# Paul Mitchell The School Coeur d'Alene

## RE-ENTRY STUDENTS

### HOW TO START THE PROCESS

A withdrawn student who wishes to re-enter their program should contact the school's admission advisor. Students who are withdrawn may re-enroll after 30 days, subject to Director approval.

### REQUIREMENTS BY TIMEFRAME

Requirements differ depending on how long it's been since the student's last date of attendance.

RE-ENTRY WITHIN 180 DAYS

- Pay all outstanding tuition and fees or make satisfactory payment arrangements.
- Previous tuition payments will be credited to the student’s balance based upon the original contracted cost for the program.

RE-ENTRY AFTER 180 DAYS

- Pay all outstanding tuition and fees or make satisfactory payment arrangements.
- Tuition will be assessed at the current hourly rate.
- Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.
- Submit a re-entry essay that demonstrates commitment to completing the program.

### ATTENDANCE REQUIREMENT

Re-entry students who had less than 100% attendance at the time they withdrew have 60 calendar days after re-entry to bring their attendance up to institutional requirements. This applies regardless of which timeframe above the student falls into.

### ACADEMIC STANDING

Students who re-enter the program are placed in the same Satisfactory Academic Progress (SAP) standing they held when they left the school.

### DECISION & NOTIFICATION

The decision to permit re-entry is at the sole discretion of Paul Mitchell The School Coeur d'Alene. All students will be notified in writing of the outcome of their re-entry request.

### MILITARY SERVICE MEMBERS

Members of the U.S. Armed Forces — including reserve components of the National Guard — will be readmitted to their former program if they notify the admission team that their withdrawal was due to military service. Paul Mitchell The School Coeur d'Alene will make every reasonable effort to accommodate service members requesting an absence for this reason.