Paul Mitchell The School Norman

TRANSFER OF CREDIT POLICIES

TRANSFER OF CREDIT POLICY - STUDENTS ENTERING THE SCHOOL

Paul Mitchell The School - Norman will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material and the applicability of the courses to the student's intended academic program at the school.

Transfer students are assessed tuition at the current per hour rate. Current tuition rate information is located in the "Costs of Tuition and Supplies" section of the catalog.

At the school's sole discretion, a student may be permitted to transfer in more hours from a non-Paul Mitchell School than is described in the policy below, if the student is transferring from a school that has closed without notice and the student can demonstrate the appropriate course knowledge.

At the school's sole discretion, a VA student may be permitted credits for service in the armed forces, paid or unpaid employment, or other demonstrated competency based on an evaluation of the student's comprehension of the course material and the applicability of the courses to the student's intended academic program at the school.

TRANSFER STUDENTS MUST MEET THE FOLLOWING CRITERIA

- If he/she is transferring hours from another school, he/she will be asked to provide a transcript. Tuition and hourly credit will be awarded as verified by the transcript.
- If the prospective student is transferring instructional hours from a school in another state, the instruction provided must be recognized and accepted by the Oklahoma State Board of Cosmetology.
- Transfer students will not be allowed to enroll until they have officially terminated their enrollment at their previous school. Tuition and hourly credit will be awarded as verified by the Oklahoma State Board of Cosmetology.
- Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school. Remaining tuition charges for the course along with enrollment fees will be charged accordingly. Transfer students are eligible to receive financial aid, if qualified.
- All tuition balances must be paid at previous schools to be eligible for enrollment at Paul Mitchell The School - Norman.
- 125% requirement policy applies to transfer students.

TRANSFER OF CREDIT POLICY

COSMETOLOGY

Cosmetology students transferring from another Paul Mitchell School.
If transferring from another Paul Mitchell School, all transfer hours will be accepted based on state board rules.

Cosmetology students transferring from a non-Paul Mitchell School.
Transfer students will be based on an evaluation of the student's comprehension of the course material. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board.

- Pass a practical test with a minimum of 70% on the following criteria:
    - Demonstrate State Board Sanitation and Disinfection

    - Finger Wave with 6 pin-curls
    - Color and Lightener Applications (Must perform four)
    - Permanent Wave (10 rods)
    - Chemical relaxer applications (virgin, re-touch)
    - Marcel iron work demonstrating the three base curl placements.
    - Haircut, style and finish of your choice (to complete on a doll head or model)
- Pass a written exam with a minimum of 70% passing

BARBERING

Barbering students transferring from another Paul Mitchell School
If transferring from another Paul Mitchell School, all transfer hours will be accepted based on state board rules.

Barbering students transferring from a non-Paul Mitchell School
Transfer students will be based on an evaluation of the student's comprehension of the course material. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board.

- Pass a practical test with a minimum of 70% on the following criteria:
    - Demonstrate State Board Sanitation and Disinfection
    - Color and Lightener Applications (Must perform four)
    - Permanent Wave (10 rods)
    - Chemical relaxer applications (virgin, re-touch)
    - Haircut, style and finish of your choice (to complete on a doll head or model)
- Pass a written exam with a minimum of 70% passing

ESTHETICS

Esthetics students transferring from another Paul Mitchell School
If transferring from another Paul Mitchell School, all transfer hours will be accepted based on state board rules.

Esthetics students transferring from a non-Paul Mitchell School
A maximum of 200 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board. All esthetics transfer students must complete a minimum of 400 hours.

- Pass a practical test with a minimum of 70% on the following criteria:
    - Demonstrate State Board Sanitation and Disinfection
    - Based Facial to include: Consultation, Cleanse, Skin Analysis, Exfoliation, Extractions, Mask, Moisturize and Protect
    - Wax: Brow Wax (hard wax or soft wax)
- Pass a written exam with a minimum of 70% passing

MASTER INSTRUCTOR

Master instructor students transferring from a Paul Mitchell or non-Paul Mitchell school, 0 (zero) hours will be accepted.

BARBERING MASTER INSTRUCTOR

Barbering master instructor students transferring from a Paul Mitchell or non-Paul Mitchell school, 0 (zero) hours will be accepted.

TRANSFERRING FROM ONE METHOD OF DELIVERY TO ANOTHER

A currently enrolled student may transfer from a traditional method of delivery program to a hybrid (distance education) method of delivery program, if the student within the same program, and if the program is available. The student would need to complete an enrollment agreement addendum to enroll into the program they are transferring

to.

TRANSFER OF CREDIT - CREDIT EARNED AT ANOTHER INSTITUTION

Paul Mitchell the School - Norman may accept transfer clock hours or credits for courses completed at another institution.

A student must notify the Admissions team at the time of beginning the admissions process if requesting such credit. An official transcript is required for each school a student attended. The school will review course descriptions and any transcripts provided by the student to arrive at a final decision.

Courses taken at another institution must be accredited by an agency recognized by either the U.S. Department of Education or Council for Higher Education Accreditation (CHEA).

To transfer credit, the student must do the following:

- Inform the Admissions Team during the application process requesting to transfer credit
- Provide official transcripts from previously attended school 7 days prior to signing the enrollment agreement (exceptions may be granted for extenuating circumstances)

Acceptance of transfer credit is at the sole discretion of the school. In addition, the institution does not have articulation agreements and does not give credit for experiential learning.

TRANSFERABILITY OF CREDIT - CREDIT EARNED AT THE SCHOOL

The transferability of hours you earn at Paul Mitchell the School - Norman is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology, Barbering, Esthetics, Master Instructor, and Barbering Master Instructor is also at the complete discretion of the institution to which you may seek to transfer.

If the hours or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Paul Mitchell Schools to determine if your hours or diploma will transfer.

Students may request an official current transcript from the school, at any time during or after withdrawal and graduation (Fees may apply, check the school's Fee Schedule located in this catalog)