Paul Mitchell The School Rapid City

WITHDRAWING FROM SCHOOL

Official Withdrawal Process: If a Student wishes to withdraw from school the Student must notify the school either in writing or verbally. A written notification can be delivered by regular mail sent directly to the school or via e mail sent to the Financial Services Leader at the School at the following e mail address **peggyfa@rapidcity.paulmitchell.edu**. The date that the school is notified is the date of determination of the withdrawal and is based on the postmark date on the mailed notification, the date of the email notification or the date the Student calls or notifies the school in person. A Student on an approved leave of absence must notify the school as soon as possible if they will not be returning from the leave of absence. If the Student fails to return or contact the School Financial Services Leader on the documented return date, then the Student will be withdrawn from school with the date of determination being the documented return date.

If the Student fails to return from a leave of Absence (LOA) on the documented return date, the Student will be terminated from school as of the date the Student began the LOA. If the Student fails to contact the School in regards to not returning from a LOA or extending the LOA, the Student will be terminated from school as of the date the Student began the LOA. A Student may not take an unapproved LOA.

Official cancellation occurs when a Student is not accepted by the School, or when a Student or legal guardian cancels the Enrollment Agreement. The School also may initiate an official withdrawal for reasons which include but are not limited to the expulsion of the Student or the termination of the Student for failure to meet the applicable requirements of the School's satisfactory academic progress policy or the failure to pay tuition and other charges by the applicable deadlines.

Unofficial Withdrawal Process: An unofficial withdrawal may occur for a variety of reasons including but not limited to expulsion, failure to meet Program attendance requirements, failure to attend class in the Student's Program at the School for 14 consecutive calendar days, failure to meet applicable requirements in the school's satisfactory academic progress policies, or failure to pay tuition and other charges by the applicable deadlines.

Withdrawal Date: In both cases the Withdrawal Date (which is sometimes referred to as the last day of attendance) will be used in the Institutional Refund calculation and, if applicable, in the Federal Return of Title IV calculation.

It is the responsibility of the student to remove all personal property from the school on the date of their withdrawal. If a student has personal property that is not removed from the school any and all personal property found will be stored for 60 days. If the student does not return for their personal property that is found & stored within 60 days it will be considered abandoned and property of the schools. The school is not responsible for any personal property that is left at the school.

When a student withdraws from a program, they must bring their student kit to a school administrator to be stored until completion of their official withdrawal calculation. The student is responsible for doing a student kit exit checklist of all student kit items with a school administrator to confirm all items are accounted for in the student kit. The school is not responsible for any items that are not accounted for or are missing from your student kit. If the student does not do a kit inventory on the date of their withdrawal, the school is not responsible for any items missing in their student kit.

Upon completion of the official withdrawal calculation it is determined that the student has a balance owed to the school, the student must make payment in full within 60 days of their official withdrawal date. If the student does not pay the balance owed in full within 60 days, the student kit will be considered abandoned and determined to be property of the school and the unpaid balance will be sent to a collections agency. Added costs incurred to collect a

delinquent account will be added to the student's balance. If a student fails to meet his/her tuition obligation as outlined in the enrollment agreement, the student will pay the cost of collection, including reasonable attorney fees. I hereby allow the school to release any data I have provided the school to a collection service.

Reminder: the official withdrawal calculation will determine if you owe the school a balance that may reflect student kit and/or tuition charges but this is not related to the balance and/or payments you will make to the Department of Education to pay back student loans or Pell Grant overpayments that you may owe. Please refer to your withdrawal calculation and Return of Title IV calculation. It is possible that you may have payments to the school for a balance owed for your student kit and/or tuition charges as well as to the Department of Education for Title IV funds. If the school was required to return loans on your behalf you are expected to repay the school upon withdrawal for that amount.

South Dakota Cosmetology Commission Laws & Rules 20:42:06:35.

Terminated students who restart education. A former student who wishes to reapply to complete the student's education, or a former student who completed the student's education but did not obtain a license will receive the following credit from the last date of previous enrollment as follows:

(1) 100 percent credit of hours if less than three years has passed;

(2) 50 percent credit of hours if more than three but less than seven years has passed;

(3) No credit for hours will be allowed if more than seven years has passed.