of the school.
- Smoking is allowed in designated areas only. All buildings on the campus, including the area within 100 feet surrounding the buildings are smoke-free environments.
- Cheating, illegal drug possession or use, and taking school property or another individual's personal property are grounds for termination.



GUIDELINES, POLICIES & EXPECTATIONS

Admission Services

Admissions personnel are experienced in recommending the proper training needed to prepare individuals for various careers. They are well informed about general job requirements in the Sacramento area. Individual backgrounds, experience levels, aptitudes, and interests vary widely from person to person. For this reason, it is very important that students obtain our recommendation regarding their potential for a career field and the training needed to qualify for that career, prior to making a decision.

Entrance Requirements

Admission into a program of study is determined through an interview with an admissions advisor at the college. Applicants may make an appointment for an interview by calling the college admissions office. Selecting a training program is a serious matter that should be given proper consideration and planning. Campus will approve admission for students who demonstrate a potential to benefit from an available curriculum. While each applicant is evaluated on a case-by-case basis, factors typically used to determine potential to benefit include aptitude, attitude, experience, and demeanor.

Qualification for admission is determined on an individual basis. Formal education and background requirements vary depending on the program. A high school education or its equivalent is required for all programs. This requirement may be satisfied by a high school diploma, GED, the California High School Proficiency Examination (CHSPE), college degree, or federally recognized equivalent.

Transfer Policy Future Professionals

Campus's mission dictates that graduates entering the workforce should be fully prepared with the knowledge, skills, and confidence necessary to support their success. One way that Campus strives to ensure each individual future professional's success, both in the classroom and on the job, is by being an outcomes-based institution. This means that in order to transfer hours earned at another school, future professionals must demonstrate that they can perform the outcomes and/or skills associated with the *Paul Mitchell the School at Campus* cosmetology courses. The college reserves the right to accept or reject any or all hours earned at other institutions.

Transfer from a Non-Paul Mitchell School

The curriculum offered by *Paul Mitchell the School at Campus (PMTS - Campus)* is highly specialized and focuses on the cutting, color, texture, make-up, skin, and nail systems that are unique to Paul Mitchell. While other cosmetology schools may teach the hair-cutting, coloring, and texture processes that help students pass the State of California licensing exam, they do not focus on teaching the Paul Mitchell systems. For this reason, hours acquired from non-Paul Mitchell schools are generally considered non-transferable to *Paul Mitchell the School at Campus*. Students coming from non-Paul Mitchell schools are welcomed and encouraged to consider enrolling as new students with *Paul Mitchell the School at Campus*.

Transfer from a Paul Mitchell School

The Paul Mitchell curriculum is designed to be consistent among Paul Mitchell schools across the country. Because of this, hours acquired from other Paul Mitchell schools are considered transferable to *PMTS - Campus*. All active Paul Mitchell future professionals wishing to transfer from another Paul Mitchell school are invited to apply. To transfer hours, the future professional must ask his/her current school to complete the Paul Mitchell Proof of Training and the Campus Transfer Evaluation Worksheet. The proof of training document may be obtained from the current school, and the evaluation worksheet may be obtained from Campus. Together, these documents outline the tasks and specific number of hours the future professional has completed in each area of study. The future professional must mail or hand-deliver the completed Proof of Training and Transfer Evaluation Worksheet to *PMTS - Campus*. A Campus representative will also contact the director, future professional advisor, or education leader of

GUIDELINES, POLICIES & EXPECTATIONS

the originating school to inquire about the future professional's academic performance, aptitude, attendance, attitude, and advisory history.

Please note: The maximum number of transfer hours accepted by *PMTS – Campus* shall not exceed 600 hours. All transferring future professionals will have the benefit of completing their 'Creative' hours at *PMTS - Campus*. On a case-by-case basis, additional hours may be accepted as determined through skill assessments and exams.

Transfer from a Paul Mitchell School Outside of California

Each state across the country maintains its own requirements for becoming a licensed cosmetologist. Because of this, Campus will carefully evaluate the Proof of Training and Transfer Evaluation Worksheet documents received from the originating school when considering the transfer of hours.

The California State Board of Barbering and Cosmetology requires that California-specific criteria be met by each future professional before he/she is eligible to attempt the California State Board exam. Paul Mitchell schools across the country teach State Board tasks, skills, and requirements *specific to the state where the school resides*. In most cases, the outcomes from out-of-state programs do not align with the California State Board of Barbering and Cosmetology requirements. If a future professional wishes to transfer from outside of California, all the California State Board requirements and corresponding hours must be completed at *PMTS – Campus*. Future professionals transferring from out-of-state must complete a minimum of 800 hours at *PMTS - Campus* to ensure that they are adequately trained for licensure in the State of California.

Canceling Enrollment

Prior to Starting Class: If a student is not accepted into the college, the enrollment agreement will be cancelled and the college will refund all money paid within thirty days. A student may cancel the enrollment agreement at any time prior to starting school and any tuition paid will be refunded in full.

After Starting Class: The institution provides to all students the right to cancel the enrollment agreement and obtain a refund of charges paid through the second class period the student attends, or the 14th day after the student signs the enrollment agreement, whichever is later.

Withdrawal and Refund Policies

Students who are awarded Federal Title IV Financial Aid are subject to the provisions of the Return of Title IV Funds policy as well as the Institutional Refund Policy. A Return of Title IV Funds calculation is determined first, followed by an institutional refund calculation.

Return of Title IV Funds Policy

Tuition charges and refunds made are determined based on the stipulations of this regulation, as outlined in the Higher Education Act of 1965, as amended.

The school must determine what percentage of the current payment period a student has completed, based on institutional records. If it is determined that aid has been unearned, Federal Financial Aid must be returned to the originating source based upon the unearned percentage. A portion of unearned aid may be the responsibility of the college and a portion may be the responsibility of the student. If it is determined that the student owes a Title IV refund, Campus will notify the student in writing with appropriate instructions.

After 60% of the student's payment period has passed, all tuition charged for the payment period, and all Title IV aid disbursed, is considered earned.

GUIDELINES, POLICIES & EXPECTATIONS

Institutional Refund Policy

Institutional Refund Policy

For students enrolling utilizing an official Campus Enrollment Agreement, the following institutional refund policy applies:

Tuition charges are calculated using the student's Last Date of Attendance (LDA) based on institutional records. Tuition charges for traditional programs are computed based on weeks attended versus the published length of the program as indicated on the student's enrollment agreement. Tuition charges for Campus Scholars programs are computed based on weeks attended versus the published length of each quarter. If a student withdraws after completing 75 percent or less of the program or term length, the unused portion of the tuition will be refunded. If a student completes more than 75 percent of the program or term length, no refund will be due. Additionally, an account reconciliation fee equivalent to 5 percent of program tuition may be applied. If the amount that a student owes is greater than the amount that he/she has paid, then it is the student's responsibility to make arrangements with the student accounts department to pay the outstanding balance. If the amount that the student has paid is greater than the amount owed, a refund will be made.

Programs will receive such funds in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal SEOG Grants
6. Cal Grants
7. Cash payments made on students' behalf
8. Arnold E. Zimmerman Scholarships
9. Campus Scholars Grants

Important notes regarding Campus's refund policy:

- The registration fee is a one-time, nonrefundable charge.
- Campus follows federal guidelines regarding the disbursement of financial aid for which a student is eligible. Certain financial aid funds received after a student's LDA may be retained by the school to apply against any outstanding balance.
- A student may have outstanding charges due after the withdrawal calculation is completed. The student agrees that any monies owed to the school are payable within 30 days.
- If any funds could have been disbursed but were not disbursed by the student's LDA, the student could be eligible for post-withdrawal disbursement to cover any outstanding tuition balance.
- For Cal Grant recipients: Any funds remaining subsequent to a "Return of Title IV Funds" refund will be sent to the California Student Aid Commission.

GUIDELINES, POLICIES & EXPECTATIONS

Withdrawal and Re-Entry of Future Professionals

Re-admittance to the program must be approved by the school and requires a written appeal, personal interview with school administration, and current tuition payment. If re-admitted, the future professional must remain current on all academic requirements with a minimum grade of 80% or higher. In addition, the future professional must successfully complete a 30-day probation period upon re-entry.

Please note:

- Future professionals who have been away from the program for six months or longer may be required to retake some or all of their coursework.
- Upon re-admittance, hours previously earned and approved will be credited to the future professional's transcript and prior tuition payments will be credited to the future professional's balance.
- Tuition fees and costs are subject to change. Future professionals who are re-admitted will be contracted according to the current tuition costs, and will be required to pay any additional fees if applicable.
- Any outstanding tuition, fees and overtime expenses must be paid in advance. A future professional may also make arrangements with the financial aid office.

*"You have an amazing staff at
this school and I thank you from
the bottom of my heart! Much
love for my Paul Mitchell
family"*

2015 Graduate

GRADUATION & STATE BOARD LICENSING

Graduation Requirements

Future professionals must fulfill the following requirements in order to graduate:

- Complete the required number of clock hours of training;
- Earn passing grades on all practical graduation requirements and projects, including both practical and theory examinations;
- Complete all monthly worksheets with a 100% completion rate;
- Complete the required theory hours and exams;
- Make satisfactory arrangements for payment of all debts owed the school.

Once a future professional successfully completes all program requirements including hours, tests, worksheets, and projects, Campus contacts the California State Board of Cosmetology and certifies the future professional's program completion. Final certification is required by the State in order for the future professional to be eligible for licensure. Please Note: Participation in Final Phase and the successful completion of the final exam/mock board are part of the Campus requirements for earning a diploma.

Paul Mitchell the School at Campus reserves the right to retain a future professional in school if the future professional's progress is not satisfactory as determined by the education leader and/or if the future professional fails to complete all listed requirements or pass the written and practical exams. For the purpose of transfer or graduation, hours will not be released by *Paul Mitchell the School at Campus* all monies owed to the institution have been paid as agreed and all academic requirements pertaining to those hours have been completed.

Completion of Course within Designated Period of Time

The State of California requires cosmetology training programs to be a minimum of 1000 clock hours in length. Day future professionals who maintain perfect attendance and do not take a leave of absence should complete their course of study within 30 weeks of schooling; evening future professionals should take approximately 45 weeks of schooling.



GRADUATION & STATE BOARD LICENSING

State of California Requirements - Cosmetology Curriculum for Cosmetology Course

Effective January 1, 2022, the minimum number of required hours for a course in barbering or cosmetology will be 1,000 hours, respectively. *The curriculum for students enrolled in a cosmetology course shall consist of 1000 hours of technical instruction and practical training covering all practices constituting the art of cosmetology.*

Section 7362.5 of the Business and Professions Code is amended to read:

7362.5.

(a) A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology, as defined in Section 7316.

(b) The curriculum for a **barbering** course shall, at a minimum, include technical and practical instruction in the following areas:

(1) One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

(2) One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

(3) Two hundred hours in chemical hair services, which includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

(4) Two hundred hours in hairstyling services, which includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

(5) Two hundred hours in shaving and trimming of the beard, which includes preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

GRADUATION & STATE BOARD LICENSING

c) The curriculum for a **cosmetology** course shall, at a minimum, include technical and practical instruction in the following areas:

(1) One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

(2) One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

(3) Two hundred hours in chemical hair services, which includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

(4) Two hundred hours in hairstyling services, which includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

(5) One hundred fifty hours in skin care services, which includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

(6) Fifty hours in hair removal and lash and brow beautification, which includes tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

(7) One hundred hours in manicure and pedicure, which includes water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-on, dip, tips, wraps, and repairs.

All practical work includes proper product usage and safety. The school also provides training in the areas of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service record cards. In addition, instruction is provided in resume writing, interview techniques, and job search (including compensation packages and payroll deductions).

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State of California Requirements - Barbering Curriculum for Cosmetology Future Professionals

To qualify for the barber licensing examination, a cosmetologist or individual who has completed a cosmetology program must complete 200 hours of technical instruction and practical training in shaving as follows:

Subject	Minimum Required Technical Instruction (hours)	Minimum Required Practical Operations (actual operations, not hours)
Shaving Preparation and Performance		
Includes, but is not limited to: Preparing the client's hair for shaving Assessing the condition of the client's skin Performing shaving techniques Applying after-shave antiseptic following facial services Massaging the client's face Rolling cream massages	100	40



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2023 Cosmetology Program Start and Graduation Dates

Day Start Dates	Graduation Dates (48 weeks)
January 03, 2023	August 11, 2023
February 13, 2023	September 21, 2023
March 27, 2023	November 1, 2023
May 15, 2023	December 18, 2023
June 26, 2023	February 9, 2024
August 07, 2023	March 22, 2024
September 18, 2023	May 9, 2024
October 30, 2023	June 21, 2024

Evening Start Dates	Graduation Dates (76 weeks)
February 13, 2023	January 23, 2024
May 15, 2023	April 23, 2024
August 7, 2023	July 15, 2024
October 30, 2024	October 7, 2024

*Future professionals must make up any work and hours missed resulting from absences, late arrivals, early departures or suspensions. Graduation dates will be adjusted for future professionals who take a leave of absence.

2023 Cosmo Plus Course Start and Graduation Dates

Day Start Dates	Graduation Dates
February 6, 2023	March 20, 2023
April 10, 2023	May 19, 2023
July 3, 2023	August 14, 2023
November 6, 2023	January 3, 2024

*Future professionals must make up any work and hours missed resulting from absences, late arrivals, early departures or suspensions. Graduation dates will be adjusted for future professionals who take a leave of absence.

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Cost of Tuition and Supplies

Cosmetology Program

Tuition and registration	\$14,200.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$3,279.00
TOTAL COSTS	\$17,479.00

Barbering Program

Tuition and registration	\$14,200.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$3,195.00
TOTAL COSTS	\$17,395.00

Cosmetology and Barbering Program

Tuition and Registration	\$17,000.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$3,741.00
TOTAL COSTS	\$20,741.00

Future Professional Kit - Supplied Through Paul Mitchell

The Paul Mitchell Future Professional's kit is included in the total program cost. The items in the kit are subject to change; however, when a change occurs, comparable items are typically substituted. Please note that future professionals are responsible for the purchase of most stationery supplies.

Combs

- 1 Detangler Comb
- 1 Taper Comb
- 1 Metal Tail Comb
- 1 Metal Pick Teasing Comb
- 1 Rat Tail Comb
- 1 408 Comb
- 1 416 Comb
- 1 424 Comb
- 6 Standard Cutting Combs

Brushes

- 2 Color Tint Brushes
- 1 Paddle Brush 427s
- 1 Styling Brush 407s
- 1 Sculpting Brush 413s
- 1 Express Ion Small Round Brush
- 1 Express Ion Medium Round Brush
- 1 Express Ion Large Round Brush
- 1 Express Ion XL Round Brush
- 1 Scalp Brush

Tools

- 1 Kit Carrying Case
- 2 Doll Heads (Shelby)
- 1 Express Ion Plus Dryer
- 1 Marcel ¾" Curling Iron
- 1 Express Ion Plus Smoothing Iron
- 1 Professional Clipper/Trimmer Set
- 1 Black Hand Mirror
- 1 Paul Mitchell Complete Scissor Set
- 1 Tripod
- 1 Classic Razor
- 1 Trolley
- 1 Doll Head Bag

Capes

- 1 Shampoo Chemical Cape
- 1 Cloth Cutting Cape
- 1 Cutting Apron

Accessories

- 12 Butterfly Clips Black/White
- 10 Black Skinny Clips
- 1 Aluminum Spray Bottle
- 1 Professional Manicure Kit

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School Faculty and Administration

President	Michael Zimmerman
Campus Director	Lawrence Richman
Director of Education.....	Teri Dillon
Paul Mitchell Program Director.....	Nicole Montgomery
Director of Admissions.....	Anita Pai
Admissions Leader.....	Kelly Cusano
Learning Leaders	Kari Bailey
	Leslie Wentland
	Matthew James
	Clyde Prout
	Rachel Bonachea
	Brandon Sanchez
	Sarah Green
	Vanexer Ramirez
	Ashli Jade Crain
	Donnae Childress
	Essence Wooldridge
	Jennifer Goldsmith
Clinic Floor Captains and Phase II Learning Leaders	Gina Parker
	Yekenia Lizasuain
Take Home Leader.....	Francesca Diggs
Service Desk Coordinator.....	Haylee Meza
	Antonia Tapia
	Aria Daniels
	Taryn Colburn
Operations Leader	Alex Dunbar
Future Professional Advisor	Jamie Gordon
Director of Financial Aid	Kristina Chilton
Financial Aid Advisor.....	Alyssa Nathong

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Student Records and Privacy Rights

(Rev 1/2013)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Under the act, students have the right to review their education records and request that any information (excluding grades) they believe to be inaccurate, misleading or otherwise in violation of their right to privacy be corrected or removed. In addition, the act protects student privacy by requiring prior written consent before certain information from a student's education record may be released, with the exception of disclosing information to school officials or agencies authorized by law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, students may request that Campus not disclose directory information about them by notifying the campus director.

Students with questions or concerns regarding their records may schedule an appointment with the campus director. Questions regarding grades should be addressed directly with the appropriate instructor or dean. Complaints regarding the institution's compliance with FERPA requirements may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Corporate Control

Campusdoing business as Paul Mitchell the School at Campus is an independently owned and operated franchisee of Paul Mitchell Advanced Education LLC.

Regulatory and Accreditation Agencies

The following institutions license and regulate *Paul Mitchell the School at Campus*:

The Bureau of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial, Suite 204
Novato, CA 94949