Aveda Institute Mission

The Aveda Institute Phoenix’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;
- inspire 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.

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

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, flower and plant Pure-Fume™, body care, make-up and lifestyle products. 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 floors, 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, team development, health and wellness for your reference. Team leaders and admissions team are also available to respond to your 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
Are you ready to begin?
If you’re excited about the prospect of training at the Aveda Institute Denver, 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 previously 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 interest 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, national origin, sex, sexual orientation, age, veteran status, or disability. 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. To begin, you’ll need to learn why The Aveda Institute is the right fit for you. Prepare your application packet. Follow your interview and tour if you feel you’re a good candidate for our programs; we’ll invite you to 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.
  - What will you contribute to the industry when you’re finished with your training?
  - How will you inspire greatness during your training?
  - How will you use your training after graduation?
  - What belief statement do you connect with the most?

2. Prepare your application packet. Follow your interview and tour if you feel you’re a good candidate for our programs; we’ll invite you to the one-on-one meeting to be eligible for consideration.

- Copy of High School Diploma: A high school graduate prior to the official start date of your course. Submit a high school transcript indicating graduation or a copy of your General Education Diploma (GED) prior to the official start date.
- Foreign Diploma: Must have evidence that verification of foreign student’s high school diploma has been performed by a legal entity that is qualified to translate documents to English and confirm the academic equivalency to a U.S. high school diploma. Please see Admissions Director for evaluation options.
- Validation of Social Security Number: Social Security Number can be verified with completed IRS, W-2, Certificate of Eligibility, or a copy of the Social Security Card.
- Proof of age: copy of driver’s license, passport, or birth certificate. Birth certificate must be accompanied by photo for verification.

3. If Accepted:
- A financial plan is established, you will schedule an appointment to review your commitment into the program. If you are under 18 years of age a parent/guardian will need to sign the enrollment contract along with the student.

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 our 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 Frames, who may reapply immediately. Students will meet before the board to be considered for reinstatement and will be notified of the determination. Students must then apply to qualify for re-enrollment, a satisfactory payment arrangement for any outstanding balance must be in place. Re-admitted students will pay a $50 application fee, $150 registration fee and 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 4% of the total curriculum offered or hours earned. Hours earned on DE will be identified on the official and unofficial Student Transcripts and other documents listing academic attainment. Academic achievement earned via DE will not be utilized for methods of delivery of clinical instruction or practical application on a like model. Aveda Institute will have regular, validated 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 of all student activity comprised of an hour of regular and substantive interaction between student and educator. Aged Point Hour tracking, zoom, and rubrics. Distance Education Assessments will be conducted on campus at least monthly, in respect to distance education completed within the proceeding 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 reciprocity 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

Accepting Arizona

The office of Student Care can support inquiries about licensure in a state of interest.
Program
Tuition, $20,000
Kit, $2,500.00 (non-refundable)
Registration $150.00 (non-refundable) Application $50.00 (non-refundable)
Required for licensure: 1500 hours
The scheduled hours of instruction are as follows:

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<th>Phase</th>
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<td>PHASE TEN</td>
<td>150 Hours</td>
<td>30 Hours Distance Education</td>
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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 http://www.avedainstitutephoenix.com/gainful-employment-disclosures/
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**AM Phase Descriptions**

**Earth- 300 hours/15 Hours Distance Education**

The emphasis in this phase is to introduce the fundamentals of esthetics. These skills include facial, facial and body 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- 300 hours/15 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 on the business of spa and preparation for State Board Konsense. 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. This phase includes Saturdays.

**Evening Phase Descriptions**

**Grounding- 300 hours/15 Hours Distance Education**

The emphasis in this phase is to introduce the fundamentals of esthetics. These skills include facial, facial and body 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.

Wisdom- 300 hours/15 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 on the business of spa and preparation for State Board Konsense. 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 | Registration: $150.00 | Application: $50.00

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)

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

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 / 126 Hours Distance Education

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%-95% 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 oversight: 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

**Environmental responsibility means adopting business strategies and activities that meet the needs of the enterprise today while protecting and enhancing 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’ve been a company that recognizes environmental measures were simply a cost. Most now recognize that there are many financial, economic, and environmental benefits to cutting waste and pollution. We have seen a growing awareness that responsible corporate environmental stewardship is also smart business practice. This 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 their peers through improved productivity, increased profitability, and access to new and growing markets. Sustainable development is good business in itself. It creates opportunities for suppliers, developers of environmentally safer materials and processes, firms that invest in eco-efficiency, and those that engage themselves in social well-being. We strongly believe these companies will have a competitive advantage. They will enjoy their local economies’ goodwill and see their efforts reflected in increased profitability.

Over the last decade, we have seen many polls confirming the importance of this equipment to Americans. Only an irresponsible company would dismiss this trend as a passing fad or fail to recognize the need to integrate environmental considerations into the business experience with a diverse clientele. This allows students the opportunity to work with many different clients, hair, body, and personality types while perfecting their skills. Our locations offer great exposure and different skin, hair, body and personality types while integrating wellness and beauty care.

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

Connecting beauty, environment, well-being

**Points of Difference/Belief Statements**

**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.
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10. We believe personal and organizational balance is the key to sustainable success.
11. We believe true leadership is delivered

**Vision**

Connecting beauty, environment, well-being
Veteran's Affairs
State of compliance with 38 USC 5579 et al. at https://www.benefits.va.gov/gibill/post91/
requirements.Additional Information
Aveda Institute will inquire about each veteran’s previous education and training and require transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and 95% granted, as appropriate. VA beneficiaries cannot be extended past their original contract date and GI Bill funding will not cover any additional hours.

Veteran’s Affairs (Leave of Absence/Re-admission Policy)
If a veteran has been enrolled and attended Aveda Institute, and is deployed, the student will be placed in an administrative leave of absence or withdrawn as appropriate. If the Student will be returning in 180 days or less, the Student will be placed in an administrative leave of absence. If the Student will be returning after more than 180 days, the Student will be withdrawn in accordance with required notification rules and refund may be required as follows: By upon their return the veteran will be re-enrolled with their additional registration fees and tuition assessed according to the amount of hours remaining in the program. The applicable funds will be re-assessed and reinstated upon their return.

Continuing Education Credit
Aveda Institute offers a continuing education credit on tuition and registration fees as defined above for all veterans that enlist in a second program ($100.00 for Cosmetology and $50.00 for Esthetics; Program). To be eligible, students must enroll into the second program more than one year from the first completion date.

Refund Policy
Aveda Institute acknowledges the Army, Navy, Air Force, Marine, Coast Guard, and the Veterans Administration. Aveda Institute assumes no liability for final counseling for a refusals due to a student's inability to complete or the student’s refusal to complete the financial aid counseling process. If the student is not returning for financial aid counseling, all refund amounts must be calculated as outlined in the Refund Table.

Refund Table
- $100.00 if within first 14 days of the program
- $50.00 if within 15% to 24.9% of the program
- $25.00 if within 10% to 14.9% of the program
- $5.00 if within .001% to 4.9% of the program
- $0.00 if after 5 years of the program
- $0.00 if after 6 years of the program
- After 7 years of the program, the student is responsible for all tuition and fees

Cancellation and Refund Policies
- If a course is cancelled subsequent to a student’s enrollment and before instruction has begun, the school shall provide a full refund of all monies paid to the date the course is cancelled and the Aveda Institute ceases to offer instruction after the student’s enrollment and instruction has begun the student shall provide a full refund of all monies paid to the date the course is cancelled and the Aveda Institute ceases to offer instruction after the student’s enrollment and instruction has begun.
- The date on which the student submits written notification of the student’s intention to discontinue the program in which the student has enrolled will be the date used to calculate any refund entitlements under this policy. In addition, the student may have incurred at the institution, such as registration, testing, books, or any other financial obligations.
- If the student is not a student working in the state of enrollment, the state of enrollment.
- If the date of determination of non-satisfactory academic progress is the 14th day of absence from the last date of attendance, then the date of determination shall be extended to 180 days from the date of determination.
- In addition to the Satisfactory Academic Progress requirements, Veteran’s Administration Satisfactory Academic Progress is separately established in the catalog and is subject to the Satisfactory Academic Progress Policy.
- Any VA student fails to meet the cumulative academic progress requirements they will be notified in writing. A record of this will be documented in the student’s file. If the student does not meet the required cumulative academic progress, academic requirements the VA will be promptly notified which may result in the termination of VA Benefits. Further, this may result in a student date with the VA.

Payment Options
Financial Assistance Programs Include:
- Monthly Payment Plans (checking account required)
- Private Loans
- Federal Student Aid
- VA Benefits
Forms of Payment Include:
cash, check, credit card or money order
- In-House Financing: Automatic withdrawal is accepted for monthly payment plans. A $25 late fee/insufficient fund fee will be assessed to any tuition payment after the selected due date.

Postponement of starting date
Whether or not the request of the student, depressing or changing the start date requires a written agreement signed by the student and the school. The agreement must be in writing and signed by the student and the school. The agreement must be in writing and signed by the student and the school. The agreement must be in writing and signed by the student and the school. The agreement must be in writing and signed by the student and the school. The agreement must be in writing and signed by the student and the school.

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

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.

Financial Aid and Graduation Services
Academic Progress Evaluations
The qualitative criteria students must meet to maintain satisfactory academic progress is a reasonable system of grades as determined by assigned academic learning and a minimum number of passing credits. Academic Learning is evaluated cumulatively. Practicum and clinical assignments are evaluated as completed and counted toward course completion. At least two consecutive evaluations at the completion of a course or practicum must be completed to determine if satisfactory academic progress has been made. If a student does not meet all of the requirements for satisfactory academic progress, the student will be placed on probation and, if applicable, students will be deemed ineligible to receive Title IV funds and VA Education Benefits.

Maximum Time Frame
The maximum time frame the school determines is printed in the catalog to be determined by the school to complete academic progress. The time frame shall be counted as both attempted and completed hours for the purpose of determining when the allowable time limit is exhausted. SAP Evaluation Periods are based on contracted hours at Aveda Institute.

Determination Of Progress Status
Students meeting the minimum attendance and academic progress at the evaluation point are considered to be maintaining satisfactory academic progress status. To be considered satisfactory academic progress, a student must have met the attendance and academic progress standards by the end of the evaluation period.

Warning
A student who fails to meet minimum requirements for attendance or academic progress is considered to be in warning status. The student will be advised in writing on the actions required to maintain satisfactory academic progress while in the warning status. The student may maintain satisfactory academic progress by meeting the warning period payment 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 standards, the student will be placed on probation and, if applicable, students will be deemed ineligible to receive Title IV funds and VA Education Benefits.

Probation
Students who fail to meet minimum requirements for attendance or academic progress will be placed on probation and considered to be unsatisfactory academic progress if the student appeals the decision and the appeals committee finds that students who have the ability to meet the requirements are placed on probation. At the end of the probation period the student will be evaluated as completed and counted toward the maximum time frame as well as the cumulative hours. The beginning of the academic progress is determined by the student, and students placed on academic progression will be placed on academic probation. Students placed on academic probation will have the minimum requirements set as conditions for continuing to maintain satisfactory academic progress. Students who are progressing according to their specific academic plan, will be considered making satisfactory Academic Progress. The student will be advised in writing of the actions required to maintain satisfactory academic progress by the next evaluation period. If at the end of the probation period the student has still not met both the attendance and academic requirements set as conditions for continuing to maintain satisfactory academic progress, the student will be placed on probation and, if applicable, students will not be deemed ineligible to receive Title IV funds and VA educational benefits.

Re-establishment Of Satisfactory Academic Progress
Students may re-establish satisfactory academic progress and Title IV in Aid and VA funding, as applicable, by arranging minimum attendance and academic standards for the next scheduled contracted hours. Students exceeding Max Time Frame will be terminated from the program.

Appeal Procedure
If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons for which the student 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 in the student’s situation that will allow them to achieve Satisfactory Academic Progress. The next evaluation point. Appeal documents will be renewed within 10 days of submission. The student will be notified of the plan of action within 5 days of the determination. If the student fails to meet the minimum requirements for attendance or academic progress, the student will be placed on warning and VA educational benefits.

Leave of Absence (LOA) Policy
A student who fails to return from the approved LOA, or takes an unapproved LOA, the student will be withdrawn. The withdrawal date for the purpose of calculating a refund is always the student’s last date of attendance.

If an enrolled Veteran deploys, they will be placed on an administrative Leave of Absence (please see Veteran’s Affairs Policy for more information). Access to Records
Student 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 and Alumni. Students may request Transcripts, by completing an officially signed request. For more information contact Administrative Services (info@avdiphc.org).
FERPA
Family Education Rights and Privacy Act (FERPA)

Students and Parents/Guardians of dependent minor children are required to sign a FERPA form and review the content with the student and the student’s Privacy or other rights.

The FERPA form is part of the student’s education records. Consent to the disclosure of personally identifiable information contained in the Student’s education records, except for the information in the records in this act authorized disclosure by law, is necessary to obtain a copy of the student’s education records. Students who are attending school as a dependent minor except:

1. To authorize the release of the student’s educational records to a third party.
2. To inspect or review the student’s education records.
3. To obtain offsite of the US Department of Education, is required to disclose to the extent necessary to carry out the functions of the Department.
4. Students who have requested to receive or access financial aid as necessary to determine the eligibility, amount or conditions of the financial aid.
5. To those to whom the student has released the information in writing.
6. During the course of a judicial proceeding, a student's education record may be subject to a subpoena.

The Aveda Institute Tuscon also has access to the policies and procedures as necessary to fulfill the Aveda Institute’s educational mission.

Students must be accountable for time to assemble records at all times.

Title IV Policy

[Title IV Policy]

All funds made available for educational purposes must provide to the Federal Financial Aid Administrator the following information:

1. Use the IRS Data Retrieval Tool within the FAFSA.
2. Provide a copy of their IRS Tax Return Transcript Signed and Validated.

If any of the student's information is found to be incorrect, the school will notify the student by mail or email.

If any of the student's information is found to be inaccurate, the school will notify the student to correct the information.

If a student requests the correction of his or her education records, the student has the right to inspect and review the student’s education records.

The Aveda Institute Tuscon will need to provide the student with the same access as that of any other student.

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If the student responds within 14 days the PWD will be made. The student will need to provide the Aveda Institute Tuscon with the date that the school sent the notification.

Secondly, the Student will need to provide the Aveda Institute Tuscon with the date that the school sent the notification.

If any of the student’s financial aid is disbursed after the date that the school sent the notification, the student will need to provide the school with the date that the school sent the notification.

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Post Withdrawal Disbursement (PWD)

1. The school must receive the student’s application for the Title IV aid programs that the student is enrolled in.
2. The school must receive the student’s application for the Title IV aid programs that the student is enrolled in.
3. The school must receive the student’s application for the Title IV aid programs that the student is enrolled in.
4. If the student has any aid that is not disbursed within the 30 days of the school's withdrawal, the school must disburse the aid within 30 days of the school's withdrawal.
5. If the student has any aid that is not disbursed within the 30 days of the school's withdrawal, the school must disburse the aid within 30 days of the school's withdrawal.

To help you acheive excellence in our programs, we have established these guidelines to ensure fairness, understanding and positive work habits among our students.

Standards

Students are students in training to become future employees, managers or employers in the beauty industry and are expected to maintain a professional appearance at all times.

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Students are students in training to become future employees, managers or employers in the beauty industry and are expected to maintain a professional appearance at all times.

Assigning Areas

To realize that each student receives consistent and comprehensive instruction in the classroom and clinic, student must remain in the same assigned class or receive permission to be in an unseen area.

Dress code

Aveda Institute desert dress is professional, SCOD black tops and bottoms. In every manner, the student’s personal dress, encouraged to the extent that they would for an interview. Each student is required to be in professional dress. The professional dress is required to meet the Student Services Administrator. The date upon which the Student Services Administrator notifies the student that the school is required to return. A copy of the regulations in this act is contained in the School Catalog.

Bullying Procedure

The Aveda Institute believes that all students have a right to a safe and healthy school environment. The Aveda Institute will not tolerate behavior that conflicts with this right. The Aveda Institute’s conduct may also be appropriate cases, the conduct may also be

Social Media Policy

The Aveda Institute believes that students have a right to a safe and healthy school environment. The Aveda Institute will not tolerate behavior that conflicts with this right. The Aveda Institute’s conduct may also be

Personal Property

The Aveda Institute believes that students have a right to a safe and healthy school environment. The Aveda Institute will not tolerate behavior that conflicts with this right. The Aveda Institute’s conduct may also be

Tablet

Students are required to have a tablet for use in classroom and clinic floor. The tablet is provided to be professional use only. The student must be at least 18 years old to have possession of the tablet. Tablets may be purchased by Aveda Institute Tuscon. Students are responsible for maintaining the tablet in good condition. If a student’s tablet is not in good condition, the tablet may be purchased by Aveda Institute Tuscon.

Student ID

Students will be issued a name tag along with proof of enrollment letter and ID card. Students are responsible for maintaining the ID card. If a student’s ID card is lost or damaged, a new one may be purchased from Student Services. Students are responsible for maintaining the tablet in good condition. If a student’s tablet is not in good condition, the tablet may be purchased by Aveda Institute Tuscon.
Policies & Procedures

Allotted Amount Per Program. Payment must be arranged for any hour that goes over the allotted amount per program. Hours scheduled on campus must be made up on campus.

Missed or Failed Work. May be made up at a maximum score of 88%. Missed or failed work must be submitted by the reestablished due date.

Early Release. Students leaving early need to complete an “Early Release Form” and obtain approval from the phase educator and guest services (if on the clinic floor) prior to release.

Expected Absence. Students planning a future absence should complete an “Expected Absence” form and obtain approval from the phase educator and guest services (if on clinic floor) prior to the absence. Planned exams, assignments or class material can be completed prior to the absence for full credit.

Unexpected Absence. Students who miss class should contact the school attendance email at attendance@avedaucucson.com before 8:30am/5:00pm for clinic floor rescheduling.

Time Keeping Guidelines. Attendance is recorded based on the time clock and sign-in sheets. Students must sign in at the beginning of each day according to the time posted at the sign-in sheets. Students must also sign in/out for all breaks and then sign out at the end of each day. Students are responsible for accurately signing in and out. Failure to sign in and out accurately or falsifying documents will result in termination.

Services to the Public. Services to the public includes when providing services in the school environment. Late arrivals, absences and other interruptions in your training have a significant affect on your achievement—just as 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 85% attendance.

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

Tardy Policy. AM Cosmetology, Hairstyling and Esthiology Students are considered tardy at 5:15am. Cosmetology Educator and Esthiology Educator students are considered tardy at 8:30am. PM Cosmetology and Esthiology Students are considered tardy at 5.30pm. If the Student arrives after 9:00am/9:30am/5:45pm (depending on program) they will receive zero hours for the day and be sent home. Excessive tardies may result in termination from the program.

Friday/Saturday Policy. AM Cosmetology Students are allowed to miss 80 Friday/Saturday hours during the program. Hairstyling Students are allowed to miss 60 Friday/Saturday hours, and AM Esthiology Students are allowed to miss 40 Friday/Saturday hours during the program. PM Cosmetology, Esthiology Educator and Esthiology Student are allowed to miss 20 Friday/Saturday hours during the program. PM Cosmetology Students are allowed to miss 80 Friday/Saturday hours during the program. PM Esthiology Students are allowed to miss 20 Friday/Saturday hours during the program. Any missed Friday/Saturday hours will accrue at 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. If the student does not feel the phase educator resolved the challenge the next step is to write a formal internal complaint to the director of education/ director. A formal complaint must be completed by the student and then given to the education director/director for review. 2. The director will then review and respond to the complaint by scheduling a meeting within 30 days of receiving the complaint form. 3. The complaint will go to the complaint review board. Board consists of the following members: Director, Education Director, Department Team Lead, Educator, Student. 4. If the complaint is denied the student may file a complaint with the following: Arizona State Board of Cosmetology, 7571 East Broadway, Tempe Arizona 85283-1951, 480-784-6599, or NACCAS at 5151 Colan Street, Alexandria, VA 22302, 703-550-7600.

Services to the Public. Services to the Public: Part of the Student’s program 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 clinic to members of the public who pay a fee for services.

Suspension. Students who are suspended for minor violations have up to 50 days to provide the review board documentation that the stipulations have been met. Once the review board has agreed that the Student is prepared to comply with the professional standards of the school, the Student may return to school. However, a record of suspension will be recorded in the Student’s permanent file. While a Student is suspended, no days may be earned and the contract graduation date is extended by the number of school days missed. If a Student on suspension fails to respond within 50 days, the Student is automatically terminated. During suspension, the Student is not allowed on the premises unless an appointment with administration has been first approved.

Minor Violations Policy. Minor violations include assigned area violations, property misuses, guest services violations, unprofessional behavior, and any disruptive or unsafe behavior determined by an educator or team member as disruptive or preventing the regular operation of the school 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. At any time during the Student’s program, the violation of a major violation will result in termination.

Termination Policy. For any policy violations the Institute can terminate the Student from the program, including but not limited to compliance with the Institute’s rules and/or policies, including Satisfactory Academic Progress, code of conduct, and/or financial obligations. Students exceeding Maximum Time Frame will be terminated from the program. Students exceeding the time frame 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 the following precautions:
- using equipment properly;
- following manufacturer’s directions when using chemicals and products;
- immediately wiping spills found on the floor;
- assuring that all exit doors are open and locked;
- keeping all aisles and areas around work stations free from personal items and debris;
- immediately reporting building and equipment safety hazards to Administration personnel.

Safety Reports
For all minor or serious accidents, Security personnel must be called to determine if there are any injuries. Once the paperwork is completed, a report is then sent to the school’s administration.

- name, address, number of the injured person;
- name and number of person who found the injured person;
- date, time and type of accident;
- description of how the accident happened; and
- name, address, number of other witnesses to the accident.

Medical Emergencies and Accidents
It is the goal of the school to provide 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 or witnesses becomes involved in an occurrence:

Emergency (medical)
Notifying the Team Leader 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
- apparent heart attack
- violent acts, assault, or rape

The team leader will immediately notify the school’s Health Services. In the event of a life-threatening injury, immediate measures must be taken to transport the individual to a hospital. This may require use of an ambulance. In the case of an injury, the student will be dismissed for the day with no hours earned for the time missed.

Drug-Free School and Work Place
This institution is committed to maintaining a learning environment that is free from unlawful discrimination and harassment for all team and students. Accordingly, Aveda Institute does not discriminate in its educational programs and activities (which extends to employment and admissions) based on an individual’s age, ethnic origin, race, religion, color, national origin, sex, sexual orientation, gender identity or expression, military or veteran status, disability, or any other basis protected by federal, state or local law.

Drug-Free Communities Support Program which does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will not be able to perform all capacities of training will be dismissed for the day with no hours earned for the time missed.

Non-Discrimination/Anti-Harassment
Aveda Institute is committed to maintaining a learning environment that is free from unlawful discrimination and harassment for all team and students. Accordingly, Aveda Institute does not discriminate in its educational programs and activities (which extends to employment and admissions) based on an individual’s age, ethnic origin, race, religion, color, national origin, sex, sexual orientation, gender identity or expression, military or veteran status, disability, or any other basis protected by federal, state or local law.

Sexual Misconduct
Aveda Institute is committed to maintaining a learning environment that is free from unlawful discrimination and harassment for all team and students. Accordingly, Aveda Institute does not discriminate in its educational programs and activities (which extends to employment and admissions) based on an individual’s age, ethnic origin, race, religion, color, national origin, sex, sexual orientation, gender identity or expression, military or veteran status, disability, or any other basis protected by federal, state or local law.

Unlawful discrimination or harassment may include racial epithets, slurs and derogatory remarks, images, stereo types, jokes, posters or cartoons based on an individual’s legally protected category(s). The Institute cannot resolve matters that are not brought to our attention. If you believe you have experienced or witnessed discrimination or harassment, immediately report the incident to the Campus Director or a member of corporate management. The Institute will investigate. Finally, a record should be kept of all complaints. Individuals will not be retaliated against for bringing a complaint of discrimination or harassment.

Complaints of sexual harassment, violence or discrimination should be reported to the Campus Director in accordance with the School’s Sexual Misconduct policy located in this catalog.

Non-Discrimination/Anti-Harassment Policy
Aveda Institute Phoenix 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-Institutes-Federal-TitleIX-Policy.pdf. The Title IX policy contains pertinent information 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 reports and Formal Complaints of Sexual Harassment, providing 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 Phoenix: Katrina Bervin, 480.249.7666, kbervin@avedaphoenix.com

Aveda Institute: Karling Cosca, 520.750.8454, kcosca@aveda.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 limit, 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)(i). 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:

Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested.

The arbitration agreement that refers to the AAA and any supporting documents or exhibits.

Appropriate filing fee.

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

Online: https://www.adr.org/webfile

Email box: casefiling@adr.org.

Facsimile: 1.877.504.8457 or +1 212.484.4778 (fax number outside the US).

Mail: American Arbitration Association—Case Filing Services, 101 Laurel Oak Road, Suite 105, 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 Creatives Aveda Institutes
Email: Kcosca@aveda.com

Aveda Institute Phoenix

The Aveda Institute Phoenix is located in the Emerald Design Center across from the IKEA in Tempe just East of the I-10.

8475 S Emerald Drive, Suite 103, 104
Tempe, AZ 85284

www.avedainstitutephoenix.com

Locations and Directions

Public Transportation

With 4282 bus stops, 100 different bus routes, and a 21-mile Metro light rail extending across the Valley, options for transportation are plentiful.

Housing

Due to the Aveda Institute Phoenix’s close proximity to Arizona State University, there are various housing options for students. Numerous apartment homes and rentals are available in the nearby Tempe, Ahwatukee, Chandler, Scottsdale and Phoenix areas.
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 life 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 Phoenix is owned by Arizona Institute, LLC

Headquarters Administration

Dale LaMonds, Owner- DLamonds@aveda.denver.com
Karling Cosca, Operations Director- KCosca@IGAveda.com, 520-730-9454

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

Katrina Bervin - Campus Director
Trisha Dowling - Education Team Lead
Caitlin Newman (Team Lead) and Crystal Lyons - Admissions Team
Sarah Souza - Student Care Lead
Jennifer Freyermuth (Team Lead) and Paulino Ramone - Financial Aid Team

Cosmetology and Cosmetology Educator Program Educators: Kirsten Baldon, Corye Westbrooks (BM Manager), John Wayne Horne, Brandon Knight, Tony Kaplan, Renee Anchondo, Chilika Perkins, Zach Novak, Angela Woods, Stephanie Grulum, Gaylynn Rainham

Esthiology and Esthiology Educator Program Educators: Amy Bautista, Aliccia Grant, Jodi Snyder, Marisa Duran

Experience Center Team: Maria Ivan (EC Team Lead), Deisy Dalton, Gabriella Benenati, Audley Harris, Tanja Estada, Halee Sim, Mykeritz Willard, Laura Trejo, Imari Durfield, Chrisy Roland

Aveda Institute Phoenix is a branch location of Aveda Institute Tucson

Mixed paper recycling is limited. Please contact your local recycling program.