2016 Course Catalog
Valid Through December 31, 2016
305 Kearny St, San Francisco, CA 94108
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www.cintaaveda.edu

Updated 4/14/2016
Updated annually and as needed
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Cinta Aveda Institute Mission

Our mission at Cinta Aveda Institute is to cultivate our industry’s next leaders. By providing quality education and encouraging the continuous quest for knowledge and growth, we set the stage for excellence. We train our students with the technical skills to thrive in the beauty industry while teaching environmental sustainability and responsibility; creating a team of inspired, artistic, and prepared future beauty and wellness professionals.

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Areas of Study

- Cosmetology
- Cosmetology/Barber Crossover
- Esthiology
- Esthetics & Beauty Therapy (CIDESCO)
- Massage
- Barbering

Your training will encompass three types of learning:

1. **Theoretical knowledge**: the foundation of your education.
2. **Practical experience**: the application of your knowledge.
3. **Professional business-building skills**: vital for your success.

Career Opportunities

All career opportunities listed are entry level.

**Salon / Spa Industry**

- Hair stylist
- Barber
- Esthetician
- Makeup artist
- Nail technician
- Massage Therapist
- CIDESCO Diplomat
- Sales representative
- Permanent waving specialist
- Hair coloring specialist
- Salon / spa manager

**Education & Other Fields**

- Instructor
- State Board member or inspector
- Educational Director for a product Manufacturer
- Consultant/ trainer
- Paramedical esthetician
- School owner
- Freelance makeup artist
- Stylist or makeup artist for film, theater, fashion or print
About The Institute

This is the place! The Cinta Aveda Institute is a private institution that is approved to operate by the Bureau for Private Postsecondary Education.

Cinta Aveda Institute is located in exciting downtown San Francisco, just blocks from Union Square. Classroom instruction may be conducted at the Institute’s main campus located at 305 Kearny St. as well as at the Institute’s satellite campuses located at 333 Kearny St. and 23 Grant Ave. The clinic classroom and performance of student clinical services are conducted at the Institute’s main campus at 305 Kearny St. The main campus and satellite campuses are all located within convenient walking distance in downtown San Francisco.

Guest Services

A diverse array of guests visits the Cinta Aveda Institute for beauty and wellness services. As a student you will have the opportunity to perform a spectrum of hair, skin, nail and/or massage services in a virtual salon/spa setting, under the supervision of your educators.

Student Classrooms

Classrooms have been designed to provide the proper environment for different types of learning and activities. Classrooms will use a variety of whiteboard, lecture, demonstration, and video projector teaching formats. Lecture rooms will provide seating with tables, and whiteboards and projectors. Workshop rooms will contain station areas (mirrors and ledges, or beds and carts). Some rooms combine both lecture and workshop rooms with all previously listed amenities. Service floor areas will mimic a realistic salon/spa environment with individual stations for hair services and individual spa rooms for Esthiology services. Both service floors will have brow bars and an active dispense area. The

Salon floor has a dispensary and shampoo bowl area, manicure area, and hood dryers. Esthetics & Beauty Therapy (CIDESCO) and Esthiology students will have access to a variety of facial and body machines along with magnifying lamps, steamers, and wax pots.

Resource Library and Administrative Offices

A resource library with computers has eBooks on styling, motivation, health and wellness for your reference. Computers are located in 305 Kearny on the 2nd and Lower Level for student use. Educators and administrative personnel are also available to respond to your questions and concerns. Additional resource books can be found in the administrative offices and are available to be checked out. Current periodicals are found throughout the classrooms.

Aveda Experience Center

A retail center for Aveda hair, skin, body care, makeup and lifestyle products. The store gives you the opportunity to practice your client service and retailing skills.

Housing

Cinta Aveda Institute does not have any dormitory facilities under its control. Housing is available as close to the Institute as across the street. The surrounding 1 mile radius of the school offers many housing opportunities. Efficiencies can be found for as low as $600 across the street ranging to $3500 for apartments on Nob Hill. The neighborhoods surrounding the Institute are: Nob Hill, China Town, Financial District, Tender Nob, SOMA, Tenderloin, North Beach, and Embarcadero. The Cinta Aveda Institute holds no responsibility to find or assist a student in finding housing.

Enrolled Students

All students enrolled at the Cinta Aveda Institute will adhere to the policies and procedures in this catalog and as set forth by the National Accrediting Commission of Career Arts & Sciences, the U.S. Department of Education, and the California Bureau for Private Postsecondary Education.
Faculty

Cinta Gibbons, President/Owner

With over 20 years in the beauty industry in Europe and the US, and having run a successful San Francisco salon for over 25 years, Cinta Gibbons is the ideal partner to own and operate the Cinta Aveda Institute. Cinta Salon opened in 1991, and from the beginning attracted the best and brightest in the beauty industry; salon professionals passionate about beauty and dedicated to delivering current and cutting-edge styles. In April of 1995, her salon was invited to join the prestigious Intercoiffure Mondial, an international association that promotes excellence in the beauty industry. Cinta is committed to continually mentoring and nurturing new talent, and is a renowned leader in promoting the highest level of excellence in the profession. Cinta is excited to connect her team of salon professionals to people interested in starting a career in the beauty industry.

Gerard Gibbons, Treasurer/Owner

Gerard Gibbons co-founded Cinta Aveda Institute with Cinta Gibbons in 2008. With a background in architecture, Gerard designed Cinta Aveda Institute to be not only cutting edge in the beauty industry, but also to be green in line with Aveda’s mission. He continues to play a part behind the scenes in the daily operations of the Institute and has played a key part in the Institute’s expansion and renovation. Gerard has also worked in partnership with Cinta on other projects including award-winning Cinta Salon.

Mariela Onisko - Institute Director

Mariela was born in Peru and grew up just outside of San Francisco in Lafayette, California. Mariela has worked with Cinta Gibbons for the last twelve years, and as the Director of Cinta Salon for the last five years. With humble beginnings as a Salon Coordinator, Mariela continued to grow with Cinta Salon as Front Desk Manager, to Director of Sales and Customer Service, and then to Salon Director before becoming the Director at Cinta Aveda Institute. Cinta Salon was named San Francisco’s Best of the Rest Salon by 7x7 Magazine in 2012, under Mariela’s direction. With a well-rounded, multi-faceted understanding of a market-leader salon and what it takes to succeed in the industry, Mariela aspires to empower future graduates by sharing her wealth of insider knowledge to be the best. Mariela’s vision is to provide Cinta Aveda students with the best education possible, establishing a solid foundation through incorporating both technical and business skills, so they can maximize their success as they progress throughout their careers.

Mariela has lived in California for the majority of her life, between Los Angeles and San Francisco. Constantly inspired by the beauty and fashion industry, Mariela previously styled wardrobe on music videos and photo shoots. Realizing she loved being with people and leading teams, Mariela worked at a few different salons before finding Cinta Salon. As a little girl, Mariela was often caught putting on her grandmother’s lipstick and trying on heels. Today, she is excited to be sharing her passion for the beauty industry with Cinta Aveda students and helping them achieve their own dreams.

Chelsea Long, Cosmetology Team Lead

Chelsea was born, raised, and educated in Salt Lake City, Utah. In 2006 she started working at an Aveda salon, where she completed an assisting program and continued working there for the next several years. Grateful to have had amazing educators and mentors, Chelsea began educating in 2010, when the Aveda Institute in Utah opened. She continued her work at both the salon and the Institute up until she moved to San Francisco. Teaching comes naturally to Chelsea and she considers it one of her biggest passions. She enjoys the empowerment the students attain as they continue to hone their skills. She is thrilled to continue to guide students through their journey at Cinta Aveda Institute!
Karen Stankovich, Esthetics Team Lead

Karen arrived in the Bay Area by way of the Midwest. Although born and raised in Salt Lake City, Utah; Karen is a Minnesota girl at heart. In 2005, Karen attended the Aveda Institute Minneapolis where she dreamed of one day becoming an educator of Esthiology. After earning her Esthiology certification and receiving her Minnesota Esthetics license, Karen worked at a premiere Minneapolis salon for seven successful years, even receiving local publication recognition for her Brazilian waxing skills. Now an Esthetics Educator at the Cinta Aveda Institute, Karen is thrilled to share her passion for the beauty industry, education, aromaology, whole-being well-being, Aveda and all things esthetics.

Outside of the beauty industry, Karen’s areas of interest include travel, music, social work, Ayurvedic studies and practices, her beloved friends, family, fiancé, and cats.

Michaelia Baskerville, Admissions Team Lead

Born and raised in the Bay Area, Michaelia made the decision to venture out of the East Bay to pursue her education at Dominican University of California before making her way to San Francisco. During her time at Dominican, not only did Michaelia obtain her Bachelors in business marketing and an MBA in global management, but she was also the captain of Dominican’s NCAA II woman’s basketball team. While athletics has played a major role in her daily life, Michaelia has always been drawn to the creativity of the beauty and fashion industry. In order to fill that desire, Michaelia returned to the classroom and began working on her professional designation with the Fashion Institute of Design and Merchandising.

After managing her professional life, athletics, and furthering her education, Michaelia has joined the Cinta Aveda admission’s team to assist future industry leaders one-on-one on their own personal journeys of higher education, creativity, and wellness.

Albert Mejia, Cosmetology Educator

After receiving a bachelor’s degree in business management, and having a lucrative career in the financial industry for many years, Albert found he wanted and needed a change in his career life. He was always drawn to the style and fashion industry, he was introduced to the beauty industry by his wife who he would accompany to many events and hair shows, those experiences sparked a passion to take the leap and join the beauty industry. He decided to enroll at Cinta Aveda Institute in San Francisco, becoming a licensed Barber and Cosmetologist has been one of his best accomplishments. He was able to receive high quality education at the institute due to the amount of hands on learning, advanced techniques, amazing faculty, and also participated in photo shoots and fashion shows in The City, which in turn has made Albert more passionate for the industry and dedicated to deliver current cutting-edge styles & color.

Alicia Ramirez, Esthetics Educator

Alicia’s passion for the beauty and wellness industry began in 2006 when she started her career with Aveda as an Aveda Freelance Advisor. During this time, Alicia traveled to various Aveda salons across the Bay Area performing makeup applications, working in fashion shows, and charity events. When the Cinta Aveda Institute opened its doors in 2008, Alicia jumped on the opportunity to expand her career in the beauty industry by enrolling in the Esthiology program. As an Aveda Institute graduate, Alicia introduced and developed esthetic services at a Menlo Park salon. After watching the esthetic services grow and flourish in the salon, her desire to continue her education led her to Southern California where she earned her Bachelor’s Degree in Communication Studies from California State University, Long Beach. While pursuing higher education, Alicia continued her career as an esthetician with Benefit Cosmetics where she transformed her location into one of the top 10 brow bars in the country.

Alicia is happy to be back in San Francisco and finds joy in sharing her knowledge and passion for the beauty industry with students. When she is not teaching and inspiring future beauty professionals, Alicia enjoys spending her time hiking, watching Sharks hockey, and shaping eyebrows.
Alyssa Merrill, Cosmetology Educator

Alyssa is originally from small mountain town in California so she inherently has a passion for nature and the beauty it encompasses. She graduated from cosmetology school in 2006 in Redding, California. She worked as a hairstylist, mentor and salon manager while she went on to further her education at California State University Chico, where she obtained a B.A. in Graphic Design. She realized that a lot of the principles of graphic design could be carried over into cosmetology so she wanted to push her career further. The positive experience she had mentoring aspiring hairstylist lead her to pursue a career in education. In 2015 she moved to San Francisco, the city she had always dreamed of living in.

Christianna Recinto, Esthetics Educator

Christianna is a Southern California native with over 13 years of experience in Salon & Spa. She was exposed to the industry by way of modeling hair & makeup for stylists in the Los Angeles area. Her passion was always drawn to the holistic & healing aspect of Spa. In 2004 she graduated from Bryman College with Certification in Massage Therapy & Reiki Energy Healing. She eventually opened her own massage establishment working alongside an Herbalist, Acupuncturist and Chiropractor at an office in Long Beach, CA. After 8 years of being a massage therapist, Christianna decided to continue her education at the Bellus Academy of Beauty & Spa in San Diego where she became a licensed Esthetician & certified MUD Makeup Artist.

After moving to the Bay Area and working at an Aveda concept salon, she fell in love with the philosophy & standard of Aveda. Christianna’s dedication helped her move up quickly, becoming the lead in both her Massage & Esthetics departments. Realizing a new found passion for Training in Product knowledge & technique, she is now an Esthetics Educator at Cinta Aveda in San Francisco. In her free time Christianna enjoys creating mixed media art & traveling.

Christy Swenson, International CIDESCO and Esthetics Educator

Christy grew up in Alaska. She began her career in Massage Therapy in 1998 working with a chiropractor for the American Olympic Running Team. She then moved into a more holistic environment, working at Aveda Spas throughout Oregon. Her passion for massage turned into a career in Health and Wellness. Christy was later hired to help open a Tony Robins spa in the Fiji Islands and to help train Fijians. She also worked in Costa Rica training staff at her friend’s spa. After years in the industry, she became an Esthetician through the Cinta Aveda Institute Esthiology program, and a Yoga Instructor. She then moved to Panama to teach yoga and became a part of the Wellness community there. Christy is passionate and excited about the Health and Wellness Industry and loves teaching anatomy, physiology, massage, and esthetics, using her experience as a valued way to pass on enthusiasm with this line of work. Christy is the second Cinta Aveda Institute alumnus to be joining our staff.

Desiree Fought, Assistant Front Desk Lead

Desiree is a California native who began her career with Aveda at age 20. Starting out in the experience center, she immersed herself in the Aveda world, focusing on product knowledge and makeup artistry. From there she managed two Aveda lifestyle salons and extended her passion for humanity by moving to Japan and managing a salon on a Navy base while also teaching English abroad. With a love for detail, problem solving, and jumping right in to the more difficult aspects of life, she enjoys being able to bring purpose and value to her team. Desiree loves connecting with students and fellow faculty through the beauty industry, understanding how important it is to make each and every person who walks through the doors at Cinta Aveda feel welcome, relaxed, and beautiful. In her spare time, Desiree loves to travel, enjoy the outdoors, and dedicates herself to her art.

Elicia Leivia, Cosmetology Educator

Elicia began her career in the beauty industry in 2002 and has come full circle as she was born in the bay area, yet lived most of her life in Washington State. At a young age she began working for a high-end company specializing in men’s hair, helping to build it from the ground up. During that time she grew to become the regional manager of Seattle, later becoming the company educator. In 2009 she was also educating for a premier company partnered with the company she was with. After eight years she decided to spread her wings and become her own boss; and grew to become one of the best
of her craft in her state. She not only has passion for educating beauty professionals with technical skills but has a lot of business management knowledge as well. It is truly a pleasure for her to help people in the beauty industry grow technically and build their business. She left her successful business in Washington behind and relocated to SF to follow her husband’s passion for new, up and coming virtual reality technology and filmmaking. With a passion for all things beauty, nature and the outdoors they couldn’t be more grateful to be on this amazing journey.

Elizabeth Groat, Assistant Director

Elizabeth is a Bay Area Native who grew up enjoying the beauty and fashion industry. As a Presidential Scholar, she received her Bachelor’s of Arts in Criminal Justice and Sociology at San Francisco State University. Being continually drawn to beauty and style, Elizabeth began her career at Cinta Salon as a Salon Coordinator. She then took her talents to manage a high-end Italian boutique located within Union Square. After successfully expanding the boutique she returned to Cinta to ensure that the Cinta Aveda Institute operations run seamlessly.

Farzana Barakzai, Finance Coordinator

Farzana has lived in the Bay Area all her life. Farzana started in the banking industry and gained great experience in the finance field and worked her way up to manage the service side of banking. Farzana was presented with a great opportunity to work in the educational field to help students achieve their dreams and goals. Farzana was presented with a great opportunity to become a Financial Aid Coordinator at Cinta Aveda Institute and she happily accepted the opportunity. Her goal is to continuously assist students with their Financial Aid needs and provide them with excellent Financial Aid guidance. Farzana speaks five languages and comes from a big family.

Inessa Artemyeva, Senior Finance Coordinator

Inessa was born and raised in Khabarovsk, Russia. Through the foreign exchange program, Inessa received a Bachelor’s degree from Far Eastern State Transportation University (Russia) in Management and a Bachelor’s degree from the University of Alaska Anchorage in Marketing. As of 2013, Inessa is a proud American citizen. She proclaims that moment as “the highlight of [her] year.” As the Finance Coordinator for the Cinta Aveda Institute and Cinta Salon, Inessa oversees financial operations and provides support to the Director of Finance. Inessa tries to visit her parents, whom she misses dearly, in Russia every year. In her free time, she indulges in tennis, bowling, camping, swimming, and rollercoasters.

Jessica Baker – Barbering Educator

Jessica began her education in the beauty industry at the age of 16. While still completing her high school education, she was able to receive her diploma and her cosmetology license by the time she was 17. She immediately entered the professional world and found a well established salon. In her 5 years of experience at the same salon, she went from studying as an apprentice, up to Junior then Senior Stylist, and is now Lead of Education. Her relationship with Aveda began when she simply walked past the institute one day, and decided to enroll in their Master Barber course. There she not only refined her current technique, but was also incredibly moved by the amount of support and professionalism she noticed from everyone on their team. In her spare time, Jessica loves taking in sights and experiences in nature and travel. Some day she hopes to donate more of her time to environmental and societal causes.

Jocelyn Stringer - Admissions Coordinator

Jocelyn comes to Cinta Aveda Institute by way of the world of higher education. She holds a Bachelors Degree in Theatre Arts and History and a Masters Degree in Literature and is a certified ESL instructor. Drawn to the creative intensity of the beauty industry because of its fast pace, exponential creativity, and attention to detail, Jocelyn relishes in being a part of the Admissions team; she enjoys being a part of the first impressions our students make upon entering into their chosen fields. Being a part of such an amazing entity, she loves the idea of marrying her passions for education and creativity. She is also a senior company member in one of San Francisco’s thriving non-profit theatre companies, an avid cook, and connoisseur of all things San Francisco.
Juan Vargas, Financial Aid Coordinator

Juan is a native of the San Francisco Bay Area. He currently resides in Antioch with his wife of 4 years and their 3 beautiful daughters with one on her way. Juan has worked various jobs in his life, all in the customer service area. He started at the age of 17 and joined the United States Marine Corps, serving as a payroll clerk. Since then He has work in banking, on the branch level as well as the corporate. In November of 2011, he took a position as a Financial Aid Officer. He did well and was promoted a couple times, landing back where he started in a lead role. He comes to us with almost 4 years experience. Juan says he enjoys his role as a Financial Aid Coordinator most of all because he has the opportunity to help perspective students find the way to invest in their career goals.

Justine Hernandez, Admissions Coordinator

Justine is a polished professional with a wealth of knowledge of the Admissions Process. She brings with her over 4 years of experience in the higher education industry. Justine prides herself on her dedication to students while providing high quality service to enrollments. Justine has a warm and joyful demeanor in her approach to new students, making her a delight to work with. In her free time, Justine takes care of two little ones, and is an active member in her community for sports related activities.

Kelly Makin, Financial Aid Coordinator

Kelly is a Bay Area native with over 10 years of experience in the beauty industry. Coming from a large family full of beauty enthusiasts, Kelly developed a passion for the industry early on and began her career in skincare and cosmetics. Kelly began working for a busy high end salon just a short walk from Cinta Aveda Institute where she gained relevant industry experience. There she was exposed to the operations of the business and worked directly with high profile employees and clientele. After assisting the owner with the branding and opening of a new location, Kelly moved on to recruitment to develop her HR and coaching skills. She is proud to be a part of the Cinta Aveda Institute Financial Aid Team and passionate about working with students who are looking to make their dreams come true within the industry. Kelly’s excitement in assisting future beauty professionals really shines with every student she encounters. While planning her upcoming October wedding, in her free time, Kelly enjoys freelance makeup artistry, hiking with her family, and actively participating in local animal rescue.

Kimberly Riley, Esthetics Educator, CIDESCO Diplomat

Kim joins Cinta Aveda Institute with over 15 years of cosmetic experience. A Bay area native, Kim first entered the beauty industry as a licensed Cosmetologist. Inspired by her mother’s struggles as an adolescent with acneic skin, and the ridicule that followed, Kim developed a passion for helping men and women with their own skin care issues. As a lover of all things related to the beauty industry, Kim has already had an impressive career: she has been Benefit’s Lead Esthetician for the San Jose area and has also carefully crafted a specialty for Speed Waxing Services. Kim was drawn to the world of education because she loves learning, sharing the knowledge her experience has provided her, and helping shape the next generation of beauty professionals.

Kristine Barnes, Cosmetology Educator

Dynamic, Energetic and Extremely Knowledgeable; Kristine brings her over 25 years of experience and passion of the beauty and wellness industry to share with the Cinta Aveda Institute. Thirteen of those years were spent working with one of the leading hair color manufacturers; starting as a regional perform performing artist, a couple years later promoted to Corporate Trainer and continuing to grow as a leader with the company earning the position of Regional Education Manager. Kristine joined the Aveda family just three years ago; as the Director of the Aveda institute in Madison Wisconsin, she is drawn to the company by the holistic approach to beauty and wellness thru the Ayurvedic traditions and the commitments the company has regarding global issues and sustainability. A California native, last year she moved home and joined the Cinta Aveda family as one of the inspiring education team members.
Maria Santiago, Finance Coordinator

Maria attended San Francisco State University and graduated with a degree in Liberal Studies. After graduating, she joined the hospitality team of Joie De Vivre, a well-known boutique hotel chain in San Francisco. Expanding her career, she moved on to work for a top fashion school, the Fashion Institute of Design & Merchandising, becoming part of its financial services department. During her four years there, she worked closely with financial aid coordinators, the finance team, students, and parents. She then knew it was her duty to help others. Maria saw a great opportunity at Cinta Aveda Institute as the company is growing; she is thrilled to work with ambitious, creative students to achieve their goals. Outside of work, Maria and her husband love taking their corgi “Bulleit” out for long walks, hikes, and to the annual NorCal Corgicon. Maria loves traveling, and shopping is her cardio.

Shawn Peltier, Esthetics Educator

Shawn is a licensed cosmetologist with over 15 years of experience in beauty. Before becoming a resident Cinta Aveda Institute Educator, he worked all over the United States, Europe, Asia and Australia as a global director of makeup artistry. He has conducted numerous seminars, coached and developed sales artistry teams and led press related opportunities around the world. His industry accomplishments include years of executing backstage beauty at New York Fashion Week, along with celebrity press junkets and photo shoots, and creating images for international fashion magazines. He also has an extensive background in cosmetic/skin care brand education. Prior to his residency in the department of esthetics, he shared his professional artistry expertise as a frequent guest presenter at Cinta Aveda Institute. Simply put, Shawn has a passion for teaching.

Violette Roe, Cosmetology Educator

Violette has been in the business of beauty for over ten years. She comes from a family of cosmetologists and was inspired by them to attend cosmetology school in San Diego. Her career began in an apprenticeship program at an upscale salon in Union Square. Eventually, she became a full time Stylist behind the chair and has loved every step of the journey.

Violette’s goal is to be a positive influence by mentoring students who are building their skill set and joining the beauty industry. She is excited to join this team, and share her experience and knowledge with the students at the Cinta Aveda Institute.
Cosmetology

Cosmetology- Curriculum Overview

Full-time Flex Schedules
58 weeks – 1600 Hours

Flex Schedules
Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm
-or-
Mon, Wed, Fri 9:00 am – 8:00pm


Express your creativity and talent in hair, skin, nail care, and makeup application. Our cosmetology course incorporates 1,600 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you’ll be ready to succeed as a licensed cosmetologist.

Phase 1: Intro Phase
Total Instruction: 400 hours
Full Time: weeks 1 - 14
You’ll start by learning the fundamentals of cutting, styling, and chemical restructuring of hair; skin and nail care; make-up; and the related sciences. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You’ll be introduced to retailing, client servicing, and personal development skills. This phase also covers state safety requirements.

Phases 2 & 3: Alpha & Beta Phases
Total Instruction: 800 hours
Full Time: weeks 15 – 42
Unlock your creativity as you explore the latest trends and techniques in hair cutting, styling, coloring, permanent waving and chemical restructuring. Time in the Salon classroom allows you to become increasingly confident in your professional abilities, and you begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

Phase 4: Gamma Phase
Total Instruction: 400 hours
Full Time: weeks 43 - 56
Get ready to launch your career with in-depth training in guest services, time management, self promotion, goal setting, merchandising, and entrepreneurship. Your speed, accuracy, and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill-certification examination and possess the theoretical knowledge you need to pass the written examination required by the Cinta Aveda Institute and the state of California for licensure. It’s time to realize your dreams as a salon professional.

Cosmetology- California Requirements
A Cinta Aveda Institute education is rigorous and thorough. Throughout the Cosmetology program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction
by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by
the student of a complete service on another person or on a mannequin.

<table>
<thead>
<tr>
<th>Technical Instruction</th>
<th>Practical Operations</th>
<th>Cosmetology/Barbering Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hair Dressing – 1100 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To be completed in the following subject matters:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65 hours</td>
<td>240</td>
<td>Hair Styling: Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blowout styling.</td>
</tr>
<tr>
<td>40 hours</td>
<td>105</td>
<td>Permanent Waving and Chemical Straightening: Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</td>
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<tr>
<td>60 hours</td>
<td>50</td>
<td>Hair Coloring and Bleaching: Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</td>
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<tr>
<td>20 hours</td>
<td>80</td>
<td>Hair Cutting: Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</td>
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<tr>
<td>915 hours</td>
<td>-</td>
<td>Guided Practice</td>
</tr>
<tr>
<td>Health and Safety- 200 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To be completed in the following subject matters:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 hours</td>
<td>-</td>
<td>Laws and Regulations: The Barbering and Cosmetology Act and the Board’s Rules and Regulations.</td>
</tr>
<tr>
<td>45 hours</td>
<td>-</td>
<td>Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.</td>
</tr>
<tr>
<td>20 hours</td>
<td>-</td>
<td>Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</td>
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<tr>
<td>15 hours</td>
<td>-</td>
<td>Anatomy and Physiology: Human Anatomy, Human Physiology.</td>
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<tr>
<td>100 hours</td>
<td>-</td>
<td>Guided Practice</td>
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<tr>
<td>Esthetics – 200 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To be completed in the following subject matters:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 hours</td>
<td>40</td>
<td>Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</td>
</tr>
<tr>
<td>25 hours</td>
<td>30</td>
<td>Eyebrow Beautification and Make-up: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.</td>
</tr>
</tbody>
</table>
Cinta Aveda Course Catalog

150 hours - Guided Practice

Manicuring and Pedicuring - 100 hours
To be completed in the following subject matters:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Practice</th>
<th>Description</th>
</tr>
</thead>
</table>
| 10    | 25       | Manicuring and Pedicuring: 
          Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage. |
| 25    | 120 nails| Artificial Nails and Wraps: acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs |
| 65    | -        | Guided Practice |

Professional Skills
Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service records.

Cosmetology / Barber Crossover

Cosmetology/Barber Crossover - Curriculum Overview

Full-time Flex Schedules
67 weeks – 1800 hours

Flex Schedules
 Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm

Express your creativity and talent in hair, skin, nail care, and makeup application. Our Cosmetology/Barbering course incorporates 1,800 hours of extensive hands-on learning to provide you a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed cosmetologist or barber.

Phase 1: Intro Phase

Total Instruction: 400 hours
Full Time: weeks 1 - 14

The emphasis of the Intro Phase is to introduce the fundamentals of Cosmetology. You will spend the first 3 months in a 6 week rotation of introductory classes. Depending where in the rotation you join the class, you will be doing one of the following: hair cutting, styling, coloring, permanent waving, skin, or nail care. Students learn state safety requirements, and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops. Students also learn retail merchandising, makeup artistry, guest servicing and personal development skills to further their professional achievement. Upon successful completion of this phase, you will have the primary skills and experience to meet the Cinta Aveda Institute’s service concept, and advance to Phase 2.

Phases 2 & 3: Alpha & Beta Phases

Total Instruction: 800 hours
Full Time: weeks 15 – 42

In the Alpha and Beta phases you will learn how to apply your knowledge and advance the skills necessary to succeed in the salon. During the Alpha Phase you will receive instruction on industry job requirements, interviewing techniques, resume writing, employee benefits and wages, in addition to being introduced to the student salon. In the Beta phases, you will be introduced to contemporary techniques in haircutting, hair styling, and hair coloring, permanent waving, chemical restructuring hair, and nail care. These units

Cinta Aveda Course Catalog 2016
expand upon your practical skills that will now become standard behavior. Through the review of theoretical knowledge and practical experience in the student salon, you will see improvement in confidence, dexterity and technical performance. After successfully completing the Alpha and Beta phases, you will advance to Phase 4

**Phase 4: Gamma Phase**
Total Instruction: 400 hours  
Full Time: weeks 43 - 56

In the Gamma phase you will receive in-depth training in guest servicing, time management, self-promotion, communication, goal-setting, merchandising and successful salon entrepreneurship, in addition to spending the remainder of your educational time getting practical experience in the student salon. You will be coached to fine-tune your coordination, speed, accuracy and concentration to meet entry-level salon requirements. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

**Phase 5: Barber Phase**
Total Instruction: 200 hours  
Full Time: weeks 57 - 67

During this last and final phase of the Cosmetology/Barbering course, you will complete your knowledge in facial shaving and hair removal. Additionally you will concentrate on specific modalities in barbering haircuts. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

### Cosmetology/Barber Crossover – California Requirements

An Aveda Institute education is rigorous and thorough. Throughout the Cosmetology/Barbering program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

<table>
<thead>
<tr>
<th>Technical Instruction</th>
<th>Practical Operations</th>
<th>Cosmetology/Barbering Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hair Dressing – 1100 hours</strong>&lt;br&gt;To be completed in the following subject matters:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65 hours</td>
<td>240</td>
<td>Hair Styling: Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</td>
</tr>
<tr>
<td>40 hours</td>
<td>105</td>
<td>Permanent Waving and Chemical Straightening: Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</td>
</tr>
<tr>
<td>60 hours</td>
<td>50</td>
<td>Hair Coloring and Bleaching: Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</td>
</tr>
<tr>
<td>20 hours</td>
<td>80</td>
<td>Hair Cutting: Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</td>
</tr>
<tr>
<td>915 hours</td>
<td>-</td>
<td>Guided Practice.</td>
</tr>
</tbody>
</table>

**Health and Safety - 200 hours**<br>To be completed in the following subject matters:

<p>| 20 hours | - | Laws and Regulations: The Barbering and Cosmetology Act and the Board’s Rules and Regulations. |
| 45 hours | - | Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics. |</p>
<table>
<thead>
<tr>
<th>20 hours</th>
<th>Theory of Electricity in Cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 hours</td>
<td>Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</td>
</tr>
<tr>
<td>100 hours</td>
<td>Anatomy and Physiology: Human Anatomy, Human Physiology.</td>
</tr>
</tbody>
</table>

### Esthetics – 200 hours

To be completed in the following subject matters:

<table>
<thead>
<tr>
<th>20 hours</th>
<th>Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate or as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 hours</td>
<td>Anatomy and Physiology: Human Anatomy, Human Physiology.</td>
</tr>
</tbody>
</table>

### Barbering

#### Barbering- Curriculum Overview

**Full-time Flex Schedules**

**50 Weeks-1500 Hours**

#### Flex Schedules

**Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm**

**2016 Start Dates:**Feb 2, Mar 18, May 5, June 23, Aug 11, Sept 29, Nov 15
Express your creativity and talent in hair and barbering skills. Our Barbering course incorporates 1500 hours of extensive hands-on learning to provide you a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed barber.

**Phase 1: Intro Phase**

Total Instruction: 400 hours  
Full Time: weeks 1 - 14

The emphasis of the Intro Phase is to introduce the fundamentals of Cosmetology and Barbering. You will spend the first 3 months in a 7 week rotation of introductory classes. Depending where in the rotation you join the class, you will be doing one of the following: hair cutting, styling, coloring, permanent waving, skin, or nail care. Students learn state safety requirements, and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops. Students also learn retail merchandising, guest servicing and personal development skills to further their professional achievement. Upon successful completion of this phase, you will have the primary skills and experience to meet the Cinta Aveda Institute’s service concept, and advance to Phase 2.

**Phases 2 & 3: Alpha & Beta Phases**

Total Instruction: 400 hours  
Full Time: weeks 15 –30

In the Alpha phase you will learn how to apply your knowledge and advance the skills necessary to succeed in the salon or barber shop. In the Alpha phase, you will be introduced to contemporary techniques in haircutting, hair styling, and hair coloring. These units expand upon your practical skills that will now become standard behavior. Through the review of theoretical knowledge and practical experience in the student salon, you will see improvement in confidence, dexterity and technical performance. After successfully completing the Alpha phase, you will advance to Phase 3. In Beta Phase 3 you will hone your skills taught in Alpha. Your timing, skills, confidence, and over performance will be perfected in this Phase.

**Phase 4: Gamma Phase**

Total Instruction: 300 Hours  
Full Time: weeks 30-50

In the Gamma phase you will receive instruction on industry job requirements, interviewing techniques, resume writing, employee benefits and, spending the remainder of your educational time getting practical experience in the student salon. You will continue to build up your skills in permanent waving, chemical restructuring hair, and nail care. You will be coached to fine-tune your coordination, speed, accuracy and concentration to meet entry-level salon requirements. By completion of this phase you will be able to demonstrate competency in all tasks, as well as posses the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

**Barbering- California Requirements**

A Cinta Aveda Institute education is rigorous and thorough. Throughout the Barbering program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.
**Technical Instruction**

<table>
<thead>
<tr>
<th>Practical Operations</th>
<th>Barbering Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hair Dressing – 1100 hours</strong> To be completed in the following subject matters:</td>
<td></td>
</tr>
<tr>
<td>200 hours</td>
<td>400</td>
</tr>
<tr>
<td>40 hours</td>
<td>100</td>
</tr>
<tr>
<td>60 hours</td>
<td>50</td>
</tr>
<tr>
<td>100 hours</td>
<td>150</td>
</tr>
<tr>
<td><strong>Health and Safety - 200 hours</strong> To be completed in the following subject matters:</td>
<td></td>
</tr>
<tr>
<td>40 hours</td>
<td>-</td>
</tr>
<tr>
<td>85 hours</td>
<td>-</td>
</tr>
<tr>
<td>40 hours</td>
<td>-</td>
</tr>
<tr>
<td>35 hours</td>
<td>-</td>
</tr>
<tr>
<td><strong>Barber Techniques - 200 hours</strong> To be completed in the following subject matters:</td>
<td></td>
</tr>
<tr>
<td>100 hours</td>
<td>100</td>
</tr>
</tbody>
</table>

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**Esthiology**

**Esthiology- Curriculum Overview**

Full-time Flex Schedules  
21 weeks – 600 hours

**Flex Schedules**

Mon, Wed, Fri 9:00am – 8:00pm  
-Or-  
Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm  
**2016 Start Dates:** Feb 1, Mar 3, Apr 15, May 17, Jul 1, Aug 4, Sep 19, Oct 20, Dec 5

Prepare for an exciting future in skin care with Cinta Aveda Institute. Our Esthiology curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you’ll be ready to succeed as a licensed esthetician.
Phase 1: Intro Phase
Total Instruction: 300 hours
Full Time: weeks 1-10

The emphasis of the Intro Phase is to introduce the fundamentals of skin analysis, facial manipulation procedures, aromology, makeup, use of facial equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops. Upon successful completion of this phase, you will have the primary skills and experience to meet the Cinta Aveda Institute’s spa service concept, and advance to Phase 2.

Phase 2: Alpha Phase
Total Instruction: 300 hours
Full Time: weeks 11-21

During the Alpha Phase you will refine your practical skills by spending time in the student spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis is placed on makeup, aromology, the art of retailing, and guest servicing. Students will learn business skills about the industry job requirements, interviewing techniques, resume writing, employee benefits and wages.

Throughout the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Esthiology - California Requirements

A Cinta Aveda Institute education is rigorous and thorough. Throughout the Esthiology program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.

<table>
<thead>
<tr>
<th>Technical Instruction</th>
<th>Practical Operations</th>
<th>Cosmetology/Barbering Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facials – 350 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To be completed in the following subject matters:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

275 hours

140

Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.

75 hours

Preparation: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

Health and Safety - 200 hours

To be completed in the following subject matters:

50 hours

Law and Regulations: The Barbering and Cosmetology Act and the Board’s Rules and Regulations.

50 hours

Health and Safety Considerations: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.
| 50 hours | - | Disinfection and Sanitation: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. |
| 50 hours | - | Anatomy and Physiology: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions. |

### Hair Removal and Make-up - 50 hours

To be completed in the following subject matters:

- **25 hours 50**
  - Eyebrow Beautification: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

- **25 hours 40**
  - Make-up: Skin analysis, basic and corrective application, application of false eyelashes.

- **Professional Skills**
  - Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.

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# Esthetics & Beauty Therapy (CIDESCO)

## Esthetics & Beauty Therapy (CIDESCO)- Curriculum Overview

Full-time Flex Schedules
43 weeks – 1200 hours

### Full Time Schedules

Mon, Wed, Fri 9:00am – 8:00pm

#### 2016 Start Dates: Feb 1, Apr 15, Jul 1, Sep 19, Dec 5

Take your skin care career to the next level with Cinta Aveda Institute. Our Esthetics & Beauty Therapy (CIDESCO) curriculum provides 1,200 hours of skin care training covering all aspects of skin care, make-up, electrical equipment, full body massage, manicure and pedicure in its natural form. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you’ll be ready to succeed as a licensed spa therapist, proficient in skin care, massage therapy manicure and pedicure. The CIDESCO diploma is recognized internationally in 30 Countries.

### Phase 1: Beta Phase

- **Total Instruction: 600 hours**
- **Full Time: weeks 1-21**

The emphasis of the Beta Phase is to introduce the fundamentals of skin analysis, facial manipulation procedures, aromology, makeup, use of facial equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops. Students will also learn business skills about the Industry job requirements, interviewing techniques, resume writing, employee benefits and wages.

Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as posses the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

### Phase 2: Gamma Phase

- **Total Instruction: 600 hours**
- **Full Time: weeks 21-43**

During the Gamma Phase you will refine your practical skills by spending time in the student spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis will be placed on makeup, aromology, the art of retailing, and guest servicing.

This phase will also include knowledge in Cosmetic Chemistry, Dermatology, Anatomy and Physiology and Advanced Electrical Machines. You will become proficient In Full Body Massage, Health and Wellness. By completion of this phase you will be able to demonstrate competency in all tasks, as well as posses the theoretical knowledge necessary to pass the skill
certification and written examination set forth by CIDESCO. Having successfully passed this examination you will receive your CIDESCO Diplomat Certification recognized in over 30 countries.

**CIDESCO- International Requirements**

A Cinta Aveda Institute education is rigorous and thorough. Throughout the Esthetics & Beauty Therapy (CIDESCO) program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.

<table>
<thead>
<tr>
<th>Technical Instruction</th>
<th>Practical Operation</th>
<th>CIDESCO Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 hours</td>
<td>-</td>
<td>History of Esthetics and Development</td>
</tr>
<tr>
<td>5 hours</td>
<td>-</td>
<td>Ethics: Professional Conduct</td>
</tr>
<tr>
<td>30 hours</td>
<td>-</td>
<td>Business Studies</td>
</tr>
<tr>
<td>25 hours</td>
<td>-</td>
<td>Dermatology: Common Skin Disease and Disorders</td>
</tr>
<tr>
<td>20 hours</td>
<td>-</td>
<td>Tissues</td>
</tr>
<tr>
<td>20</td>
<td>Face Cleaning</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Skin Analysis</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Tinting Eyebrow &amp; Lashes</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Shaping</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Deep Cleansing Steam &amp; Ozone</td>
<td></td>
</tr>
<tr>
<td>25 hours</td>
<td>-</td>
<td>Physics and Knowledge Of Electrical Apparatus</td>
</tr>
<tr>
<td>25 hours</td>
<td>-</td>
<td>Facial Treatment Electrical</td>
</tr>
<tr>
<td>25</td>
<td>Basic Anatomy</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Cells and tissues</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Adipose tissues</td>
<td></td>
</tr>
<tr>
<td>20 hours</td>
<td>10</td>
<td>Muscles</td>
</tr>
<tr>
<td>20 hours</td>
<td>10</td>
<td>Nerves</td>
</tr>
<tr>
<td>10 hours</td>
<td>-</td>
<td>Histology</td>
</tr>
<tr>
<td>10 hours</td>
<td>-</td>
<td>Vascular System</td>
</tr>
<tr>
<td>10 hours</td>
<td>15</td>
<td>Lymphatic system</td>
</tr>
<tr>
<td>5</td>
<td>Metabolism</td>
<td></td>
</tr>
</tbody>
</table>

Possible physiological responses:
<table>
<thead>
<tr>
<th>Hours</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Effects of heat</td>
</tr>
<tr>
<td>5</td>
<td>Mechanical effects</td>
</tr>
<tr>
<td>5</td>
<td>Chemical effects</td>
</tr>
<tr>
<td>5</td>
<td>Electrical capacity of the body</td>
</tr>
<tr>
<td>20</td>
<td>Electricity Basic principles</td>
</tr>
<tr>
<td></td>
<td>Facial Treatment</td>
</tr>
<tr>
<td>20</td>
<td>Facial Mask</td>
</tr>
<tr>
<td>25</td>
<td>Make-up</td>
</tr>
<tr>
<td>10</td>
<td>Cosmetic Camouflage</td>
</tr>
<tr>
<td>5</td>
<td>Manicure</td>
</tr>
<tr>
<td>5</td>
<td>Massage hand/arm</td>
</tr>
<tr>
<td>5</td>
<td>Pedicure</td>
</tr>
<tr>
<td>5</td>
<td>Depilation Leg, thigh &amp; bikini</td>
</tr>
<tr>
<td>5</td>
<td>Depilation Under-arm, arm &amp; face</td>
</tr>
<tr>
<td>10</td>
<td>Lymphatic System</td>
</tr>
<tr>
<td>70</td>
<td>Theory of Body Massage</td>
</tr>
<tr>
<td>50</td>
<td>Body Massage Manual</td>
</tr>
<tr>
<td>30</td>
<td>Body Massage Electrical</td>
</tr>
<tr>
<td>5</td>
<td>Hygiene: Personal &amp; Salon</td>
</tr>
<tr>
<td>10</td>
<td>Body Correction</td>
</tr>
<tr>
<td>20</td>
<td>Fitness Figure</td>
</tr>
<tr>
<td>5</td>
<td>Acupressure</td>
</tr>
<tr>
<td>5</td>
<td>Reflexology</td>
</tr>
<tr>
<td>15</td>
<td>Diet and Nutrition</td>
</tr>
<tr>
<td>15</td>
<td>First Aid</td>
</tr>
<tr>
<td>120</td>
<td>Chemistry and Cosmetic Science</td>
</tr>
<tr>
<td>655</td>
<td>Guided Practice</td>
</tr>
</tbody>
</table>
Massage

Massage- Curriculum Overview
Full-time Flex Schedules
21 weeks – 600 hours

Flex Schedules
Mon, Wed, Fri 9:00am – 8:00pm

Jump start your massage career with Cinta Aveda Institute. Our Massage curriculum provides 600 hours of massage training covering all aspects of anatomy, manipulative skills, and full body massage. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you’ll be ready to succeed as a licensed massage therapist or related career.

Phase 1: Intro Phase
Total Instruction: 300 hours
Full Time: weeks 1- 10

The emphasis of the Intro Phase is to introduce the fundamentals of body analysis, anatomy and physiology, insertion and origin of body muscles for body manipulation procedures, use of equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops.

Upon successful completion of this phase, you will have the primary skills and experience to meet the Cinta Aveda Institute’s spa service concept, and advance to Phase 2.

Phase 2: Gamma Phase
Total Instruction: 300 hours
Full Time: weeks 11- 21

During the Gamma Phase you will refine your practical skills by spending time in the student spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis is placed on knowledgeable body treatments and the art of retailing, and guest servicing. In addition, you will receive instruction on industry job requirements, interviewing techniques, resume writing, employee benefits and wages.

Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification required by the appropriate county in the State of California for certification.

Massage- California Requirements
A Cinta Aveda Institute education is rigorous and thorough. Throughout the Massage program, you will cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.
### Technical Instruction
<table>
<thead>
<tr>
<th>Massage Unit Title</th>
<th>Massage Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Anatomy and Physiology</td>
<td>Definition of Anatomy and Physiology, Relationship to Massage, Medical and Anatomical Terminology, Structure of the Human body Integumentary System, Skeletal System, Muscular, circulatory, lymph-vascular, immune, nervous, endocrine, respiratory, digestive, excretory, human reproductive system, kinesiology</td>
</tr>
<tr>
<td>25 Business and Ethics</td>
<td>Business planning, business location, licenses, and permits, management, business ethics, professional business standards</td>
</tr>
<tr>
<td>75 Guided Practice</td>
<td>Practical Application in Massage Modalities</td>
</tr>
<tr>
<td>170 Massage Theory and Principles</td>
<td>Effects, Benefits, Indications, Contraindications, medications, classic massage movements, technique, therapeutic massage, hydrotherapy, massage in the spa setting, athletic and sport, hot stone</td>
</tr>
<tr>
<td>100 Professional Practices</td>
<td>Sanitation and Safety (disease and infection), Health and Hygiene, therapist hygiene, Consultation, safety practices and procedures for massage therapist, determining the client’s needs and expectations, intake and medical history forms, body diagrams, assessment, SOAP, informed consent, updating records</td>
</tr>
<tr>
<td>125 Therapeutic, Palpation and movement</td>
<td>Prenatal Massage, Lymph massage, cranial massage therapy, deep tissue, trigger-point, energetic manipulation, stress therapy and relaxation massage, chair massage</td>
</tr>
<tr>
<td>5 Career Development</td>
<td>Resume and cover letters, client retention</td>
</tr>
</tbody>
</table>

### Admissions

**Admissions Procedure**

1. Are you ready to begin? If you’re excited about the prospect of training at the Aveda Institute, here’s all you have to do to get started.
2. Have a Career Planning Session with an Admissions Coordinator.
4. Create/Finalize Financial Aid

**Admissions Requirements**

5. Complete the Application for Admission
6. High School Diploma or a Homeschooled verifiable certificate of completion of state requirements, or a copy of your successful completion of high school equivalency (i.e., successful completion of G.E.D. examination) with completion date
7. Submit the State issued photo I.D. or passport.
8. As an enrolling student, you are required to read this catalog prior to signing an enrollment agreement. You are also required to review the School Performance Fact Sheet, which is provided to you prior to signing the Enrollment Agreement.
9. Pass the Cinta Aveda Institute’s Entrance Assessment, Wonderlic
10. Social Security Card- required for State Board Licensure
11. Submit Letter of Intent (typed, one page).
12. Financial Plan with a Financial Aid Coordinator
13. Complete Enrollment Paperwork

**To schedule a one-on-one career planning session, call the Admissions department at 415-989-4400 x 1**
- The Cinta Aveda Institute does not admit ability-to-benefit students.
- The Cinta Aveda Institute has not entered into an articulation or transfer agreement with any other college or university.
- The Cinta Aveda Institute requires no information regarding vaccinations from potential students to attend school.
- The Cinta Aveda Institute does not provide English-as-a-second language instruction.

**Transfer/Re-entry Students**

Applicants for transfer into the Cinta Aveda Institute are considered on an individual basis. The Institute may, at
The Cinta Aveda Institute does not award credit for prior experiential learning.

The Cinta Aveda Institute does not recruit students that are currently attending or admitted to another school offering a similar program study.

Re-entry within 180 days

A student who re-enters the same program in the Institute within 180 days is treated as if she did not cease attendance for purposes of determining the student’s aid awards for the period. If the student re-enters the same program, the student is considered to be in the same payment period she was in at the time of the withdrawal. The student retains her original eligibility for that payment period and is treated as though she did not cease attendance. The student is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

Transfer From another School/Re-entry after 180 days

If a student withdraws from a program and re-enters the same program more than 180 days after a withdrawal, the Institute will treat the hours remaining in the program as if they are the student’s entire program and the student will be treated as a transfer student. Transfer hours from another institution are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Students are charged the hourly rate of tuition for any remaining hours they complete at Cinta Aveda Institute. Students are charged a prorated fee for any missing kit items.

Foreign Students

The Cinta Aveda Institute admits students from other countries. Such students must provide proof of high school graduation from their home country, or provide proof of satisfactory completion of a high school equivalency (i.e., successful completion of G.E.D. examination). The Institute does not provide students with English language services. The Institute does not provide visa services nor will the Institute vouch for student status.

All instruction at the Institute will occur in English. In order to ensure that a prospective foreign student has the language skills necessary to succeed in the program, such prospective student must achieve a satisfactory passing grade in an English language proficiency test, by Wonderlic. Prior to enrolling a prospective foreign student, the Director of Education shall administer a proficiency test. In the prospective student achieves as satisfactory grade on such test, then she/he shall be eligible for admission to the Institute.

Previous Education: Veteran

The Cinta Aveda Institute maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period (or length of program) shortened proportionally and the veteran notified accordingly.

Non-Discrimination

The Cinta Aveda Institute, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status or sexual orientation.

For further information, call the Admissions department at 415-989-4400 x1

Financial Assistance

Sources of Financial Assistance

Cinta Aveda Institute participates in the Federal Student Aid Program, which can help make your education affordable and attainable. During your Career Planning Session, your Financial Aid Coordinator will explain all of your financial options and explain everything you need to know to create a financial plan that works for you.

If you wish to apply for financial aid or if you have questions, contact the Cinta Aveda Institute Financial Aid Office at (415) 989-4400 x258. Additional information regarding the student aid programs may be found in the “free Application for
Federal Student Aid” (FAFSA) published by the U.S. Department of Education. You may call the Federal Student Aid Information Center Monday through Friday between 9am and 5pm (Eastern Time) at 1(800)433-3243.

Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

In order to be eligible for Federal Financial Aid at Cinta Aveda Institute, the student must:

- Be enrolling in the Cosmetology or Esthiology program
- Be a U.S. citizen or eligible noncitizen
- Have a valid social security number
- Not owe a refund on a Pell Grant at any school
- Not be in default on a Federal Direct Stafford Loan at any school
- Maintain satisfactory academic progress while in school as described in this Course Catalog
- Be registered for selective service (if the student is male between the age of 18-25)
- Have a valid High School Diploma or equivalent.

Application for Federal Financial Aid

The Free Application for Federal Student Aid (FAFSA) must be completed to determine eligibility for Federal Financial Aid. Documentation to substantiate the data entered on the form may be required by the Financial Aid Office. Forms and assistance in completing them are available at Cinta Aveda Institute. In addition to the FAFSA, the Cinta Aveda Institute requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances.

All Title IV funds are awarded based on eligibility. Your eligibility is determined by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at www.fafsa.ed.gov. You must be enrolled full-time at Cinta Aveda Institute before any Title IV aid will be disbursed on your behalf. To ensure that the Cinta Aveda Institute receives your FAFSA, you can add our school code, which is: 041800. If you have entered Cinta Aveda Institute's school code on your FAFSA, the Institute will receive a report and will be able to determine the types and amount of aid you are eligible for.

While receiving financial aid, the student has the following responsibilities:

- The student has the responsibility to maintain Satisfactory Academic Progress (SAP).
- The student must complete all application forms truthfully and accurately.
- The student is responsible for providing all documentation to the financial aid office in a timely manner. Failure to do so could result in not receiving a financial aid award.
- The student is responsible for reading and understanding all materials he or she signs and for keeping copies of those documents.
- The student is responsible for all agreements that he/she signs.
The institute offers the following financial aid programs to those who qualify
Cinta Aveda Institute is approved for, and participates in the following U.S. Department of Education programs.

**Federal Pell Grants**
Pell grants are awarded only to first-time undergraduates. This is gift aid and does not require repayment; however, students must demonstrate financial need to qualify. The Federal Pell Grant program is federally funded with the purpose of helping financially needy students meet the cost of postsecondary education.

**Federal Direct Stafford Loans:**
Funds received from either of the loan programs are subject to repayment from the student.

- **Direct Subsidized Loans** – Students must demonstrate financial need to qualify for subsidized loans. The Department of Education pays for your interest while you are in school and during grace and deferment periods.
- **Direct Unsubsidized Loans** – Students do not need to demonstrate need for unsubsidized loans. Students are responsible for interest during the life of the loan.
- **Federal Direct PLUS Loans** – Non need based loan. Available to parents of dependent students to contribute to their child’s education. This is a loan for parents and requires repayment. Parent PLUS Loans are only available to parents of dependent students. The Parent is responsible for all interest and payments, and cannot be transferred to the student.
  - The student for whom the parent is borrowing the loan must meet all of the eligibility criteria for financial aid.
  - The parent borrower must meet the citizenship criteria and not be in default or owe repayment on a Title IV loan or grant.
  - The student for whom the parent is borrowing must have a current and valid FAFSA.

The information you report on the FAFSA when you apply for aid is used in a formula established by U.S. Congress that will calculate your Expected Family Contribution (EFC). Your EFC will help determine the types and amounts of aid you are eligible for.

Students must reapply for Federal Financial Aid annually. The FAFSA award year begins on July 1st of each year and ends on June 30th of the following year. Federal Financial Aid is not automatically renewed for the next award year. Federal Financial Aid is not automatically renewed for the next award year. It is the sole responsibility of the student to reapply for Federal Financial Aid annually if he or she wants to continue to participate in any Federal Student Aid program.

**Federal Financial Aid Disbursement**

Disbursements of Federal Financial Aid are made based on a per payment period basis. All federal loans come in 4 disbursements in the Cosmetology program and 2 disbursements in the Esthiology program based on hours accumulated.

The Cinta Aveda Institute is not a public institution. If the student obtains a loan for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan, the federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until such loan is repaid.
Return of Title IV Policy

The Federal Return of Title IV funds formula ("R2T4") dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the Institute and/or the student. The R2T4 formula is applicable to an eligible student receiving federal aid when that student withdraws or is terminated from the Institute.

A student’s withdrawal date is used to calculate the percentage of the payment period completed and is always the student’s last date of attendance/clocked hours. The date of determination is the earlier of:

- The date the student notifies the Institute of the student’s withdrawal or the date of the student’s withdrawal, whichever is later.
- The Institute terminates the student’s enrollment as provided in the Enrollment Agreement.
- If a student does not return or call from the student’s leave of absence by the date of the student’s expected return, the student shall be considered terminated.
- If the student unofficially withdrew, the 14th calendar day of consecutive absence from the Institute.

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before 60% of the payment period has been completed. After 60% of the payment period has been scheduled to be complete, 100% of the Title IV funds are earned. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student has earned more Title IV funds than have been disbursed, the Institute must offer the amount of earned funds as a post-withdrawal disbursement.

Post-withdrawal disbursements may be offered from Pell Grant funds first if eligible. If there are current educational costs due the Institute at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student’s account. Any Pell Grant funds in excess of current educational costs may be offered to the student if eligible. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the Institute must receive the student’s permission before crediting their account.

The following Title IV refund distribution is used for all Financial Aid students due a refund:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal Direct Parent PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance

Any unearned Title IV funds must be returned to the appropriate program within 45 days of the date of determination. Any unearned funds that have not yet been disbursed to the student must be offered to the student within 30 days of the date of determination if not applied directly to the student’s account.
The statute requires that a student is responsible for all unearned Title IV program assistance that the Institute is not required to return. This is determined by subtracting the amount returned by the Institute from the total amount of unearned Title IV funds to be returned.

### Monthly Payment Plan
- Customizable Payment Schedule
- 0% interest applies to tuition paid in full before graduation

### Federal Financial Aid
- School Code: 041800
- Federal Pell Grants
- Federal Direct PLUS Loan
- Federal Direct Stafford Loans
- Loan deferment options while in school
- Competitive Interest Rates
- Available to those who qualify

**For details on how to apply, speak to your Admissions Representative**

#### Sallie Mae Smart Options Student Loan
- School Code: 608874
- Optional additional money for living expenses available (Max $6000)
- Request to remove Co-signer after max of 36 months
- Prime rate & credit score tier rate
- No prepayment penalty

### GI Bill
- Available to veterans and eligible dependents.

**For details on eligibility and how to apply, speak to your Veterans representative by calling (888) 442-4551 or visit www.gibill.va.gov**

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### Student Services

#### Placement
Cinta Aveda Institute assists in career placement in three ways: holding semi-annual career fairs where we host salons in house that are during students enrolled hours; maintaining a Career Board with the most current job postings in our area; and hosting guest speakers in the Institute to speak to students about career opportunities within their salons/spas. The Cinta Aveda Institute does not guarantee emplacement.

#### Academic Counseling
Cinta Aveda Institute provides academic counseling to all students. We will help you with tutoring, should you experience challenges in meeting the minimum performances standards and course requirements as set by the Institute and the California Board of Barbering and Cosmetology.

#### Individual Counseling
If you experience personal challenges, Cinta Aveda Institute encourages students to contact Student Services for a list of local crisis hotlines, which provide personal counseling referrals to a network of professionals.

#### Student Records
All student records are retained on the premises for five years from the enrollment date.
Academic Information

Student Evaluation - Satisfactory Academic Progress (SAP) Policy
The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS
All students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology: 450, 900, 1250, 1600 scheduled hours
- Esthiology: 300, 600 scheduled hours
- Esthetics & Beauty Therapy (CIDESCO): 450, 900, 1200 scheduled hours
- Massage: 300, 600 scheduled hours
- Cosmetology/Barber Crossover: 450, 900, 1350, 1800 scheduled hours
- Barbering: 450, 900, 1200, 1500 scheduled hours

All students receive Satisfactory Academic Progress Reports at Evaluation Periods set forth above.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Students meeting minimum requirements are considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

ATTENDANCE PROGRESSIONEVALUATIONS
All students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME
The maximum time (which does not exceed 117% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>MAXIMUM TIME ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology (Full time, 30 hrs/wk) - 1600 Hours</td>
<td>63 Weeks</td>
</tr>
<tr>
<td>Esthiology (Full time, 30 hrs/wk) – 600 Hours</td>
<td>24 Weeks</td>
</tr>
<tr>
<td>Esthetics &amp; Beauty Therapy (CIDESCO) (Full time, 30 hrs/wk) – 1200 Hours</td>
<td>47 Weeks</td>
</tr>
<tr>
<td>Massage (Full, time, 30 hrs/wk) – 600 Hours</td>
<td>24 Weeks</td>
</tr>
<tr>
<td>Cosmetology/Barber Crossover (Full time, 30 hrs/wk) – 1800 Hours</td>
<td>71 Weeks</td>
</tr>
<tr>
<td>Barbering (Full time, 30/wk) – 1500 Hours</td>
<td>59 weeks</td>
</tr>
</tbody>
</table>

*The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled hours.

Students who have not completed the course within the maximum time frame may continue as a student at the Institute on a cash pay basis.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>90</td>
<td>A – Excellent</td>
</tr>
<tr>
<td>89</td>
<td>80</td>
<td>B – Very Good</td>
</tr>
<tr>
<td>79</td>
<td>70</td>
<td>C – Satisfactory</td>
</tr>
<tr>
<td>69</td>
<td>60</td>
<td>D – Unsatisfactory - Needs Improvement</td>
</tr>
<tr>
<td>59</td>
<td>below F</td>
<td>F – Failing</td>
</tr>
</tbody>
</table>

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation
period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS
Students may re-establish satisfactory academic progress, VA educational benefits, and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal.

APPEAL PROCEDURE
If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS
Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school’s satisfactory academic progress standards.

TRANSFER HOURS
With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the Institute.

VETERANS
Students certified to receive veteran benefits whose grade point average (GPA) falls below 70% and 80% attendance for students who scheduled hours will be placed on probation and reported to the VA. Failure for students to achieve the minimum cumulative GPA of 70% and a cumulative rate of attendance of 80% after two consecutive terms on probation will have their veteran benefits interrupted. Students certified to receive veteran benefits conditions for reentrance after dismissal for unsatisfactory progress/re-enrollment policy is the following, pay outstanding balances, re-enroll with admissions.

Access to Cumulative Records

The Cinta Aveda Institute respects each student’s right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. To protect each student’s privacy the following policies and procedures have been established:

Upon enrollment, each student is provided and reviews a copy of Cinta Aveda Institute’s Privacy Act release form. After reviewing and agreeing to the terms of the release, the student signs and dates the form acknowledging their rights under agreement.
Cinta Aveda Institute accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has reached eighteen years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for the protection of the privacy of the student educational records rests primarily with the student services coordinator and the financial aid representative. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

| 1. Financial information submitted by parents such as tax forms | January 1, 1975 to which the students have waived their right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. |
| 2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected. |
| 3. Confidential letters and statements of recommendation, placed in the records after |

There are exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1995, a publication of the American Association of College Registrars and Admissions Officer.

| 1. To school officials within the institution who have been determined by the Cinta Aveda Institute to have a legitimate interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff who directly relate to the administrative task of Cinta Aveda Institute. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student’s education, or performing a task related to the discipline of the student. When doubt is raised about an individual’s ‘need to know’ or legitimate educational interest in having access to specific information, the issue shall be decided by the Cinta Aveda Institute Director. |
| 2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs. |
| 3. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid. |
| 4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974. |
| 5. To organizations conducting certain studies for or on behalf of Cinta Aveda Institute |
| 6. To accrediting organizations to carry out their accrediting functions. |
| 7. To parents of eligible students who claim the students as dependents for income tax |
purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents’ most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Cinta Aveda Institute will grant equal access to the student’s education records upon demonstration of dependency as described above.

8. To appropriate parties in a health or safety emergency subject to determination by the Director.

9. To personnel complying with a judicial order or lawfully issued subpoena provided that Cinta Aveda Institute makes reasonable attempt to notify students in advance of compliance. NOTE: Cinta Aveda Institute is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for law enforcement purpose, orders the college not to disclose the existence or contents of the subpoena.

10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Cinta Aveda Institute will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

Cinta Aveda Institute will maintain a record of all requests for and/or disclosure of information from a student’s education records. The record will indicated the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in obtaining the information. The record may be reviewed by the eligible student.

ANNUAL NOTIFICATION OF FERPA RIGHTS
Cinta Aveda Institute will give annual notice to current students of their rights under the Act. New students will receive their information and release form during their enrollment.

STUDENT RIGHTS AFTER CEASING ATTENDANCE OR GRADUATION
Students who have ceased attendance or have graduated from Cinta Aveda Institute have the same FERPA rights as students that are currently attending, including the right to:

a) Inspect their education records
b) Appeal information found in education record
c) Have their education record privacy protected by Cinta Aveda Institute

PRIVACY RIGHTS OF DECEASED STUDENTS
The release of education records information will not be made unless authorized by the student’s parents or the executor/executrix of the deceased student’s estate for twenty five years following the death of a student.

Student Information Release Policy
Cinta Aveda Institute requires written authorization from a student or parent/guardian (in case of a dependent) or graduate in order to release academic, attendance, enrollment status, financial and/or any other information to agencies, prospective employers or any other party seeking information about the student.

We do not publish directory information pertaining to any information regarding our student body. Nor do we sell such information to any entity.

Student Information Release Policy does not pertain to information required by the National Accrediting Commission of Career Arts & Sciences for accreditation purposed, or in response to a directive of the Commission.
Makeup Policy

Students who know they will be missing a written and/or practical quiz or test may make it up ahead of time to receive full credit. It is the student’s responsibility to coordinate the time with their educator and it may fall outside of their normally scheduled hours. Students who are absent the day of written and/or practical exam may take the quiz/test within 3 school days. Failure to comply with the makeup policy will result in a 30% reduction in score value.

Cinta Aveda Institute is a competency based school, all students must take a practical examination to move into the next phase. Failure to complete practical testing may result in repeating the 14 week phase.

Massage students will need to makeup hours with their educator and go over the material they missed in the class within 30 calendar days from original date of absence. The student has 30 days to make up the material and file a Makeup Hours Time Sheet.

Students with Disabilities

Cinta Aveda does not discriminate in admission or access to our program on the basis of disability. If you would like to request academic adjustment or auxiliary aids, please contact the Section 504 Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the school’s resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Compliance Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. Section 504 Compliance Coordinator: Mariela Onisko, 305 Kearny St., San Francisco, CA 94108, phone 415-989-4400 ext 207.
2. The School’s Section 504 Coordinator will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the school is obtaining adequate information and understanding of your individual needs.
3. The Compliance Coordinator will review the request and provide the student with a written determination within two weeks of receiving the request.
4. Individuals disagreeing with the approved reasonable accommodation may appeal the decision using the ADA Grievance Procedure.

DISABILITY GRIEVANCE PROCEDURE

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Any person who believes she/he has been subjected to discrimination on the basis of disability, or who wishes to appeal an approved accommodation pursuant to this policy, may file a grievance as outlined below. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education’s Office for Civil Rights. The School will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Mariela Onisko who has been designated to coordinate the efforts of the School to comply with Section 504. The Compliance Coordinator can be contacted by phone number at 415-989-4400 ext 207 mariela@cintaaveda.edu.

PROCEDURE:

A person who believes that he/she has been discriminated against by the school is encouraged, but is not required, to discuss the matter informally with the School’s Section 504 Coordinator. If the 504 Coordinator is the subject of the complaint, the grievant may, instead, contact the school’s President, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

If the informal process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth above, a written complaint may be submitted to the school’s Section 504 Coordinator who will investigate the complaint. [NOTE: if the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the school’s President who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant’s name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted.

The Section 504 Coordinator (or her designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Coordinator will maintain the files and records relating to such grievances. The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Grievance Coordinator by writing to the School President at 305 Kearny St. San Francisco, CA 94108 415-989-4400 within 15 days of receiving the Section 504 Coordinator’s decision. The School President shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The School will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

The School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Compliance Coordinator will be responsible for such arrangements.

CAMTC

Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following: (a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council. (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.
Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. Seq.

Graduation & Licensing

Graduation Requirements
To receive a diploma from Cinta Aveda Institute, you must:
1. Meet the minimum course requirements.
2. Complete required course hours (respective to program)
3. Complete tuition and fee obligations.
4. Meet satisfactory progress requirements.
5. Demonstrate competency in all modalities.

If at any time you do not demonstrate competency in any of the modalities in relation to your course, you will be required prior to moving to the next phase to demonstrate competency.

Repeat Phase Policy
The culmination of each phase will be a final examination at which time you will be required to pass both the written and practical aspects of that phase with a score of 80 or higher to progress to the next phase.

Additional Hours
If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the Director of Education, an additional hourly rate of $15 per hour to be paid by the student in advance.

Licensing Requirements
To receive a cosmetologist, barber or esthetician license in the state of California, a student is required to:
1. Complete the hours in the course of instruction.
2. Successfully demonstrate competency in all modalities of required curriculum.
3. Submit State required exam fees and application.
4. Successfully complete the written theory and practical examination conducted by the California Board of Barbering & Cosmetology at local testing facilities.

Policies and Standards

To help you achieve excellence in our Career Programs, we have established these guidelines to ensure fairness, understanding and positive work habits among our students.

To help prepare you for the workplace, Cinta Aveda Institute operates much like a professional salon environment. Late arrivals, absences and other interruptions in your training have a significant effect on your achievement - just as they would if you were an employee in a salon, day spa or other professional environment. By law, we must keep track of your training hours for licensure.

Student Status: Students are not employees and will not receive compensation for any aspect of their education, including when providing any and all services in the school clinic to members of the public who pay for services.
Because every student is a future employee, manager or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

1. Maintaining a professional appearance is vital to success. A professional appearance includes:
   a. Professional solid black shirt; must be professional and have sleeves. (*No tank tops, sleeveless shirts allowed*)
      Professional solid black dress pants:
      includes knee length dress skirts, knee length dress (*No shorts, skirts, dresses or any clothing item hitting above the knee*).
   b. Identification badges and student name tags are to be worn as issued during all clocked hours to identify students to clients. If either is lost, the student must replace at a cost of $10.00 (per item) or be dismissed until compliant.
   c. Footwear must be professional in appearance and have a closed toe and heel. No tennis shoes or tennis shoe look-alikes.
   d. Cinta Aveda Institute reserves the right to maintain an esthetic standard for all students, including professional personal hygiene and grooming and, to the extent appropriate, makeup, appropriate facial hair and standard dress code adherence.
   e. Students, who are, in the reasonable determination of Cinta Aveda Institute, not dressed professionally, will be dismissed for the day.

2. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:
   a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) will be dismissed pending notification.
   b. Food, candy and gum are allowed in the lunchroom area only.
   c. Personal electronic devices may only be used in the lunchroom area.

3. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive instructor permission to be in unassigned areas.

4. To benefit from the training and technical experience Cinta Aveda Institute offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will be subject to disciplinary action, up to and including termination.

5. All services or work done by students must be assigned by, performed under the supervision of and evaluated by an instructor within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.

6. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their property in these locked areas. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items must be replaced by the student within 24 hours. Stealing, cheating, defacing or damaging student or school equipment shall be considered Major Standard Violations and may require monetary restitution.
Minor Standard Violations
Minor violations include assigned area violations, property misuses, guest service violations, unprofessional behavior and any disruptive behaviors determined by instructors and team leaders as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. Anytime during the student’s program the violation of a minor standard may result in lost hours, and repeated violations may result in suspension from the school or termination.

All minor standard violations will result in a student being put on probation for that infraction. A student will receive 4 probation notices for each similar violation before dismissal occurs. On the fourth probationary notice a final warning will be given, on the fifth infraction of the same violation a student will be dismissed from the program.

Major Standard Violations
Major standards include using controlled substances/alcohol, defacing or destroying property, stealing, falsifying documents, committing fraud, abusing and/or causing physical harm to others and violating local, state and federal laws. At anytime during a student’s program, the violation of a major standard will result in termination.

All major standards violations will result in immediate dismissal. Appeal may be made by submitting a written letter to the Institute Director and a hearing will be held with 3 team members to hear the student appeal and review the case. Verdict of the appeal hearing will be given within 30 days of the hearing to the student.

Attendance/Absences
Students are expected to attend school as specified in their enrollment agreement. If students encounter situations that mandate missed hours, such as emergencies, illness, funeral, court dates, injury, transportation challenges, etc. each field of study has a predetermined “pool of hours” that can be used for class or clinic time missed. The allowed “pool of hours” is the maximum time that students can be absent and still achieve the quality of skills that will produce excellence in the workplace.

- Cosmetology Students can be absent for a total of 100 hours.
- Cosmetology/Barber Crossover Students can be absent for a total of 140 hrs.
- Esthiology Students can be absent for a total of 40 hours.
- Esthetics & Beauty Therapy (CIDESCO) Students can be absent for a total of 100 hrs.
- Barbering Students can be absent for a total of 100 hours.
- Massage Students can be absent for a total of 40 hours.

As set forth in the student enrollment agreement, students who exceed their maximum allowed absences are subject to a charge of $150 per day for each additional day of attendance at the Institute that is necessary to complete their program.

Student Attendance Responsibilities
The Cinta Aveda Institute is dedicated to providing hands-on professional training. Part of the Institute’s responsibility to the student and to our professional colleagues is to provide prospective employers with a true evaluation of the student’s ability, behavior and attitude.

To do this Cinta Aveda Institute must witness student responsibility during training. A responsible student, like a valued employee, is at work at the assigned time. They have planned ahead for child-care, back-up child-care, weather conditions, etc. Patrons and fellow students are inconvenienced when a student does not meet his/her responsibility of being on time.

In order to ensure that students obtain the skills necessary for professional success, the Institute expects students to maintain a cumulative attendance of not less than 85%. This means that a student is physically present and actively engaged in training for not less than 85% of their scheduled attendance. Failure to maintain a 85% cumulative attendance percentage may result in the student being subject to professionalism counseling with representatives of the Institute’s student services staff. If an extended leave is necessary, please see the Leave of Absence section of this catalog.

Any student who has zero attendance and no approved leave for 14 consecutive days will be immediately terminated from the Institute.
In order to ensure that the provided education and training is properly maintained, IT IS THE STUDENT’S RESPONSIBILITY TO MAKE UP ANY MISSED WORK AND ASSIGNMENTS DURING AN ABSENCE. Failure to maintain adequate attendance and/or failure to make up missed work and/or assignments may prevent a student from advancing to a subsequent phase in their program.

Introductory Phase

Attendance Requirements
Student attendance during the program introductory phases is critical to the successful completion of the Cinta Aveda Institute educational programs. Students who miss more than the allowable number of days as set forth below shall be subject to termination from their program:

- Cosmetology Students – 4 absences (5th absence will result in termination)
- Cosmetology/Barber Crossover Students – 4 absences (5th absence will result in termination)
- Esthiology Students– 3 absences (4th absence will result in termination)
- Esthetics & Beauty Therapy (CIDESCO) – 3 absences (4th absence will result in termination)
- Barbering Students – 4 absences (5th absence will result in termination)
- Massage Students – 3 absences (4th absence will result in termination)

Late Arrival
School starts promptly at 9:00am (8:30am on Saturday). There will be no admittance after class start time. Class resumes promptly after lunch. There will be no admittance after lunch.

Early Releases
Students are encouraged not to leave prior to their scheduled departure time. If a student wishes to leave school early for any reason, they must consult their educator prior to clocking out. It is at the educator’s discretion to grant a student early leave. Hours missed due to early leave will come out of the students’ pool of hours.

Notice of Expected Absence
Students planning to be absent must complete electronic student guidance form with the category of expected absence. This will be electronically submitted to student services.

Time Record Policies
Cinta Aveda is a clock hour institution. Clocking in and out each day is the manner in which student’s hours are accumulated towards course goal. Students use finger prints to clock in and out each day; in order to record their time at school. It is the student’s responsibility to clock in and out to ensure you are credited with attendance hours. Students failing to clock-in/out are responsible for correcting time discrepancies with their educator. Students who fail to correct their time discrepancies within 30 days of the notice understand that the unadjusted balance of hours will become part of their official school record.

Physical and Safety Demands of Industry Professionals.
- Repetitive hand, arm and wrist motion
- Possible chemical smell
- Stretching and bending
- Working with sharp objects
- Contact with communicable disease

Leave of Absence Policy
This Policy applies for all student requests for a leave of absence from the Cinta Aveda Institute.

An authorized leave of absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring the Institute to perform a refund calculation.

In order for an LOA to qualify as an approved LOA:
1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student’s request, and include the student signature.
a. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the Institute, the student would not have been able to request the LOA in advance.

b. The Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Institute to be the first date the student was unable to attend the Institute because of the accident.

2. Leave of Absence Request Process:
   a. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request for Leave of Absence form found in the Director’s Office.
   b. The Request for Leave of Absence form must be submitted to the Director prior to the Leave of Absence start date.
      i. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
      ii. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources. Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.
   c. Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.
   d. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date. Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.
   e. The Institute reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.

3. As a condition for approving a student’s LOA request, there must be a reasonable expectation that the student will return from the LOA.
4. All LOA requests are subject to approval by the Director. If a student’s LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.
5. The Institute shall not assess the student any additional institutional charges as a result of the LOA.
6. The LOA must be a minimum of 10 calendar days and not to exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The Institute shall extend the student’s maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the Institute.
9. In the event that a student does not return or call from his/her leave of absence at the expiration of an approved LOA, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student’s last day of attendance, as evidenced by attendance records.

**Student Grievance/Appeal Policy**

Complaint procedures are addressed in the student catalog and handbook, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within seven days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be mailed to the corporate office at the address listed in the current student handbook, or delivered personally to the Director.
3. The complaint will be reviewed by the management team and a response will be sent in writing to the student within 14 days of receiving the complaint. The initial response may not provide for final resolution of the problem, but will notify the student of the continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management team, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 30 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school’s response. The hearing committee will be allowed to ask questions of all involved parties. Within 21 days of the hearing, the committee will prepare a report summarizing each witness’ testimony and a recommended resolution for the dispute. Corporate management shall consider the report and take under consideration or advisement the recommendations of the committee.

**Sexual Misconduct Policy**

The Cinta Aveda Institute is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Sexual assault, sexual harassment and sexual exploitation, stalking, domestic violence and dating violence are also forms of sexual misconduct.

The Institute’s Sexual Misconduct Policy describes the school’s programs to prevent sexual misconduct, and the procedures that the school will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the Institute community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Institute’s Title IX Coordinator, Ms. Elizabeth Groat, on-site or by calling 415.989.4400 ext 268, or from the school’s website at www.cintaaveda.edu. The Institute provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. The Institute will respond quickly to all reports of sexual misconduct, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The Institute’s Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property or in connection with any Institute-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the Institute, regardless of the person’s gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Institute encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in the Policy, the Institute will seek to respect a victim’s request for confidentiality to the extent possible, while remaining ever mindful of the victim’s well-being.

**Cancellation and Refund Policy**

a) **STUDENT’S RIGHT TO CANCEL.**

   i. In addition to any other right of rescission, the Student shall have the right to cancel this Agreement and obtain a refund of charges paid:
1. Through attendance at the first class of the Program that is the subject of the enrollment agreement; or
2. The seventh day after enrollment, whichever is later.

ii. Cancellation shall occur when the Student gives written notice of cancellation to the Institute at the address specified on Page 1 of the enrollment agreement.

iii. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.

iv. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the Student’s desire not to be bound by this Agreement.

v. Except as provided in subparagraph vi, below, if the Student cancels the enrollment agreement, the Student shall have no liability, and the Institute shall refund any consideration paid by the Student within 10 days after the Institute receives notice of the cancellation.

vi. If the Institute gave the Student any equipment, the Student shall return the equipment within 10 days following the date of the notice of cancellation. If the Student fails to return the equipment within this 10 day-period, the Institute may retain that portion of the consideration paid by the Student equal to the cost of the equipment and shall refund the portion of the consideration exceeding the cost of the equipment within 10 days after the period within which the Student is required to return the equipment. The Student may retain the equipment without further obligation to pay for it.

b) Student’s Right to Withdraw. The Student has the right to withdraw from the Program at any time. If the Student withdraws from the Program after the period described in the Student’s Right to Cancel, above, the Institute shall remit a refund as calculated under the formula described below within 45 days following the student’s withdrawal.

i. If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid program from which the Student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the Student.

ii. If the Student obtains a loan to pay for an educational program, the Student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

iii. Except for the Student’s right to withdraw at any time as described above, the Student shall not be entitled to a refund under this section if both of the following occur: (i) All of the Student’s tuition and fees are paid by a third-party organization, such as a Job Training Partnership Act agency, a Regional Occupational Program or Regional Occupational Center, a Private Industry Council, or a vocational rehabilitation program, if the Student is not obligated to repay the third-party organization or does not lose time-limited educational benefits; or (ii) the third-party organization and the Institute have a written agreement, entered into on or before the date the Student enrolls, that no refund will be due to the Student if the Student withdraws prior to completion.

iv. If the Student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
   1. The federal or state government or a loan guarantee agency may take action against the Student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
   2. The Student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

c) Method of Calculating Refund. For Students who have completed 60 percent or less of the period of attendance, the tuition refund to be paid to the Student shall be calculated as follows:

i. The total tuition charge is divided by the number of hours in the program.
ii. The quotient is the hourly charge for the program.

iii. The amount owed by the Student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.

iv. The refund is equal to any amount in excess of the figure derived in subparagraph (iii) that was paid by the Student.

v. The refund amount shall be adjusted as provided below for equipment, if applicable.

vi. Students who have completed more than 60 percent of the period of attendance shall not be entitled to a refund of tuition or any other institutional charges.

d) Administrative Fee. Unless the Student’s application is rejected, or the Student cancels his/her enrollment in accordance with the STUDENT’S RIGHT TO CANCEL under section a), above, the Institute shall impose an administrative fee of $150 in connection with the Student’s termination of his/her enrollment prior to completing his/her course of instruction. An applicant who is not accepted by the Institute shall be entitled to a full refund of all monies.

e) Books, Tools, Supplies Charges.

i. This Agreement specifies a separate charge for books, tools, supplies that the Student will use during the Program. If the Student returns that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the Student’s withdrawal, the Institute shall refund the charge for the equipment paid by the Student. If the Student fails to return that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the Student’s withdrawal, the Institute may offset the cost of that equipment against any refund. The Student shall be liable for the amount, if any, by which the cost for equipment exceeds the refund amount.

ii. Equipment and supplies may be returned for refund by the Student only if such items are returned in good condition and can be reused by the Institute or another Student. Items that cannot be reused because of clearly recognized health and sanitation reasons may not be returned. Students may return unopened supply products that were included in their supplies and equipment, but any opened items cannot be returned and shall remain the Student’s property after the Student’s withdrawal. Used textbooks and workbooks are not able to be reused after they have been opened and no refund for such items shall be provided.

iii. The Student’s refund to be provided under this Agreement shall include any amount paid by the Student for books, tools, supplies which the Student has not obtained at the time of the Student’s withdrawal.

f) Notice of Withdrawal. The Student may notify the Institute of the Student’s desire to withdraw by providing written notice of withdrawal, addressed to the Institute’s Director and sent to the address specified on Page 1 of the enrollment agreement. The written notice of withdrawal, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid, or the date the information is delivered to the Institute in person. The written notice of withdrawal need not take a particular form and, however expressed, is effective if it indicates the Student’s desire to withdraw from the Program.

g) Determination of Withdrawal Date. For the purposes of the enrollment agreement, the Student shall be deemed to have withdrawn from the program of instruction when any of the following occurs:

i. The Student notifies the Institute of the Student’s withdrawal or of the date of the Student’s withdrawal, whichever is later.

ii. The Institute terminates the Student’s enrollment as provided in the enrollment agreement.

iii. The Student has failed to attend classes for a 14-day period. For the purpose of determining the amount of the refund, the date of the Student’s withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the Student shall be deemed to have withdrawn at the end of the 14-day period.
iv. If a Student does not return from an approved leave of absence, the Student shall be considered terminated. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the Student notifies the Institute that the Student will not be returning.

v. The Institute monitors clock hour attendance on a weekly basis.

h) Course and/or Program Cancellation Policy.

i. If the Institute closes permanently and ceases to offer instruction after the Student has enrolled, and instruction has begun, then the Institute shall at its option, (a) provide a pro-rata refund of tuition; or (b) participate in a Teach-Out Agreement.

ii. If a program is canceled subsequent to the Student’s enrollment, and before instruction in the program has begun, then the Institute shall at its option, (a) provide a full refund of all monies paid, or (b) provide completion of the program.

iii. If the Institute cancels a program and ceases to offer instruction after the Student has enrolled and instruction has begun, the Institute shall at its option, (a) provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (b) provide completion of the program; or (c) participate in a Teach-Out Agreement; or (d) provide a full refund of all monies paid.

iv. At least 30 days prior to closing, the Institute shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of Institute closure, including the amount of each pro rata refund, shall also be submitted to the Institute’s accrediting agency.

i) Collection Policy

i. If the Student is terminated or withdraws from Institute, the Institute shall inform the Student of any balance owed to the Institute.

ii. The Institute is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the Institute’s cancellation and refund policies set forth in the enrollment agreement.

iii. In the event that the enrollment agreement is sold or discounted to a third party, such third party shall be required to comply with the cancellation and refund policies set forth in the enrollment agreement.

iv. In certain situations where mitigating circumstances are in evidence, the Institute may, in its sole discretion, provide a refund that exceeds this refund policy.
Sample Refund Calculations:

<table>
<thead>
<tr>
<th>COSMETOLOGY PROGRAM</th>
<th>REFUND TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Tuition:</td>
<td>$22,575.00</td>
</tr>
<tr>
<td>Hours in Program:</td>
<td>1,600</td>
</tr>
<tr>
<td>Hourly Charge:</td>
<td>$14.11</td>
</tr>
<tr>
<td>% of Course</td>
<td>% of Course</td>
</tr>
<tr>
<td>Completed</td>
<td>Refund Due</td>
</tr>
<tr>
<td>10%</td>
<td>$20,317.50</td>
</tr>
<tr>
<td>25%</td>
<td>$16,931.25</td>
</tr>
<tr>
<td>50%</td>
<td>$11,287.50</td>
</tr>
<tr>
<td>60%</td>
<td>$9,030.00</td>
</tr>
<tr>
<td>61%</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Please Note: The refund amounts listed in the refund table, above, assume that the Student does not return any supplies and/or equipment for refund. The refund calculation shall be adjusted accordingly to account for the return of supplies and/or equipment, if any.

Notice Concerning Transferability Of Clock Hours Earned At Our Institute.
The transferability of credits you earn at the Cinta Aveda Institute is at the discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology, Barbering, Cosmetology/Barber Crossover, Esthetics & Beauty Therapy (CIDESCO), Esthiology, or Massage is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cinta Aveda Institute to determine if your clock hours or diploma will transfer.

Questions & Complaints

Questions
Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, P (916) 431-6959, toll-free (888) 370-7589 F (916) 263-1987

Complaints
A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 66-5336, or fax (916) 669-5337

7589or by completing a complaint form, which can be obtained on the Bureau’s internet web-site www.bppe.ca.gov

CAMTC
Bankruptcy
The Cinta Aveda Institute has never filed for bankruptcy, nor does it have a pending bankruptcy. Cinta Aveda Institute is not operating as a debtor in possession, has not filed a petition within the last five years, and has not had a petition filed against it within the preceding five years.

Aveda Institutes’ Founder

Horst M. Rechelbacher

Aveda Corporation founder Horst M. Rechelbacher redefined the face of beauty worldwide. For nearly four decades, he was a major, motivating force in hair care and the beauty industry. A world-renowned hair stylist, artist, entrepreneur and educator, he was a master of innovation: moved by a keen intelligence, artistic talent and quest for knowledge, he invented and perfected cutting-edge techniques, trends, products and treatments imbued with the multiple benefits of pure flower and plant ingredients.

His beliefs in the powers of nature and his efforts to preserve the environment, combined with his lifelong commitment to excellence, spawned a new sense of beauty that goes far beyond surface image. Reflected in Aveda’s expanding global network of educational Institutes, salons, spas and Environmental Lifestyle Stores, the Aveda concept of beauty encompasses a complete system of care, using plant-based products, treatments and simple rituals to enhance appearance, well-being and the quality of life. In turn, this approach also advocates more environmentally responsible business practices and lifestyles.

Horst’s dynamic vision and ideas are embodied in the Aveda Institute, which he founded in 1976. Under his vital leadership, the Aveda Institute became an internationally acclaimed center of learning for professionals in cosmetology, esthiology, manicuring, spa body care and massage. Horst developed and directed various aspects of Institute curriculum and training, always evolving new techniques and technologies. The very essence of Horst’s vision and ideas, the Aveda Institute is a stimulating, interactive learning center that offers a comprehensive program that blends basic theory with practical experience in real-life salon and spa environments.
2016 Tuition & Fees

School Holiday and Closures

Fri – January 1 New Years
Mon and Tues – May 30 &31 Memorial Day and In-service Day
Mon and Tues – July 4&5 Fourth of July and In-service Day
Mon and Tues – September 5&6 Labor Day and In-service Day
Thurs and Fri – November 24&25 Thanksgiving
December 24, 2016 – January 2, 2017 Winter Break

Student Tuition Recovery Fund

a) You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
   i. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
   ii. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

b) You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
   i. You are not a California resident, or are not enrolled in a residency program, or
   ii. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Books, Tools, Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSMETOLOGY/BARBER CROSSOVER</td>
<td>$25,475.00</td>
<td>$3,385.00+$1,300.00</td>
<td>$30,160.00</td>
</tr>
<tr>
<td>ESTHETICS &amp; BEAUTY THERAPY (CIDESCO)</td>
<td>$19,600.00</td>
<td>$1,610.00+$1,300.00</td>
<td>$22,510.00</td>
</tr>
<tr>
<td>COSMETOLOGY</td>
<td>$22,575.00</td>
<td>$3,385.00</td>
<td>$25,910.00</td>
</tr>
<tr>
<td>BARBERING</td>
<td>$21,165.00</td>
<td>$3,385.00</td>
<td>$24,550.00</td>
</tr>
<tr>
<td>ESTHIOLOGY</td>
<td>$11,100.00</td>
<td>$1,610.00</td>
<td>$12,710.00</td>
</tr>
<tr>
<td>MASSAGE</td>
<td>$8,000.00</td>
<td>$1,010.00</td>
<td>$9,010.00</td>
</tr>
</tbody>
</table>
c) The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

d) You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

i. The school closed before the course of instruction was completed.

ii. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

iii. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

iv. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

v. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

The Cinta Aveda Institute is owned and operated by:

The Cinta Aveda Institute is licensed by:
CA Board of Barbering and Cosmetology  Bureau for Private Postsecondary Education
2420 Del Paso Road, Suite 100  2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95834  Sacramento, CA 95833
Phone 800-952-5210  Phone 888-370-7589

The Cinta Aveda Institute is accredited by:
NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES
4401 Ford Ave. Suite 1300
Alexandria, VA 22302
Phone 703-600-7600