Mitchell's Hair Styling Academy Catalog

Mission Statement: To REACH out to every Mitchell's Academy student and TEACH them a marketable skill through an educational environment that features quality classroom instruction and practical experience in cosmetology as well as related fields. As a result, our students will learn how to WIN in the game of life as we help them DEVELOP not only the technical skills but also the non-technical skills of life such as enthusiasm, attitude, and perseverance.

Our courses are designed to prepare the students for the North Carolina State Board of Cosmetic Arts and Sciences licensing exam and prepare you to become a professional in the field of cosmetology, manicuring, esthetics, and teacher training.

Course Descriptions: Mitchell's Academy offers three main courses: cosmetology, manicuring, & esthetics. An Instructor Training course is also offered. Policies regarding academic expectations and satisfactory performance are given to each student during orientation.

Cosmetology

In this 1500 hour course, you will acquire a thorough knowledge of hairstyling, cutting, shaping, coloring, permanent waving, finger waving, and facial treatments. The course will also cover salon management, appointment scheduling, and the laws and guidelines of North Carolina that relate to the salon business.
The course is divided into two main sections. The first section is 300 hours of instruction, which covers the technical classroom training, which is referred to as "theory class," with practical experience on mannequin heads. The second section is 1200 hours of instruction and experience. During this section, a student will receive closely supervised practical experience on live models.

Manicuring

The manicure course consists of 300 hours of instruction. The course provides a thorough knowledge of manicuring and pedicuring, and the opportunity to gain actual experience with nail clients.

Esthetics

The Esthetics course consists of 600 hours of instruction. Estheticians specialize in skincare, treatment, make-up application, & hair removal. The course provides a thorough knowledge of skin care and the opportunity to gain actual experience with skin care clients. Licensed Estheticians are in high demand to work in the medical as well as the non-medical fields in locations such as dermatology, salons, & spas.

Teacher Training Program

The Teacher Training course consists of 900 hours of hands on instruction and learning. The Teacher Training program specializes in teacher training in every aspect of the school. They will have a thorough training in such things as grade recording, practical clinic skills, theory teaching and beginner department teaching. Applicants are required to have a valid North Carolina Cosmetology license in addition to the regular admissions requirements of the school.

Career Opportunities

Mitchell's offers a variety of career fields with our courses:

Hairstylist
Color Specialist
Permanent waving technician
Facial Expert
Makeup artist
Platform Artist
Esthetician
Manicurist
Salon manager
Salon owner
Cosmetology Instructor

How to I Get Started?

Admissions Requirements: Mitchell's Academy is happy to accept applications from anyone who is at least 16 years of age, has a high school diploma or General Education Development (GED) certificate, and passes an admissions test administered by the school. To receive an application or to obtain additional information you can call the school admissions office of your choice.

How Do I Enroll?

Mitchell's Academy offers several different starting dates for both full-time as well as part-time students. In order to reserve a space for your first choice of starting dates it is advised to register as far in advance as possible; however applications will be accepted at any time of the year. Classes start in January and August, so call the school of your choice for exact dates as well as for more information on how to get enrolled. Some Mitchell's Academies are affiliated with a community college therefore enrollment guidelines may fluctuate according to the admissions procedures of each individual college.

Can I Transfer to Mitchell's and Get Credit?

Mitchell's Academy would love to accept any transfer student who can provide satisfactory transcripts of credits earned in other schools. Qualified transfer students will be accepted providing space is available and will receive credit for work done at other school (s). Qualification will be determined by the results of an assessment exam administered by the school. The school does not recruit students already attending or admitted to another school offering a similar program of study.

This exam will be based on each individual student's transcripts. Such credit allowances will shorten the course accordingly; however Mitchell's Academy reserves the right to determine acceptance of any credits and/or clock hours of transferring students, providing they are able to comply with other admissions requirements. All cosmetology transfer students must complete a minimum of 750 hours at Mitchell's Academy. All manicure transfer students must complete a minimum of 150 hours at Mitchell's Academy. All esthetic transfer students must complete a minimum of 300 hours at Mitchell's Academy. The school will provide transcript services for eligible students for $15.00.

Tuition

Please refer to our website tuition page.
www.mitchells.edu/ForStudents/Tuition/tabid/1261/Default.aspx

What's Expected?

Attendance: Being in class daily and on time will ensure maximum training benefits and establish two of the essential work habits in the cosmetology industry, which are dependability and punctuality.

All students will have the opportunity to make up missed work due to excused absences, tardiness, or other lost time. Attendance guidelines, which cover excused, unexcused, and extended absences, are given to each student upon entering school. It is important to note that excessive absences as so defined by school and related funding organizations may affect's one's completion of the school course and any educational training benefits if being paid by a governmental agency.

Both the full-time and part-time courses provide a specific amount of time for unforeseen absenteeism. If a student needs more time off than the course allows within the specified course period, the student will be required to pay a fee each week or portion thereof necessary to complete the 1500 hours, 900 hours, 600 hours, and/or 300 hours. A complete attendance policy is explained to each student during orientation.

Please note that class schedules vary, depending upon the school location.

Time not required to be made up (Legal Holidays): New Year's Day, July 4, Thanksgiving Day and Christmas Day. The school director determines the length of the Christmas vacation.

What to Wear?

In keeping with the professionalism of the cosmetology industry and as required by the State Board of Cosmetic Art Examiners, students must wear the required uniform with clinic or athletic type shoes approved by School Director. Students are expected to wear their uniform every day and keep them as clean as possible. Specific uniform guidelines are discussed during orientation. Nametags are issued to each student and are considered part of the uniform.

Setting you Up For Success

As new material is covered, a written theory test is given. The weekly grades are averaged to determine the theory grade for each evaluation period.
Practical performance and test grades are recorded and kept on file.
Each grading period, a GPA of at least 75% must be maintained for both practical and theory work individually. The grading scale is:

Grading Scale	**A= 94-100**	
	B= 87-93	**Practical/Written : 75-100**
	C= 81-86	**Below 75 is failing.**
	D= 75-80	

What Does It Take to Get a Diploma?

Mitchell's Academy is proud to issue a diploma to every student who successfully completes the school curriculum, passes the school's final examination or the State Board written exam, completes the required clock hours, completes all requirements scheduled for your period of enrollment and satisfies all school obligations in order to receive credit for grades, services performed and time accumulated.

How Will The School Help Me Find a Job?

Mitchell's Academy has an excellent employment record and is happy to assist students in their job search by providing employment information, including names and phone numbers of salons who are hiring various positions. This information is distributed through a JOB BULLETIN BOARD at each school. It is the student's responsibility to apply for the jobs and schedule interviews. The school cannot guarantee job placement.

School Facilities

All locations are adequately equipped according to North Carolina standards and have the following: Teacher's office, clinic area, freshman department, dispensary, reception area, and restrooms that are handicapped equipped.

Goldsboro	**Spence Ave.**	**4500 sq feet**
Greenville	**Arlington Blvd.**	**5000 sq feet**
Raleigh	**Buck Jones Rd.**	**8300 sq feet**
Wilson	**Forest Hills Rd.**	**4200 sq feet**

Student Housing- The school does not provide student dormitory facilities.

Is There Financial Assistance Available?

YES! Because Mitchell's Academy is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, we are authorized to participate in federal and state financial aid programs. Students interested in learning more about financial assistance are invited to meet with the Financial Aid Director for Mitchell's. Assistance is available for those who qualify. Contractual students admitted to schools associated with a community college should apply for financial aid at the college's admission office. The school does not honor scholarship and fee wavier policies.

CONDUCT

At Mitchell's Academy we strive to provide a pleasant atmosphere for our students, clients, and staff. Common courtesy is expected, and the school reserves the right to terminate the enrollment of any student for improper conduct, unsatisfactory progress, and/or unexcused absences.

Student's Rights

It is the policy of Mitchell's Academy to guarantee the rights of the students and their parents, if the student is a dependent minor, to have access to their cumulative records. A written consent from the student or guardian for release of records in response to each third part request unless otherwise required by law. Before we publish "directory information" such as name, address, etc we must allow the student or guardian to deny authority to publish one or more of these items. Also provide access to student and other school records as required for any accreditation process initiated by the institution or NAACAS.
A member of our teaching staff will properly supervise and interpret the student's records when they are being reviewed.

Students who are 18 years and older must sign a Right of Privacy Statement before the school will release personal information concerning them. For students under 18 years of age, a parent or guardian may sign for the release.

Drop/Add Policy

If a student chooses to withdraw from school within 5 days of enrolling, they will be refunded for their entire tuition paid but will receive no credit hours. Application fee is non-refundable.

What You'll Learn:

Curriculum: Mitchell's Academy is happy to offer the following courses within the total cosmetology course as so required by the North Carolina State Board of Cosmetic Arts and Sciences.

Cosmetology- 1500 total hours

COURSE	HOURS
Hygiene, Good Grooming, and Poise	15
Bacteriology, Sanitation, & Sterilization	50
Shampoo and Rinses	205
Manicure and Nails	30
Hair Analysis, Hair and Scalp Treatments	45
Brushing, Hairstyling, and Finger Waving	155
Hair Shaping	120
Permanent Waving, Hair Relaxing	215
Hair Coloring	160
Shaping and Care of Wigs	40
Personality Development and Salesmanship	10
Professional Ethics and Attitudes	20
Anatomy and Physiology	20
Massage, Skin, Facial, Make-up, Lash & Brow	35
Chemistry	30
Disorders of the Skin, Scalp, and Hair	30
North Carolina State Law	10
Scientific Study	10
	1200 hrs

Additional Practical Experience plus tips on perfecting techniques, ways to improve performance and speed, more instruction on salon management and ownership, and individual instruction with each student concerning any specific techniques. This is a period of additional preparation time for the state board exam and preparation for the transition from school to the actual working world. During this period of training, you may request additional instruction in any area in which you want to gain more knowledge and/or confidence.

+ 300 hrs

TOTAL COSMETOLOGY COURSE == 1500 total hrs.

****Manicure Course- 300 total hours****

COURSE	HOURS
Personal Hygiene, Sanitation, and Sterilization	30
Bacteriology (communicable disease)	30
Nails and Manicuring	30
Pedicure	10
Advanced Nail Techniques	140
Success in Searching for Employment	20
Live Model Performances & Law Requirements	40
Total Manicure Course	300 hrs.

****Teacher Training- 900 total hours**

COURSE	HOURS
Instruction in teaching techniques, preparing lesson plans, preparing class lectures, and presentations, preparing examinations, and the laws governing cosmetology	150
Practice teaching that includes conducting theory classes from prepared lesson plans, preparing and giving examinations, and giving practical demonstrations.	650
State Board approved non-technical training classes that include Goal Setting, Stress Mgmt, Conflict Resolution, Positive Thinking, Balancing Life, Communication Skills, And Motivational Methods.	100
Total Instructor Training Course	900 hrs.

****Esthetics Course- 600 hours**

COURSE	HOURS
Orientation	8
Professional Ethics	24
Business Management	25
Nutrition	10
Anatomy & Physiology	15
Chemistry	20
Basic Dermatology	15
Client Consultation	20
Hygiene, Sterilization, & First Aid	40
Facial and Body Treatments	130
Machines, Electricity, & Apparatus	90
Hair Removal	105
Aromatherapy	20
Makeup and Color Theory	78
Total Esthetics Course	600 hrs.

****This Course is only offered at our Raleigh location****

Refund Policy

1. **Any applicant rejected by the school shall be entitled to a refund of all monies paid, except the application fee.**

2. **If a student or his/her parents or guardian cancels his/her enrollment and demands his/her money back in writing within three business days of signing the ENROLLMENT AGREEMENT, all tuition monies collected shall be refunded. The postmark on the written notification will determine the cancellation date, or the date the information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.**

3. **If a student cancels his/her enrollment prior to entering classes, but less than 3 business days after signing the agreement, he/she shall be entitled to a refund of all monies paid to the school, except the application fee.**

4. **In case of prolonged illness or disabling accident or other circumstances beyond the control of the student, the school makes a settlement, which is reasonable and fair to both parties.**

5. **Any cost for kits, book fees, or miscellaneous listed on contract at time of enrollment are not to be considered in the refund computation.**

REFUND COMPUTATION

Percentage of Time to Total Time of Course	Amount of Total Tuition Owed to School
0.01% to 4.9%	20%
5.00% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50.0% and over	100%

6. **Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in item 2, or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance.**

7. **If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.**

8. **If the course is cancelled after a student's class has begun, the school shall provide full completion of the course.**

9. **Any Title IV recipient may be subject to a refund as defined by the U.S. Department of Education. A copy of any applicable refund policy will be made available upon request.**

Location and Corporate Information

Owner: Mitchell's Hair Styling, Inc.
President: Baldwin Ray Mitchell, Jr.
Vice President/Financial Aid Director: Ricky M. Mitchell
Director of Admissions: Nicole Jenks

Goldsboro Location Staff
Director: Geraldine Darden
Cosmetology Instructors: Geraldine Darden
Kelly Murphy

Greenville Location Staff
Director: Linda Jones-Howery
Cosmetology Instructors: Linda Jones-Howery
Emeri Ambrose
Homa Angar
Louise Warrick

Raleigh Location Staff:
Director: Nicole Jenks
Cosmetology Instructors: Michael Hamrick
Gwinda Hardee
Dorothea Keith
Baldwin Ray Mitchell, III
Angela Moore
Gerald Pernell
Donna Stevenson
Esthetics Instructor: Carol Mayes

Educational Director: Ron Hawkins

Wilson Location Staff:
Director: Jean Bunn
Cosmetology Instructors: Jean Bunn
Tammy Bryant
Margo Roundtree

Corporate Office: 559 Jones Franklin Rd, Ste 150
Raleigh, NC 27606
(919) 851-0962- phone
(919) 851-0612-fax

Mitchell's Academy practices non-discrimination in their admissions, instruction, and graduation policies. No one is discriminated against on the basis of sex, race, creed, color, religion, financial status, or country/ethnic origin or residence or age.

Locations

Greenville	**426 Arlington Blvd.** **Greenville, NC 27858** **(252) 756-3050 - school** **(252) 321-7080 – admissions**
Goldsboro	**1021 N. Spence Ave.** **Goldsboro, NC 27534** **(919) 778-8200 – school** **(919) 736-3943 – admissions**
Raleigh/Cary Area	**1301 Buck Jones Road** **Raleigh, NC 27606** **(919) 469-5807 – school** **(919) 469-4191 – admissions**
Wilson	**2620 Forest Hills Road, Suite A** **Wilson, NC 27893** **(252) 243-3158 – school** **(252) 235-4294 – admissions**

Accredited by:
National Accrediting Commission of Cosmetology Arts and Sciences
4401 Ford Ave. Ste. 1300 Alexandria, VA 22302
(703) 600-7600 – phone

Licensed by:
North Carolina State Board of Cosmetic Arts Examiners
1201 Front Street, Ste. 110, Raleigh, NC 27609
(919) 733-4117 – phone
(919) 733-4127 – fax

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