# Paul Mitchell The School Albuquerque

## TRANSFER OF CREDIT POLICIES

### TRANSFER OF CREDIT POLICY - STUDENTS ENTERING THE SCHOOL

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

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

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

Paul Mitchell the School Albuquerque does not award clock hour credits for service in the armed forces, paid or unpaid employment, or other demonstrated competency.

### TRANSFER OF CREDIT POLICY

**Cosmetology**

Cosmetology students transferring from another Paul Mitchell School.
If transferring from another Paul Mitchell School, all transfer hours will be accepted. Students will be expected to attend the entire program from start to finish because the length of the program does not allow for an individual to obtain a Paul Mitchell education in the time allotted.

Cosmetology students transferring from a non-Paul Mitchell School.
A maximum of 25% of the hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board.

- Pass a practical test with a minimum of 80% on the following criteria:
  - Demonstrate State Board Sanitation and Disinfection
  - Finger Wave with 6 pin-curls
  - Color and Lightener Applications (Must perform four)
  - Permanent Wave (10 rods)
  - Chemical relaxer applications (virgin, re-touch)
  - Marcel iron work demonstrating the three base curl placements.
  - Haircut, style and finish of your choice (to complete on a doll head or model)
- Pass a written exam with a minimum of 80% passing

**Barbering**

Barbering students transferring from another Paul Mitchell School.
If transferring from another Paul Mitchell School, all transfer hours will be accepted. Students will be expected to attend the entire program from start to finish because the length of the program does not allow for an individual to obtain a Paul Mitchell education in the time allotted.

Barbering students transferring from a non-Paul Mitchell School.
A maximum of 25% of the hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board.

- Pass a practical test with a minimum of 80% on the following criteria:
  - Demonstrate State Board Sanitation and Disinfection
  - Finger Wave with 6 pin-curls
  - Color and Lightener Applications (Must perform four)
  - Permanent Wave (10 rods)
  - Chemical relaxer applications (virgin, re-touch)
  - Marcel iron work demonstrating the three base curl placements.
  - Haircut, style and finish of your choice (to complete on a doll head or model)
- Pass a written exam with a minimum of 80% passing

**Esthiology**

Esthiology students transferring from another Paul Mitchell School.
If transferring from another Paul Mitchell School, all transfer hours will be accepted. Students will be expected to attend the entire program from start to finish because the length of the program does not allow for an individual to obtain a Paul Mitchell education in the time allotted.

Esthiology students transferring from a non- Paul Mitchell School
A maximum of 25% of the hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board.

- Pass a practical test with a minimum of 80% based on the following criteria
  - Demonstrate State Board Sanitation and Disinfection
  - Basic Facial to include: Consultation, Cleanse, Skin Analysis, Exfoliation, Extractions, Mask, Moisturize and Protect
  - Wax: Brow Wax (hard wax or soft wax)
- Pass a written exam with a minimum of 80% grade.

**Hairstyling**

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

**Instructor**

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

**Make-Up Artistry**

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

**Barber Crossover**

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

## TRANSFER OF CREDIT - CREDIT EARNED AT ANOTHER INSTITUTION

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

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

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

To transfer credit, the student must do the following:

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

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

**TRANSFERABILITY OF CREDIT - CREDIT EARNED AT THE SCHOOL**

The transferability of hours you earn at Paul Mitchell the School Albuquerque is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology, Esthetics, Cosmetology Refresher, Nail Academy, Eyelash Extension and Make-up is also at the complete discretion of the institution to which you may seek to transfer.

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

The school will provide an Official Transcript and School Catalog to any student requesting to transfer credit to another school. The up-to-date catalog is also available online for public access. The school catalog contains course descriptions for each program at our school.