

SAFAVI INSTITUTE
OF COSMETOLOGY AND ESTHETICS

PAUL MITCHELL®

PARTNER SCHOOL

3100 McHenry Avenue
Modesto, CA 95350
209.577.0644

Catalog
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3100 McHenry Avenue, Modesto, CA 95350.

Approval Disclosure Statement

Cosmetology	1600 hours
Esthetics	600 hours
Manicurists	400 hours

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

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School is a private institution and is approved to operate by the bureau. California statutory law requires that a student who successfully completes a course of study at a facility such as ours be awarded an appropriate diploma or certificate verifying that fact.

Although the institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate is in the process of being reviewed by the Bureau for Private Postsecondary Education.

Prospective enrollees are encouraged to visit the physical facilities of the School and to discuss personal, educational and occupational plans with School personnel prior to enrolling or signing any enrollment agreements. Our School currently is seeking approval for sponsored programs, government or otherwise, to provide grants and/or loans to pay for portions of tuition and fees.

The following program, bureaus, departments or agencies set minimum standards for this program of study: BARBERING & COSMETOLOGY PROGRAM. 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.

Persons seeking to resolve problems or complaints relating to a course of study with the School should first contact the instructor in charge. Requests for any further action may be made in writing to Rosemary Safavi, Owner.

This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. You may address any questions and correspondence to: Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798 or by e-mail E-mail to: bppve@dca.ca.gov Phone: 916-574-7720

Unresolved complaints may be directed to NACCAS 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, (703) 600-7600 or to the Board of Barbering and Cosmetology for the State of California, 2420 Del Paso Road, Suite 100, Sacramento, CA 95834. The Board's phone number is (800) 952-5210.

All information in this School catalogue is current and correct and is so certified by Rosemary Safavi, Owner, who can be reached at 3100 Mc Henry Avenue Modesto, CA 95310, or by phone at (209) 577-0644 or by e-mail at rosemarys@paulmitchellmodesto.com

Please visit our website at www.paulmitchellmodesto.com

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.

THE SCHOOL:

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.

THE ADMINISTRATION/OWNERSHIP:

The School is organized as a corporation named HR Global, Inc. For a detailed description of our amazing team of Learning Leaders, refer to page 30

THE 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.

THE LIBRARY:

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

COURSE DESCRIPTIONS:

Cosmetology:

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:

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:

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.

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

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:

To educate students to be professional, knowledgeable and skilled Cosmetologists, Nails or Estheticians for marketability within the industry.

To maintain a program that is constantly updated, so students will have the knowledge needed to compete in the field of Cosmetology, Manicurist and Esthetics.

To promote the continuing educational growth of the faculty and students, using current teaching methods and techniques.

To teach courtesy and professionalism as the foundation of a successful career in Cosmetology, Manicurist or Esthetics.

To prepare the student to successfully pass the State Licensing Exam for entry level employment. To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

MEASURABLE PERFORMANCE OBJECTIVES :

Receive the required number of clock hours of training.

Complete and receive passing grades on all practical graduation requirements and projects to include examinations, both practical and theoretical.

Satisfactorily pass final written and practical exams.

Receive a graduation certificate.

Pass state board exam.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1600 clock hours.

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

Pre-clinical classroom instruction - The first 245 hours are devoted to classroom workshops where students learn design principles, technical information and professional practices.

Clinic Learning Experience - The remaining 1355 hours are spent in the clinic area where practical experience is gained.

COSMETOLOGY COURSE OVERVIEW:

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

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.

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.

Clinic Experience- Each student’s learning process will be guided with individual attention and group learning experiences from 245 to 1600 hours, 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.

Classroom Learning- Each student’s time in the classroom in this phase, from 245 to 1600 hours, 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.

Adaptive Curriculum- From 245 to 800 hours, 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.

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 following is the list of the State of California requirements for technical and practical criteria. The School’s instructional program meets or exceeds these requirements.

UNITS OF INSTRUCTION:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
Barbering & Cosmetology Act / Rules/Regs	20	
Cosmetology Chemistry	20	
Health & Safety	20	
Theory of Electricity	5	
Disinfection / Sanitation	20	10
Bacteriology / Anatomy & Physiology	15	
Wet Hairstyling	50	200
Thermal Hairstyling	25	40
Permanent Waving	20	80
Chemical Straightening	20	25
Haircutting	30	80
Hair coloring / Bleaching	40	50
Bleaching	n/a	20
Scalp & Hair Treatments	10	20
Facials - Manual	5	10
Facials - Chemical	10	15
Eyebrow Arching / Hair Removal	10	20
Makeup	15	10
Manicuring – Water & Oil	5	15
Complete Pedicure	5	10
Artificial Nails - Acrylic Fiberglass, Gels	10	50 Nails

Artificial Nail Tips	10	50 Nails
Nail Wraps, Silk / Paper	5	20 Nails
Job Search Training-Incorporated		
Additional Training	480	
TOTAL	860	740

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.

Pre-clinical classroom instruction – the first 190 hours are devoted to classroom workshops, where the student learns esthetic principles, technical information and professional practices.

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

ESTHETICS COURSE OVERVIEW

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

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.

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. This is when students will begin working on clients in the clinic area.

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:

Course Hours: 600 Clock Hours.

The following is the list of the State of California requirements for technical and practical criteria. The instructional program of the School meets or exceeds these requirements.

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
Barbering & Cosmetology Act/Rules/Regulations	10	
Cosmetic Chemistry	10	
Health & Safety	20	
Electricity	10	
Disinfection/Sanitation	10	10
Bacteriology/Anatomy/Physiology	15	
Facials - Manual	20	40
Facials - Electrical	30	60
Facials - Chemical	20	40
Eyebrow Arching & Hair Removal	25	50

Make-up	20	40
Job Search Training-Incorporated Additional Training	170	

Note: The remaining 170 hours indicate the maximum time students have to complete the minimum required practical operation. 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.

Pre-clinical classroom instruction – The first 150 hours are devoted to classroom workshops, where students learn esthetic principles, technical information and professional practices.

Clinic Learning Experience - The remaining 250 hours are spent in the clinic area where practical experience is gained.

MANICURIST COURSE OVERVIEW

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

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

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

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 following is the list of the State of California requirements for technical and practical criteria. The instructional program of the School meets or exceeds these requirements.

UNITS OF INSTRUCTION:

Class Title	Lecture Hours	Lab Hours	Total Instructional Clock Hours
HIV/AIDS	5		5
Sanitation	10	10	20
Nails & Its Disorders	10		10
Manicuring	15	40	55
Pedicuring	10	20	30
Nail Art	10	20	30
Tips & Overlay	10	60	70
Sculptured Nails/Acrylic Nails	15	80	95
Wrapping/Mending/Capping	5	40	45
Barbering & Cosmetology Act	10		10
Chemistry	10		10
Health & Safety	10		10
Bacteriology/Anatomy/Physiology	10		10
Total			400

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.

Based on 2010 graduates, the following represents the appropriate rates:

Completion: 82%

Placement: 64%

Licensure: 88%

(Combined Cosmetology and Esthetics)

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:

Always have good hygiene and be professionally dressed.

Keep a first aid kit on hand.

Follow safety regulations and keep equipment properly sanitized.

Protect the client's clothing by appropriately draping them.

Ask the client to remove any jewelry, hair accessory, glasses, etc.

Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.

Wear gloves when dealing with chemicals.

Carefully use all chemically active products to avoid injury.

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:

Develop finger dexterity and a sense of form & artistry.

Enjoy dealing with the public.

Become aware of the latest fashions, beauty techniques and technical advances.

Make a strong commitment to their education.

Be aware that the work may be arduous and physically demanding because of long hours standing and using the hands at shoulder level.

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.

ADMISSION PROCEDURE:

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

Submit a Registration Fee - Action will not be taken on admissions until Registration 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.

Submit two (2) Pictures - The pictures should be a recent head and shoulder shot, similar to a passport photo.

Provide Verification Documents - A copy of the applicant's High School diploma, High School transcripts, or GED certificate.

Identification Verification- State issued Drivers License; State issued ID or Birth Certificate

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.

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, and satisfactory behavior pertaining to student advisory write-ups.

NON-DISCRIMINATION:

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School, in its admission, instruction, and graduation policies, practices no discrimination on the basis of sex, race, color, creed, religion, financial status, age, ethnic origin, ancestry, or country or area of origin or residence. The School complies with all State and Federal antidiscrimination laws.

REENTRY AND TRANSFER STUDENTS

NOTICE CONCERNING 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 complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Cosmetology, Esthetics, or Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institute 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.

Students who withdraw from their course of study are required to empty their student locker and gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**. Re-admittance for any student will require becoming (or being) current on tuition payments, satisfaction of current academic requirements with a 70% or higher grade, a personal interview with a representative of the School's administration, and probationary status for the first 30 days after re-entry.

Previous hours will be credited to the student's transcript.

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

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.

Outstanding tuition, fees and overtime expenses must be paid in advanced or the student must make satisfactory arrangements with the financial aid leader.

Students wishing to transfer to another School must pay all monies owed to the School and all applicable academic requirements must be met in order for the record of their hours to be released.

If a student seeks to transfer in from another school to the **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**, the steps are as follows.

Students entering from another Paul Mitchell School will be allowed to transfer up to 800 hours; however, a transferring student coming to **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** from a school that is not a Paul Mitchell school will only be allowed to transfer 400 completed hours.

All students transferring into the **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** must complete the School's regular Admissions procedure.

All students transferring into the **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** also must take a practical test so that the Learning Leader can assess their skill level.

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.

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.

200-hour CORE Practical skill evaluation test.

A Technical Skills Feedback Form will be given upon completion of Core, Adaptive, and Creative courses.

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

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

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.

200-hour CORE Practical skills evaluation test.

Phase Two written and practical test.

A Technical Skills Feedback Form will be given upon completion of CORE, Protégé, and mentor courses.

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.

Phase One written and practical test.

Phase Two written and practical test.

Final written and practical exam. (This test is an overview of all related nail subjects, i.e., anatomy, chemistry, etc.)

400-hour (mock state board) practical skill test and a 400-hour written test. 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.

GRADUATION REQUIREMENTS IN COURSE:

Receive the required number of clock hours of training.

Pass both the practical and written exams given upon the completion of the Core.

Work on all monthly worksheets with a 70% completion rate.
Satisfactorily pass final written and practical exams.
Complete the required theory hours.
Make satisfactory arrangements for payment of all debts owed the School.
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.

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.

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.

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. If a student received federal student financial aid funds the student is entitled to a refund of monies not paid from federal student financial aid program fund. We also offer private payment options. Our Financial department can assist you with all your financial needs.

STUDENT KITS:

Applicants will only be allowed to use Paul Mitchell Kits and equipment while enrolled at Paul Mitchell School's. If an applicant needs to replace a kit or equipment item at any time during their enrollment in school these items may be purchased at the school or independently at the students' expense.

COST OF TUITION AND SUPPLIES

TUITION - Cosmetology	
Tuition	\$15,240.00
Registration Fee (Non-Refundable)	\$75.00
STRF(Non-Refundable)	\$45.00
Equipment, Textbook, Supplies(Non-Refundable)	\$3,454.00
TOTAL COSTS	\$18,814.00

TUITION – Esthetics	
Tuition	\$8,121.00
Registration Fee (Non-Refundable)	\$75.00
STRF(Non-Refundable)	\$22.50
Equipment, Textbook, Supplies(Non-Refundable)	\$1,525.00
TOTAL COSTS	\$9,743.50

TUITION – Manicurist	
Tuition	\$3,820.00
Registration Fee (Non-Refundable)	\$75.00
STRF(Non-Refundable)	\$10.00
Equipment, Textbook, Supplies(Non-Refundable)	\$1,082.00
TOTAL COSTS	\$4,987.00

*Prices effective after December 2011 classes

STUDENT TUITION RECOVERY FUND (STRF):

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

You are a student, who is a California resident and repays all or part of your tuition either by cash, Guaranteed student loans, or personal loans, and

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 STRF assessment, if either of the following applies:

You are not a California resident

Your total charges are paid by a third party, such as an employer, government program or other payer, and You have not separate agreement to repay the third party.”

“The State of California created the Student Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending a certain school regulated by, the Bureau for Private Postsecondary and Vocational Education.

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

The school closed before the course of instruction was completed.

The school's failure 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.

The schools failure to pay or reimburse proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition cost.

The school's breach or anticipatory breach of the agreement for the closure of instruction.

There was a decline in quality of the course of instruction within 30 days prior to closure the period of decline determined by the Bureau

The school committed fraud during the recruitment or enrollment or program participation of the student.

CLASS STARTING DATES 2012

Cosmetology 2012

DAY FULL TIME SCHEDULE:

January 24, March 13, May 1, July 3, August 21, October 9, November 27

NIGHT PART TIME SCHEDULE:

January 30, March 26, May 21, July 16, September 4, November 5

Esthetics 2012

DAY FULL TIME SCHEDULE:

January 24, March 13, May 1, July 3, August 21, October 9, November 27

NIGHT PART TIME SCHEDULE:

February 27, May 21, August 13, November 5

Manicure 2012

DAY FULL TIME SCHEDULE:

January 24, April 24, July 17, October 23

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.

Paul Mitchell Cosmetology Kit

Combs	Brushes	Capes	Accessories	Tool
1 Taper Comb	2 PM Color Tint	1 Shampoo Chemical Cape	1-12 Butterfly clips Black/White	1 Kit Carrying Case
1 Metal Tail Comb	1 PM Paddle Brush -427	1 Cloth Cutting Cape	1 Black Skinny Clips-10	2 Doll Heads
1 Metal Pick Teasing Comb	1 PM Styling Brush -407	1 Cutting Apron	1 Aluminum Spray Bottle	1 PM Express Ionic Dryer
6 Standard Cutting Comb	1 PM Sculpting Brush -413		1 Professional Manicure Kit	1 Marcel ¾" Curling iron
1 Rat Tail	1 Small Round Boar Brush			1 PM Express 1.25 Smoothing Iron
1 408 Comb	1 Med Round Boar Brush			1 Professional Clipper/Trimmer Set

1 416 Comb	1 Lrg Round Boar Bush			1 PM Black Hand Mirror
1 424 Comb	1 PM Express Ion Med Round Brush			1 6.0" Scissor
1 PM Detangler Comb	1 PM Express Ion Lrg Round Brush			1 6.0" Thinner
	1 PM Express Ion XL Round Brush			1 Scissor Case
	1 Scalp Brush			1 5 ½ " Scissor
				1 Trip Pod
				1 Tri Pod Cover
				1 Classic Razor
				1 Trolley
				2 Doll Head Bags

Cosmetology Kit Cont.

Additional Item included in kit

Dermalogica 30 Day Starter Kit	Paul Mitchell Learning Package	Miladys Cosmetology Bundle	Markers/Bag	OPI Nail Kit
Safavi T-Shirt	1 box Jet Black Latex Gloves	1 Mannequin head	Paul Mitchell Trial Retail	Dollar Camp 2 State Board pamphlets

**Items subject to change*

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.

Miladys 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 of black gloves	1 Massage Mani Pressure Points	1 Safavi T-Shirt	Dollar Camp	

**Items Subject to change*

STUDENT KIT – Manicuring

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

OPI Kit "On the	Miladys	Paul Mitchell	Markers/ Bag	Dollar Camp
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Go"	Manicuring Bundle	Learning Student Package		
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**Items Subject to change/ These kits are effective after December 2011 classes*

ENROLLMENT INFORMATION:

1. Enrollment periods: **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** usually begins a new class about every 4 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.
2. 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 Years Eve.
3. 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.
4. 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** School's Admission Leader or the Financial Aid Leader for details.
5. 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.

REFUND POLICY "BUYERS RIGHT TO CANCEL":

Students have the right to cancel their agreement for a course of instruction with the School, including any equipment such as books, materials and supplies or any other goods related the instruction offered in this Agreement, until midnight of the seventh business day after the first class they attend. ("Business day") means a day on which the student was scheduled to attend a class session. Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates, related to:

1. An applicant that is not accepted by **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**. The applicant shall be entitled to a refund of all monies paid to **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**.
2. A student on an approved leave of absence notifies **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** that he/she will not be returning. That date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the School that the student will not be returning.
3. A student is expelled by the School.

Any monies due a student who unofficially withdraws from the School shall be refunded within 30 days of a determination by the School that the student has withdrawn without notifying the School. Unofficial withdrawals are monitored (at a minimum) monthly and a determination is made by the Operations Leader if a student is "withdrawn" if the student has been absent from school for 14 or more calendar days, the withdrawal date that will be used in this calculation, is the students actual last date of attendance.

When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or a death in the immediate family, the School will make a settlement that, in its sole discretion, it deems to be fair under the circumstances.

All extra costs, such as books, equipment, graduation fees, registration fee, rentals, parking and other such charges are not considered in the tuition adjust computation if the charges are itemized separately in the enrollment contract. Monies paid for supplies and equipment are non-refundable because of health and sanitary reasons, and also because the kits are engraved with the students name and number.

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** shall (in its sole discretion) either provide a full refund of all monies paid or provide for completion of the course at a later time.

If

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School closes permanently and no longer offers instruction after students have enrolled, it will provide a pro rata refund of tuition to these students.

Cancellation shall occur when a student gives written notice of cancellation at the address of **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** shown on the top of the front page of this Catalog. Students can do this by mail, by hand delivery, or by telegram. The written notice of cancellation, if sent by United States Mail, is effective when deposited in the mail properly addressed with postage prepaid and properly postmarked.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by their Agreement. (Students will be given two notices of cancellation forms to use at the first day of class, but they can use any form of written notice that they wish.)

The Federal Return of Title IV Funds formula dictates the amount of Federal Title IV aid that must be returned to the 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.

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a 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).

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 calendar days scheduled to complete in the period as of the withdrawal date. Our refund policy is calculated based on scheduled hours.

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

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:
Federal unsubsidized Stafford Loan
Federal Subsidized Stafford Loan
Federal Plus Loan

Federal Pell Grant

The following refund distribution is used for all applicant/students due a refund:

Percentage Length scheduled to complete To total length of <u>Program or course</u>	Amount of Total Tuition Owed to the School
0.01-4.9%	20%
5%-9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
50%-and over	100%

STUDENT FINANCIAL AID RELEASE: The contracted student agrees that the **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** does not guarantee the student loan process in any respect.

SATISFACTORY PROGRESS POLICY:

Students enrolled in courses of 600 hours or more must meet formal standards that measure their satisfactory progress toward graduation. The policy is provided to all students on or before the first class session. The policy is consistently applied to all students.

QUANTITATIVE AND QUALITATIVE FACTORS:

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

1. A theory grade average of 70%,
2. A minimum cumulative academic level of 70% on practical worksheet completion.
3. A minimum cumulative attendance level of 80% of their contracted hours.
4. Final Practical Assessment Test 75% Passing

A student who has not achieved the minimum cumulative GPA of 70% or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable. In order to determine your rate of attendance divide the cumulative number of hours completed by the scheduled hours to date.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME:

Full time day students attend 5 days/35 hours per week, 9:00 am - 4:30 p.m. Night school students attend 25 hours per week, Monday through Friday, 5:00 p.m. to 10:00 p.m. Information regarding other course schedules is available upon inquiry. The State of California requires 1600 clock hours for Cosmetology. Students are expected to complete their course of Cosmetology in no more than 125% of the program length. If a student is never absent, they would complete their course of study within 46 weeks for a full time student and 80 weeks for a part time student. The State of California requires 600 hours for Esthetics. Students are expected to complete their course of Esthetics in no more than 125% of the program length. If a student is never absent, they would complete their course of study within 18 weeks for a full time student and 30 weeks for a part time student. The State of California requires 400 hours for Manicuring. Students are expected to complete their course of Manicuring in

no more than 125% of the program length. If a student is never absent, they would complete their course of study within 11 weeks for a full time student and 20 weeks for a part time student.

Students whose transfer hours are 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.

QUANTITATIVE AND QUALITATIVE FACTORS:

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

1. A theory grade average of 70%,
2. An academic practical worksheet completion average of 70%,
3. A minimum cumulative attendance level of 70% of their contracted hours.

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	46 Weeks	57 Weeks	125%
Cosmetology- Part Time	80 Weeks	100 Weeks	125%
Esthetics- Full Time	18 Weeks	21 Weeks	125%
Esthetics- Part Time	30 Weeks	38 Weeks	125%
Manicurist- Full Time	11 Weeks	14 Weeks	125%
Manicurist- Part Time	20 Weeks	25 Weeks	125%

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT:

Satisfactory Progress elements will be monitored monthly. Formal Satisfactory Progress Evaluations in both attendance and academics will occur every quarter in courses of over 600 hours. In programs of 600 hours, evaluations will occur at a minimum twice during the duration of 600 hours. In programs of 400 hours evaluations will occur at a minimum of twice during the duration of 400 hours. At least one evaluation will occur prior to the mid-point of the required hours.

The following system of grading is to be used for the evaluation of a student's academic ability. Practical grade reports will be issued monthly to each student. Examinations are given in all subjects. Records are kept of grades and attendance. The following grading scale is used for theory progress:

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

Practical and clinical work is graded by a signature on the student's worksheet or client ticket. A signature from an instructor represents a grade of 100%. No signature indicates a score of less than 70% and that the student did not meet minimum satisfactory standards on the practical application. The student is required to continue the practical application until they receive a signature from an instructor.

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 RE-ESTABLISHMENT OF SATISFACTORY PROGRESS:

Students failing to meet minimum requirements will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements 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 has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance. A student may appeal the decision if they have a reason as to why they did not make satisfactory progress and if they can document that the circumstances which caused them to have an 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 they 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 is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements all Federal aid will be terminated. Federal financial aid, if applicable, will not be disbursed to students on Financial Aid Probation unless the student appeals and prevails on appeal. Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period. If the student has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:

Students who withdraw prior to completion of the course of study and wish to re-enter within six months of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and non-credit 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.

REINSTATEMENT OF FINANCIAL AID:

If applicable, Title IV Financial Aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established satisfactory progress by meeting the minimum cumulative attendance and academic requirements.

REMAINING ELIGIBILITY OF FINANCIAL AID AFTER DRUG CONVICTION:

Students whose eligibility has been suspended due to a drug conviction may resume eligibility if the student successfully passes two unannounced drug tests by a rehabilitation program.

STUDENT SERVICES:

1. 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.
2. 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:
3. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** has no responsibility to find or assist a student in finding housing.
 - A. Regulations governing licensure to practice, including reciprocity among jurisdictions.
 - B. Employment opportunities.
 - C. Opportunities for continuing education following graduation.

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 Cosmetology Arts and Sciences, or in response to a directive of said Commission. Student records are maintained for a minimum of 5 years.

DISABILITY ACT:

The school does not discriminate in the admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, religion, or national origin. If you would like the request an academic adjustment or auxiliary aids at any time. The Director is responsible for coordinating compliance with section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 with the school's compliance coordinator.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (J) of the regulation under section 504 of the Rehabilitation Act of 1973, may apply for admittance in the program. The school will work with the applicant or future professional to determine whether reasonable accommodations can be effective and/or available.

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

Notify the school director in writing of the type of accommodation needed. Date needed documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the compliance coordinator if you have any questions. The compliance coordinator will respond within two weeks of receiving the request. If you have any questions regarding the changes in the ADA, please feel free to contact: Christopher Walck: at (703) 560-0103 christopherw@jpms.com

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.

REGULATORY AGENCIES:

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

The Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260
1-(800)-952-5210

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

ACCREDITING AGENCY:

NACCAS
4401 Ford Avenue, Suite 1300,
Alexandria, VA 22302-1432
(703)-600-7600

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

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School records attendance in clock hours and gives appropriate attendance credit for all hours attended. Attendance is calculated using a computerized time clock.

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.

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

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.

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.

During the enrollment contract period, a cosmetology student is allowed to miss 120 hours before having to pay extra instructional charges. During the enrollment contract period, a manicurist student is allowed to miss 40 hours before having to pay extra instructional charges. During the enrollment contract period, an esthetic student is allowed to miss 60 hours before having to pay extra instructional charges. If the student's training goes beyond the contracted ending date for course completion, the student will be charged an additional \$13.00 for each hour completed after the contract ending date. The student may use the allowed hours for vacation, doctor appointments, illness, etc.

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.

Students must request time off from School from the Operations Leader.

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.

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.

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.

If it is less than 15 minutes, the student must sign out on the sign-out sheet.

Day students must check out for lunch for 30 minutes every day.

Students will not receive credit for the hour if he/she fails to clock in/out for lunch.

Students may not clock in or out for another student.

Students must keep a record of all services each day on the service tracking sheet. The "service tracking sheet" must be completed daily and turned in every month.

11. 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.

B. 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.

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

C. 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 day a month called "Student Service Day" where students who are allowed to participate can receive services. 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.

D. 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.

E. Learning Participation Guidelines

1. Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
2. Students will be expected to maintain an average of 70% on all theory tests and assignments.
3. Students must take all appointments assigned to them. This includes last minute walk-ins.
4. Students may not be released from required theory class to take a client.
5. Only Desk Personnel may schedule or change client service appointments.
6. All services must be checked and the service ticket initialed by a Learning Leader.
7. Students are expected to be continuously working on School related projects, assignments, reading or test preparation during School hours.
8. Students will receive clock hours during the times they fully participate in their learning experience.
9. 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:
Completion of monthly worksheets.
Completion theory review worksheets.
Performing a service on another student.
Listening or reading School resource center materials to include educational videos, audiotapes and books.
10. Students must comply with School personnel's and Learning Leader's assignments and requests as required by the curriculum and student guidelines and rules.
11. Students may not perform hair services outside of the School unless authorized to do so by School Administration.
12. 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.
13. 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:

A. Attendance and Documentation of Time Guidelines

Attendance, promptness and documentation of work are cornerstones to successful work practices. Students may be clocked out, released for the day or suspended when they do not comply with guidelines.

B. 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.

C. Sanitation and Personal Service Procedures

Sanitation and 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.

D. 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 behavior. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.

E. 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 others students or staff may be released from School, suspended or terminated.

Corrective Action Steps

A student who has received five suspensions may be terminated. Terminated students may only be readmitted to School after a thirty-day waiting period. If the student receives another suspension after re-admittance, their attendance will be permanently terminated.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School believes 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 for 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. The grievance will then be referred to the School's Management Team, which consists of the Education Leader, the Admissions Leader, the Operations Leader, the Financial Leader and the Night School Education 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:

The Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260
1-(800)-952-5210

NACCAS
4401 Ford Avenue, Suite 1300,
Alexandria, VA 22302-1432
(703)-600-7600

NOTICE OF STUDENTS RIGHTS:

You may cancel your contract for school, without any penalty or obligations on the seventh business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

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 contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.

If you have any complaints, questions, or problems that you cannot work out with the school, write or call NACCAS 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, (703)-600-7600 or, Board of Barbering and Cosmetology P.O. Box 944226 Sacramento, CA 94244-2260 1-800-952-5210

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 encouraged 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

ARBITRATION: Student and School agree that any controversy, claim or dispute arising out of or relating to this Catalog and or Agreement, or relating to any aspect of the school rules, discipline, expulsion, or alleged unlawful conduct (including without limitation laws that prohibit discrimination based on any protected classification), shall be submitted to binding arbitration in accordance with the rules of the American Arbitration Association, whose rules shall apply except as modified by this paragraph. The arbitration shall take place in the county in which the School is located before one arbitrator, who shall be a retired judge. The arbitrator may award attorney and expert witness fees and costs to the successful party but shall not have the right to award exemplary or punitive damages. The arbitrator shall submit a written finding of facts and conclusion of the law. The arbitrator shall have authority only to interpret and apply provisions of this Catalog and or Agreement and shall have no authority to add to, subtract from or modify terms of this Catalog and or Agreement except to the extent otherwise provided in Section Severability. The judgment of the arbitrator shall be binding and may be entered as a final judgment by any court having jurisdiction over the parties hereto. The award of the arbitrator shall be kept confidential and may not be disseminated to any member of the public by either party. No party shall initiate or prosecute any lawsuit in any way related to any dispute or claim covered by this catalog and or agreement. THE PARTIES UNDERSTAND AND ACKNOWLEDGE THAT UNDER THIS SECTION EACH WAIVES THE RIGHT TO

TRIAL BY JURY IN CONNECTION WITH ANY ARBITRABLE CONTROVERSEY OR CLAIM. **Note:** notwithstanding the forgoing arbitration shall not apply to any claim for collection of tuition due and any matters related to such claim.

CHOICE OF LAW AND VENUE: Any controversy or claim arising out of or relating in any way to this Catalog and or contract, or the breach hereof, shall be resolved in accordance with the substantive laws of the State in which **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** is located, without regard to its choice of law principals. Jurisdiction and venue for any action will be in the county in which **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** is located.

SERVERABILITY: If a court or an arbitrator of competent jurisdiction holds any provision of this Catalog and or Agreement to be illegal, unenforceable or invalid in whole or in part for any reason, such as provision shall be adjusted rather than voided, if possible, to achieve the intent of the parties to the extent possible, and in any event the validity and enforceability of the remaining sections shall not be affected unless an essential purpose of this catalog and or Contract would be defeated by the loss of the illegal, unenforceable, invalid provision.

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.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School ADMINISTRATION, as of 11/2011

Owners – HR Global, Inc

Director and Owners: Rosemary and Hooman Safavi

Education: Lyssa Arnett, Lyndsie McDougall, Jennifer Bettencourt, Miranda Newman, Yvonne Hammond, Indelisa Diaz Sanchez, Amanda Patzer and Betty Burbach, Richard Britton, Amanda Bertram, Nimi Dhaliwal, Leena Avila, Alicia Anderson, Breanne Hammerstein, Jennifer Hayes, Sylvia Coey, Jessica Marquez, Leticia Carrillo, Skye Tucker, and Tiffany Hoekzema.

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

Financial Aid: Melissa Herrera Financial Leader,
Nicole Kelly/ Financial Aid Assistant, and Adam Dominguez /Financial Assistant

Operations: Justin McCain

Sales Leader: Jamie Brasil

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

3100 McHenry Avenue, Modesto, CA 95350, (209) 577-0644

Enrollment Contract

Revised April 22, 2014

Student Name _____ Date of Birth _____
 Address _____
 City _____ State _____ Zip _____
 Student Social Security Number _____ Citizenship _____
 Phone _____
 Permanent Address (if different than above) _____

Contract Begin Date:	Contract End Date:
Contract Period Begin Date:	Contract Period End Date:

- COSMETOLOGY:** 1600 hours. Normal time to complete: 50.29 weeks at 90% attendance.
Full-time weekly scheduled hours (35) *(course taught in English)*
- COSMETOLOGY:** 1600 hours. Normal time to complete: 70.4 weeks at 90% attendance.
Part-time weekly scheduled hours (25) *(course taught in English)*

Transfer/Reentry Student – Hours needed for this contract _____ *(Refer to page 11 of this contract)*
 School transferring from _____
 Date of withdrawal from past school _____

I (hereinafter "Student") hereby make application for the course indicated above. In consideration for Student's enrollment, and **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** (hereinafter "the School") furnishing or offering instruction in the School, Student agrees to the following payments and to be bound by the terms and conditions of this enrollment contract.

EXPENSES:

Tuition \$ _____
Kit, Equipment, Supplies, Textbook (nonrefundable) \$ _____
Application Fee (nonrefundable) \$ _____
Student Tuition Recovery Fund (STRF) (nonrefundable) \$ _____
Total Cost \$ _____
Downpayment \$ _____
Tuition Adjustment (scholarship, incentives, etc.) \$ _____
BALANCE DUE \$ _____

I HAVE READ AND UNDERSTOOD PAGE 1 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

PAYMENT SCHEDULE: There shall be _____ monthly payments in the amount of \$_____ with the first payment to be made on or before _____ and subsequent payments to be made on or before the _____ day of each month thereafter until the balance is fully paid. The balance is due within one (1) month of termination of the monthly payment schedule. Monies received for eligible Students from student loan programs will be applied to this payment plan. Any remaining funds available for Student will be paid to Student only at which time the course costs have been paid in full. Student agrees to pay all sums herein required by the School and agrees that any performance required of Student under this contract shall be met and performed in the City of Modesto, County of Stanislaus, and State of California. All tuition must be paid in full in order for Student to graduate.

Financial aid available to those who qualify. Student is responsible for any tuition balance owed and not covered by financial aid. For those Students who do not qualify for financial aid, the School accepts cash, credit card, and personal check.

Students will only be allowed to use Paul Mitchell kits and equipment while enrolled at the School. If Student needs to replace a kit or equipment item at any time during his or her enrollment in the School, these items may be purchased at the School or independently.

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU RECEIVE A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT, PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

Student Signature _____ Date _____

LOANS: If Student is eligible for a loan guaranteed by the federal or state government and Student defaults on the loan, both of the following may occur.

- ❶ The federal or state government or a loan guarantee agency may take action against Student, including applying an income tax refund to which Student is entitled to reduce the balance owed on the loan.
- ❷ Student may not be eligible for any other federal student financial aid at another institution or other government loan until the loan is repaid.

The school complies with California Private Postsecondary Education Act of 2009, 94899.5 (b) and does not require more than one term or four months of tuition in advance, until 50% of the program has been offered and the school is due full payment.

EXTRA INSTRUCTIONAL CHARGES: During the enrollment contract period, Student must maintain a 90% attendance average each month in order to complete the program within the Scheduled program length. The Student is allowed to miss 10% of his or her scheduled hours before having to pay extra instructional charges. The Student may use the allowed 10% of his/her scheduled hours for vacation, doctor appointments, illness, etc. If the Student must attend additional Program hours beyond his/her maximum Scheduled Program length due to not meeting a 90% attendance average or to complete academic graduation requirements, the Student 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:	Hours in program = 1600 hours
	10% absent hours = 160 hours
	Scheduled Program Length = 1760 hours

Extra Instructional Charges will be billed to the Students account once the Schedule Program Length is reached.

INITIAL HERE _____

Please note that if a student misses more than 14 consecutive calendar days, the student will be terminated from the program.

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

I HAVE READ AND UNDERSTOOD PAGE 2 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

CORRECTIVE ACTION STEPS : Once a student has received five (5) coaching sessions, the student may be suspended from school for five (5) days. Suspended students may only be readmitted to school upon paying the administrative termination fee. If a student receives two (2) more coaching sessions after readmission from a five (5) day suspension, the student's attendance may be permanently terminated. A student may be terminated without prior coaching sessions for improper and/ or immoral conduct. Refer to the school Future Professional Advisory.

TERMINATION: Paul Mitchell The School may terminate a student's enrollment for immoral and/or improper conduct, receiving seven (7) coaching sessions, failing to comply with educational requirements, and/ or the terms as agreed upon within the enrollment contract. For more information refer to the school Future Professional Advisory. Applicants who are terminated or withdraw from the course are required to empty their student locker and gather all personal items. Any items left behind by Applicant will be stored for 60 days, at which time they become property of the School. Applicant will be charged an administrative fee in the amount of \$100.00.

SUSPENSION: Students may be suspended for failure to comply with School rules or general policies, leaving the School without permission, failing to notify the School regarding absences and tardiness, incomplete practical worksheets, failing to attend theory classes or take theory tests, or insubordination.

GRADUATION REQUIREMENTS IN COURSE

- ❶ Receive the required number of clock hours of training.
- ❷ Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- ❸ For a student to meet state requirements, all practical worksheets must be completed 100%.
- ❹ Satisfactorily pass final written and practical exams.
- ❺ Complete the required theory hours.
- ❻ Tuition has been paid in full or payment arrangements of all debts owed to the school have been made.
- ❼ Upon graduation the student will receive a graduation certificate.

Once the student has met all these requirements, he/she will receive a CERTIFICATE of COMPLETION.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the school's administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** can retain the student until all graduation requirements are met.

A student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated. For the purposes of transfer or graduation, hours will not be released by the school until all monies owed or payment arrangements of all debts owed the school have been made and all academic requirements pertaining to those hours have been completed.

EMPLOYMENT ASSISTANCE: The School will assist Student in finding suitable employment by posting area employment opportunities and teaching classes on seeking employment; however, the School cannot guarantee placement.

RIGHT TO CHANGE: The School reserves the right to modify its professional development guidelines, curriculum, dress code, or any other policies at its discretion.

LANGUAGE DISCLOSURE: **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** does not recruit ENGLISH AS A SECOND LANGUAGE. As "THE SCHOOL DOES NOT OFFER INSTRUCTION IN ENGLISH AS A SECOND LANGUAGE." however, if a students primary language is not English the student may bring an interpreter, when signing the enrollment contract to obtain a clear understanding of the terms and conditions of the enrollment contract in the students primary language.

INITIAL HERE _____

I HAVE READ AND UNDERSTOOD PAGE 3 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____
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STUDENT TUITION RECOVERY FUND: You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- ① You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- ② 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:
 - ① You are not a California resident, or are not enrolled in a residency program, or
 - ② 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. (a) In addition to the statement described under subdivision (b) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

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

- ① The school closed before the course of instruction was completed.
- ② The school's failure 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.
- ③ The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- ④ There was a material failure to comply with the Act or this 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.
- ⑤ An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Note: Authority cited: Sections 94803, 94877, and 94923, Education Code. Section 94923, Education Code.

Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School collects the STRF fee of \$9.50 from cosmetology students and remits it to the BPPE.

I HAVE READ AND UNDERSTOOD PAGE 4 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

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 entitled 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.
- ❽ If a student has received Federal Student Financial Aid Funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.

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 Students/students due a refund:

- ❶ Federal Unsubsidized Stafford Loan
- ❷ Federal Subsidized Stafford Loan
- ❸ Federal Plus Loan
- ❹ Federal Pell Grant

I HAVE READ AND UNDERSTOOD PAGE 5 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

INSTITUTIONAL REFUND/DROP POLICY

- ❶ Any monies due the student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. A student is not accepted by the school. This student shall be entitled to a refund of all monies paid to the school except a non-refundable 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 a non-refundable 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 is entitled to a refund of all monies paid to the school less an application fee of \$100.00.
 - d. A student notifies the institution of his/her official withdrawal in writing.
 - 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 nonrefundable.
- ❷ You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) calendar day after enrollment, whichever is later. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.

Date which the student can cancel the enrollment contract: _____

- ❸ 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 every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- ❹ 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.
- ❺ 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.
- ❻ 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.
- ❼ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ❽ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ❾ For students who terminate prior to completion, an administration fee in the amount of \$100.00 will be assessed.
- ❿ A student's account may be sent to collections for nonpayment.
- ⓫ 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.
- ⓬ A student is entitled to a refund of moneys not paid from federal student financial aid program funds.

I HAVE READ AND UNDERSTOOD PAGE 6 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

An institution that participates in 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 monies paid for institutional charges to students who have completed 60% 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 scheduled 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 *scheduled 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	\$9,144.00	\$15,240.00

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.

REENTRY TERMS

- ❶ Previous hours will be credited to the Student's transcripts if paid for.
- 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 Outstanding tuition, fees, and overtime expenses must be paid in advance or the Student must make satisfactory arrangements with the Financial Aid Leader.
- ❺ Students who are Student Tuition Recovery Fund (STRF) eligible (refer to page 4 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 the School and may require special conditions.

Readmission for a student requires a personal interview with school administration. The reentering student will be placed on 30-day evaluation period. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then 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 that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left. If a reenrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new reenrollment contract. In addition, a student may be responsible for any previous overtime charges that had previously accrued, but not yet assessed.

TRANSFER STUDENTS: A maximum of 400 hours will be accepted for 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. For students transferring from another Paul Mitchell School, a maximum of 800 hours will be accepted. Cost for transfer students is \$13.00 per hour, which does not include the cost of the student kit.

I HAVE READ AND UNDERSTOOD PAGE 7 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

NOTICE CONCERNING 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 the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **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 FROM 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 course-work, 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.

ENTIRE AGREEMENT: This contract constitutes and expresses the entire agreement and understanding of the parties hereto in reference to the matters stated herein. No prior discussions, promises, representations, warranties, or understandings relative thereto, if any, had between the parties hereto, shall be of any force or effect with respect to the subject matter hereof. This contract shall be deemed to be an integrated agreement and the contract supersedes all prior and contemporaneous oral and written agreements, promises, and understandings between the parties with respect to the subject matter hereof.

AMENDMENT OR MODIFICATION: This contract may not be changed, waived, modified, or discharged in whole or in part, except in writing signed by all affected parties hereto.

HEADINGS AND LANGUAGE: The various headings in the contract are inserted for convenience only and shall not be deemed a part of or in any manner affect this contract or the provisions of it. As used in this contract, the masculine, feminine, or neuter gender and the singular and plural shall be deemed to include the other whenever the context so indicates.

QUESTIONS: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 9833, www.bppe.ca.gov, (916) 431-6959 or toll-free (888) 370-7589, fax (916) 263-1897.

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 at www.bppe.ca.gov.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

INITIAL HERE _____

I HAVE READ AND UNDERSTOOD PAGE **8** OF THIS AGREEMENT, WHICH CONSISTS OF **18** PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

"I CERTIFY THAT I HAVE RECEIVED THE CATALOG, SCHOOL PERFORMANCE FACT SHEET, AND INFORMATION REGARDING COMPLETION RATES, PLACEMENT RATES, LICENSURE EXAMINATION PASSAGE RATES, SALARY OR WAGE INFORMATION, AND THE MOST RECENT THREE-YEAR COHORT DEFAULT RATE, IF APPLICABLE, INCLUDED IN THE SCHOOL PERFORMANCE FACT SHEET, AND HAVE SIGNED, INITIALED, AND DATED THE INFORMATION, AND DATED THE INFORMATION PROVIDED IN THE SCHOOL PERFORMANCE FACT SHEET." **INITIAL HERE** _____

THIS IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE Student AND ACCEPTED BY THE SCHOOL. Student HAS READ THIS COMPLETE CONTRACT, UNDERSTANDS ITS CONTENTS, AND AGREES TO COMPLY WITH ALL REQUIREMENTS CONTAINED HEREIN AND THE GENERAL POLICIES OF THE SCHOOL. IN ADDITION, PRIOR TO ENROLLMENT AND SIGNING THIS ENROLLMENT CONTRACT, Student HAS RECEIVED A COPY OF THE FOLLOWING ITEMS:

✓ This contract	✓ Voter registration information
✓ School catalog	✓ State licensure requirements
✓ School's Professional Development Guidelines	✓ Campus crime report
✓ Course outline	✓ Information regarding student body diversity in regard to gender, ethnicity, and full-time students who have received federal Pell Grants
✓ School's Satisfactory Academic Progress Policy	✓ Copyright infringement policy
✓ School's performance statistics regarding completion, licensure, and placement	✓ School's policy for a drug-free workplace
✓ Physical Demands for the Profession	✓ School's Performance Fact Sheet
✓ Safety Requirements of the Profession	

NOTICE TO Student:

THIS ENROLLMENT CONTRACT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT. DO NOT SIGN THIS CONTRACT IF IT CONTAINS BLANK SPACES. YOU ARE ENTITLED TO AN EXACT COPY OF THE CONTRACT YOU SIGN.

Student Signature _____ Date _____

Guardian Signature (if Student is a minor) _____ Date _____

School Official Signature _____ Date _____

** Instruction is only held at the institutes location of 3100 McHenry Ave., Modesto, CA 95350*

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

TOTAL CHARGES DUE UPON ENROLLMENT \$ _____

<p>I HAVE READ AND UNDERSTOOD PAGE 9 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL.</p> <p style="text-align: right;">Initial here: _____</p>

RELEASE OF IMAGES: I hereby give permission to Global, Inc. dba **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**; to Paul Mitchell Advanced Education, LLC; and to their affiliates to reproduce and use photographs and/or digital images of me and/or my model work (in either case, with or without my name), for use in advertising, Web sites, printed or electronic promotional materials, or in any other context. I further agree that my name may (but need not) be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me.

Student Signature _____

Date _____

SAFAVI INSTITUTE OF COSMETOLOGY AND ESTHETICS PAUL MITCHELL PARTNER SCHOOL WIRELESS INTERNET USER AGREEMENT : **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** provides free wireless Internet in various locations across the main campus. This service is intended to allow Students limited access to the Internet. As the configuration of each manufacturer’s device is unique, please refer to your documentation for connection instructions. **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** staff cannot be responsible for assisting you in making changes to your devices.

SECURITY WARNING AND DISCLAIMER WARNING: This free Service is an open network provided for your convenience and its use is at your own risk. It is available to the general public, and is **NOT INHERENTLY SECURE**. The providers and **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** cannot and do not guarantee the privacy of your data and communication while using this service. There are potentially serious issues with any computer connected to the Internet without the appropriate security protection, ranging from viruses, worms and other programs that can damage the user’s computer, to attacks on the computer by unauthorized or unwanted third parties. By using this Service, you acknowledge and knowingly accept these potentially serious risks of accessing the Internet over an unsecured network. It is recommended that users take steps to protect their own computer system, such as installing current anti-virus software and maintaining appropriate firewall protection on their computer devices. By using this Service, you acknowledge and agree that **YOU DO SO SOLELY AT YOUR OWN RISK**. Also, by Disclaimer: Service provided “AS IS”. This Service provides access to the Internet on an “as is” basis with all the risks inherent in such access. The providers of the Service and **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School** make no warranty that the Service, or that any information, software, or other material accessible on the Service, is free of viruses, worms, Trojan horses or other harmful components. By connecting, the user acknowledges and accepts the risks associated with public access to the Internet and public use of an unsecured wireless network.

Service provided “AS AVAILABLE”. The Service is provided on an “as available” basis without warranties of any kind, either expressed or implied, that the Service will be uninterrupted or error-free, including but not limited to vagaries of weather, disruption of Service, acts of God, warranties of title, no infringement, NOR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. No advice or information given by **Safavi Institute of Cosmetology and Esthetics Paul Mitchell Partner School**, providers, affiliates, or contractors of the Service or their respective employees shall create such a warranty. Indemnity:

User agrees to indemnify and hold harmless the providers of the Service, including affiliates, agents, and contractors thereof, from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorney’s fees) that result in any way from the user’s use of, or inability to use, the Service, or to access the Internet or any part thereof, or user’s reliance on or use of information, services or merchandise provided on or through the Service and/or any materials downloaded or uploaded through the Service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance, any actions taken by you in connection with your use of the Service, or any violation of any third party’s rights or a violation of law or regulation.

Applicant Signature _____

Date _____

I HAVE READ AND UNDERSTOOD PAGE **10** OF THIS AGREEMENT, WHICH CONSISTS OF **18** PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

TRANSFER HOURS

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 PAUL MITCHELL THE SCHOOL prior to enrollment.

Please select the one that applies.

I _____ do not have any transfer hours and understand that by signing this statement I cannot add transfer hours once I have been contracted.	
Student Signature	Date

I _____ have _____ transfer hours. I have also provided proof of these hours to the financial aid office and understand that once I have been contracted I cannot increase or decrease the transfer hours.	
Student Signature	Date
<p>Allowed Missed Hours For Transfer Students:</p> $1600 - \frac{\text{Transfer Hours}}{\text{Hours needed or contracted}} \times 10\% = \text{Allowed missed hours}$ <p>Attached is a copy of Student's transfer hours: <input type="checkbox"/> YES / <input type="checkbox"/> NO</p> <p><i>If you answered no to the above, stop and get a copy of Student's transcripts.</i></p>	
School Official Signature	Date

RE-ENTRY HOURS

I _____ have re-entered the program and understand that based on previous enrollment I will only be allowed _____ missed hours.	
Student Signature	Date

I HAVE READ AND UNDERSTOOD PAGE **11** OF THIS AGREEMENT, WHICH CONSISTS OF **18** PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

School Performance Fact Sheet

Safavi Institute of Cosmetology and Esthetics, Paul Mitchell Partner School
3100 McHenry Ave., Modesto, CA 95350 (209) 577-0644; Fax (209) 577-0044
Website: safavi.paulmitchell.edu

Completion Rates: Cosmetology 1600 hours / 12 Months		
Calendar Year	2011	2012
Number of students who began program (1)	142	240
Students available for graduation (2)	141	238
Graduates (3)	80	142
Completion Rate (4)	57%	59.66%

Completion Rates: Esthetics 600 hours / 4 Months		
Calendar Year	2011	2012
Number of students who began program (1)	58	51
Students available for graduation (2)	59	51
Graduates (3)	57	47
Completion Rate (4)	96.61%	92.16%

Completion Rates: Manicuring 600 hours / 4 Months		
Calendar Year	2011	2012
Number of students who began program (1)	N/A	6
Students available for graduation (2)	N/A	6
Graduates (3)	N/A	6
Completion Rate (4)	N/A	100%

- ❶ Number of students who began program is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- ❷ Students available for graduation is the number of students who began program minus the number of Students unavailable for graduation, which means those students who have died, been incarcerated, or called to active military duty.
- ❸ Graduates is the number of students who completed the program within 100% of the published program length.
- ❹ Completion Rate is the number of Graduates divided by the Number of Students Available for Graduation.

Student's Initials: _____ **Date:** _____

I HAVE READ AND UNDERSTOOD PAGE 12 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

Placement Rates: Cosmetology 1600 hours / 12 Months		
Calendar Year	2011	2012
Number of students who began program (1)	142	240
Number of graduates (2)	80	142
Graduates available for employment (3)	77	140
Graduates employed in the field (4)	36	88
Placement Rate employed in the field (5)	47%	62.86%
Graduates employed in the field an average of 32 hrs/week	unknown	unknown
Graduates Employed in the field at least 32 hrs/week	unknown	unknown

Placement Rates: Esthetics 600 hours / 4 Months		
Calendar Year	2011	2012
Number of students who began program (1)	20	51
Number of graduates (2)	18	51
Graduates available for employment (3)	18	47
Graduates employed in the field (4)	12	41
Placement Rate employed in the field (5)	67%	87.23%
Graduates employed in the field an average of 32 hrs/week	unknown	unknown
Graduates Employed in the field at least 32 hrs/week	unknown	unknown

Placement Rates: Manicuring 400 hours / 2 Months		
Calendar Year	2011	2012
Number of students who began program (1)	N/A	6
Number of graduates (2)	N/A	6
Graduates available for employment (3)	N/A	6
Graduates employed in the field (4)	N/A	6
Placement Rate employed in the field (5)	N/A	100%
Graduates employed in the field an average of 32 hrs/week	unknown	unknown
Graduates Employed in the field at least 32 hrs/week	unknown	unknown

- ❶ Number of students who began program means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- ❷ Number of graduates is the number of students who have completed the program within 100% of the published program length.
- ❸ Graduates available for employment means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- ❹ Graduates employed in the field means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- ❺ Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Student's Initials: _____ **Date:** _____

<p>I HAVE READ AND UNDERSTOOD PAGE 13 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL.</p> <p style="text-align: right;">Initial here: _____</p>
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Employment and Career Opportunities for Cosmetology: Although PAUL MITCHELL THE SCHOOL **does not guarantee employment upon graduation**, PAUL MITCHELL THE SCHOOL does maintain an aggressive job placement program and will inform students of job openings and opportunities. In addition students can refer to the Department of Labor website <http://www.bls.gov> for additional information regarding employment opportunities and availability.

● Salon Hairstylist	● Hospital Hair-Care Service	● Cosmetology School Owner
● Free-lance Hairstylist	● Salesperson/Retail Specialist	● Manufacturer's Representative
● Salon Owner/Manager	● Makeup Artist	● State Board Examiner
● Hair Color Specialist	● Stage and Film Makeup Artist	● State Board Inspector
● Artificial Hair Services Specialist	● Beauty and Fashion Consultant	● Trade Publication Writer
● Platform Artist	● Photo Stylist	
● Cruise Ship Stylist	● Cosmetology School Instructor	

Employment and Career Opportunities for Esthetics: Our programs offer many employment and career opportunities.

● Esthetician	● Salon or Spa Owner	● Educator or Instructor
● Free-lance Esthetician	● Salesperson/Retail Specialist	● Manufacturer's Representative
● Makeup Artist	● State Board Examiner	● Stage and Film Makeup Artist
● State Board Inspector	● Cruise Ship	● Trade Publication Writer

Employment and Career Opportunities for Manicuring: Our programs offer many employment and career opportunities.

● Manicurist	● Salon or Spa Owner	● Educator or Instructor
● Free-lance Manicurist	● Salesperson/Retail Specialist	● Manufacturer's Representative
● State Board Inspector	● State Board Examiner	● Stage and Film Makeup Artist
● Trade Publication Writer	● Cruise Ship	

Student's Initials: _____ **Date:** _____

I HAVE READ AND UNDERSTOOD PAGE **14** OF THIS AGREEMENT, WHICH CONSISTS OF **18** PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____

License Examination Passage Rates (continually administered examinations): Cosmetology 1600 hours / 12 Months		
Calendar Year	2011	2012
Number of students taking the license exam (1)	49	143
Number who passed first license exam taken (2)	34	120
Number who failed first license exam taken	15	23
Passage rate (3)	70%	83.91%

License Examination Passage Rates (continually administered examinations): Esthetics 600 hours / 4 Months		
Calendar Year	2011	2012
Number of students taking the license exam (1)	15	41
Number who passed first license exam taken (2)	14	41
Number who failed first license exam taken	1	0
Passage rate (3)	93%	100%

License Examination Passage Rates (continually administered examinations): Manicuring 400 hours / 2 Months		
Calendar Year	2011	2012
Number of students taking the license exam (1)	N/A	6
Number who passed first license exam taken (2)	N/A	5
Number who failed first license exam taken	N/A	1
Passage rate (3)	N/A	83.33%

- ❶ Number of students taking exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
- ❷ Number who passed first exam taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.
- ❸ Passage rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

Student's Initials: _____ **Date:** _____

I HAVE READ AND UNDERSTOOD PAGE 15 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____
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Salary and Wage Information (includes data for the two calendar years prior to reporting): Cosmetology 1600 hours / 12 Months		
Calendar Year	2011	2012
Graduates available for employment (1)	347	140
Gradates employed in the field (2)	226	88
\$15,000 – \$20,000	0	0
\$20,001 – \$25,000	0	0
\$25,001 – \$30,000	0	0
\$30,001 – \$35,000	0	0
Students not reporting salaries (3)	226	88

Salary and Wage Information (includes data for the two calendar years prior to reporting): Esthetics 600 hours / 4 Months		
Calendar Year	2011	2012
Graduates available for employment (1)	59	47
Gradates employed in the field (2)	36	41
\$15,000 – \$20,000	0	0
\$20,001 – \$25,000	0	0
\$25,001 – \$30,000	0	0
\$30,001 – \$35,000	0	0
Students not reporting salaries (3)	36	41

Salary and Wage Information (includes data for the two calendar years prior to reporting): Manicuring 400 hours / 2 Months		
Calendar Year	2011	2012
Graduates available for employment (1)	59	6
Gradates employed in the field (2)	36	6
\$15,000 – \$20,000	0	0
\$20,001 – \$25,000	0	0
\$25,001 – \$30,000	0	0
\$30,001 – \$35,000	0	0
Students not reporting salaries (3)	36	6

- ❶ Graduates available for employment means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- ❷ Graduates employed in the field means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- ❸ Salary is as reported by the student. Not all graduates reported salary.

The school contacts our employed graduate students who then disclose their average salary. In addition you can refer to the Department of Labor website <http://www.bls.gov> for additional information regarding salaries in the program field.

Student's Initials: _____ **Date:** _____

I HAVE READ AND UNDERSTOOD PAGE 16 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____
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Paul Mitchell The School Costa Mesa Student Loan Information		
Calendar Year	2011	2012
Schools 3-year Cohort Default Rate	N/A	N/A
Percentage of enrolled students receiving Financial Aid	99%	98%

The Cohort Default Rate (CDR) represents the percentage of this institution's students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan. The most recent 3-year cohort default rate reported by the U.S. Department of Education for this institution is listed above.

The percentage of the students who attended this institution who received federal student loans to help pay their cost of education at the school is listed above.

Student's Initials: _____ **Date:** _____

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name (Print) _____ Date _____

Student Signature _____ Date _____

School Official Signature _____ Date _____

"Barbering program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data."

<p>I HAVE READ AND UNDERSTOOD PAGE 17 OF THIS AGREEMENT, WHICH CONSISTS OF 18 PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL.</p> <p style="text-align: right;">Initial here: _____</p>
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Arbitration Agreement and Waiver of Jury Trial

I, _____, agree as follows:

① Any dispute I may bring against the School, or any of its parents, subsidiaries, officers, directors, or employees, without limitation, or which 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, under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. The arbitrator will decide the case pursuant to the Federal Arbitration Act. 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.

Initials: _____

② Neither the 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 the School and I agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

Initials: _____

③ The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by the School.

Initials: _____

④ 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.

Initials: _____

⑤ Any remedy available from a court under the law shall be available in the arbitration.

Initials: _____

⑥ To the extent I have outstanding federal student loan obligations incurred in connection with my enrollment at the School, any arbitration award providing monetary damages shall direct that those damages be first paid toward my student loan obligations.

Initials: _____

⑦ I may, but need not, be represented by an attorney at arbitration.

Initials: _____

⑧ Except as specifically required by laws 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 or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.

Initials: _____

⑨ If I desire to initiate arbitration, Information about the AAA arbitration process and the Consumer Rules also can be obtained at www.adr.org or 1-800-778-7879. I shall disclose this document to the AAA.

Initials: _____

⑩ If any paragraph, sub-paragraph, provision, or clause herein is held invalid, said paragraph, sub-paragraph, provision, or clause shall not affect any other paragraph, sub-paragraph, provision, or clause that can have effect without the invalidated paragraph, sub-paragraph, provision, or clause, and thus is severable one from the other.

Initials: _____

Student Signature _____

Date _____

School Official Signature _____

Date _____

I HAVE READ AND UNDERSTOOD PAGE **18** OF THIS AGREEMENT, WHICH CONSISTS OF **18** PAGES. IT IS PART OF THE CONTRACT WITH THE SCHOOL. Initial here: _____