# student course catalog



AVEDA INSTITUTE PHOENIX

# Aveda Institute Mission

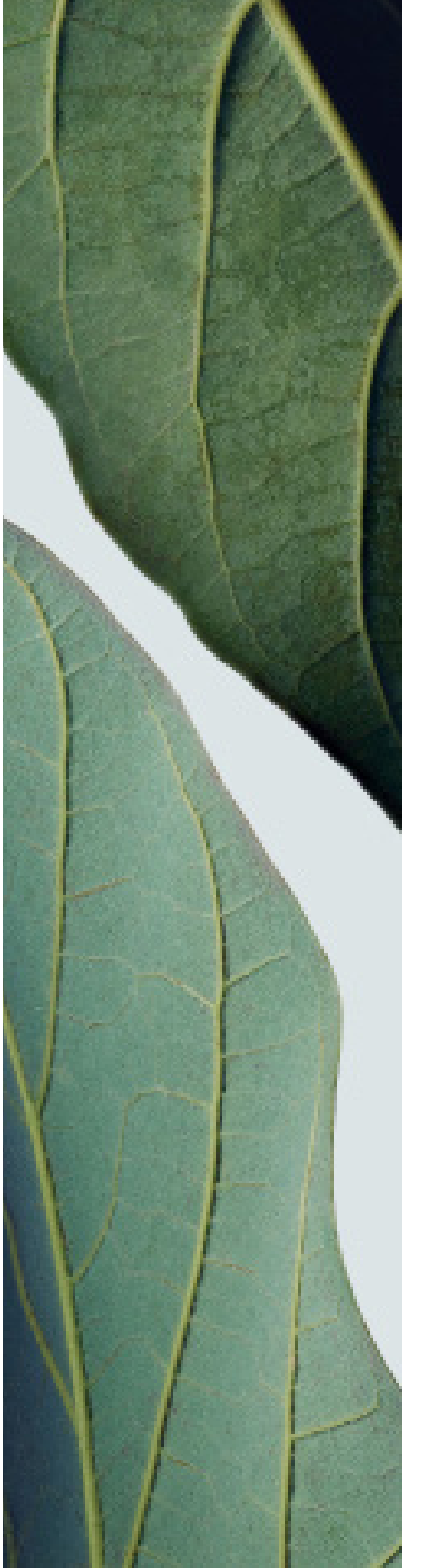
The Aveda Institute Phoenix's mission is to provide quality, professional education and training to successfully pass the state licensure exam by:

- 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 and;
- 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."



AVEDA INSTITUTE
PHOENIX

ADDRESS 8475 S. Emerald Drive, Suite 101, 104
Tempe, Arizona 85284
TELEPHONE 480-280-3781
WEB www.https://avedainspiregreatness.com/phoenix-campus/
FACEBOOK facebook.com/pages/Aveda-Institute-Phoenix-Official-Fan-Page
TWITTER twitter.com/avedaphoenix
INSTAGRAM instagram.com/avedainstituteprovo

Aveda Institute Phoenix is is approved and regulated by the Arizona Barbering and Cosmetology Board, Arizona State Board for Private Post Secondary Education, and NACCAS, National Accrediting Commission of Career Arts and Sciences

Arizona Barbering and Cosmetology Board
1740 W Adams St #4400
Phoenix, AZ 85007
480-784-4539 | https://bcb.az.gov

Arizona State Board for Private Post Secondary Education
1740 W Adams Street #3008
Phoenix, AZ 85007,
602-542-5709 | https://bcb.az.gov

NACCAS
Aveda Institute Avondale is Accredited by NACCAS at
3015 Colvin Street | Alexandria, VA 22314
703.600.7600

VA
Aveda Institute Phoenix is approved by the Arizona State Approving Agency



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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 Insitute.

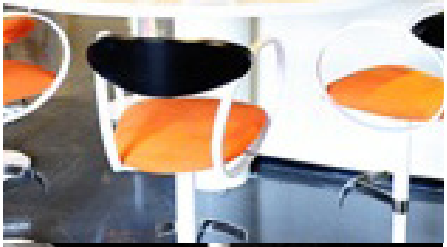
## Workshops

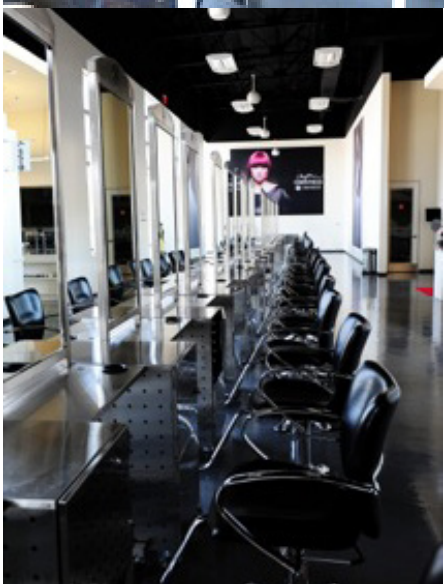
The Education team hosts a workshop for students to hone-in on favorite practices or to improve technical skills. Workshops vary from styling and cutting techniques to makeup lessons, waxing and skin care. Our Experience Center also works closely with students to improve upon retailing, product knowledge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

The Aveda Institute Phoenix is located in the Emerald Design Center across from Ikea in Tempe, just East of the I-10. The Institute offers some of the latest developments in "Green Building". Our clinic floor features modern stations and comfortable styling chairs. The shampoo area was designed as a retreat with shampoo bowls and shiatsu massage chairs. The manicure and pedicure stations are in a beautiful and functional environment. Aveda Institute also features individual spa rooms and classrooms that are set up with audiovisual support including a projection screen and a sound system all designed to enhance the Students learning.

## 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

# Areas of Study

## Cosmetology

Explore the latest styles and techniques in hair styling; texture,;cutting and color; makeup application; skin care; and nail care.

## Esthiology

Enjoy leanring about waxing, makeup and skincare. Learn techniques to purify, balance and renew the skin.

## Hairstyling

Gain knowledge in haircutting, hairstyling, haircutting and hair color.

## Massage Therapy

Learn a balanced study of anatomy, physiology, pathology, spa treatments and body movement techniques.

## 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
massage therapist

## Education & Other Fields

educator
consultant/trainer
school owner
paramedical esthetician
state board member or inspector
freelance makeup artist
educational director for a product manufacturer
stylist or makeup for film, theater, fashion or print

# Holidays and Closures

Please refer to individual Program Pages for Program Start Dates.

School Closures thru 2029 are as follows:

AM Closures for In Service Days (non DE programs): 2nd Tuesday of quarter 1, 2nd Tuesday of quarter 3

Memorial Day: 5.31.27, 5.29.28, 5.28.29

Independence Day: 7.4.27, 7.4.28, 7.4.29

Labor Day: 9.6.27, 9.4.28, 9.3.29

Thanksgiving day: 11.26.26, 11.25.27, 11.23.28, 11.22.29

Holiday Break: 12.24.26-1.1.27, 12.24.27-1.2.28, 12.25.28-1.1.29, 12.24.29-1.1.30



"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 excited about 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 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 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 if we feel you're a great candidate for our programs, we'll invite you to take the next steps to become accepted. You'll prepare an application with the following requirements:

Application: the application forms and $50 application fee must be turned in to be eligible for consideration. Application forms include: Enrollment Application, Information Survey, Physical and Safety Demands Acknowledgement, Letter of Intent, High School Completion (or equivalent), proof of age, verified social security number.

Letter of Intent (letter of recommendation for Massage Therapy applicants)
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 care for those around you?
- What belief statement do you connect with the most?

Copy of High School Diploma, High School Transcript, College Diploma, or GED. You must be a high school or college graduate prior to the official start date of your course. College graduation must be with an Associate's Degree or higher. Submit a high school transcript indicating graduation OR a copy of your General Education Diploma (GED) prior to the official start date. Foreign Diplomas: Must have evidence that verification of foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents to English and confirm the academic equivalence to a US highschool diploma. Please see Admissions Advisor for evaluation options.

Verification of Social Security Number. Social Security Number can be verified with completed FAFSA, VA Certificate of Eligibility, or a copy of the Social Security Card.

Proof of age (i.e. copy of driver's license, passport, or birth certificate. Birth certificate must be accompanied by photo ID).

3 If Accepted, and a financial plan is established, you will schedule an appointment to enroll into the program!

*If you are under 18 years of age you and a parent/legal guardian will need to sign the enrollment contract.

## Transfer Students

Applicants 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 Frame, who may re apply immediately. Students will meet 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 $50 application fee, $150 registration fee and current hourly tuition rate multiplied by the number of hours needed to complete the program.

States accepting licensure from the programs offered
Accepting: Arizona
Unsure: Alabama, Alaska, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Pennsylvania, Rhode Island, South Carolina, South Dakota,Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming
*The office of Student Care can support inquiries about licensure in a state of interest.*

Questions?
480-281-1989 | www.avedainstitutephoenix.com

# Program

Tuition: $20,500
Kit: $2,750.00 | Registration: $150.00 | Application: $50.00
*Kit, Registration, and Application are non-refundable after three days from contract signing (excluding Saturday, Sunday, andFederal Holidays).
Required for licensure: 1500 hours

The scheduled hours of instruction are as follows:
Full Time Tuesday, Wednesday, Thursday, Friday, 9:00am-5:00pm (30 hours per week). 30 minutes will be removed for lunch.

Evening: Monday Distance Education (7 hours), Tuesday-Friday 5:30pm-10:00pm (25 hours per week)

Express your creativity and talent in hair, skin, nail care and make-up application. For more in-depth information on industry go to onetcodeconnector.org SOC Code 395112.00. Our cosmetology course provides 1500 hours of extensive hands-on learning to provide you a complete understanding of beauty. Upon completion, you'll be be prepared to take the practical and theory examinations for 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 Phoenix diploma, transcript and a state record of completion.

Daytime Cosmetology Starts with NO Distance Education: 11.4.26, 1.19.27, 3.30.27, 6.8.27, 8.17.27, 10.26.27

Evening Cosmetology Starts with 28% Distance Education: 1.4.27, 3.29.27, 6.21.27, 9.13.27, 12.6.27

*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.*



## Daytime Phase Descriptions

Earth - 300 Hours
The emphasis in this phase is to introduce the fundamentals of shampooing, conditioning, hair coloring, haircutting, hairstyling, chemical texture, time management, ethics, interpersonal skills, salesmanship, disinfection, sanitation, and safe work practices. Students will learn State laws, rules, regulations, and safety requirements.

Water- 300 Hours
Strengthening cutting, coloring and styling skills are emphasized in this phase. Advanced Men and Women's cutting, coloring, styling and perming is introduced in this phase. Students will review and practice foundational techniques and learn how to combine those techniques to achieve new results. Emphasis on State Board preparation and Business building is introduced in this phase.

Fire- 300 Hours
The focus is Chemical Texture. Students will be trained in different perming techniques, chemical relax highly textured hair, and how to safely and effectively chemically texture various hair types. This phase will also focus on hairstyling science including the human body and properties of hair.

Air- 375 Hours (300 for starts commencing after 1.1.26)
The focus of this phase is to introduce the fundamentals of skin care including waxing, facials, and makeup. Nail care is also focused on during this phase including the technical skill of manicures, pedicures, and acrylic nails. The students will participate in mock interviews and complete and editorial style photo shoot.

Infinity- 225 Hours (300 for starts commencing after 1.1.26)
The focus is to prepare students for the State Board written and written practical competency exams. Students will refine and perfect their technical skill through practical experience on the clinic floor.

## Evening Phase Descriptions

The order of phases in the evening program will vary.

Selenite- 300 Hours
This phase will introduce the foundations of the beauty industry along with state laws, rules, regulations, and safety requirements. This phase will focus on business, goal setting, time management, ethics, interpersonal skills, salesmanship, disinfection, sanitation, safe work practices and the service experience. During this phase students will learn the fundamentals of shampooing, conditioning, hairstyling, principles of textured hair styling, haircutting and hair coloring techniques.

Amethyst- 300 Hours
The emphasis in this phase is to introduce the fundamentals of Texture Services. Students will focus on natural texture services including coloring, cutting, styling techniques and working effectively on all hair textures.. This phase will also focus on chemical texture services and techniques. Students will build upon techniques while gaining practical experience on the clinic floor.

Kyanite- 300 Hours
The focus will be business with an emphasis on professionalism by preparing students for future career opportunities. Industry trends are explored along with advanced techniques including hair extensions. Students will continue to refine their technical skills and gain practical experience through model days and clinic floor practice.

Citrine- 300 Hours
This phase will focus on skin care, students will learn the foundations of skin care, anatomy, facial techniques, nail care and artificial nail applications. This phases will also focus on business with an emphasis on professionalism and preparing students for future career opportunities. Students will explore advanced techniques while they continue to refine their technical skills and gain practical experience through model days and clinic floor practice.

Onyx- 300 Hours
The focus is to prepare students for the State Board competency exams. Students will explore advanced techniques and prepare for a photo shoot to showcase their technical abilities. 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 student needs to complete the required 1500 hours for state licensure."



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/

# Curriculum Overview

Throughout the cosmetology program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

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 Finals
  - Phase Projects

Instructional Methods:

- Lecture
- Hands-On Training
- Group Study
- Audio/Visual
- Online/Textbook learning
- One-on-One Coaching

- Academics
  - 96%-100% High Honors
  - 88%-95% Satisfactory
  - <88% Unsatisfactory
- Attendance
  - 88%-100% Satisfactory
  - <88% Unsatisfactory

Technology Required for Distance Education

- Apple or Android operating system
- Internet connection to run Pivot Point 2.0

## History of the Industry- 100 hours

anatomy, physiology and histology
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
electricity and light therapy
laser and IPL
ecology and monitoring

## Shampooing, Rinsing, Conditioning- 60 hours

product analysis
hair and scalp care
procedures/techniques
draping for wet and dry
chemical services
selecting correct shampoo/ conditioner

## Haircoloring - 290 hours

color theory
classifications of hair color
product analysis
corrective coloring
contemporary techniques
one dimensional
multidimensional
foil placement
enlighten & tone

## Haircutting - 290 hours

implements and techniques
sectioning
scissors
clippers
razors
guest consultation

## Hairstyling- 90 hours

wet styling
fundamentals
braiding
fingerwaving
pin curl techniques
roller curls
comb out techniques
artistry in hair styling
thermal styling
conventional thermal (marcel) irons
oven press curl
blow-dry styling

## Chemical Texture Services - 180 hours

product analysis
guest hair analysis
application techniques
equipment, implements and materials
history of permanent waving
chemistry of solutions
pre-perm analysis
rod selection
perming techniques
custom perm design and wrapping

## Disinfection, Sanitation, and Safe Work Practices- 250 hours

Clinic Practice- including hair, nails and skin
refinement of techniques
clinic set-up
sanitation

## Laws, Rules and Regulations - 30 hours

state laws and rules
safety and sanitation requirements

## Manicuring and Pedicuring - 50 hours

manicures/pedicures
nail design and artistry
nail extensions
artificial nails
massage techniques for hands, arms and feet

## Facials and Skin Care- 50 hours

Fundamentals of body and face
cleansing , refinement, treatment
facial massage

## Facial Makeup -40 hours

color theory
contoured and natural application
lash application

## Hair Removal - 20 hours

facial and body waxing
methods of hair removal

## Management and Salesmanship- 50 hours

Ethics, Interpersonal Skills
time management
goal-setting
team building
communication
cover letter/resume writing
interview techniques
job requirements

# Program

Tuition: $15,375
Kit: $2,750.00 | Registration: $150.00 | Application: $50.00
*Kit, Registration, and Application are non-refundable after three days from contract signing (excluding Saturday, Sunday, andFederal Holidays).
Required for licensure: 1000 hours

The scheduled hours of instruction are as follows:

Full Time Tuesday, Wednesday, Thursday, Friday, 9:00am-5:00pm (30 hours per week). 30 minutes will be removed for lunch.

Evening: Monday Distance Education (7 hours), Tuesday-Friday 5:30pm-10:00pm (25 hours per week)

Express your creativity in the field of beauty and wellness. For more in-depth information on industry go to onetcodeconnector.org SOC Code 395112.00, CIP Code 12.0407. Our hairstyling course provides 1000 hours of extensive hands on learning to provide you a complete understanding of hair. Upon completion, you'll be be prepared to take the practical and theory examinations for 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 Phoenix diploma, transcript and a state record of completion.

Daytime Hairstyling Starts with NO Distance Education: 11.4.26, 1.19.27, 3.30.27, 6.8.27, 8.17.27, 10.26.27

Evening Hairstyling Starts with 28% Distance Education: 1.4.27, 3.29.27, 6.21.27, 9.13.27, 12.6.27

*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.*



## Daytime Phase Descriptions

Earth - 300 Hours
The emphasis in this phase is to introduce the fundamentals of shampooing, conditioning, hair coloring, haircutting, hairstyling, chemical texture, time management, ethics, interpersonal skills, salesmanship, disinfection, sanitation, and safe work practices. Students will learn State laws, rules, regulations, and safety requirements.

Water- 300 Hours
Strengthening cutting, coloring and styling skills are emphasized in this phase. Advanced Men and Women's cutting, coloring, styling and perming is introduced in this phase. Students will review and practice foundational techniques and learn how to combine those techniques to achieve new results. Emphasis on State Board preparation and Business building is introduced in this phase.

Fire- 400 Hours
The focus is Chemical Texture. Students will be trained in different perming techniques, chemical relax highly textured hair, and how to safely and effectively chemically texture various hair types. Students will learn hairstyling science including the human body and properties of hair. Students will also learn the fundamentals of skin care including waxing, facials, and makeup. Nail care is also focused on during this phase including the technical skill of manicures, pedicures, and acrylic nails. The students will participate in mock interviews and complete and editorial style photo shoot.

## Evening Phase Descriptions

The order of phases in the evening program may vary.

Selenite - 300 Hours
This phase will introduce the foundations of the beauty industry along with state laws, rules, regulations, and safety requirements. This phase will focus on business, goal setting, time management, ethics, interpersonal skills, salesmanship, disinfection, sanitation, safe work practices and the service experience. During this phase students will learn the fundamentals of shampooing, conditioning, hairstyling, principles of textured hair styling, haircutting and hair coloring techniques.

Amethyst- 300 Hours
The emphasis in this phase is to introduce the fundamentals of Texture Services. Students will focus on natural texture services including coloring, cutting, styling techniques and working effectively on all hair textures.. This phase will also focus on chemical texture services and techniques. Students will build upon techniques while gaining practical experience on the clinic floor.

Kyanite- 300 Hours
The focus will be business with an emphasis on professionalism by preparing students for future career opportunities. Industry trends are explored along with advanced techniques including hair extensions. Students will continue to refine their technical skills and gain practical experience through model days and clinic floor practice.

Onyx- 300 Hours
This phase focuses on technical review, haircutting and barbering techniques while introducing advanced techniques. Students will build upon techniques while gaining experience on the clinic floor. *Hours and weeks for this phase will be determined by the amount of hours the student needs to complete the required 1000 hours for state licensure.



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/

# Course Outline

Throughout the hairstyling program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Physical and Safety Demands for the Hairstylist 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 Finals
  - Phase Projects

Instructional Methods:

- Lecture
- Hands-On Training
- Group Study
- Audio/Visual
- Online/Distance Education
- Textbooks
- One-on-One Coaching

- Academics
  - 96%-100% High Honors
  - 88%-95% Satisfactory
  - <88% Unsatisfactory
- Attendance
  - 88%-100% Satisfactory
  - <88% Unsatisfactory

Technology Required for Distance Education

- Apple or Android operating system
- Internet connection to run Pivot Point 2.0

## Disinfection, State Rules and Regulations- 190 hours

Theory of hairstyling
anatomy
diseases and disorders,
Arizona Board of Cosmetology statutes and rules
principles and practices of infection control and safety
recognition of diseases and the treatment of disor-ders of the hair and scalp;
morphology and treatment of hair;
product pharmacology and chemistry
interaction\formulation, composition, and hazards
ecology
alternative hair technology
pre and post service consultation

## Shampooing/Conditioning- 60 hours

product analysis procedures / techniques
draping techniques for:
- ·wet / dry services
- ·chemical servicesselecting correct:
- ·shampoo / conditioner

neck and scalp massage
clinical and classroom practice

## Hair Styling- 200 Hours

Wet styling
finger waving
pin curl techniques
roller curls
comb out techniques
artistry in hair styling
hairstyling machines, tools, uses
thermal styling thermal (marcel) irons
marcel wave
oven press curl
blow-dry styling
braiding and extensions
clinical and classroom practice

## Hair Cutting- 200 Hours

implements techniques sectioning
scissors fundamentals
clippers razors
guest consultation
clinical and classroom practice

## Hair Coloring- 200 hours

changing exxisting hairsolor
color theory classifications of hair
color product analysis corrective
coloring contemporary techniques one dimensional multidimensional
foil placement enlighten & tone
clinical and classroom practice

## Chemical Texture Services- 120 hours

product analysis
guest hair analysis
application techniques proper equipment implements and materials
Permanent Restructuring history of permanent waving
chemistry of solutions
pre-perm analysis
rod selection perming techniques
custom perm design / wrapping
clinical and classroom practice

## Management- 30 hours

professional ethics
interpersonal skills
Personal / Career Development
time management goal-setting
team building communication
cover letter / resume writing interview techniques
job requirements
employee benefits and wages
technology

# Program

Tuition: $12,000

Registration: $150.00 | Application: $50.00 | Kit: $2,000.00
*Kit, Registration, and Application are non-refundable after three days from contract signing (excluding Saturday, Sunday, and Federal Holidays).

Required for licensure: 600 hours

The scheduled hours of instruction are as follows:
Full Time Tuesday, Wednesday, Thursday, Friday, 9:00am-5:00pm (30 hours per week).

Evening: Monday Distance Education (7 hours), Tuesday-Friday 5:30pm-10:00pm (25 hours per week)

Prepare for an exciting future in skin care with Aveda Institute Phoenix. For more in-depth information on industry go to onetcodeconnector.org SOC Code 39-5094.00. Our Esthiology curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments. Upon completion, you'll be be prepared to take the practical and theory examinations for The Arizona State Board of Cosmetology and be ready to succeed as a licensed esthetician. Each graduate will receive an Aveda Institute Phoenix diploma, transcript and a state record of completion.

Daytime Esthiology Starts with NO Distance Education: 11.4.26, 1.19.27, 3.30.27, 6.8.27, 8.17.27, 10.26.27

Evening Esthiology Starts with 28% Distance Education: 1.4.27, 3.29.27, 6.21.27, 9.13.27, 12.6.27

*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.*



## Daytime Phase Descriptions

Earth- 300 hours
The emphasis in this phase is to introduce the fundamentals of esthetics. These skills include facials, 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
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 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.

## Evening Phase Descriptions

Grounding- 300 hours / 84 hours Distance Education
The emphasis in this phase is to introduce the fundamentals of esthetics. These skills include facials, 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 / 84 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 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.



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/

# 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, 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 Finals
  - Phase Projects

Instructional Methods:

- Lecture
- Hands-On Training
- Group Study
- Audio/Visual
- Online/Distance Education
- Textbooks
- One-on-One Coaching

- Academics
  - 96%-100% High Honors
  - 88%-95% Satisfactory
  - <88% Unsatisfactory
- Attendance
  - 88%-100% Satisfactory
  - <88% Unsatisfactory

Technology Required for Distance Education

- Apple or Android operating system
- Internet connection to run Pivot Point 2.0

## History of Industry- 120 hours

Anatomy, Physiology, Histology
Disease and Disorder
Treatment of Disorders
Ecology and monitoring
Product pharmacology
Chemistry
    Formulation, composition, hazards
Alternative skin technology
Electricity and light therapy
    Laser, IPL, devices

## Facial and Skin Care- 150 hours

Skin types
Pre and Post consultation
Skin Analysis
Consultation and documentation
Facial Massage manipulations
Spa body modalities
Cosmetic enhancement
Machines
Relaxation through massage
Skin detoxification
Touch and intention
Treatments
Aveda product knowledge

## Facial Makeup- 30 hours

Color theory
Contoured and natural application
Lash application
Subtle and dramatic application

## Hair Removal - 90 hours

Body and facial hair removal
Methods of hair removal

## Laws, Rules and Regulations - 30 hours

state laws and rules
safety and sanitation requirements

## Management and Salesmanship- 30 hours

time management
Interpersonal skills
Professional ethics
goal-setting
team building
communication
cover letter/resume writing
interview techniques
job requirements
employee benefits and wages
hair and make up shows
industry days
community involvement

## Safe Work Practices- 150 hours

Infection control
Disinfection
Infection control
Clinic Practice
Refinement of techniques
Clinic set-up
Sanitation
Time management
Spa experience
Tetail
Guest relations
Aveda rituals

Massage Therapy

# Program

Tuition: $12,000 | Kit: $2,000.00 (non-refundable) | Application: $50.00 | Registration: $150.00

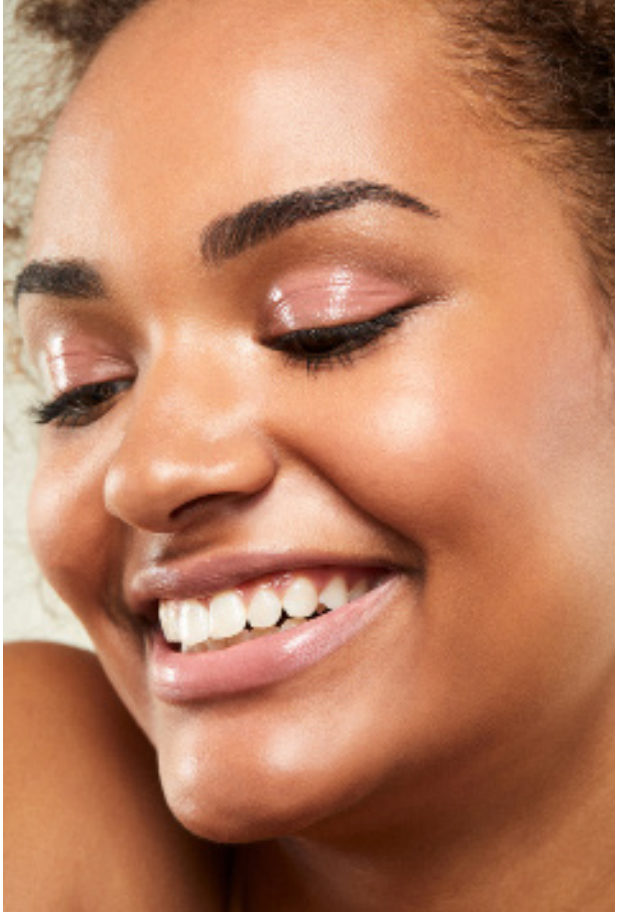
Required for licensure: 700 hours

The scheduled hours of instruction are as follows:
Evening: Monday, Tuesday-Friday 5:30pm-10:00pm (25 hours per week) (7 hours DE)

Learn how to create wellness through the power of touch. A balanced study of anatomy, physiology, pathology, aromaologyTM, spa treatments and body movement techniques adds depth to the massage techniques you'll use to address the individual needs of your guests. For more in-depth information on industry go to onetcodeconnector.org SOC Code 31.9011.00, CIP Code 51.3501. Upon completion of the program (500 hours), you'll be prepared to take the MBlex exam and be ready to succeed as a licensed massage therapist. Each graduate will receive an Aveda Institute diploma, and transcript.

PM Massage Therapy Start Date with 30% DEs: 4.5.27, 10.11.27

*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.*



Daytime Phase Descriptions

PHASE ONE : 350 Hours
Discover the fundamentals of the art of Swedish massage, reflexology along with the latest in spa treatments, total wellness and body care. Study the sciences of anatomy, physiology and pathology and learn the ancient philosophy of Ayurveda. From classroom learning to hands-on- workshops you'll gain practical knowledge and experience. You'll also learn the proper safety and sanitation requirements In this phase.

PHASE TWO: 350 Hours
The Increase your knowledge of anatomy, physiology, pathology, deep tissue massage and other techniques as you gain practical experience. You will work in a clinical setting under the supervision of instructors, obtaining extensive hands-on experience. You will also learn to prepare for the workplace by developing your own plan of action for employment. Exploration of case studies rounds out your education as you prepare for your new career as a massage therapist. Upon successful completion of all phases, you will be prepared to take the required state registration exams and be ready to pursue a career.

Evening Phase Descriptions

PHASE ONE : 350 Hours
Discover the fundamentals of the art of Swedish massage, reflexology along with the latest in spa treatments, total wellness and body care. Study the sciences of anatomy, physiology and pathology and learn the ancient philosophy of Ayurveda. From classroom learning to hands-on- workshops you'll gain practical knowledge and experience. You'll also learn the proper safety and sanitation requirements In this phase.

PHASE TWO: 350 Hours
The Increase your knowledge of anatomy, physiology, pathology, deep tissue massage and other techniques as you gain practical experience. You will work in a clinical setting under the supervision of instructors, obtaining extensive hands-on experience. You will also learn to prepare for the workplace by developing your own plan of action for employment. Exploration of case studies rounds out your education as you prepare for your new career as a massage therapist. Upon successful completion of all phases, you will be prepared to take the required state registration exams and be ready to pursue a career.



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.avedainspiregreatness.com/gainful-employment-disclosures/

# Course Outline

Throughout the 700-hour program, you'll explore the following topics to provide you with an excellent foundation to build a successful career in massage therapy.

Physical and Safety Demands for the Massage Therapists 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:
  - Written Tests
  - Classroom Participation
  - Rubric Completion
  - Quota Work (must be 100% complete)
  - Written Exams
  - Practical Finals
  - Phase Projects

- Academics
  96%-100% High Honors
  88%-95% Satisfactory
  <88% Unsatisfactory
- Attendance
  88%-100% Satisfactory
  <88% Unsatisfactory

Instructional Methods:

- Lecture/Textbook learning
- Hands-On Training
- Group Study
- Audio/Visual
- One-on-One Coaching

Technology Required for Distance Education

- Apple or Android operating system
- Internet connection to run Pivot Point 2.0

Anatomy & Physiology - 200 hours
anatomical terms
cell, tissue and organs
muscular system
skeletal system
kinesiology
nervous system
endocrine system
blood
circulator system
immune system
respiratory system
digestive system

Pathology- 10 hours
guest health
history forms
contraindications
indications
skin condition
musculoskeletal conditions
nervous system conditions
respiratory conditions
case studies

Hydrotherapy and Spa Treatment - 20 hours
effects of hydrotherapy
indications
contraindications

Massage Theory - 80 hours
history
principles of massage
body mechanics
modalities
equipment
professionalism
ethics
boundaries
proper draping techniques
mind body connection
sense of touch
breathing
ayurveda
elemental nature™

Massage Techniques- 140 hours
swedish
deep tissue
introduction:
reflexology
trigger points
lymphatic massage
polarity
energy balancing
acupressure

Clinic Practice- 260 hours
refinement of massage techniques
clinic set-up
sanitation
time management
the spa experience
retail
guest relations
aveda rituals

Personal/Career Development- 10 hours
time management
goal-setting
team building
communication
cover letter/resume writing
interview techniques
job requirements
employee benefits and wages
Small Business Development Center

# 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: Tuesday - Friday - 8:30am-5:30pm (33 hours per week)

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

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 with 36% Distance Education: there are no starts scheduled at this time

Upcoming Starts with NO Distance Education: 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

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 Leadership. Finally, Future Educators will prepare for Arizona State Board Competency exams.



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.avedainstitutephoenix..com/gainful-employment-disclosures

# 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
- Online/Distance Education
- Textbooks
- One-on-One Coaching

- Academics
  - 96%-100% High Honors
  - 88%-95% Satisfactory
  - <88% Unsatisfactory
- Attendance
  - 88%-100% Satisfactory
  - <88% Unsatisfactory

Technology Required for Distance Education

- Apple or Android operating system
- Internet connection to run Pivot Point 2.0

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.

Professtional 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, health 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, now 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, sustaining 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 have come a long way from the time when business thought that 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. 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 their peers through cost reductions, quality improvements, 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 earn their local economy's goodwill and see their efforts reflected in the bottom line.

Over the last decade, we have seen many polls confirming the importance of the environment 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 every aspect of its business. Environmental excellence has to become part of strategic thinking. It is in our best economic interests to do so. In fact, whenever we are forced to change, we often find opportunities.

A new study by Winslow Management Company adds to the evidence that companies that are good to the environment are also good to their shareholders, partners, and clients. And in our case students.

So as we face the next generation of environmental challenges, we must do so together. We must engage the many minds and listen to the many voices that share our determination to discover the best solutions to our complex problems. Our business practices impact the environment in several ways. We therefore will seek to conduct our business in a manner that protects and sustains the environment.

We look forward to exploring ways that we can work with Aveda to advance toward our common goals. We want a partnership with someone who shares our same goals and values.

Our institute will be committed to the conservation, sustainable use and enhancement of the local, and global environment for the present and for the future. We will meet our commitment through leadership by example in education, environmentally responsible practices and through equitable and participatory partnerships. Aveda Institute is committed to environmental responsibility in the areas of the natural environment; development, design and management of the built environment, and resource conservation.

Education must strive to honor systems which encourage a public vision of inclusive human societies dedicated to enhancing the social, intellectual and spiritual growth of all people.

It should encourage the celebration, unity and diversity of life, and recognize the need to maintain a balance between the human uses of natural wealth and the regenerative limits of the earth's ecosystem for the benefit of present and future generations.

Cosmetology educational institutions have a pivotal role in the promotion of environmentally sustainable management, i.e. management which is appropriate to the cultural and historical context of the society where it takes place, and where economic and social objectives are achieved within the limits of ecological systems.

The commitment to environmental sustainability is an ethical commitment. Education for sustainability therefore requires academic staff to consider promoting it where appropriate in their teaching.

Sustainability should be practiced by every member of academic and general staff in each of the areas for which they have responsibility.

The development and operation of Aveda Institute must allow for a clean, safe and healthy environment for members of Aveda Institute and community. This will be achieved through the avoidance, remediation or mitigation of any adverse effects of Aveda Institute's activities upon the natural and built environment and the local community.

Aveda Institute will enhance amenity and asthetic values at Aveda Institute. This will include efforts to:

- Ensure that buildings are designed to incorporate and enhance the use of open and green space;
- Encourage the use of environmentally responsible transportation and provide facilities for that use; (light rail)

Aveda Institute will minimize waste and other pollution discharges from Institute facilities. This will include efforts to:

- Establish environmentally responsible and appropriate purchasing practice;
- Promote the efficient use of Institute classrooms, clinic floor, equipment, resources, materials and utilities;
- Undertake a comprehensive waste management program to reduce the quantities of waste being generated and, where possible, reuse or recycle wastes which are still produced;
- Energy provider will conduct an audit of facility's energy use
- Use equipment with energy saving features
- Use compact fluorescents
- Insulate pipes and water heaters
- Install lighting controls with occupancy sensors
- Ensure all wastes are properly managed and handled, particularly hazardous materials.
- Integrate environmental considerations into our business planning and decision making processes.
- Comply with all applicable legal and regulatory requirements and, to the extent we determine it appropriate, adopt more stringent standards for the protection of our employees, students, and the community which we live in.
- Provide re gular communications to, and training for, employees and students to heighten awareness of, and pride in, environmental issues.

In closing, without the active involvement at the corporate level it would be difficult to implement sustainable business practices. As, Horst Rechelbacher stated, "We are committed to working for these ends by expressing our values and serving as agents of change in our workplaces, with our families and friends, and in our communities. We believe that the microscopic actions of single individuals have the power to change the course of human civilization. We aim to help steer society in a more sustainable direction for our benefit and the benefit of generations to come".

We are excited for y ou to begin a partnership with a corporate culture that has the same values, beliefs, and philosophies as we do. We look forward to developing an Aveda Institute Phoenix and bringing our values and beliefs to help our environment.

# Student Services

## Career Placement

Students enrolling at the Aveda Institute are provided education appropriate to license in the state of enrollment. Aveda Insititute does not guarantee acceptance or transfer of hours earned to another state or Institution. The Aveda Institute offers employment support through industry days, resume review and self-promotion techniques. While we offer assistance in job placement, Aveda Institute does NOT guarantee job placement.

## Academic and Individual Advising

The Aveda Institute Phoenix provides academic advising to all Students. We will help you with tutoring, should you experience challenges in meeting the minimum performance standards and course requirements as set by Aveda Institute and the state board. If you experience personal challenges, the Aveda Institute Phoenix encourages Students to contact Student Services for a list of local crisis hotlines, which provide personal counseling referrals to a network of professionals.

## Alumni

Student records are maintained at Aveda Institutes. 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 a written request. For more information email info@avedaphoenix.com.

## Veteran's Affairs

State of compliance with 38 USC 3679 (e): https://www.benefits.va.gov/gibill/post911_residentraterequirements.asp
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 credit will be granted, as appropriate. VA beneficiaries cannot be extended past their original contract date and GI Bill® funding will not cover any additional hours. VA beneficiaries may only enroll in in person courses, online training cannot be paid for by VA education benefits.

## Veterans 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 on 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 on 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 refund policies and funds may be returned as required by law. Upon their return the veteran will be re-admitted with no additional registration fee, and tuition assessed according to the amount of hours remaining in the program. The applicable funds will be requested and reinstated upon their return.

## Veteran's Administration Satisfactory Progress/Advising Policy

In addition to the Satisfactory Academic Progress Policy stated elsewhere in this catalog, all students enrolled receiving Veterans Administration Benefits will also be subject to this stricter policy.
All VA students enrolled in the Esthiology program will be evaluated for satisfactory academic progress and advised two times during their program (300 and 500 scheduled hours ). Aveda Institute's normal SAP policy evaluation points will apply to students enrolled in other programs. If any VA student fails to meet the minimum cumulative academic and attendance 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 attendance and academic requirements the VA will be promptly notified which will result in the termination of VA Benefits. Further, this may result in a student debt with the VA.

# Payment Options

Sources of financial asssistance include:
Monthly Payment Plans
Pay in Full
Private Loans
Federal Student Aid
Veterans Affairs

Forms of Payment Include:
checks, cash, credit card or money order

In-House Financing: Automatic withdrawal is accepted for monthly payment plans. A 3% fee will be added to all credit or debit card transactions. EChecks do not have an associated fee. A $25 late fee/insufficient fund fee will be assessed to any declined or returned payment. Returned ECheck payments will result in loss of eligibility for the ECheck payment method.

## Continuing Education Credit

Aveda Institute offers a continuing education credit on tuition and registration fee for Students that enroll in a second program ($1,000 for Cosmetology and Hairstyling and $500 for Esthiology and Massage Therapy programs). To be eligible, Students must enroll into the second program no more than one year from the first completion date.

# Graduation and Licensing Requirements

## Exit Planning and Surveys

Administrative Services will meet with graduating classes prior to graduation to review requirements for graduation of the program and financial plan (if applicable). A Graduate Survey will be sent upon completion of the program.

Graduation Requirements

In order to graduate from the program/course of instruction, the Student must:

a complete contracted program hours
b complete course requirements
c make satisfactory payment arrangement for any debt owed the school

Licensing Requirements

For all programs, a Student is required to:

a complete the hours in the course of instruction.

Student must successfully complete the state law examination conducted by the state board"

## Refund Policy

Applies to all terminations, for any reason, by either party, including Student's decision, course or program cancellation or school closure. Students not accepted to participate in the Aveda Institute's programs are entitled to a refund of all monies paid. Students who cancel this contract by notifying the school within three (3) days (excluding Saturday, Sunday and federal and state holidays) of of enrollment agreement signing are entitled to a full refund of all tuition and fees paid. This policy applies whether or not the Student has begun training. Students who withdraw after three (3) days, but before the commencement of classes, are entitled to a full refund of all tuition and fees paid except the $50 application fee and $150 registration fee. In the case of students withdrawing after 3 days of signing the contract and after commencement of classes, the school will retain the $50.00 application fee and the $150.00 registration fee, plus a percentage of tuition and fees based on the Refund Table . The amount of any refund is based on scheduled hours as the last day of attendance as outlined in the Refund Table.





### Refund Table

| Percent of scheduled time enrolled to total course or program | Amount of Tuition Owed the School |
|---|---|
| Within .001% to 4.9% of the program | 20% of tuition / $150 cancellation charge |
| Within 5% to 9.9% of the program | 30% of tuition / $150 cancellation charge |
| Within 10% to 14.9% of the program | 40% of tuition / $150 cancellation charge |
| Within 15% to 24.9% of the program | 45% of tuition / $150 cancellation charge |
| Within 25% to 49.9% of the program | 70% of tuition / $150 cancellation charge |
| 50% or more of the program | 100% of tuition / $150 cancellation charge |

1 Any students who withdraw or terminate prior to course completion are also charged the cancellation charge or fee referred to in the Refund table. Other charges the student may have incurred at the institution, such as student kit, products, policy or postponement fees, registration and application fees will be calculated and paid by such student separately at the time of withdrawal.

2 Aveda Institute will make all refunds within 30 days from the date of determination, whether officially or unofficially, with the exception of the $50 application fee and the $150 registration fee. The official date of termination or withdrawal of a student shall be determined in the following manner:

- i The date on which the school receives notice of the student's intention to discontinue the training program; or the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to school in person; or
- ii The date on which the student violates published school policy, which provides for termination.
- iii Should a Student fail to return from an excused leave of absence, the effective date of termination for a Student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the Student is not returning or the scheduled date of return from the leave of absence
- iv Should a student fail to attend school for 14 consecutive calendar days, the school will terminate the Student's attendance.
- v For purposes of financial aid, the 14th day of absence will be used as the date of determination in calculating returns.
- vi Attendance is monitored every 30 days.

3 If a course and/or program is cancelled subsequent to a Student's enrollment, and before instruction in the course and/or program has begun, the Institute shall provide a full refund of all monies paid.

4 If the Institute cancels a course and/or program and ceases to offer instruction after the Students have enrolled and instruction has begun, the Institute shall provide a refund for all students transferring to another Institute based on the hours accepted by the receiving Institute or provide a refund of all monies paid.

5 The policy for granting credit for previous training shall not impact the refund policy.

6 In the case of disabling illness or injury, death in the Student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. Any settlement made will be determined on a case by case situation by a board made up of the Owner, Director and the Student Services department, these settlements are private and not to be shared with anyone but the parties involved.
Refunds are based on scheduled hours and calculated from the last date of attendance.

7 If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.

8 School Closure/ Course Cancelation
ii. if school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, school will notify student individually and perform a pro-rata refund of tuition.
ii. If a course or program is canceled subsequent to a student's enrollment and before instruction has begun, the school shall provide a full refund of all monies paid.
iii. If a course or program is canceled and the Aveda Institute ceases to offer instruction after the student has enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide completion of the course; or participate in a Teach -Out Agreement; or provide a full refund of all monies paid

## Postponement of starting date

Whether at the request of the school or the Students, postponing your start date requires a written agreement signed by the student and the school. The agreement must set forth; (a) whether the postponement is for the convenience of the school or student; (b) a deadline for the new start date, beyond which the start date will not be postponed,
If the course is not commenced, or the Student fails to attend by the new start date set forth in the agreement, the Students will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Aveda Institute. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The academic year is defined as 900 hours in a 27 week period.

## Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450 (wk 15), 900 (wk 30), 1200 (wk 40) scheduled hours
Hairstyling 450 (wk 15), 900 (wk 30) scheduled hours
Esthiology 300 (wk 10) scheduled hours
Cosmetology/Esthiology Educator 175 (wk 6) scheduled hours
PM Cosmetology 450 (wk 18), 900 (wk 36), 1200 (wk 48) scheduled hrs
PM Esthiology 300 (wk 12) scheduled hours
PM Massage Therapy (wk 14) 350 scheduled hours
PM Hairstyling 450 (wk 18 ), 900 (wk 36) scheduled hours

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Progress records are maintained by institution and furnished to students at each evaluation period.

## Attendance Progress Evaluations (Quantitative) Pace

Students are required to attend a minimum of 88% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 88% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Standard rounding rules apply. E.g. 66.5.% is rounded up to 67%

≥88% satisfactory
≤87% unsatisfactory

## Academic Progress Evaluations

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

96%-100% High Honors
88%-95% Satisfactory
<88% Unsatisfactory

## Maximum Time Frame

The maximum time (which does not exceed 114% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

## Maximum Time Allowed

Course

Cosmetology (Full time, 30 hrs/wk) – 1500 Hours
57 Weeks 1710 Scheduled Hours
Cosmetology (Full time, 25 hrs/wk) – 1500 Hours
68 Weeks 1710 Scheduled Hours
Hairstyling (Full time- 30 hrs/wk)- 1000 Hours
38 Weeks 1140 Scheduled Hours
Hairstyling (Full time- 25 hrs/wk)- 1000 Hours
40 Weeks 1140 Scheduled Hours
Esthiology (Full time, 30 hrs/wk) – 600 Hours
23 Weeks 684 Scheduled Hours
Esthiolgy (Full time, 25 hrs/wk) – 600 Hours
27 Weeks 684 Scheduled Hours
Massage Therapy (Full time, 25 hrs/wk) – 700 Hours
32 Weeks 798 Scheduled Hours
Cosmetology Educator (Full time, 33 hrs/wk) – 350 Hours
12 Weeks 399 Scheduled Hours
Esthiology Educator (Full time, 33 hrs/wk) – 350 Hours
12 Weeks 399 Scheduled Hours

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 88% of the scheduled contracted hours. Students exceeding Max Time Frame will be terminated from the program and will be permitted to apply for re-enrollment on a cash-pay basis.

## Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be notified of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. The student may 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 still 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 funds and VA Educational Benefits

## Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, they will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible 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 Aid and VA funding, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## Interruptions, Course Incompletes, Withdrawals

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

## 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 students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed within 10 days of submission. The student will be notified of the plan of action within 5 days of the determination. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. The appeal and decision documents will be retained in the Student File.

## Noncredit And Remedial Courses

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

## Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP Evaluation Periods are based on contracted hours at Aveda Institute.

## Leave of Absence (LOA) Policy

If a Student desires to take a leave of absence from his/her studies, then the following policy will be in effect:

1. The request must be made in advance of the leave. The Student provides requested documentation to Student Services and the Director and will be reviewed on an individual basis.
2. The request must be made in writing and the reason(s) for the leave must be specified. Medical, administative, financial, and personal reasons for LOA requests will be considered.
3. The leave request must contain the Student's signature.
4. The leave of absence does not exceed, together with any additional LOAs previously granted, 180 calendar days in a 12-month period.
5. In the event the Student cannot make the request in advance (due to an unforeseen circumstance), then the Institute may still allow a leave. The beginning of the leave will be determined as the first date the Student was unable to attend the institution because of the accident and an end date will be noted that will not exceed the 180 day maximum. The Institute will document the reason(s) for its decision and collect the request from the Student at a later date.
6. There must be a reasonable expectation that the Student will return from the LOA.
7. The Student shall not owe any additional fees during any approved leave of absence and will not be granted any additional financial aid assistance as a result of any extension of the term of this contract as a result of any approved leave of absence.
8. If enrollment is temporarily interrupted for a leave of absence, the Student will return to class in the same progress status as prior to the leave of absence.
9. Hours elapsed during a leave of absence will extend the Student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the Student's cumulative attendance percentage calculation. Changes to the contract period on the Enrollment Agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
10. A leave of absence will be granted at the discretion of the administrative board. Students who withdraw prior to the completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as the time of withdrawal.
11. A Student granted an LOA that meets these criteria is not considered withdrawn, and no refund calculation is required at that time;
12. If the Student fails to return from the approved LOA, or takes an unappproved 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.
13. If an enrolled Veteran deploys, they will be placed on an administrative Leave of Absence (please see Veteran's Affairs Leave of Absence/Re-Admission Policy)

## Access to Records

Student records are maintained at Aveda Institutes. 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 a request. For more information contact Administrative Services (info@avedaphoenix.com)

## Family Education Rights and Privacy Act (FERPA)

Students and Parents/Guardians of dependent minor have a right to:

- inspect and review the student's education records to ensure they are not inaccurate, misleading or otherwise in violation of the Student's privacy or other rights;
- request the amendment 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 the regulations in this act authorize disclosure without consent, including disclosure to the school's accreditation agency;
- file a complaint with the Department of Education under section 99.64 concerning alleged failure by the school to comply with the requirements of the FERPA; and
- obtain a copy of the policy.

Aveda Institute will disclose information from a Student's education records only with the written consent of the Student or parent/ guardian of dependent minor, except:

1. To school officials who have a legitimate educational interest in th e records.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To c ertain officials of the U.S. Department of Education, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a Student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To accrediting organizations to carry out their functions.
6. To parents of an eligible student who claim the student as a dependent for income tax purposes.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency
9. The Aveda Institute Tucson also allows access to student's records to its accrediting body.

Students must allow reasonable time to assemble records. (No more than 45 days).

## Title IV Policy

Verification Policy

1 All students selected for verification must provide to the Financial Aid Administrator the following information:
- Use the IRS Data Retrieval Tool within the FAFSA or
- Provide a copy of their IRS Tax Return Transcript
- Signed Verification Worksheet

Documentation must be received and verified before any aid is awarded. All documentation must be received within 14 days and no later than the start date the student wishes to be a part of. If a student is unable to provide the verification documents within the time frame, the student must meet with the Financial Aid Administrator to request an extension (an extension must be requested in writing from the student within 14 days as stated above.) For Pell Grant eligibility, the student must provide acceptable verification documentation no later than the date established each year by the Secretary of Education, or 120 days after the last date of the student's enrollment, whichever is earlier.

2 If a student fails to provide verification documentation within the guidelines set forth in paragraph 1 above, student financial aid will not be awarded or disbursed.

3 If the student's EFC changes as a result of verification and results in a change in the award, the student will be notified by mail or email.

4 If any of the student's information is found to be incorrect, the school will electronically process the correction, or notify the student to correct through his/her FAFSA)

5 Department of Education regulations (34 CFR 668.16(g)) require schools to refer to the Department's Office of Inspector General any credible information indicating that an applicant for Title IV aid may have engaged in fraud or other criminal misconduct in connection with his or her application. The school will report any suspected fraud to OIG at 1-800-MISUSED.

(2) Treatment of Title IV Aid When a Student Withdraws

The law specifies how schools must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law, as they pertain to Aveda Institute are: Federal Pell Grants, Federal Direct Loans, PLUS Loans.

Title IV program funds will be returned in this order:

1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of Title IV funds is required
5 Iraq and Afghanistan Service Grants (IASG)

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

The amount of assistance that you have earned is determined on a pro rata basis based on the scheduled hours/credits as of your date of withdrawal. For example, if you were scheduled to complete 30% of your payment period at the time you withdrew, you earn 30% of the assistance you were originally scheduled to receive. If more than 60% of the scheduled hours of the payment period have passed at your date of withdrawal, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. A Post Withdrawal Disbursement must be made from available grant funds before available loan funds. If the post-withdrawal disbursement includes loan funds, the school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds sothat you don't incur additional debt. The school may automatically apply all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees and books/ supplies. For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or the school or parent receives on your behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1 Your institutional charges multiplied by the unearned percentage of your funds, or

2 The entire amount of excess funds

An R2T4 calculation may determine that both the school and student may need to return funds to the Title IV Federal Aid Program. If the R2T4 calculation determines an amount of Title IV aid is due from the student, the student must repay the overpayment unless the amount owed is less than $50.00.

If the school is not required to return all of the excess funds, you must return the remainingamount. Any loan funds that you must return, you(or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return. A copy of the school's refund policy is contained in the School Catalog.

## Withdrawal Procedure

The requirements and procedures for officially withdrawing from school are: If a student wishes to withdrawal from Aveda Institute they must first notify their educator via written or verbal notice. Secondly, the Student will need to provide a brief, written explanation of why they wish to discontinue their education to the Student Services Administrator. The date upon which the Student Services department receives the written notification will be the date of determination for withdrawal.

If a student is not in communication with the school during the absence, the date of determination will be the 14th consecutive calendar day of absence for the purpose of the R2T4 process. The R2T4 worksheet will consist of the last day of attendance and a determination date of the 14th day of absence for the purpose of beginning the calculation process. All funds owed to Department of Education will be processed and returned beginning on the 30th day of absence and no later than 45 days from the date of determination.

## Post Withdrawal Disbursement (PWD)

1. A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of Title IV aid disbursed.
2. If outstanding charges exist on the student's account, the school may credit the student's account with all or a portion of the PWD. However, if Title IV loan funds are used to credit the student's account the school must first notify the student/parent and provide the opportunity to cancel all or a portion of the loan.
3. Any amount of a PWD that is not credited to the student's account must be offered to the student within 30 days of the date of that the school determined that the student withdrew. The offer must be made in writing and will also notify the student that no PWD will be made if the student does not respond within 14 days of the date that the school sent the notification. The notification will also inform the student that they may accept or decline some or all of the PWD that is not credited to the student's account.
4. If the student responds within 14 days the PWD funds will be disbursed as soon as possible but no later than 180 days from the date that the school determined that the student withdrew.
5. If the student responds late, the school may choose to make the PWD at its own discretion depending on the circumstances. The student is reminded that the school has no obligation to make a PWD after the 14-day timeframe
6. Post withdrawal disbursements are applied to the student account first, and any resulting credit balance will be disbursed to the student as soon as possible and no later than 14 days from the date of disbursement.

*To help you achieve 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 entrepreneurs in the industry and are held to a high professional standard to prepare for a career. Students are expected to maintain a professional appearance at all times.

- To maintain a productive learning environment for all Students, anyone who is disruptive in the classroom or on the clinic floor may be dismissed for the day and no hours will be earned for the time missed.
- Food, candy and gum are not allowed on the clinic floor at any times Students may be given permission to have small snacks during theory only (as permitted by the educator). Beverages in enclosed containers are allowed in the classrooms and on the clinic floor.
- Aveda Institute is a smoke-free facility. Smoking is not permitted in or around the building. Students that do smoke during breaks may not be in Aveda uniform.
- Personal phone calls are not accepted at any time in order to not disrupt the educational process. Students will be notified of any emergency calls.
- Cell phones are permitted for professional use only while in the building.

## Student Services

All services or work done by Students must be assigned by, performed under the supervision of, and evaluated by an educator within the educational team of Aveda Institute. Students who refuse an assigned service, are not prepared to perform the service, or otherwise unavailable will be dismissed for the remainder of the day.

- Any additional product used for personal use or for use on models shall be charged a per product fee.

## Bullying Policy

The Aveda Institute believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance and acceptance. The Aveda Institute will not tolerate behavior that infringes on the safety of any student or deters from the learning environment. A student shall not intimidate, harass or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period and any comments made on social media sites (i.e. facebook, twitter, email...etc.) Any student who engages in bullying may be subject to disciplinary action including termination.

## Social Media Policy

This policy addresses the use of social media sites by Aveda Institute students, whether or not the use involves the wifi network or other computer resources. Social media includes, but is not limited to: texting, blogs and social media platforms such as Twitter, Facebook, LinkedIn, Instagram, Google+, YouTube, Flickr, and Yammer.

Aveda Institute is aware that members of the Institute community may wish to express their personal ideas, thoughts, and opinions through their private social media accounts (not administered by the Institute). Nevertheless, students are expected to conduct themselves in a professional manner at all times. Aveda Institute reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures. Such disciplinary measures include termination for students who use social media in violation of the guidelines in this policy, in ways that reflect poorly on theInstitute, or interferes with the education of other students and/or the operation of Aveda Institute. In appropriate cases, the conduct may also be reported to law enforcement authorities.

In connection with the use of social media, the conduct listed below is prohibited:

- Using social media to harass, threaten, insult, defame or bully another person or entity.
- Making threats of injury to any student, customer, member of faculty or staff, officer or board member, including threats concerning their respective family members or personal property.
- Making comments that insult, disparage, disrespect or defame the Institute or members of the Institute community.
- Making discriminatory or harassing comments that violate federal or state law and/or would be prohibited by the College's anti-discrimination / anti-harassment policy and/or Title IX policy.
- Violating any intellectual property law, such as copyright, trademark, fair use and/or financial disclosure law.
- Posting copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright.
- Posting images or comments which are vulgar or obscene, or would otherwise violate any applicable law.
- Posting trademarked content (such as logos, names, brands, symbols and designs) without permission from the trademark owner. The "®" symbol indicates that the mark is federally registered and the owner has the exclusive right to use it. The "TM and SM" symbols indicate that the owner may have common-law rights, but the mark is not federally registered.
- Posting a person's photograph or video image of a student, faculty or staff member without obtaining their permission.

For any questions regarding this policy, contact the Campus Director.

## Ethics

Stealing, cheating, defacing or damaging property will result in termination and require monetary restitution.

## Assigned Areas

To ensure that each Student receives consistent and comprehensive instruction in the classroom and clinic floor, Students must remain in assigned areas or receive educator permission to be in unassigned areas.

## Dress Code

Professional, black tops and bottoms, with 10% white* allowed. Students must arrive ready for the day in attire that is professional and appropriate for the industry standard of dress

### Tops

Solid black professional tops -- stomachs, and lower backs must be covered.
Aveda branded shirts of any color are allowed.
White tops (or 30% white overall) will be allowed from May 1- September 30.

### Bottoms

Solid black professional bottoms -- including black jeans in good repair.
Dresses and rompers must reach fingertips.
Athletic wear is not allowed.

### Accessories

10% white is allowed and can be in pattern.
Colored accessories including jewelry, shoes, socks, scarves, ties, and belts are allowed
Aveda and trendy hats are allowed.

### Shoes

Shoes may be in color -- open heel and open toe are allowed.

## Kits

Students will receive their kits within 7 days from the start of their program. Any kit items not available due to supply issues will be communicated to the student. Items may be replaced with comparable items as needed in the case of supply issues outside of the control of the Aveda Institutes. Kits are for educational purposes only; for students to perform services. The student kit is considered proprietary to the institution. In accordance with U.S. Department of Education regulations, it is provided for educational use only and may not be returned, exchanged, or repurposed once issued. To ensure the safety of students and others, students are advised to access only the items they have been trained to use in their educational environment. Student kits must be complete at all times. Any missing or damaged items must be replaced by the student within 24 hours. Aveda Institute is not responsible for lost or stolen items.

## Tablet

Students are required to have a tablet for use in classroom and on clinic floor. The tablet needs to be compatible with Pivot Point 2.0 and run a Android or Apple operating system. Apple, Android, and Microsoft tablets are compatible. For a list of suggested tablets, please speak with the Admissions Team.

## Personal Property

Students are responsible for their own personal property and are required to provide locks for their lockers and stations to secure their property in these locked areas. Cabbies may not lock and require removal of property at the end of each day. Aveda Institute is not responsible for lost or stolen items.

## Student I.D

Students will be issued a name tag along with proof of enrollment letter during the first phase and must wear name tag at all times. If a nametag is lost or stolen a new one may be purchased from Student Services.

### Environmental Commitment

Students are responsible for recycling properly while at Aveda Institute. Students are also required to use reusable containers for water and hot beverages such as coffee and tea. (Paper cups and plastic water bottles are not permitted).

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.

## Distance Education Policy

Distance Education (DE) may be offered asynchronously as identified within each program's description. DE hours represent a portion of the program's total clock hours and will be reflected on student transcripts and other academic records. Distance Education may not be used for clinical instruction or practical application on live models. Students access DE through the Learning Management System using unique login credentials that verify student identity. Student participation is tracked through system-generated activity logs that document logins, session engagement, progression through assigned learning activities, and completion of curriculum requirements. Clock hours are awarded based on documented active participation and engagement and not solely upon assignment completion. Aveda Institute provides regular and substantive interaction between students and educators through direct instruction, assessment and feedback, responses to course-related questions, and facilitated discussions. Participation and academic engagement are documented through Pivot Point reporting, activity logs, rubrics, and other approved learning technologies. Distance Education hours cease accumulating during periods of inactivity and resume only when the student re-engages with assigned learning activities. The Institute utilizes activity tracking and reporting tools to validate actual participation and clock hours earned. Distance Education assessments are conducted on campus for content completed during Distance Education, and a comprehensive final assessment includes applicable Distance Education content. Students may not earn Distance Education hours while scheduled for or clocked into on-campus instruction, clinic floor activities, practical operations, assessments, or other campus-based educational activities. The Institute utilizes attendance and activity tracking measures to prevent the simultaneous awarding of Distance Education and on-campus clock hours, and any hours earned concurrently will not be accepted for academic credit. Academic achievement earned through Distance Education may not be accepted for reciprocity or licensure in all states. Students should verify requirements with the applicable licensing authority or contact the Student Care Department for additional information.

Aveda Institute delivers distance education through: Asynchronous Distance Education, defined as learning activities involving academic engagement in which students interact with technology that monitors and documents participation in curriculum-based educational activities. Aveda Institute utilizes Pivot Point LAB as its Learning Management System (LMS) to deliver asynchronous distance education. There is a learning path assigned to students enrolled in programs containing Distance Education. The educator's weekly newsletter confirms assignments. Scheduled class before Distance Education days dedicate time to reviewing DE assignments to ensure alignment. The class day that follows includes a recap of DE with time for Questions/discussion. The LMS verifies student identity, records login activity, monitors student engagement, documents participation in assigned learning activities, and tracks actual instructional time based on active participation. Clock hours are awarded based upon documented engagement in curriculum activities rather than login time alone.

## 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

AM Cosmetology, Hairstyling, and Esthiology Students are considered tardy at 9:01am. Cosmetology Educator and Esthiology Educator students are considered tardy at 8:31am. PM Esthiology, PM Massage Therapy, PM Hairstyling, and PM Cosmetology Students are considered tardy at 5:31pm. If the Student arrives after 8:45am/9:15am/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.

## 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.

## 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: PhoenixEC@avedaphoenix.com before 8:30am/5:00pm for clinic floor rescheduling.

## Time Keeping Guidelines

Attendance is recorded based on the timeclock 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. Any adjustments to the Student's time clock entries must be corrected within two weeks.

## Temporary Closure

If the school is closed for an unscheduled day the Students may either make up the hours missed due to closure or contract will be extended the same number of days the school is closed (Closures may be due to weather- snow closure, natural disaster; structural problems- flooding, construction).

## 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/director:
    a. A formal complaint must be completed by the Student and then given to the education director/ director for review.
4. 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
        ii. Department Team Lead
        iv. Educator
        v. Student
6. If the student complaint cannot be resolved after exhausting the grievance procedure, the student may file a complaint with the Arizona State Board for Private Post Secondary Education. Please contact the board for further details.
    a. 1740 Adams Street #3008
    Phoenix, AZ 85007, 602-542-5709, http://ppse.az.gov
    b. NACCAS at 3015 Colvin Street, Alexandria, VA 22314, 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 clinic to members of the public who pay a fee for services.

## Suspension

Students who are suspended for minor violations have up to 30 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 30 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 interruptive 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 anytime during a 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, failure to return from Leave of Absence, 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 preventative 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 the scene to gather the following information and submit a written report to the school's administration:

- name, address, phone number of the injured person;
- name of student(s) and educator working on the guest (if applicable);
- date and time of accident;
- description of how the accident happened; and
- name, address, phone number of other witnesses to the accident

## Medical Emergencies and Accidents

It is the goal of the Aveda Institute to provide and 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 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 barrocade doors. Only evacuate the building when directed by the Police or Administrative 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 all cases when the fire alarm sounds, Students and staff 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 has given clearance.

## Escape Route

Floor plans are posted throughout Aveda Institute. 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 a decision 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 on how to contact security.

## Campus Security Policy

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

Please see the latest report and policy, under health and safety using the link below:

https://avedainspiregreatness.com/consumer-information/

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 and forwarding the paperwork to the administrative offices.

## 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 will abide by the law as outlined in the accompanying policy. As part of our institutional philosophy, we are dedicated to the advancement and well being of the population we serve. As such, all Students and team members are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

Recent federal anti-drug laws could affect a number of areas in the lives of our students and team members. Students 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 promote a drug-free environment. Finally, a record of a felony conviction in a drug-related crime may prevent a person from entering certain careers.

Drugs and alcohol can be highly addictive to the body and can cause harmful effects to virtually every aspect of a person's life: i.e., relationships, family, job, school, physical and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious or experience sexual indifference, loss of physical coordination and appetite, coma, 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 this are a hangover or feeling "burnt out"; being preoccupied 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:

- abrupt changes in mood or attitude;
- continuing slump at work or school;
- continuing resistance to discipline at home or school;
- cannot get along with friends or family;
- unusual temper flare-ups;
- 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. We have also designated a contact person (Institute Director) who is available to listen to Students regarding drug and alcohol concerns. Issues discussed with the contact person will be kept confidential.

## 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 or determined to be under the influence of illegal substances will be terminated. Students that are suspected of being under the influence of substance and therefore are not able to perform all capacities of training will be dismissed for the day with no hours 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 not limited to, guns, knives, explosive device, mace, pepper spray and any source of ammunition. If any items are used as a safety precaution that you carry with you this must 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.

## Non Discrimintation/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 admission) 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 harassment or discrimination may include racial epithets, slurs and derogatory remarks, images, stereotypes, 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 immediately and thoroughly investigate 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 Title IX Coordinator in accordance with the School's Sexual Misconduct policy located in this catalog.

## Statement of Non-Discrimination and Accommodation

Aveda Institute does not discriminate on the basis of disability. Individuals with disabilities (including pregnant students as applicable) are entitled to a reasonable accommodation to ensure that they have full and equal access to the School's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA/Section 504 Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

## Requests for Accommodation

Individuals with disabilities wishing to request an accommodation must contact the ADA/Section 504 Compliance Coordinator (Campus Director). A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the Campus Director will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, the individual is required to direct the student to the Campus Director. . Upon request, the Campus Director will provide a student or applicant with a Request for Accommodations form, which is also available on the School's website under the Consumer Information tab. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA/Section 504 Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as detailed in the full policy on the website and in the request form.

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

After the Campus Direcror receives the Request Form and the required documentation, they will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

The process the School uses to determine when a requested accommodation constitutes a fundamental alteration of a program or activity is conducted on a case-by-case basis. Generally, if an accommodation reduces the academic standards of the School the School will deny the accommodation and deem it unreasonable. Students/applicants are provided reasoning for denial of a requested accommodation in writing.

If the student or applicant is denied any requested accommodation, the student may file a grievance using the Grievance Process below or the student may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The School will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA/Section 504 Compliance Coordinator will be responsible for such arrangements.

## Grievance Policy Relating to Complaints of Disability Discrimination

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes they has been subjected to discrimination on the basis of disability (including pregnancy as applicable) and/or disagreements regarding requested accommodations, may file a grievance with Karling Cosca, kcosca@igaveda.com. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The School will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the School will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

## Aveda Institute Phoenix Campus Sexual Misconduct Policy

Aveda Institute (the "Institute") is committed to maintaining a work and educational environment free from unlawful discrimination, harassment, and retaliation. In accordance with Title IX of the Education Amendments of 1972 and its 2020 implementing regulations, the Institute does not discriminate on the basis of sex in any education program or activity it operates, including in admissions and employment.

Under the 2020 Title IX Rule, sex discrimination includes sexual harassment as defined by federal regulation:

Quid pro quo harassment by an employee;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institute's education program or activity;

Sexual assault, dating violence, domestic violence, or stalking as defined by the Clery Act and the Violence Against Women Act.

The Institute is required to respond to formal complaints of sexual harassment occurring within its education programs or activities in the United States. The grievance process includes written notice, a live hearing with cross-examination, and a presumption of non-responsibility until a determination is made.

Inquiries regarding Title IX may be directed to the Institute's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

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

Aveda Institute Phoenix: Caitlin Newman, 480.435.9148, cnewman@avedaphoenix.com

Aveda Institute: Karling Cosca, 520.730.8454, kcosca@igaveda.com

## Parenting and Pregnant Students

Aveda Institute Pregnancy Non-Discrimination Statement (Post-2024 Rule Revocation)
The Institute does not discriminate against students based on current, potential, or past pregnancy or related conditions. While no longer federally mandated under Title IX, the Institute remains committed to providing reasonable modifications to support equal access to education. These may include schedule changes, voluntary leave, extended deadlines, physical accommodations, and access to online learning.

Students may voluntarily participate in separate programs if offered, and such programs will remain comparable to those for non-pregnant students. Supporting documentation may be requested when necessary to determine appropriate accommodations.

Employees are encouraged—but not required—to refer students to the Title IX Coordinator for support. Lactation spaces will continue to be available and accessible. For assistance, contact the Campus Director or Title IX Coordinator.

## 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 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.

*Aveda Institute will not to use any pre-dispute agreement to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.
*Aveda Institute will not to use any pre-dispute arbitration agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit regarding such a claim, or you may be a member of a class action lawsuit regarding such a claim even if you do not file it. This provision does not apply to any other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Direct Loan or the provision of educational services for which the loan was obtained.
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
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://apps.adr.org/webfile
Email box: casefiling@adr.org
Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
Mail: American Arbitration Association—Case Filing Services, 1101 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.

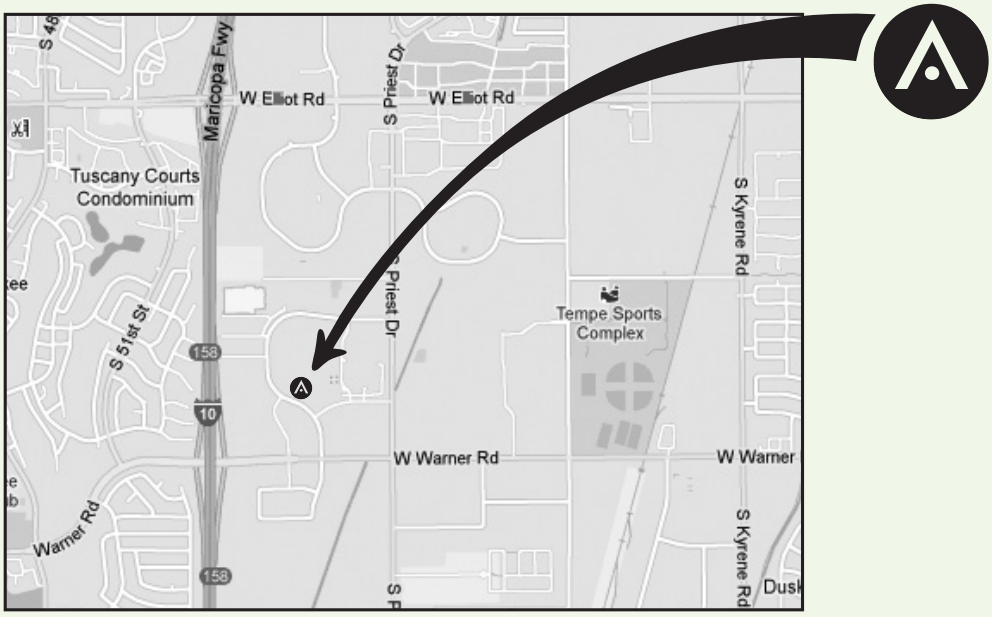
For more information about the Aveda Institute's arbitration process please contact:
Karling Cosca
Director of Operations
Inspire Greatness Aveda Institutes
Email: KCosca@igaveda.com

## Aveda Institute 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 101, 104
Tempe, AZ 85284

www.avedainstitutephoenix.com




## Public Transportation

With 4262 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 Institutes, Experience Centers, Salon, and Spas 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 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. Aveda Institutes are a necessary part of the Aveda ecosystem, with the goal to support the longevity of the beauty industry.

Shane Wolf is the Global President of Aveda, and has built his career leading major beauty brands, but his passion is centered on Aveda's mission and its community of professionals. "There's no such thing as sales, only education," he explains, highlighting Aveda's belief that growth comes through learning and sharing knowledge. He stresses the importance of salons, saying, "There's never been any such thing as a prestige professional haircare brand that has succeeded sustainably without having a strong foundation in the salon channel." For Wolf, Aveda's vision is about purpose and uniqueness: His commitment is clear—Aveda's future is built on education, artistry, and the power of its salon network.

## Ownership

Aveda Institute Phoenix is owned by Arizona Institute, LLC

## Headquarters Administration

Dale LeMonds, Owner- DLemonds@avedadenver.com

Karling Cosca, Vice President of Operations- KCosca@IGAveda.com

## 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

Caitlin Newman- Campus Director

Rianne Maldonado (Team Lead), Aaliyah Sanchez, and Nicole Kraudy - Admissions Team

Trisha Dowling - Student Care Lead

Jennifer Freyermuth (Team Lead) and Savanna Slucher- Financial Aid Team

Cosmetology and Cosmetology Educator Program Educators: Cara Maxey (Team Lead)Terry Kaplan, Ceely (Celia) Parham, Samantha Edwards, Jennifer Caraveo, Sarah Souza, Lauren Carey, Makiah Lee, Jennifer Stefani

Esthiology and Esthiology Educator Program Educators: Amy Bautista (Team Lead), Brenda Holte, Tammy Kowallski, Monica Lomeli-Coronado

Massage Therapy Educator: Julianna Bond

Experience Center Team: Brielle Raymond (EC Team Lead), Dexy Dalton, Chloe Collector, Kaitlyn DeVoe, Ruby Weichman



AVEDA INSTITUTE TUCSON

145 S 6th Ave.
Tucson, AZ 85701
520-207-2660
*Owned by Arizona Institute, LLC

avedainstitutetucson.com

AVEDA INSTITUTE PHOENIX

8475 S Emerald Dr., Ste 101, 104
Tempe, AZ 85284
480.794.1362
*Owned by Arizona Institute, LLC

avedainstitutephoenix.com

Aveda Institute Phoenix is a branch location of Aveda Institute Tucson

AVEDA INSTITUTE AVONDALE

775 N 114th Ave
745 N 114th Ave (additional classroom)
Avondale, AZ 85323
623.288.8832
*Owned by Arizona Institute, LLC

avedainstituteavondale.com

Aveda Institute Avondale is a branch location of Aveda Institute Tucson



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