Paul Mitchell The School Dallas, Arlington & San Antonio

GRADUATION INFORMATION

GRADUATION REQUIREMENTS IN COURSES

Future Professionals will be expected to complete the courses within a designated period of time. In general, the MAXIMUM TIME to complete with a cumulative attendance rate of at least 80%.

- Receive the required number of clock hours of training,
- Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations,
- For a student to meet the school requirements, 100% of all practical worksheets must be completed;
- Satisfactorily pass final written and practical exams,
- Complete the required theory hours, and
- Fulfill all financial obligations owed to the school.

A student cannot graduate without meeting the above graduation requirements.

The graduation requirements do not apply to the Makeup Application Workshop, the Classic Lashes Workshop, the Brow Lift Workshop, Volume Lash Workshop or the Lash Lift Workshop. Students are required to complete the required hours and fulfill all financial obligations owed to the school. Once complete they will receive a certificate of completion.

AVAILABILITY OF TRANSCRIPTS POLICY

Official Transcripts Effective July 1, 2024, federal regulations under Title IV of the Higher Education Act (34 CFR 668.14(b)(33) and (b)(34)) govern the release of official transcripts. An official transcript is a certified copy of the student's academic record, including clock hours earned.

The student is eligible to request an official transcript under the following conditions:

- The school will provide an official transcript for payment periods in which the student received Title IV federal student aid, provided that all institutional charges for those specific periods are paid in full or are covered under a current, compliant payment agreement.
- The school will issue the qualifying portions of the transcript covering Title IV-funded periods even if the student has an outstanding balance from other periods or is no longer enrolled.
- The school **may** withhold clock hours or grades associated with payment periods that did not receive Title IV aid and for which institutional charges remain unpaid with no active payment agreement.
- Transcripts will not be withheld due to balances resulting from institutional error or misconduct.

Payment Agreements: A payment agreement is considered compliant only if it is a formal arrangement between the school and the student (or the responsible party) is current on all scheduled payments with no past-due amounts. The school may require the first payment under a new agreement before releasing the transcript.

How to Request a Transcript: You may request a transcript be sent electronically or by mail by the school's Success Coach. The request must be in written form and will be responded to within three business days. The transcript that is electronically produced contains the identical information as a paper transcript. Paul Mitchell the School Dallas, Paul Mitchell the School Dallas- San Antonio, and Paul Mitchell the School Dallas-Arlington do not release transcripts if a student has a financial hold. Unofficial transcripts are available upon request.

Additional Information: This policy is subject to applicable state laws and accrediting standards. If you have any questions regarding graduation requirements, transcripts, or financial obligations please direct them to the Financial Services Office.

Texas Department of Licensing and Regulation: When the student has met all graduation requirements hours will be released to the Texas Department of Licensing and Regulation (TDLR) within 10 days. During this time the school will indicate if the student has paid in full or if they have an outstanding balance. To be eligible to take the state exam, students must have completed all required hours and paid the school in full. For students not eligible due to balance owed to the school, once payment is made in full the school will notify TDLR.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be issued once a student has met all academic graduation requirements **and** settled all financial obligations to the school—either by paying in full or via a compliant payment arrangement.

Please note that the Certificate of Completion is **not** a requirement for graduation or for receiving an official transcript.

CAREER SERVICES

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

Although the school ***does not guarantee employment upon graduation***, the school does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School Dallas, Paul Mitchell The School Dallas - San Antonio and/or Paul Mitchell The School Dallas - Arlington coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak at Paul Mitchell The School Dallas, Paul Mitchell The School Dallas - San Antonio and/or Paul Mitchell The School Dallas - Arlington.