# Paul Mitchell The School NYC

## GRADUATION REQUIREMENTS - WAXING

### GRADUATION REQUIREMENTS

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 platform/method to demonstrate completion of the practical skill requirements.

• Complete all assigned written and practical exams with a passing score.

### 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 for students who received Title IV federal student aid. An official transcript is a certified copy of the student's academic record, including clock hours earned.
***The Waxing program is not eligible for Financial Aid***

**New York Requirement (Education Law § 640 — Student Debt; Prohibited Practices):**

New York law imposes a different requirement than the federal rule above. As a licensed private career school, the school will not, regardless of any outstanding balance or its source:

• Withhold a transcript — including all clock hours earned and all grades — because a student owes a debt to the school.

• Condition the provision of a transcript on payment of that debt.

Transcripts will not be withheld due to balances resulting from instructional error or misconduct.

**How to Request a Transcript:** To request an official transcript, please contact the Financial Services Office. Processing typically takes 7–10 business days. Unofficial transcripts are available upon request. Additional transcript requests made by the student or a third party will be charged a $10.00 fee as of the date of the 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.

### GRADUATES COMPLETING A PROGRAM AND RE-ENROLLING 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 number 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.

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