

School Performance Fact Sheet
Calendar Years 2019 and 2020
Barbering Program - 1500 clock hours

On-Time Completion Rates (Graduation Rates) <i>Includes data for the two calendar years prior to reporting</i>				
Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	14	14	10	71%
2020	30	30	3	10%

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

Students Completing within 150% of the program published Length (Graduation Rates) <i>Includes data for the two calendar years prior to reporting</i>				
Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	14	14	14	100%
2020	30	30	14	47%

Student's Initials: _____ **Date:** _____
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Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	14	14	14	8	57%
2020	30	14	14	5	36%

You may obtain from the school a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask a school representative or you can review the list in the institution's catalog. paulmitchell.edu/shermanoaks.

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)
Part-Time Vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	0	0	8
2020	2	3	5

Single Position Vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2019	8	0	8
2020	5	0	5



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Self - Employed / Freelance Positions		
Calendar Year	Graduates Employed who are Self - Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	8
2020	0	5

Institutional Employment		
Calendar Year	Graduates Employed in the Field who are employed by the Institution, an Employer Owned by the Institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2019	0	8
2020	0	5

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

This program may result in free-lance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

License Examination Passage Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	14	9	7	2	78%
2020	14	4	3	1	75%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)
Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in The Field	\$5,000 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000
2019	14	8	0	0	0	0	0	0	0
2020	14	5	0	0	0	0	0	0	1

Salary and Wage Information (includes data for the two calendar years prior to reporting)
Annual salary and wages reported for graduates employed in the field.

Calendar Year	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000	\$60,001 - \$65,000	\$65,001 - \$70,000	\$75,001 - \$80,000	\$85,001 - \$90,000	\$95,001 - \$100,000	No Salary Information Reported
2019	0	0	0	0	0	0	0	0	8
2020	1	1	0	0	0	0	0	0	2

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask a school representative. Please email the school director at brianao@pmtsshermanoaks.net

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

Cost of Educational Program

Total charges for the program for students completing on-time in 2019: \$ 20,660.22. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2020: \$ 20,575.00. Total charges may be higher for students that do not complete on time.

Student's Initials: _____ **Date:** _____

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Federal Student Loan Debt				
Calendar Year(s)	Most recent three year cohort default rate, as reported by the United States Department of Education. *	The percentage of enrolled students in 2019/20 receiving federal student loans to pay for this program.	The percentage of graduates in 2019/20 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2019/20 graduates who took out federal student loans at this school.
2019	10.4%	42.9%	61.4%	\$9,378.00
2020	13.1%	78.6%	57.1%	\$9,682.00

* The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Student's Initials: _____ **Date:** _____
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This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at: 1747 N. Market Blvd., Suite 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone: (888) 370-7589 or by fax (916) 263-1897.

Student Name (Print) _____

Student Signature _____

Date _____

School Official Signature _____

Date _____



SHERMAN OAKS

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This Program is new. Therefore, the number of student who graduated, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available for government sources or from the institution, but is not equivalent to actual data. This program was approved by the Bureau on August 30, 2017. As of August 30, 2019, two full years of data for this program will be available.

Definitions

- **Number of students who began program** means the number of students who began the program who are scheduled to complete the program within 100% of the published program length within the reporting calendar year, and excludes all the students who cancelled during the cancellation period.
- **Students available for graduation** is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- **Number of On-Time Graduates** is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- **On-Time Completion Rate** is the number of on-time graduates divided by the number of students available for graduation.
- **150% Graduates** is the number of students who completed within 150% of the program length (includes on-time graduates).
- **150% Completion Rate** is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- **Graduates available for employment** means the number of graduates minus the number of graduates unavailable for employment.
- **Graduates unavailable for employment** means the graduate who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- **Graduates employed in the field** means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- **Placement Rate Employed in the Field** is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- **Number of Graduates taking the Exam** is the number of graduates who took the first available exam in the reported calendar year.
- **First Available Exam Date** is the date for the first available exam after a student completed the program.
- **Passage Rate** is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- **Number who Passed First Available Exam** is the number of graduates who took and passed the first available licensing exam after completing the program.
- **Salary** is as reported by the graduate or graduate's employer.
- **No Salary Information Reported** is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

"STUDENT'S RIGHT TO CANCEL" INSTITUTIONAL REFUND/DROP POLICY

This is a state mandated policy following the Bureau for Private Postsecondary Education Code of Regulation 71750. This policy applies to all students and programs.

- ① Any monies due the student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. A student is not accepted by the school. This student shall be entitled to a refund of all monies paid to the school except a non-refundable application fee.
 - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
 - c. A student who cancels his/her contract through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract is entitled to a refund of all monies paid to the school less an application fee of \$75.00.
 - d. A student notifies the institution of his/her official withdrawal in writing.
 - e. A student is expelled by the institution.
 - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification at the following address: *Paul Mitchell The School Sherman Oaks, 15301 Ventura Blvd., Unit P2, Sherman Oaks, CA 91403*, or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.
 - g. Monies paid for student kits are nonrefundable.
 - h. A student' on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.
- ② You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later. **YOU MUST CANCEL IN WRITING.** Students do not have the right to cancel by telephoning the school or by not coming to class.
- ③ Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- ④ When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- ⑤ All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.
- ⑥ Monies paid for supplies and equipment are nonrefundable through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later.

- ⑦ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ⑧ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ⑨ A student's account may be sent to collections for nonpayment.
- ⑩ If an institution closes or discontinues a program prior to the completion of the contracted services, the institution shall provide a pro-rata refund only if the Bureau determines the school made provisions for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, the institution shall provide students a full refund of all institutional charges.
- ⑪ A student is entitled to a refund of monies not paid from federal student aid program funds.

Students are responsible for the amount owed. If a student obtains a student loan, he/she is responsible for repaying the loan amount, plus interest, less the amount of any refund. The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- ① The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- ② You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract Registration/Application fee not to exceed \$250.00. The school does not charge a registration fee the student is only charged an application fee of \$100.00.

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the Federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract the registration/application fee not to exceed \$250.00.



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Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

Below is an example of a pro rata refund for the **Cosmetology Program**: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$23,000.72	\$2,300.07	\$5,750.18	\$11,500.36	\$13,800.43	\$23,000.72

Below is an example of a pro rata refund for the **Barbering Program**: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$18,603.76	\$1,860.38	\$4,650.94	\$9,301.88	\$11,162.26	\$18,603.76

Paul Mitchell The School Sherman Oaks does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a registration fee, if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Bureau for Private Postsecondary Education 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

School Performance Fact Sheet
 Calendar Years 2019 and 2020
 Cosmetology Program - 1600 clock hours

On-Time Completion Rates (Graduation Rates) <i>Includes data for the two calendar years prior to reporting</i>				
Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	208	208	67	32%
2020	171	171	29	17%

Student's Initials: _____ Date: _____
 Initial only after you have had sufficient time to read and understand the information.

Students Completing within 150% of the program published Length (Graduation Rates) <i>Includes data for the two calendar years prior to reporting</i>				
Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	208	208	134	64%
2020	171	171	83	49%

Student's Initials: _____ Date: _____
 Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	208	134	134	64	49%
2020	171	92	92	28	30%

You may obtain from the school a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask a school representative or you can review the list in the institution's catalog. paulmitchell.edu/shermanoaks.

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)
Part-Time Vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	12	6	64
2020	8	20	28

Single Position Vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2019	60	0	64
2020	26	0	28



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Self - Employed / Freelance Positions		
Calendar Year	Graduates Employed who are Self - Employed or Working Freelance	Total Graduates Employed in the Field
2019	2	64
2020	2	28

Institutional Employment		
Calendar Year	Graduates Employed in the Field who are employed by the Institution, an Employer Owned by the Institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2019	2	64
2020	0	28

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

This program may result in free-lance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

License Examination Passage Rates (includes data for the two calendar years prior to reporting)					
Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	134	95	84	11	88%
2020	92	44	41	3	93%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)
Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in The Field	\$5,000 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000
2019	134	64	0	2	4	7	4	2	0
2020	92	28	0	0	0	0	1	0	2

Salary and Wage Information (includes data for the two calendar years prior to reporting)
Annual salary and wages reported for graduates employed in the field.

Calendar Year	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000	\$55,001 - \$60,000	\$60,001 - \$65,000	\$65,001 - \$70,000	\$75,001 - \$80,000	\$85,001 - \$90,000	\$95,001 - \$100,000	No Salary Information Reported
2019	0	0	0	0	0	0	0	0	0	45
2020	1	0	0	1	0	0	0	0	0	23

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask a school representative. Please email the school director at brianao@pmtsshermanoaks.net.

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Cost of Educational Program

Total charges for the program for students completing on-time in 2019: \$ 25,035.24. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2020: \$ 24,950.00. Total charges may be higher for students that do not complete on time.

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt				
Calendar Year(s)	Most recent three year cohort default rate, as reported by the United States Department of Education. *	The percentage of enrolled students in 2019/20 receiving federal student loans to pay for this program.	The percentage of graduates in 2019/20 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2019/20 graduates who took out federal student loans at this school.
2019	10.4%	80.15%	83.3%	\$16,414.57
2020	13.1%	77.8%	87.4%	\$13,646.00

* The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Student's Initials: _____ **Date:** _____

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Student Name (Print) _____

Student Signature _____

Date _____

School Official Signature _____

Date _____

Definitions

- **Number of students who began program** means the number of students who began the program who are scheduled to complete the program within 100% of the published program length within the reporting calendar year, and excludes all the students who cancelled during the cancellation period.
- **Students available for graduation** is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- **Number of On-Time Graduates** is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- **On-Time Completion Rate** is the number of on-time graduates divided by the number of students available for graduation.
- **150% Graduates** is the number of students who completed within 150% of the program length (includes on-time graduates).
- **150% Completion Rate** is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- **Graduates available for employment** means the number of graduates minus the number of graduates unavailable for employment.
- **Graduates unavailable for employment** means the graduate who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- **Graduates employed in the field** means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- **Placement Rate Employed in the Field** is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- **Number of Graduates taking the Exam** is the number of graduates who took the first available exam in the reported calendar year.
- **First Available Exam Date** is the date for the first available exam after a student completed the program.
- **Passage Rate** is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- **Number who Passed First Available Exam** is the number of graduates who took and passed the first available licensing exam after completing the program.
- **Salary** is as reported by the graduate or graduate's employer.
- **No Salary Information Reported** is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

"STUDENT'S RIGHT TO CANCEL" INSTITUTIONAL REFUND/DROP POLICY

This is a state mandated policy following the Bureau for Private Postsecondary Education Code of Regulation 71750. This policy applies to all students and programs.

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 - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
 - c. A student who cancels his/her contract through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract is entitled to a refund of all monies paid to the school less an application fee of \$75.00.
 - d. A student notifies the institution of his/her official withdrawal in writing.
 - e. A student is expelled by the institution.
 - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification at the following address: *Paul Mitchell The School Sherman Oaks, 15301 Ventura Blvd., Unit P2, Sherman Oaks, CA 91403*, or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.
 - g. Monies paid for student kits are nonrefundable.
 - h. A student' on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.
- ② You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later. **YOU MUST CANCEL IN WRITING.** Students do not have the right to cancel by telephoning the school or by not coming to class.
- ③ Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- ④ When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- ⑤ All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.
- ⑥ Monies paid for supplies and equipment are nonrefundable through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later.

- ⑦ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ⑧ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ⑨ A student's account may be sent to collections for nonpayment.
- ⑩ If an institution closes or discontinues a program prior to the completion of the contracted services, the institution shall provide a pro-rata refund only if the Bureau determines the school made provisions for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, the institution shall provide students a full refund of all institutional charges.
- ⑪ A student is entitled to a refund of monies not paid from federal student aid program funds.

Students are responsible for the amount owed. If a student obtains a student loan, he/she is responsible for repaying the loan amount, plus interest, less the amount of any refund. The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- ① The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- ② You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract Registration/Application fee not to exceed \$250.00. The school does not charge a registration fee the student is only charged an application fee of \$100.00.

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the Federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract the registration/application fee not to exceed \$250.00.



Paul Mitchell The School Sherman Oaks
15301 Ventura Blvd. Suite P2, Sherman Oaks, CA 91403
818-380-8120
Website: paulmitchell.edu/shermanoaks

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

Below is an example of a pro rata refund for the **Cosmetology Program**: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$23,000.72	\$2,300.07	\$5,750.18	\$11,500.36	\$13,800.43	\$23,000.72

Below is an example of a pro rata refund for the **Barbering Program**: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$18,603.76	\$1,860.38	\$4,650.94	\$9,301.88	\$11,162.26	\$18,603.76

Paul Mitchell The School Sherman Oaks does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a registration fee, if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Bureau for Private Postsecondary Education 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.