



Student Catalog
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Main Campus

Cinta Aveda Institute
San Francisco
305 Kearny Street, San Francisco, CA 94108
Phone: 415-989-4400
info@cintaaveda.com

Additional Location

Cinta Aveda Institute
San Jose
111 West St. John Street, San Jose, CA 95113
Phone: 408-648-2555
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 Institute's main campus is located in San Francisco and an additional location is in San Jose. The Cinta Aveda Institute was founded in 2008 to create 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's main campus is in lively downtown San Francisco, just blocks from Union Square. Classes are held at 305 Kearny St. A newer additional location is located at 111 West St. John Street in San Jose. 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!

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Catalog Information

Cinta Aveda Institute's catalog is provided to prospective students via the web site or electronically and a print version is available at the school, upon request. **As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.** You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Cinta Aveda Institute's catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).

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:

Physical Address: 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)574-8900 or by fax (916)263-1897

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov.



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, while preparing them to pass their state licensing exams in, Barbering, Cosmetology and Esthiology.

Administration for Main campus and Additional Location

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 30 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.



Main Campus Team and Instructors

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

Administration Team

Mariela Onisko, Institute Director
Anna Clenshaw, Admissions Director
Kayla Stone, Financial Aid Administrator
Tina Porter, Student Records
Bohdy Passyka, Guest Services Team Lead

Admissions Coordinator

Alexis Varnado, Admissions Advisor
Jane Dominic, Admissions Advisor

Educational (Instructional) Team

Emma Vieira, Cosmetology and Barbering Team Lead
Julian Valdez, Cosmetology and Barbering Educator
Dimitri Poulos, Cosmetology Educator
Sam Al Hinnawi, Cosmetology Educator
Kenneth Boozer, Cosmetology Educator
Notch Taplett, Barbering Educator
Danielle Esqueda, Cosmetology Educator
Shawn Peltier, Esthiology Educator
Jennifer Horner, Esthiology Educator
Charles Rodriguez, Esthiology Educator
Alisia Coffey, Esthiology Educator

Additional Location Team and Instructors, San Jose

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

Administration Team

Mary Grace Sales, Institute Director
Tina Porter, Student Records

Admissions Coordinators

Anna Clenshaw, Admissions Director

Educational (Instructional) Team

Elisa Aguilera, Cosmetology and Barbering Team Lead
Jenn Pompa, Cosmetology Educator
Laura Purdie, Cosmetology Educator
Daniel DeLeon, Barbering Educator
Manuel Menchaca, Cosmetology Educator
Natalie Vijil, Esthiology Team Lead
Jenny Tran, Esthiology Educator
Malia Andin, Esthiology Educator

Programs

Cinta Aveda Institute offers the following programs: Barbering (1000 hours/hybrid), Advanced Cosmetology (1500 hours), Cosmetology (1,000 hours/hybrid), Esthiology (600 hours/hybrid), Cosmetology/Barber Crossover (1200 hours/hybrid)

Instructional Language

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States.

Visa Services

This institution admits students from other countries but doesn't provide visa related services.

Facilities and Equipment

Cinta Aveda Institute's Main Campus is located in San Francisco at 305 Kearny Street, San Francisco, CA 94108.

The space is 11,500 sq. feet, the campus occupies a large retail store, 3 clinic floors which has 68 student stations. There is 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 is where all instruction occurs, for students enrolled at this campus.

Cinta Aveda Institute's additional location is at 111 West St. John Street, San Jose, CA 95113. The Campus occupies 9,500 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 restrooms with 3 stalls in each, 6 offices and 1 touring room.

Student Classrooms

Cinta Aveda Institute's classrooms have been designed to provide the proper environment for different types of learning and activities. Classrooms use a variety of whiteboard, lecture, demonstration, and video projector teaching formats. Lecture rooms provide seating with tables, and whiteboards and projectors. Workshop rooms 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 mimic a realistic salon/spa environment with individual stations for hair services and individual spa rooms for Esthiology services. The Salon floor has a back bar dispense and shampoo bowl area. Esthiology students have access to a variety of facial and body machines along with magnifying lamps, steamers, and wax pots.

STUDENT SERVICES

Resource Library

The school's resource library includes computers as well as books on styling, motivation, health, and wellness for student reference. 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.

Placement

At Cinta Aveda Institute, we support our students in launching their careers by maintaining a regularly updated Career Board featuring the latest job opportunities in the area. We also host monthly guest speakers from local salons and spas who share valuable insights and discuss career opportunities within their organizations. Please note that while we provide these resources, 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.

Individual Counseling

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

Student Equipment and Storage

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.

Student Benefits

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 Activities

At Cinta Aveda Institute, students have the opportunity to engage in a variety of events and activities that are not only educational and inspiring, but also enjoyable. At these events Students gain hands-on experience in editorial styling and makeup by participating in industry photo shoots, fashion shows, and other creative projects.

Cinta Alumni Association

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

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 \$3,500 for apartments on Nob Hill. The neighborhoods surrounding the Cinta Aveda Institute are: Nob Hill, Chinatown, Financial District, SOMA, Tenderloin, North Beach, and Embarcadero. Cinta Aveda Institute holds no responsibility to find or assist a student in finding housing however we will provide resources.

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes – first 4 digits) for the school's programs are as follows:

Program	CIP CODE
Cosmetology	12.0403
Barbering	12.0402
Esthiology	12.0409

Enrolled Students

All students enrolled at the Cinta Aveda Institute will adhere to the policies and procedures in this catalog.

Physical & Safety Demands of Industry Professionals

- * Repetitive hand, arm and wrist motions
- * Possible chemical smell
- * Working with sharp objects
- * Contact with communicable diseases

Licensing Requirements

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$84 non-refundable initial license fee to accompany the completed application. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.



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

Cinta Aveda Institute is accepting students for admission once the following criteria have been met:

- o All regular enrolled students must be 17 years of age or older.
- o Complete a school application and pay \$75 application fee.
- o Provide their Social Security number or TIN.
- o Applicant must provide a valid, current, government-issued picture ID, such as a California Driver's license, ID Card, other state issued ID, or Passport.
- o Provide a copy of his/her High School Diploma, or GED, or their transcript showing high school completion, or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- o An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- o **If a high school information appears to be questionable**, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.
- o **Ability to Benefit Exam (ATB):** Cinta Aveda Institute does not accept Ability to Benefit exams at this time.
- o Cinta Aveda Institute does not award credit for experimental learning.
- o Cinta Aveda Institute has **not** entered into an **articulation or transfer agreement** with any other institution.

Transfer Policy

The transferability of hours previously earned at another institution are determined at the sole discretion of Cinta Aveda Institute's administration. All transfer hours must be determined **prior** to enrollment and included in your enrollment agreement. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment, will result in not being able to apply those hours that could be accepted toward your enrollment.

Re-entry (Re-Enrollment Policy)

A student who withdraws from Cinta Aveda Institute may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left if re-entry occurs within 180 days of last day of attendance. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance

will have their transcripts evaluated for the number of hours they will receive credit for. Decisions regarding transfer of hours will be at the sole discretion of the school's Administration.

Non-Discrimination Policy

Cinta Aveda Institute does not discriminate on the basis of race, color, religion, sex, national (ethnic) origin, veteran's status, marital status, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction and/or graduation policies.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Notice to all Enrolled Students

All students enrolled at the Cinta Aveda Institute will adhere to the policies and procedures in this catalog.

Dress Code

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 include knee length dress skirts, knee length dress (No shorts, skirts, dresses or any clothing item hitting above the knee).
 - A. Identification badges and student issued name tags are to be worn 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.
 - B. Footwear must be professional in appearance and have a closed toe.
 - C. 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.
 - D. 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:
 - A. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language, or other unprofessional behavior) will be dismissed pending notification.
 - B. Food, candy, and gum are allowed in the lunchroom area only.
 - C. Personal electronic devices may only be used in the lunchroom area unless further instructed by educator. Headphones are not allowed on the clinic floor or in the classroom.
 - D. 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.
 - E. 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.
 - F. 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.
 - G. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their property in these locked areas. For the student to

perform professional services, student kits are to be complete at all times. Any missing or damaged kit items 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. The verdict of the appeal hearing will be given within 30 days of the hearing to the student.

Grounds for Termination

The student enrollment may be terminated for non-compliance with Cinta Aveda Institution's rules and regulations as set forth by the 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 are items that may cause termination. Any student absent for 14 sequential calendar days will be terminated but is welcome to re-enroll under the terms of the school's re-enrollment policy. The school refund policy applies to all terminations, for any reason.

Personal Hours

Each students' contract end date includes time for holidays and personal hours. Personal hours for each program are Barbering (1000 w/hybrid) 100 personal hours, Cosmetology (1500 hours) 150 personal hours, Cosmetology (1,000 Cosmetology (1,000 w/hybrid) 100 hours, Esthology (600 hours) 60 personal hours, Cosmetology/Barber Crossover (1200 hours) 120 personal hours.

Leave of Absence Policy

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. Cinta Aveda Institute will review requests for a Leave of Absences (LOA) for **all** students. An LOA is granted or denied at the sole discretion of the school's administration. A Leave of Absence (LOA) request will be granted for no less than 7 days and cannot exceed 180 calendar days in any given 12-month period. A written signed request for LOA can be submitted in-person to the school's Admission Office. Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by school's administration. **All students must follow Cinta Aveda Institute's policy in requesting an LOA.**

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. Cinta Aveda Institute may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student's contract period and maximum time frame by the same number of **calendar** days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement which must be signed by all parties or *initialed by all parties if made to the original enrollment agreement*.
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.

Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave of absence.

Institutional Refund Policy

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. **This Policy complies with California's state mandated policy.**

1. Cinta Aveda Institution shall refund 100% of the amount paid for institutional charges, less a reasonable deposit, registration or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on scheduled hours.
5. The registration fee is a non- refundable item, if applicable. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student are **not refundable**. Once received by the student it will belong to the student and will represent a liability to the student.
6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
7. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

Withdraw Procedures

Students who officially or unofficially withdraw from enrollment prior to course completion should:

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- Cinta Aveda Institution may charge a \$150 drop fee.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after signing their enrollment, whichever is later. The institution shall refund 100% less \$75 application fee.

Who qualifies for Federal Financial Aid

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a "regular student" - that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school
- Have a valid Social Security Number
- Be registered with Selective Service, if required
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead no contest or guilty to, a crime involving fraud in obtaining Title IV aid
- Not be liable for an overpayment of a Title IV grant

Applying for Federal Student Aid

The application process used by the school to perform the need analysis is the [Free Application for Federal Student Aid \(FAFSA\)](#). The FAFSA can be completed online by logging on to www.fafsa.gov.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS website at www.irs.gov.

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

Student Responsibilities with the Office of Financial Aid

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying/reapplying for Financial Aid
- Providing complete and accurate information on the FAFSA and financial aid forms
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from university, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the University as well as maintaining Satisfactory Academic Progress (SAP)
- Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

Loan Repayment & Financial Aid Disclosures

If a 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. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Return of Title IV R2T4 (Federal Student Aid)

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

Tuition & Fees

Program	Total Hours	Tuition	*eBooks & ipad	*Supplies	Total Cost	Total Charges for Current Program of Attendance	Estimated Total Charges for Entire Program
Esthiology	600	\$12,100	\$600	\$2,800	\$15,500.00	\$15,500.00	\$15,500.00
Barbering	1,000	\$15,900	\$600	\$2,275	\$18,775.00	\$18,775.00	\$18,775.00
Cosmetology	1,000	\$16,765	\$600	\$3,545	\$20,910.00	\$20,910.00	\$20,910.00
Cosmetology	1,500	\$23,600	\$600	\$3,900	\$28,100.00	\$28,100.00	\$28,100.00

*Non-refundable 7 days after signing enrollment agreement and issued to student.

Application Fee: A \$75.00 application fee must be paid prior to registering and is nonrefundable.

Name Badge replacement \$10.00

Overtime Charges: Will be charged at \$150.00/ day when a student exceeds their contract end date. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to completion of the program.

Non-Institutional Fees: State exam fee is the responsibility of the student. The current fees are \$75.00 for the test. Non-institutional license fee is \$50.00 The total is \$125.00.

Methods of Payment

Acceptable methods of payments: Title IV funds, Cash, Cashier's Check, Money Order, Personal check and Veteran's Educational Funding.

Tuition for Transfer Students

The tuition portion of a transfer student's fees, excluding any books and supplies required, will be computed on a pro rata basis of the number of the hours they are contracting at the current tuition rate.

Sources of Financial Assistance

At Cinta Aveda Institute, we believe that financial barriers shouldn't stand in the way of your goals. That's why we participate in the Federal Student Aid Program, helping make your education more affordable and accessible for those who qualify.

During your Career Planning Session, a dedicated Financial Aid Coordinator will guide you through all available options and help you create a personalized financial plan that fits your needs.

If you're ready to apply for financial aid or have questions, please contact our Financial Aid Office at (415) 989-4400.

Additional information about federal student aid programs is available in the *Free Application for Federal Student Aid (FAFSA)*, published by the U.S. Department of Education. You can also reach the Federal Student Aid Information Center Monday through Friday, 9 AM to 5 PM EST, at 800-433-3243.

For complete details on financial aid, refer to your Consumer Information Handbook.

Holidays & School Calendar (do we want to label these as holidays since they are not all paid?)

Aveda Institute recognizes the following days as holidays:

Christmas Day-12/25/25

New Year's Day-1/1//25

Memorial Day-5/26/245

Juneteeth-6/19/25

Independence Day-7/4/25

Labor Day-9/1/25

Thanksgiving Day-11/27/2025

Additional closures are as follows: 11/28-11/29/25, 12/26-12/31/25

Days off due to legal holidays are recorded as such and are included in the enrollment contract end date. Dates of holiday closures will be posted at the beginning of each calendar year. Additional holidays or closures may be added, students will be notified in advance for events such as Staff Development, weather or other reasons.

Start Dates for both campuses for 2025 are: January 29th, March 11th, April 8th, April 16th, June 3rd, July 9th, September 2nd, October 1st, October 21st, December 2nd.

Absentee Notification (Excused and Unexcused Absences)

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 guidance form with the category of expected absences. If a student fails to notify the school then the absence will be considered a no-call, no show.

Tardy Policy

Students are expected to be on time for class. A student will only be allowed to attend class late due to a proven traffic delay. Otherwise they are expected to use the day as one of their days in their pool of hours.

Program/ Course Outlines

Program Name	COSMETOLOGY 1500 Hours
Program/ Course Description	The 1500-hour Cosmetology course provides for both classroom instruction and supervised practice of job-related skills on diverse (as well as multi-ethnic) hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	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, while preparing them to pass their state licensing exams in, Barbering, Cosmetology, Esthiology and preparing them for entry-level employment in their chosen field.
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.
Total Clock Hours & Attendance	For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 70%. 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 (clocked by the student), 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 143% times the length of the course.												
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incompletes and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their Title IV financial aid or Veteran's funding eligibility, if applicable.												
Grading System	Students are graded by using a grading system of 0 to 100 points. Students must maintain a "75" average to maintain (75% or higher) satisfactory academic status. The system detailed below is the grading system utilized in this college. <table><tr><td>95% - 100%</td><td>A</td><td>Excellent</td></tr><tr><td>85% - 94%</td><td>B</td><td>Very Good</td></tr><tr><td>75% - 84%</td><td>C</td><td>Satisfactory</td></tr><tr><td>74% - 0%</td><td>F</td><td>Not Passing</td></tr></table>	95% - 100%	A	Excellent	85% - 94%	B	Very Good	75% - 84%	C	Satisfactory	74% - 0%	F	Not Passing
95% - 100%	A	Excellent											
85% - 94%	B	Very Good											
75% - 84%	C	Satisfactory											
74% - 0%	F	Not Passing											
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.												
Distance Education	Distance learning is 25% of the program. Students will work one day remotely in asynchronous learning with educator check points.												
Learning Materials/Textbooks	Learn Aveda Cosmetology, Pivot Point Guide for Cosmetology. Board of Barbering and Cosmetology Act and Regulation 2003 found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf												
Internship/Externship	None												
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of												

	experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Units of Instruction	The cosmetology 1500-hour program includes (but is not limited to) the below units of instruction: 1,100 Hours of Technical Instruction and Practical Training in Hair Dressing The required subjects of instruction in Hair Dressing - o Hairstyling (65 hours of Technical Instruction and 240 Practical Operations) - o Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations) - o Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations) - o Hair Cutting (20 hours of Technical Instruction and 80 Practical Operations) 100 Hours of Technical Instruction in Health and Safety - o Laws and Regulations (20 hours of Technical Instruction) - o Health and Safety Considerations (45 hours of Technical Instruction) - o Disinfection and Sanitation (20 hours of Technical Instruction) - o Anatomy and Physiology (15 hours of Technical Instruction) - o Human Anatomy, Human Physiology. 200 Hours of Technical Instruction and Practical Training in Esthetics - o Manual, Electrical and Chemical Facials (25 hours of Technical Instruction and 40 Practical Operations) Eyebrow Beautification and Makeup (25 hours of Technical Instruction and 30 Practical Operations) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring - o Manicuring and Pedicuring (10 hours of Technical Instruction and 25 Practical Operations) - o Artificial Nails and Wraps (25 hours of Technical Instruction and 120 (nails)

Program Name	COSMETOLOGY 1,000 Hours (hybrid)
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Program/ Course Description	The 1000-hour Cosmetology course provides for both classroom instruction and supervised practice of job-related skills on diverse (as well as multi-ethnic) hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	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, while preparing them to pass their state licensing exams in, Barbering, Cosmetology, Esthiology and preparing them for entry-level employment in their chosen field.
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.
Total Clock Hours & Attendance	For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 70%. 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 (clocked by the student), 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 of 143% times the length of the course.
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress.

	Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incompletes and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their Title IV financial aid or Veteran's funding eligibility, if applicable.
Grading System	Students are graded by using a grading system of 0 to 100 points. Students must maintain a "80" average to maintain (80% or higher) satisfactory academic status. The system detailed below is the grading system utilized in this college. 95% - 100% A Excellent 85% - 94% B Very Good 75% - 84% C Satisfactory 74% - 0% F Not Passing
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.
Distance Education	Distance learning is 25% of the program. Students will work one day remotely in asynchronous learning with educator check points.
Learning Materials/Textbooks	Learn Aveda Cosmetology, Pivot Point Guide for Cosmetology. Board of Barbering and Cosmetology Act and Regulation 2003 found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Units of Instruction	<u>100 Hours - Health and Safety:</u> 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. Includes: <u>Board Approved Health & Safety Course</u> (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours - Disinfection and Sanitation:</u> 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. <u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. <u>200 Hours Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical

	straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting. <u>150 Hours Skin Care: Including</u> 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. <u>50 Hours Hair Removal and Lash and Brow Beautification:</u> 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. <u>100 Hours Manicure and Pedicure:</u> 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. <u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book <u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, and customer service.
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Program Name	Barbering 1000 Hours (hybrid)
Program/ Course Description	The 1000 hour Barbering course provides practical operations and technical instruction in barbering and hair styling. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills & sound business practices, and health & safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act and prepares its students for entry-level employment in the field of barbering and to take the state of California's barbering licensure exam.
Program Mission & Objectives	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, while preparing them to

	pass their state licensing exams in, Barbering, Cosmetology, Esthiology and preparing them for entry-level employment in their chosen field.
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.
Total Clock Hours & Attendance	For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 70%. 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 (clocked by the student), 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 of 143% times the length of the course.
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incompletes and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their Title IV financial aid or Veteran's funding eligibility, if applicable.
Grading System	Students are graded by using a grading system of 0 to 100 points. Students must maintain a "80" average to maintain (80% or higher) satisfactory academic status. The system detailed below is the grading system utilized in this college. 95% - 100% A Excellent 85% - 94% B Very Good 75% - 84% C Satisfactory 74% - 0% F Not Passing
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work,

	demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.
Distance Education	Distance learning is 25% of the program. Students will work one day remotely in asynchronous learning with educator check points.
Learning Materials/Textbooks	Learn Aveda Barbering, Pivot Point Guide for Barbering. Board of Barbering and Cosmetology Act and Regulation : https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Units of Instruction	The course includes 1000 hours of instruction, including: <u>100 Hours - Health and Safety:</u> 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. <u>Board Approved Health & Safety Course (B&P 7389(a)):</u> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours - Disinfection and Sanitation:</u> 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. <u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. <u>300 Hours - Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting. <u>200 Hours - Shaving and Trimming of the Beard:</u> 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. <u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book <u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, and customer service.

Program Name	Esthiology 600 Hours (hybrid)
Program/ Course Description	The 600 hour Esthiology course prepares its students 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. Upon completion, you will be ready to succeed as a licensed esthetician and to take the state of California's licensure exam.
Program Mission & Objectives	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, while preparing them to pass their state licensing exams in, Barbering, Cosmetology, Esthiology and preparing them for entry-level employment in their chosen field.
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.
Total Clock Hours & Attendance	For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 70%. 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 (clocked by the student), 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 of 143% times the length of the course.
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written

	exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incompletes and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their Title IV financial aid or Veteran's funding eligibility, if applicable.												
Grading System	Students are graded by using a grading system of 0 to 100 points. Students must maintain a "80" average to maintain (80% or higher) satisfactory academic status. The system detailed below is the grading system utilized in this college. <table><tr><td>95% - 100%</td><td>A</td><td>Excellent</td></tr><tr><td>85% - 94%</td><td>B</td><td>Very Good</td></tr><tr><td>75% - 84%</td><td>C</td><td>Satisfactory</td></tr><tr><td>74% - 0%</td><td>F</td><td>Not Passing</td></tr></table>	95% - 100%	A	Excellent	85% - 94%	B	Very Good	75% - 84%	C	Satisfactory	74% - 0%	F	Not Passing
95% - 100%	A	Excellent											
85% - 94%	B	Very Good											
75% - 84%	C	Satisfactory											
74% - 0%	F	Not Passing											
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.												
Distance Education	Distance learning is 25% of the program. Students will work one day remotely in asynchronous learning with educator check points.												
Learning Materials/Textbooks	Learn Aveda Esthiology, Pivot Point Study Guide for Esthiology. Board of Barbering and Cosmetology Act and Regulation 2003 found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf												
Internship/Externship	None												
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.												
Units of instruction	The Esthiology 600-hour Program consists of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act, which includes but is not limited to. - o 350 Hours of Technical Instruction and Practical Training in Facials including 140 practical operations. - o 200 Hours of Technical Instruction in Health and Safety, which includes the topics of Laws and Regulations, Health and Safety Considerations, Disinfection and Sanitation and Anatomy and Physiology - o 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up including Eyebrow Beautification and Make-up and 90 practical operations												

Program Schedules (for both Campuses)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
*Cosmetology 1500 hours (hybrid) 28.5 hours a week 56 weeks total	9:00am - 5:30pm	9:00am - 5:30pm --	9:00am - 5:30pm	6 hours remote		—
*Cosmetology 1500 hours (hybrid) 28.5 hours a week 56 weeks total	—		6 hours remote	9:00am - 5:30pm	9:00am - 5:30pm	9:00am - 5:30pm
Cosmetology 1500 hours (hybrid) 18 hours a week 84 Weeks Total	4.5 hours Remote	5:30pm - 10:00pm	5:30pm - 10:00pm	5:30pm - 10:00pm	----	-----
*Barbering1000 hours (hybrid) 28.5 hours a week 36 weeks total	9:00am - 5:30pm	9:00am - 5:30pm --	9:00am - 5:30pm	6 hours remote		—
*Barbering1000 hours (hybrid) 28.5 hours a week 36 weeks total			6 hours remote	9:00am - 5:30pm	9:00am - 5:30pm	9:00am - 5:30pm
*Barbering1000 hours (hybrid) 27 hours a week 56 weeks total	4.5 hours Remote	5:30 pm - 10:00pm	5:30 pm - 10:00pm	5:30 pm - 10:00pm		
*Cosmetology 1000 hours (hybrid) 28.5 hours a week 36 weeks total	9:00am - 5:30pm	9:00am - 5:30pm --	9:00am - 5:30pm	6 hours remote		
*Cosmetology 1000 hours (hybrid) 28.5 hours a week 36 weeks total			6 hours remote	9:00am - 5:30pm	9:00am - 5:30pm	9:00am - 5:30pm
Cosmetology 1000 hours (hybrid) 18 hours a week	4.5 hours Remote	5:30pm - 10:00pm	5:30pm - 10:00pm	5:30pm - 10:00pm	----	-----

56 Weeks Total						
*Esthiology 600 (hybrid) 27 hours a week 21 Weeks Total	9:00am - 5:30pm	9:00am - 5:30pm --	9:00am - 5:30pm	6 hours remote		—
*Esthiology 600 (hybrid) 27 hours a week 21 Weeks Total	—		6 hours remote	9:00am - 5:30pm	9:00am - 5:30pm	9:00am - 5:30pm
Esthiology 600 (hybrid) 18 hours a week 34 Weeks Total	4.5 hours Remote	5:30 pm - 10:00pm	5:30 pm - 10:00pm	5:30 pm - 10:00pm	----	-----

Fulltime schedules include a 1-hour lunch during which clock hours are not earned.

Satisfactory Academic Progress

Cinta Aveda Institute's Satisfactory Academic Progress is consistently applied to all students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Cinta Aveda Institute's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on **scheduled** hours. The chart below details the evaluation points applicable to each program:

Program	Hours	Evaluation Point in Scheduled Hours
Cosmetology	1500	• 450 hours • 900 hours • 1,200 hours
Esthiology	600	• 300 hours & 19 weeks
Cosmetology 1,000	1000	• 450 hours & 13 weeks • 900 hours & 26 weeks
Barbering 1,000	1000	• 450 hours & 13 weeks • 900 hours & 26 weeks

*

Attendance Progress Evaluations

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 70%. 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 (clocked by the student), 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 of one and one-half 143% times the length of the course.

Qualitative Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incompletes and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their Title IV financial aid or Veteran's funding eligibility, if applicable.

Maximum Time Frame

Students are required to complete the program and/or course within 143% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy.

Program	Program Hours	Maximum Weeks	Maximum Scheduled hours
Cosmetology 56-week program	1500	80	2145
Cosmetology 84-week program	1500	120	2145
Esthiology 21-week program	600	31	858
Esthiology 33-week program	600	47	858
Cosmetology 1,000 36-week program	1000	53	1430
Cosmetology 1,000 56-week program	1000	80	1430
Barbering 1,000 36-week program	1000	53	1430
Barbering 1,000 56-week program	1000	80	1430

Grading System

Students are graded by using a grading system of 0 to 100 points. Students must maintain a "75" average to maintain (75% or higher) satisfactory academic status. The system detailed below is the grading system utilized in this college.

95% - 100%	A	Excellent
85% - 94%	B	Very Good
75% - 84%	C	Satisfactory
74% - 0%	F	Not Passing

Warning

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive Title IV funding and/or Veteran's Educational funding, if applicable, until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Probation

In the event a student is not making SAP by the end of their warning period, an SAP probation period for students not considered meeting minimum standards at this time may be allowed if:

- a. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress at the end of the warning period; and
- b. The student appeals the decision in writing, and prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

The student may appeal the determination within 30 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeals are reviewed and decided on by a team involving the Director of Financial Aid and Academics. A response to the Appeal will be provided to the student within 10 days of receipt. The appeal decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be changed to the status of probation and federal financial aid will be reinstated, if applicable.

Academic 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 receiving Title IV educational benefits and/or Veterans benefits may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, if applicable.

Re – Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

Evaluation Results

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper). Students will be notified of any evaluation in which the student is not making Satisfactory Academic Progress.

Interruptions, Leave of Absences & Withdraws

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 calendar 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 academic progress status as at the time of withdrawal.

Incompletes, Withdraws & Repetitions

Incompletes, withdrawals, and repetitions do not apply to the institution and have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.

Transfer Students & SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. When transfer hours are accepted for training. SAP evaluation periods are based on actual contracted hours at the institution.

Leave of Absence Policy

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. Cinta Aveda Institute will review requests for a Leave of Absences (LOA) for **all** students. An LOA is granted or denied at the sole discretion of the school's administration. A Leave of Absence (LOA) request will be granted for no less than 7 days and cannot exceed 180 calendar days in any given 12-month period. A written signed request for LOA can be submitted in-person to the school's Admission Office. Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by the school's administration. **All students must follow Cinta Aveda Institute's policy in requesting a LOA.**

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. Cinta Aveda Institute may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student's contract period and maximum time frame by the same number of **calendar** days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement which must be signed by all parties, *or initialed by all parties if made to the original enrollment agreement.*
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.

Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave of absence.

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. Massage students are required to make up the exam/quiz within 30 days for full credit. Failure to comply with the makeup policy will result in a 20% reduction in score value.

Approvals

Cinta Aveda Institute is licensed to operate as a private postsecondary institution in the State of California and is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

This institution is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This institution is not implying that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. The Bureau for Private Postsecondary Education has approved Cinta Aveda Institute to offer the following courses:

Barbering
Cosmetology
Esthetics & Beauty Therapy (CIDSCO)
Esthiology
Manicuring/Nail Artistry
Cosmetology/Barber Crossover
Massage

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

U. S. Department of Education (USDOE)

400 Maryland Avenue, SW
Washington, D.C. 20202
1-800-872-5327

California State Approving Agency for Veterans Education (CSAAVE)

227 O Street, Suite 625, Sacramento, CA 95814
(916) 503-8317

California Board of Barbering and Cosmetology

PO Box 944226, Sacramento, CA 94244-2260
1-800-952-5210

Accreditor: Accreditation on Probation

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

Access to Student Records and Privacy Policy

Students (or parent or guardian if the student is a dependent minor) are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Cinta Aveda Institute provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. Cinta Aveda Institute protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Records Retention and Academic Transcripts

Records must remain onsite for 6 years, and transcripts are **kept permanently** in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. The first official transcript is provided at no charge. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

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.

Grievance Policy & Complaint Procedures

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

1. The student should register the complaint in writing on the designated form provided by the institution within 7 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be mailed to the corporate office at the address listed in the current student handbook or delivered personally to the Director.
3. The complaint will be reviewed by the management team and a response will be sent in writing to the student within 14 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of the continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such a nature that it cannot be resolved by the management team, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 30 days within the 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 from 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 into consideration or advise on the recommendations of the committee. The student has the right to notify:

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 **Website address:** www.bppe.ca.gov **Telephone & Fax #s:** (888)370-7589 or by fax (916)263-1897 (916)574-8900 or by fax (916)263-1897.

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.
