

Mitchell's Academy

Student Services

Mitchell's Academy provides student support services for its current students as well as graduates. Some of these services include, but are not limited to:

➤ **Academic advisement**

- Provided by faculty
- Oversight by the school's Director

The institution offers academic advising services to all students. Staff and faculty encourage students to seek academic advising at any period throughout their program when questions arise. Faculty members are responsible for providing academic advising regarding academic progress, grades, attendance, program changes, etc. for students. Oversight is provided by the Director for monitoring Satisfactory Academic Progress.

➤ **Student advising**

- Provided by the faculty
- Oversight by the school's Director

Students are encouraged to seek assistance from any member of the faculty or staff whenever problems of a personal nature arise that will have a negative impact on their ability to meet his/her educational goals. Staff and faculty work with the Director who will make referrals to outside agencies when appropriate. Neither staff nor faculty members serve as certified or licensed counselors.

➤ **Transcript service**

- Provided by school's Director – recent graduates/withdrawals
- Provided through corporate office – more than 1 year since enrollment, however no more than 5 years. In North Carolina any credits earned are valid for a maximum period of 5 years from first date of enrollment. If any student has not applied to take the state board's exam within that time period all credits earned will expire.

➤ **Employment assistance**

- Provided by faculty
- Oversight by school's Director

The Director is responsible for assisting students with finding employment upon completion of their program. The Director is also responsible for coordinating all internship activities with area salons/spas. The Director also works with students throughout their program to help properly prepare them for employment.

➤ **Financial aid**

- Provided by Financial Aid Liaison (FAL)
- Oversight by Financial Aid Director (FAD)

The school's FAL works with each student interested in financial assistance beginning as far in advance of enrollment as possible. A significant part of this work includes:

- ☞ Ensuring the FAFSA is complete and accurate
- ☞ Helping students understand the differences between grants and loans

- ☞ Addressing verification procedures if applicable
- ☞ Encouraging students to limit their debt, borrowing only what may be needed

The school's FAD furthers the work done by the FAL by determining each student's eligibility and qualifications for various financial aid programs. After determinations are complete each student is presented with financial aid options applicable to their individual situations. The FAD will complete financial aid processing for the student and report all records electronically to the US Department of Education's appropriate sites. The FAD is always available to assist students with any questions that may arise from time to time.