Paul Mitchell The School Orlando

MAKE-UP HOURS POLICY

Students are permitted to make up missed hours under specific conditions outlined below. Compliance with this policy is mandatory to ensure accurate attendance reporting and adherence to program requirements. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed.

ELIGIBLE MAKE-UP DAYS & TIMES

Make-up hours may be completed during the following designated times:

- **Day School:**
  - Wednesdays & Thursdays, 5:00 PM – 10:00 PM
- **Night School:**
  - Fridays & Saturdays, 9:00 AM – 4:30 PM
- **Night School + Saturday:**
  - Thursdays & Fridays, 9:00 AM – 4:30 PM

ELIGIBILITY REQUIREMENTS

- Students are not eligible to make up hours until they have completed:
  - The Protégé phase of the 900-hour and 1200-hour programs, or
  - The Protégé phase of the 1300-hour program.
- Make-up hours are **not permitted** during the final **two full weeks** of the student's graduation date.
- Make-up time is allowed only until the student achieves a **cumulative attendance percentage of 100%**.

APPROVAL & DOCUMENTATION

- All make-up hours **must be pre-approved** by the **Future Professional Advisor** or **Financial Services Leader.**
- Make-up time requests must be submitted to the Advisor's office via **email by noon each Wednesday**, for the same week the make-up time is requested.
- Make-up hours will **not** be granted without **written email approval** from the Future Professional Advisor.
- A Future Professional **Make-Up Request Form** must be completed, indicating:
  - The specific date and time requested
  - The academic activity/activities completed
- The **Learning Leader** who supervised the make-up time must sign the **Make-up Request Form**

ATTENDANCE & PRIVILEGES

- If a student **misses two consecutive approved make-up sessions**, they will forfeit their make-up hour privileges for up to **30 days**.
- Make-up hours are **not guaranteed** and are subject to the availability of supervising staff (student-to-teacher ratio)