Paul Mitchell The School Federal Way

TRANSFER OF CREDIT POLICIES

TRANSFER OF CREDIT POLICY - STUDENTS ENTERING THE SCHOOL

Paul Mitchell The School Federal Way will only accept transfer hours from schools located in the state of Washington.

Paul Mitchell The School Federal Way will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material and the applicability of the courses to the student's intended academic program at the School.

Transfer students are assessed tuition at the current per hour rate. Current tuition rate information is located in the "Costs of Tuition and Supplies" section of the catalog.

At the School's sole discretion, a student may be permitted to transfer in more hours from a non-Paul Mitchell School than is described in the policy below, if the student is transferring from a school that has closed without notice and the student can demonstrate the appropriate course knowledge.

At the school's sole discretion, a VA student may be permitted credits for service in the armed forces, paid or unpaid employment, or other demonstrated competency based on an evaluation of the student's comprehension of the course material and the applicability of the courses to the student's intended academic program at the school.

The $100.00 registration fee is not applicable to transfer students. All students transferring hours from a non-Paul Mitchell School will be charged a $300.00 administration fee. Students transferring hours earned through an approved high school cosmetology program are exempt from the $300.00 administration fee. The administration fee may be waived due to extenuating circumstances as determined by the Director.

TRANSFER OF CREDIT POLICY

COSMETOLOGY

Cosmetology students transferring from another Paul Mitchell School.
If transferring from another Paul Mitchell School, all transfer hours will be accepted based on stateboard rules.

Cosmetology students transferring from a non-Paul Mitchell School.
A maximum of 1200 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board. All cosmetology transfer students must complete a minimum of 400 hours.

- Pass a practical test with a minimum of 75% on the following criteria:
  - Demonstrate State Board Sanitation and Disinfection
  - Finger Wave with 6 pin-curls
  - Color and Lightener Applications (Must perform four)
  - Permanent Wave (10 rods)
  - Chemical Relaxer Applications (virgin, re-touch)
  - Marcel iron work demonstrating the three base curl placements
  - Haircut, style and finish of your choice (to complete on a doll head or model)
- Pass a written exam with a minimum of 75% passing

BARBERING

Barbering students transferring from another Paul Mitchell School
If transferring from another Paul Mitchell School, all transfer hours will be accepted based on stateboard rules.

Barbering students transferring from a non-Paul Mitchell School
A maximum of 700 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board. All Barbering transfer students must complete a minimum of 400 hours.

- Pass a practical test with a minimum of 75% on the following criteria:
  - Demonstrate State Board Sanitation and Disinfection
  - Haircut, style and finish of your choice (to complete on a doll head or model)
- Pass a written exam with a minimum of 75% passing

MANICURING

Manicuring students transferring from another Paul Mitchell School.
If transferring from another Paul Mitchell School, all transfer hours will be accepted based on stateboard rules.

Manicuring students transferring from a non-Paul Mitchell School
A maximum of 200 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board. All manicuring transfer students must complete a minimum of 400 hours.

- Pass a practical test with a minimum of 75% based on the following criteria
  - Demonstrate State Board Sanitation and Disinfection
  - Artificial Nails preparation, application, finish and removal of silk, linen, fiberglass, acrylic, gel, powder, extentions and sculpting
  - Nail Shaping to include cleaning, shaping, and polishing of the hands and feet
- Pass a written exam with a minimum of 75% grade.

INSTRUCTOR TRAINING

Instructor Training students transferring from another Paul Mitchell School.
If transferring from another Paul Mitchell School, all transfer hours will be accepted based on stateboard rules.

Instructor Training students transferring from a non-Paul Mitchell School
A maximum of 300 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board. An instructor-trainee may submit documentation that provides evidence of experience as a licensed cosmetologist, hair designer, barbering, manicurist, esthetician, or master esthetician for competency evaluation toward credit of not more than three hundred hours of instructor training.

1. Pass a written exam with a minimum of 75% grade.

TRANSFER OF CREDIT - CREDIT EARNED AT ANOTHER INSTITUTION

Paul Mitchell The School Federal Way may accept transfer clock hours or credits for courses completed at another institution.

A student must notify the Admissions team at the time of beginning the admissions process if requesting such credit. An official transcript is required for each school a student attended. The School will review course descriptions and any transcripts provided by the student to arrive at a final decision.

Courses taken at another institution must be accredited by an agency recognized by either the U.S. Department of Education or Council for Higher Education Accreditation (CHEA).

To transfer credits, the student must do the following:

- Inform the Admissions Leader during the application process requesting to transfer credit
- Provide official transcripts from previous attended school 7 days prior to signing the enrollment agreement (exceptions may be granted for extenuating circumstances)

Acceptance of transfer credit is at the sole discretion of the school. In addition, the institution does not have articulation agreements and does not give credit for experiential learning (except for the Instructor Training Program).

TRANSFERABILITY OF CREDIT - CREDIT EARNED AT THE SCHOOL

The transferability of hours you earn at Paul Mitchell The School Federal Way is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology, Barbering, Manicuring, and Instructor Training is also at the complete discretion of the institution to which you may seek to transfer.

If the hours or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Paul Mitchell Schools to determine if your hours or diploma will transfer.

Students may request an official current transcript from the school, at any time during or after withdrawal and graduation (Fees may apply, check the school's fee schedule located in this catalog).