



## 2024 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)



**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**

Mariela Onisko, Institute Director

Son Pham, Financial Aid Officer

Bohdy Passyka, Student Services

Jennifer Taub, Guest Services Team Lead

### **Admissions Coordinators**

Anna Clenshaw, Lead Admissions Advisor

Michael Johnson, Admissions Advisor

### **Educational Staff**

Emma Vieira, Cosmetology Educator

Sam Al'Hinnawi, Esthiology Lead Educator

Julian Valdez, Cosmetology/Barbering Educator

Dimitri Poulos, Cosmetology Educator

Sarah Beery, Cosmetology Educator

Amber Garay, Cosmetology Educator

Lenotch Taplett, Barbering Educator

Jorge Ortiz, Barbering Educator

Shawn Peltier, Esthiology Educator

Mariya Castro, Esthiology Educator

Priscilla Gordon, Esthiology Educator

Jasmin Griffin, Esthiology Educator

Francesca Piccinini, Esthiology Educator



# Cinta Aveda Institute located in San Jose

## (Branch Campus)

### **Administration Staff**

MaryGrace Sales, Institute Director

Son Pham, Financial Aid Officer

Tina Porter, Student Services

### **Admissions Coordinators**

Anna Clenshaw, Lead Admissions Advisor

Jeri Henriques, Admissions Advisor

### **Educational Staff**

Elisa Aguilar, Lead Cosmetology Educator

Gregory Walker, Cosmetology Educator

Amanda Perez, Cosmetology Educator

Laura Purdie, Cosmetology Educator

Daniel DeLeon, Barbering Educator

Deandra Martinez, Lead Esthiology Educator

Alex Vaughn, Esthiology Educator

Rachelle deGuzman, 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

Course 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	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	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**



<b>Full Time 1500 hours- 56 weeks</b>	<b>Part Time 1500 hours- 84 weeks</b>
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. It's 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> To be completed in the following subject matters:
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> To be completed in the following subject matters:
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. It's 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

Full Time (22 Weeks) 600 Hours	Part Time (33 Weeks) 600 Hours
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
	<b>Facials - 400 hours</b> <b>To be completed in the following subject matters:</b>

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.
	Health and Safety- 200 hours To be completed in the following subject matters:
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.

<b>Full Time 300 HOURS</b>	<b>Part Time 300 HOURS</b>

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.

### **Non 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 admissions, instruction, or graduation policies.

- 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.

### **Section 504/ADA Disability Accommodation Policy**

#### ***Statement of non-discrimination and accommodation***

Cinta Aveda Institute does not discriminate on the basis of disability.

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to educational resources, consistent with Section 504 of the Rehabilitation Act of 1979 (29 U.S.C. § 794) (Section 504) and the Americans with Disabilities Act (42 U.S.C. § 12182)(ADA) and their related statutes and regulations.



Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability.

The applicable law and regulations may be examined in the office of the School Director at each campus, who has been designated to coordinate the efforts of Cinta Aveda Institute to comply with Section 504 and ADA.

### *Requests for Accommodation*

Individuals with disabilities wishing to request reasonable accommodation must contact the ADA Coordinator or School Director. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Coordinator or School Director, will not be treated as a request for accommodation. However, if a student discloses a disability to a faculty or staff member, they are required to direct the student to the ADA Coordinator.

The ADA Coordinator will provide a student or applicant with the Request for Accommodations form. A student or applicant can also request a copy of the form by contacting the ADA Coordinator.

Reasonable accommodation is available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests reasonable accommodation and must be completed by a qualified professional in the area of the student's disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotional diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. Cinta Aveda Institute may request additional documentation as needed.

After the ADA Coordinator receives the Request for Accommodations form and the required documentation, the designated person trained to address such requests will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.

If the student or applicant is denied the requested accommodation, they may file a grievance using the Grievance Process found on page 29 or file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.

Cinta Aveda Institute will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process.

American Disabilities Act (ADA) Coordinator

Mariela Onisko, Institute Director, Cinta Aveda Institute 305 Kearny Street, San Francisco, CA 94108

Phone: (415) 989-4400 ext 205 | Email [monisko@cintaaveda.com](mailto:monisko@cintaaveda.com)

Mary Grace Sales, Institute Director, Cinta Aveda Institute 111 West St. John Street, San Jose, CA 95113

Phone: (408) 648-2555 ext 404 | Email [msales@cintaaveda.com](mailto:msales@cintaaveda.com)

### **Title IX Notice of Nondiscrimination**

Cinta Aveda Institute is committed to providing an educational environment free from discrimination based on sex in its programs and activities. It is dedicated to preventing sexual harassment, including sexual violence, and fully complies with Title IX of the Education Amendments Act of 1972, as well as other federal and state laws related to such conduct.

The following individuals have been designated as Title IX Coordinators at Cinta Aveda Institute. They are responsible for handling inquiries related to Title IX policies and for receiving and responding to reports of any incidents of sex discrimination:

Mariela Onisko, Institute Director, Cinta Aveda Institute 305 Kearny Street, San Francisco, CA 94108

Phone: (415) 989-4400 ext 205 | Email [monisko@cintaaveda.com](mailto:monisko@cintaaveda.com)

Mary Grace Sales, Institute Director, Cinta Aveda Institute 111 West St. John Street, San Jose, CA 95113

Phone: (408) 648-2555 ext 404 | Email [msales@cintaaveda.com](mailto:msales@cintaaveda.com)

Anyone can report incidents of sexual discrimination, including sexual harassment or sexual violence, to the U.S. Office for Civil Rights.

Reports can be submitted via email at [ocr@ed.gov](mailto:ocr@ed.gov) or by using the addresses provided on the following website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that may constitute sexual harassment under the following conditions:

Submission to such conduct is explicitly or implicitly required as a term or condition for evaluating a student’s academic performance or for participation in student activities or other events sanctioned by Cinta Aveda Institute. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or events sanctioned by Cinta Aveda Institute.

Such conduct has the purpose or effect of threatening an individual’s academic performance or creating an intimidating, hostile, or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, and promises of rewards for sexual favors.

Students, faculty, or staff who experience sexual harassment are encouraged to inform the alleged offender that such behavior is offensive. However, failure to do so does not absolve Cinta Aveda Institute’s obligation to investigate the incident and take appropriate action if sexual harassment has occurred.

Sexual violence includes domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at Cinta Aveda Institute, as they are inappropriate and contrary to the goals and mission of Cinta Aveda Institute. Any such acts will be thoroughly investigated, and individuals involved may face appropriate disciplinary sanctions and/or action by law enforcement agencies.

Everyone within Cinta Aveda Institute’s community must work to ensure an educational environment free from sex discrimination. Violations of this policy may result in disciplinary action under Cinta Aveda Institute’s Title IX policy.

All students and staff at Cinta Aveda Institute are expected to report incidents of sexual discrimination, including sexual harassment or sexual violence, to the Title IX Coordinator.

For additional information related to Cinta Aveda Institute’s Title IX policy and procedures, please visit: [https://cintaaveda.edu/wp-content/uploads/2024/10/2024\\_Annual-Security-Report.pdf](https://cintaaveda.edu/wp-content/uploads/2024/10/2024_Annual-Security-Report.pdf).

## **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. The Consumer Information Handbook can be found online at: <https://cintaaveda.edu/consumer-information>**

## **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. Students will be given the opportunity to complete make up work.

### **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. Students are permitted to repeat a test up to 3 times. If after 3 attempts the student still has not passed the section test, the student is then required to repeat the applicable section of the course to better understand the curriculum required to pass the failed test. If after repeating the applicable section two times, the student is still unable to pass the section test, the student will be withdrawn from the program.

## **Holidays and Breaks**

Aveda Institute recognizes the following days as legal holidays: New Year's Day, Juneteenth, Independence 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.

**\*\*Students who withdraw prior to completing the required hours for completion and are current on their payments, CAI will release their Proof of Training.**

## **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 meet Satisfactory Academic Progress by the next SAP check.

## **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. 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.

FERPA regulations require Cinta Aveda Institute to comply with the students' right to inspect and review their academic records by responding within 45 days from the time Cinta Aveda Institute receives a written request to access their records. Students should submit their request to Cinta Aveda Institute Director and specify the record(s) they wish to receive copies of or inspect. Cinta Aveda Institute Director will respond to such requests as soon as possible, but no later than the 45 days required.

Educational records are defined as all records, files, documents, and materials that contain information directly related to a student and that are maintained by an educational institution.

The following are not interpreted as education records:

Personal records maintained by an individual; these must be kept in the sole possession of the individual and are not accessible to others.

- Records of law enforcement unit of an educational institution
- Personnel records; records related to a person as an employee and not used for any other purposes
- Records created after the student is no longer a student; such as alumni records

Cinta Aveda Institute will communicate with students regarding their education record via phone, voicemail, email, text, and letter sent to the student based on the contact information on records provided by the student. Students are responsible for updating their contact information. Cinta Aveda Institute is not responsible for an unintended disclosure of information shared through these methods where a student has allowed third-parties the ability to view, read, or hear the shared information.

For a student who indicates that their records are inaccurate or misleading, or who allege violations of FERPA may present their challenges to the Institute Director.

Students have the right to correct record-keeping errors but not to seek to overturn administration decisions or assessments. The Institute Director shall review student's challenges and when appropriate amend a students' records accordingly. Students will be notified within 14 days of the actions taken and based on the actions the student may request a formal hearing. All requests for an amendment or a formal hearing must be done in writing to the Institute Director.

Students have the right to file a complaint with the Department of Education regarding FERPA. Inquiries should be directed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave SW  
Washington, DC 20202-5920

## ***Releasable Information (Directory Information)***

In compliance with FERPA, the Institute's representative without prior written or authorized consent of the student may release the following educational record information:

- Student name
- Home Address

- Email Address
- Home Telephone Number
- Year of Birth
- Dates of Attendance at Cinta Aveda Institute
- Dates of Admissions at Cinta Aveda Institute
- Program of Study
- Completion Dates and certification earned
- Current enrollment status
- Previously attended institutes and degrees earned
- Grade Level
- Photographs
- Participation in officially recognized activities or awards received

If a student chooses to submit a written or authorized request to prevent the release of directory information to a third party, no information will be released, absent a judicial order or a lawfully issued subpoena. A request to prevent the release of information may be submitted to the Institute Director in writing. Similarly, for a student to remove such a request, the student may submit the request for removal to the Institute Director in writing.

### *Information Not Released (Non-Directory Information)*

In compliance with FERPA, the following student information will not be released by Cinta Aveda Institute without the prior written or authorized consent from the student, a judicial order, or a lawfully issued subpoena.

Information not released includes the following:

- Place of birth
- Month and day of birth
- Social Security Number
- Grades
- Course schedules
- Academic performance information
- Financial and account information

All third parties with inquiries, including parents, require a FERPA Release on file, unless the third party meets one of the definitions under FERPA allowing access without prior written or authorized consent from the student.

Cinta Aveda Institute may release information without the student's consent under the following circumstances:

- School officials with legitimate educational interests, which include any Institute employee acting within the scope of their employment, and any duly appointed agent or representative of the Institute acting within the scope of their appointment.
  - A school official is defined as:
    - A person employed by Cinta Aveda Institute in an administrative, supervisory, academic, research, or support staff position
    - A person employed by or under contract with Cinta Aveda Institute to perform a task
    - A person serving on an institutional body or committee
  - A school official has a legitimate educational interest if:
    - Performing a task specified in their job description/or contract
    - Performing a task related to a student's education
    - Providing a service or benefit related to a student or a student's family
    - Representing a school in which a student seeks to enroll
    - Disclosing information to federal and state authorities auditing compliance of federal or state support programs
    - Disclosing information in connection with financial aid to determine financial aid eligibility, the amount of aid, the conditions for the aid, or to enforce the terms and conditions of the aid
    - Disclosing information to state and local officials to whom this information is specifically allowed to be disclosed pursuant to state laws if the allowed disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released

- Performing studies on behalf of educational institutions
  - Disclosing information to accrediting organizations carrying out their functions
  - Complying with a judicial order or lawfully issued subpoena, provided notification to the student is made before complying with the subpoena
- Person or company with whom Cinta Aveda Institute has contracted as its agent acting as a school official to provide a service instead of using Institute employees or officials
- Collection agencies
- Other schools to which a student seeks or intends to enroll
- Specified officials for audit and evaluation purposes
- Appropriate parties in connect with financial aid to a student (the disclosure is in connect with financial aid for which the student has applied or received, if the information is necessary for such purposes as to determine the students eligibility for aid, the amount of aid, the conditions for aid, and/or enforcement of terms and conditions of the aid.
- Organizations conducting studies for, or on behalf of, the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, pursuant to state law
- When release of information to appropriate officials is necessary to comply with federal law;
- Under the Campus Sex Crime Prevention Act, institutions are permitted to disclosure information concerning registered sex offenders who are required to register under the Violent Crime Control & Law Enforcement Act
- Cinta Aveda Institute may disclose the results of a disciplinary proceedings if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and they have been found to have violated the Institutes policies and procedures with respect to an allegation; disclosure may only be made if the institute determines the student violated its policies and such disclosures must include only the name of the student, the violation committed, and any sanction imposed by Cinta Aveda Institute against the student
- Cinta Aveda Institute must, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by Cinta Aveda Institute against the student who is the alleged perpetrator of the crime or offense; if the alleged victim is deceased as a result of the crime or offense, Cinta Aveda Institute must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
- The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions
- If a student initiates legal action against an educational institution, Cinta Aveda Institute may disclose to the course, without a court order or subpoena, the student's educational records that are relevant for the institution to defend itself
- The disclosure is to parents of a dependent student as defined in section 152 of the IRS or to parents of students under the age of 21 when laws or policies regarding alcohol or drugs are violated.

Cinta Aveda Institute may disclose directory and non-directory information, without student consent if the disclosure meets one of the following conditions:

- The disclosure is to other school officials, whom Cinta Aveda Institute determines to have a legitimate educational interest
- The disclosure is to officials of other schools where the student seeks or intends to enroll
- The disclosure is in connect with financial aid for which the student has applied to or received, if the information is necessary for purposes to determine the following:
  - Eligibility for aid
    - Amount of Aid
    - Conditions of Aid
    - Enforce terms and conditions of aid

Financial aid means a payment of funds that is conditioned on the student's attendance at an educational agency or 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

## **Copyright Infringement**

All Cinta Aveda Institute students, faculty and staff must comply with copyright laws and the provisions of licensing agreements that apply to software. Unauthorized distribution of copyrighted material, including unauthorized peer- to-peer file sharing, may subject the student, faculty and/or staff member to civil and criminal liabilities. Cinta Aveda Institute will cooperate fully with any investigation by public authorities related to the unauthorized distribution of copyrighted material. Students, faculty and/or staff found guilty will be subject to the full extent of fines and penalties imposed, as well as facing disciplinary action from Cinta Aveda Institute. To view the disciplinary actions that may occur you may view the Violation Policies listed on page 32 of this document.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **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**





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 and signed, 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:
- If an official withdrawal is initiated by the student or instructor. In this case, the student's withdrawal date is determined by the student's withdrawal date, or the date of official notification, whichever is later.
  - If an unofficial withdrawal occurs, when there is no official notification or withdrawal by the student or instructor, the withdrawal date is based on the date the college becomes aware that the student has ceased attendance. If the student does not submit a written request for withdrawal and no call/no show after 14 consecutive days, the determination date will be on the 15<sup>th</sup> day of absence and the student's financial aid eligibility will be based on the last day of attendance (LDA).

Students who withdraw or are terminated from the Institute are subject to a return of Title IV funds for unearned tuition.

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 prepaid 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

	Tuition	Hours	Kit	STRF \$2.50 per 1000	Total Cost
Aveda Cosmetology	16,765.00	1000	4,145.00	42.50	20,952.50
Aveda Cosmetology Advanced	23,600.00	1500	4,500.00	60.00	28,160.00
Aveda Barber	15,900.00	1000	2,875.00	40.00	18,815.00
Aveda Esthetics	12,100.00	600	3,400.00	30.00	15,530.00
Aveda Advanced Esthetics	16,900.00	900	5,200.00	42.50	22,142.50

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.



