



# AVEDA INSTITUTE

## COURSE CATALOG

Revised  
January 1, 2022

### LOCATIONS

**Cinta Aveda Institute - San Francisco**  
**305 Kearny Street, San Francisco, CA**  
**94108**

**Phone: 415-989-4400**  
**info@cintaaveda.com**

**Cinta Aveda Institute - San Jose**  
**111 West St. John Street, San Jose, CA**  
**95113**

**Phone: 408-648-2555**  
**info@cintaaveda.com**

*Accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS)*

Licensed by:  
Bureau for Private Postsecondary Education

Accredited by  
National Accrediting Commission of Career Arts and Sciences (NACCAS)  
NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
Phone: 703-600-7600

Disclosure: Aveda Institute reserves the right to change programs, start dates, tuition, or to cancel programs. Any changes will be made in accordance with the Florida Commission for Independent Education rules and regulations and will be incorporated into this catalog.

Date of this printing: March 1, 2022

**All Students will receive a copy of the published catalog at least one week prior to enrollment.**

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## **AVEDA MISSION**

“Our mission at Aveda is to care for the world we live in, from the products we make to the ways in which we give back to society. At Aveda, we strive to set an example for environmental leadership and responsibility, not just in the world of beauty, but around the world.” – Horst Rechelbacher, Founder.

Aveda Institute is committed to reviewing this mission at its annual meeting and determining what training programs and student services are needed to train individuals in cosmetology and beauty while respecting the environment and meeting the demands of the community.

## **AVEDA INSTITUTE’S 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.**

## **HISTORY**

**The Cinta Aveda Institute was founded in 2008 to create the most successful entrepreneur. We have created an atmosphere of excellence where students are able to flourish under the guidance of superior educators. Our faculty draws from many years of professional experience in the beauty industry. The educators maintain their expertise with ongoing educational seminars and training. The Cinta Aveda Institute places emphasis on well-being, which relates to the individual as well as the environment. This is reflected in our exclusive use of Aveda pure flower and plant essences. Students are taught the relationship between personal beauty, well-being, and environment.**

## **Classrooms**

Each location is equipped with at least two class rooms with enough tables and chairs to accommodate class size, a clinic area with styling stations and styling chairs, a shampoo area, and a large dispensary. Both locations have a separate spa classroom and clinic with facial beds and the necessary equipment for esthiology training. There is access to audio and video learning in all classrooms.

## **Student Lunchroom**

A student lunchroom offers counter space and stools for students' lunch period.

## **Institution Resource Center**

A Resource Center offers books on styling, motivation, health and wellness, cosmetology, massage therapy, spa, and employment skills and career information. These resources are available to students, educators, and staff. The Resource Center includes an internet access workstation to locate media on URLs that focus on cosmetology and the health and beauty industries. Students must schedule time to use the center.

## **Client Service Areas**

A diverse array of clients comes to the Aveda Institute for beauty and wellness services. Students have the opportunity to perform a variety of hair, skin, nail, and aesthetics services in a salon setting, under the supervision of the educators.

## **AVEDA Environmental Lifestyle Store**

A retail experiential center marketing Aveda hair care, skin care, flower, and plant pure-fume, body care, and makeup and lifestyle products are on site. The store provides the opportunity for students to practice client service and retailing skills.

## **Office Hours**

Each location school hours are from 9:00 am to 10:00 pm Monday through Thursday and 9:00 am to 7:30 pm Friday and Saturday.

## **PROGRAMS**

The following programs are presented at our brick-and-mortar campuses only. Please see our Hybrid Distance Education Programs (Pending NACCAS approval) listed elsewhere in this catalog for programs offered as a combination of distance learning and attendance at our brick-and-mortar campuses. The programs are taught in the English language. One clock hour equals a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

The institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

## **\*\*Aveda Cosmetology Fundamentals - 1000 Clock Hours**

### **Program Description**

The 1000-hour Aveda Cosmetology course is a program that has instructor-led classroom and clinical training as well as practical hands-on application. Training encompasses three types of learning: theoretical knowledge, the foundation of the student's education; practical experience, the application of knowledge; and professional business building skills, vital for the student's success. Each phase of the student's education emphasizes a different combination of learning approaches. The Aveda Cosmetology program is comprised of hair and scalp treatments, hair care rinses, hair shaping, hair arranging, chemical waving and relaxing, hair coloring, facials, skin care, hair removal, nail care, professional business-building skills in management and career development, and employability skills.

The last phase of the program will concentrate on Precision Trends in haircutting, hairstyling, and advanced hair coloring and re-texturizing. During this phase of training the student will be accompanied by personalized mentoring and coaching sessions set within a salon environment. Students will learn the latest styles and techniques in haircutting, hair styling and hair coloring.

### **Program Objectives**

The objectives of this program are to prepare the students for the state licensing examination in cosmetology, and give students the advanced training that will prepare them to enter into the field of cosmetology. The program is intended to train students to enter the workforce as an entry-level hair stylist. A student will also learn the technical, personal, and business skills to prepare for the work in a professional salon as a stylist, retail sales specialist, salon manager, or salon owner with a focus on Aveda techniques and products.

### **Instructional Methods**

The course is taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overheads, power points, and internet research.

<b>GRADING SCALE.</b>	100-90	Excellent
	89-75	Satisfactory
	75 or below	Unsatisfactory

	<b>Course</b>	<b>Total Clock Hours</b>	<b>Theory</b>	<b>Lab</b>
<b>COS 102</b>	<b>California Laws &amp; Rules/Sanitation</b> - Safety and sanitation techniques and requirements focused on California laws and rules, and discussed during orientation which outlines the policies of the institute. State licensure exam preparation.	100	75	25
<b>COS 103</b>	<b>Employability Skills</b> – Overview of job-related issues including resume preparation, interview skills, personal presentation, salon management, and guest relations.	100	50	50
<b>COS 104</b>	<b>Shampooing and Rinses</b> - Selecting product analysis, procedures and techniques, draping for wet and dry chemical services, learning the correct shampoo and conditioners.	30	10	20

<b>COS 105</b>	<b>Scalp Treatments and Hair Care</b> - The use of conditioners that maintain, improve and correct the condition of the hair. Chemistry including scalp and hair analysis, bacteriology, infection control, sanitation and sterilization, ingredient analysis.	50	30	20
<b>COS 106</b>	<b>Hair Shaping</b> -Hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation.	50	30	20
<b>COS 107</b>	<b>Hair Arranging</b> - Hair styling, wet styling, finger waving, pin curl techniques, roller curls, comb-out techniques, artistry in hair styling, thermalstyling, conventional thermal (Marcel) irons, electric thermal irons, blow-dry styling.	40	20	20
<b>COS 108</b>	<b>Chemical Waving and Relaxing</b> - Permanent restructuring; history of permanent waving and chemical relaxing. Chemistry of solutions and neutralizers. Pre-service analysis, wrapping selection, and chemical blow outs.	50	30	20
<b>COS 109</b>	<b>Hair Coloring</b> - Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one-dimensional multidimensional, foils, bleach, and tone.	100	40	60
<b>COS 110</b>	<b>Facials/Skin Care/Makeup/Hair Removal</b> - Histology, disorders, facials, cleansing, moisturizer, makeup, and waxing techniques. Plant Aromaology including history of aromaology, therapeutic effects, custom testing and blending.	100	80	20
<b>COS 111</b>	<b>Manicuring/Pedicuring</b> - Manicures and pedicures, nail design and artistry, and massage techniques for hands, arms, and feet.	80	20	40
<b>COS 112</b>	<b>Precision Trends in Haircutting</b> - Emphasizes trend of professional precision cuts that enhance and contribute to image crafting. Students learn to identify trends and skills needed to develop styles using precision cuts.	100	30	70
<b>COS 113</b>	<b>Precision Trends in Hairstyling</b> -Emphasizes trends of professional hairstyling that enhance and contribute to image crafting. Student learns to identify trends and skills needed to develop styles based on length, genre and texture plus creative approach to creating new styles.	100	30	70
<b>COS 114</b>	<b>Advanced Hair Coloring</b> - Presents advanced mechanics of hair coloring including use of several techniques. Student stylists learn new trends.	100	30	70
	<b>Total Clock Hours</b>	<b>1000</b>	<b>510</b>	<b>690</b>

Prerequisites: Meet admissions standards Award: Diploma

\*\* Awaiting approval from NACCAS













<b>EST 106</b>	<b>Personal/Career Development-</b> Resume writing, interview process, responsibilities of employment, salary plans, benefits and insurance, client retention, retail strategies, incentives, listening communication, and personal development.	20	20	0
<b>EST 107</b>	<b>Plant Wax/Hair Removal</b> - The use of plant ingredients in all procedures using wax on various parts of the body. The differentiation between hard and soft wax depending on its uses.	15	5	10
<b>EST 108</b>	<b>Pedicuring</b> - Pedicuring procedures, foot and leg massage, reflexology, and polish applications.	34	10	24
<b>EST 109</b>	<b>Pathology</b> -Scientific study of the nature and disease and disorders and their causes, processes, development and consequences in relationship to skin and the nails of the feet.	20	20	0
<b>EST 110</b>	<b>Electricity</b> - Basic knowledge of electricity, its uses and benefits and contraindications during services.	12	10	2
<b>HSC 102</b>	<b>Legal and Ethical Responsibilities</b> - Liability of health care workers, patients' Bill of Rights, Health Care Code of Ethics, confidentiality, authority and responsibility of the health care worker, recognizing and reporting illegal and unethical practices such as abuse and neglect. Florida Legal and Ethical Responsibilities. .	E	E	0

<b>HSC 103</b>	<b>Anatomy and Physiology</b> - A basic understanding of the structure and functioning of the human body necessary for competent practice of Massage Therapy and Bodywork. An understanding of basic concepts in chemistry and cell/tissue biology. Knowledge of the basic structure and functions of the muscular, integumentary, skeletal, endocrine, blood, circulatory, respiratory, digestive, and nervous systems of the human body. Specific disorders related to pathology and project research paper on pathology.	150	150	0
<b>MAS 102</b>	<b>Massage Theory and History</b> -History and principles of massage, body mechanics, modalities, equipment, professionalism, ethics, and boundaries, proper draping technique, mind body connection, sense of touch, breathing ayurveda, and elemental nature. The clinical practicum is focused on the practice of the foundational techniques of Swedish Massage Therapy. Supervised practice of the basic strokes of Swedish Massage Therapy are defined and demonstrated for both the anterior and posterior of the body until the student is proficient in giving a full application of full body massage techniques and advanced techniques.	100	100	0
<b>MAS 103</b>	<b>Clinical Practicum</b> - Students will also learn appropriate documentation methods for treatments performed in preparation for Massage Therapy Clinic including history forms and indications and contraindications.	215	0	215
<b>MAS 104</b>	<b>California Statutes and Rules</b> - Students will learn the purpose of the Massage Practice Act, qualifications for licensure and renewal of licensed,	10	10	0
<b>MAS 105</b>	<b>Theory and Practice of Hydrotherapy-</b> This course in Hydrotherapy, a natural and non-invasive healing modality, examines the history of hydrotherapy, historical practitioners and the therapeutic and rehabilitative benefits of water hydrotherapy.	15	5	10

<b>MAS 106</b>	<b>Allied Modalities</b> - A basic understanding of the philosophy, theory and principles of Asian medicine. A basic overview of the energy system of the human body according to Asian principles and theory. Blood borne pathogens individuals, who are "at risk", infection control techniques, knowledge of legal aspects of AIDS including testing, also the prevention of medical errors.	97	40	57
<b>MAS 107</b>	<b>Prevention of Medical Errors</b> - This course teaches the student of the practices of medical errors, the results, and recognition.	6	6	0
<b>MAS 108</b>	<b>Pathology</b> - Body systems, personal health practices, and Special disorders related to pathology and project research paper on pathology.	27	27	0
	<b>Total clock hours</b>	<b>1200</b>	<b>668</b>	<b>532</b>

Prerequisites: Meet admissions standards Award: Diploma

**\*\*Aveda Barbering Fundamentals - 1000 Clock Hours**

**Program Description**

The 1000-hour Barbering course is based on the barbering techniques prescribed by the state of California for a barber license. The course includes all facets of barbering techniques using the clipper, shears, and chemicals. The course includes the art of shaving the face and neck, cutting and arranging the hair, and training in the use of chemicals.

**Program Objectives**

The objectives of the Barbering program are to prepare the student to become a Barber and teach them how to be successful in the field, and to prepare them for the licensing exam. This program is intended to train students to enter the workforce as an entry-level barber. The Aveda Institute graduate will be prepared to enter the industry at an entry level position. Students from other states will be advised about requirements in their state.

**Instructional Methods**

The course is taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overheads, power points, and internet research

Grading Scale      100-90      Excellent  
                              89-75      Satisfactory  
                              75 or below      Unsatisfactory

	<b>Course</b>	<b>Total Clock Hours</b>	<b>Theory</b>	<b>Lab</b>
B101	<b>Laws and Rules</b> The laws and rules of Florida in relation to protection for both health and economic matters. Barber implements, chemistry, bacteriology, infection control, shop business, and employment.	150	70	80
B102	<b>Safety, Sanitation, and Sterilization</b> Safety and sanitation techniques and requirements, which includes 5 hours of HIV/AIDS.	325	150	175
B103	<b>Hair Structure and Chemistry</b> Product analysis, procedures and techniques. Draping for services. The structure and chemistry of the hair including hair analysis, bone structure and scalp conditions.	50	25	25
B 104	<b>Hair Cutting</b> Training in the service of taper cuts, including freehand, shear over comb, and clipper over comb, and style cuts (including blow drying) for men, women, and children. Hair cutting implements including the shears, clippers, razors, and combs.	200	90	110

B105	<b>Shampooing</b> The use of shampoo and conditioners that maintain, improve, and correct the condition of the hair.	75	30	45
B106	<b>Chemical Services</b> Training in the service of permanent waving, coloring and bleaching, and hair relaxing and curling	350	160	190
B106	<b>Shaving, Beard, and Mustache Trimming</b> The art of shaving the face and neck, trimming beards and mustaches, and learning safety precautions of using a straight razor.	50	25	25
	<b>TOTAL</b>	<b>1200</b>	<b>550</b>	<b>650</b>

Prerequisites: Meet admissions standards Award: Diploma

\*\* Waiting for NACCAS approval



## Barbering - 1500 Clock Hours

### Program Description

The 1500-hour Barbering course is based on the barbering techniques prescribed by the state of California for a barber license. The course includes all facets of barbering techniques using the clipper, shears, and chemicals. The course includes the art of shaving the face and neck, cutting and arranging the hair, and training in the use of chemicals.

### Program Objectives

The objectives of the Barbering program are to prepare the student to become a Barber and teach them how to be successful in the field, and to prepare them for the licensing exam. This program is intended to train students to enter the workforce as an entry-level barber. The Aveda Institute graduate will be prepared to enter the industry at an entry level position with higher skill levels and employability characteristics than offered by a 1000-hour Barbering program. Students from other states will be advised about requirements in their state.

### Instructional Methods

The course is taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overheads, power points, and internet research.

Grading Scale	100-90	Excellent
	89-75	Satisfactory
	75 or below	Unsatisfactory

	Course	Total Clock Hours	Theory	Lab
CB 101	<b>HIV/AIDS/Sanitation, &amp; Sterilization.</b> Modes of transmission and use of barriers, which includes 5 hours of HIV/AIDS. Safety, sanitation, and sterilization techniques. Overview of implements, electricity, chemistry, bacteriology, and infection control.	325	25	300
CB 102	<b>Laws &amp; Rules/Employability Skills</b> – Florida laws and rules, policies of the institute discussed during orientation. State licensure exam preparation. Overview of job-related issues including resume preparation, interview skills, personal presentation, salon management, and guest relations.	150	125	25

<b>CB 103</b>	<b>Hair Structure and Chemistry/Shampooing and Rinses/Scalp Treatments and Hair Care</b> - The structure and chemistry of the hair including hair analysis, bone structure and scalp conditions. Selecting product analysis, procedures and techniques, draping for wet and dry services, learning the correct shampoo and conditioners that maintain, improve and correct the condition of the hair.	125	70	55
<b>CB 104</b>	<b>Hair Shaping/Cutting</b> -Hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation. Training in the service of taper cuts, including freehand, shear over comb, and clipper over comb, and style cuts (including blow drying) for men, women, and children. Hair cutting implementsincluding the shears, clippers, razors, and combs.	200	90	110
<b>CB 105</b>	<b>Hair Arranging/Styling</b> - Hair styling, wet styling, finger waving, pin curl techniques, roller curls, comb-out techniques, artistry in hair styling, thermal styling, conventional thermal (Marcel) irons, electric thermal irons, blow-dry styling.	100	60	40
<b>CB 106</b>	<b>Chemical Waving and Relaxing</b> - Permanent restructuring; history of permanent waving and chemical relaxing. Chemistry of	125	30	95

	<b>Course</b>	<b>Total Clock Hours</b>	<b>Theory</b>	<b>Lab</b>
	solutions and neutralizers. Pre-service analysis, wrapping selection, and chemical blow outs.			
<b>CB 107</b>	<b>Hair Coloring</b> - Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one dimensional multidimensional, foils, bleach, and tone.	225	40	185
<b>COS 110</b>	<b>Facials/Skin Care/Makeup/Hair Removal</b> - Histology, disorders, facials, cleansing, moisturizer, makeup, and waxing techniques. Plant Aromaology including history of aromaology, therapeutic effects, custom testing and blending.	160	100	60
<b>COS 111</b>	<b>Manicuring/Pedicuring</b> - Manicures and pedicures, nail design and artistry, and massage techniques for hands, arms, and feet.	40	20	20
<b>B 106</b>	<b>Shaving, Beard, and Mustache Trimming</b> The art of shaving the face and neck, trimming beards and mustaches, and learning safety precautions of using a straight razor.	50	40	10
	<b>Total Clock Hours</b>	<b>1500</b>	<b>600</b>	<b>900</b>

## **Graduation Rates**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at : [www.cintaaveda.com](http://www.cintaaveda.com)

## **ADMISSIONS REQUIREMENTS**

Admission is open to any qualified applicant who possesses a high school education or its equivalent, as evidenced by a copy of the high school diploma or transcript showing high school completion date, an academic transcript showing successful completion of at least a two-year program that is acceptable for full credit towards a bachelor's degree, GED, or state certificate demonstrating passage of a state-authorized examination that the state recognizes as the equivalent of a high school diploma (a certificate of attendance or completion does not meet this requirement), and is at least 16 years of age. Foreign education credentials must be translated into English and verified by a qualified outside agency to confirm the academic equivalence to a U.S. high school diploma. Home-schooled students are eligible for admission to Aveda Institute provided that their secondary schooling was completed in a homeschool that state law treats as a home or private school. If the state or local school board issues a secondary credential for home schooling, this must be provided. Aveda Institute does not accept ability-to-benefit (ATB) students.

## **TRANSFER OF CREDIT**

Applicants for transfer into a program are considered on an individual basis. Requests for transfer of hours must be made prior to the student signing an enrollment agreement. Aveda Institute may, at its discretion, refuse transfers if admission requirements, including tuition cannot be met. The determination of the hours accepted for transfer will be based on an examination of the individual's technical skill and knowledge of the program and subject matter. Aveda Institute does not guarantee the ability to transfer hours to or from another school. If accepted, transfer students will be required to purchase additional kit items to meet the Aveda Institute kit requirement.

Tuition will be adjusted according to the hours needed to complete the course based on the cost of tuition per hour at the time of enrollment. Students will be notified of the hours that are transferable and the total cost for the approved hours.

## **RE-ENTRY**

Students whose enrollment has been terminated, voluntarily or involuntarily, must meet with the Director before applying for consideration of re-entry. A letter must be submitted to the Institute Director stating the re-entry request and reasons for consideration. Aveda Institute reserves the right to waive the six-month waiting period when extenuating circumstances occur.

## **ENROLLMENT PROCEDURES**

The first step in the enrollment process is to tour the institution and meet with an admissions representative for a personal interview. We encourage applicants to bring their friends and family members to the interview. Both the applicant and the family have the opportunity to learn about the training programs. The personal interview gives the institution an opportunity to evaluate the applicant.

A Catalog is made available to each applicant on our website and in a follow-up email sent after any tour. The applicant will be directed to the institute's website to review the consumer information packet. If the applicant does not have access to a computer one will be provided during the interview to review the information.

## **HOW TO GET STARTED:**

- ✓ Complete the enrollment application and pay the \$75.00 non-refundable application fee
- ✓ Have signed permission from a parent or legal guardian if less than 18 years old
- ✓ Submit all documentation required for enrollment to the Admissions Department

## **ACCEPTANCE BY THE INSTITUTION**

Acceptance will be based upon successful submission and review of requested documents and having met all admission requirements and Board approval.

Aveda Institute is committed to ensuring a safe educational environment and reserves the right to deny admission to applicants with a criminal record. Factors to be considered include the nature and severity of the offense, the relationship of the offense to the program of study, time since arrest/conviction, and any mitigating circumstances.

**The catalog and enrollment agreement constitute a binding contract between the student and Aveda Institute. Please read both carefully prior to signing the enrollment agreement.**

## **STATEMENT OF NON-DISCRIMINATION**

The Aveda Institute does not discriminate in admissions or access to our program on the basis of age, race, color, sex, creed, marital status, disability, religion, sexual orientation, or ethnic or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Institute President. You may request academic adjustments or auxiliary aids at any time. The Institute President 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. The fields of cosmetology, esthiology, and massage therapy require manual dexterity and the physical ability to move around.

## **SECTION 504/ADA DISABILITY ACCOMMODATION & GRIEVANCE POLICY**

### **1. Statement of Non-Discrimination and Accommodation**

- a. Aveda Institute (the "Institute") does not discriminate on the basis of disability.
- b. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the Institute, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations and corresponding state and local laws.
- c. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the Campus Disability Compliance Coordinator (Institute Director) at each campus, who has been designated to coordinate the efforts of the Institute to comply with Section 504 and ADA.

## 2. Request For Accommodation

- a. Individuals with disabilities wishing to request a reasonable accommodation must contact the Campus Disability Compliance Director (School Director). A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the School Director, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the Campus Disability Compliance Coordinator. Upon request, the Campus Disability Compliance Coordinator will provide a student or applicant with the **Request for Accommodations form**. A copy of the form can be requested from the school director as well. Steven Lazzara may be reached at the above contact information. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.
- b. Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW

Other disabilities	MD who practices or specializes within the field of the disability
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Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The Institute may request additional documentation as needed.

- C. After the Director receives the Request Form and the required documentation, the Director will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.
- D. If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.
- E. The Institute will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Campus Disability Compliance Coordinator or Corporate Disability Compliance Coordinator will be responsible for such arrangements.

### 3. Grievance Process

- a. The Institute has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
  - i. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with the Institute Director. Grievances must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
  - ii. The Institute will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the Institute will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.
  - iii. 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's Office for Civil Rights and/or a similar state agency.

- iv. The Institute will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

## **STUDENT SERVICES**

Students needing personal advisement or counseling will be referred to outside agencies within the community.

### **Housing**

Aveda Institute does not assist students in finding roommates and/ or suitable housing.

### **Student Records and Transcripts**

Student records are maintained permanently electronically. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and/or fulfillment of tuition obligations. Additional transcripts are available to students upon written request and notification of permission. Student records will be provided to potential employers only after receipt of a written request made by the individual student. Student records are maintained in metal, locking cabinets. Computer records including student attendance and grades are backed up weekly and stored off campus on a secure server. Old files are archived by converting key documents into PDF format and storing them off campus.

### **Student Information Release Policy**

Unless otherwise required by law or NACCAS or any other accreditation process, Aveda Institute requires written authorization for each request from a student, parent/guardian of a dependent minor, 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. Students and parents/guardians of a dependent minor may deny authority to publish "directory information" such as name, address, phone number, etc.

**Family Educational Rights and Privacy Act (FERPA) Notice Regarding Student Records and Privacy** The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Aveda Institute receives a request for access. A student should submit to the Student Records Administrator a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in

writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Aveda Institute in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Aveda Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Aveda Institute.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Aveda Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Aveda Institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.



- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes. • To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information.”
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to the alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.
- To parents or guardians of dependent minor regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

### **Safeguarding Customer Information**

Customers are students who apply to attend Aveda Institute and apply for grants or loans under Title IV of the Higher Education Act of 1965, as amended, to finance their education.

Nonpublic personal information is the information that is not publicly available on:

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Aveda Institute
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

Aveda Institute is committed to implementing a comprehensive information security program, consistent with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy or electronic).

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The Corporate Office shall be responsible to coordinate the school’s information security program. The coordinator shall, at least every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations including:

- Employee training and management

- Network and software design, information processing, storage, transmission and disposal
  - Ways to detect, prevent, and respond to attacks, intrusions or other system failures
- The coordinator shall design and implement in accordance with the Family Educational Rights and Privacy Act, other federal and state law, and accreditation requirements.

Aveda Institute complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All students' records are confidential.

Students and parents/guardians of students who are dependent minors, who are in regular attendance at Aveda Institute have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate, factual, and do not violate the student's privacy or other rights. Students and/or parents/guardians should schedule an appointment with the Institute Director to review the student's records.

### **Career Center/Student Placement**

With a network of many high-end salons and spas nationwide, the Aveda Institute assists students to begin their professional careers by listing job openings. The openings are organized by positions in the local area. Aveda Institute will help the student gain the employment knowledge needed by offering career facts, career days, and self-promotional instruction. However, the Aveda Institute is primarily an institution of learning and does not guarantee or imply job placement directly or indirectly. There is no additional charge for job placement assistance.

### **Academic and Career Advising**

Aveda Institute provides academic advice to all students. Tutoring is available to overcome any challenges to meeting the minimum performance standards and program requirements as set by the Institute. The faculty and staff are available, by appointment or informally, to meet with students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community.

### **Student Activities**

While at Aveda Institute, students have the opportunity to participate in a variety of events and activities that are educational, engaging, and fun.

### **Student Product Discount**

Aveda Institute offers the following discounts to students:

- All retail products 30% off

**Please note that only Aveda products should be worn, including aromas. No more than three of one product can be purchased at one time.**

**\*Discount not applicable to students on probation or leave of absence.**

**\*Discount policy excludes Spa Rituals.**

## **ACADEMIC INFORMATION AND STANDARDS OF PROGRESS**

### **Syllabi**

On the first day of class for each program students receive a copy of the program syllabi and program outlines. Students receive a catalog prior to enrollment.

## Schedules

Once the student has enrolled into the Institute and has signed the enrollment agreement, which outlines their attendance schedule, the student must adhere to their contract and cannot change their attendance schedule unless approved in writing by the Institute Director in advance of the change .

Program	Weeks to Complete	Hours	Schedule	Hours Per Day	Hours Per Week
Aveda Cosmetology Fundamentals		1000	MWF	9:00am-7:00pm	27
Aveda Cosmetology Fundamentals		1000	TThS	9:00am-7:00pm	27
Aveda Cosmetology Fundamentals		1000	MTWTh	5:30pm-10:00pm	18
Cosmetology		1500	MWF	9:00am-7:00pm	27
Cosmetology		1500	TThS	9:00am-7:00pm	27
Cosmetology		1500	MTWTh	5:30pm-10:00pm	18
Aveda Barbering Fundamentals		1000	MTW	9:00am-7:00pm	27
Aveda Barbering Fundamentals		1000	TThS	9:00am-7:00pm	27
Aveda Barbering Fundamentals		1000	MTWTh	5:30pm-10:00pm	18
Barbering		1500	MTW	9:00am-7:00pm	27
Barbering		1500	TThS	9:00am-7:00pm	27
Barbering		1500	MTWTh	5:30pm-10:00pm	18
Esthiology		600	MWF	9:00am-7:00pm	27
Esthiology		600	TThS	9:00am-7:00pm	27
Esthiology		600	MTWTh	5:30pm-10:00pm	18
Esthiology (CIDESCO)		1200	MTW	9:00am-5:00pm	

## Attendance

The expected attendance rate at all Aveda Institute locations is **90%**. Depending on the student's schedule, **Fridays, Saturdays are** mandatory. Students are allowed to miss a maximum of **5 days per phase**. Any days missed beyond the above guidelines could result in termination dependent on the circumstances and at the discretion of the school director. Students are expected to attend every class, arrive on time, and stay through class. ATTENDANCE IS MONITORED DAILY FOR ATTENDANCE COMPLIANCE AND UNOFFICIAL WITHDRAWALS.

## Contract Time

Extra Instructional Charges: Students are required to pay the below applicable fee for any hours remaining after the calculated contract end date stated on the enrollment agreement. The calculated contract end date is based upon successful completion of the program and all graduation requirements within this timeframe. The contract end date may only be adjusted with an enrollment agreement addendum.

Program	San Francisco	San Jose
Aveda Cosmetology Fundamentals 1000	\$25 PER HOUR	\$25 PER HOUR
Cosmetology 1500	\$25 PER HOUR	\$25 PER HOUR
Aveda Barbering Fundamentals 1000	\$25 PER HOUR	\$25 PER HOUR
Barbering 1500	\$25 PER HOUR	\$25 PER HOUR
Esthiology 600	\$25 PER HOUR	\$25 PER HOUR
Esthiology (CIDESCO) 1200	\$25 PER HOUR	\$25 PER HOUR

## Make-up Work & Make-up Hours

Make-up work is required for any absence. There is no charge for make-up work. Students will be provided with opportunities to make up work. Students are allowed to make up hours missed in order maintain 100% attendance and/or to avoid paying overtime charges by attending classes on days they are not scheduled. Students' make up schedules are managed and approved by the Aveda Institute Director or Education Manager.

Students in the intro phase of the program who are absent more than the allowable number of days and/or hours will be evaluated to determine if they are able to enter the next phase or be required to repeat the intro phase. A determination will be made based upon competency in all technical aspects of the intro phase. Decisions are made on a case-by-case basis and at the discretion of the school director.

The following are the guidelines for our programs and the maximum number of allowable absences during the intro phase of the program:

Aveda Cosmetology Programs- 5 days or 50 hours

Aveda Barber Programs- 5 days or 50 hours

Aveda Esthiology Programs- 5 days or 50 hours

### **Veterans Attendance Policy**

Refer to the Veterans Education Benefits section of the Catalog.

### **Early Release**

Early Releases are not permitted unless an illness or emergency occurs. Students needing to leave early must have prior approval from an educator. If a student leaves school without giving 24 hours' notice it will result in a violation. The hours missed will have to be made up to avoid overtime charges.

### **Tardiness**

Students must clock in no later than the start time of their schedule that was agreed upon when signing their enrollment agreement. Schedules for all programs are also stated within this catalog. Students arriving late will not be permitted to clock in.

*\*The Educational staff reserves the right to make exceptions for unforeseen circumstances.*

### **Notice of Expected Absence**

Students planning to be absent must meet with their educator to plan for their expected absence.

### **Time Record Policies**

Students are ultimately responsible for tracking their own hours on a daily basis. Aveda Institute will only honor documented daily time earned. Students are allowed only **three** time adjustments per phase. Students must clock in and out using Attendance QR Code at the beginning and end of each day, and at the beginning and end of each lunch break.

### **Leave of Absence Policy**

This Leave of Absence Policy applies to all students and students must follow this policy in requesting a leave of absence. A student may be granted more than one leave of absence in any 12-month period; however, the total combined leave time may not exceed 180 calendar days. The minimum number of days requested for a leave of absence must be one calendar week. All requests for a leave must be submitted in advance, in writing (unless unforeseen circumstances prevent the student from doing so), include the reason for the student's request, and the student's signature.

Permission for a leave of absence will be evaluated on an individual case-by-case basis and will be granted at the discretion of the Institute Director. Only in extenuating circumstances will an emergency LOA be granted (administrative, medical, or personal). The institution will document the reason for the grant of an emergency LOA. The institute must determine that there is a reasonable expectation that the student will return from the leave, and the date of expected return must be specified in the request. Students will not be assessed additional charges as a result of taking an approved leave of absence.

A student granted a leave of absence meeting these requirements is not considered to have withdrawn, and no refund calculation is required. If the student takes an unapproved leave of absence or does not re-enter within the specified time and has not notified the institution, the student's enrollment agreement will be terminated and s/he will be granted a refund according to the refund policy. The withdrawal date for the purpose of the refund calculation is determined by the last date the student attended class.

Students who return from a leave of absence must return to the same schedule they were attending prior to

the leave. The student's contracted graduation date and maximum time frame will be extended by the same number of calendar days taken in the approved leave of absence. Changes to the enrollment agreement will be initialed by all parties; or an enrollment agreement addendum will be completed and signed by all parties. If a student must take a leave, the student must:

- The student shall submit a Leave of Absence Request form to the Director of the Institute.
- The leave must be approved by the Director. Approval decisions will be made in accordance with this policy.
- If the leave of absence is due to unforeseen circumstances (i.e. accident, etc.) the beginning date of the approved LOA would be the first date the student was unable to attend school. In this case the institution will document the reason for its decision to grant an emergency LOA and the student will submit the LOA request at a later time.

If a student's leave of absence is NOT approved, and the student needs to be absent the student will have to withdraw and apply for re enrollment when the student is able to return. All drop/refund policies will be applied.

**Any leave of absence is subject to the approval of the Institute Director.**

VA students will be terminated from VA educational benefits while on an approved leave of absence.

**NO LEAVE OF ABSENCE SHALL EXCEED 180 CALENDAR DAYS IN ANY TWELVE MONTH PERIOD.**

The Institute reserves the right to verify the authenticity of all doctor's excuses with the healthcare provider. Students must remove their belongings from their assigned locker before taking a leave of absence.

### **Graduation Requirements**

To receive a diploma from Aveda Institute, students must:

- Meet the minimum program requirements.
- Complete the required number of clock hours as specified in the Course Catalog and on the contract
- Successfully complete all phases required for each program.
- Obtain satisfactory grades for all written and practical exams and projects.
- Satisfy all financial obligations to the school unless other arrangements have been made.

### **Additional Hours**

Students may request additional instructional hours after completing the required number of hours for the program.

### **Licensing Requirements**

To receive a license, a graduate is required to:

1. Complete the hours in the program requirements.
2. Meet all graduation and program requirements.

3. Apply for licensure.
4. Successfully complete the examination requirements.

**DISCLOSURES:**

Please be advised that academic achievement hours earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

Criminal convictions may affect your ability to become licensed.

**Changes Made by the Institution**

If the institution cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the institution is unable to make alternative arrangements that are satisfactory to both parties, the institution will refund all monies paid by the student.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

The Satisfactory Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay or Title IV HEA Program funds. 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**

Students are evaluated based on **actual hours** for Satisfactory Progress as follows:

Course Name	Length in Hours	Evaluation Points (Actual hours) Academic Weeks (Scheduled Weeks)	Academic Year Length in Hours
Aveda Cosmetology Fundamentals	1000-hours	300hrs;600hrs;900hrs	
Cosmetology	1500-hours	300hrs;600hrs;900hrs; 1200hrs	
Aveda Barbering Fundamentals	1000-hours	300hrs;600hrs;900hrs	
Barbering	1500-hours	300hrs;600hrs;900hrs; 1200hrs	
Esthiology	600-hours	300hrs; 600hrs	
Esthiology (CIDESCO)	1200-hours	300hrs;600hrs;900hrs	

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first. The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period on a cumulative basis. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or course and/or program whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% 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

67% 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.

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### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who exceed the maximum time frame shall be terminated from the program and may re-enroll at the sole discretion of the institution on a cash-pay basis consistent with the re-enrollment provisions of the admissions policy.

### **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 at the same intervals as attendance.

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. 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 cumulative written grade average of 80% comprised of academic and practical work and pass a FINAL written and practical exam. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

Excellent 100%-90%

Satisfactory 91%-76%

Unsatisfactory 75%-0%

### **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. School staff will



review with students a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. If a student is NOT making satisfactory progress at evaluation time, the student will be placed on warning status. A student who does not achieve the minimum requirements is no longer eligible for Title IV funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

### **WARNING**

Students who do not meet minimum requirements for attendance and academic progress at an evaluation period are placed on warning until the next scheduled evaluation, and are eligible for financial aid while in 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 has still not met both the attendance and academic requirements, the student may be placed on probation and, if applicable, Title IV financial aid funds may be terminated and the student may be subject to termination from the school.

Students will be notified of any evaluation that impacts eligibility for Title IV financial aid funds, if applicable.

### **PROBATION**

Students who do not meet minimum requirements for attendance and academic progress at the end of 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 satisfactory progress by the end of the probationary period may be placed on probation. The student will be provided a written academic plan outlining 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, s/he will be determined as NOT making satisfactory academic progress and, if applicable, will not be eligible to receive Title IV funds, financial aid will be stopped, and the student will become responsible for payment of tuition on a cash pay basis. The student will be terminated from the school if unable to make payment.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school, within 10 days of the negative determination, 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. Reasons for which a student may appeal are death of a relative, injury or illness of the student, or other allowable special circumstances. Acceptable supporting documentation includes, but is not limited to: an obituary, death certificate, physician's statement, police report, attorney's letter, or other third-party professional documentation on official letterhead or notarized that covers the period of difficulty. Appeal documents will be reviewed at a hearing within five days of the receipt of the written appeal. The Financial Aid Director will notify the student of the decision within three business days of the hearing. 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.

### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

Students may re-establish satisfactory progress and eligibility for Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period, at the next SAP evaluation point. Students who are receiving Title IV Funds and who have **not achieved satisfactory progress** by the end of the probationary period in either academics or attendance will **not be eligible** for Title

**IV Aid until satisfactory progress has been achieved.** Once federal monies have been terminated, the balance of the tuition owed is the responsibility of the student.

### **INTERRUPTIONS AND 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 later re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering pursuing a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

### **INCOMPLETES, NONCREDIT, AND REMEDIAL COURSES**

Incompletes, noncredit, and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

### **TRANSFER HOURS**

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

## **GENERAL INFORMATION**

### **Standards of Conduct and Professionalism**

Standards: Because every student is a future employee, manager or entrepreneur in the beauty industry, standards of professionalism must be met.

- Students are expected to be in dress code before entering the building.
  1. Maintaining a professional appearance is vital to success. A professional appearance at Aveda Institute is:
    - All clothing **MUST BE** all black.
    - Name Tags must be worn at all times.
    - Complete coverage of cleavage, midriff, or stomach and back is required at all times
    - Arm pits must be covered.
    - Footwear must be professional in appearance and must have a closed toe. All shoes must be clean and in good repair. Fashion sneakers are permitted as long as they are clean, polished, not scuffed and in good repair.
    - Students may accessorize with colored belts, scarves, jewelry, and socks.
    - The following hats are allowed: Aveda branded beanies and baseball hats. Fashion hats and head coverings including wraps.
    - An apron will be supplied in the student kit and should be clean, neat, not torn, unstained, unaltered, and worn at all times when in the building.
    - Headphones and cell phones must be stored in your locker and may only be used in the lunchroom

or outside the building.

- Synthetic perfumes are not allowed.
- Hands must be washed prior to servicing each guest and all other appropriate times. A very light aroma or Pure Fume is refreshing. Anything heavier will bother other people.
- Aveda products only should be worn. Having a well-maintained professional appearance is required. Aveda Esthiology students should not have nails past the free edge. Gel or non chipping nail polish is allowed.

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) may be dismissed for the day.
  - b. Food is allowed in the lunchroom area only. Beverages can be consumed in the classroom if in an unbreakable sealable container only.
  - c. Aveda Institutes are smoke-free facilities. Smoking is not allowed on school property.
  - d. To not interrupt the educational process, students will be notified of emergency phone calls only.
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 Educator permission to be in unassigned areas.
4. To benefit from the training and technical experience Aveda Institute offers, students must be mentally alert and have a sober state of mind. The National Drug Prevention Program is strongly supported and does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will be terminated.
5. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an Educator within the educational situation. Students who refuse an assigned service will be suspended for three days. 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 secure their belongings in their locked areas. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items will have to be replaced by the student within 24 hours. Stealing, cheating, defacing, or damaging student or school equipment will result in termination and require monetary restitution.
7. Student Status: Individuals who enroll in a program of study at the Institute are students. Students of the Institute will learn in a variety of settings, including classrooms, practical labs, and in the student clinic. Each learning environment is designed to advance and reinforce students' knowledge of their course of study in a different way.

The student clinic offers students the opportunity to learn by doing in a simulated salon environment. Students will practice their skills on real, paying customers of the clinic under the supervision of instructors. Practical skills learned in the clinic include, but are not limited to, providing cosmetology services for clients relating to hair, skin, and nails; light cleaning and sanitation; laundry related to client

services; and practicing product knowledge and sales techniques.

Students are not employees of the Institute and will not be paid for any time spent learning by performing tasks in the Institute's clinic. A student's relationship with the Institute can only be changed from student-school to employee-employer by way of a writing signed by the President of the Institute following the Institute's ordinary application, interview, and hiring process. If a student believes that they are performing services for the Institute for which they should be paid, they should immediately contact the Institute Director.

### **Grounds for Termination**

Unprofessional conduct that discredits an individual or the Aveda Institute will be subject to termination. Students must conduct themselves so they do not interfere with other students or educators. The administrative staff of Aveda Institute reserves the right to terminate a student on any of the following grounds:

- Non-compliance with Aveda Institute rules and regulations.
  - Conduct that reflects unfavorably upon Aveda Institute or its students.
  - Creating a safety hazard to other students.
  - Unsatisfactory academic progress.
  - Excessive absences or tardiness.
  - Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of enrollment agreement.
- Disobedient or disrespectful behavior to faculty or other students.
- Unprofessional conduct.
- Entering the Institute while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

### **Minor Standard Violations**

Minor standard violations include assigned area violations, property misuses, client service violations, unprofessional behavior, continually violating the standards of the Institute, and any disruptive behaviors determined by educators and team leaders as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. At any time during the student's program the violation of a minor standard may result in suspension from the school or termination.

### **Major Standard Violations**

Major standard violations 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 any time during a student's program, the violation of a major standard will result in termination.

### **Drug-Free Institution and Workplace**

Aveda Institute has a zero tolerance for drugs and alcohol. No student, educator, or employee may be on the institute premises or affiliate clinic under the influence of any substance. As a drug-free and alcohol-free

environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources. Students may also consult the Drug and Alcohol Abuse Prevention Program policy.

### **Non-Smoking Institution and Workplace**

Smoking will not be tolerated on Institute property.

### **Grievance Protocol**

A student, educator, or interested party may file a complaint against the school in the form of a grievance as outlined in this policy. The complaint must be in writing to the school's director and should outline the allegation or nature of the complaint.

### **Informal Resolution**

Attempts at an informal resolution should be made whenever possible and the student should discuss the matter with the responsible individual. If no resolution can be reached, the student should consult the Director to help with informal resolutions. Every effort should be made to resolve the matter at an informal level without escalating the complaint to the status of a formal grievance. Discussions aimed at informal resolution must remain confidential and generally last for no more than 30 working days.

### **Filing a Formal Grievance**

If no informal resolution occurs and the student wishes to make a formal grievance, the student should, within two weeks of the abandonment of attempts at informal resolution, inform in writing the Director that he or she has rejected any offer made during the informal process of resolution (if such was made) and that he or she intends to file a formal grievance describing the source of the complaint, its consequences, and the informal efforts at resolution made to date. This statement must also include a description of the remedy sought. The grievance must be filed within 10 business days of the informal resolution meeting.

### **Review of the Grievance Statement**

The Director will review the written statement and consult with the VP of Operations/Compliance to suggest referral of the complaint to the President.

### **Formation and Proceeding of the Grievance Committee**

If the complaint is forwarded to the VP of Operations, the VP and the President will proceed to meet. Such a proceeding may involve one or more meetings, depending on how long it takes to collect, present and evaluate the evidence needed to review the grievance. The initial meeting will take place within 15 business days of receipt of the written grievance.

The merits of the grievance are evaluated within the context of the school's policy, a consensus is reached by a majority vote and, when appropriate, a remedy is recommended. The Committee responds with a written decision within 10 business days following the final meeting.

If the complaint cannot be resolved after exhausting the institution's internal grievance procedures, the student may contact:

Commission for Independent Education National Accrediting Commission of Career  
Florida Department of Education Arts and Sciences (NACCAS)  
325 West Gaines Street, Suite 1414 3015 Colvin Street  
Tallahassee, FL 32399-0400 Alexandria, VA 22314  
Toll Free Number 888-224-6684 703-600-7600 or [www.naccas.org](http://www.naccas.org)

## **Title IX Policy**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full time status, disability, race, or national origin—in all aspects of a recipient’s educational programs and activities.

### **Introduction.**

Aveda Institute (the “Institute”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from unlawful sexual discrimination, which includes sexual harassment and sexual violence.

To that end, this policy prohibits sexual misconduct that constitutes sexual discrimination, sexual harassment, sexual violence, sexual assault, relationship/dating violence, stalking, and related claims of retaliation. All students and employees receive mandatory Sexual Harassment and Prevention training at orientation and at least annually thereafter. In addition, the Institute provides training to key staff members to enable the Institute to investigate any allegations of sexual discrimination promptly and effectively.

As part of the Institute’s commitment to providing a discrimination-free working and learning environment, this policy shall be disseminated widely to the Institute community through publications, the Institute website, new employee orientations, student orientations, and/or other appropriate channels of communication. The Institute is committed to addressing and responding to all reports of sexual discrimination, and will take appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy.

### **Scope.**

This policy applies to any allegations of sexual misconduct against any faculty or staff (an “employee”) or student, regardless of where the alleged conduct occurs. The actions of third parties (e.g., contractors, vendors, guests, or visitors) that impact students or employees may also be subject to review under this policy. If a third party is the accused, the matter will be referred to the appropriate authorities for resolution.

### **Definitions.**

*Sexual harassment* is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment may include incidents between any members of the Institute community, including employees, students, and non employees participants in the Institute community, such as vendors, contractors, guests, and visitors. It can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances.

*Sexual violence* is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion; domestic violence; dating violence; and stalking.

*Gender-based harassment* is another form of sexual harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment or acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

All of these types of sex-based harassment are forms of sex discrimination prohibited by Title IX.

*Sexual assault* occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

*Domestic violence* means a felony or misdemeanor crime of violence committed

by— - a current or former spouse or intimate partner of the victim,

- a person with whom the victim shares a child in common,

- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,

- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred, or

- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred. *Dating violence* means violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and - where the existence of such a relationship shall be determined based on a consideration of the following factors:

-the length of the relationship;

-the type of relationship; and

-the frequency of interaction between the persons involved in the relationship.

*Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or

- suffer substantial emotional distress.

*Consent* is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Past consent, silence, or an absence of resistance does not imply present or future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

*Incapacitation* prevents a person from having the capacity to give consent, such as due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability.

### **Prohibited Conduct.**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Grievance Procedures.**

The following grievance procedures apply to sex discrimination complaints filed against school employees, other students, or third parties:

### **Reporting Policies and Protocol.**

Any member of the Institute community may report conduct that may constitute sexual harassment or discrimination under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual misconduct, to correct it when it occurs, and to report it promptly to the Title IX Coordinator.

If you believe that you have experienced or witnessed harassment or sexual misconduct, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the Institute is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX



Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The Institute recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

### **Investigation and Response to Sexual Harassment Allegations.**

The Institute takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs designed to prevent recurrence of any sexual misconduct. Mediation will not be used to resolve sexual assault complaints. If an investigation is warranted, the Institute shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

The time necessary to conduct an investigation will vary based on complexity but generally the Institute will conduct an investigation within 60 days of receipt of the complaint. Every complainant will have the right to present his or her case, which includes the right to an adequate, reliable, and impartial investigation of the complaint. Parties will be given an equal opportunity to present witnesses and evidence. The preponderance of the evidence standard will apply to investigations, meaning that the Institute will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will be given periodic status updates and will receive written notice of the outcome of the complaint. During the investigation, the Institute will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved. Either party may file an appeal, if applicable.

If the Institute determines that unlawful harassment or other prohibited behavior has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the Institute will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the Institute to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the Institute’s disciplinary process. To the extent that an employee or contract worker is not satisfied with the Institute’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### **Retaliation Prohibited.**

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or

hearing conducted by the Institute or a government agency with respect to such complaints. The Institute will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources, or the Title IX Coordinator.

### **Role of the Title IX Coordinator.**

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the Institute's Title IX Coordinator has primary responsibility for coordinating the Institute's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this Institute, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX.

The Title IX coordinator oversees the Institute's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the Institute can address issues that affect the wider school community.

A student should contact the Title IX Coordinator to:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct;
- file a complaint or make a report of sex discrimination, including sexual misconduct;
- notify the Institute of an incident or policy or procedure that may raise potential Title IX concerns;
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and
- ask questions about the Institute's policies and procedures related to sex discrimination, including sexual misconduct.

### **Functions and Responsibilities of the Title IX Coordinator.**

The Institute ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the Institute's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the Institute's grievance procedures and any other procedures used for investigating reports of sexual harassment.

### **Additional Information**

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

## CALENDAR

### Holidays and Breaks

Aveda Institute recognizes the following days as legal holidays: New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Vacation (Dec. 25-Jan. 2). Days off due to legal holidays are recorded as such and extend the enrollment contract. Dates of holiday closures will be posted at the beginning of each year.

### 2022 Start Dates

2022 Calendar							
Month	MWF	TThS	MTWTh	ACS	AMU	Holidays	Inservice
				Day	Evening		
January	31						
February			28	28	28		
March		1					10
April	18						
May		17				30	
June			21	21	21	20	7
July	6					4	
August		2					12
September	26					5	
October		18	10	10	10		10
November						24,25,26	
December	19					24,31	

## JOB DEMANDS OF THE COSMETOLOGY PROFESSION

### Physical Demands of the Industry

Work is generally in “clean” pleasant surroundings with good lighting and ventilation. Good health and stamina are important because these workers are on their feet for most of their shift. Most full-time cosmetologists, facialists, and massage therapists work a 40-hour week. Work schedules may include evenings and weekends. Nearly half of all the profession work part-time or have variable schedules. The Cosmetology profession requires long hours on your feet, which could cause vein problems, and arm and hand movement, which can cause carpal tunnel and back stress. Successful professionals in the cosmetologist field must have hand and finger dexterity, a sense of form and artistry, enjoy dealing with the public, and be willing and able to follow client instructions. “People skills” are considered so integral to job success that most schools have course work in this area. Massage therapists use back and arm movements, and must be able to stand and bend for long periods.

## Safety Requirements

The beauty industry has several safety requirements that include blood waste procedures if a client is accidentally cut, OSHA knowledge about the harmful ingredients in different beauty products, and electrical appliances like the use of blow drying and thermal curling.

Prolonged exposure to some hair and nail chemicals may be hazardous and cause irritations. Special care must be taken when working with these chemicals. Cosmetologists must wear latex gloves when applying hair color and permanent waving lotions to avoid skin irritations.

## TUITION AND PAYMENT

### TUITION COST

2022 Tuition, Books & Fees				
	Tuition	Books, Tools, Supplies	STRF	Total Charges
Aveda Cosmetology Fundamentals 1000	18400	3485	\$2.50 Per \$1000= 45.00	21,930
Cosmetology 1500	23375	3485	\$2.50 Per \$1000= 57.50	26,917.50
Aveda Barbering Fundamentals 1000	16700	2500	\$2.50 Per \$1000=40.00	19,240
Barbering 1500	18700	2500	\$2.50 Per \$1000=45.00	21,245
Esthiology 600	11600	1610	\$2.50 Per \$1000=27.50	13237.50
Esthiology(CIDESCO)900	17400	1300	\$2.50 Per \$1000=42.50	18,742.50
Advanced MakeUp 300	4800	2700	\$2.50 Per \$1000=10.00	7510

### Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

(b) In addition to the statement required under subdivision ( a ) of this section, a qualifying institution shall include the following statement in its school catalog:

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary

Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four ( 4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four ( 4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four ( 4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code

A - Refundable: Cost shown represents cost for the entire course

B - Non-Refundable

C - Non-Refundable: Once opened, issued kits are not returnable due to sanitary considerations

D - Length of course duration will vary in accordance with the number of hours the students is expected to attend on a weekly basis as stated on the enrollment agreement.

\*\* - Period of attendance charges are the same as Total Charges.

## **Payment Methods**

Students unable to pay their tuition in full have the following options available:

Financial assistance is available to qualified students under Title IV of the United States Department of Education Federal Direct Loan Program and the Federal Pell Grant Program.

Aveda Institute has a tuition-financing program. The payment schedule and amount is based upon the contractual program length and the down payment. Finance charges are explained in the enrollment agreement and only apply if payments are past due. Acceptable methods of payment are check, money order, or credit card.

Prospective or current students needing assistance in obtaining Institutional and Financial Aid Information can contact the school's Financial Aid office.

## **Financial Aid**

Financial aid is available for those students that meet the necessary requirements. Aveda Institutes participate in the Pell Grant Program and the Federal Direct Loan Program. In general, financial aid is awarded based on need.

### **Federal Pell Grants**

Federal Pell Grants are awards of Federal Aid funds, which do *not* have to be paid back. This grant is available for undergraduates that have not earned a bachelor's or professional degree. The amount awarded is determined by the U.S. Department of Education, based on the student's needs. A Federal Pell Grant is an entitlement, which means if a student qualifies for an award, he or she *will* receive it as long as the student meets the SAP requirements.

### **William D. Ford Federal Direct Loan (Direct Loan) Program**

A Direct loan is a low-interest loan directly from the U.S. Department of Education (ED).

Federal Direct Subsidized loan is a low-interest (2.75% for loans first disbursed on or after 7/1/20 and before 7/1/21), fixed-rate loan that **MUST** be paid back. Interest does not accrue while students are attending school, during the grace period, and during periods of deferment.

Federal Direct Unsubsidized loan is a low-interest (2.75% for loans first disbursed on or after 7/1/20 and before 7/1/21), fixed-rate loan that **MUST** be paid back. Interest will accrue on this loan while the student is in school, during the grace period, and periods of deferment. A student can choose to pay the interest while in school.

Federal Direct PLUS loan is a low interest (5.30% for loans first disbursed on or after 7/1/20 and before 7/1/21) fixed rate loan that **MUST** be paid back. This loan is only available for parents of dependent students and the parent must complete a credit check prior to obtaining the loan.

## **Veterans Education Benefits**

Veterans Education Benefits are available in all approved institute locations, and only to those who qualify. If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill® provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®. If you are currently serving in the military, you might be eligible for funding offered through the Department of Defense Tuition Assistance Program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career. If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill® benefits to you.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. These schools will not: •

Prevent the student's enrollment;

- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Borrowers may qualify for Title IV student financial aid. Terms and conditions of Title IV loans may be more favorable than private education loans.

Students using VA Educational Benefits will only receive benefits for hours and studies that have not been earned at another institution.

The school must notify VA when students receiving VA education benefits are not meeting satisfactory standards of progress.

Students using VA Educational Benefits who request and are approved for a Leave of Absence will have the absence reported to VA and their VA Educational benefits will be stopped effective on the date of the start the scheduled approved absence or the last date of attendance whichever is earlier. The student will then be required to be re-certified for their VA Educational Benefits upon their return from the Leave of Absence.

## State Grant Assistance

## Scholarships

Scholarship opportunities, when applicable, are available to all students. Admissions Representatives can be referenced for specific criteria, availability, and eligibility.

Information regarding student aid and other consumer disclosures is available on the Institute's website at <https://www.cintaaveda.edu>

## TERMINATION POLICY

- 1. Termination by Institute; Deemed Withdrawal.** Institute may terminate the Student's enrollment, by written notice to Student, upon the occurrence of any of the following: (a) Student's non-compliance with Aveda Institute rules and policies, including those stated in Institute Catalogue and the Pre enrollment Materials, such as attendance requirements; (b) conduct that reflects unfavorably upon the Institute or its students, including the failure to promptly pay any amount due under a student loan; (c) creating a safety hazard to other students; (d) unsatisfactory academic progress; (e) excessive absences or tardiness; (f) failure to pay tuition or fees when due; (g) cheating; (h) falsifying records; (i) breach of this Agreement; (j) disobedient or disrespectful behavior to faculty or other students; (k) unprofessional conduct; (l) entering the Institute while under the influence or effects of alcohol, drugs, or narcotics of any kind; (m) carrying a concealed or potentially dangerous weapon; or (n) sexual

harassment or harassment of any kind, including intimidation and discrimination.

- 2. Termination by Student.** The Student may terminate this Agreement and the Student's enrollment at any time, for any reason, upon written notice to the Institute.
- 3. Notice.** Any notice sent from one party to another under this Agreement, including any notice of termination: (a) shall be in writing; (b) shall be sent by United States mail, or delivered in person; (c) shall be sent to the receiving party at its address set forth in this Agreement, or to such other address as such party may, by written notice, designate to the other parties from time to time; (d) if sent to the Institute, shall be sent to the attention of the Institute Director; (e) will be deemed to be given on the date of cancellation of the postmark if sent by United States mail, and on the date of receipt by the recipient, if delivered in person.
- 4. Effect of Termination of Enrollment,** If student's enrollment is terminated or canceled for any reason, then (a) this Agreement will be deemed to be terminated automatically; (b) Institute will pay Student any refund owed pursuant to the refund policy set forth below at Section (5); and (c) Institute will notify Student if Student owes any amount to Institute, due to return of unearned Title IV funds (pursuant to Section (5.)g below) or otherwise.

#### **INSTITUTIONAL REFUND POLICY**

**The following policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.**

**Enrollment** is defined as the time elapsed between the student's actual starting date and last day of physical attendance in school. Any monies due the applicant or student who withdraws from the institution shall be refunded within thirty (30) days of a determination that the student has officially or unofficially withdrawn.

Official cancellation, termination, or withdrawal shall occur no more than fourteen (14) days from the last day of physical attendance, and shall occur on the earlier of the dates that:

1. An applicant is not accepted for enrollment by the school. The applicant shall be entitled to a full refund of all monies paid with the exception of the non-refundable application fee of \$75.
2. A student (or in the case of a student under legal age, his/her parent or legal guardian) cancels his/her enrollment agreement and requests his/her money refunded, in writing, within three (3) business days of signing an enrollment agreement or contract, regardless of whether the student has actually started training. All monies collected shall be fully refunded with the exception of the non-refundable application fee of \$75.
3. A student cancels his/her enrollment agreement after three (3) business days after signing, but prior to entering classes. The student shall be entitled to a refund of all monies paid to the school with the exception of the non-refundable application fee of \$75.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return or the date that



the student notifies the institution that he/she will not be returning to school.

6. A student is expelled by the school.

In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information was delivered to the school administrator/owner in person. Notice of cancellation or withdrawal must be in writing.

The following also applies:

• **For students who enroll in and begin classes, refunds are determined by a formula using a percentage of actual time enrolled plus a termination fee of \$150 (see the schedule below). The “% of Actual Clock Hours Completed” is calculated by dividing the total number of clock hours completed between the student’s actual start date and the student’s last date of actual attendance by the total number of hours in the course. The following schedule of tuition adjustments is used:**

1. Termination after attendance has begun, but prior to 40% completion of the program will result in a pro rata refund computed on the actual number of hours completed to the total program hours.
2. Termination after completing 40.01%-49.99% of the program will result in 70% of total tuition owed to the institute.
3. Termination after completing 50% of the program will result in no refund, and 100% of total tuition owed to the institute.

<b>% of Actual Clock Hours Completed</b>	<b>% of Total Tuition Owed to Institute</b>
0.01% to 40%	Percentage of program hours actually completed
40.01% to 49.99%	70%
50% and over	100%

- The refund will be calculated based on the student’s last day of attendance, regardless of the method of withdrawal or expulsion.
- If a student is absent 14 consecutive calendar days the student will be considered withdrawn. Student attendance is monitored weekly to determine unofficial withdrawals.
- When situations of mitigating circumstances are in evidence, the school may adopt a policy wherein the refund to the student may exceed the “schedule of tuition and adjustment.”
- The cost of the kit is not included in the tuition adjustment computations. These items become the property of the student when issued. Once kit is accepted, it is non-refundable or returnable.

- Students who terminate prior to course completion will be charged a \$150 termination fee and the school will not release the student’s transcript until all balances have been paid in full.
- If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school shall provide a pro-rata refund.
- If a program or course is canceled subsequent to a student’s enrollment, and before instruction in the program has begun, the school shall, at its option:
  1. Provide a full refund of all monies paid; or
  2. Provide completion of the course.
- If the school cancels the course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school: or
  - Provide completion of the course and/or program; or
  - Participate in a Teach-Out agreement; or
  - Provide a full refund of all monies paid.

**RETURN TO TITLE IV FUNDS POLICY** The school participates in federal financial aid. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if those students have received federal student financial aid funds, they are entitled to a refund of the monies not paid to the federal student financial aid program fund. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the school. In compliance with Federal regulations, the school will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from the school. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to the school. Refunds are made within forty-five (45) days of the termination or withdrawal.

**Withdrawal Before 60%**

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education’s prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

**Withdrawal After 60%**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate the Institutional Refund and R2T4 for financial aid recipients. To calculate the amount

earned, the school will determine the percentage by dividing the total number of clock hours the student was scheduled to complete in the payment period as of the last day of attendance by the total number of clock hours in the payment period. If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are refunded to the Title IV Programs in the following federally mandated order: (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS Loan; (4) Federal Pell Grants; (5) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, the school may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student.

If the Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of: the institutional charges multiplied by the percentage of unearned Federal student financial assistance funds; or the entire amount of unearned funds. If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

## **AVEDA INSTITUTE ADMINISTRATION**

### **President**

Cinta Gibbons

San Francisco Institute Director

Mandy Dusin

San Jose Institute Director

Toni Coleman

### **ADMINISTRATIVE STAFF**

#### **San Francisco**

Michael Johnson- Admissions Representative

Stephanie Crespo- Admissions Representative

Telisha Lofton- Financial Aid

Rhianna Smith- Student Services

**San Jose**

Anna Clenshaw- Admissions Representative

Lilly Zell- Admissions Representative

Mirane Ahmed- Financial Aid

Renee Callos- Student Services

**Aveda Institute**

**San Francisco Educational Staff**

Joseph Gomez, Cosmetology Educator  
Gregory Walker, Cosmetology Educator  
Jacquelyn Smith, Cosmetology Educator  
Julian Valdez, Cosmetology Educator  
Dimitri Poulos, Cosmetology Educator  
Lila Mozafar, Cosmetology Educator  
Zach Tapscott, Cosmetology Educator  
Bethany Deal, Cosmetology Educator  
Renee McCalla, Cosmetology Educator  
Jennifer Goddard, Esthiology and Cidesco Educator  
Shawn Peltier, Esthiology Educator  
Stephanie Scales, Esthiology Educator  
Cheyenne Broughton, Esthiology Educator  
Denetra Buggs, Barbering Educator  
Delane Sims, Nail Artistry Educator  
Rhianna Smith Advanced Makeup Educator

**Aveda Institute -**

**San Jose Educational Staff**

Gregory Walker, Cosmetology  
Mary Grace Sales, Cosmetology Educator  
Rene Calluso, Cosmetology Educator  
Rachel Nevius, Cosmetology Educator  
Shawn Peltier, Esthiology Educator  
Farzeena Gentry, Esthiology Educator  
Carolyn Silva, Esthiology Educator  
Renee Rodriguez, Nail Artistry Educator

## **HYBRID DISTANCE EDUCATION PROGRAMS**

### **(Pending NACCAS approval)**

Our Hybrid Distance Education Programs are presented as a combination of distance learning and attendance at our brick-and-mortar campuses. The programs are taught in the English language. One clock hour equals a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

The institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

The quality of education provided via distance education is measured through a variety of methods to ensure the content is effectively delivered to students in a manner that is congruent with the institution's mission and educational objectives through the following:

- a. Student competence will be assessed upon completion of the distance education curriculum. b. Student assessment will include written exams and tests, quizzes, projects, etc. during the delivery of the distance education curriculum.
- c. Student feedback will be obtained via student surveys.
- d. Instructors will complete self-assessments.
- e. A comparative analysis will be completed on student academic performance through components of program curriculum delivered via distance education vs. on-campus.

### **Distance Education Disclaimer**

Please be advised that academic achievement hours earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

Students are provided with an iPad containing Learn Aveda and will be required to download the ZOOM app. Students are required to provide their own internet service while using the iPad and completing school work via distance education while not at the brick and mortar campus of the school.

### **Policy on Distance Education**

1. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
2. The interaction with the Instructor will be validated by regular measurable participation (clock hours) in the academic program. Participation must be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).
3. The student's qualitative academic performance will be evaluated for each 10% of the Distance Education (modules) component actually completed within the program at the institution (in person) by a qualified instructor.
4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program.
5. All transcripts or other documents (official or unofficial) listing academic attainment received must identify the distance education component

6. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be placed in the student's file.

### **Bankruptcy Status**

The institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or not has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United State Bankruptcy Code.