

PAUL MITCHELL®

**the school**®

**A T L A N T A**

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Dear Future Salon Professional:

Congratulations on making the decision to explore your interest in Paul Mitchell The School Atlanta! We are very proud of our commitment to excellence and to the future of style, and we want to share our excitement with you through the information enclosed.

Paul Mitchell Future Professionals discover a world of possibilities in the beauty industry through our network of over 50,000 salons in 81 countries across the globe. Our Future Professionals have insider access to our professional online community, and unique career opportunities in beauty, fashion, business, and more!

We have enclosed information to assist you in discovering more about our academic reputation, curriculum and programs, career opportunities in the beauty industry, and scholarships and financial aid availability. For a copy of our school catalog, and other important information please visit our website at <http://paulmitchell.edu/atlanta>.

This information is a great place to start, but we encourage you to connect with a member of our Enrollment Team to experience our school environment for yourself. We have options! You can schedule a personal School Tour and Career Planning Session at our campus, join us for a virtual visit, attend one of our Open House events, or participate in a group tour with your peers. No matter which option works best for you we hope to learn more about your passion for beauty, answer your questions, and assist you in planning how you can achieve your career dreams.

Paul Mitchell The School Atlanta is accredited by the National Accrediting Commission of Career Arts and Sciences and approved by the United States Department of Education to offer federal financial aid to those who qualify. The Free Application for Federal Student Aid can be found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and our school code is 041470. Our Financial Aid Leader is available to answer your questions about the application process, help you discover what funds you may qualify for, scholarships, and other payment options.

We look forward to assisting you in making your decision to attend Paul Mitchell The School Atlanta.

Best Regards,

Carolann Robinson  
Director of Enrollment  
Paul Mitchell The School Atlanta  
E-mail: [Carolann@paulmitchellatlanta.edu](mailto:Carolann@paulmitchellatlanta.edu)  
(404) 888-0070

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887 West Marietta, North West, Suite A, Atlanta, GA 30318 Phone (404) 888-0070

Email: Carolann@paulmitchellatlanta.edu

## Course Outline

**NAME OF COURSE: COSMETOLOGY**

**1500 Hours – 43 Weeks (5-Day)**

**1500 Hours - 50 Weeks (3-Day)**

### **COURSE DESCRIPTION**

**Cosmetology: Standard Occupational Classification (SOC 39-5012.00):**

**Classification of Instructional Programs (CIP 12.0401)**

The curriculum involves 1500 hours to satisfy Georgia state requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

### **GOALS AND OBJECTIVES**

- 1 To provide a quality educational system to prepare each student to pass the state board examination. That quality system includes providing an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.
- 2 To train and graduate students who are prepared, confident, and excited to enter a successful career within the salon and beauty industry.

### **MEASURABLE PERFORMANCE OBJECTIVES**

- 1 Receive the required number of clock hours of training.
- 2 Complete and receive passing grades on all practical graduation requirements and projects to include examinations, both practical and theoretical.
- 3 Satisfactorily pass final written and practical exams.
- 4 Receive a graduation certificate or plaque.
- 5 Pass state board exam.

### **GEORGIA STATE LAW REQUIREMENTS**

The Georgia State Law requires that students have 1500 clock hours of training and be graduated from a licensed cosmetology school to qualify for an initial cosmetology license. Following graduation, students are required to take a State Board Practical and Written Examination before receiving their Georgia Cosmetology License. This license is a protected license, but it must be renewed every two years. The state board gives these exams and there is a charge.

### **STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Georgia State Board of Cosmetology to deny licensure. The Georgia State Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Paul Mitchell The School Atlanta is not responsible for students denied licensure.

### **INDUSTRY REQUIREMENTS**

Students interested in pursuing a career in the beauty industry should:

- 1 Develop finger dexterity and a sense of form and artistry.
- 2 Enjoy dealing with the public.
- 3 Keep aware of the latest fashions and beauty techniques.
- 4 Make a strong commitment to your education.
- 5 Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

## INSTRUCTIONAL TECHNIQUES AND METHODS

The 1500 clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for State Board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well-developed lesson plans that reflect the latest educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1500-hour course:

- ❶ **Weekly theory exams:** Students must receive a grade of 70% or higher on each weekly theory exam. If a test score is below the 70% the student must retake the test until the minimum score is met.
- ❷ **350-hour orientation practical skill evaluation test:** Students must receive a grade of 70% or higher.
- ❸ **Practical Clinic Worksheets:** Students must complete all practical clinic worksheets that include the Georgia State Cosmetology Board practical exam services. All worksheets must be completed prior to graduation.

## STATE OF GEORGIA REQUIREMENTS

### Cosmetology

The instructional program of Paul Mitchell The School Atlanta meets or exceeds these requirements:

**Pre-clinical Classroom Phase:** The student is required to complete a minimum of 250 hours of classroom training before he/she is allowed to perform clinical service on guest.

<b>Minimum Required Hours of Instruction Prior to Performing Service on Client</b>	
<b>1. Theory :</b>	50 credit hours / clock hours
<b>2. Theory of Permanent Waving -</b>	20 credit hours / clock hours
<b>3. Theory of Hair Coloring -</b>	45 credit hours / clock hours
<b>4. Theory of Hair and Scalp Treatment and Conditioning -</b>	20 credit hours / clock hours
<b>5. Theory of Hair Cutting -</b>	30 credit hours / clock hours
<b>6. Theory of Shampooing -</b>	15 credit hours / clock hours
<b>7. Theory of Hairdressing -</b>	45 credit hours / clock hours
<b>8. Theory of Nail and Skin -</b>	25 credit hours / clock hours
<b>MINIMUM TOTAL CREDIT HOURS / CLOCK HOURS (CORE PHASE) 250</b>	

**Clinic Classroom Phase:** After the student completes the first 250 hours of classroom training the student must cover the following subjects, which will include clinic floor services performed on guests and classroom training.

<b>Clinic Services</b>	<b>Minimum Practical Services</b>	<b>Credit Hours</b>
1. Clinic Theory	100	100
2. Reception Desk	50	50
3. Dispensary (The Color Bar)	50	50
4. Shampoo & Style	187	180
5. Hair Cutting and Shaping	167	125
6. Permanent Waving	60	180
7. Chemical Hair Relaxing	50	180
9. Temporary Rinses / Semi-Permanent Color	40	10
9. Hair Lightening	10	20
10. Virgin Tints	10	20
11. Retouches	10	20
12. Scalp & Hair Treatment	20	15
13. Facial Treatments	30	30
14. Makeup Application	25	25
15. Hair Removal	20	10
16. Hair Removal - Brow Waxing	20	10
17. Manicures / Pedicure	90	90
18. Nail Sculpting	15	45
<b>TOTAL (ADAPTIVE AND CREATIVE)</b>		<b>TOTAL</b>

In addition to the state requirements listed above, Paul Mitchell The School Atlanta provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

**PERFORMANCE STATISTICS/JOB OUTLOOK**

Paul Mitchell The School Atlanta is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for the main campus and all additional campuses as a whole. In this case, there are no additional campuses. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

NACCAS – Paul Mitchell The School Atlanta performance statistics for the calendar year 2016:

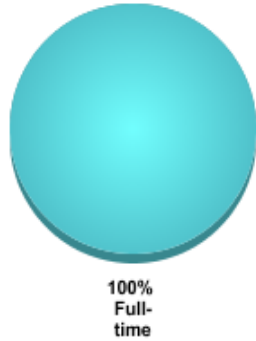
Graduation	Placement	Licensure
60.24%	64%	89.33%

**STUDENT BODY DIVERSITY**

The below information can be found at <http://nces.ed.gov/collegenavigator> and is specific to Paul Mitchell The School Atlanta’s student diversity concerning gender, ethnicity, full or part time students, retention rates and those students that received Federal Pell Grant.

FALL 2016

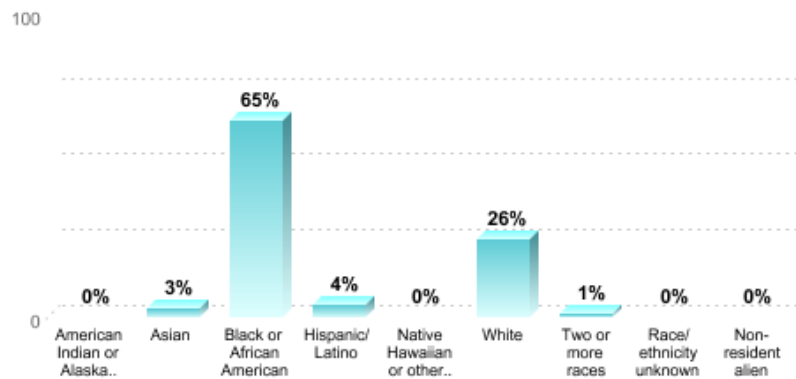
**ATTENDANCE STATUS**



**STUDENT GENDER**



**STUDENT RACE/ETHNICITY**

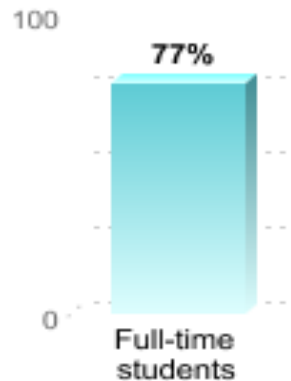


## RETENTION AND GRADUATION RATES

### First-to-second Year Retention Rates

Retention rates measure the percentage of first-time student who return to the institution to continue their studies the following fall.

### RETENTION RATES FOR FIRST-TIME STUDENTS



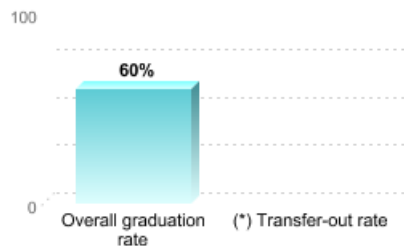
### Percentage of Students Who Began Their Studies in Fall 2015 and Returned in Fall 2016

#### Overall Graduation Rate and Transfer-Out Rate

The overall graduation rate is also known as the “Student Right to Know” or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of “normal time” for completing the program in which they are enrolled. Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

### OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2013-14



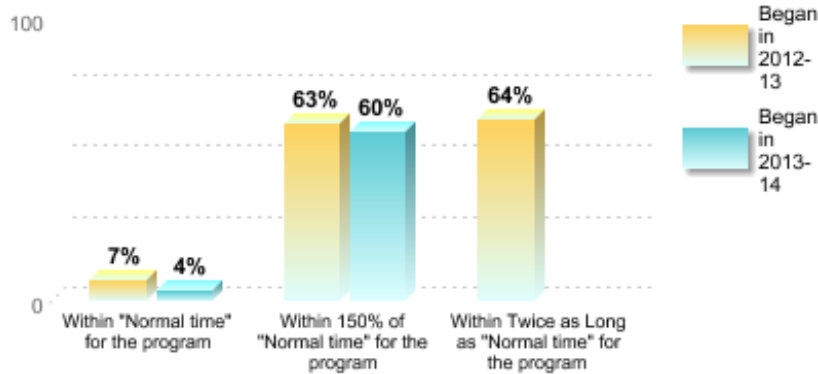
### Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of “Normal Time” to Completion for Their Program

(\*) Not all institutions report transfer-out rates.

## GRADUATION RATES BY TIME TO COMPLETION

Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. For example, the "normal" amount of time for many associate's degree programs is 2 years. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" (e.g., 3 years for a 2-year program) and "200% of normal time," or twice as long as the normal time (e.g., 4 years for a 2-year program).

## GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN 2012-13 OR 2013-14, BY TIME TO COMPLETION



Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time

## FINANCIAL AID

Undergraduate Student Financial Aid, 2016-2016

### Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Any student financial aid <sup>1</sup>	96	85%	---	---
Grant or scholarship aid	75	66%	\$376,826	\$5,024
Federal grants	75	66%	\$376,826	\$5,024
Pell grants	75	66%	\$376,826	\$5,024
Other federal grants	0	0%	\$0	—
State/local government grant or scholarships	0	0%	\$0	—
Institutional grants or scholarships	0	0%	\$0	—
Student loan aid	93	82%	\$871,175	\$9,367
Federal student loans	93	82%	\$871,175	\$9,367
Other student loans		0%	\$0	—

- <sup>1</sup> Includes students receiving Federal work study aid and aid from other sources not listed above.

### All Undergraduate Students

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Grant or scholarship aid <sup>1</sup>	267	56%	\$1,303,297	\$4,881
Pell grants	264	56%	\$1,211,028	\$4,587
Federal student loans	303	64%	\$2,518,692	\$8,313

- <sup>1</sup> Grant or scholarship aid includes aid received, from the federal government, state or local government, the institution, and other sources known by the institution.

- For more information on Student Financial Assistance Programs or to apply for financial aid via the web, visit Federal Student Aid

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**Tuition and Registration Schedule**

Tuition	\$16,925.00
Application Fee (non-refundable)	100.00
Parking Fee (optional*)	125.00
Kit, Equipment, Textbook, Supplies (non-refundable)	<u>2,500.00</u>
<b>TOTAL COSTS</b>	<b>\$19,650.00</b>

**PAYMENT SCHEDULE & FINANCIAL AID**

Paul Mitchell The School Atlanta is accredited by the National Accrediting Commission of Career Arts and Sciences and approved by the United States Department of Education to offer federal financial aid to qualifying individuals, and we provide a variety of payment options. Please contact the School Financial Aid office to discuss those options.

NOTE:

- ❶ The cost of tuition does not include the Georgia State Board Examination Fee or License Fee.
- ❷ Tuition costs are subject to change.
- ❸ Inquire at The School for information regarding the complete Enrollment Agreement and Refund Policy.

**SCHOOL ADMINISTRATION**

**Ownership:** PMGA Atlanta, LLC

**Director:** John Kanski

**Director of Enrollment:** Carolann Robinson

**Admissions Leader:** Allyson Taggart

**Director of Financial Aid:** Memory Baker

**Financial Aid Leader:** Holly Andrews

**Service Desk Leader:** Angela Womack and Devin Evans

**Education Leader:** Sheri Loeffler

**Future Professional Advisor:** Alysia Boney

**Learning Leaders:** Jan Wilson, Alysia Boney, Jennifer Mitchell, Dallas Christopher Murray, Jacqueline J. Justice, Marnie Wilson, La'shundra Reynolds, Micheal Lewis, William Johnson, and Lisa Horn

**2018 CLASS START DATES**

<b>Cosmetology</b>	
<b>5-DAY SCHOOL:</b>	June 19, July 10, August 14, September 18, October 30
<b>3-DAY SCHOOL:</b>	April 25, August 29, November 14

Students may start at the beginning of a Program depending on the availability of classroom space. The school operates year-round. All class start dates are available for registration throughout the calendar year. The deadline for registration is the Friday before the start date.

Full-time 5-day cosmetology students attend five (5) days for 35 hours per week, 8:00 am to 3:30 pm (Tuesday through Saturday).

Full-time 3-day cosmetology students attend three (3) days for 30 hours per week, 8:00 am to 7:00 pm (Wednesday through Friday).

Class spaces fill up very quickly. We would love to have you as part of our student team! If you are interested in pursuing an exciting new career, we recommend that you tour the school and complete an application for admission to reserve your enrollment. If you need assistance with housing, please contact the Admissions Team.



## **TRANSFER STUDENTS**

Transfer hours from other schools will be accepted, as long as they meet Paul Mitchell The School Atlanta and Georgia State Board requirements . Acceptance of transfer hours is considered on a case-by-case basis . There is a possibility that no such transfer will be granted . Transfer students must provide an official, signed transcript from their previous school detailing all clock and/or credit hours completed (test scores, if available) . If accepted, a maximum of 500 will be accepted all cosmetology transfer students must attend a minimum of 1000 hours at Paul Mitchell The School Atlanta, to obtain the Paul Mitchell culture and educational program.

The cost for transfer students is \$11.28 per clock hour, which does not include the cost of the student kit. All transfer students are required to purchase a kit from Paul Mitchell The School Atlanta. Transfers from another Paul Mitchell School will not have to purchase a full kit from Paul Mitchell The School Atlanta as long as the kit is complete, any missing kit items must be purchased.

Please note that if a student transfers to another cosmetology school they may accept most of your hours, however the number of transferable hours depends on the policy of the receiving school. If a student transfers to a degree granting institution they will most likely not accept the hours earned towards an Associate's or Bachelor's degree.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

In extraordinary circumstances, the school may allow a student to transfer in more hours from a non- Paul Mitchell School, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

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887 West Marietta, North West, Suite A, Atlanta, GA 30318 Phone (404) 888-0070

Email: Carolann@paulmitchellatlanta.edu

Basic Application for Enrollment at the School

(PLEASE USE BLOCK CAPITALS)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ United States Citizen:  Yes  No

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Education ---- High School: \_\_\_\_\_ City/State: \_\_\_\_\_

College: \_\_\_\_\_ Years: \_\_\_\_\_ Degrees: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Do you need cutting scissors for your:  Left Hand  Right Hand

**PLEASE CHECK WHICH OF THE FOLLOWING YOU ARE INTERESTED IN:**

- Cosmetology  Full-time day school (35 hours per week)  Full-time day school (30 hours per week)  
 Transfer student from another cosmetology school --- Number of hours needed: \_\_\_\_\_  
 Information and help with housing  Information and help with financial assistance

How did you learn about Paul Mitchell The School Atlanta? \_\_\_\_\_

**2018 DESIRED CLASS START DATES:**

**5 Day School:**  June 19  July 10  August 14  September 18  October 30

**3 Day School:**  April 25  August 29  November 14

**ENTRANCE ESSAY:** On a separate sheet of paper, tell us more about you. This can be a letter to your future self, a letter to a Learning Leader or mentor, or a letter of intent. A few prompts to help you get started: What is your vision for your future? What obstacles have you overcome to get to where you are today? What is your motivation to pursue a career in the beauty industry? Why now? Why are you choosing to attend Paul Mitchell The School Atlanta? How will you stay inspired to achieve your goals? Remember to have fun! This letter will help our team to get to know you and to design a plan to support you throughout your education.

**TO FINALIZE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:**

- 1 **Complete an Application Form:** Complete and submit the application form to the school prior to registration.
- 2 **Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$100.00 is received.
- 3 **Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant.
- 4 **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- 5 **Personal Interview:** Applicant must complete a personal interview with the Admission's Team prior to registration.
- 6 **Provide Verification Documents:**
  - a. **Identification (provide only one):** Copies of a passport, a government-issued identification, a driver's license, or a birth certificate are required.
  - b. **Education (provide only one):** Copies of a standard high school diploma\*, high school transcripts\*\*, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or Copies of a standard high school diploma\*, high school transcripts\*\*, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or High School Equivalency diploma or official High School Equivalency diploma test scores.

**ACCEPTANCE:** After a prospect has completed the enrollment process, the enrollment team and director reviews each applicant and his or her required admissions materials including the written entrance essay and personal interview to determine acceptance. Upon decision of the enrollment team and director, the applicant receives written notification of acceptance or denial. Note: All Applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

*If you have a disability and need an academic adjustment, please notify the Admissions Leader as soon as possible, so the school can review your request. A copy of the school's ADA Policy and Request for Accommodations form may be found on the school's website or from the school's Admissions Leader.*

*PMGA Atlanta, LLC dba Paul Mitchell the School Atlanta is an independently owned and operated franchisee of Paul Mitchell Advanced Education.*