# Paul Mitchell The School Sherman Oaks

## MAKEUP HOURS

Makeup hours are first come, first served via sign-up with the Future Professional Advisor or Financial Aid Leader. Future Professionals are not guaranteed their desired date. Future Professionals are required to attend the full makeup hours unless previously approved by the Future Professional Advisor. If a Future Professional signs up for makeup hours, all attendance policies apply. If a Future Professional does not show for the makeup hours twice, they will lose eligibility for signing up for future dates. If a Future Professional calls/texts out or no shows of 3 Makeup Hours days, they may lose eligibility for signing up for future dates. Future Professionals may only hold two date reservations at a time. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed and the name of the Learning Leader who supervised the make-up time.

*Please note school closure dates, found in Enrollment Information

Eligibility for makeup hours is determined by the following:

• Students must have under 90% overall attendance and must have completed Core. Students who have completed 80% of their required hours will be eligible if they have more than 10% total absent hours.

• Availability is not guaranteed and is determined on a first come, first serve basis.

• Students must be actively engaged in academic requirements or guest services to maintain their eligibility.

### COSMETOLOGY AND BARBERING PROGRAMS

Make up hours are available for Monday - Friday daytime students and Night students on Saturdays from 9:30-5:00

Make up hours are available for Tuesday - Saturday students on Mondays from 9:30 – 5:00.

### ESTHETICS PROGRAM

Make up hours are available for Tuesday – Saturday students on Mondays from 5:00 – 10:00.

Make up hours are available for night students on Saturdays from 9:30 – 5:00.

Students must sign up for Makeup Hours with the Future Professional Advisor.

Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed and the name of the Learning Leader who supervised the make-up time.

***Future Professionals may not exceed their absent hours in makeup hours, or exceed 100% attendance.***