Paul Mitchell The School Phoenix

GRADUATION INFORMATION

GRADUATION REQUIREMENTS IN COURSES

The Student must complete the following graduation requirements:

- Receive the required number of clock hours of training.
- For a student to meet state requirements, all assigned practical skill assessments must be completed.
- Pass written and practical exams.
- Complete the required theory hours.
- Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.

AVAILABILITY OF TRANSCRIPTS POLICY

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

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

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

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

How to Request a Transcript: To request an officialtranscript**,** please contact the Financial Services Office. A fee may apply for additional copies. Processing typically takes 7–10 business days. 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.

CAREER SERVICES

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

Although Paul Mitchell The School Phoenix does not guarantee employment upon graduation, Paul Mitchell The School Phoenix does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School Phoenix coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

Paul Mitchell The School Phoenix has placed students in the beauty industry as Hair Stylists, Color Stylists, Makeup Artists, Educators, and Salon Owners or Managers.

GRADUATES COMPLETING A PROGRAM AND REENROLLING IN A NEW PROGRAM

A student 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.