# Paul Mitchell The School Fort Myers

## GRADUATION INFORMATION

### GRADUATION REQUIREMENTS IN COURSES

To be eligible for graduation from the school, a student must fulfill the following criteria:

- Complete the required number of program clock hours.
- Complete and submit all practical skill assignments via My Portico App. to demonstrate completion of the practical skill requirements.
- Complete all assigned written and practical exams with a passing score.

### AVAILIBILITY OF TRANSCRIPTS POLICY

*The following programs are not eligible for Title IV funding: Skin Care and Nail Tech*

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

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

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

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

**How to Request a Transcript:** To request an official transcript**,** please contact the Financial Services Office. Processing typically takes 7–10 business days and a fee may apply for additional copies. Unofficial transcripts are available upon request.

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

### CERTIFICATE OF COMPLETION

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

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

Students choosing to challenge the Florida State Cosmetology Board test early cannot receive a certificate of completion. Students must complete their program hours to be considered a completer/graduate or competent to pass the state board examination. As per school policy and discretion, students must complete the required program hours to obtain competency and complete preparation to pass the State Board exam. Students may, however, receive a copy of their current academic transcript by sending an email to admissions@fortmyers.paulmitchell.edu or by completing a request for transcript form and paying any applicable fees.

**GRADUATES COMPLETING A PROGRAM AND REENROLLING IN A NEW PROGRAM**

Students that graduates from one program within the school and wishes to enroll in another program within the school, a determination of the state laws will determine the amount of hours that will be transferred into the new program, the student will need to meet the quantitative and qualitative components of SAP for the new program.