



## 2022 - 2023 Course Catalog

*As a prospective student, you are encouraged to review this catalog prior to signing and enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.*

### LOCATIONS

**Cinta Aveda Institute - San Francisco**  
305 Kearny Street, San Francisco, CA  
94108  
Phone: 415-989-4400  
[info@cintaaveda.com](mailto:info@cintaaveda.com)

**Cinta Aveda Institute - San Jose**  
111 West St. John Street, San Jose, CA  
95113  
Phone: 408-648-2555  
[info@cintaaveda.com](mailto:info@cintaaveda.com)

Revised 04/2023



**Aveda Founder - Horst M. Rechelbacher**

Aveda Corporation's founder Horst M. Rechelbacher has redefined the face of beauty worldwide. For nearly four decades, he was a major motivating force in hair care and the beauty industry. As a world-renowned hair stylist, artist, entrepreneur, and educator, he was a master of innovation: moved by a keen intelligence, artistic talent, and quest for knowledge, he invented and perfected cutting-edge techniques, trends, products, and treatments imbued with the multiple benefits of pure flower and plant ingredients. His beliefs in the powers of nature and his efforts to preserve the environment, combined with his lifelong commitment to excellence, have spawned a new sense of beauty that goes far beyond surface image. Reflected in Aveda's expanding global network of educational institutes, salons, spas and Environmental Lifestyle Stores, the Aveda concept of beauty encompasses a complete system of care, using plant-based products, treatments, and simple rituals to enhance appearance, well-being, and the quality of life. In turn, this approach also advocates more environmentally responsible business practices and lifestyles.

Horst's dynamic vision and ideas are embodied in the Aveda Institutes, which he founded in 1976. Under his vital leadership, the Aveda Institutes have become an internationally acclaimed center of learning for professionals in cosmetology, esthiology, manicuring, spa body care and massage. The very essence of Horst's vision and ideas,

The Aveda Institutes are a stimulating, interactive learning center that offers a comprehensive program that blends basic theory with practical experience in real-life salon and spa environments.

### **About the Cinta Aveda Institute**

Cinta Aveda Institutes located in San Francisco and San Jose are private institutions that are approved (Approved to operate means compliance with state standards as set forth in the California Private postsecondary Act 2009 and Division 7.5 of Title 5 of the California Code of Regulations) to operate by the Bureau for Private and Postsecondary Education. The Cinta Aveda Institute was founded in 2008 to create the most successful entrepreneurs in the professional beauty industry. 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. The Cinta Aveda Institute Main Branch is in lively downtown San Francisco, just blocks from Union Square. Classes are held at 305 Kearny St, 333 Kearny St, and 23 Grant Ave.

New Branch campus is located at 111 West St. John Street in San Jose.



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**If you are looking for an opportunity to express your creativity and establish a solid professional career, look no further. Come to the Cinta Aveda Institute and let yourself grow!**

### **Cinta 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.

### **Administration**

Cinta Gibbons, *President & Owner*

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

Gerard Gibbons, *Treasurer & Owner*

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





## **Cinta Aveda Institute located in San Francisco**

### **Administration Staff**

Kimberly Jay Financial Aid Director

Rhianna Smith Student Service

Telisha Lofton, Financial Aid Officer

### **Admissions Coordinators**

Anna Clenshaw, Lead Admissions Advisor

Michael Johnson

### **Educational Staff**

Ashley Williams, Lead Educator

Maria Puentes, Esthiology Lead Educator

Emma Vieira, Cosmetology Educator

Amber Piernick, Cosmetology Educator

Julian Valdez, Cosmetology Educator

Dimitri Poulos, Cosmetology Educator

Zach Tapscott, Cosmetology Educator

Elvis Zavaleta, Barbering Educator

Shawn Peltier, Esthiology Educator

Kassandra Carreno, Esthiology Educator

Kianna Charley, Esthiology Educator

## **Cinta Aveda Institute located in San Jose**

**(Branch Campus)**

### **Administration Staff**

Natalie Nijil, Student Services Coordinator

Tanya Parker, Financial Aid Coordinator



## **Admissions Coordinators**

Anna Clenshaw, Lead Admissions Advisor

Lillian Zell

Jeri Henriques

## **Educational Staff**

Elisa Aguilar, Lead Educator

Haley Carpenter, Cosmetology Educator

Stefany Diaz-Garza, Cosmetology Educator

Erika Frye, Cosmetology Educator

Larita Kemp, Cosmetology Educator

Mary Grace Sales, Cosmetology Educator

Daniel DeLeon, Barbering Educator

Carlo Jackson, Barbering Educator

Kristine Luong, Esthiology Educator

Ivan Rosas, Esthiology Educator

Keila Young, Esthiology Educator

## **Areas of Study:**

- Cosmetology
- Advanced Cosmetology
- Barbering
- Esthiology
- Advanced Esthiology/Makeup Artistry

## **Your training will encompass three types of learning:**

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

## **Career Opportunities & Salon / Spa Industry**

- Hair stylist
- Barber
- Esthetician
- Makeup artist
- Nail technician
- Esthetics & Beauty Therapy Diplomat
- Sales representative
- Permanent waving specialist
- Hair coloring specialist
- Salon / Spa Manager

## **Education & Other Fields**

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

## **Guest Services**

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

The Cinta Aveda Institute located in San Francisco occupies a large Retail Store, 3 Clinic floors which has 68 student stations. A Spa clinic and classroom, 9 shampoo bowls, 7 restrooms, 7 classrooms, 4 administrative offices, break rooms and student lockers all located on 3 floors and 3 satellite classrooms.

This branch campus is a great addition to the Cinta Aveda Institute Corporation, located at 111 West St. John St. San Jose. The Campus occupies 9500 square feet. It has 3 classrooms, two with cosmetology stations and one for Esthiology with 2 beds in the classroom. There is a large Cosmetology clinic Floor with 34 stations, a Esthiology Clinic Floor with 12 beds. 2 rest rooms with 3 stalls in each. 6 offices and 1 touring room.

## **Student Classrooms**

Classrooms have been designed to provide the proper environment for different types of learning and activities. Classrooms will use a variety of whiteboard, lecture, demonstration, and video projector teaching formats. Lecture rooms will provide seating with tables, and whiteboards and projectors. Workshop rooms will contain station areas (mirrors and ledges, or beds and carts). Some rooms combine both lecture and workshop rooms with all previously listed amenities.

Service floor areas will mimic a realistic salon/spa environment with individual stations for hair services and individual spa rooms for Esthiology services. Both service floors will have brow bars and an active dispense area. The Salon floor has a dispensary and shampoo bowl area, manicure area, and hood dryers. Esthetics & Beauty Therapy and Esthiology students will have access to a variety of facial and body machines along with magnifying lamps, steamers, and wax pots.

A resource library with computers has books on styling, motivation, health, and wellness for your reference. Computers are in 305 Kearny on the 2nd and Lower Level for student use. Educators and administrative personnel are also available to respond to your questions and concerns.

Additional resource books can be found in the administrative offices and are available to be checked out. Current periodicals are found throughout the classrooms.

## **Aveda Experience Center**

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

## **Housing**

Cinta Aveda Institute does not have any dormitory facilities under its control. Housing is available as close to the Cinta Aveda Institute as across the street. The surrounding 1-mile radius of the school offers many housing opportunities. Efficiencies can be found for as low as \$600 across the street ranging to \$3500 for apartments on Nob Hill. The neighborhoods surrounding the Cinta Aveda Institute are: Nob Hill, Chinatown, Financial District, Tenderloin, SOMA, Tenderloin, North Beach, and Embarcadero.

Cinta Aveda Institute holds no responsibility to find or assist a student in finding housing.

## **Enrolled Students**

All students enrolled at the Cinta Aveda Institute will adhere to the policies and procedures in this catalog set forth by NACCAS, DOE, BPPE and California Board of Barbering and Cosmetology.

## **Physical & Safety Demands of Industry Professionals**

\* Repetitive hand, arm and wrist motions

- \* Possible chemical smell
- \* Working with sharp objects
- \* Contact with communicable disease

## COSMETOLOGY 1500 HOUR OVERVIEW

The 1500 program is a combination of the 1000 hour program and 500 hours of additional advanced training

Full Time: (56 Weeks - 1500 Hours)	Part Time (84 Weeks - 1500 Hours)
Mon, Wed, Fri: 9:00 am- 7:00 pm OR Tues, Thurs, Sat: 9:00 am- 7:00 pm	Monday - Thursday 5:30pm - 10:00pm

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

### Phase 1: Intro Phase

Total Instruction 300 hours

Full Time: weeks 1 - 12

I will start by learning the foundations of hair such as: Shampooing, styling, and haircutting. Men's grooming and the related sciences will also be a focus. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. you will be introduced to retailing, client servicing and personal development skills. This phase also covers California state safety requirements.

### Phases 2 & 3: Alpha & Beta Phases

Total Instruction: 600 hours

Full Time: weeks 13 - 36

Unlock your creativity as you explore the latest trends and techniques in men's grooming, hair cutting, styling, coloring, permanent waving, and chemical restructuring. Time on the Salon Floor classroom allows you to become increasingly confident in your professional abilities. You will begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

### Phase 4: Gamma Phase

Total Instruction: 100 hours

Full Time: weeks 37- 40

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

### Phase 5: Salon Life Phase

Total Instruction: 500 hours

Full Time: weeks 41 - 56

A focus will be placed on business with an emphasis on professionalism and salon floor experience. Industry trends will be explored by focusing on advanced techniques in men's cutting, color, styling, and grooming. Students will also learn how to build their portfolio and



prepare for photo shoots.

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

## **COSMETOLOGY 1000 HOUR OVERVIEW**

<b>Full Time 1,000 hours- 37 weeks</b>	<b>Part Time 1,000 hours- 55 weeks</b>
3 days per week; 27 hours	4 evenings per weeks; 18 hours

Coure will be offered upon NACCAS approval.

### **Phase 1: Intro**

Total Instruction: 300 hours

You will start by learning the foundations of hair such as: Shampooing, styling, and haircutting. Men's grooming and the related sciences will also be a focus. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. you will be introduced to retailing, client servicing and personal development skills.

### **Phase 2 & 3: Alpha & Beta**

Total Instruction: 600 hours

Unlock your creativity as you explore the latest trends and techniques in men's grooming, hair cutting, styling, coloring, permanent waving, and chemical restructuring. Time in the Salon Floor classroom allows you to become increasingly confident in your professional abilities. You will begin to learn vital employment and career advancing skills such as successful interviewing and resume writing. In this phase you will spend 84 hours working with a MUD professional makeup artistry kit.

### **Phase 4: Salon Life**

Total Instruction: 100 hours

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

A focus will be placed on business with an emphasis on professionalism and salon floor experience. Industry trends will be explored by focusing on advanced techniques in men's cutting, color, styling, and grooming. Students will also learn how to build their portfolio and prepare for photo shoots.

### **Cosmetology - California Requirements**

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

	<b>Cosmetology Course - 1000 Hours</b> <b>To be completed in the following subject matters:</b>
100 hours	<p>Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>
100 hours	Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.
200 hours	Chemicals: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.
200 hours	Hairstyling: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.
150 hours	Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.
50 hours	Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.
100 hours	Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.
100 hours	Guided Practice - Hands on clinic floor practice
<b>Total</b> 1000 hours	

**Grading Procedure (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79-below Unsatisfactory)**

## **Barbering 1500 Curriculum Overview**



Full Time 1500 hours- 56 weeks	Part Time 1500 hours- 84 weeks
Mon. Wed, Fri: 9:am- 7pm or Tues, Thurs. Sat: 9am -7pm	Monday - Thursday 5:30 - 10:00pm

Express your creativity and talent in hair and barbering skills. Our Barbering course incorporates 1500 hours of extensive hands-on learning to provide you with a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audio, visual aids, guest speakers, field trips, projects, activities and other related learning methods are used for course delivery. Upon completion, you will be ready to be successful as a licensed barber.

### **Phase 1: Intro Phase**

Total Instruction: 300 hours

Full time 1-12 weeks

You will start by learning the foundations of hair: shampooing, styling, and hair cutting. Men's grooming and the related sciences will also be a focus. Lectures, demonstrations, and workshops concentrate on developing skills and accuracy and reinforcing classroom knowledge. You will be introduced to retailing, client servicing and personal development skills. This phase also covers state safety requirements.

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

Total Instruction: 600 hours

Full Time: week 13-36

Unlock your creativity as you explore the latest trends and techniques in men's grooming, hair cutting, styling, coloring, permanent waving, and chemical restructuring. Time in the Salon Floor classroom allows you to become increasingly confident in your professional abilities. You will begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

## Phase 4: Salon Life Phase

Total Instruction: 600 hours

Full Time: weeks 51-55

Get ready to launch your career with in-depth training in guest services, time management, self-promotion, goal setting, merchandising, and entrepreneurship. Your speed, accuracy, and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill-certification examination and possess the theoretical knowledge you need to pass the written examination required by the Cinta Aveda Institute and the state of California for licensure. Its time to realize your dreams as a salon professional.

A focus will be placed on business with an emphasis on professionalism and salon floor experience. Industry trends will be explored by focusing on advanced techniques in men's cutting, color, styling, and grooming. Students will also learn How to build their portfolio and prepare for photo shoots.

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

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

Technical Instruction	Practical Operations	<b>Barbering Hairdressing 1100 hours</b> <b>To be completed in the following subject matters:</b>
200 Hours	400	Hair Styling- Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling
40 Hours	100	Permanent Waving and Chemical Straightening- Including but not limited to hair analysis, acid and alkaline permanent waving
60 Hours	50	Hair Coloring and Bleaching- Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers
100 Hours	150	Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting
800 Hours	-	Guided Practice
		<b>Health and Safety - 400 Hours</b> <b>To be completed in the following subject matters:</b>
40 Hours	-	Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
85 Hours	-	Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
40 Hours	-	Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

35 Hours	-	Anatomy and Physiology: Human Anatomy, Human Physiology.
100 Hours	-	Guided Practice

## **Barbering 1000 Curriculum Overview**

<b>Full Time 1,000 hours- 37 weeks</b>	<b>Part Time 1,000 hours- 55 weeks</b>
3 days per week; 27 hours	4 evenings per weeks; 18 hours

Upon Naccas approval

Express your creativity and talent in hair and barbering skills. Our Barbering course incorporates 1000 hours of extensive hands-on learning to provide you with a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audio visual aids, guest speakers, field trips, projects, activities and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed barber.

### **Phase 1: Intro**

Total Instruction: 300 hours

You will start by learning the foundations of hair: shampooing, styling, and hair cutting. Men's grooming and the related sciences will also be a focus. Lectures, demonstrations, and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You will be introduced to retailing, client servicing and personal development skills. this phase also covers state safety requirements.

### **Barbering**

Total Instruction: 700 hours

Unlock your creativity as you explore the latest trends and techniques in men's grooming, hair cutting, styling, coloring, permanent waving, and chemical restructuring. Time in the Salon Floor classroom allows you to become increasingly confident in your professional abilities. You will begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

Get ready to launch your career with in-depth training in guest services, time management, self-promotion, goal setting, merchandising, and entrepreneurship. Your speed, accuracy, and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill-certification examination and possess the theoretical knowledge you need to pass the written examination required by the Cinta Aveda Institute and the state of California for licensure. Its time to realize your dreams as a salon professional.

A focus will be placed on business with an emphasis on professionalism and salon floor experience. Industry trends will be explored by focusing on advanced techniques in men's cutting, color, styling, and grooming. Students will also learn how to build their portfolio and prepare for photo shoots.

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

Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student



of a complete service on another person or on a mannequin.

	<b>Barbering - 1000 hours</b> <b>To be completed in the following subject matters:</b>
100 hours	Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)); Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.
100 hours	Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.
200 hours	Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.
200 hours	Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.
200 Hours	Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

100 hours	Shaves
100 Hours	Guided Practice - Hands on clinic floor practic

**Grading Procedures (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79 -below Unsatisfactory)**

## **Esthiology Curriculum Overview**

<b>Full Time (22 Weeks) 600 Hours</b>	<b>Part Time (33 Weeks) 600 Hours</b>
3 Days per week	4 evenings per week

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

### **Phase 1: Intro**

Total Instruction: 300 hours

The emphasis of the Intro Phase is to introduce the fundamentals of skin analysis, facial manipulation procedures, aromology, makeup, use of facial equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience, and workshops.

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

### **Phase 2: Alpha**

Total Instruction: 300 hours

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

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

## Esthiology-California Requirements

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

Technical Instruction	Esthiology Unit Description
	<p align="center"><b>Facials - 400 hours</b></p> <p align="center"><b>To be completed in the following subject matters:</b></p>
300 Hours	Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.
100 Hours	Preparation: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.
	<p>Health and Safety- 200 hours</p> <p>To be completed in the following subject matters:</p>
50 Hours	Law and Regulations: Barbering and Cosmetology Act and the Board's Rules and Regulations.
50 Hours	Health and Safety Considerations: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.
50 Hours	Disinfection and Sanitation: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
50 Hours	Anatomy and Physiology: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

**Grading Procedures (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79 Below- Unsatisfactory)**

## Advanced Esthiology/Makeup Artistry Curriculum Overview



The makeup curriculum will provide you with 315 hours of intensive MUD makeup artistry. In this course you will learn beauty essentials, airbrushing, bridal makeup and have the ability to work on live models for guided practice. This rigorous course allows those passionate about makeup artistry to dive deep into the knowledge of what it takes to become a professional artist in the beauty industry using both classic and trend skill approaches to the curriculum.

Full Time 300 HOURS	Part Time 300 HOURS

Technical Instruction	Makeup Artistry Unit Description
84 Hours	Beauty Essentials
35 Hours	Airbrush Makeup
21 Hours	Bridal Makeup
175 Hours	Guided Practice

## **BECOMING A STUDENT**

### **ADMISSIONS**

All prospective students must have a career planning session and tour of the facility with an Admissions Coordinator. This process allows you to understand our expectations of our students and helps you better understand our programs. To schedule a one-on-one career planning session, call the Admissions department at 415-496-4787. Admission Requirements and Procedures

1. High school diploma or a homeschool verifiable certificate of competence of State requirements or a copy of your General Education Diploma (GED) with completion date or a completed degree from a accredited college or university
2. Submit the state-issued photo I.D. or passport.
3. Social Security Card -Required for State Board licensure.

*\* A Social Security Card is not an Admissions Requirement, but students will be informed that they may need to produce a Social Security or ITIN to apply for State Board or IF Financial Aid requires it for verification purposes.*

Are you ready to begin? If you are excited about the prospect of training at the Cinta Aveda Institute, here's all you have to do to get started.

1. Have a career planning session and tour with an Admissions Coordinator.
2. Complete the application for admissions.
3. Complete enrollment checklist, issued at career planning session.
4. Create/Finalize Financial Aid.
5. Application Fee: Action will not be taken on admission or any student loan application until a non-refundable application fee of \$75.00 is received prior to entering into an enrollment agreement. Please submit the fee in the form of a check or money order payable to Cinta Aveda Institute. This fee is not included in the cost of tuition.

## **Discrimination Policy**

Cinta Aveda Institute does not discriminate based on sex, age, race, color, sexual orientation, veteran status, religion, financial status, or ethnic origin in admitting students.

- The Cinta Aveda Institute does not admit ability-to-benefit students.
- The Cinta Aveda Institute has not entered into an articulation or transfer agreement with any other college or university.
- The Cinta Aveda Institute requires no information regarding vaccinations from potential students to attend school.
- The Cinta Aveda Institute does not provide English-as-a-second language instruction.

## **Transfer/Re-entry Students**

The Cinta Aveda Institute accepts transfer hours from other Cinta Aveda Institutes; acceptance of hours will be based on assessment and granted on a case-by-case basis. Assessment will include a review of transcripts and may include a practical and written examination to determine skill set.

### **Re-entry within 180 days**

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

### **Transfer From another School/Re-entry after 180 days**

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

## **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution:**

The transferability of credits you earn at Cinta Aveda Institute San Francisco and San Jose is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours and academics you earn in all programs offered, is also the complete discretion of the institution to which you may seek to transfer. If the hours and academics that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cinta Aveda Institutes to determine if your hours and academics will transfer.

## **Foreign Students**

The Cinta Aveda Institute admits students from other countries. Such students must provide proof of high school graduation from their home country that has been translated to English from an outside agency that is qualified to translate the document and confirm the academic equivalence to a U.S. high school diploma or provide proof of satisfactory completion of the General Education Diploma ("GED"). The Cinta Aveda Institute does not provide students with English language services. The Cinta Aveda Institute does not provide visa services, nor will the Cinta Aveda Institute vouch for student status.

## **Previous Education: Veteran**

The Cinta Aveda Institute maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period (or length of program shortened proportionally, and the veteran notified accordingly). **For further information, call the Admissions Department at 415-496-4787**

## **FINANCIAL ASSISTANCE**

### **Sources of Financial Assistance**

You can afford a quality education. Cinta Aveda Institute participates in the Federal Student Aid Program, which can help make your education affordable and attainable for **those who qualify**. During your Career Planning Session, your Financial Aid Coordinator will explain all your financial options and explain everything you need to know to create a financial plan that works for you if you wish to apply for financial aid or if you have questions contact the Cinta Aveda Institute Financial Aid Office at (415) 989-4400. Additional information regarding the student aid programs may be found in the "Free Application for Federal Student Aid" (FAFSA) published by the U.S. Department of Education. You may call the Federal Student Aid Information Center M-F 9am-Spm EST at 800-433-3243. **Complete information on financial aid can be found in your Consumer Information Handbook.**

#### **Monthly Payment Plan/Method of Payment**

Customizable Payment Schedule. Method of payments –Cash, Credit card, Money order, Check, Title IV , Loans ,etc.

0% Interest applies to tuition paid in full before graduation

#### **Federal Financial Aid**

School Code: 041800

Federal Pell Grants

Federal Direct PLUS Loan

Federal Direct Stafford Loans

Loan deferment options while in school

Available to those who qualify

#### **GI Bill**

Available to veterans and eligible dependents. For details on eligibility and how to apply, speak to your Veterans representative by calling (888) 442-4551 or visit [www.gibill.va.gov](http://www.gibill.va.gov)



## **Financial Aid Consumer Information**

The school is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant: Does not require repayment (FPELL)

- Federal Direct Loan: Interest paid by the federal government while a student is enrolled at least half time in an eligible program of study and during any periods of deferment.
- Federal Stafford Unsubsidized Loan: Interest accrues from date(s) of disbursement.
- Private Education Loans

Loan Repayment Obligations: In the event you obtain loans to pay for this educational program, you are responsible to repay the full amount of the loan, plus interest, less the amount of any refund. If you have received Federal Student Financial Aid Funds you are entitled to a refund of money not paid from Federal Student Financial Aid program funds. In the event you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur: (i) the federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan, and (ii) you may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **ATTENDANCE**

The Cinta Aveda Institute is open from Monday-Thursday 9am - 9:30pm, Friday 9am-8pm and Saturday 8:30am-7:30pm. Each student enrolling will be given a schedule of both class and clinic times. Each course at Cinta Aveda Institute has their own schedule for attendance that the student can choose from upon enrollment.

Cinta Aveda is a clock hour institute. Clocking in and out each day (by QR code) is the way your hours are accumulated towards your course goals. It is the student's responsibility to clock in and out and to insure they are credited with their attended hours. Students are expected to attend school as specified in their enrollment agreement.

Students failing to clock in or out are responsible for correcting time discrepancies with their educator. Students who fail to correct their discrepancies within 30 days of the notice understand that the adjusted balance of hours will become a part of their individual record. To ensure that the provided education and training is properly maintained, IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP ANY MISSED WORK AND ASSIGNMENTS DURING AN ABSENCE. Failure to maintain adequate attendance and/or failure to make up missed work and/or assignments may prevent a student from advancing to a subsequent phase in their program.

Clock-Out to ensure you are credited with attendance hours. Students failing to clock-in/out are responsible for correcting time discrepancies with their educator. Students who fail to correct their time discrepancies within 30 days of the notice understand that the unadjusted balance of hours will become part of their federal record.

## **Late Arrivals**

School starts promptly at 9 am. There will be no admittance after class start time. Class resumes promptly after lunch. There will be no admittance after lunch.

## **Students Leaving Early**

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

## **Attendance Requirements**

Student's attendance during every phase is critical to the successful completion of the Cinta Aveda Institute's educational programs. Students who miss more than the allowable number of days as set forth below may be subject to termination from their program:

## **ABSENCES**

## Pool of Hours

If students encounter situations that mandate missed hours, such as emergencies, illness, funerals, court dates, injury, transportation challenges, etc., each field of study has a predetermined pool of hours that can be used for class or clinic time missed. The allowed pool of hours is the maximum amount of time a student can achieve the quality of skills that will produce excellence in the workplace.

Program	Pool of Hours
Cosmetology 1000	100 Hours
Barbering 1000	100 Hours
Advanced Cosmetology 500	50 Hour
Esthetics 600	60 Hours
Advanced Esthiology 300	30 Hours

After the pool of hours has been exhausted, **there is an additional over-contract charge.**

## Over-contract charges

Students who exceed their pool of hours will be assessed over contract fees at the **rate of \$150/a day** for any additional hours missed.

## Absentee Notification

Once a student knows they will be absent they are required to contact their educator BEFORE the start of class. Students planning to be absent must complete the electronic student guidance form with the category of expected absences. This will be electronically submitted to Student Services. All unexcused absences will be considered a no-call no-show and may result in disciplinary action.

## Make Up Policy

Students who know they will be missing written and/or practical quizzes or tests may make it up ahead of time to receive full credit. It is the student's responsibility to coordinate the time with their educator and it may fall outside of their normally scheduled hours. Students who are absent the day of written or practical exams (quiz/test) can take the exam within **3 school days** for full credit. Failure to comply with the makeup policy will result in a 20% reduction in score value. Cinta Aveda Institute is a competency-based school, all students must take a practical exam to move into the next phase. Failure to complete practical testing may result in repeating a phase.

## 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, Winter 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.

## STUDENT SERVICES

### Placement

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

## Academic Counseling

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

## Student Equipment and Storage

Each student will receive 50% off all services on non-scheduled school days. Services on a school day are not permitted.

Student service discounts are non-transferable.

## Student Records

All student records are retained on the premises for 5 years from the enrollment date. Each student will be assigned a professional kit and a locker in which to store their kit and personal belongings. Students are responsible for furnishing a lock to secure the locker. It is the student's responsibility to ensure all kit items are in proper working order. Students are expected to have their complete kit and all their contents maintained during school hours.

## The Cinta Aveda Institute is not responsible for lost or missing items.

## Individual Counseling

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

## Student Activities

While at Cinta Aveda Institute, you'll have the opportunity to participate in a variety of events and activities that are educational, interesting and just plain fun. Artistic Team: Students participate in industry photo shoots and fashion shows to gain experience in editorial styling and makeup.

## Cinta Alumni Association

Cinta Aveda Institute Alumni Association encourages graduates to keep in touch with classmates, receive advanced training and placement assistance.

## SATISFACTORY ACADEMIC PROGRESS POLICY

All students attending the Cinta Aveda Institute must abide by the Cinta Aveda Institute's satisfactory academic progress policy during the student's enrollment. The SAP policy is given to each student prior to enrollment and is applied with consistency regardless if the student is full time or part time.

Written/ Theory Grading Scale	
100-95	Excellent
94-85	Very Good
84-80	Satisfactory
79 and below	Unsatisfactory

## EVALUATION PERIODS

\*Academic Year= 900 hours

All students are evaluated for Satisfactory Academic Progress and are based on actual hours attended as follows:

Program	Evaluations
Cosmetology - 1000 Hours	450, 900, hours
Advanced Cosmetology 500 Hours	250, 500 hours
Barbering - 1000 Hours	450,900,hours
Esthiology - 600 Hours	300, 600 hours
Advanced Esthiology 300 Hours	150,300 hours

All students are advised on Satisfactory Academic progress during the above checkpoints if needed. Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Students meeting minimum requirements are considered making Satisfactory Academic Progress until the next scheduled evaluation.

## ATTENDANCE PROGRESS EVALUATIONS

All students are required to attend a minimum of **70%** of the hours possible based on the applicable attendance schedule 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 **70%** cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Maximum Time Allowed	Scheduled Hours
Cosmetology 1000 Hrs (Full time, 27 hrs/wk.)	53 Weeks	1430 hrs.
Advanced Cosmetology 500 Hrs (Full time 27 hrs /wk )	26.5 Weeks	715 hrs.
Barbering 1000 Hrs (Full time 27 hrs/wk)	53 Weeks	1430 hrs
Esthiology 600 Hrs (Full time 27 hrs./wk )	23 Weeks	858 hrs
Advanced Esthiology 300 Hrs (Full time 27 hrs/wk)	11.5 Weeks	429 hrs.

The Maximum time allowed for transfer students who need less than the full course requirements or part time students will be determined based on 143% of the scheduled hours. Students who exceed their Maximum time frame are subject to termination. (*Program hours\* 1.43 = Max Time Frame Scheduled Hours*)

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive

practical skills evaluations will be conducted during 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 grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Your progress at Cinta Aveda Institute will be evaluated for the purposes of SAP at the required intervals stated above for each course offered, throughout your scheduled hours. The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at a satisfactory academic progress. Students are required to attend a minimum of **70%** of the hours possible on the applicable attendance schedule per contract enrollment. Students are also required to maintain a written grade average at a minimum of **80%**.

## **WARNING**

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

## **APPEAL PROCEDURE**

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

## **PROBATION**

Students will be placed on probation only if the student prevails upon his/her appeal of a negative progress. If the student is granted the appeal the student will be deemed to have met Satisfactory Progress and Title IV will be reinstated during the probationary period. Only students who can meet Satisfactory Academic Progress standards by the end of the next evaluation period will be allowed to appeal their satisfactory progress determination. An academic and attendance plan will be developed to assure the student can achieve satisfactory progress by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has not met both

the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

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

Students may re-establish satisfactory academic progress, VA educational benefits, and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**



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

## **NONCREDIT AND REMEDIAL COURSES**

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

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **VETERANS**

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

**Satisfactory Progress Evaluation Results:** The Fame Software which allows each student to view their progress at any time. Students who are not making SAP at any one of the hour check points are advised on their status and what needs to be done to come into Satisfactory Progress status.

## **Student Records Policy**

Records of students' attendance, grades, hours and progress records will be kept permanently on file in the business office of the school electronically. Students (or parents/guardians of dependent minors) may request an appointment to review their records at any time. These records are only for the students' knowledge, unless a guardian(s)/ parent(s) of a dependent minor makes a written request to the Director of the school for an appointment to view these with the student order or subpoena, and persons who need to know for health or safety emergencies are all exempt from obtaining written permission.

## **Family Educational Rights and Privacy Act (FERPA)**

Cinta Aveda Institute strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93-380, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Student's records are maintained by campus Financial Aid Department and Business Office (Academic).

Student records are maintained by the institution's electronic files permanently. Under Section 43 of The General Provision Act (Title IV of Public Law 90-247), students 18 years of age or over have access to their personal record files kept by the institution.

## **Student Information Release Policy**

Cinta Aveda Institute requires written authorization from a student or a parent/guardian (in the case of a dependent) or graduate in order to release academic, attendance, enrollment status or any other information to agencies, prospective employers or any other parties seeking information about the student. The Student Information Release Policy does not pertain to information required by law or any accreditation agency. The Cinta Aveda Institute does not publish directory data pertaining to any information regarding the Cinta Aveda student body; nor does the Cinta Aveda Institute sell such information to any entity. Information will not be released to a third party without specific written consent from the student (or parent/guardian of a minor student). There are exceptions to this definition of educational records as published in the guidelines for post-secondary institutions for implementation of FERPA as amended.

## **Graduation Requirements**

To receive a diploma from Cinta Aveda Institute, you must:

1. Meet the minimum course requirements.
2. Complete required course hours. (respective to program)
3. Complete tuition and fee obligations unless a pre-existing payment plan is in good standing.
4. Meet satisfactory progress requirements.
5. Demonstrate competency in all modalities.

If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the Director, an additional hourly rate of \$15.00 per hour to be paid by the student in advance is required.

## **LICENSING REQUIREMENTS**

To receive a license in the state of California, a Cosmetology, Barber or Esthiology, student is required to:

1. Complete the hours in the course of instruction.
2. Successfully demonstrate competency in all modalities of required curriculum
3. Submit State required exam fees and application.
4. Successfully completed the written theory conducted by the California Board of Barbering & Cosmetology at testing facilities.

## **Policies and Standards**

To help you achieve excellence in our Career Programs, we have established these guidelines to ensure fairness, understanding and positive work habits among our students. Because every student is a future employee, manager or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

### **Sexual Harassment & Misconduct Policy**

This policy can be found in the Consumer Policy Handbook on pages 20-22.

### **Grievance Policy & Procedures**

The Cinta Aveda Institute has put in place a systematic approach for both disabled and non-disabled students to file a grievance and to begin the resolution process. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within 7 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be mailed to the corporate office at the address listed in the current student handbook or delivered personally to the Director.
3. The complaint will be reviewed by the management team and a response will be sent in writing to the student within 14 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of the continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such a nature that it cannot be resolved by the management team, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to

reach a final resolution of the complaint.

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

<b>The State of California Department of Consumer Affairs</b>	<b>NACCAS</b>
1625 N Market Blvd, Sacramento, CA 95834	3015 Colvin Street Alexandria, VA 22314



## DRESS CODE POLICY:

Maintaining a professional appearance is vital to success. A professional appearance includes:

1. Professional solid black shirt; must be professional and have sleeves. (No tank tops, sleeveless shirts allowed)  
Professional solid black dress pants includes knee length dress skirts, knee length dress (No shorts, skirts, dresses or any clothing item hitting above the knee).

- Identification badges and student name tags are to be worn as issued during all clocked hours to identify students to clients. If either is lost, the student must replace at a cost of \$10.00 (per item) or be dismissed until compliant.
- Footwear must be professional in appearance and have a closed toe.
- Cinta Aveda Institute reserves the right to maintain an esthetic standard for all students, including professional personal hygiene and grooming and, to the extent appropriate, makeup, appropriate facial hair and standard dress code adherence.
- Students, who are, in the reasonable determination of Cinta Aveda Institute, not dressed professionally, may be dismissed for the day.

2. Students are expected to always conduct themselves in a professional manner and be mindful of the following:

1. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language, or other unprofessional behavior) will be dismissed pending notification.

2. Food, candy, and gum are allowed in the lunchroom area only.

3. Personal electronic devices may only be used in the lunchroom area unless further instructed by educator

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

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

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

services will be considered professional.

6. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their property in these locked areas. For the student to perform professional services, student kits are to be completed 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.

## Violation Policy (Minor & Major)

Minor Standard Violations Minor violations include assigned area violations, property misuses, guest service violations, unprofessional behavior and any disruptive behaviors determined by instructors and team leaders as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. Anytime during the student's program, the violation of a minor standard may result in lost hours, and repeated violations may result in suspension from school or termination. ***All minor standard violations will result in a student being put on probation for that infraction. A student will receive 4 probation notices for each similar violation before dismissal occurs. On the fourth probationary notice a final warning will be given, on the fifth infraction of the same violation a student will be dismissed from the program.***

## Major Standard Violations

Major standards include using controlled substances/alcohol, defacing or destroying property, stealing, falsifying documents, committing fraud, abusing and/or threatening to cause 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. ***All major standard violations will result in immediate dismissal. Appeal may be made by submitting a written letter to the Cinta Aveda Institute Director and a hearing will be held with 3 team members to hear the student appeal and review the case. Verdict of the appeal hearing will be given within 30 days of the hearing to the student.***

### Physical and Safety Demands of Industry Professionals

- Repetitive hand, arm and wrist motion
- Possible chemical smell
- Stretching and bending
- Working with sharp objects
- Contact with communicable disease

## Leave of Absence (LOA) Policy

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

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

An Approved LOA will be granted when unforeseen circumstances are present that prevent a student from attending. Some of those circumstances would be illness, lack of transportation, work schedule, family emergencies and family care. Leave of absence for students will be determined on a case-by-case basis.

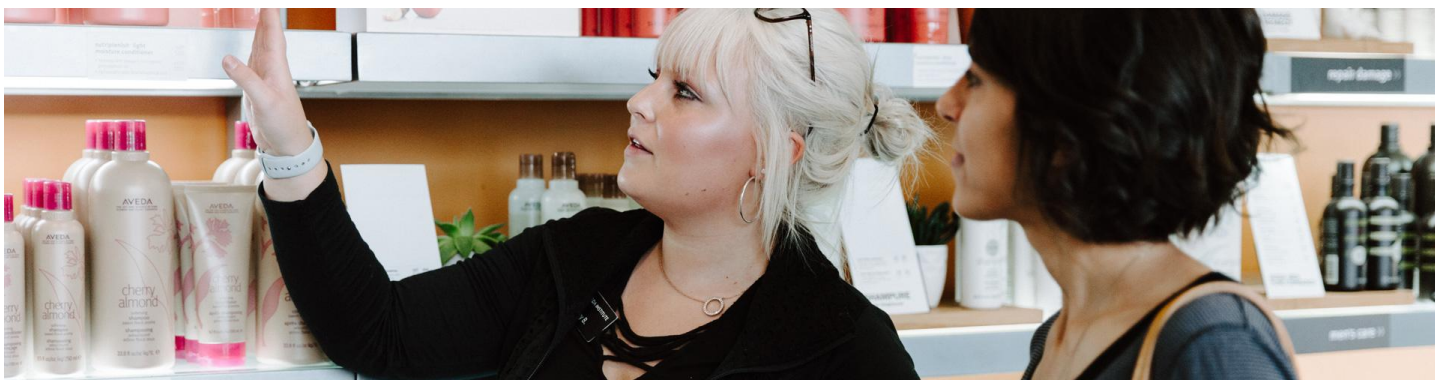
A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the Institute to perform a refund calculation. In order for an LOA to qualify as an approved LOA:

- All requests must be submitted in writing, by the student and include a documented reason for the LOA.
- The Institute may grant an LOA to a student who for unforeseen circumstances prevents the student from applying before the student was able to apply in writing prior to the LOA. Example: Student is hospitalized and cannot sign until they can return to classes.
  - A. the Institute documents the reason for its decision.
  - B. the Institute collects the request from the student at a later date; and
  - C. the Institute establishes the start date of the approved LOA as the first date the student was unable to attend.

LOA must be at least for 7 days and cannot be longer than 180.

- Students may have more than one LOA as long as any combination does not exceed 180 day in a year from the end date of the students last LOA

- The Institute reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.
- The Institute shall not assess the student any additional institutional charges as a result of the LOA. • The Institute shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the Institute.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- In the event that a student does not return or call from his/her leave of absence at the expiration of an approved LOA, that student shall be considered terminated. The Institute is required to take attendance therefore the withdrawal date for the purpose of calculating a refund is the student's last day of attendance.
- Students will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA.



## Procedure:

### Before placing any student on an approved LOA follow the procedure below

1. Check to see if student has not exhausted their LOA day requirement of 180 days in a 12-month period from the last day of the previous LOA
2. Check with the Financial Aid department for any pending disbursements.
3. Calculate new graduation date and enter into Smart student software
4. Both student and administrator must sign the LOA request form.

## Grounds for Termination

The student enrollment may be terminated for non-compliance with Cinta Aveda Institution rules and regulations as set forth by enrollment agreement and the course catalog; conduct that reflects unfavorably upon Cinta Aveda Institute or the 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 the enrollment agreement, disobedient or disrespectful behavior to faculty or other students, unprofessional or potentially dangerous weapon, sexual harassment or harassment of any kind, including intimidation and discrimination. Terms of the refund policy will apply.

For any violation of the enrollment or the Cinta Aveda Institute's rules and policies set forth in this catalog or a student manual, including attendance and academic requirements the student will be terminated by the Cinta Aveda Institute's discretion by following the procedure set forth below:

## REFUND POLICY AND NOTICE OF STUDENT'S RIGHTS AND OBLIGATIONS.

### a. STUDENT'S RIGHT TO CANCEL.

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

- d. Cancellation shall occur when the Student gives written notice of cancellation to the Cinta Aveda Institute at the address specified on the cover page of the catalog/or page 1 of the enrollment agreements.
- e. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with prepaid postage.
- f. The written notice of cancellation need not take a particular form and however expressed, is effective if it indicates the Student's desire not to be bound by their Agreement.
- g. Except as provided in subparagraph vi, below, if the Student cancels their Agreement, the Student shall have no liability, and the Cinta Aveda Institute shall refund any consideration paid by the Student within 10 days after the Cinta Aveda Institute receives notice of the cancellation.
- h. If the Institute gave the student any equipment (kit/book) to the student they become non-refundable through attendance at the first class of the program that is subject of their Agreement or the seventh calendar day after enrolment, whichever is later. Any equipment (kit/book) becomes non-refundable after the 7th calendar day after enrollment.
- i. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student aid program funds.
- j. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- K. For students who are required to return Title IV aid in addition to the portion of aid the school is required to return, there is a 50% protection allowance on unearned Title IV student grants only. Loans would need to be repaid in full.

b. **Student's right to Withdraw.** The Student has the right to withdraw from the Program at any time. If the Student withdraws from the program after the period described in the Student's right to cancel (above), the Cinta Aveda Institute shall remit a refund as calculated under the formula described below within 30 days following the student's withdrawal. After all refund calculations have been completed, any credit balance amount shall be paid to the Student.

c. **Non-acceptance.** An applicant who is not accepted by the Cinta Aveda Institute shall be entitled to a full refund of all monies

d. **Notice of Withdrawal.** The Student may notify the Cinta Aveda Institute of the Student's desire to withdraw by providing written notice of withdrawal to the Cinta Aveda Institute's Director. The written notice of withdrawal, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid, or the date the information is delivered to the Cinta Aveda Institute in person.

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

- The total tuition charge is divided by the number of hours in the program.
- The quotient is the hourly charge for the program.
- The amount owed by the Student for purposes of calculating a refund is equal to the hourly charge for instruction multiplied by the number of hours the student was scheduled to attend prior to withdrawal.
- The refund is equal to any amount in excess of the figure derived in the bullet point above that was paid by the Student.
- The refund amount shall be adjusted as provided below for equipment, if applicable.
- Students who have completed more than 60 percent of the scheduled hours for the period of attendance shall not be entitled to a refund of tuition or any other institutional charges.

f. **Determination of Withdrawal Date.** For the purposes of this Agreement, the Student shall be deemed to have withdrawn from the program of instruction when any of the following occurs: The Student or the Institution gives notification of termination.

In the event of a Deemed Withdrawal, the Termination Date shall be the date on which the Cinta Aveda Institute determines that a Withdrawal has occurred. In the event of a Student who is on an approved leave of absence and notifies the school in writing that they he/she is not returning; the Termination Date shall be the earlier of the date of expiration of the leave or the date on which the student gives notice. The withdrawal date, for refund computations purposes, is the last day of actual attendance by the student. If the student is absent 30 consecutive calendar days, the student will be considered withdrawn. The determination date will be 30 days after the students' last day attending classes. The Cinta Aveda Institute monitors clock hour attendance every 30 days. If the Student has received Title IV funding the determination date will be the 14th day of absence.

**g. Course and/or Program Cancellation Policy.**

- a. If the Cinta Aveda Institute closes permanently and ceases to offer instruction after the Student has enrolled, and instruction has begun, then the Cinta Aveda Institute shall at its option, (a) provide a pro-rata refund of tuition; or (b) participate in a Teach-Out Agreement.
- b. If a program is canceled subsequent to the Student's enrollment, and before instruction in the program has begun, then the Cinta Aveda Institute shall at its option, (a) provide a full refund of all monies paid, or (b) provide completion of the program.
- c. If the Cinta Aveda Institute cancels a program and ceases to offer instruction after the Student has enrolled and instruction has begun, the Cinta Aveda Institute shall at its option, (a) provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (b) provide completion of the program; or (c) participate in a Teach-Out Agreement; or (d) provide a full refund of all monies paid.
- d. At least 30 days prior to closing, the Cinta Aveda Institute shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of Cinta Aveda Institute closure, including the amount of each pro rata refund, shall also be submitted to the Cinta Aveda Institute's accrediting agency.

**Return of unearned funds from the Title IV Programs.**

The Cinta Aveda Institute will determine the amount of any Title IV aid to be returned in accordance with the Department of Education Guidelines. An eligible Title IV aid recipient who fails to complete over 60% of a payment period is considered to have not earned all the federal aid that may have been previously awarded. A required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education.

In many cases, this policy may also result in the student owing a refund to the Department of Education. The following is the distribution of unearned aid that must be returned: Federal Family Education Loan Programs, Federal Pell Grants & FSEOG. If there are any funds left over after having returned the stated programs listed above, the student may then receive the credit balance. All refunds will be made within 45 days of the determination of withdrawal.

**Return of Unearned Funds from Non-title IV loans.** If any portion of the total fee is funded through a loan other than a Title IV. Loan, then student and any responsible guardian hereby authorizes the Cinta Aveda Institute to pay any refunds directly to the lender, up to the outstanding loan amount.

**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: used, 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 are expected to attend on a weekly basis as stated on the enrollment agreement.

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

## Tuition

San Francisco	Tuition	Hours	Kit	STRF \$2.50 per 1000	Total Cost
Aveda Cosmetology	16,100	1000	3,485	50	19,635
Aveda Cosmetology Advanced	23,600	1500	4,1005	70	27,770
Aveda Barber	15,700	1,000	2,500	45	18,245
Aveda Esthetics	11,600	600	2,550	35	14185
Aveda Advanced Esthetics	16,400	900	4,350	52.50	20,802.50

San Jose	Tuition	Hours	Kit	STRF \$2.50 per 1000	Total Cost
Aveda Cosmetology	15,100	1000	3,485	47.50	18632.50



Aveda Cosmetology Advanced *	21,100	1500	4,100	62.50	25,262.50
Aveda Barber	14,600	1,000	2,500	42.50	17,142.50
Aveda Esthiology	11,600	600	2,550	35	14,185

Licensed By

CA Board of Barbering and Cosmetology  
2420 Del Paso Road, Suite 100  
Sacramento, CA 95834  
Phone 800-952-5210

Accredited by:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES  
3015 Colvin St  
Alexandria, VA 22314  
Phone 703-600-7600

Governed by:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive Suite #400  
Sacramento, CA 95833  
888-370-7589

*Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite #400 Sacramento, CA 95833, <https://www.bppe.ca.gov/> / Toll Free: 888-370-7589 / Main Fax: (916) 263-1897.*

*A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free: 888-370-7589 or by completing a complaint form which can be obtained on the bureau's internet website <http://www.bppe.ca.gov/>*

## 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.

School Closure days for 2023 Calendar year.

January 1-2, May 29, June 19, July 4, September 4, November 23-25, December 23, December 25-30.