Paul Mitchell The School Tulsa

MAKE-UP HOURS POLICY

A future professional will only be credited for the hours attended up to the scheduled hours for each day. The scheduled hours for each program can be found on the enrollment agreement. If a future professional misses time the hours will need to be made up. Make up hours are allowed after core and should be completed in the same week that they were missed but will need to be approved. After 1200 clocked hours a future professional can make up any hours missed (not to exceed 100% overall attendance or 8 hours in a day) Make-up hours must be pre-requested and approved by Future Professional Advisor, Education Management, or Director. All paperwork and sign in sheets must be completed on the day make-up time is clocked. Make-up time must be done in a class with a Learning Leader overseeing your work. You must remain busy and working on Cosmetology/Esthetics related tasks during that time period to receive make-up hours per Oklahoma State Board guidelines.