Paul Mitchell The School Roanoke

TRANSFER OF CREDIT POLICIES

TRANSFER OF CREDIT POLICY - STUDENTS ENTERING THE SCHOOL

Paul Mitchell The School Roanoke 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. Veterans are encouraged to submit their Joint Service Transcripts to be evaluated by 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 Roanoke does not award clock hour credits for service in the armed forces, paid or unpaid employment, or other demonstrated competency.

A complete approved program may be composed of transferred hours under the following conditions:

- Both the new and former school must be licensed by the appropriate state licensing entity while the student is enrolled. The schools' current curriculum must be approved by that entity;
- The hours earned at the originating school must have been earned no more than two years prior to enrolling in the new school;
- Both the new and former school must be accredited by an accrediting agency recognized by the U.S.Department of Education;
- The new school may only credit completed content, and must substantiate, based on the student's transcript, how hours were awarded towards each content area.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Paul Mitchell The School Roanoke; the number of transferable hours depends on the policy of the receiving school. Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

TRANSFER OF CREDIT POLICY

Cosmetology

Cosmetology students transferring from a non-Paul Mitchell School and/or Paul Mitchell School. 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.

- Pass a practical test with a minimum of 75% on three of the following criterias:
  - 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)
- Pass a written exam with a minimum of 75% passing

Basic Barber

Basic Barber students transferring from a non-Paul Mitchell School and/or Paul Mitchell School. 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.

- Pass a practical test with a minimum of 75% on three of the following criteria:
    - Demonstrate State Board Sanitation and Disinfection
    - Haircutting, tapering, and blending using clippers, shears, and/or razor
    - Straight razor shaving on the face and neck (to complete on a doll head or model)
    - Beard design and shaping
    - Hair coloring application (basic tint or semi-permanent color)
    - Basic facial service (cleansing, massage, and treatment)
- Pass a written exam with a minimum of 75% passing

DUAL BARBER/MASTER BARBER

Dual Barber/Master Barber students transferring from a non-Paul Mitchell School and/or Paul Mitchell School. 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.

- Pass a practical test with a minimum of 75% on three of the following criterias
    - State Board Sanitation and Disinfection Procedures
    - Haircutting, tapering, and blending using clippers, shears, and razor (to complete on a doll head or model)
    - Straight razor shaving on the face and neck
    - Beard design and shaping
    - Hair coloring and lightening applications (including tint and bleaching/frosting)
    - Chemical texture services (cold permanent waving and/or chemical relaxing)
    - Styling techniques, including thermal styling (e.g., thermal waving or iron work) and non-thermal methods (e.g., finger waving)
    - Basic facial service (cleansing, massage, and treatment)
    - Wig care, styling, or placement
    - Waxing services limited to the scalp
- Pass a written exam with a minimum of 75% passing.

MASTER BARBER

Master Barber students transferring from a non-Paul Mitchell School and/or Paul Mitchell School. 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.

- Pass a practical test with a minimum of 75% on three of the following criterias
    - State Board Sanitation and Disinfection Procedures
    - Hair coloring and lightening applications (including tint and bleaching/frosting)
    - Chemical texture services (cold permanent waving and/or chemical relaxing)
    - Wig care, styling, or placement
    - Styling techniques, including thermal styling (e.g., thermal waving or iron work) and non-thermal methods (e.g., finger waving)
    - Waxing services limited to the scalp
- Pass a written exam with a minimum of 75% passing.

TRANSFERRING FROM A PROGRAM AND RE-ENROLLING IN A NEW PROGRAM

A student that withdraws 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.

TRANSFER OF CREDIT - CREDIT EARNED AT ANOTHER INSTITUTION

Paul Mitchell The School Roanoke 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. A transcript is required for each school a student attended. The school will review course descriptions and any transcripts provided by the student to arrive at a final decision.

Courses taken at another institution must 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:

- Inform the Admissions Leader during the application process requesting to transfer credit
- Provide 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 Roanoke is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology and/ or Basic Barber 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.

The school will provide an Official Transcript and School Catalog to any student requesting to transfer credit to another school. The up-to-date catalog is also available online for public access. The school catalog contains course descriptions for each program at our school.