PAUL MITCHELL schools

Catalog

Date of Publication:

This is to certify this catalog as being true and correct in content and policy.

Director signature: _____

Table of Contents

APPROVAL/DISCLOSURE STATEMENT 4
MISSION STATEMENT 5
SCHOOL FACILITIES 5
SCHOOL FACULTY 5
THE ADMINISTRATION/OWNERSHIP 5
SCHOOL FACULTY 5
SCHOOL LIBRARY 5
COURSE DESCRIPTIONS ***(All courses are taught in English)*** ***6***
EDUCATION GOALS 6
MEASURABLE PERFORMANCE OBJECTIVES 7
REQUIREMENTS OF THE INDUSTRY 7
COSMETOLOGY COURSE OVERVIEW 8
COSMETOLOGY COURSE OUTLINE 8
STATE OF CALIFORNIA REQUIREMENTS 9
ESTHETIC COURSE OVERVIEW 10
ESTHETIC COURSE OUTLINE 10
STATE OF CALIFORNIA REQUIREMENTS 11
MANICURIST COURSE OVERVIEW 12
MANICURIST COURSE OUTLINE 12
STATE OF CALIFORNIA REQUIREMENTS 13
ADMISSION REQUIREMENTS 14
ADMISSION PROCEDURE 14
NONDISCRIMINATION 14
PRE-APPLYING FOR STATEBOARD 15
TERMINATION POLICY 15
SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY 15
REENTRY STUDENTS 16
TRANSFER STUDENTS 16
COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE 17
ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE 17
MANICURIST PROGRAM TESTING AND GRADING PROCEDURE 18
STUDENT SERVICES 18
PARKING 18
GRADUATION REQUIREMENTS IN COURSES 19
GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES 19
COST OF TUITION AND SUPPLIES 20
PAYMENT OPTIONS 20
NOTICE 20
2012 CLASS START DATES 21

STUDENT TUITION RECOVERY FUND (STRF) 22
STUDENT KIT – Cosmetology 23
STUDENT KIT – Esthetics 24
STUDENT KIT – Manicurist 24
ENROLLMENT INFORMATION 25
TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK-HOUR PROGRAM 27
INSTITUTIONAL REFUND POLICY "BUYERS RIGHT TO CANCEL" 29
NOTICE OF STUDENT'S RIGHTS 31
STUDENT FINANCIAL AID RELEASE 31
REINSTATEMENT OF FINANCIAL AID ***for those who qualify*** ***31***
ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION 31
MAKE UP WORK 31
SATISFACTORY ACADEMIC PROGRESS POLICY 32
QUANTITATIVE AND QUALITATIVE FACTORS 32
COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME 32
MAXIMUM TIME FRAME 33
EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT 33
DETERMINATION OF PROGRESS STATUS 33
PROBATION AND REESTABLISHMENT OF SATISFACTORY PROGRESS 34
LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS 34
APPEAL PROCEDURE 35
STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY 35
FERPA 35
PERFORMANCE STATISTICS/JOB OUTLOOK 36
PROGRAM INTEGRITY 37
REGULATORY AND ACCREDITATION AGENCIES 38
REASONABLE ACCOMMODATIONS POLICY 39
STUDENT CONSUMER INFORMATION 40
SEXUAL HARASSMENT POLICY 41
BULLYING, HARASSMENT, AND DISCRIMINATION POLICY 42
SOCIAL NETWORKING POLICY 42
COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL 43
STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES 44
COACHING AND CORRECTIVE ACTION 49
GRIEVANCE POLICY 50
QUESTIONS 50
REVIEW 50
COMPLAINTS 50
CATALOG MODIFICATION 50
ARBITRATION AGREEMENT AND WAIVER OF JURY TRIAL 51
SCHOOL ADMINISTRATION AS OF AUGUST 2012 52

SAFAVI INSTITUTE OF COSMETOLOGY AND ESTHETICS

PAUL MITCHELL PARTNER SCHOOL

3100 McHenry Avenue, Modesto, CA 95350

Catalog Revised August 2012

APPROVAL/DISCLOSURE STATEMENT

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School, 3100 McHenry Avenue Modesto, CA 95350, has temporary approval to operate in the State of California, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School, under section 94802 (a) of CPPEA, will by operation of law, be approved until December 13, 2012. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, (888) 370-7589.

This is a private institution and is approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education (BPPE). *For more information, call the Bureau for Private Postsecondary Education at (916) 431-6959, or call toll-free at (888) 370-7589, or visit its Web site at www.bppe.ca.gov.*

Cosmetology	**1600 hours**
Esthetics	**600 hours**
Manicurist	**400 hours**

Instruction is in residence with facility occupancy level accommodating 300 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School's Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. This school is currently approved to participate in approved sponsored programs, government or otherwise, to provide grants and/or loans to pay for portions of tuition and fees.

The Board of Barbering and Cosmetology (BBC) set minimum standards for these programs of study: Cosmetology and Esthetics Programs. The minimum number of class hours and the total clock hours for each course, as outlined in the program's Rules and Regulations booklet, must be met to qualify the student for licensure.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95834, www.bppe.ca.gove, toll-free telephone (888) 370-7589, or by fax (916) 263-1897.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing to Rosemary Safavi, Owner; however, if a complaint cannot be resolved, then a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) or by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the BPPE's Internet Web site at www.bppe.ca.gov.

All information in the content of this school catalog is current and correct and is so certified as true by Rosemary Safavi and/or Hooman Safavi, Director/Owner.

Signature_____

Rosemary Safavi and/or Hooman Safavi, Director/ Owner

MISSION STATEMENT

Our mission is to provide a quality educational system to prepare students to pass the state board examination and to gain employment within the field of Cosmetology, Manicuring and Esthetics. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** is passionately committed to provide a solid educational foundation to empower our team in the pursuit of excellence; we strongly believe that when people come first, success will follow.

SCHOOL FACILITIES

The cosmetology, manicurist and esthetics course at **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** offers the challenge of a very stimulating and rewarding career. The School is fully equipped to meet all of the demands of modern hair designing and skin therapy, providing a high-tech atmosphere and a model for progressive personal development. The facility includes student lounge and lockers, client reception and work areas, management offices, and private classrooms and workstations.

SCHOOL FACULTY

Under the controlling direction of prestigious designers, you will receive a quality education in the exciting and changing industry of hair design. Our instructors are licensed by the state and are successful professionals who continue to work in salons and spas as time permits.

THE ADMINISTRATION/OWNERSHIP

Global, Inc., dba **Safavi Institute of Cosmetology and Esthetics, Paul Mitchell Partner School**, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

SCHOOL FACULTY

Under the controlling direction of prestigious designers, **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** staff, you will receive a quality education in the exciting and changing industry of hair design, skin care, or manicuring. Our Learning Leaders maintain a cosmetology, esthetics or manicurist license, and are highly successful professionals who continue to work in salons and spas as their own time permits.

SCHOOL LIBRARY

The library is located in the back the clinic floor which is equipped with a study area that includes tables, chairs, books, magazines, CD player, and studying supplies ex: pens, paper, and markers. The library is available for students to access with permission from a Learning Leader.

COURSE DESCRIPTIONS *(All courses are taught in English)*

"THE SCHOOL DOES NOT OFFER INSTRUCTION IN "ENGLISH AS A SECOND LANGUAGE."

Cosmetology: ***Standard Occupational Classification (SOC) 39-5012.00, Classification of instructional Program (CIP) 12.401***
The curriculum involves 1600 hours necessary to satisfy California State licensing requirements. All courses are taught in English. The course of study includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, California state laws & regulations, salon-type administration, and job interviewing.

Esthetics: ***SOC 39-5094.00, CIP 12.0403***
The curriculum involves 600 hours necessary to satisfy California State requirements. All courses are taught in English. The course of study includes extensive instruction and practical experience in facials, hair removal, makeup application, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, California state laws & regulations, salon-type administration, and job interviewing.

Manicurist: ***SOC 39-5092.00, CIP 12.0410***
The curriculum involves 400 hours necessary to satisfy California 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, California state laws & regulations, salon-type administration, and job interviewing.

EDUCATION GOALS

The quality education system at **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** includes providing an outstanding learning facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our goals are:

1. To educate students to be professional, knowledgeable and skilled Cosmetologists, Manicurist or Estheticians for marketability within the industry.
2. To maintain a program that is constantly updated, so students will have the knowledge needed to compete in the field of Cosmetology, Manicuring and Esthetics.
3. To promote the continuing educational growth of the faculty and students, using current teaching methods and techniques.
4. To teach courtesy and professionalism as the foundation of a successful career in Cosmetology, Manicuring or Esthetics.
5. To prepare the student to successfully pass the State Licensing Exam for entry level employment. To train and graduate students while empowering them .

MEASURABLE PERFORMANCE OBJECTIVES

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

REQUIREMENTS OF THE INDUSTRY

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School believes that students interested in pursuing a career in cosmetology or esthetics should:

1. Develop finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public.
3. Become aware of the latest fashions, beauty techniques and technical advances.
4. Make a strong commitment to your education.
5. Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1600 clock hours

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

1. **Pre-clinical Classroom Instruction:** The first 245 hours for full-time and 225 hours for part-time is devoted to classroom workshops where students learn design principles, technical information, and professional practices.
2. **Clinic Learning Experience:** The remaining 1355 hours are spent in the clinic area where practical experience is gained.

COSMETOLOGY COURSE OUTLINE

A student's time at **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** for the cosmetology program will be divided into six designations:

1. **Core Curriculum:** A six-week, 175-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, and texture services.
2. **Protégé Experience:** Each student's experience as a Protégé produces a smooth transition from Core future professional to Adaptive future professional. Students spend 2 weeks as a Protégé preparing them for their clinical experience.
3. **Clinic Experience:** Each student's learning process will be guided with individual attention and group learning experiences from 315 to 1600 hours for full-time and 275-1600 hours for part-time, where workshops, monthly worksheets and periodic tests have been developed specifically for this monitoring process. This is when students will begin working on paying clients in the workroom area.
4. **Classroom Learning:** Each student's time in the classroom in this phase, from 315 to 1600 hours for full-time and 275-1600 hours for part-time, is divided into four areas. Each of these areas has a specialist in that field that will conduct the different elective classes once a week. These areas are cutting, coloring, perm texture, and specialty class. The specialty class includes guest artists, retail, motivation, and self-improvement, nail artistry, make-up, etc.
5. **Adaptive Curriculum:** From 315 to 800 hours for full-time and 275-800 hours for part-time, students will enter a new phase of elective classroom workshops coupled with challenging practical services that will continue to build them into a confident designer.
6. **Creative Curriculum:** Students will spend their last 800 hours in School in "high gear" by dressing, acting and working like a true professional. They will use their own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare for their future salon career.

STATE OF CALIFORNIA REQUIREMENTS

Cosmetology

The instructional program of **Safavi Institute of Cosmetology and Esthetics a Paul Mitchell Partner School** meets or exceeds these requirements:

Subject	Theory Hours	Practical Application
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80
Laws and Regulations	20	
Health and Safety Considerations	45	
Disinfection and Sanitation	20	
Anatomy and Physiology	15	
Manual, Electrical, and Chemical Facials	25	40
Eyebrow Beautification and Makeup	25	30
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120 nails
Additional Training	100	440
TOTAL HOURS	**470**	**1130**

In addition to the state requirements listed above, Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School, provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. All practical work includes product use and safety. Job search training includes compensation packages and payroll deductions.

ESTHETIC COURSE OVERVIEW

Course Hours: 600 clock hours

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

❶ **Pre-clinical Classroom Instruction:** The first 245 hours for full-time and 200 hours for part-time is devoted to classroom workshops, where the student learns esthetic principles, technical information and professional practices.

❷ **Clinic Learning Experience:** The remaining 410 hours are spent in the clinic area where practical experience is gained.

ESTHETIC COURSE OUTLINE

Each student's time at **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** Esthetics Program will be divided into five designations:

❶ **CORE: Core Curriculum:** A five-week, 175-hour orientation, known as the CORE program, instills the basic fundamentals in skin care. 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.

❷ **PROTEGE:** Each student's learning process will be guided with individual attention in practical workshops, weekly tracking and periodic tests that have been developed specifically for this stage of progress.

❸ **MENTOR:** Students will enter a new phase of elective classroom workshops coupled with challenging practical services that will continue to build them into confident skin care therapists.

STATE OF CALIFORNIA REQUIREMENTS

Esthetics

The instructional program of **Safavi Institute of Cosmetology and Esthetics a Paul Mitchell Partner School** meets or exceeds these requirements:

Subject	Theory Hours	Practical Application
Manual, Electrical, and Chemical Facials	70	140
Preparation	15	
Laws and Regulations	10	
Health and Safety Considerations	40	
Disinfection and Sanitation	10	
Anatomy and Physiology	15	
Eyebrow Beautification	25	50
Makeup	20	40
Additional Training	65	100
TOTAL HOURS	**270**	**330**

In addition to the state requirements listed above, Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School, provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. All practical work includes product use and safety. Job search training includes compensation packages and payroll deductions.

MANICURIST COURSE OVERVIEW

Course Hours: 400 clock hours

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

❶ **Pre-clinical Classroom Instruction:** The first 105 hours are devoted to classroom workshops, where students learn esthetic principles, technical information and professional practices.

❷ **Clinic Learning Experience:** The remaining 295 hours are spent in the clinic area where practical experience is gained.

MANICURIST COURSE OUTLINE

Each student's time at **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** Esthetics Program will be divided into five designations:

❶ **CORE:** Pre-Clinical classroom to learn the rules and prepare for the guest services.

❷ **ADAPTIVE:** Blend of classroom and clinic floor learning focused on reinforcing the core skills, while adapting to live clinic floor experiences.

❸ **CREATIVE:** Final phase of nail technician classroom and clinic floor learning that prepares the future professional for licensing and salon and spa life. Students will enter a new phase of elective classroom workshops, coupled with challenging practical services that will continue to build them into confident skin care therapists.

STATE OF CALIFORNIA REQUIREMENTS

Manicurist

The instructional program of **Safavi Institute of Cosmetology and Esthetics a Paul Mitchell Partner School** meets or exceeds these requirements:

Subject	Theory Hours	Practical Application
Manicures and Pedicures	60	60
Manicure and Pedicures		180 Nails
Laws and Regulations	10	
Health and Safety Considerations	25	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy, and Physiology	10	
Additional Training	35	
TOTAL HOURS	**125**	**240**

In addition to the state requirements listed above, Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School, provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. All practical work includes product use and safety. Job search training includes compensation packages and payroll deductions.

ADMISSION REQUIREMENTS

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School admits as regular students those who are high school graduates, and holders of high school graduation equivalency certificates (GED) or transcript. If a student has been convicted of a crime, done any act involving dishonesty, fraud or deceit, or done any act which (if done by a licentiate of the business or profession in question) would be grounds for the Bureau of Barbering and Cosmetology to deny licensure. The Bureau of Barbering and Cosmetology may deny licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** is not responsible for students denied licensure. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** has not entered into an articulation or transfer agreement with any other college or university.

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

ADMISSION PROCEDURE

❶ **Complete an Application Form:** Complete and submit the application form. All necessary forms may be obtained by requesting them from the school.

❷ **Submit an Application Fee:** Action will not be taken on admissions until Application Fee of $75.00 is received. Please send this evaluation fee in the form of a check, cash or money order, payable to **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**. This fee is not included in the cost of tuition.

❸ **Submit Two (2) Photos:** The pictures should be a recent head and shoulder shot, similar to a passport photo.

❹ **Provide Verification Documents:** A copy of the applicant's High School diploma, High School transcripts, or GED certificate. We are required to verify that your proof of education comes from a valid high school or GED program. If we determine that the diploma or GED certificate is not valid, you will be denied admission to the school.

❺ **Identification Verification:** State issued Drivers License; State issued ID or Birth Certificate.

❻ **Essay Requirement:** There is an essay requirement that must be met with the registration process.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School does not recruit students who are already enrolled in a similar program at another School.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School does not accept challenge examinations, achievement test, or administer ability-to -benefit testing.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School has not entered into an articulation or transfer agreement with any other college or university.

NONDISCRIMINATION

Safavi Institute of Cosmetology and Esthetics, Paul Mitchell Partner School, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director, Rosemary Safavi or Hooman Safavi, in person or by calling (209) 577-0644, or by mail at 3100 McHenry Avenue Modesto, CA 95350, immediately so appropriate action can be taken.

PRE-APPLYING FOR STATEBOARD

It is up to the discretion of **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** to grant pre-application status based on satisfactory attendance, satisfactory academics.

TERMINATION POLICY

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School may terminate a student's enrollment for immoral or improper conduct, for receiving five suspensions, for noncompliance with educational requirements, for a violation of student professional development guidelines, for a violation of general School policies, or for a breach of the enrollment contract. If terminated, Applicant will be charged an administrative fee in the amount of $100.00.

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

By following safety precautions, students contribute to the health, welfare, and safety of the community. The following are a list of important guidelines and precautions to follow:

1. Always have good hygiene and be professionally dressed.
2. Keep a first aid kit on hand.
3. Follow safety regulations and keep equipment properly sanitized.
4. Protect the client's clothing by appropriately draping them.
5. Ask the client to remove any jewelry, hair accessory, glasses, etc.
6. Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
7. Wear gloves when dealing with chemicals.
8. Carefully use all chemically active products to avoid injury.

REENTRY STUDENTS

❶ Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.

❷ Previous tuition payments will be credited to the student's balance.

❸ Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

❹ Students who are Student Tuition Recovery Fund (STRF) eligible (refer to page 18 for eligibility guidelines) will be assessed a prorated STRF fee.

The school does not deny readmission to any service member of the uniformed services for reasons relating to that service.

Readmission is reserved to the sole discretion of PAUL MITCHELL THE SCHOOL and may require special conditions.

Readmission requires a personal interview with school administration. Reentering students will be placed on 30-day probation, during which time they must meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. Students will be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for the 30-day probationary period may be terminated. Students who reenter the program are placed in the same Satisfactory Academic Progress standing as when they left. Reenrolling students who have previously used all of the excused absences provided under their original contract will not receive any additional time for excused absences under the new reenrollment contract. In addition, students may be responsible for any overtime charges that had previously accrued but had not yet been assessed.

TRANSFER STUDENTS

PAUL MITCHELL THE SCHOOL will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 400 hours will be accepted for cosmetology and esthetics students who transfer from another school; all transfer students must attend a minimum of 1200 hours at **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** to obtain the Paul Mitchell culture and educational program. Students who have had training outside the state of California must provide proof of the number of hours of training to the Board of Barbering and Cosmetology and **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** prior to enrollment. For students transferring from another Paul Mitchell School, a minimum of 800 hours will be accepted. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** does not accept manicurist transfer students.

The cost for cosmetology and esthetics transfer students is $13.00 per hour attended at PAUL MITCHELL THE SCHOOL; this does not include the cost of a complete and current Paul Mitchell student kit.

Please note that students transferring to another school may not be able to transfer all the hours they earned at **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** ; the number of transferable hours depends on the policy of the receiving school.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School has not entered into an articulation or transfer agreement with any other college or university.

Notice of Transferability of Credits and Credentials Earned at Our Institution
The transferability of credits you earn at **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our cosmetology or esthetics programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn at this institution is 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 **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** to determine if your certificate will transfer.

Notice of Transferability of Credits and Credentials Earned at another Institution
The transferability of credits or certificate you earn at another institution is at the sole discretion of **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**. You may be required to repeat some or all of your coursework, if **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** does not accept some or all of your credits. For this reason you should speak to **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School's** Admissions Leader to determine if your credits or certificate will transfer. If you wish to appeal the credits accepted, please refer to the school's appeal policy located on page 29 of this catalog.

COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during a student's 1600-hour courses:

Students must receive and maintain a 70% or higher grade point average throughout their Theory course. If a student fails to receive a 70% or higher on a theory exam, the student will be given an opportunity to make up that exam.

❶ **200-hour CORE Practical skill and written evaluation test.** A Technical Skills Feedback Form will be given upon completion of Core, Adap**tive, and Creative courses.**

❷ **1200-hour written exam.** (This test is an overview of all related cosmetology subjects, i.e., anatomy, chemistry, etc.)

❸ **1400 – 1600 hour (mock state board or final phase) practical skill exam and a 1400 – 1600 hour written exam.** The written examination will cover a variety of state board mock questions.

❹ **Twelve (12) practical monthly worksheets.** One worksheet corresponds with final phase.The night program has twenty-three (23) worksheets.

ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE

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

Students must receive 70% or higher grade point average throughout their Theory course. If a student fails to receive a 70% or higher on theory exam, the student will be given the opportunity to make up that exam.

❶ **200-hour CORE Practical skills and written evaluation test.**

❷ **Phase two written and practical exam.** A Technical Skills Feedback Form will be given upon completion of CORE, Protégé, and mentor courses.

❸ **600-hour (mock State Board) practical skills test and a 600-hour written test.** The written examination will cover a variety of State Board mock questions.

MANICURIST PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 400-hour course:

Students must receive 70% or higher on each lesson plan theory tests. Test scores are posted the following day that the test is given. Students must receive a 70% or higher grade on all tests given.

❶ **Core Practical exam.**

❷ **300 hour written exam.** (This test is an overview of all related nail subjects, i.e., anatomy, chemistry, etc.)

❹ **Mock State Board practical skill and written exam.** The written examination covers an overview of all theory instruction, California State Law, and other items covered on the State Cosmetology exam. The practical exam also covers all phases of what is to be expected on the State Board examination.

STUDENT SERVICES

❶ **Housing: Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** keeps a file of information about housing in the surrounding areas. Students can locate apartments ranging from $650.00-$850.00 depending on location and size. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** does not have dormitory facilities under its control.

❷ **Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the School maintains a record of such referral. Information and advice on any financial assistance are both accessible to students. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** also gives advice and information to students on these subjects:

a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
b. Employment opportunities.
c. Opportunities for continuing education following graduation.

❸ **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** has no responsibility to find or assist a student in finding housing.

PARKING

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** will not be responsible for parking violations and/or towing fees.

GRADUATION REQUIREMENTS IN COURSES

1. Receive the required number of clock hours of training.
2. Pass both the practical and written exams given upon the completion of the Core.
3. Work on all monthly worksheets with a 70% completion rate. (cosmetology only)
4. Satisfactorily pass final written and practical exams.
5. Complete the required theory hours.
6. Make satisfactory arrangements for payment of all debts owed the School.
7. Receive a graduation certificate and plaque, which will be given at the time of the graduation ceremony.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School reserves the right to terminate a student in school if the student's progress is not satisfactory as determined by the Education Leader and/or the failure to complete all listed requirements or the failure to pass the written and practical exams. For the purpose of transfer or graduation, hours will not be released by **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** until all monies owed to the School have been paid and all academic requirements pertaining to those hours have been completed.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

There are many wonderful career opportunities available within the beauty industry. In addition to hair design and skin care, this industry also offers opportunities in areas such as makeup, aromatherapy, nail artistry, product educators, platform artists and salon management.

Although **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** ***does not guarantee employment upon graduation,*** **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** does maintain an aggressive job placement program and will inform students of job openings and opportunities. Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School coordinates placement programs with local and national salons and spas by, among other things, sending out surveys, inviting salon and spa owners and guest artists to teach at the School, etc.

COST OF TUITION AND SUPPLIES

TUITION – Cosmetology

Tuition	$15,240.00
Application Fee (Non-refundable)	75.00
Student Tuition Recovery Fund (STRF) (Non-refundable)	47.50
Equipment, Textbook, Supplies (Non-refundable)	3,602.00
TOTAL COSTS	**$18,964.50**

TUITION – Esthetics

Tuition	$8,121.00
Application Fee (Non-refundable)	75.00
Student Tuition Recovery Fund (STRF) (Non-refundable)	25.00
Equipment, Textbook, Supplies (Non-refundable)	1,525.00
TOTAL COSTS	**$9,746.00**

TUITION – Manicurist

Tuition	$3,820.00
Application Fee (Non-refundable)	75.00
Student Tuition Recovery Fund (STRF) (Non-refundable)	12.50
Equipment, Textbook, Supplies (Non-refundable)	1,082.00
TOTAL COSTS	**$4,989.50**

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.

PAYMENT OPTIONS

We offer financial aid to those who qualify. If a student obtains a loan to pay for the educational program, the student will have the responsibility of repaying the full loan plus interest, less the amount of any refund. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full. The school accepts cash, credit card, and personal check payments. Please contact the school's Financial Aid Leader for payment options.

Financial aid available to those who qualify.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

2012 CLASS START DATES

Cosmetology	
DAY FULL TIME SCHOOL:	January 24, March 13, May 1, July 3, August 21, October 9, November 27
NIGHT PART TIME SCHOOL:	January 30, March 26, May 21, July 16, September 4, November 5

Esthetics	
DAY FULL TIME SCHOOL:	January 24, March 13, May 1, July 3, August 21, October 9, November 27
NIGHT PART TIME SCHOOL:	February 27, May 21, August 13, November 5

Manicurist	
DAY FULL TIME SCHOOL:	January 24, April 24, July 17

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

❶ You are a California resident and a student in an educational program, or are enrolled in a residency program, and you prepay all or part of your tuition either in cash, guaranteed student loans, or personal loans, and

❷ Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

❶ You are not a California resident, or are not enrolled in a residency program, or

❷ Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who are students in educational programs or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program if you prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

❶ The school closed before the course of instruction was completed.

❷ The school failed to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

❸ The school failed to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

❹ There was a material failure to comply with the California Private Postsecondary Education Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau for Private Postsecondary Education.

❺ There was an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School will collect the STRF fee from the student ($47.50 for cosmetology students; $25.00 for esthetics students; $12.50 for manicuring students) and remit it to the BPPE.

STUDENT KIT – Cosmetology

A standard student kit is included in the total fee. Please note that students are responsible for the purchase of stationary supplies.

BRUSHES

1 Large Round Boar Brush
1 Large Round Thermal Brush
1 Medium Round Boar Brush
1 Medium Round Thermal Brush
1 Paul Mitchell 407 Styling Brush
1 Paul Mitchell 413 Sculpting Brush
1 Paul Mitchell 427 Paddle Brush
2 Paul Mitchell Color Tint Brushes
1 Small Round Boar Brush
1 X-Large Round Thermal Brush
1 Scalp Brush

COMBS

1 Paul Mitchell 424 Teal Comb
1 Paul Mitchell 416 Red Comb
1 Metal Pick Teasing Comb
1 Metal Rat Tail Comb
1 Paul Mitchell Detangler Comb
1 Rat Tail Comb
6 Standard Cutting Combs
1 Taper Comb
1 Paul Mitchell 408 Black Comb
1 Clipper 132 Comb
1 Champion C16 Comb
1 Champion C28 Comb
1 YS Park 335 Red Comb
1 YS Park 337 Grey Comb
1 YS Park 339 White Comb

ACCESSORIES

4 Skinny Clips
6 Paul Mitchell Black Clips
1 Chemical Cape
1 Cutting Apron
1 Paul Mitchell Aluminum Spray Bottle
1 Black Handheld Mirror
1 Cutting Apron
1 Paul Mitchell Black Carry Bag
12 Black and White Butterfly Clips
1 Metal Paul Mitchell Case with Logo
1 Dermalogicia 30 Starter Kit
1 Paul Mitchell Learning Package
1 Box Jet Black Gloves
1 Safavi T-Shirt
1 Marker/Bag
Paul Mitchell Trial Retail

TOOLS

1 Classic Razor
1 Paul Mitchell Tripod
1 Paul Mitchell 1.25 Smoothing Iron
1 Paul Mitchell 6" Scissor/Thinner with Case
4 Mannequin Heads
1 Paul Mitchell Clipper/Thinner
1 Paul Mitchell Ionic 1000 Blow Dryer
1 5.5" Mannequin Scissors
1 Paul Mitchell 3/4 M 1000 Curling Iron

STUDENT EDUCATION MATERIALS

1 Cutting System DVD Box Set
ISBN 978-0-9743205-2-6, $300.00

1 Cutting System Cutting Cards
ISBN N/A, $10.00

1 Color System DVD Box Set
ISBN 978-0974-3205-1-9, $300.00

1 *The Coloring Book*
ISBN 978-0-9743205-3-3, $26.00

1 Coloring System Skill Cards
ISBN N/A, $14.50

1 *Paul Mitchell Product Guide Workbook*
ISBN N/A, $2.50

1 *Connecting to My Future* Book
ISBN 0-9743205-0-1, $19.95

1 *Be Nice (Or Else!)* Book
ISBN-13: 978-0-974-993-99-7, $23.95

1 Behind the Bottle CD
ISBN N/A $3.00

1 Multiple Intelligence Letter

1 Success for the Modern Salon CD, $40.00

1 Service Menu Experience, ISBN-N/A, $N/A

1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, $30.00

1 Dollar Camp

2 State Board Pamphlets

1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, $30.00

1 Color paper swatch chart

1 PM Shines paper swatch chart

1 Blonding Brochure 2012

TEXTBOOKS

1 *Milady's Standard Cosmetology* 2012 Textbook
ISBN-13: 978-1-4390-5923-2 (Hardcover), $104.95

1 *Milady's Standard Cosmetology 2012 Theory Workbook*
ISBN-13: 978-1-4390-5923-4, $44.95

1 *Milady's Standard Cosmetology 2012 Exam Review*
ISBN-13: 978-1-4390-5921-0, $33.95

STUDENT KIT – Esthetics

A standard student kit is included in the total costs fee. Please note that students are responsible for the purchase of stationary supplies.

PRODUCTS	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Dermalogica Esthetician Kit 1 Kryolan Make-up Kit 1 Total Eye Care 1 Eye Repair / Powder Firm **TEXTBOOKS** 1 *Milady's Standard Esthetics Fundamentals, 10th Edition* Textbook ISBN-13: 78-1-4283-1892-2 (Hardcover), $125.95 1 *Milady's Standard Esthetics Fundamentals Student Workbook*; ISBN-13: 978-1-4283-1894-6, $69.95 1 *Milady's Standard Esthetics Fundamentals Exam Review*; ISBN-13: 978-1-4283-1895-3, $45.95	1 Make-up cape **TOOLS** Milady's Esthetic Bundle Dermalogica Esthetician Kit Paul Mitchell Learning Package Kryolan Make-Up Kit Make-Up Cape Markers/Bag Gigi Mini Pro Kit Eye Brow Set Disposable Mascara Wands 1 Bag of Sponges 1 Box disposable black gloves 1 Massage Mani Pressure Points 1 Safavi T-Shirt Dollar Camp	1 *Be Nice (Or Else!)* Book ISBN-13: 978-0-974-993-99-7, $23.95 1 *Connecting to My Future* Book ISBN 0-9743205-0-1, $19.95 1 State Board Review book 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, $30.00

**Items subject to change.*

STUDENT KIT – Manicurist

A standard student kit is included in the total costs fee. Please note that students are responsible for the purchase of stationary supplies.

TOOLS	STUDENT EDUCATION MATERIALS
1 OPI Kit "On the Go" 1 Paul Mitchell Learning Student Package 1 Markers/ Bag 1 Dollar Camp 1 Milady's Standard Nail Technology, 6th Edition, Textbook ISBN - 13: 978-1-4354-9768-9, $102.95 1 Milady's Standard Nail Technology, 6th Edition, Student Workbook ISBN-13: 978-1-4354-9764-1, $54.95 1 Milady's Standard Nail Technology, 6th Edition, Exam Review ISBN-13: 978-1-4354-9763-4, $37.95	1 *Be Nice (Or Else!)* Book ISBN-13: 978-0-974-993-99-7, $23.95 1 *Connecting to My Future* Book ISBN 0-9743205-0-1, $19.95 1 State Board Review book 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year), ISBN N/A, $30.00

**Items subject to change.*

ENROLLMENT INFORMATION

❶ **Enrollment periods: Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** usually begins a new class about every 6 -8 weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** for exact starting dates.

❷ **Holidays: Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** allows the following holidays off for 2012 Easter Observed 4/7/12, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve.

❸ **The Enrollment Contract: Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** clearly outlines the obligations of both the School and the student in this contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.

❹ **Payment schedule: Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** offers a variety of payment options, including monthly financial payment schedules. See **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School's** Financial Aid Leader for details.

❺ Once a month the **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** will be closed for staff meetings and trainings. Please be advised you will not receive any hours for the day the institution is closed.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the Federal Financial Aid program.

❶ Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if the student has received federal student financial aid funds, the student is entotled to a refund of the moneys not paid for federal student financial aid program funds.

❷ For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.

❸ If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this timeframe, the institution will not make the post-withdrawal disbursement to the student.

❹ The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.

❺ The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40% was earned, 60% was unearned).

❻ The amount to be returned 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. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

❼ If a student unofficially withdraws and has received federal loans, the loans will go into repayment.

NOTE: A student who withdraws prior to completing 60% of the charging period may be required to repay some of the funds released to the student because of credit balance on the student's account.

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:

❶ Federal Unsubsidized Stafford Loan

❷ Federal Subsidized Stafford Loan

❸ Federal Plus Loan

❹ Federal Pell Grant

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK-HOUR PROGRAM

Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program

Student's Name: John Doe **Social Security #:** 123-45-6789

Date of school's determination that student withdrew: 1/6/11

Period used for calculation (check one): [1st] Payment Period [ ] Period of Enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny)
When calculating percentages, round to three decimal places. (for example, .4486 = .449 = 44.9%)

STEP 1: Students Title IV Aid Information

Title IV Grant Programs:	Amount Disbursed	Amount that Could Have Been Disbursed
1. Pell Grant	2,775.00	
2. Academic Competitiveness Grant		
3. National SMART Grant		
4. FSEOG		
5. TEACH Grant		
	A. 2,775.00 (sub-total)	C. 0.00 (sub-total)

Title IV Loan Programs:	Net Amount Disbursed	Net Amount that Could Have Been Disbursed
6. Unsubsidized FDLP / FFELP	2,985.00	
7. Subsidized FDLP / FFELP	1,742.00	
8. Perkins Loan		
9. PLUS FDLP / FFELP (Grad Student)		
10. PLUS FDLP / FFELP (Parent)	2,000.00	
	B. 6,727.00 (sub-total)	D. 0.00 (sub-total)

E. Total Title IV Aid Disbursed for the Period

A.	2,775.00
+ B.	6,727.00
= E.	9,502.00

F. Total Title IV grant aid disbursed and that could have been disbursed for the period

A.	2,775.00
+ C.	0.00
= F.	2,775.00

G. Total Title IV aid disbursed and aid that could have been disbursed for the period

A.	2,775.00
B.	6,727.00
C.	0.00
+ D.	0.00
= G.	9,502.00

STEP 2: Percentage of Title IV Aid Earned

Last Day Attended: 12/30/11

H. Determine the percentage of the period completed:
Divide the clock hours scheduled to have been completed as of the last day of attendance in the period by the total clock hours in the period.

271.00 (Hours scheduled to complete) / 450.00 (Total hour in period) = 60.2%

- ► If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- ► If this percentage is less than or equal to 60%, enter that percentage in Box H and proceed to Step 3.

H. 100.0%

STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

100.0% (Box H) x 9,502.00 (Box G) = 9,502.00 (Box I)

STEP 4: Title IV Aid to be Disbursed or Returned

- ► *If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).*
- ► *If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).*
- ► *If the amounts in Box I and Box E are equal,* ***STOP****. No further action is necessary.*

J. Post-withdrawal disbursement
From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

9,502.00 (Box I) - 9,502.00 (Box E) = 0.00 (Box J)

K. Title IV aid to be returned
From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

9,502.00 (Box E) - 9,502.00 (Box I) = 0.00 (Box K)

SAMPLE

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Instutional Charges for the Period.	Tuition	4,500.00
	Room	
	Board	
	Other	
	Other	
	Other	
Total Instutitonal Charges (Add all the charges together)	L.	4,500.00

M. Percentage of unearned Title IV aid

100.0%	-	100.0%	=	0.0%
		Box H		**Box M**

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

4,500.00	x	0.0%	=	0.00
Box L		Box M		**Box N**

O. Amount ofor school to return

Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

O. 0.00

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FDLP / FFELP	0.00
2. Subsidized FDLP / FFELP	0.00
3. Perkins Loan	0.00
4. PLUS FDLP / FFELP (Grad Student)	0.00
5. PLUS FDLP / FFELP (Parent)	0.00
Total loans the school must return = P.	0.00
6. Pell Grant	0.00
7. Academic Competitiveness Grant	0.00
8. National SMART Grant	0.00
9. FSEOG	0.00
10. TEACH Grant	0.00

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

0.00	-	0.00	=	0.00
Box K		Box O		**Box Q**

► If Box Q is < or = zero, **STOP.** If > zero, go to Step 8.

STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds that student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

6,727.00	-	0.00	=	6,727.00
Box B		Box P		**Box R**

► *If Box Q is less than or equal to Box R,* ***STOP.***
The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

► *If Box Q is greater than Box R, Proceed to Step 9.*

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

0.00	-	6,727.00	=	0.00
Box Q		Box R		**Box S**

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

2,775.00	-	50.00%	=	0.00
Box F				**Box T**

U. Title IV grant

From the initial amount of unearned Title IV aid due from the student (Box S) subtract the amount of loans to be repaid by the student (Box T).

0.00	-	0.00	=	0.00
Box S		Box T		**Box U**

► *If Box U is less than or equal to zero,* ***STOP***.
If not, go to step 10.

STEP 10: Return of Grants Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he/she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds that school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes $50.00 or less.

Title IV Grant Programs:	Amount to Return
1. Pell Grant	0.00
2. Academic Competitiveness Grant	
3. National SMART Grant	
4. FSEOG	
5. TEACH Grant	

SAMPLE

INSTITUTIONAL REFUND POLICY "BUYERS RIGHT TO CANCEL"

❶ Any monies due the applicant or 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 applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school excpet an application fee.

b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, until the first day of class session or the seventh (7) calendar day of signing the enrollment contract, whichever is later. In this case all monies collected by the school shall be refunded except an application fee. This policy applies regardless of whether or not the student has actually started training.

c. A student who cancels his/her contract after the seventh (7) calendar day of signing the contract but prior to entering classes, whichever is later, is entitled to a refund of all monies paid to the school less an application fee of $75.00.

d. A student notifies the institution of his/her withdrawal.

e. A student is expelled by the institution.

f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification at the following address: ***Safavi Institute of Cosmetology and Esthetics, Paul Mitchell Partner School****, 3100 McHenry Avenue Modesto, CA 95350,* or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.

g. Monies paid for student kits are non-refundable.

❷ Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored monthly and a determination is made to withdraw a student who has been absent from school for 14 or more calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

❸ 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.

❹ 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 enrollment contract.

❺ Monies paid for supplies and equipment are nonrefundable after seven (7) calendar days of signing the enrollment contract, but prior to entering classes, whichever is later.

❻ If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.

❼ A student's account may be sent to collections for nonpayment.

❽ If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract Registration/Application fee not to exceed $250.00.

Step 3: Apply a pro rata refund based on the percentage of actual hours completed in the program.

Below is an example of a pro rata refund for the *Cosmetology Program:* The amount listed is the amount a school may retain based on the percentage of *actual hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
$15,240.00	$1,524.00	$3,810.00	$7,620.00	$9,14.00	$15,240.00

Below is an example of a pro rata refund for the *Esthetics Program:* The amount listed is the amount a school may retain based on the percentage of *actual hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
$8,121.00	$812.10	$2,030.25	$4,060.50	$4,872.60	$8,121.00

Below is an example of a pro rata refund for the *Manicurist Program:* The amount listed is the amount a school may retain based on the percentage of *actual hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
$3,820.00	$382.00	$955.00	$1,910.00	$2,292.00	$3,820.00

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a registration/application fee, if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered. IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Department of Consumer Affairs, Consumer Information Division: 1625 North Market Blvd., Suite N112, Sacramento, CA 95834, (800) 952-5210.

NOTICE OF STUDENT'S RIGHTS

❶ You may cancel your contract for school, without any penalty or obligation, until the first day of class session or the seventh (7) calendar day after enrollment, whichever is later.

❷ After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the Retail Installment Contract. If you have lost your contract, ask the school for a description of the refund policy.

❸ If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or toll- free (888) 370-7589.

❹ If you have any complaints, questions, or problems that you cannot resolve with the school, write or call: Department of Consumer Affairs, Consumer Information Division, 1625 North Market Blvd., Suite N112, Sacramento, CA 95834, (800) 952-5210.

STUDENT FINANCIAL AID RELEASE

The undersigned agrees that **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

REINSTATEMENT OF FINANCIAL AID *for those who qualify*

If applicable, Title IV financial aid will be reinstated to qualified students who have prevailed upon appeal or who have reestablished satisfactory progress by meeting the minimum cumulative attendance and academic requirements.

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

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 make up time. The theory test learning leader is to set these dates and announce them to the future professionals weekly.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students enrolled in programs 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 the first class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file.

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 70% or higher.
2. A minimum cumulative academic level of 70% or higher on practical worksheet completion.*
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 70% or higher.
4. A minimum cumulative attendance of 80% of their scheduled hours**

**To meet the state practical requirements for graduation, students must eventually complete monthly practical worksheets 100%. 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 70% 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.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full-time day students attend five (5) days (Tuesday through Saturday), 35 hours per week, from 9:00 AM to 4:30 PM. Part-time night school students attend four (5) days (Monday through Friday), 25 hours per week, from 5:00 PM to 10:00 PM. Information regarding other course schedules is available upon inquiry.

The state of California requires 1600 clock hours for the cosmetology course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 45.71 weeks for a full-time student and 64 weeks for a part-time student.

The state of California requires 600 hours for the esthetics course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 17.14 weeks for a full-time student and 24 weeks for a part-time student.

The state of California requires 400 hours for the manicurist course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 11.43 weeks for a full-time student and 16 weeks for a part-time student.

MAXIMUM TIME FRAME

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

COURSE	LENGTH	MAXIMUM TIME FRAME	MAXIMUM %
Cosmetology- Full Time	45.71 Weeks	57.14 Weeks	125%
Cosmetology- Part Time	64 Weeks	80 Weeks	125%
Esthetics- Full Time	17.14 Weeks	21.43 Weeks	125%
Esthetics- Part Time	24 Weeks	30 Weeks	125%
Manicurist- Full Time	11.43 Weeks	14.29 Weeks	125%
Manicurist- Part Time	16 Weeks	20 Weeks	125%

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1250 *actual hours;* esthetics students when they receive 300 *actual hours;* manicurist students 200 *actual hours.* At least one evaluation will occur prior to the midpoint of the academic year.

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

❶ Examinations are given in all subjects.
❷ Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student's financial file. The student may request to review their financial aid file from the Financial Aid Leader or Director.

The following grading scale is used for theory progress:

A = 90 – 100% B = 80 – 89% C = 70 – 79% Failing = Below 70%

Grades for practical and clinical work are indicated by a signature on the student's worksheet or client ticket. A signature from an instructor represents a grade of 70% or higher. No signature indicates a score of less than 70% and the student has not met minimum satisfactory standards on the practical application. Students are required to continue the practical application until they receive a signature from an instructor.

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.

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.

PROBATION AND REESTABLISHMENT OF SATISFACTORY PROGRESS

Students failing to meet minimum requirements will be notified in writing and placed on Financial Aid Warning for the next evaluation period. They will be counseled about the actions required for attaining satisfactory status by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds.

If, at the end of the Financial Aid Warning period, the student still has not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress; he/she will be ineligible for Title IV assistance.

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress determination have in some way changed. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances, must be documented. If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation period the student has not met both academic and attendance requirements all federal aid will be suspended. Students may reestablish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period, if those requirements can be met.

Students who have not met academic and attendance requirements for two (2) consecutive evaluation periods will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students regardless of their eligibility for Title IV funding programs. To comply with DOE requirements, the terminology *Financial Aid Warning* and *Financial Aid Probation* will be used for both Title IV and non-Title IV students.

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

The school does not have a leave of absence policy. If the student needs to take off more time than allotted in the contract or more than 14 calendar days, he/she must drop and reenroll when ready to return. 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. Course incompletes, repetitions, and noncredit remedial courses have no effect upon the school's satisfactory progress standards.

APPEAL PROCEDURE

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the students fail to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

The result of the students appeal will be documented on our Appeal Process Results Form and will be signed by the Student, Director, Learning Leader Advisor, and Financial Aid Leader. *Appeal documentation will remain in the student's permanent file.*

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to his/her School records. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** requires written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by law, such as by a court order or subpoena. The School does not publish "directory information" on any student. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** provides and permits access to student and other School records as required for any accreditation process initiated by **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of said Commission. Student records are maintained for a minimum of 5 years.

FERPA

Requirements under The Family and Education Rights and Privacy Act of 1974, as amended ("FERPA") – FERPA includes limitations on student educational records that institutions can disclose without the student's prior written consent or written consent of the parent if the student is under 18 years of age. FERPA requirements apply to current and former students. In order for any employee to release information in regards to a currently enrolled or former student a form that is called; ***Release of Information Form must be signed;*** this form lives in the Financial Aid Department as well as the Operations Department.

PERFORMANCE STATISTICS/JOB OUTLOOK

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential and job openings. The most recent survey, completed in May 2007, compiled data from 6,203 salons responding to a national survey.

The 2007 Job Demand Survey results indicated that salons in California plan to hire 45,967 new employees in the next twelve months. The average annual salary for a salon professional in California is $44,134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is $35,973.

Most importantly, 69 percent of California salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs should be immediately available for properly-trained salon professionals.

As of January 2007, there were 325,021 professionals employed at California's 48,131 salons. 40 percent of salons in the state are employer-owned, and 29 percent are booth-rental salons. The other 31 percent are a combination of the two.

49 percent of California salons are classified by their owners as full-service salons; 20 percent are listed as haircutting salons. Barbershops make up 13 percent of the total. Nationally, 58 percent of salons are listed as full-service, meaning that California has a higher percentage of specialized establishments.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School performance statistics for the calendar year 2010:

Completion	Placement	Licensure
87%	**69%**	**89.5%**

(Combined Cosmetology and Esthetics)

PROGRAM INTEGRITY

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period, NACCAS shows the following data for the *cosmetology program:*

Placement rate	On-Time Graduation Rates	Median Loan Debt
65%	**68%**	***2010–2011* Title IV: $0, Private: $0, Institutional: $0**

For the most recent annual reporting period, NACCAS shows the following data for the *esthetics program:*

Placement rate	On-Time Graduation Rates	Median Loan Debt
69%	**83%**	***2010–2011* Title IV: $0, Private: $0, Institutional: $0**

For the most recent annual reporting period, NACCAS shows the following data for the *manicurist program:*

Placement rate	On-Time Graduation Rates	Median Loan Debt
100%	**100%**	***2010–2011* Title IV: $0, Private: $0, Institutional: $0**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at: http://safavi.paulmitchell.edu/modesto-ca/programs.

REGULATORY AND ACCREDITATION AGENCIES

The following Schools license and regulate **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School:**

Department of Consumer Affairs
Consumer Information Division
1625 North Market Blvd, Suite N112
Sacramento, CA 95834
(800) 952-5210

The Board of Barbering and Cosmetology (BBC)
P.O. Box 944226
Sacramento, CA 94244-2260
Toll-free: (800) 952-5210

Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818, West Sacramento, CA 95798
By e-mail to: bppve@dca.ca.gov
(916) 574-7720

National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600

NACCAS is recognized by the Department of Education as the National Agency for Private Cosmetology Schools.

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.

REASONABLE ACCOMMODATIONS POLICY

It is the policy of **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** to respond to requests for reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) or section 202 of the Americans with Disabilities Act of 1990 (2 U.S.C. 12132), which states in part, "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Reasonable accommodation shall refer to modification or adjustment to a job, academic program, or work or learning environment to enable a qualified individual with a disability to enjoy an equal employment or educational opportunity. An equal employment or educational opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment or education available to similarly situated staff, faculty, or students without a disability.

The Americans with Disabilities Act requires reasonable accommodations in three (3) aspects of employment and education:

❶ To ensure equal opportunity in the application process

❷ To enable a qualified individual with a disability to perform the essential functions of a job or to benefit from an educational program

❸ To enable staff, faculty, or students with disabilities the opportunity to enjoy equal benefits and privileges of employment and education

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School is obligated to provide reasonable accommodations, adjustments, and/or auxiliary services only to the known limitations of an otherwise qualified individual with a disability. It is the responsibility of the individual with a disability to inform school staff and to provide documentation (from an appropriate professional) of a disability and demonstrate or document how the disability limits participation in employment programs, services, or activities at the time of admission.

When a qualified individual with a disability requests an accommodation, the school will make a reasonable effort to provide an accommodation, adjustment, and/or auxiliary service that is effective for the individual. Appropriate accommodations or modifications will be provided to ensure that the evaluation of performance represents achievement rather than reflecting the impact of disability.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School defines *accommodation* as "measures taken to supplement or modify instruction during the student's tenure at the school."

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

❶ Notify the school director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and need for the accommodation or auxiliary aid. The request should be made at least four (4) weeks in advance of the date needed. You may contact the Compliance Coordinator if you have any questions.

❷ The Compliance Coordinator will respond within two (2) weeks of receiving the request.

STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that effective July 1, 1977, each post-secondary institution which receives Federal Financial Aid funds must make certain student consumer information available to any enrolled or prospective student who request such information.

This section compiled by the Financial Aid office staff attempts to meet the requirements.

The school is approved for and participates in Federal PELL Grants, Subsidized Direct loans, Unsubsidized Direct Loans, and Parent PLUS loans. Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out of pocket costs that the students and/or parents must pay to obtain a specific post-secondary education. Put differently, financial aid is monies made available to help students meet the cost of the program. Financial aid includes grants and need and non-need loans.

Need-based financial aid is available to families that demonstrate a financial need for additional resources. The formula below is used to determine how much financial need a student has:

Cost of Attendance – Expected Family Contribution (EFC) = Financial Need

Non-Need is the difference between the cost of education and Financial Need.

Based on these calculations Federal Aid may not cover all the cost of attendance.

All financial aid is awarded to students who qualify based on the following:

❶ Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1-151, 1-551, and 1-94.

❷ Criteria making a student INELIGIBLE includes codes F-1, F-2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria but are not registered.

SEXUAL HARASSMENT POLICY

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

❶ Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;

❷ Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or

❸ Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include but is not limited to:

❶ Verbal harassment or abuse of a sexual nature
❷ Subtle pressure for sexual activity
❸ Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
❹ Intentional brushing against a student's or an employee's body
❺ Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
❻ Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
❼ Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
❽ Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
❾ Leering of a sexual nature
❿ Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members 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.

BULLYING, HARASSMENT, AND DISCRIMINATION POLICY

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property or at school activities.

Harassing, bullying, and discrimination may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the Internet; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, bullying, and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment, bullying, and discrimination create a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment. Bullying, harassment, and/or discrimination can occur between staff to student, student to staff, student to student, staff to staff, and female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in any of these acts will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in bullying, harassment, or discrimination on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate. The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged bullying, harassment, or discrimination to his/her supervisor or other appropriate school personnel. Staff members 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.

SOCIAL NETWORKING POLICY

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School respect 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, MySpace, Twitter, YouTube, Friendster, 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. Safavi Institute do not permit ethnic slurs, personal insults, obscenity, intimidation, cyber-bullying, or engaging in conduct that would be unbecoming of a Safavi Institute Future Professional and misrepresent the Safavi Institute culture. Safavi Institute reserves the right to request the removal of any posts at their discretion and to take necessary disciplinary action as appropriate.

COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL

All material in this program is, unless otherwise stated, the property of Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

At Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the school director for further investigation. If you are found responsible after meeting with the school director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool in everyone's lives for both academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate." Published reports indicate that the minimum settlement is $3,000.00 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

To facilitate student access to legal sources of music and video online, we have listed a couple of sites below:

❶ **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is "unlocked," meaning you can transfer the songs to any device or computer you own.

❷ **eMusic.com:** This site features mostly independent and jazz/blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about $0.50 to $0.89/song.

❸ **Netflix.com:** For about $7.99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

The following are a list of guidelines that all students must commit to and follow during their enrollment at Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School the guidelines were established to assist in creating a safe, focused and enjoyable learning experience.

Attendance and Documentation of Time

❶ **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** records attendance in clock hours and gives appropriate attendance credit for all hours attended or does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and it rounds hours to the nearest quarter hour.

❷ **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** is open from 9:00 a.m. to 4:30 p.m. for day students and 5:00 to 10:00 p.m. for night students. All courses require continuous attendance.

❸ Students cannot miss more than three days while in Core as this is a vital time to learn the fundamentals.

❹ The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students that qualify. Full-time students may not miss Saturdays and Part-time student may not miss Mondays these days are mandatory and students will receive a write up, unless student has mitigating circumstances.

❺ Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. However, they may "clock in" and will be assigned special projects or assignments pertaining to their course study. Students who are late for a specialty cutting, coloring, perming, or special 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 floor.

❻ During the enrollment contract period, Applicant must maintain a 90% attendance average each month in order to complete the program within the Scheduled program length. The Applicant is allowed to miss 10% of his or her scheduled hours before having to pay extra instructional charges. The Applicant may use the allowed 10% of his/her scheduled hours for vacation, doctor appointments, illness, etc. If the Applicant must attend additional Program hours beyond his/her maximum Scheduled Program length due to attendance problems or to complete academic graduation requirements, the applicant will be charged an additional $13.00 for each hour scheduled to complete after the Scheduled Program length is reached.

Scheduled Program Length is defined as:

Cosmetology: Hours in program = 1600 hours 10% absent hours = 160 hours Scheduled Program Length = 1760 hours	*Esthetics:* Hours in program = 600 hours 10% absent hours = 60 hours Scheduled Program Length = 660 hours
Manicuring: Hours in program = 400 hours 10% absent hours = 40 hours Scheduled Program Length = 440 hours	

❼ If a student anticipates that they will be tardy or that they cannot attend School, they must contact the School and talk to the School receptionist immediately. Day students must call in by 9:00 a.m. Night students must call in by 1:30 p.m.

8. Students must request time off from School from the Operations Leader.
9. Students are required to be in attendance a minimum of: 7 hours per day, 35 hours per week for the full-time schedule; 5 hours per day, 25 hours per week for part-time students. Holidays, such as Memorial Day, Labor Day, Thanksgiving, Christmas and New Year's Day, will be set according to the calendar each year.
10. Lunches and breaks are scheduled for all students. Day students will take a 30-minute lunch between 12:00 noon and 1:30 p.m., if possible, according to their booking. Students should communicate with their Learning Leader if they have not had lunch by 2:00 p.m. Night students take a 30-minute break.

11. **Documentation of Time**

    Students may not leave the School premises during regular hours without the permission of a Learning Leader. Students who will be leaving the School premises for more than 15 minutes or leaving early must document their time by:
    a. Clocking out on the time clock.
    b. Signing the sign-out sheet.
    c. Having a Learning Leader book them out.
12. If it is less than 15 minutes, the student must sign out on the sign-out sheet.
13. Day students must check out for lunch for 30 minutes every day.
14. Students will not receive credit for the hour if he/she fails to clock in/out for lunch.
15. Students may not clock in or out for another student.
16. Students must keep a record of all services each day on the service tracking sheet. The "service tracking 1 sheet" must be completed daily and turned in every month.
17. Because of the potentially serious financial implications for the student of exceeding the limits on allowable hours, no student may continue to attend the School after reaching their maximum hours without written permission of the School's Operations Leader.

Professional Image

A professional image is a requirement for successful participation in School. Students must maintain the following professional dress code:

1. Core and Phase One future professionals must wear all black.
2. Phase Two future professionals must wear black or white, in any combination.
3. Esthetic future professionals must wear all black.
4. A minimal print in clothing is acceptable only if it is in black and white print.
5. Clothing must be professional, clean, and free of stains and tears.
6. Shoes should be black, cover the toes, professional and comfortable for all future professionals. Esthetic students must wear closed-toed shoes that are low heel.
7. Hair must be clean and styled prior to arriving at School.
8. Esthetic students must have hair pulled back while on the clinic floor.
9. Cosmetics must be applied using trend appropriate make-up techniques and applied prior to arriving at School.
10. The following is a list of unacceptable dress:
    – Tennis shoes, gym shoes, foot thongs or beach sandals.
    – "Spike" heels over 1" in height, slick non rubber soles.

– Jeans or clothing made of jean material.
– Tank or sleeveless tops.
– Sweatpants and shirts.
– Printed t-shirts other than those with a PAUL MITCHELL logo.
– A t-shirt must be clean and professional.
– Short skirts that fall above fingertips.
– Shorts, spandex or biking shorts.
– Exposed cleavage, buttocks, waist, armpits or undergarments.

⓫ Students who fail to comply with this professional dress code will be asked to leave and return with appropriate attire.

Sanitation and Personal Services

1. Students must keep workstations and classroom areas clean, sanitary and clutter free at all times.
2. Students must clean their station, including the floor, after each service.
3. Hair must be swept up immediately after a service is completed, before blow-drying.
4. Workstations must be cleaned at the end of the day prior to receiving a time card to clock out for the day.
5. There will be one scheduled service day per week for qualifying Future Professional. Below are the following rules.

   i. Notify a Learning Leader/Get consultation
   ii. Pay for service
   iii. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests and worksheets. School assignments and successful learning are the priority. If student is on back on track they may not participate.

Communication Guidelines and Professional Conduct

1. Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge or work floor area.
2. Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. (Calls should be kept to 3 minutes.)
3. Cell phones are only permitted in the student lounge or outside only on designated lunches and breaks.
4. Students may not visit with another student who is servicing a client.
5. Students may not gather around the reception desk, the reception area, or the offices.
6. Food and drinks are allowed only in the lunchroom. Only water bottles are permitted in classrooms.
7. Smoking is only allowed in designated areas outside away from the school premises.
8. Stealing or taking School or another's personal property is unacceptable.

Learning Participation Guidelines

❶ Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.

❷ Students will be expected to maintain an average of 70% on all theory tests and assignments.

❸ Students must take all appointments assigned to them. This includes last minute walk-ins.

❹ Students may not be released from required theory class to take a client.

❺ Only Desk Personnel may schedule or change client service appointments.

❻ All services must be checked and the service ticket initialed by a Learning Leader.

❼ Students are expected to be continuously working on School related projects, assignments, reading or test preparation during School hours.

❽ Students will receive clock hours during the times they fully participate in their learning experience.

❾ When students are not scheduled with service appointments or are not scheduled to attend theory or a specialty class the following may be focused on:
   a. Completion of monthly worksheets.
   b. Completion theory review worksheets.
   c. Performing a service on another student.
   d. Listening or reading School resource center materials to include educational videos, audiotapes and books.

❿ Students must comply with School personnel's and Learning Leader's assignments and requests as required by the curriculum and student guidelines and rules.

⓫ Students may not perform hair services outside of the School unless authorized to do so by School Administration.

⓬ Students are responsible for their own equipment and may use a station drawer only while working at that station for the day. All equipment, tools and personal items must be secured in their assigned locker. Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School is not responsible for any articles that are lost or stolen.

⓭ Parking is allowed in assigned parking areas only, or cars may be towed at their own expense.

COACHING AND CORRECTIVE ACTION

Part of each student's learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The School Team will coach all students to correct noncompliance or destructive behavior. The following are a list of actions that may be expected for non-compliance:

1. **Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or suspended when they do not comply with guidelines.
2. **Professional Image Standards:** Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.
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. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.
4. **Communication Guidelines and Professional Conduct:** It is **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School's** responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.
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 "future salon professionals" and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.

Corrective Action Steps

After a student has received five (5) coaching sessions, he/she may be suspended for five (5) days. Suspended students may only be readmitted to school upon paying a reentry fee. If a suspended student receives another coaching session after readmission, his/her attendance may be permanently terminated.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates the students' respect of these guidelines.

GRIEVANCE POLICY

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern as a grievance in written form, forms are available and can be requested from management. The grievance will then be referred to the School's Management Team, which consists of the Education Leader, Admissions Leader, Operations Leader, Financial Leader and Sales Leader. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving it in writing. If more information is needed, a letter requesting the additional information will be sent to the student. If not further information is needed, the team will arrive at a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or will provide an explanation as to why no action was deemed to be required. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** will maintain records of each grievance and response, in accordance with its published record retention policy. If students have any complaints, questions, or problems which they cannot work out with the School, they may then write or call.

Upon request, the school will provide its annual campus security report to a prospective student or prospective employee.

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P. O. Box 980818 W. Sacramento, CA 95798-0818, Web site: www.bppe.ca.gov , E-mail: bppe@dca.ca.gov or by Phone: (888) 370-7589 Fax(916) 263-1897

REVIEW

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encourages to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

CATALOG MODIFICATION

This catalog and the information, policies and guidelines contained herein may be updated periodically. The most current catalog is available for viewing or acquisition at any time in the Operations Department.

ARBITRATION AGREEMENT AND WAIVER OF JURY TRIAL

❶ Any dispute I may bring against **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**, or any of its parents, subsidiaries, officers, directors, or employees, without limitation, or which Paul Mitchell The School may bring against me, no matter how characterized, pleaded, or styled, shall be resolved by binding arbitration, conducted by the American Arbitration Association (AAA), under its Consumer Rules, and decided by a single arbitrator. The arbitrator will decide the case pursuant to the Federal Arbitration Act, and under the laws of the state of California. Any dispute over the interpretation, enforceability, or scope of this Arbitration Agreement shall be decided by the arbitrator, and not by a court. I explicitly waive any right I may have to a jury trial and understand that the decision of the arbitrator will be binding, and not merely advisory.

❷ Neither **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** nor I shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** and I agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

❸ The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by Paul Mitchell The School.

❹ I agree that any dispute or claim I may bring shall be brought solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, or consolidated action.

❺ Any remedy available from a court under the law shall be available in the arbitration.

❻ To the extent I have outstanding federal student loan obligations incurred in connection with my enrollment at **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**, any arbitration award providing monetary damages shall direct that those damages be first paid toward my student loan obligations.

❼ I may, but need not, be represented by an attorney at arbitration.

❽ Except as specifically required by the laws of the state of California, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and AAA. I agree that any actual and threatened violation of this provision would result in irreparable harm and will be subject to being immediately enjoined.

❾ If I desire to initiate arbitration, information about the AAA arbitration process and the Consumer Rules can also be obtained at www.adr.org or 1-800-778-7879. I shall disclose this document to the AAA.

❿ If any paragraph, subparagraph, provision, or clause herein is held invalid, said paragraph, subparagraph, provision, or clause shall not affect any other paragraph, subparagraph, provision, or clause that can have effect without the invalidated paragraph, subparagraph, provision, or clause, and thus are severable one from the other.

SCHOOL ADMINISTRATION AS OF AUGUST 2012

Owners: HR Global, Inc

Director and Owners: Rosemary and Hooman Safavi

Worksheet Specialist: Catalina Liscano

Admissions: Julia Endress, Admissions Leader and Nina Kruis, Admissions Assistant

Financial Aid Leader: Melissa Herrera, Adam Dominguez, and Shasta Boss

Operations: Justin McCain

Sales Leader: Jamie Brasil

Front Desk: Navi Sandhu, Tara Dorrance, and Alexia Rodriguez

Future Professional Advisor: Lyssa Arnett

Education:

Lyssa Arnett — I received my initial training in 2009 at the Safavi Institute of Cosmetology and Esthetics. As a future professional, I was able to build my resume and portfolio right away, through hands on experience with clients and fashion shows. I was a core mentor, a member of Phase II, and student council president. While I was in school I fell in love with the Paul Mitchell culture and everything that this company stands for. My education really prepared me for this industry, and after a year in the salon, I decided to come back to the Safavi Institute and join the team as an educator! I am so lucky to be a part of the Paul Mitchell family, and to have found such a fulfilling career. As a Paul Mitchell graduate, I am very passionate about providing an excellent education for our future professionals.

Lauren Fitch — My name is Lauren Fitch, I am a graduate of S.I.C.E a Paul Mitchell Partner School. I knew when I graduated that I would always stay within the Paul Mitchell family. I also knew I would someday become an educator. I have spent time in salons in San Diego as well as San Francisco. After my time in the salon I felt it was time to get into education, I have been an educator with Paul Mitchell Schools for almost 2 years. I enjoy working with the future professionals on the clinic floor as well as in the classroom. They keep my passion and fire for this industry burning!

Alicia Anderson — I am so excited to be a part of this Paul Mitchell family. I received my education from another Paul Mitchell School a few years back. Shortly after graduating I began working as an assistant in a Paul Mitchell Salon under a Paul Mitchell National Educator. I have loved every part of my journey with this company, which is why I have a passion for teaching within this particular school. I love being able to guide students through their time here with us and know that I have influenced them in one way or another. Education is my passion and I am so glad to have found a place I can put it to use!

Leena Avila — Ever since I was a little girl I dreamed about doing hair. For over seven years I've worked at a salon and just the beginning of the 2011 summer I was hired at the Safavi Institute of Cosmetology and Esthetics as an educator. I'm excited to be a part of the Paul Mitchell family. I enjoy making people look and feel their best. Seeing someone walk out of the salon happy makes me absolutely love what I do. I'm so happy to be able to share what I love to do most with the Future Professionals. It's the most amazing feeling knowing my skills and passion for what i do is helping someone achieve their goals and dreams.

Betty Burback — As a Paul Mitchell National Educator for Latin America I am so glad to find the time to spend with these amazing students within the school. I specialize in the art of color and love the fire that ignites within the students as they learn new techniques along their journeys. I have been in the industry for over 15 years and I am so happy to get the opportunity to help mold the minds of our next generation of salon stylists. I love what I do, who I do it with and most importantly, who I do it for!

Leticia Carrillo — I have the honor of being the Phase Two Specialist here at S.I.C.E. I thrive and motivate my Future Professionals and team to be nothing but the best that they can be. I am inspired by personal creativity and encourage Future Professionals to think outside the box. To create their own personal and customized styles and color techniques for their guests. I am so lucky to get to mentor, coach, and play with the best Future Professionals ever!

Jennifer Hayes — As a graduate of this Paul Mitchell Partner School I really enjoyed my experience and the Culture the school had to offer me. This is a large part of the reason why I wanted to come back and instruct, so I could help the next generation of stylists grasp the amazing Paul Mitchell techniques and how to be a great, but also, friendly stylist. I love the Paul Mitchell Color and Cutting Techniques, but what I really have a passion for and hope to bring to the Future Professionals is working with formal Up-Dos and hairstyling! I feel so blessed to be a part of this team and to be doing what I love to do. I am certified in both Texture and Cutting Level One through Paul Mitchell.

Tiffany Hoekzema — I am a licensed Cosmetologist and have been in the industry for just over three years now. I have trained in Aveda and specialized in dimensional color and long layered haircutting. I am currently a learning leader and the nail specialist here. I love what I do and couldn't think of a better place to help teach Future Professionals along their journey through the courses!

Amanda Patzer — I am currently the Texture Specialist and Clinic Floor Leader here at the Institute. Paul Mitchell education has built a strong foundation with my technical skill and always updates me on any current trend or advanced techniques. I am certified in cutting, color, and texture. Being the Texture Specialist is a true passion of mine because it involves everything about styling, perming, and relaxing hair. I love educating the Future Professional on what is the proper selection to truly benefit their guest hair type and texture from product selection, tools, and techniques. When I am on the clinic floor it is one big hair party. We have dance parties, competitions, and all our hands on technical work. This is the time to not only learn on real guest, but as well as build relationships with your guest and build your clientele. I love watching and assisting with the Future Professional grow into true professionals.

Ashley Gomez - I am one of the Esthetic Learning Leaders here at our institute and is home grown from this location. "I enjoyed my time here as a student so much I was eager to come back and join the team! I have a vast background in make-up artistry." Ashley has worked for MAC cosmetics for almost 9 years but has been in the industry over 10. "I have been an artist for San Francisco fashion week as well as Macy's passport fashion show many times. My favorite make-up to do is body painting".

Jamie Brasil - For nearly 7 years Jamie has been a part of the industry as a salon lead, Advanced Colorist, Salon Manager, Salon Educator, as well as AVEDA Salon Mentor, a term coined to recognize individuals leading the network of AVEDA Salons with their in salon training programs. Jamie has also personally attended over 50+ personal growth, management, product line courses as well as hair color, styling, editorial, and cutting classes such as "AVEDA Hair color Solutions,""AVEDA Merging Color,""AVEDA Customized Solutions,""Inspired Coaching,""Hair Color Systems,""Productivity,""Paul Mitchell Sales Trainings in Chicago IL, as well as Phoenix AZ," as well as Franklin and Covey Time Management and Calendaring classes, all Paul Mitchell Webinars, CAPER, and all other Paul Mitchell Trainings since she became a part of our team in early 2011.

Breanne Hammerstein - I've always had a passion for education. Right after High School I went to college to pursue a career in the education industry. After graduating college I became a preschool teacher for several years. I then made the decision to pursue my dream of becoming an Esthetician. After graduating at Paul Mitchell I was offered a job as a learning leader. It was the perfect opportunity for me to tie the both of my dreams and goals together. I want to motivate, encourage and inspire. I have found my true passion as an Esthetician and Educator and I love what I do. I want to help others pursue their dreams and goals and have fun along the way.

Yvonne Hammond - Yvonne Hamond comes to us after a 36 year career in high tech in Silicon Valley. Working for fortune 500 Corporations Yvonne has a strong successful background in Management, Recruiting and Education. Through out my career I have been a leader; leading and guiding others to be a positive influence with enthusiastic expectations and goals. Yvonne made a career change in July of 2010, joining the Esthetics' program at Paul Mitchell SICE in Modesto. After falling in love the Paul Mitchell culture, Staff and especially the Future Professionals- I found my dream job teaching Esthetics'. My current passion is to share the knowledge and skills I have acquired to inspire Future Professionals to become the best Estheticians they can be. I am so excited to have taken a leap of faith to pursue a new dream career in the Esthetics' program within the Safavi Institute of Cosmetology and Esthetics' - Paul Mitchell Partner School.