Paul Mitchell The School Indianapolis

MAKE-UP HOUR POLICY

Paul Mitchell The School Indianapolis offers make up hours for students who need to make up missed time. Students may begin attending make up hours after the Core and Protégé Programs are completed. Students attending make up time may not exceed 100% attendance overall. Please contact the Future Professional Advisors for more information and approval.

Students are allowed up to a maximum of 10 hours per day and not to exceed 50 hours per week according to Indiana state regulation.

Students making up hours must attend a minimum of three (3) hours per session in the Cosmetology program and one (1) hour per session in the Manicurist and Esthetician programs.

Full and Part time students can make up hours upon approval Monday - Friday between normal business and class hours.

In case student misses scheduled make up hours, future make up hours would need additional approval by Director.

Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time.