

# *Mitchell's Academy*



## Catalog

### Location

**Mitchell's Academy  
Raleigh Main Campus  
1301 Buck Jones Road  
Raleigh, NC 27606  
(919) 469-5807**

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## **Welcome Student**

This catalog is to provide Mitchell's Academy current and prospective Cosmetology and Esthetic students with the school's policies and procedures. Please refer to this throughout your training to use as a quick reference. Mitchell's Academy opened its doors in 1962. The Institution offers two programs: Cosmetology program which requires 1500 clock hours for completion and Esthetics program which requires 600 clock hours for completion. The staff recognizes that your education is a responsibility shared by the Institutional Committee, Occupational Committee, and staff to effectively educate our students. In addition to the school catalog, you will also have orientation prior to the start of your program that will cover all this information and more.

I look forward to guiding you towards your new career path!

Respectfully yours,

*Kelly Fitzpatrick*

Director/Chief Administrative Officer

## **Objective**

Mitchell's Academy has been training students for over 50 years, with an effective way to provide lifelong learning for all educators and professionals. The institution is committed to prepare the students for the North Carolina Board of Cosmetic Art Examiners licensing exam and become a professional in the field of Cosmetology or Esthetics.

## **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. As a result, our students will learn how to WIN in the game of life as we help them DEVELOP not only technical skills but also non-technical skills such as enthusiasm, attitude, and perseverance.

## **Vision Statement**

Mitchell's Academy focuses on how the institution will be able to impact the lives of its students and in turn provide the community with professionals poised to meet the challenges of the future.

## Program Admission Policy and Procedure

The school admits, as students, those persons having:

### Cosmetology Program Requirements

- Minimum of 16 years of age
- High school diploma or GED certificate
- Valid driver's license or government issued id
- Valid social security card (if issued)
- Enrollment application
- Pass the school's admissions test
- \$100.00 application fee (non-refundable)
- Personal interview with the school Director

### Esthetics Program Requirements


- Minimum of 16 years of age
- High school diploma or GED certificate
- Valid driver's license or government issued id
- Valid social security card (if issued)
- Enrollment application
- Pass the school's admissions test
- \$100.00 application fee (non-refundable)
- Personal interview with the school Director

### Non-Discrimination Policy

Mitchell's Academy does not discriminate based on race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, disability, family obligation or political affiliation in admitting students.

### Organizational Chart

<i>School Owner</i> Ricky Mitchell, COO
<i>Chief Administrative Officer</i> Kelly Fitzpatrick
<i>School Director Raleigh</i> Kelly Fitzpatrick
<i>Financial Aid Director</i> Ricky Mitchell

<i><b>Business Office</b></i> Cynthia Beasley	
	<i><b>Instructors Raleigh</b></i> Kelly Fitzpatrick Gerald Pernel William Starling Jr. Gabrielle Grant Katie Lynch

Mitchell's Academy reserves the right to change without notice tuition, other charges, and related requirements as may be deemed necessary.

All programs are taught in English only.

### **School Facilities**

Our campus is adequately equipped according to North Carolina standards and has the following: teacher's office, clinic area, beginner's department, dispensary, reception area, and restrooms that are handicapped equipped.

**Raleigh**

**1301 Buck Jones Rd.**

**8300 sq. feet**

### **Student Housing**

The school does not provide student dormitory facilities.

**Academic Accommodation for Students with Disabilities (Policy)**  
**Department: Administrative/Educational Department**

Policy Statement

Mitchell’s Academy shall make reasonable and appropriate accommodations and adaptations to promote the ability of students with disabilities to fulfill the academic requirements of their programs.

The nature and extent of accommodation shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses.

Provided students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established here-under.

‘Disabilities’ shall be defined as those conditions so designated to include physical, medical, learning, and psychiatric disabilities.

Accreditation, Licensing, Approvals

<b>North Carolina Board of Cosmetic Art Examiners</b>	<b>Council on Occupational Education</b>
121 Edinburgh South Dr Ste 209, Cary, NC 27511 Phone: 919-736-6123	7840 Roswell Rd Building 300 Suite 325 Atlanta, GA 30350 Phone: 800-917-2081

**Retention Policy**

The school maintains student’s financial records for five (5) years. All current files are maintained in a locked admissions office where only office personnel have access. Files are also scanned and stored digitally as back-up.

**Occupational Education Outlook**

**Cosmetology**

Each licensed graduate is prepared to work in a salon or own their own business. A Cosmetologist may give manicures, scalp, and facial treatments, cut and style hair, perform color services, chemically wave, and straighten hair. In addition, a licensed Cosmetologist can be employed as a Permanent Wave Specialist, a Color Technician, a State Board Inspector, a Theatrical Hair/Makeup Artist, or a Beauty Supply Salesperson.

**Esthetics**

Estheticians specialize in skincare treatments, make-up application, and hair removal. The program 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, and spas.

## **Information Technology**

Currently Mitchell's Academy uses CIMA for its current curriculum for Cosmetology and Esthetics. This is a computer-based program which allows the student to complete all required theory work online.

## **Student Teacher Ratio**

The maximum ratio of teachers to students is one teacher per twenty students for clinical areas and one teacher to twenty-five students in practice areas.

## **Cosmetology Program Description**

### **Cosmetology Program Objective**

This program is designed to introduce the students to the fundamental knowledge of Cosmetology. Beginning with the career opportunities available in the Cosmetology profession and continuing to cover all aspects of the beauty field. Cosmetology covers finger waving, hair styling, hair cutting, shampooing, skin, nails, hair coloring, wigs, bacteriology, sanitation, chemistry, cells, salon management, etc.

### **PERFORMANCE OBJECTIVES**

1. To learn the qualifications of a good cosmetologist.
2. Learn fundamentals of creating current and future fashions.
3. Understanding the basic concept of hair cutting, and elevation
4. Learning the facts relating to hair structure, growth, and distribution.
5. Understand and apply the basic rules of ethics and law pertaining to cosmetology.
6. Practice all safety rules.
7. Understanding basic fundamentals of salon management.
8. Know how to seek employment.
9. Meet licensure requirements for State Board.

Theory and practical application subjects shall include:

1. Professional image
2. Infection control
3. Bacteriology
4. Disinfection
5. First aid
6. Anatomy
7. Electricity as it relates to cosmetic art
8. Chemistry as it relates to cosmetic art
9. Professional ethics
10. Draping
11. Shampooing
12. Roller sets
13. Pin curls
14. Ridge curls with C shaping



15. Fingerwaves
16. Braids
17. Artificial hair
18. Up-styles
19. Blow-drying
20. Brush control
21. Blow drying with curling iron
22. Pressing or thermal
23. Hair cutting
24. Partings
25. Perm types and wraps
26. Relaxer types sectioning
27. Color types and application sectioning
28. Scalp treatments
29. Manicures
30. Pedicures
31. Artificial nails
32. Styles and techniques of cosmetology services including:
  - a. Arranging
  - b. Dressing
  - c. Curling
  - d. Waving
  - e. Cutting techniques and implements including razors, clippers, thinning shears and shears
  - f. Cleansing
  - g. Cutting
  - h. Singeing
  - i. Bleaching or coloring hair
  - j. Esthetics
  - k. Manicuring
  - l. Business management
  - m. Salon business
33. Board laws, rules, and website

All students shall be trained on the following performance requirements:

1. Infection control
2. Blood exposure procedure
3. Blow drying
4. Hot iron
5. Styles that apply tension (twist, braiding, locs, or knots)
6. Solid form cut
7. Elevated cut
8. Cut with tapered or thinning shears
9. Razor cut
10. Clipper cut
11. Shears over comb cut
12. Clippers over comb cut
13. Virgin darker
14. Virgin lightener
15. Retouch
16. Foil

17. Freehand painting
18. Relaxer virgin
19. Relaxer retouch
20. Curl reforming virgin
21. Curl reforming retouch
22. Permanent waving rod placement rectangle
23. Permanent waving rod placement contour
24. Permanent waving rod placement bricklay-overlap
25. Permanent waving rod placement spiral
26. Basic manicure
27. Artificial nails
28. Basic facial
29. Waxing including face and body
30. Hair removal with tweezers
31. Hair removal with razor
32. Makeup application

### **Teaching Methods**

The Cosmetology program will be presented through various modalities including lecture, notes, visual aids, demonstrations, class discussion, handouts, mannequin, and live model competencies, as well as various media such as books, magazines, and internet via CIMA online.

### **Grading Procedures**

A student's theory grade is comprised of:

- 50% Test grades
- 50% Exam grades

A student's practical grade is comprised of:

- 50% Project sheets & practical exams
- 50% Instructor's grade

### **Grade Scale**

- A = 94 – 100
- B = 87 – 93
- C = 81 – 86
- D = 75 – 80
- F = Below 75

### **Evaluation**

Students receive progress reports according to the time frame explained in the Satisfactory Academic Progress Policy. Students are counseled per report and are made aware of weaknesses and strengths.

## **Graduation Requirements**

Students are issued a diploma from Mitchell's Academy upon satisfactorily:

- Completion of the program
- Passes the school's final exam or the Board's theory exam
- Completes the required clock hours
- Completes all requirements scheduled for your period of enrollment
- Satisfies all school obligations

## **North Carolina Board Requirements**

Upon satisfactorily completing all requirements in Cosmetology.

## **Work-Based Activities**

Work-based learning activities play an integral part of the curriculum of Mitchell's Academy. The program provides easier transition from school to the world of work. These activities are planned with the following objective in mind. The activity provides students with the opportunity to develop and apply a 'real world' experience using the knowledge and skills obtained in the program. The Cosmetology program work-based activity has a written instructional plan outlining objectives, experiences, competencies, and evaluation required during the activity.

### **Work-based activities are program-specific and include:**

Unpaid in-class clinical activities under the direct supervision of the program instructor.

## **Esthetics Program Description**

### **Esthetics Program Objectives**

Mitchell's Esthetics program prepares students for a competitive career in the beauty industry by providing an in-depth Esthetics education and eventual licensure by the North Carolina Board of Cosmetic Art Examiners. Upon completion of this program, the student will be prepared to obtain their license and entry level placement in a variety of Esthetic opportunities, including the medical and the Esthetic service industry.

All students will be trained in the following performance requirements.

- (1) Infection Controls
- (2) Blood exposure procedures
- (3) Basic facial
- (4) Waxing underarm
- (5) Waxing lip
- (6) Waxing eyebrow
- (7) Waxing leg
- (8) Waxing bikini
- (9) Hair removal with depilatory cream
- (10) Hair removal by tweezers
- (11) Makeup application
- (12) Facials with machines
- (13) Exfoliation
- (14) Facials with LED light
- (15) Facials with high frequency (direct and indirect)
- (16) Lash application
- (17) Lash lift and brow lamination
- (18) Lash and brow tint.
- (19) Dermaplaning
- (20) Nano-pen
- (21) O2 Infusion

### **Teaching Methods**

The Esthetics program will be presented through various modalities including lecture, notes, visual aids, demonstrations, class discussion, handouts, mannequin, and live model competencies, as well as various media such as books, magazines, and internet via CIMA online.

### **Evaluations**

Students receive progress reports according to the time frame explained in the Satisfactory Academic Progress Policy. Students are counseled per report and are made aware of weaknesses and strengths.

## **Graduation Requirements**

Students are issued a diploma from Mitchell’s Academy upon satisfactorily:

- Completion of the program.
- Passes the school’s final exam or the Board’s theory exam.
- Completes the required clock hours.
- Completes all requirements scheduled for your period of enrollment.
- Satisfies all school obligations .

## **North Carolina Board Practical Requirements**

Upon satisfactorily completing all requirements in Esthetics.

## **Work-Based Activities**

Work-based learning activities play an integral part of the curriculum of Mitchell’s Academy. The program provides easier transition from school to the world of work. These activities are planned with the following objective in mind. The activity provides students with the opportunity to develop and apply a ‘real world’ experience using the knowledge and skills attained in the program. The Esthetics program work-based activity has a written instructional plan outlining objectives, experiences, competencies, and evaluation required during the activity.

### **Work-based activities are program specific and include:**

Unpaid in-class clinical activities under the direct supervision of a program instructor.

## **Satisfactory Academic Progress Policy**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled. It is the same for all students within a given program and with the same attendance schedule. The policy complies with the guidelines established by the Council on Occupational Education (COE) and the federal regulations established by the United States Department of Education.

## **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress (SAP) as follows:

Cosmetology	450, 900, and 1200 actual clock hours
Esthetics	300 actual clock hours

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Evaluations are discussed with the student after each evaluation period. Copies of evaluations will be provided to the student at the student's request.

## Attendance Progress Evaluations

All students must maintain at least an 85% (rounding to the nearest whole number) cumulative attendance average to be considered making satisfactory progress and to complete the program within the maximum time frame. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

## Maximum Time Frame

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

		Maximum Time Allowed	
		Weeks	Scheduled Hours
Cosmetology-Raleigh 28, 35 hrs./wk.	1500 hrs.	52	1765
Esthetics Full-time, 28 hrs./wk.	600 hrs.	26	706

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 85% of the scheduled hours.

## Academic Progress Evaluations

All students must also maintain a minimum of 75% (rounding to the nearest whole number) cumulative average in theory to be considered making SAP.

## Determination of Progress

Attendance and academics are evaluated, and students are counseled according to their strengths and weaknesses at intervals listed above. A student must maintain a cumulative attendance rate of at least 85% and a GPA of at least 75% in theory at each grading period. Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next evaluation. Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in the status of probation. Personal counseling sessions will be available as needed.

The grading scale for practical and theory is:

A=94-100      B=87-93      C=81-86      D= 75-80      Failing= below 75

## Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making SAP during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period, if the student still has not met both the attendance and academic requirements, he/she may appeal for probation and, if applicable, maintain eligibility to receive Title IV funds. If

the appeal is not approved Title IV funds will be terminated, and the student may be subject to termination.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period and have been successful in their petition for appeal will be placed on probation and considered to be making SAP during the probationary period. Additionally, only students who can meet the SAP standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student still has not met both the attendance and academic requirements for SAP or their academic plan, he/she will be determined as NOT making SAP and, if applicable, student will be ineligible to receive Title IV funds and may be terminated from the program. All probation appeals will be reviewed by the corporate office on an individual basis.

### **Re-establishment of satisfactory academic progress**

Students may re-establish SAP and Title IV aid as applicable, by meeting minimum attendance and academic requirements at the end of the probationary period.

### **Interruption**

If enrollment is temporarily interrupted for any reason the student will return to school in the same progress status as prior to the interruption. Students who withdraw prior to completion of the program and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal.

### **Appeal Procedure**

If a student is determined to not be making SAP, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or other special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the students' situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal the SAP determination will be reversed, and Title IV funds will be reinstated, if applicable.

## **Special Grading Conditions**

There are no incompletes, remedial courses, or repetitions. A withdrawal has no impact on satisfactory progress. A student's status prior to a withdrawal will be reinstated upon return.

## **Transfer Hours**

Regarding SAP, a student's transfer hours will be counted as both attempted and earned hours.

## **Grievance Policy**

Mitchell's Academy encourages and welcomes your comments, both positive and negative, regarding your school experience. Your observations and ideas help us continually update our programs and maintain a comfortable learning environment. Please drop us a note or stop into the office at any time.

However, should any person (student, teacher, or interested party) choose to file a formal complaint, the following is the proper procedure:

1. The complaint should be in writing to the school Director and should outline the allegation or nature of the complaint. The complaint must be signed so that a school representative can respond to the complainant.
2. A school representative shall meet with the complainant (within 10 days of receipt of the written complaint). If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee.
3. The institution's complaint committee will meet within twenty-one (21) calendar days of receipt of the complaint and review the allegation(s). If more information from the complainant is needed, a letter should be written outlining the additional information.
4. If no further information is needed the complaint committee should act on the allegations and a letter be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
5. The complainant is required to try to resolve the problems through the school's complaint process. If, however, the complainant wishes to pursue the matter further, a complaint form is available through the Council on Occupational Education (COE).

Council on Occupational Education  
7840 Roswell Rd  
Building 300 Suite 325  
Atlanta, GA 30350  
800-917-2081

<http://council.org>



6. Students also have the right to have their grievance addressed by the State Authorizing agency, North Carolina State Board of Cosmetic Art Examiners.

North Carolina Board of Cosmetic Art Examiners  
121 Edinburgh South Drive  
Suite 209  
Cary, NC 27511  
919-733-4117

<http://www.nccosmeticarts.com/inspections/complaints.aspx>

## **Counseling**

Because of the close daily contact between students and faculty, the students are evaluated on a continuing basis. Students are tested each week on average, his/her scores and overall performances are evaluated by the faculty members. These daily and weekly evaluations are compiled on the Satisfactory Academic Progress Reports which are given to the students. Individual and private counseling sessions are held after the Satisfactory Academic Student Progress Reports have been printed. In addition to academic counseling, these sessions may cover such areas as personal and social behavior, financial matters, study habits, grooming and other items. Should the student fail to achieve the minimum passing grades or fail to meet other fundamental standards of the school, he/she shall be counseled at that point in time. A student may request a counseling session at any time during enrollment. A record of each counseling session shall be made, signed by both the faculty member and the student and retained in the student's academic file. If the student is under the legal age of majority, the counseling session shall be held with the student's parent or guardian.

## **(FERPA) Rights of Privacy and Student File Access**

Mitchell's Academy maintains educational records for each student in attendance. All records for both main and branch campus are digitally maintained at the Raleigh main campus by the Chief Administrative Officer. In addition, the Director at the Wilson branch campus maintains the original file for each student. According to the Privacy Act, every student has a right to see their files and the right to have those files protected from individuals who they may not wish to give access. Mitchell's Academy guarantees (either presently enrolled or previously in attendance) his/her parents and/or guardians (if student is still a minor) the right to access his/her files through signing the Right of Privacy Statement. Responsible office personnel upon request will review with the student his/her file to assist in the interpretation and answer any questions.

## **Schedule of Classes Raleigh Main Campus**

<b>Cosmetology</b> Tuesday-Saturday 9 am-4:30 pm	<b>Esthetics</b> Tuesday-Friday 9 am-4:30 pm
<b>Work-based Activities Cosmetology</b> Tuesday-Saturday 9 am – 3:00 pm	<b>Work-based Activities Esthetics</b> Tuesday-Friday 10:30 am – 1:30 pm

## **Holiday Schedule**

Time not required to be made up (legal holidays): New Year's Day, July 4, Thanksgiving Day, and Christmas holidays, as determined by management.

## **Drop/Add Policy**

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

## **Withdrawals/Course Incomplete**

Any student who withdraws from the school for either voluntary, academic, attendance or disciplinary reasons may be considered for re-enrollment after a period of 90 days and must re-apply to the Director for consideration of reinstatement on a space available basis. Students who wish to re-enter the school will follow the school's re-entry policy. Students who re-enter school will return making the same Satisfactory Academic Progress when students withdrew, was terminated, or returning from an official leave of absent. All applicable re-entry fees will apply. Students missing more than 10 consecutive school days may be terminated from the program in which they are enrolled.

## **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 and Esthetics industries, which are dependability and punctuality.

All students will have the opportunity to make up missed work due to absences, tardiness, or other lost time. Attendance guidelines are given to each student upon entering school. It is important to note that excessive absences may affect one's completion of their program.

The program provides a specific amount of time for unforeseen absenteeism. If a student exceeds the contracted course length of time, he/she will be required to pay an extra fee each week, or portion thereof, necessary to complete the Cosmetology 1500 clock hour program and Esthetics 600 clock hour program. A complete attendance policy is explained to each student during orientation.

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

## **Program Diploma**

Students are issued a diploma from Mitchell's Academy upon satisfactorily:

- Completion of the program.
- Passes the school's final exam or the Board's theory exam.
- Completes the required clock hours.
- Completes all requirements scheduled for your period of enrollment.
- Satisfies all school obligations.

There is a \$15 fee for each request for a duplicate diploma or transcript. Student records are only kept by the school for 5 years.

## Job Placement Services

A successful graduate is an Institution's best advertising tool. Mitchell's Academy Placement and Follow-Up Plan objectives are to assist our graduates in securing a thriving career upon completion of their training. Mitchell's Academy Placement and Follow-Up Plan has a director who is dedicated to helping students, recent graduates, and alumni find employment in their chosen fields. The Placement and Follow-up personnel have full responsibility for developing, coordinating, and evaluating placement services or activities and takes an active, strong role in the job placement process.

Mitchell's Academy will assist in the preparation of the student for the job search by:

- Assisting in resume preparation or resume review.
- Sharing ideas on how to dress to impress a potential employer.
- Providing help in career/ job-market research.
- Marketing your skills to potential employers.
- Generating job leads.

## Refund Policy

1. Any applicant rejected by the school shall be entitled to a refund of all monies paid, except the application fee of \$100.00 if applicable.
2. If a student or his/her parents or guardian cancels his/her enrollment within three business days of signing the ENROLLMENT AGREEMENT, all monies collected shall be refunded, except the application fee. 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 the student has actually started training or not.
3. If a student cancels his/her enrollment prior to entering classes, but after 3 business days from signing the Enrollment 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.

The following is a schedule of our refund policy:

Enrollment Time	Amount of Tuition Owed to School
0.01%-10%	10%
10.1%-25%	50%
25.01%-50%	75%
50.01-100%	100%

6. Enrollment time is defined as the scheduled hours 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 has offering instruction after a student enrolled, the student shall be entitled to a pro-rata refund of tuition.
8. If a course is cancelled subsequent to a student's enrollment but before the class has begun, the school shall provide full completion of the course.

Any Title IV recipient may also be subject to a Return of Title IV (R2T4) calculation as defined by the U.S. Department of Education. A copy of any applicable policy will be made available upon request.

## **Financial Aid Assistance**

Mitchell's Academy is accredited by Council on Occupational Education, we are authorized to participate in federal and state financial aid programs. Students interested in learning more about financial assistance are invited to contact the Financial Aid Director for Mitchell's Academy. Assistance is available for those who qualify. The school does not honor scholarship or fee waiver policies.

## **Transfer Policy**

Mitchell's Academy accepts transfer students who can provide satisfactory transcripts of time earned in other schools. Qualified transfer students will be accepted providing space is available and will receive credit for work done at the other school(s). Qualification will be determined by the results of an assessment exam administered by the school. This exam will be based on each individual student's transcript. Such allowances for previous credits earned will shorten the course; accordingly, however, Mitchell's Academy reserves the right to determine acceptance of any clock hours of transferring students, providing they are able to meet all other admission requirements. Cosmetology transfer students must complete a minimum of 750 hours at Mitchell's Academy. All Esthetics transfer students must complete a minimum of 300 hours at Mitchell's Academy.

## **Transfer Policy between Programs**

A student may transfer from one program to another after enrolling with permission of the school Director. The student will have to wait to begin the new program at the next start date for that program. No clock hours will be accepted when a student transfers from one program to another.

## **Transcript Procedure**

Any student (current, withdrawn or graduate) requesting a transcript must meet the following requirements:

1. All obligations to the school have been met.
2. Pay a \$15 transcript fee.

Persons wishing to request a transcript may call the Raleigh Main Campus at 919-469-5807. When requesting a transcript, we will need the complete name at time of enrollment and year of attendance. We will also need the complete information of where you would like the transcript to be sent. Transcripts can be sent either by email or mail. Records are maintained for 5 years; any requests for academic records older than 5 years should be directed to the North Carolina Board of Cosmetic Art Examiners (Board). Credits earned are only valid for 5 years from the first date of enrollment, per Board regulations.

Any person who has not met the obligations to the school must first complete that prior to a transcript being released.

Transcripts will be mailed within 3 business days from the request and completion of requirements if any.

## **Tuition**

Please refer to our website tuition page.

Raleigh - <http://www.mitchells.edu/raleigh-cary/tuition>

## **Thank You**

Thanks for choosing Mitchell's Academy to assist you in your endeavors to achieve your goal to become a Licensed Professional in Cosmetologist or Esthetician. It is our goal to give you the best education/training possible.

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