The Institute Mission
The Aveda Institute Tucson’s mission is to provide quality, professional education and training to successfully pass the state licensure exam by:

- creating an environment of trust and respect;
- encouraging a commitment to teamwork;
- promoting personal and professional development;
- inspiring the continuous quest for knowledge and growth and;
- inspiring greatness.

By supporting our Students in this manner, we prepare them for successful careers within their respective field and enable them to provide services that exceed our Guest’s expectations.

The Aveda Mission
"OUR MISSION AT AVEDA IS TO CARE FOR THE WORLD WE LIVE IN. FROM THE PRODUCTS WE MAKE TO THE WAYS IN WHICH WE GIVE BACK TO SOCIETY. AT AVEDA, WE STRIVE TO SET AN EXAMPLE FOR ENVIRONMENTAL LEADERSHIP AND RESPONSIBILITY, NOT JUST IN THE WORLD OF BEAUTY, BUT AROUND THE WORLD."
As an Aveda Institute Student you’ll experience extensive education through photo shoots, education workshops from industry masters, leadership, community events, and wellness. Experience Fashion-Beauty-Wellness-Art. Experience the Aveda Institute difference.

Photoshoots
During your program you’ll work with a model to create hair and makeup themed for your own photo shoot with a professional photographer. Images from this shoot can be used to begin your professional portfolio, setting a foundation for editorial work.

Leadership
Be a mentor and inspire yourself and others to become the best. Our leadership team allows students to participate in committee meetings and events. Additionally, students interview for the A List program during the final phase of the program.

Hair & Makeup Shows
Be your own fashion designer at our hair & makeup shows which are hosted twice a year to raise proceeds for local charities and our Earth Month partner. From the behind the scenes planning to creating the hair style and makeup for the models, you’ll be involved in every aspect of the show.

Wellness
Aveda Institute huddles to host a wellness assembly to celebrate successes, honor day makers, review upcoming events and experience a wellness activity to set the tone for a great day at Aveda Institute.

Workshops
The Education team hosts a workshop for students to hone-in on favorite practices or to improve technical skills. Workshops vary from styling and cutting techniques to makeup lessons, waxing and skin care. Our Experience Center also works closely with students to improve upon retailing, product knowledge and reservations.

Master Series
Aveda Institute invites the industry’s top professionals to teach a seminar in the field in which they specialize. This includes Hair, Make Up, Skin Care, Franklin Covey and more.

This is an organic place!
Aveda Institute Tucson is located on 6th Ave and 12th St in Downtown Tucson, within walking distance to dozens of restaurants, shops and housing. The campus is just 2 miles from the University of Arizona. The Institute offers some of the latest developments in “Green Building”. Our clinic floor features modern stations and styling chairs. The shampoo area was designed as a retreat with comfortable reclining chairs. The manicure and pedicure room features manicure tables and pedicure stations. There are 11 Spa Treatment rooms designed for pure relaxation and comfort.

Aveda Institute Tucson features two Cosmetology classrooms and two Esthiology classrooms, located upstairs and downstairs. The classroom is set up with full audiovisual support including a projection screen and a sound system all designed to enhance the Students learning. The classrooms are utilized for theory and practical training.

Clinic
A diverse array of Guests come to the Aveda Institute Tucson for beauty and wellness services. As a Student, you will have the opportunity to perform a spectrum of hair, and skin services in a salon setting, under the supervision of Licensed Educators.

Classrooms
Classroom size and layout are designed to provide a productive learning experience for all learning styles. Classrooms are designed to incorporate both theoretical education and hands on experience.

Aveda Institute Experience Center
A retail center for Aveda hair, skin care, body care, makeup and lifestyle products— all powered with pure plant and flower extracts. The store gives you the opportunity to practice your guest service and retailing skills.

Equipment Inventory
Our teaching facilities are equipped with state of the art classrooms, clinic floor, cosmetology stations, shampoo stations and spa treatment rooms.

Lockers / Workstations
Lockers and workstations are provided for Students to store their belongings while in school. Students are responsible for all of their belongings and must provide their own lock. If Students leave the Aveda Institute by transfer, withdrawal, or leave of absence, they need to take all belongings with them. Items left in the locker and/or workstation will be disposed of after 5 school days in order to provide space for other incoming students.

Resource Library and Administrative Offices
A resource library has books and periodicals on styling, personal development, health and wellness for your reference. Our Team is also available to respond to questions and concerns.

“The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather in a lack of will.”
— Vincent T. Lombardi
Areas of Study

Cosmetology
- Explore the latest styles and techniques in hair styling, cutting, and color; makeup and nail care.

Esthiology
- Enjoy learning about waxing, makeup, and skincare. Learn techniques to purify and renew the skin.

Cosmetology/Esthiology Educator
- Designed to train professionals in the beauty industry to educate Students in their program of licensure.

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

Each phase of your education will incorporate a different combination of learning approaches.

Career Opportunities

Salon/Spa Industry
- Hair stylist
- Esthetician
- Makeup artist
- Manicurist
- Sales representative
- Permanent waving specialist
- Hair coloring specialist
- Salon/spa manager
- Salon/spa owner

Education & Other Fields
- Cosmetology
- Makeup
- Spa management
- Permanent waving specialist
- Hair coloring specialist
- Salon/spa manager
- Salon/spa owner

Holidays and Closures

Please refer to Individual Program Pages for Program Start Dates.

School Closures for 2022 and 2023 are as follows:
- Memorial Day: 5.30.2022, 5.29.2023
- Independence Day: 7.4.2022, 7.4.2023
- Labor Day: 9.5.2022, 9.4.2023
- Thanksgiving Day: 11.24.2022, 11.23.2023

“Of the various educational accomplishments I’ve made in my life, few have made me as proud, as happy, or as successful as graduating from AIT.”

Are you ready to begin?

If you’re interested in the prospect of training at the Aveda Institute, here’s all you have to do to get started.

What We’re Looking For

Aveda Institute welcomes applications from motivated individuals who seek to fulfill a commitment to personal excellence. Assessment is based on review of the application materials listed above, references, and supplemental information from the interview. We look for the following qualities:

- Evidence of previous demonstrated skills or aptitudes
- Proven ability to work well with others
- Proven ability to set and achieve goals
- Proven communication skills, including comprehension of English
- Evidence that your intent to attend Aveda Institute represents a researched choice that fits with your career and personal goals

Aveda Institute reserves the right to review each application on an individual basis in the admissions, instruction, and graduation policies; we practice no discrimination on the basis of race, religion, color, financial status, sex, ethnic or national origin, age, veteran status, or sexual orientation. Aveda Institute does not recruit students that are currently attending or admitted to another school offering a similar program of study.

Take the next step

1. Tour our campus to learn why The Aveda Institute is the right fit for you.
2. Prepare your application packet. Following your information interview and tour of our facility, you’ll have a great candidate for our programs, well-informed you’ll be that you are accepted. You’ll prepare an application with the following requirements:

   - The Aveda Institute will conduct a background check of each applicant. You’ll complete an application process. The Aveda Institute is required to maintain a copy of the items below for admissions to the program.
   - Application: Prior to submitting the application packet an application and the application fee will need to be turned in at the one-on-one meeting to be eligible for consideration.
   - Letter of intent: Please thoroughly and thoughtfully answer the questions stated below to determine your acceptance to the Aveda Institute.

   1. What will you contribute to the industry when you’re finished with your training?
   2. How will you inspire others during your training?
   3. How will you care for those around you?
   4. What makes the Aveda Institute stand out in the education process?

3. If Accepted, a financial plan is established. You’ll work with an admissions counselor to schedule an appointment to register and enroll in the program.

Transfer Students

Applications for transfer into a program are considered on an individual basis. Aveda Institute may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. Aveda Institute does not guarantee the ability to transfer hours to or from another school. The Aveda Institute does not guarantee transferability of hours to another institution unless there is a written agreement with another institution.

Re-Admission

Students who withdraw or are terminated from their program may reapply for enrollment 60 days after withdrawal or termination, with the exception of Students who have been terminated based on exceeding Maximum Time Frame, who may apply immediately. A Student must meet the academic requirements set before the board to be considered for reinstatement and will be notified within 48 hours if reinstatement has been granted. To qualify for re-enrollment, a satisfactory payment arrangement for any existing balance must be in place. Re-admitted Students will pay a $150 application fee, $50 registration fee and a current hourly tuition rate multiplied by the number of hours needed to complete the program.

Distance Education

Aveda Institute will offer Distance Education (DE) as outlined in program offerings. DE will be identified as a number of total clock hours in each program and represents a percentage of the total curriculum offered or hours earned. Hours earned on DE will be identified on the official and unofficial Student Transcript and other documents (using academic achievement). Academic achievement earned via DE will not be utilized as a method by which to verify theoretical instruction or practical application on an online model. Aveda Institute will regularly validate and measurable participation measured in clock hours in the hours approved to be delivered in Distance Education. Participation will be documented with a clock in/out of all student activity comprised of a record of regular and substantive interaction between student and educator, using Pivot Point tracking, zoom, and rubrics. Distance Education Assessments will be conducted on campus at least monthly, with respect to distance education completed within the preceding month. Qualifying assessment of Distance Education will be conducted using question and answer; discussion, demonstration, cooperative learning, problem solving, interactive lecture, presentations, etc. The Final Phase will include a comprehensive final to include content learned while on Distance Education. Academic achievement earned via Distance Education may not be accepted for recency or licensure in other states. For more information, check the state of transfer or see Student Care Department to inquire.

States accepting licensure from the programs offered

Aveda Institute has programs approved for licensure in the following states. Aveda Institute does not accept Transferability of our hours to another institution unless there is a written agreement with another institution.

- Accepting: Arizona

The offer of Student Care and support services is limited to its current state of offering.

Admissions

Questions?

Contact the Admissions Department

520-333-4328 | avedainstitutetucson.com
Program
Tuition: $20,000 | Kit: $250.00 | non-refundable | Registration: $50.00 | non-refundable | Required for licensure: 1500 hours.
The scheduled hours of instruction are as follows:
Daytime: Monday, Tuesday, Thursday 8:30 a.m.-6:00 p.m. (27 hours a week) or
Wednesday, Thursday, Saturday 8:30 a.m.-6:00 p.m. (27 hours a week)
30 minutes per day will be deducted for lunch for daytime programs.
Express your creativity and talent in hair, skin, nail care and make-up
application. For more depth, 395112.00 includes go to
onetcodeconnector.org SOC Code 395112.00, CIP Code 12.0401.
Cosmetology course provides 1500 hours of extensive hands on learning
throughout the cosmetology program.
Our cosmetology course includes 1500 hours of extensive hands on learning
that will help you develop a complete understanding of beauty and wellness. Upon
graduation, you will be eligible to take the national and theory examinations
on the Arizona State Board of Cosmetology and be ready to succeed as a
licensed cosmetologist, esthetician and nail technician.
Each graduate will receive an Aveda Institute Tucson Certificate of Completion,
driving you to provide you with a complete understanding of beauty and wellness. Upon
Our cosmetology course provides 1500 hours of extensive hands on learning
that will help you develop a complete understanding of beauty and wellness. Upon
1500 hours, the offering of
Hours may also vary based on holidays and missed time.
Phase Descriptions
GROUNDING - 270 HOURS / 18 hours Distance Education
The emphasis in this phase is to introduce the fundamentals of shampooing,
conditioning, haircutting, hair styling, principles of texture, history,
facial removal, ozone management, ethics, interpersonal skills, disinfection,
safety, and self-care practices. Students will learn state laws, rules,
regulations, and safety requirements.
NURTURING - 270 HOURS / 99 hours Distance Education
This phase focuses on short hair cutting and barbering techniques. Hair
style and hair color will be introduced in this phase. Students will learn foundations
of formulation and application as well as perform on models while preparing for
the clinic floor.
INTENTIONS - 270 HOURS / 54 hours Distance Education
The focus is on building strength in practical applications. Business
building, chemical texturing services, cutting, coloring, styling extensions
and working effectively on all hair textures, students will also learn nail care and
advanced skin care principles this phase. Students will refine and perfect their technical
skill through practical experience on the clinic floor.
INSIGHT - 270 HOURS / 18 hours Distance Education
The focus of this phase is Skin Care and Nail Care. Facial, Waxing, Makeup,
and Nail Services will be introduced this phase along with analysis,
refinement, treatment, spa rituals, anatomy and also will be emphasized.
Students continue to refine and perfect their technical skills through practical
experience on the clinic floor.
EXPRESSION - 270 HOURS / 78 hours Distance Education
The focus will be on业务 with an emphasis on professionalism by preparing
students for graduation and future career opportunities. Industry trends are
explored by focusing on clinic floor experience, advanced techniques and
contemporary styling in the realm of cut color, hair styling, makeup and artificial nails.
Students will continue to build their portfolio and prepare for a professional photo shoot to
showcase their technical abilities.
WISDOM - 150 hours / 27 hours Distance Education
The focus is to prepare students for the State Board written and practical competency exams.
Students will refine and perfect their technical skill through practical experience on the clinic floor.
Hours and weeks for this phase will be determined by the amount of hours
the students needs to complete the required 1500 hours for state licensure.
Grading Procedure
- Maintain an 88% or higher grade average for the following:
  - Weekly Written Tests
  - Daily Classroom Participation and Quizzes
  - Written and Practical Exams

Phase Projects
- Instructional Methods
  - Lecture
  - Hands-On Training
  - Group Study
  - Audio/Visual
  - Online/Textbook Learning
  - One-on-One Coaching
- Academic
  - 96% - 100% High Honors
  - 88% - 99% Satisfactory
  - <88% Unsatisfactory
- Attendance
  - 88% - 100% Satisfactory
  - <88% Unsatisfactory
History of the Industry - 100 hours
Overview of the History of the Industry, 100 hours
- Anatomy, physiology and chemistry
- electricity, disease and disorders
- recognition and treatment of disorders
- hair, skin, nails
- product pharmacology
- chemistry, machines, tools, instruments and use
- alternative hair, skin, nail technology
- pre and post client consultation
- analysis and documentation
- electric light therapy
- laser and IPL
- ecology and monitoring

Shampooing, Rinsing, Conditioning - 60 hours
product analysis
- hair and scalp care
- procedures/techniques
- shampooing for wet and dry
- chemical services
- selecting correct shampoo/conditioner

Hair Coloring - 290 hours
color theory
- classifications of hair color
- product analysis
- corrective coloring
- contemporary techniques
- one dimensional multidimensional foil placement
- highlights & tone

Haircutting - 290 hours
implements and techniques
- scissors
- clippers
- razors
- guest consultation

Hairstyling - 90 hours
wet styling fundamentals
- braiding
- finger waving
- pin curl techniques
- roller curls
- comb out techniques
- artist in hair styling
- thermal styling
- conventional thermal (iron, curler, rollers)
- oven press curl
- blow-dry styling

Chemical Texture Services - 180 hours
- retail
- product analysis
- chemical texture services
- application techniques
- equipment, implements and materials
- history of permanent waving
- chemical services
- pre-permit analysis
- retail
- perm techniques
- custom perm design and wrapping

Disinfection, Sanitation, and Safe Work Practices - 250 hours
- industry days
- employee benefits and wages
- artificial nails
- massage techniques
- hands and feet
- manicure/pedicure

Facials and Skin Care - 50 hours
- fundamentals of body and face
- cleansing
- methods of hair removal
- waxing, laser hair, and body waxing
- fundamentals of body and face
- massage techniques
- massage techniques
- hair and make-up shows
- industry days
- retail

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.avedaintstitutetucson.com/gainful-employment-disclosures
Program

Esthiology Tuition: $12,000 | Kit: $1800.00 (non-refundable) Registration: $500.00 (non-refundable) | Application: $50.00 (non-refundable)

The scheduled hours of instruction are as follows:

AM Schedule: Monday, Tuesday, Friday 8:30 a.m.-5:00 p.m. (24 hours a week), Wednesday, Thursday 8:30 a.m.-5:00 p.m. (24 hours a week)

PM Schedule: Monday, Tuesday, Friday or Wednesday, Thursday, Saturday 5:00 p.m.-10:00 p.m. (15 hours a week)

30 minutes per day will be dedicated for lunch for daytime programs.

288 hours / 96 hours Distance Education

Phase Descriptions

INFINITY - 320 hours / 24 hours Distance Education

This phase integrates the experience gained from the previous phase and utilizes those techniques on clinic floor with an emphasis on timing. Students build practical experience in both guest retention and utilizes those techniques on clinic floor with an emphasis on continuous stretching and bending, possible contact with chemical odors, and possible exposure to communicable disease.

Grading Procedure:

• Maintain an 88% or higher grade average for the following:
  • Weekly Written Tests
  • Daily Classroom Participations and Guest Work
  • Written and Practical Exams

Instructional Methods:

• Lecture
• Hands-On Training
• Group Study
• Audio/Visual
• Textbooks
• One-on-One Coaching

Curriculum Overview

The following topics will be taught in great depth and detail to give you a deep knowledge of esthiology to build a professional career:

Physical and Safety Demands for the Cosmetologist, and Esthetician include standing on your feet for long hours of the day using your hands and wrists continuously stretching and bending, possible exposure to chemical odors, possible contact with communicable disease.

Facial and Skin Care - 150 hours

Skin type
• Pre and Post consultation
• Skin Analysis
• Consultation and documentation
• Facial Massage manipulations
• Sa body modalities
• Cosmetic enhancement
• Machines

Hair Removal - 90 hours

• Methods of hair removal
• Body and facial hair removal
• Methods of hair removal

Management and Salesmanship - 120 hours

• Time management
• Interpersonal skills
• Professional ethics
• Goal-setting

Laws, Rules and Regulations - 30 hours

• State laws and rules
• Safety and sanitation requirements

Spa Experience - 40 hours

• Guest relations
• Industry days
• Cover letter/resume writing
• Interview techniques
• Job requirements
• Employee benefits

Safe Work Practices - 150 hours

• Infection control
• Disinfection
• Refinement of techniques
• Clinic set-up

AM Phase Descriptions

EARTH - 266 hours / 86 hours Distance Education

The emphasis in this phase is to introduce the fundamentals of esthetics. These skills include facial, body and facial waxing, make-up application, and body treatments along with time management, ethics, interpersonal skills and salesmanship, disinfection, sanitation and safe work practices. Students combine theoretical knowledge of state laws, regulations and safety requirements with hands-on experience.

INFINITY - 350 hours / 115 hours Distance Education

This phase integrates the experience gained from the previous phase and utilizes those techniques on clinic floor with an emphasis on timing. Students build practical experience in both guest retention and retail sales, while building the business of spa and preparation for State Board licensure. Hours and weeks for this phase may vary depending on the amount of hours each student needs to complete the required 600 hours for completion of the program.
Program

Tuition: $500.00 | Kit: $300.00 (non-refundable) | Application: $50.00 (non-refundable)

Required for licensure: 350 hours

The scheduled hours of instruction are as follows, and are subject to change upon availability:

Daytime: Monday, Wednesday, Friday - 8:30 a.m. - 6:00 p.m.
Tuesday, Thursday, Saturday - 8:30 a.m. - 6:00 p.m.
(27 hours a week)

Evening: Monday, Wednesday, Friday - 5:00 p.m. - 10:00 p.m.
Tuesday, Thursday, Saturday - 5:00 p.m. - 10:00 p.m.
(15 hours a week)

Prepare for a new stage in your career as a Cosmetology Educator or Esthiology Educator. For more in-depth information on industry go to onetcodeconnector.org SOC Code 39-5012.00. Aveda Institute’s Educator Program is designed to train professionals to educate Students in every aspect of the beauty industry.

Our Educator Curriculum focuses on lesson planning, presentation skills, time management, interpersonal skills, and leadership training. Our Instructors are trained extensively in Aveda Culture, Guest Relations, Student Coaching, State Rules and Regulations, and Cosmetology/Esthiology Arts. They also have the opportunity to become Aveda Certified in Aveda Spa.

Educators acquire the skills and knowledge needed to successfully complete the Theory and Practical Competency examinations for the State of Arizona Instructor Licensure.

Upcoming Starts: there are no starts scheduled at this time

Hours/Weeks of each phase may vary depending on the hours needed to complete the program. Hours may also vary based on holidays and missed time. The offering of Distance Education and order of phases may change at any time and without notice.

Program Overview: 350 Hours/23 Hours Distance Education

The program will focus on lesson planning and presentation skills. Future Educators will learn how to create theory and practical lesson plans. Additionally, they will learn how to present lesson plans to classes and effectively communicate with Students. They will also receive extensive training in Aveda Culture, Techniques, Guest Relations, Student Coaching, Clinic Floor Training and Arizona State Rules and Regulations. There will be an additional focus on technical certification. Future Educators will have the opportunity to become an Aveda Certified Spa Educator. They will also receive training in Franklin Covey’s “7 Habits of Highly Effective People” and Leadership. Finally, Future Educators will prepare for Arizona State Competency exams.

Cosmetology Educator/Esthiology Educator

Curriculum Overview

The following topics will be taught in great depth and detail to give you a deep knowledge of Cosmetology/Esthiology Instruction.

Physical and Safety Demands for the Cosmetologist and Esthetician include standing on your feet for long hours of the day, using your hands, arms and wrists continuously, stretching and bending, possible exposure to chemical odors, possible contact with communicable disease.

Grading Procedure:
- Maintain an 88% or higher grade average for the following:
  - Weekly Written Tests
  - Daily Classroom Participations and Quota Work
  - Written and Practical Exams
- Phase Projects

Instructional Methods:
- Lecture
- Hands-On Training
- Group Study
- Audio/Visual
- Textbooks
- One-on-One Coaching
- Academics
  - 96%-100% High Honors
  - 88%-99% Satisfactory
  - <88% Unsatisfactory
- Attendance
  - 88%-100% Satisfactory
  - <88% Unsatisfactory

State Rules and Regulations: 80 hours
Review of AZ statutes and rules
Preparation for AZ Instructor examination
Curriculum development: 100 hours
Theory preparation
Developing and using educational aids
Practical and written presentation principles
Classroom management
Diversity in learning cultural differences
methods of teaching
Alternative learning

Classroom and Clinic overnight: 100 Hours

*Esthiology Educator Students may not provide checks until 80 hours of basic instructor training is reached.

Professional Development: 30 hours
7 Habits of Highly Effective People
4Mat

Educator Certification: 40 Hours
Our Points of Difference

CURRICULUM Aveda Institute programs embody a balanced view of beauty that encompasses nutrition, body care, hair and wellness. Our exclusive curriculum sets the trend within the beauty and wellness industry worldwide.

BEAUTY IS AS BEAUTY DOES An Aveda Institute education teaches how to become environmentally responsible by giving you the tools to minimize your global footprint, thus creating a greener planet. Aveda is also one of the largest purchasers of organic ingredients working with indigenous peoples and farmers all over the world. Aveda is VEGAN, raw and forever.

LIFESTYLE CAREER Aveda Institute offers a large network of global job opportunities. As an Aveda Institute graduate, students have access to our worldwide network of thousands of salons and spas in 42 countries.

GLOBAL RECOGNITION Aveda is synonymous with innovation and excellence. Once you have completed your education, your diploma will have international brand name recognition.

PRACTICAL EXPERIENCE At Aveda Institute, students receive practical hands-on experience with a diverse clientele. This allows students the opportunity to work with many different skin, hair, body and personality types while perfecting their skills. Our locations offer great exposure to potential guests that work, live or visit the area.

WELLNESS FROM Aroma Confirmation to Rituals of Renewal, we teach our students to individually pamper our guests to increase retention and offer a unique point of difference.

CONNECT AVEDA Retailing accounts for a large portion of income in a salon/spa. Our students learn retail skills through educating guests on products and services and home care. By doing so, you will be able to retail more effectively and successfully.

LIVE THE MISSION Aveda Institute utilizes Aveda’s plant-based products in educational and merchandising programs. Our brand has always been rooted in environmental sustainability.

CONTINUING EDUCATION Learning never ends! As a student, you’ll have the opportunity to study abroad in locations like London, Madrid, India and Tokyo. Our Master Series workshops and community events take your education to the next level. ‘Additional fees apply. Continuing education classes are not accredited.

PROFESSIONAL CONNECTIONS Aveda is a fast growing worldwide salon network and a successful salon business model in the industry. You’re part of the family from the first day of school through continued education and employment.

Vision

Connecting beauty, environment, well being

Beliefs

1. We believe in treating ourselves, each other, and the planet with care and respect.
2. We believe social responsibility is our responsibility.
3. We believe ecological and profit goals are mutually achievable.
4. We believe our authenticity and experience are our points of difference.
5. We believe in inspiring and educating people to integrate wellness and beauty in their lives.
6. We believe in the power of oneness: from our global image to a focused network.
7. We believe learning never ends.
8. We believe in encouraging innovation and empowered decision making.
9. We believe our actions, products and services should always embody excellence.
10. We believe personal and organizational balance is the key to sustainable success.
11. We believe true leadership is delivered with passion and by example.

Environmental responsibility means adopting business strategies and activities that meet the needs of the enterprise today while protecting and sustaining the human and natural resources that will be needed in the future.

As we look back over the past 10 to 15 years, we think it’s clear that we have come a long way from the time when business thought that environmental measures are simply cost. Most companies recognize that there are many financial, economic, and environmental benefits to reducing waste and pollution. We have seen a growing awareness that responsible corporate environmental stewardship is also smart business practice. The corporate landscape is filled with examples of positive environmental action yielding positive results on the bottom line.

We believe companies that take advantage of environmental opportunities can gain a competitive advantage over those who pursue cost reductions, quality improvements, increased profitability, and new approaches to prove themselves in social and environmental development.

We are committed to making a positive and meaningful difference in the world. Aveda’s cosmetic and beauty enterprises have found an innovative way to integrate the principles of sustainability into our business operations. Aveda Institute is a leader in the environmental and sustainability movement, and we are proud to offer the most comprehensive environmental curriculum in the natural beauty and wellness sector.

We believe that the microscopic actions of single individuals have the power to make a difference in the broader context of our planet’s future.

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As we look back over the past 10 to 15 years, we think it’s clear that we have come a long way from the time when business thought that environmental measures are simply cost. Most companies recognize that there are many financial, economic, and environmental benefits to reducing waste and pollution. We have seen a growing awareness that responsible corporate environmental stewardship is also smart business practice. The corporate landscape is filled with examples of positive environmental action yielding positive results on the bottom line.

We believe companies that take advantage of environmental opportunities can gain a competitive advantage over those who pursue cost reductions, quality improvements, increased profitability, and new approaches to prove themselves in social and environmental development.

We are committed to making a positive and meaningful difference in the world. Aveda’s cosmetic and beauty enterprises have found an innovative way to integrate the principles of sustainability into our business operations. Aveda Institute is a leader in the environmental and sustainability movement, and we are proud to offer the most comprehensive environmental curriculum in the natural beauty and wellness sector.

We believe that the microscopic actions of single individuals have the power to make a difference in the broader context of our planet’s future.
### Alumni

Students records are maintained at Aveda Institute. Current Students may review their file upon request to Student Care. File will include enrollment documents. Attendance and grades are posted weekly. Transcripts are available to former Students. Alumni may request Transcripts by completing a request. For more information email info@avedatucson.com.

#### Veterans' Affairs

State of compliance with 38 USC 3679 (e) www.benefits.va.gov/gibill/post90/

Veterans Aide will inquire about each veteran's previous education and training and require transcripts from all prior institutions, including military training, traditional college/career school, and volunteer service. Credit earned in these courses will be evaluated and credit will be granted, as appropriate. VA benefits are extended based on their original contract date and GI Bill funding will not cover any additional hours.

Veterans Aide Leave of Absence/Re-admission Policy

In order to be re-admitted and enrolled at Aveda Institute, and in the interest of the Student, the Student shall be placed on an administrative leave of absence or withdrawal as appropriate. If the Student will be returning in 30 days or less, the Student will be placed on an administrative leave of absence. If the Student will be returning after more than 30 days, the Student will be withdrawn in accordance with required refund policies and funds may be returned as required by law. Upon their return the Student will be readmitted with no additional registration fee and tuition waived according to the amount of hours remaining in the program. The applicable refunds will be requested and remitted upon their return.

### Payment Options

#### Sources of financial assistance include

Monthly Payment Plan (scheduling account based on estimated hours)

Private Loans

Federal Student Aid

VA Benefits

### Forms of Payment Include

Checks, cash, credit card or money order

No interest or late fees associated with any payment plan

### In-House Financing: Automatic withdrawal is accepted for monthly payment plans. A $25 late fee/insufficient fund charge will be assessed on any late payment after the selected due date.

### Continuing Education Credit

Aveda Institute offers a continuing education credit from tuition and registration fees to Students that enroll in a second program $1,000 for Cosmetology and $500 for all other Institute programs. To obtain this credit Tuition paid for the first program must enrol into the second program no more than one year from the first completion date.

### Graduation and Licensing Requirements

#### Bell Surveys

Administrative Services will meet with graduating classes prior to graduation to review requirements for graduation of the program and financial aid (if applicable)

#### Graduation Requirements

In order to graduate from the program/courser the Student must:

- Complete all program hours
- Complete course requirements
- Complete satisfactory progress/cumulative attendance for any debt owed the school.

#### Licensing Requirements

For all programs a Student is required to

- Complete the hours in the course of instruction
- Student must successfully complete the state law examination conducted by the state board

### Refund Table

#### Refund Table

<table>
<thead>
<tr>
<th>Amount of Tuition Owed the School</th>
<th>Within 0% to 5% of the program</th>
<th>Within 5% to 9% of the program</th>
<th>Within 10% to 14.9% of the program</th>
<th>Within 15% to 24.9% of the program</th>
<th>Within 25% to 49% of the program</th>
<th>Within 50% or more of the program</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.00 application fee</td>
<td>$150 cancellation charge</td>
<td>$300 cancellation charge</td>
<td>$450 cancellation charge</td>
<td>$600 cancellation charge</td>
<td>$750 cancellation charge</td>
<td>$1,000 cancellation charge</td>
</tr>
</tbody>
</table>

Any Students transferring to another school OR providing a full refund for all Students transferring to another school based on the hours accepted by the receiving school in a pre-arranged teach out agreement with another institution.

### Postponement of starting date

A Student may request any postponement or delay in their start date by writing a request to the Admissions office. The student must provide a valid reason for the postponement. In the event a Student requests a postponement, the Aveda Institute will provide a full refund of all prepaid tuition and fees within 10% of the deadline of the new start date. The agreement must be determined in accordance with the Student's written request and applicable laws and regulations concerning the Privacy Occupational Education Act of 1998.
Academic Progress Evaluations

The qualitative element of determining academic progress is a reasonable system of grading that reflects students’ attainment of academic learning and a minimum number of practical experiences. Academic learning is evaluated cumulatively. Practical assignments are evaluated at completed and counted toward course completion. At least two comprehensive practical skills evaluations will be conducted during the course of study according to text procedures and set forth in practical skill evaluations criteria adopted by the school. Students must maintain a written grade average of 88%. Numerical grades are considered according to the following scale:

- 96%-100% High honors
- 90%-95% Honors
- 88%-89% Satisfactory
- 85%-87% Unsatisfactory
- <85% Unsatisfactory

Maximum Time Frame

The maximum time frame during which the school will determine if the student is making satisfactory academic progress while during the probationary period, the student will be placed on probation and considered to continue to receive Title IV aid for one payment period during the warning period without an appeal. If all of the warning period, the student has not met both the attendance and academic requirements, they will be placed on probation and, if applicable, students will be deemed ineligible to receive Title IV aid and federal funds and VA educational benefits.

Academic Progress, a student’s transfer hours will prevail upon appeal. Additionally, only evaluations that are approved by the Accrediting Commission of Career Arts and Sciences (NACCAS) will be deemed eligible to receive Title IV aid.

Maximum Time Allowed

The maximum time frame (including any grace period) of determining when the allowable full-time course load will be deemed completed and counted toward course completion is determined based on 38% of the scheduled contact hours. Hours calculated using the Midpoint of the course indicates that, given the same attendance rate, the student will graduate within the maximum time frame under the cumulative attendance percentage required by the end of the warning or probationary period. Determination Of Progress Status

Students meeting the minimum requirements for academic progress and academic progress status will be determined by the Student’s cumulative attendance and academic requirements by the end of the warning or probationary period. Note: If enrollment is determined to be satisfactory academic progress, the student may appeal the determination in 10 calendar days. Reasons for the appeal will be reviewed on an individual basis.

Academic Progress Status

Students meeting the minimum requirements for academic progress from the beginning of the academic program will be considered making satisfactory academic progress and a student’s cumulative attendance percentage required at the end of the warning or probationary period. Note: Students who fail to meet minimum requirements for satisfactory academic progress during the warning period will be placed on probation and considered to continue to receive Title IV aid for one payment period during the warning period without an appeal. If at the end of the warning period, the student has not met both the attendance and academic requirements, they will be placed on probation and, if applicable, students will be deemed ineligible to receive Title IV aid and federal funds and VA educational benefits.

Probation

Students who fail to meet minimum requirements for satisfactory academic progress after the warning period will be placed on probation and considered to continue to receive Title IV aid for one payment period during the probationary period. If at the end of the probationary period, the student no longer meets both the attendance and academic requirements required for satisfactory academic progress by the end of the probationary period, the student will not be deemed eligible to receive Title IV funds for the final term, if enrollment is determined as satisfactory academic progress status.

Re-Establishment Of Satisfactory Academic Progress

Students may appeal the determination if enrollment is not considered satisfactory academic progress status. Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination in 10 calendar days. Reasons for the appeal will be reviewed on an individual basis.

Access to Records

Students record are maintained at Aveda Institutes. Current Students may review their file upon request to Student Care – RFA (includes enrollment information, Attendance and grades are posted weekly. Transcripts are available to former Students and Alumni. Students may request Transcripts by completing a request. For more information, contact Administrative Services (info@avedatucson.com).

Leaves of Absence (LOA) Policy

If a Student desires to take a leave of absence for any reason, the student must complete the following policy will be in effect:

1. The request must be made in advance of the leave. The request will be reviewed by the Director of Admissions and reviewed on an individual basis.

2. The request must be made to the Academic Dean or the Director of Admissions and reviewed on an individual basis.

3. The request must contain the reasons and the reasons for the leave must be specified, and a supporting statement must be submitted with the request.

4. The leave of absence does not exceed 180 calendar days in a 12 month period.

5. The student may appeal the request. The request may be denied due to an unforeseen circumstance. If the student is unable to attend classes, the student will be placed on an administrative Leave of Absence until the student provides the school with adequate documentation to return to class in the same progress status as prior to the leave of absence.

6. The request must be made in writing and the student may appeal the request. The appeal must be reviewed on an individual basis.

7. The student shall not owe any additional fees during any approved leave of absence and shall not be granted any additional financial aid assistance as a result of any extension of the leave of absence. The student will not be deemed eligible to receive Title IV funds for the final term, if enrollment is determined as satisfactory academic progress status.

8. If enrollment is temporarily interrupted for a leave of absence, the student will return to the same classes in the same progression status as prior to the leave of absence.

9. If enrollment is temporarily interrupted for a leave of absence, the student will be granted, if enrollment is determined as satisfactory academic progress status, the time of withdrawal.

10. A leave of absence will be granted at the discretion of the administrative staff. Students who withdraw prior to the completion of the course and will not return to the same classes in the same progression status as prior to the leave of absence.

11. A Student granted an LOA that meets the criteria of 90 days will not be recorded and will not refund calculation is required at that time;
Title IV Program and Regulations

Title IV program funds are financial aid funds made available to students through the following programs:

1. Federal Pell Grants
2. Federal Perkins Loans
3. Federal Stafford Student Loans
4. Federal Direct PLUS Loans
5. Federal Work-Study Program

Title IV regulations include the standards for awarding financial aid, determining eligibility, and the responsibilities of the school and the student. These regulations also include the procedures for handling complaints.

Title IV Program: Federal Pell Grant

The amount of assistance that you have earned up to the 30th day is determined by dividing the total amount of assistance you were scheduled to receive by the number of days in the period you were scheduled to receive it and multiplying that number by the number of days in which you have completed your attendance.

Title IV Program: Federal Stafford Loans

The amount of Title IV program assistance that you have earned is determined by your attendance and participation in your education program. The actual amount of Title IV program assistance that you have earned is the lesser of:

1. The amount of assistance you were scheduled to receive for the period that you were enrolled (including any post-withdrawal disbursements)
2. The amount of Title IV assistance that you earned based on your attendance and participation in your education program

Withdrawal and Disbursement

Any amount of unearned grant funds that you must return is calculated by subtracting the amount of grant funds you earned from the amount of grant funds you received or were scheduled to receive. The actual amount of the PWD is the lesser of:

1. The amount of grant assistance that you earned based on your attendance and participation in your education program
2. The amount of grant funds you received or were scheduled to receive

Post Withdrawal Disbursement

If you are determined to be in default of a financial aid obligation, the school must notify you in writing. You must make arrangements with the school or the loan servicer to resolve the default. Failure to do so may result in legal action.

Title IV Program: Federal Work-Study Program

The school must keep a record of the student's earnings for each period of attendance. The school must report the student's earnings to the department of education within 30 days of the date the school sends the notification. The school must also keep a record of the amount of the PWD that the student must repay. The school must notify the student in writing of any changes in the amount of the PWD.

Title IV Program: Federal Perkins Loans

The school must notify the student in writing if the borrower fails to make any scheduled payments on the loan. The school must also notify the student in writing if the borrower's payments are not timely. The school must also notify the student in writing if the borrower's payments are not sufficient to cover the loan.

Title IV Program: Federal Stafford Loans

The school must notify the student in writing if the borrower fails to make any scheduled payments on the loan. The school must also notify the student in writing if the borrower's payments are not timely. The school must also notify the student in writing if the borrower's payments are not sufficient to cover the loan.
To help prepare you for the workplace, Aveda Institute operates much like a professional salon and spa environment. Late arrivals, absences and other interruptions in your training have a significant affect on your achievement—just as they would if you were an employee in a salon, day spa or other professional environment. By law, we must keep track of your training hours for licensure or certification.

Academic and Attendance Policy
Students must maintain at least 88% cumulative academics and attendance. Students who do not achieve 88% cumulative attendance must make up hours. An attendance action plan may be established for any student below 88% attendance.

Participation
Students receive a weekly Participation Grade equal to weekly attendance percentage. Participation grades will not exceed 100%.

Tardy Policy
Daytime Cosmetology, Esthiology, Cosmetology Educator and Esthiology Educator Students are considered tardy at 8:31am. Evening Cosmetology, Esthiology, Cosmetology Educator and Esthiology Educator Students are considered tardy at 5:01pm. If the Student arrives after 9:01am/5:01pm, he/she will be marked tardy and will receive zero hours for the day and be sent home. Excessive tardies may result in termination from the program.

Friday/Saturday Policy
Cosmetology Students are allowed to miss 40 Friday / Saturday hours during the program. Esthiology Students, Cosmetology Educator and Esthiology Educator Students are allowed to miss 20 Friday/Saturdays hours during the program. Any missed Friday/Saturday hours will accrue an additional fee of $10/hour for every hour that goes over the allotted amount per program. Payment must be arranged by the completion of the program in order to receive all completion records.

Makeup Hours
Students must maintain at least 88% cumulative attendance. Students may make up hours over the course of the program. Students may not make up hours to exceed 100% of the scheduled hours. Hours scheduled on Distance Education must be made up via Distance Education. Hours scheduled on campus must be made up on campus.

Complaint Procedure
1. Student should first discuss the challenge with their phase educator.
2. If the Student does not feel the phase educator resolved the challenge, the next step is to schedule a meeting with the department team lead.
3. If the Student does not feel the team lead resolved the challenge, the next step is to write a formal internal complaint to the director of education/educator
   A. A formal complaint must be completed by the Student and then given to the education director/director for review.
   B. The director will then review and respond to the complaint by scheduling a meeting within 30 days of receiving the complaint form.
5. The complaint will go the complaint review board:
   a. Board consists of the following members:
      i. Director of Operations
      ii. Campus Director
      iii. Department Team Lead
   b. Director
   c. Student
   d. The Student may file a complaint with the following:
      i. Arizona State Board of Cosmetology, 772 East Broadway
      ii. Tempe Arizona 85282-161, 480-784-4339
   e. NACCAS at 3050 Colvin Street, Alexandria, VA 22304, 703-600-7600

Services to the Public
Services to the Public: Part of the Student Curriculum is delivering services to the public. Students will perform services on the public. Students are not employees and will not receive compensation for any aspect of their education, including when providing services in the school to members of the public who pay a fee for services.

Suspension
Students who are suspended for minor violations may be allowed to complete the program. Students who are suspended for major violations may have to complete the program. Students who are suspended for major violations may have to complete the program.

Minor Violations Policy
Minor violations include assigned area violations, property misuses, guest services violations, non-professional behavior, and any disruptive or unsafe behavior determined by an educator or team member as interruptive or preventing the regular operation of the institution or preventing the education of another Student. Anytime during the Student’s program the violation of a minor standard may result in community service, suspension or termination from the program.

Major Violations Policy
Major violations include using controlled substances/ alcohol, defacing or destroying property, stealing, falsifying documents, committing fraud, abusing and/or causing physical harm to others, and violating local, state and federal laws. Anytime during a Students program, the violation of a major violation will result in termination.

Termination Policy
For any policy violations the Student will cease to be a Student from the program, including but not limited to compliance with the Student’s code of conduct, and/or financial obligations. Students exceeding Maximum Time Frame will be terminated from the program and may have an opportunity to re-enroll on a cash pay basis.
Safety
All students are encouraged to take an active role in maintaining a safe environment. To avoid accidents and injuries, Students are required to take preventive measures by:
• using equipment properly,
• following manufacturer’s directions when using chemicals and products,
• immediately wiping spills found on the floor,
• assisting elderly and disabled guests,
• keeping all aisles and areas around work stations free from personal items and debris,
• and immediately reporting building and equipment safety hazards to Administration personnel.

Safety Reports
For all minor or serious accidents, Security personnel must be called to telephone the following information and submit a written report to the school’s administration:
• name, address, phone number of the injured person,
• date and time of accident,
• location of the person in the building,
• nature of the medical problem,
• chemical product; (spills in the eye or swallowing),
• unconsciousness,
• apparent heart attack,
• name, address, phone number of other witnesses to the accident,
• date and time of incident,
• description of how the accident happened; and
• name, address, phone number of witnesses to the accident.

Medical Emergencies and Accidents
It is the goal of the school to maintain a safe and nonviolent academic and working environment. In an effort to consistently reach this goal we have established the following procedures in the event that a student witnesses or becomes involved in an occurrence.

Emergency (medical)
Notify your Team Lead immediately. In case of a medical emergency such as:
• serious fall,
• apparent heart attack,
• unconsciousness,
• chemical product; (spills in the eye or swallowing),
• violent acts, assault, or rape.
The staff must provide the following information:
• nature of the medical problem,
• address of the building,
• location of the person in the building,
• notify the Administrative personnel of the location and nature of the accident,
• stay with the injured person,
• have someone meet the Emergency personnel,
• keep the area clear of bystanders.

Non-Emergency (medical)
All accidents must be reported to the Director. The Team Lead or personnel will attend to the injured guest or student and determine if professional medical attention is required. If there is any doubt, we recommend the injured person see a doctor.

Bomb Threat/Active Shooter
In case of a bomb threat at the Aveda Institute:
• immediately contact the Police or Administrative personnel,
• lock or barricade doors.
• Evacuate the building when directed by school personnel,
• and remember in all situations to remain calm.

Fire Drills
From time to time, fire drills will be conducted to prepare for an emergency. Everyone must follow normal procedures in evacuating the building. Only Security personnel will give clearance to re-enter the building upon completion.

Fire
The Aveda Institute has an alarm monitored system that is directed to the Fire Department. Whenever a fire is detected, a continuous siren will sound.

In case the fire alarm sounds, guard staff and students must:
• instruct all guests to evacuate the building,
• assist the guests who need help evacuating,
• request assistance for disabled guests to evacuate down the stairs,
• evacuate the building immediately,
• re-enter the building only when the Fire Department or Security personnel.

Escape Route
Floor plans are posted throughout Aveda Institutes. Each plan will show a direct escape route. Please familiarize yourself with the escape routes in designated student areas.

Severe Weather Warnings
Based on weather service information the building management will make decisions on when to evacuate team members, students, and guests.

Building Security
The Aveda Institute provides building security for Students who may need assistance in case of an emergency. Please contact your educator for information or how to contact security.

Campus Security Policy
By October 1 of each year enrolled Students will receive a current campus security information form explaining the updated campus security polices, rules and regulations. A copy of this document and a crime log are kept in the Campus Director Office.

Drug Free School and Work Place
This institution embraces the spirit of the public law that requires schools to provide a drug-free campus and work place. The school is committed to the safety and well being of the population of students. As such, all Students and team members are encouraged to abstain from the use of illegal substances. The irresponsibility of abuse of alcohol, tobacco, and other mind-altering substances is a serious problem. Recent federal and anti-drug laws could affect a number of areas in the lives of our students. Students who could lose eligibility for financial aid, or be denied other federal benefits such as Social Security, retirement, welfare, health, disability, and veterans benefits; The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict resident members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not provide a drug-free work environment. Finally, a record of alcohol and drug related crime may prevent a person from entering certain careers. Drinking alcohol is directly addictive to the body and can cause harmful effects to virtually every aspect of a person’s life. It can also have negative effects on the physical and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become irresponsible, irritable, paranoid, depressed, inattentive, anxious or experience sexual indifference, loss of physical coordination and speech, convulsions or even death. Persons who use drugs and alcohol face not only health risks, but also their ability to function in their personal and professional lives can be impaired as well. Some examples of these a headache or feeling "burnt out," feelings with plans of the next drink or "high" or slowed reflexes that can be especially dangerous while driving. Alcohol-related driving deaths are the top killer of 15 to 24 years olds. There are danger signals that could indicate when someone is in trouble with drugs or alcohol:
• altered change in mood or attitude;
• continuing slumps at work or school;
• continuing resistance to discipline at home or school;
• unusual temper flare-ups;
• unusual forgetfulness;
• increased borrowing of money;
• heightened secrecy; and
• a complete new set of friends.

The school maintains drug and alcohol education information and a list of counseling and support services, which can be obtained from the Student Services Coordinator.

Substance Policy
To benefit from the training at Aveda Institute, Students must be mentally alert and have a sober state of mind. We strongly support the Drug Free Communities Support Program which does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants are determined to be under the influence of illegal substances will be terminated.

Substance use under the influence of substances and therefore are not able to perform all capacities of training will be dismissed for the day with no hours earned for the time missed.

Weapon Policy
In order to maintain a safe and peaceful learning environment we do not allow any weapons to be on your person at any time while on school grounds. Weapons include, but are not limited to: guns, knives, explosive devices, mace, pepper spray and any source of ammunition if any items are found the person is a safety problem and immediately and can not be kept in your locker at all times. Any Student found with a weapon will be immediately sent home for the day and may be subject to termination.

When calling 911, emergency personnel will automatically be dispatched. If the injured person wishes to be taken to a specific emergency room, a staff member must tell the emergency personnel when they arrive. Students must assist in documenting the incident, sending the paperwork to the administrative offices.
Aveda Institute Tucson Campus

Sexual Misconduct Policy

Aveda Institute does not discriminate in its employment practices or in its educational programs or activities (which extends to admission) on the basis of sex. Aveda Institute also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights (OCR). https://www2.ed.gov/about/offices/list/ocr/contactus2.html

Aveda Institute’s Title IX policy is available on the website: https://avedainspiregreatness.com/wp-content/uploads/2020/09/Aveda-Institute’s-Federal-Title-IX-Policy.pdf. The Title IX policy contains pertinent content including how to make a report and the Institute’s Grievance Procedure. The Title IX Coordinator coordinates the Institute’s efforts to comply with its Title IX responsibilities. The Title IX Coordinator is responsible for implementing the Institute’s Title IX policy, intake of reports and Formal Complaints of Sexual Harassment, coordinating Supportive Measures and maintaining accurate Clery Act crime statistics.

The Title IX Coordinator coordinates the Institute’s efforts to comply with its Title IX responsibilities.

Aveda Institute Tucson: Anna Skubis, 520.289.5339, askubis@avedatuucson.com
Aveda Institute: Karling Cosca, 520.750.8454, kcosca@igaveda.com

Arbitration Agreement and Class Action Waiver

As a condition for enrollment in the Aveda Institute, students enter into an agreement which provides that all disputes between a student and Aveda Institute will be resolved by BINDING ARBITRATION.

Students thus GIVE UP THEIR RIGHT TO GO TO COURT to assert or defend their rights under their enrollment agreement (EXCEPT for matters that may be taken to SMALL CLAIMS COURT).

* A student’s rights will be determined by a NEUTRAL ARBITRATOR and NOT a judge or jury.
* Students are entitled to a FAIR HEARING, BUT the arbitration procedures are SIMPLER AND MORE LIMITED THAN RULES APPLICABLE IN COURT.
* Arbitrator decisions are as enforceable as any court order and are subject to VERY LIMITED REVIEW BY A COURT.

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student’s individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Notwithstanding the student’s agreement to resolve any disputes with Aveda Institute by binding arbitration, Aveda Institute does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e).

Aveda Institute does not, in any way, require students to relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and

Any arbitration required by the pre-dispute arbitration agreement with Aveda Institute tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration with Aveda Institute will be conducted by the American Arbitration Association (the “AAA”), under its Consumer Arbitration Rules. You may begin the arbitration process by getting together the following documents:

1. Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
2. The arbitration agreement that refers to the AAA
3. Any supporting documents or exhibits
4. Appropriate filing fee

When you have all the above documents ready, you can file your case in any of the following ways:

Online: https://apps.adr.org/webfile
Email box: casefile@adr.org
Facsimile: 1.877.304-8457 or +1 212-484-4778 (fax number outside the US)

Mail: American Arbitration Association—Case Filing Services, 101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at www.adr.org or 1-800-778-7879

For more information about the Aveda Institute’s arbitration process please contact:
Karling Cosca
Director of Operations
Inspire Greatness Aveda Institutes
Email: kcosca@igaveda.com

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3. Any supporting documents or exhibits
4. Appropriate filing fee

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Online: https://apps.adr.org/webfile
Email box: casefile@adr.org
Facsimile: 1.877.304-8457 or +1 212-484-4778 (fax number outside the US)

Mail: American Arbitration Association—Case Filing Services, 101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at www.adr.org or 1-800-778-7879

For more information about the Aveda Institute’s arbitration process please contact:
Karling Cosca
Director of Operations
Inspire Greatness Aveda Institutes
Email: kcosca@igaveda.com

Aveda Institute Tucson

The Aveda Institute Tucson is located on 6th Ave. and 12th St. in Downtown Tucson

445 S 6th Ave.
Tucson, AZ 85701

Public Transportation

Sun Tran operates 40 fixed routes with a fleet of 241 coaches. This award-winning system remains on the cutting edge of technology and may be accessed within walking distance of the Institute. Sun Link is also available, as a single-line streetcar system with access to off-site parking and local area.

Housing

Due to its close proximity to Downtown and the University of Arizona, housing options for Students are plentiful. Numerous apartment homes and rentals are available in the University, Downtown, and Sam Hughes neighborhoods. The following website offers many options available to Students: http://www.azstudenthousing.com/apartments_university_of_arizona.html
About Aveda Corporation
Aveda, who partners with salon and spa professionals around the world, sees beauty as a craft, not as a product result. Aveda beauty professionals are unique in the industry for their pursuit of a higher art: helping make their clients not only look beautiful, but feel beautiful. This selfless quest to bring out the beauty in their client through genuine care, differs from beauty industry norms. Empowered by its unique Mission, Aveda believes that authentic beauty is one that works in harmony with the greater web of life. It does not qualify as beauty if it hurts any of the diverse forms that the best beauty artist of all, Nature, created. Authentic Beauty cares for the environment which we inherited from elders and will leave to generations that follow us. Beauty cares for the society in which we live, enhancing harmony in the way we live and interact with one another as human beings. In order to be Beauty, it also needs to be Good. Beauty is the result, but also the process followed in pursuing that result.

Said simply, Beauty Is As Beauty Does
Barbara De Laere, President of Aveda Corporation

Ownership
Aveda Institute Tucson is owned by Arizona Institute, LLC

Headquarters Administration
Dale LeMonds, Owner - DLemonds@avedademar.com
Karling Cosca, Operations Director - KCosca@IGAveda.com, 520-730-8454

Team Directory
Our team is a skilled team of experienced educators with knowledge of classic and contemporary techniques. Educators have met program licensing requirements and are trained.

Administrative Team
Anne Stubbs, Campus Director
Melanie Windola and Tracy Van Gaastraek - Admissions Team
Kellie Rogers, Student Care Lead
Jill Boyer and Jasmine Bryant, Financial Aid Team

Cosmetology/Cosmetology Educator Program Educators: Jacqueline Rinder (Cosmetology Team Lead), Glad Maimon, Miranda Salviano, Ryan Fristoe, Erin Powers, Cass Crygas, Heather Cortez

Esthiology/Esthiology Educator Program Educators: Julia Hall (Esthiology Team Lead), Alissa Rubinelli, Valeria Rodriguez, Madison White

Experience Center Team: Cassie Velarde, (Experience Center Team Lead), Steven Zuniga, Janelle Sobalik, Ronie Velasco, Kayla Emmert