



CINTA  
AVEDA INSTITUTE

## 2017 Course Catalog



San Francisco Campus:

305 Kearny St, San Francisco, CA 94108

Phone: (415) 989-4400 [info@cintaaveda.com](mailto:info@cintaaveda.com)

- Satellite Campus: 333 Kearny St, San Francisco, CA 94108
- Satellite Campus: 23 Grant Avenue, San Francisco, CA 94108

## **Aveda Institutes' Founder - Horst M. Rechelbacher**

Aveda Corporation founder Horst M. Rechelbacher has redefined the face of beauty worldwide. For nearly four decades, he was a major motivating force in hair care and the beauty industry. As a world-renowned hair stylist, artist, entrepreneur and educator, he was a master of innovation: moved by a keen intelligence, artistic talent and quest for knowledge, he invented and perfected cutting-edge techniques, trends, products and treatments imbued with the multiple benefits of pure flower and plant ingredients.

His beliefs in the powers of nature and his efforts to preserve the environment, combined with his lifelong commitment to excellence, have spawned a new sense of beauty that goes far beyond surface image. Reflected in Aveda's expanding global network of educational institutes, salons, spas and Environmental Lifestyle Stores, the Aveda concept of beauty encompasses a complete system of care, using plant-based products, treatments and simple rituals to enhance appearance, well-being and the quality of life. In turn, this approach also advocates more environmentally responsible business practices and lifestyles.

Horst's dynamic vision and ideas are embodied in the Aveda Institutes, which he founded in 1976. Under his vital leadership, the Aveda Institutes have become an internationally acclaimed center of learning for professionals in cosmetology, esthiology, manicuring, spa body care and massage. The very essence of Horst's vision and ideas, The Aveda Institutes are a stimulating, interactive learning center that offers a comprehensive program that blends basic theory with practical experience in real-life salon and spa environments.

### **About The Cinta Aveda Institute**

This is the place! The Cinta Aveda Institute San Francisco is a private institution that is approved to operate by the Bureau for Private and Postsecondary Education. The Cinta Aveda Institute was founded to create the most successful entrepreneurs in the professional beauty industry. We have created an atmosphere of excellence where students are able to flourish under the guidance of superior educators. Our faculty draws from many years of professional experience in the beauty industry. The educators maintain their expertise with ongoing educational seminars and trainings.

The Cinta Aveda Institute places great emphasis on well being, which relates to the individual as well as the environment. This is reflected in our exclusive use of Aveda pure flower and plant essences. Students are taught the relationship between personal beauty, wellbeing and environment. Cinta Aveda Institute Main Branch is located in exciting downtown San Francisco, just blocks from Union Square. Classes are held at 305 Kearny St, 333 Kearny St, and 23 Grant Ave, San Francisco, CA 94108.

If you're looking for an opportunity to express your creativity and establish a solid professional career, look no further. Come to the Cinta Aveda Institute and let yourself grow!

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## **Cinta Aveda Institute's Mission**

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Our mission at Cinta Aveda Institute is to cultivate our industry's next leaders. By providing quality education and encouraging the continuous quest for knowledge and growth, we set the stage for excellence. We train our students with the technical skills to thrive in the beauty industry while teaching environmental sustainability and responsibility; creating a team of inspired, artistic, and prepared future beauty and wellness professionals.

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## **Administration**

### **Cinta Gibbons - President/Owner**

With over 20 years in the beauty industry in Europe and the US, and having run a successful San Francisco salon for over 25 years, Cinta Gibbons is the ideal partner to own and operate the Cinta Aveda Institute, San Francisco. Cinta Salon opened in 1991, and from the beginning attracted the best and brightest in the beauty industry; salon professionals passionate about beauty and dedicated to delivering current and cutting-edge styles. In April of 1995, her salon was invited to join the prestigious Intercoiffure Mondial, an international association that promotes excellence in the beauty industry. Cinta is committed to continually mentoring and nurturing new talent, and is a renowned leader in promoting the highest level of excellence in the profession.

### **Gerard Gibbons - Treasurer/Owner**

Gerard Gibbons co-founded Cinta Aveda Institute with Cinta Gibbons in 2008. With a background in architecture, Gerard designed Cinta Aveda Institute to be not only cutting edge in the beauty industry, but also to be green in line with Aveda's mission. He continues to play a part behind the scenes in the daily operations of the Cinta Aveda Institute and has played a key part in the Cinta Aveda Institute's expansion and renovation. Gerard has also worked in partnership with Cinta on other projects including award-winning Cinta Salon.

### **Cinta Aveda Institute Facilities**

The San Francisco Cinta Aveda Institute occupies a large Retail Store, 3 Clinic floors which has 68 student stations. A Spa clinic, and classroom, 9 shampoo bowls, 7 restrooms, 7 classrooms, 4 administrative offices, break rooms and student lockers all located on 3 floors and 3 satellite classrooms.

## Cinta Aveda Institute San Francisco

Laurel Fung – Vice President  
Crystal DeMello- Lead Financial Aid Coordinator  
Lisa Aguirre – Assistant Director  
Chelsea Long – Dir of Education  
Janneth Oroczco – Student Service Coordinator  
Lilly Zell - Salon Manager  
Claudine Lema - Admissions Manager  
Natalie Ocasio - Admissions Coordinator

## Cosmetology Educators

Joseph Gomez - Cosmetology Lead  
Taylor Melgoza  
Christopher Ohnesorge  
Rachel Soboleske  
Jennifer Smith  
Garrettson Ward

## Barbering Educators

Jason Pulido  
Aaron Watson

## Estheology Educators

Jennifer Goddard - Esthiology/ CIDESCO Lead  
Shawn Peltier - Esthiology/ CIDESCO Lead  
Elisabeth Kiss

Martha Mank

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## Areas of Study

- Cosmetology
- Esthiology
- Massage Not currently enrolling.  
Contact 415.989.4400)
- Esthetics & Beauty Therapy (CIDESCO)
- Cosmetology/Barbering Crossover
- Barbering

Your training will encompass three types of learning:

1. Theoretical knowledge: the foundation of your education.
2. Practical experience: the application of your knowledge.



### 3. Professional business-building skills: vital for your success.

## Career Opportunities

### Salon / Spa Industry

- Hair stylist
- Barber
- Esthetician
- Makeup artist
- Nail technician
- Massage Therapist
- Esthetics & Beauty Therapy (CIDESCO) Diplomat
- Sales representative
- Permanent waving specialist
- Hair coloring specialist
- Salon / spa manager

### Education & Other Fields

- State Board member or inspector
- Educational Director for a product Manufacturer
- Consultant/ trainer
- Paramedical esthetician
- School owner
- Freelance makeup artist
- Stylist or makeup artist for film, theater, fashion or print

### Guest Services

A diverse array of guests visits the Cinta Aveda Institute for beauty and wellness services. As a student you will have the opportunity to perform a spectrum of hair, skin, nail and/or massage services in a virtual salon/spa setting, under the supervision of your educators.

### (10)

#### Student Classrooms

Classrooms have been designed to provide the proper environment for different types of learning and activities.

Classrooms will use a variety of whiteboard, lecture, demonstration, and video projector teaching formats.

Lecture rooms will provide seating with tables, and whiteboards and projectors.

Workshop rooms will contain station areas (mirrors and ledges, or beds and carts). Some rooms combine both lecture and workshop rooms with all previously listed amenities.

Service floor areas will mimic a realistic salon/spa environment with individual stations for hair services and individual spa rooms for Esthiology services.

Both service floors will have brow bars and an active dispense area. The Salon floor has a dispensary and shampoo bowl area, manicure area, and hood dryers. Esthetics & Beauty Therapy (CIDESCO) and Esthiology students will have access to a variety of facial and body machines along with magnifying lamps, steamers, and wax pots.

#### Resource Library and Administrative Offices

A resource library with computers has books on styling,

motivation, health and wellness for your reference. Computers are located in 305 Kearny on the 2<sup>nd</sup> and Lower Level for student use. Educators and administrative personnel are also available to respond to your questions and concerns. Additional resource books can be found in the administrative offices and are available to be checked out. Current periodicals are found throughout the classrooms.

#### Aveda Experience Center

A retail center for Aveda hair, skin, body care, makeup and lifestyle products. The store gives you the opportunity to practice your client service and retailing skills.

#### Housing (22)

Cinta Aveda Institute does not have any dormitory facilities under its control. Housing is available as close to the Cinta Aveda Institute as across the street. The surrounding 1 mile radius of the school offers many housing opportunities. Efficiencies can be found for as low as \$600 across the street ranging to \$3500 for apartments on Nob Hill. The neighborhoods surrounding the Cinta Aveda Institute are: Nob Hill, Chinatown, Financial District, TenderNob, SOMA, Tenderloin, North Beach, and Embarcadero.

The Cinta Aveda Institute holds no responsibility to find or assist a student in finding housing.

### **Enrolled Students**

All students enrolled at the Cinta Aveda Institute will adhere to the policies and procedures in this catalog set forth by NACCAS, DOE and the State of California.

### **Physical & Safety Demands of Industry Professionals**

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

## **Cosmetology-Curriculum Overview**

### **Full-Time Schedule** (54 weeks - 1600 Hours)

Monday, Wednesday and Friday 9:00AM – 8:00PM

Tuesday, Thursday and Saturday 9:00AM – 8:00PM

Express your creativity and talent in hair, skin, nail care, and makeup application. Our cosmetology course incorporates 1,600 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities and other related learning methods are used for course delivery. Upon completion, you'll be ready to succeed as a licensed cosmetologist.

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### **Phase 1: Intro Phase**

Total Instruction: 200 hours

Full Time: weeks 1 - 7

You'll start by learning the foundations of hair: shampooing, styling, and haircutting. Men's grooming and the related sciences will also be a focus. Lectures, demonstrations, and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You'll be introduced to retailing, client servicing, and personal development skills. This phase also covers state safety requirements.

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### **Phases 2 & 3: Alpha & Beta Phases**

Total Instruction: 800 hours

Full Time: weeks 7 – 35

Unlock your creativity as you explore the latest trends and techniques in men's grooming, hair cutting, styling, coloring, permanent waving, and chemical restructuring. Time on the Salon Floor classroom allows you to become increasingly confident in your professional abilities. You will begin to learn vital employment and career

advancing skills such as successful interviewing and resume writing.

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#### Phase 4: Gamma Phase

Total Instruction: 500 hours

Full Time: weeks 35 - 51

Get ready to launch your career with in-depth training in guest services, time management, self-promotion, goal setting, merchandising, and entrepreneurship. Your speed, accuracy, and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill-certification examination and possess the theoretical knowledge you need to pass the written

examination required by the Cinta Aveda Institute and the state of California for licensure. It's time to realize your dreams as a salon professional.

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#### Phase 5: Salon Life Phase

Total Instruction: 100 hours

Full Time: weeks 51 - 58

A focus will be placed on business with an emphasis on professionalism and salon floor experience. Industry trends will be explored by focusing on advanced techniques in men's cutting, color, styling, and grooming. Students will also learn how to build their portfolio and prepare for photo shoots.

### Cosmetology - California Requirements

A Cinta Aveda Institute education is rigorous and thorough. Throughout the Cosmetology program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

Technical Instruction	Practical Operations	Cosmetology/Barbering Unit Description
<b>Hairdressing – 1100 hours</b>		
To be completed in the following subject matters:		
65 hours	240	Hair Styling- Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
40 hours	105	Permanent Waving and Chemical Straightening- Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions
60 hours	50	Hair Coloring and Bleaching- Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers
20 hours	80	Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting
915 hours	-	Guided Practice



<b>Health and Safety- 200 hours</b>		
To be completed in the following subject matters:		
20 hours	-	Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
45 hours	-	Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
20 hours	-	Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
15 hours	-	Anatomy and Physiology: Human Anatomy, Human Physiology.
100 hours	-	Guided Practice
<b>Esthetics – 200 hours</b>		
To be completed in the following subject matters:		
25 hours	40	Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.
25 hours	30	Eyebrow Beautification and Make-up: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.
150 hours	-	Guided Practice
<b>Manicuring and Pedicuring- 100 hours</b>		
To be completed in the following subject matters:		
10 hours	25	Manicuring and Pedicuring:

		Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.
25 hours	120 nails	Artificial Nails and Wraps: acrylic, liquid and powder brush-ones, artificial nail tips and nail wraps and repairs
65 hours	-	Guided Practice
-	-	<p style="text-align: center;"><b>Professional Skills</b></p> Training in the area of communication skills, including professional ethics, salesmanship, decorum & record keeping.

**Grading Procedure (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79-below Unsatisfactory) (11)**

## **Cosmetology / Barbering (67 weeks – 1800 hours)**

### **Cosmetology/Barbering- Curriculum Overview**

Full-time Flex Schedules

Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm

Tues - Saturday -- 9am - 2pm

Monday - Thursday 5:30 pm - 9:30 pm

Express your creativity and talent in hair, skin, nail care, and makeup application. Our Cosmetology/Barbering course incorporates 1,800 hours of extensive hands-on learning to provide you a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed cosmetologist or barber.

#### **Phase 1: Intro Phase**

Total Instruction: 400 hours

Full Time: weeks 1 - 14

The emphasis of the Intro Phase is to introduce the fundamentals of Cosmetology. You will spend the first 3 months in a 6 week rotation of introductory classes. Depending where in the rotation you join the class, you will be doing one of the following: hair cutting, styling, coloring, permanent waving, skin, or nail care. Students learn state safety requirements, and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops. Students also learn retail merchandising, makeup artistry, guest servicing and personal development

skills to further their professional achievement.

Upon successful completion of this phase, you will have the primary skills and experience to meet the service concept of the Cinta Aveda Institute, and advance to Phase 2.

#### **Phases 2 & 3: Alpha & Beta Phases**

Total Instruction: 800 hours

Full Time: weeks 15 – 42

In the Alpha and Beta phases you will learn how to apply your knowledge and advance the skills necessary to succeed in the salon. During the Alpha Phase you will receive instruction on industry job requirements, interviewing techniques, resume writing, employee benefits and wages, in addition to being introduced to the student salon. In the

Beta phases, you will be introduced to contemporary techniques in haircutting, hairstyling, and hair coloring, permanent waving, chemical restructuring hair, and nail care. These units expand upon your practical skills that will now become standard behavior. Through the review of theoretical knowledge and practical experience in the student salon, you will see improvement in confidence, dexterity and technical performance. After successfully completing the Alpha and Beta phases, you will advance to phase 4.

#### **Phase 4: Gamma Phase**

Total Instruction: 400 hours

Full Time: weeks 43 - 56

In the Gamma phase you will receive in-depth training in guest servicing, time management, self-promotion, communication, goal-setting, merchandising and successful salon entrepreneurship, in addition to spending the remainder of your educational time getting practical experience in the student salon. You will be coached to fine-tune your coordination, speed, accuracy and

concentration to meet entry-level salon requirements. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

#### **Phase 5: Barber Phase**

Total Instruction: 200 hours

Full Time: weeks 57 - 67

During this last and final phase of the Cosmetology/Barbering course, you will complete your knowledge in facial shaving and hair removal. Additionally you will concentrate on specific modalities in barbering haircuts. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

## **Cosmetology/Barbering- Curriculum Overview**

Cinta Aveda Institute education is rigorous and thorough. Throughout the Cosmetology/Barbering program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

<b>Hairdressing – 1100 hours</b>		
To be completed in the following subject matters:		
65 hours	240	Hair Styling- Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
40 hours	105	Permanent Waving and Chemical Straightening- Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions
60 hours	50	Hair Coloring and Bleaching- Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula

		mixing, tinting, bleaching, high and low lights, and the use of dye removers
20 hours	80	Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting
915 hours	-	Guided Practice.
<b>Health and Safety- 200 hours</b> To be completed in the following subject matters:		
20 hours	-	Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
45 hours	-	Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
20 hours	-	Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
15 hours	-	Anatomy and Physiology: Human Anatomy, Human Physiology.
100 hours	-	Guided Practice
<b>Esthetics – 200 hours</b> To be completed in the following subject matters:		
25 hours	40	Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.
25 hours	30	Eyebrow Beautification and Make-up:

		Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.
150	-	Guided Practice.
<b>Manicuring and Pedicuring- 100 hours</b> To be completed in the following subject matters:		
10 hours	25	Manicuring and Pedicuring: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.
25 hours	120 nails	Artificial Nails and Wraps: acrylic, liquid and powder brush-ones, artificial nail tips and nail wraps and repairs
65 hours	-	Guided Practice
<b>Barber Techniques- 200 hours</b> To be completed in the following subject matters:		
50 hours	40	Shaves
25 hours	40	Rest Facials
20 hours	60	Barber Haircuts and Hairstyles
10 hours	20	Scalp Manipulations
10 hours	5	Application of chemicals used on the hair; hairpieces; measuring, fitting and servicing of hairpieces and rolling cream massages.
85	-	Guided Practice.
-	-	<b>Professional Skills</b> Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service records

**Grading Procedures (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79 –below Unsatisfactory)**

## Barbering

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### Barbering- Curriculum Overview

Full-time Schedules 50

Weeks-1500 **Hours**

Monday, Wednesday and Friday 9:00AM – 8:00PM

Tuesday, Thursday and Saturday 9:00AM – 8:00PM

Express your creativity and talent in hair, and barbering skills. Our Barbering course incorporates 1500 hours of extensive hands-on learning to provide you a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed barber.

### **Phase 1: Intro Phase**

Total Instruction: 200 hours

Full Time: weeks 1 - 7

You'll start by learning the foundations of hair: shampooing, styling, and haircutting. Men's grooming and the related sciences will also be a focus. Lectures, demonstrations, and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You'll be introduced to retailing, client servicing, and personal development skills. This phase also covers state safety requirements.

### **Phases 2 & 3: Alpha & Beta Phases**

Total Instruction: 800 hours

Full Time: weeks 7 – 35

Unlock your creativity as you explore the latest trends and techniques in men's grooming, hair cutting, styling, coloring, permanent waving, and chemical restructuring. Time on the Salon Floor classroom allows you to become increasingly confident in your professional abilities. You will begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

### **Phase 4: Gamma Phase**

Total Instruction: 400 hours

Full Time: weeks 35 - 51

Get ready to launch your career with in-depth training in guest services, time management, self promotion, goal setting, merchandising, and entrepreneurship. Your speed, accuracy, and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill-certification examination and possess the theoretical knowledge you need to pass the written examination required by the Cinta Aveda Institute and the state of California for licensure. It's time to realize your dreams as a salon professional.

### **Phase 5: Salon Life Phase**

Total Instruction: 100 hours

Full Time: weeks 51 - 55

A focus will be placed on business with an emphasis on professionalism and salon floor experience. Industry trends will be explored by focusing on advanced techniques in men's cutting, color, styling, and grooming. Students will also learn how to build their portfolio and prepare for photo shoots.

### **Barbering- Curriculum Overview (continued)**

A Cinta Aveda Institute education is rigorous and thorough. Throughout the Barbering program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.



Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

Technical Instruction	Practical Operations	Barbering Unit Description
<b>Hairdressing – 1100 hours</b> To be completed in the following subject matters:		
200 hours	400	Hair Styling- Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
40 hours	100	Permanent Waving and Chemical Straightening- Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions
60 hours	50	Hair Coloring and Bleaching- include but not limited to: The use of semi-permanent and demi-permanent and Temporary colors, hair analysis, predisposition and strand test, safety precaution, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers
100 hours	150	Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting
<b>Health and Safety- 200 hours</b> To be completed in the following subject matters:		
40 hours	-	Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
85 hours	-	Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
40 hours	-	Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

35 hours	-	Anatomy and Physiology: Human Anatomy, Human Physiology.
<b>Barber Techniques- 200 hours</b>		
To be completed in the following subject matters:		
100 hours	100	Shaves

**Grading Procedures (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79 –below Unsatisfactory)**

# Esthiology- Curriculum Overview

Full-time Schedules 20 weeks – 600 hours

Monday, Wednesday and Friday 9:00AM – 8:00PM

Tuesday, Thursday and Saturday 9:00AM – 8:00PM

Prepare for an exciting future in skin care with Cinta Aveda Institute. Our Esthiology curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you'll be ready to succeed as a licensed esthetician.

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## Phase 1: Intro Phase

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Total Instruction: 300 hours

Full Time: weeks 1- 10

The emphasis of the Intro Phase is to introduce the fundamentals of skin analysis, facial manipulation procedures, aromology, makeup, use of facial equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops.

Upon successful completion of this phase, you will have the primary skills and experience to meet the Cinta Aveda Institute's spa service concept, and advance to Phase 2.

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## Phase 2: Alpha Phase

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Total Instruction: 300 hours

Full Time: weeks 11- 21

During the Alpha Phase you will refine your practical skills by spending time in the student spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis is placed on makeup, aromaology, the art of retailing, and guest servicing. Students will learn business skills about the industry job requirements, interviewing techniques, resume writing, employee benefits and wages.

Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

## Esthiology- California Requirements

A Cinta Aveda Institute education is rigorous and thorough. Throughout the Esthiology program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.

Technical Instruction	Practical Operations	Cosmetology/Barbering Unit Description
<b>Facials – 350 hours</b> To be completed in the following subject matters:		
275 hours	140	Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.
75 hours	-	Preparation: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.
<b>Health and Safety- 200 hours</b> To be completed in the following subject matters:		
50 hours	-	Law and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
50 hours	-	Health and Safety Considerations: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.
50 hours	-	Disinfection and Sanitation: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
50 hours	-	Anatomy and Physiology: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.
<b>Hair Removal and Make-up- 50 hours</b> To be completed in the following subject matters:		
25 hours	50	Eyebrow Beautification: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.
25 hours	40	Make-up: Skin analysis, basic and corrective application, application of false eyelashes.
-	-	<b>Professional Skills</b> Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping,

		client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.
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**Grading Procedures ( 100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79 Below- Unsatisfactory)**

# **Esthetics & Beauty Therapy (CIDESCO)**

## **Esthetics & Beauty Therapy (CIDESCO) - Curriculum Overview**

Full-time Schedules 40 weeks – 1200 hours Full Time Schedules  
 Mon, Wed, Fri 9:00am – 8:00pm

Take your skin care career to the next level with Cinta Aveda Institute. Our **Esthetics & Beauty Therapy (CIDESCO)** curriculum provides 1200 hours of skin care training covering all aspects of skin care, make-up, electrical equipment, full body massage, manicure and pedicure in its natural form. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you'll be ready to succeed as a licensed spa therapist, proficient in skin care, massage therapy manicure and pedicure. The **Esthetics & Beauty Therapy (CIDESCO)** diploma is recognized internationally in 30 Countries.

### **Phase 1: Beta Phase**

Total Instruction: 600 hours  
 Full Time: weeks 1-21

The emphasis of the Beta Phase is to introduce the fundamentals of skin analysis, facial manipulation procedures, aromology, makeup, use of facial equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops. Students will also learn business skills about the Industry job requirements, interviewing techniques, resume writing, employee benefits and wages.

Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written

examinations required by the Cinta Aveda Institute and the State of California for licensure.

### **Phase 2: Gamma Phase**

Total Instruction: 600 hours  
 Full Time: weeks 21-43

During the Gamma Phase you will refine your practical skills by spending time in the student spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis will be placed on makeup, aromaology, the art of retailing, and guest servicing.

This phase will also include knowledge in Cosmetic Chemistry, Dermatology, Anatomy and Physiology and Advanced Electrical Machines. You will become proficient In Full Body Massage, Health and Wellness. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examination set forth by Esthetics & Beauty Therapy (CIDESCO). Having successfully passed this examination you will receive your Esthetics & Beauty Therapy (CIDESCO)

Diplomat Certification recognized in over 30 countries.

## Esthetics & Beauty Therapy (CIDESCO) - International Requirements

Cinta Aveda Institute education is rigorous and thorough. Throughout the **Esthetics & Beauty Therapy (CIDESCO)** program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.

Technical Instruction	Practical Operation	Esthetics & Beauty Therapy (CIDESCO) Unit Description
5 hours	-	History of Esthetics and Development
5 hours	-	Ethics: Professional Conduct
30 hours	-	Business Studies
25 hours	-	Dermatology: Common Skin Disease and Disorders
20 hours	-	Tissues
	20	Face Cleaning
	20	Skin Analysis
	5	Tinting Eyebrow & Lashes
	5	Shaping
	10	Deep Cleansing Steam & Ozone
25 hours	-	Physics and Knowledge Of Electrical Apparatus
25 hours	-	Facial Treatment Electrical
	25	Basic Anatomy
	25	Cells and tissues
	5	Adipose tissues
20 hours	10	Muscles
20 hours	10	Nerves
10 hours	-	Histology
10 hours	-	Vascular System
10 hours	15	Lymphatic system
	5	Metabolism



		Possible physiological responses:
5 hours	-	Effects of heat
5 hours	-	Mechanical effects
5 hours	-	Chemical effects
5 hours	-	Electrical capacity of the body
20 hours	-	Electricity Basic principles
		Facial Treatment
20 hours	40	Manual
	20	Facial Mask
	25	Make-up
10 hours	5	Cosmetic Camouflage
5 hours	10	Manicure
5 hours	10	Massage hand /arm
5 hours	10	Pedicure
5 hours	20	Depilation Leg, thigh & bikini
5 hours	20	Depilation Under-arm, arm & face
10 hours	20	Lymphatic System
70 hours	-	Theory of Body Massage
	50	Body Massage Manual
	30	Body Massage Electrical
5 hours	-	Hygiene: Personal & Salon
	10	Body Correction
	20	Fitness Figure
5 hours	10	Acupressure
5 hours	10	Reflexology
15 hours	-	Diet and Nutrition
15 hours	-	First Aid
120 hours	-	Chemistry and Cosmetic Science
655 hours	-	Guided Practice

# MASSAGE

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## Massage-Curriculum Overview

Full – time Flex Schedules

21 weeks – 600 hours

Flex Schedules – Mon-Wed, Fri 9:00 am -8:00 pm

Jump start your massage career with Cinta Aveda Institute. Our massage provides 600 hours of massage training covering all aspects of anatomy, manipulative skills, and full body massage. Subjects are presented by means of lecture, demonstrations, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. The State of California requires 500 hours. Our 600 hour program includes 100 hours of advanced massage techniques. Upon completion, you'll be ready to succeed as a licensed massage therapist or related career.

### Phase 1: intro Phase

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Total Instruction: 300 hours

Full Time: 1-10 weeks

The emphasis of the Intro Phase is to introduce the Fundamentals of body analysis, anatomy, and physiology, insertion and origin body muscles for body manipulation procedures, use equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops. Upon successful completion of this phase, you will have the primary skills and experience to meet Cinta Aveda Institute spa service concept, and advance to Phase 2.

In addition, you will receive instruction on industry job requirements, interviewing, resume writing employee benefits and wages. Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of the competency in all tasks, you will possess the knowledge necessary to pass the skill certification required by the appropriate county in the State of California. Upon completion of the program, you will also be eligible to apply for certification through \* California Mass Therap Council C.A.M.T.C. School Code 0086.

### Phase 2: Gamma Phase

Total Instruction 300 hours

Full Time: 11-21 weeks

During the Gamma Phase you will refine your practical Skills by spending time in the student spa, and learn The skills necessary for gaining and maintaining employment Strong emphasis is placed on knowledgeable treatments and the art of retailing , and guest servicing.

## MASSAGE-CALIFORNIA REQUIREMENTS

A Cinta Aveda Institute education is rigorous and thorough. Throughout the Massage program, you will cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person

Course Hours/Units	Course of Study	Massage Course Unit Description
100	Anatomy and Physiology	Definition of Anatomy and Physiology, Relationship to Massage, Medical and Anatomical Terminology, Structure of the human body Integumentary System, Skeletal System, Muscular, Circulatory, Lymph-vascular, immune, nervous endocrine, Respiratory, digestive, excretory, human reproductive system and kinesiology.
25	Business and Ethics	Business planning, business location, licenses, and permits, management, business ethics, professional business standards
75	Guided Practice	Practical Application in Massage Modalities
170	Massage Theory and Principles	Effects, Benefits, Indications, Contraindications, Medications, classic massage Movements, technique, therapeutic massage, Hydrotherapy, massage in the spa Setting, athletic and sport hot stone
100	Professional Practices	Sanitation and Safety (disease and infection, health and hygiene, Therapist hygiene, Consultation, safety practices, and procedures for massage therapist, determine the client's needs and expectations, intake and medical history form, body diagrams, Assessment, SOAP, informed consent, updating records.
125	Therapeutic, Palpation and movement	— Prenatal Massage, Lymph massage, cranial massage therapy, deep tissue, trigger-Point, energetic manipulation, stress therapy and relaxation massage, chair massage.
5	Career Development	Resume and cover letters, client retention

Grading Procedures (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79-below Unsatisfactory)

## Externship

Cinta Aveda Institute participates in a program governed by the California Board of Barbering and Cosmetology which allows students who have reached a specific point in their program to engage on a professional level with approved salons. Please note you may only extern at the same salon or spa no more than two times.

You may spend up to eight hours per week in an approved salon or spa. You are permitted to assist in any activities the salon offers to its clients though level of allowed extern participation may vary from salon to salon. For time spent externing you receive school credit in the form of hours and operations. Extern is only permitted on an off day (non-school day).

Once you have reached the number of hours indicated below are eligible for externing:

- Cosmetology 960 Hours
- Esthiology 350 Hours prior to externing, an Extern Application must be filled out and approved by the lead educator. In addition to reaching the stated course hours, you must have satisfactory

attendance and GPA. It is your responsibility to turn in your training record. Hours must be turned in within 7 consecutive days to become part of your federal record. Combination of creative team and extern hours may not exceed 10% of your total program hours.

# Admissions

## Admission Requirements

1. High School Diploma or a Homeschool verifiable certificate of competence of state requirements a copy of your General Education Diploma (GED) with completion date.
2. Submit the State issued photo I.D., Birth certificate, or passport.
3. Social Security Card/US Passport- required for State Board Licensure

## Admissions Procedure

Are you ready to begin? If you're excited about the prospect of training at the Cinta Aveda Institute, here's all you have to do to get started.

1. Have a Career Planning Session with and Admissions Coordinator.
2. Complete the Application for Admissions
- 3 Complete Enrollment Checklist, issued at Career Planning Session.
4. Create/Finalize Financial Aid
5. Submit a Letter of Intent

**To schedule a one-on-one career planning session, call the Admissions department at 415-989-4400.**

## Students with Disabilities

Cinta Aveda does not discriminate in admission or access to our program on the basis of disability. If you would like to request academic adjustments or auxiliary aids, please contact the ADA Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to

determine whether reasonable accommodations can be effective and/or are available.

## Discrimination Policy

Cinta Aveda Institute does not discriminate on the basis of sex, age, race, color, sexual orientation, veteran status, religion, financial status or ethnic origin in admitting students.

- The Cinta Aveda Institute does not admit ability-to-benefit students.
- The Cinta Aveda Institute has not entered into an articulation or transfer agreement with any other college or university.
- The Cinta Aveda Institute requires no information regarding vaccinations from potential students to attend school.
- The Cinta Aveda Institute does not provide English-as-a-second language instruction.

## Transfer/Re-entry Students

The Cinta Aveda Institute only accepts transfer hours from other Cinta Aveda Institutes; acceptance of hours will be based on assessment and granted on a case-by-case basis. Assessment will include a practical and written examination to determine skill set. In addition, a \$200 non-refundable application fee is required.

## Re-entry within 180 days

A student who re-enters the same program in the Cinta Aveda Institute within 180 days is treated as if she did not cease attendance for purposes of determining the student's aid awards for the period. If the student re-enters the same program, is considered to be in the same payment period she was in at the time of the withdrawal. The student retains her original eligibility for that payment period and is treated as though she did not cease attendance. The student is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

### **Transfer From another School/Re-entry after 180 days**

If a student withdraws from a program and re-enters the same program more than 180 days after a withdrawal, the Cinta Aveda Institute will treat the hours remaining in the program as if they are the student's entire program and the student will be treated as a transfer student. Cinta Aveda Institute accepts transfer hours from students who were previously enrolled at a Cinta Aveda Institute. Transfer hours from another institution are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Students are charged the hourly rate of tuition for any remaining hours they complete at Cinta Aveda Institute. Students are charged a prorated fee for any missing kit items.

### **Foreign Students**

The Cinta Aveda Institute admits students from other countries. Such students must provide proof of high school graduation from their home country that has been translated to English from an outside agency that is qualified to translate the document and confirm the academic equivalence to a U.S. high school diploma or provide proof of satisfactory completion of General Education Diploma ("GED"). The Cinta Aveda Institute does not provide students with English language services. The Cinta Aveda

Institute does not provide visa services nor will the Cinta Aveda Institute vouch for student status.

All instruction at the Cinta Aveda Institute will occur in English. In order to ensure that a prospective foreign student has the language skills necessary to succeed in the program, such prospective student must achieve a satisfactory passing grade in an English language proficiency test, by Wonderlic. Prior to enrolling a prospective foreign student, Director of Education shall administer a proficiency test. In the prospective student achieves a satisfactory grade on such test, and then she/he shall be eligible for admission to the Cinta Aveda Institute.

### **Previous Education: Veteran**

The Cinta Aveda Institute maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period (or length of program shortened proportionally and the veteran notified accordingly).

**For further information, call the Admissions Department at 415-989-4400 x1**

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## **Financial Assistance**

### **Sources of Financial Assistance**

You can afford a quality education. Cinta Aveda Institute participates in the Federal Student Aid Program, which can help make your education affordable and attainable **for those who qualify**. During your Career Planning Session, your Financial Aid Coordinator will explain all of your financial options and explain everything you need to know to create a financial plan that works for you if you wish to apply for financial aid or if you have questions, contact the Cinta Aveda Institute Financial Aid Office at (415) 989-4400. Additional information regarding the student aid programs may be found in the "Free Application for Federal Student Aid" (FAFSA) published by the U.S. Department of Education. You may call the Federal Student Aid Information Center M-F 9am-5pm EST at 800-433-3243. **Complete information on financial aid can be found in your Consumer Information Handbook.**

#### **Monthly Payment Plan/Method of Payment**

- Customizable Payment Schedule. Method of payments –Cash, Credit card, Money order, Check, Title IV , Loans ,etc.
- 0% Interest applies to tuition paid in full before graduation



### Federal Financial Aid

School Code: 041800

- Federal Pell Grants
- Federal Direct PLUS Loan
- Federal Direct Stafford Loans
- Loan deferment options while in school
- Available to those who qualify

### Sallie Mae Smart Options Student Loan

School Code: 608874

Optional additional money for living expenses available (Max \$6000)

- Request to remove Co-signer after max of 36 months
- Prime rate & credit score tier rate
- **No Prepayment penalty**

**For details on how to apply, visit [www.salliemae.com](http://www.salliemae.com)**

### GI Bill

Available to veterans and eligible dependents. For details on eligibility and how to apply, speak to your Veterans representative by calling (888) 442-4551 or visit [www.gibill.va.gov](http://www.gibill.va.gov)

## ATTENDANCE

The Cinta Aveda Institute is open from Monday-Friday 9am-8pm and Saturday 8:30am-7:30pm. Each student enrolling will be given a schedule of both class and clinic times. Each course at the Cinta Aveda Institute has their own schedule for attendance that the student can choose from upon enrollment.

Cinta Aveda is a clock hour institute. Clocking in and out each day (student's fingerprints) is the manner in which your hours are accumulated towards your course goals. It is the student's responsibility to clock in and out and to insure they are credited with their attended hours. Students are expected to attend school as specified in their enrollment agreement.

Students failing to clock in or out are responsible for correcting time discrepancies with their educator. Students who fail to correct their discrepancies within 30 days of the notice understand that the adjusted balance of hours will become a part of their individual record. In order to ensure that the provided education and training is properly maintained, IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP ANY MISSED WORK AND ASSIGNMENTS DURING AN ABSENCE. Failure to maintain adequate attendance and/or failure to make up missed work and/or assignments may prevent a student from advancing to a subsequent phase in their program.

## Introductory Phase Attendance Requirements

Students attendance during the introductory phase is critical to the successful completion of the Cinta Aveda Institute's educational programs. Students who miss more than the allowable number of days as set forth below shall be subject to termination from their program:

- Cosmetology/barber students – 4 absences (5<sup>th</sup> absences will result in termination) (SF only)
- Cosmetology barber/crossovers - 4 absences (5<sup>th</sup> absences will result in termination) (SF only)
- Esthiology students – 3 absences (4<sup>th</sup> absence will result in termination)
- Esthetics & Beauty Therapy (CIDESC) – 3 absences (4<sup>th</sup> absence will result in termination) (SF only)
- Massage students - 3 absences (4<sup>th</sup> absence will result in termination) (not currently enrolling - contact [admissions@cintaaveda.com](mailto:admissions@cintaaveda.com) for more info)

## Repeat Phase Policy

The culmination of each phase will be a final examination at which time you will be required to pass both the written and practical aspects of that phase with a score of 80 or higher to progress to the next phase.

## Late Arrivals

School starts promptly at 9 am (8:30 am on Saturdays). There will be no admittance after class start time. Class resumes promptly after lunch. There will be no admittance after lunch.

## Students Leaving Early

Students are encouraged not to leave prior to their scheduled departure time. If a student wishes to leave school early for any reason, they must consult with the education lead prior to clocking out. It is the lead's discretion to grant a student a earlier leave time. Hours missed due to a student leaving early will come out of the student's pool of hours.

## Make Up Policy

Students who know they will be missing written and/or practical quizzes or tests may make it up ahead of time to receive full credit. It is the student's responsibility to coordinate the time with their educator and it may fall outside of their normally scheduled hours. Students who are absent the day of written or practical exams (quiz/test) can take the exam within 3 school days for full credit. Massage students are required to make up the exam/quiz within 30 days for full credit. Failure to comply with the makeup policy will result in a 20% reduction in score value. Cinta Aveda Institute is a competency based school, all students must take a practical exam to move into the next phase. Failure to complete practical testing may result in repeating the 14 week phase.

## ABSENCES

### Pool of Hours

If students encounter situations that mandate missed hours, such as emergencies, illness, funeral, court dates, injury, transportation challenges, etc., each field of study has a predetermined pool of hours that can be used for class or clinic time missed. The allowed pool of hours is the maximum amount of time a student can achieve the quality of skills that will produce excellence in the workplace.

- COSMETOLOGY 160 hours
- BARBERING (SF Only) 150 hours
- COSMETOLOGY/BARBERING CROSSOVER (SF Only) 180 hours
- Esthetics & Beauty Therapy (CIDESCO) 120 hours
- ESTHIOLOGY 60 hours

After the pool of hours has been exhausted, there is an additional over-contract charge.

### Over-contract charges

Students who exceed their pool of hours will be assessed over contract fees at the rate of \$150/a day for any additional hours missed.

### Absentee Notification

Once you are on the spa/salon floor, you are expected to phone the Cinta Aveda Institute to report daily absences. Students will report absences to the guest service department before 9am M-F and before 8:30am Sat. (415) 989-4400 option #3 or ext. #213. Students planning to be absent must complete the electronic student guidance form with the category of expected absences. This will be electronically submitted to Student Services. All absences will be considered a no-show/no call and may result in disciplinary action.

## STUDENT SERVICES

### Placement

Cinta Aveda Institute assists in career placement in three ways: holding semi-annual career fairs where we host 20-30 salons in house that are during students enrolled hours; maintaining a Career

Board with the most current job postings in our area; and hosting guest speakers in the Cinta Aveda Institute once a month to speak to students about career opportunities within their salons/spas.

The Cinta Aveda Institute does not guarantee employment.

## Academic Counseling

Cinta Aveda Institute provides academic counseling to all students. We will help you with tutoring, should you experience challenges in meeting the minimum performances standards and course requirements as set by the Cinta Aveda Institute and the California Cosmetology Board.

## Student Equipment and Storage

Each student will receive 50% off all services on non-scheduled school days. Services on a school day are not permitted. Student service discounts are non-transferable.

## Student Records

All student records are retained on the premises for 5 years from the enrollment date. Each student will be assigned a professional kit and a locker in which Store his or her kit and personal belongings. Students are responsible for furnishing a lock to secure the locker. It is the student's responsibility to ensure all kit items are in proper working order. Students are expected to have their complete kit and all their contents maintained during school hours.

The Cinta Aveda Institute is not responsible for lost or missing items.

## Individual Counseling

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

## Student Activities

While at the Cinta Aveda Institute, you'll have the opportunity to participate in a variety of events and activities that are educational, interesting and just plain fun.

Artistic Team: Students participate in industry photo shoots and fashion shows to gain experience in editorial styling and makeup.

## Cinta Alumni Association

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

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## SATISFACTORY ACADEMIC PROGRESS POLICY

All students attending the Cinta Aveda Institute must abide by the Cinta Aveda Institute's satisfactory academic progress policy during the student's enrollment. The SAP policy is given to each student prior to enrollment and is applied with consistency regardless if the student is full time or part time.

### Written/Theory Grading Scale

100   95	Excellent
94   85	Very good
84   80	Satisfactory
79   and below	Unsatisfactory

## EVALUATION PERIODS

All students are evaluated for Satisfactory Academic Progress and are based on actual hours attended as follows:

Cosmetology	450, 900, 1250 and 1600 hours
Barbering (SF only)	450, 900, 1200 and 1500 hours
Esthetics	300, 600 hours
Esthetics & Beauty Therapy (CIDESCO)	450, 900, hours and 1200 hours
Cosmetology/Barbering Crossover (SF Only)	450, 900, 1200, 1500 and 1800 hours

- All students are advised on Satisfactory Academic progress during the above checkpoints if needed.
- Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
- Students meeting minimum requirements are considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

## ATTENDANCE PROGRESS EVALUATIONS

All students are required to attend a minimum of **70%** of the hours possible based on the applicable attendance schedule 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 **70%** cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full time, 30 hrs. /wks.) - 1600 Hours	78 Weeks	2340
Esthetics (Full time, 30 hrs./wks.) – 600 Hours	29 Weeks	858
Cosmo/Barber Cross (Full time, 30 hrs. /wks.) – 1800 Hours	86 Weeks	2574

Barber (Full time 30 hrs./ wks) – 1500.00 hours	72 Weeks	2160
Esthetics & Beauty Therapy (CIDESCO) (Full time, 30 hrs. /wks.) - 1200	57 Weeks	1716

\*The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 143% of the scheduled hours. Students who exceed their Maximum time frame are subject to termination.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during 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 **80%** and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

### DETERMINATION OF PROGRESS STATUS

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

Your progress at the Cinta Aveda Institute will be evaluated for the purposes of SAP at the required intervals stated above for each course offered, throughout your scheduled hours. The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress. Students are required to attend a minimum of **70%** of the hours possible on the applicable attendance schedule per contract enrollment. Students are also required to maintain a written grade average at a minimum of **80%**.

### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, students may be deemed not making satisfactory progress and are ineligible to receive Title IV funds.

### APPEAL PROCEDURE

If it is determined that the student is not making satisfactory academic progress, the student may appeal **prior** to being placed on probation. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating 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 and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **PROBATION**

Students will be placed on probation only if the student prevails upon his/her appeal of a negative progress. If the student is granted the appeal the student will be deemed to have met Satisfactory Progress and Title IV will be reinstated during the probationary period. Only students who have the ability to meet Satisfactory Academic Progress standards by the end of the next evaluation period will be allowed to appeal their satisfactory progress determination. An academic and attendance plan will be developed to assure the student can achieve satisfactory progress by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain

satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress, VA educational benefits, and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **NONCREDIT AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the

purpose of determining when the allowable maximum time frame has been exhausted.

### **VETERANS**

Students certified to receive veteran benefits whose grade point average (GPA) falls below **80%** attendance for students who scheduled hours will be placed on probation and reported to the VA. Failure for students to achieve the minimum cumulative GPA of 80% and a

cumulative rate of attendance of **80%** after two consecutive terms on probation will have their veteran benefits interrupted.

Students certified to receive veteran benefits conditions for reenrance after dismissal for unsatisfactory progress/re-enrollment policy is as follows: pay outstanding balances and re-enroll with Admissions.

**Satisfactory Progress Evaluation Results:** Students have a portal in the Cinta Aveda Institute's Smart Student Software which allows each student to their progress at any time. Students who are not making SAP at any one of the hour check point are advised on their status and what needs to be done to come into Satisfactory Progress status.

### **Student Records Policy**

Records of students' attendance, grades, hours and progress records will be kept permanently on file in the business office of the school. Students (or parents/guardian of dependent minors) may request an appointment to review their records at any time. These records are only for the students' knowledge, unless a guardian/ parent of a dependent minor makes a written request to the Director of the school for an appointment to view these with the student order or subpoena, and persons who need to know for health or safety emergencies are all exempt from obtaining written permission.

### **Family Educational Rights and Privacy Act (FERPA) (20)**

Cinta Aveda Institute strictly adheres to the requirements of FERPA regarding students' right and privacy of information. In accordance with public law 93-380, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Student's records are maintained by campus Financial Aid Department and Business Office (Academic).

Student records are maintained by the institution in permanent files. Under Section 43 of The General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.

### **Student Information Release Policy**

Cinta Aveda Institute requires written authorization from a student or a parent/guardian (in case of a dependant) or graduate in order to release academic, attendance, enrollment status or any other information to agencies, prospective employers or any other parties seeking information about the student. The Student Information Release Policy does not pertain to information required by law or any accreditation agency. The Cinta Aveda Institute does not publish directory data pertaining to any information regarding the Cinta Aveda student body; nor does the Cinta Aveda Institute sell such



information to any entity. Information will not be released to a third party without specific, written consent from the student (or parent/guardian of a minor student). There are exceptions to this definition of educational records as published in the guidelines for post secondary institutions for implementation of FERPA as amended.

### **CAMTC (School Code: SCHO086)**

Pursuant to California Business and Professions Code section 4611; it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Attendance and/or graduation from a California Massage Therapy Council approved school do not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 ET. Seq.

## **Graduation & Licensing**

### **Graduation Requirements**

To receive a diploma from Cinta Aveda Institute, you must:

1. Meet the minimum course requirements.
2. Complete required course hours. (respective to program)
3. Complete tuition and fee obligations unless a pre-existing payment plan is in good standing.
4. Meet satisfactory progress requirements.
5. Demonstrate competency in all modalities.
6. For Esthetics & Beauty Therapy (CIDESCO) students they will not receive a diploma from Esthetics & Beauty Therapy (CIDESCO) until they show proof of course hours and have passed the Esthetics & Beauty Therapy (CIDESCO) examinations

If at any time you do not demonstrate competency in any of the modalities in relation to your course, you will be required prior to moving to the next phase to demonstrate competency.

### **Additional Hours**

If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the Director of Education, an additional hourly rate of \$15 per hour to be paid by the student in advance.

### **Licensing Requirements**

To receive a license in the state of California, a Cosmetology, Cosmetology/Barbering (SF Only) or Esthiology/Esthetics & Beauty Therapy (CIDESCO) student is required to:

1. Complete the hours in the course of instruction.
2. Successfully demonstrate competency in all modalities of required curriculum.
3. Submit State required exam fees and application.
4. Successfully complete the written theory and practical examination conducted by the California Board of
5. Barbering & Cosmetology at local testing facilities. (available to SF Students)
6. Upon completion of the program you will also be eligible to apply for certification through \*California Massage Therapy Council. \*C.A.M.T.C. School Code 0086
7. California requires a background check to become a massage therapist.

License Type	Requirements
Cosmetology	Completion of the 10th Grade, 1600 hours in an approved School and passing of a California state or National Interstate Council (NIC) Written* and Practical** examinations.
Barbering	Completion of the 10th Grade, 1500 hours in an approved School and passing of a California state or National Interstate Council (NIC) Written* and Practical** examinations.
Esthetician	Completion of the 10th Grade, 600 hours in an approved School and passing of a California state or National Interstate Council (NIC) Written* and Practical** examinations.

### Policies and Standards

To help you achieve excellence in our Career Programs, we have established these guidelines to ensure fairness, understanding and positive work habits among our students. Because every student is a future employee, manager or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

### Sexual Harassment & Misconduct Policy

This policy can be found in the Consumer Policy Handbook on pages 20-22.

### Grievance Policy & Procedures

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

1. The student should register the complaint in writing on the designated form provided by the institution within 7 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be mailed to the corporate office at the address listed in the current student handbook, or delivered personally to the Director.
3. The complaint will be reviewed by the management team and a response will be sent in writing to the student within 14 days of receiving the complaint. The initial response may not provide for final resolution of the problem, but will notify the student of the continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management team, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 30 days within committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 21 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. Corporate management shall consider the report and take under consideration or advisement the recommendations of the committee. The student has the right to notify:

The State of California  
 Department of Consumer Affairs  
 Del Paso Rd. #100  
 Sacramento, CA 95834

NACCAS  
 3015 Colvin Street  
 Alexandria, VA 22314

CAMTC  
 One Capital Mall 2420  
 Suite 320  
 Sacramento, CA 95814

## Dress Code Policy

1. Maintaining a professional appearance is vital to success. A professional appearance includes:
  - a. Professional solid black shirt; must be professional and have sleeves. (*No tank tops, sleeveless shirts allowed*) Professional solid black dress pants: includes knee length dress skirts, knee length dress (*No shorts, skirts, dresses or any clothing item hitting above the knee*).

- b. Identification badges and student name tags are to be worn as issued during all clocked hours to identify students to clients. If either is lost, the student must replace at a cost of \$10.00 (per item) or be dismissed until compliant.
  - c. Footwear must be professional in appearance and have a closed toe and heel.
  - d. Cinta Aveda Institute reserves the right to maintain an esthetic standard for all students, including professional personal hygiene and grooming and, to the extent appropriate, makeup, appropriate facial hair and standard dress code adherence.
  - e. Students, who are, in the reasonable determination of Cinta Aveda Institute, not dressed professionally, will be dismissed for the day.
2. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:
- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) will be dismissed pending notification.</li> <li>b. Food, candy and gum are allowed in the lunchroom area only.</li> </ul> | <ul style="list-style-type: none"> <li>c. Personal electronic devices may only be used in the lunchroom area.</li> </ul> |
|---|--|
- 3. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive instructor permission to be in unassigned areas.
  - 4. To benefit from the training and technical experience Cinta Aveda Institute offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will be terminated.
  - 5. All services or work done by students must be assigned by, performed under the supervision of and evaluated by an instructor within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.
  - 6. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their property in these locked areas. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items will have to be replaced by the student within 24 hours. Stealing,

cheating, defacing or damaging student or school equipment will result in termination and require monetary restitution.

## Violation Policy (Minor & Major)

### Minor Standard Violations

Minor violations include assigned area violations, property misuses, guest service violations, unprofessional behavior and any disruptive behaviors determined by instructors and team leaders as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students.

Anytime during the student's program the violation of a minor standard may result in lost hours, and repeated violations may result in suspension from the school or termination.

***All minor standard violations will result in a student being put on probation for that infraction. A student will receive 4 probation notices for each similar violation before dismissal occurs. On the fourth probationary notice a final warning will be given, on the fifth infraction of the same violation a student will be dismissed from the program.***

### Major Standard Violations

Major standards include using controlled substances/alcohol, defacing or destroying property, stealing, falsifying documents, committing fraud, abusing and/or threatening to cause physical harm to others and violating local, state and federal laws. At anytime during a student's program, the violation of a major standard will result in termination.

***All major standard violations will result in immediate dismissal. Appeal may be made by submitting a written letter to the Cinta Aveda Institute Director and a hearing will be held with 3 team members to hear the student appeal and review the case. Verdict of the appeal hearing will be given within 30 days of the hearing to the student.***

Out to ensure you are credited with attendance hours.

Students failing to clock-in/out are responsible for correcting time discrepancies with their educator. Students who fail to correct their time discrepancies within 30 days of the notice understand that the unadjusted balance of hours will become part of their federal record.

### Physical and Safety Demands of Industry Professionals.

- Repetitive hand, arm and wrist motion
- Possible chemical smell
- Stretching and bending
- Working with sharp objects
- Contact with communicable disease

## Leave of Absence (LOA) Policy

This Policy applies for all student requests for a leave of absence from the Cinta Aveda Institute.

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the Cinta Aveda Institute to perform a refund calculation.

In order for an LOA to qualify as an approved LOA:

- All requests must be submitted in writing by the student and include a documented reason for the LOA.
- The Cinta Aveda Institute may grant an LOA to a student who may have unforeseen circumstances that prevents the student from applying writing prior to the LOA. Example: Student is hospitalized and cannot sign until they can return to classes.
- LOA must be at least for 7 days and cannot be longer than 180.
- Students may have more than 1 LOA as long as any combination does not exceed 180 day in a year from the end date of the students last LOA
- The Cinta Aveda Institute reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.
- The Cinta Aveda Institute shall not assess the student any additional institutional charges as a result of the LOA.
- The Cinta Aveda Institute shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the Cinta Aveda Institute.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- In the event that a student does not return or call from his/her leave of absence at the expiration of an approved LOA, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.

### **Grounds for Termination**

The student enrollment may be terminated for non compliance with Cinta Aveda institution rules and regulations as set forth by enrollment agreement and the course catalog; conduct that reflects unfavorably upon Cinta Aveda Institute or the students, creating a safety hazard to other students, unsatisfactory academic progress, excessive absences or tardiness, failure to pay fees when due, cheating, falsifying records, breach of the enrollment agreement, disobedient or disrespectful behavior to faculty or other students, unprofessional or potentially dangerous weapon, sexual harassment or harassment of any kind, including intimidation and discrimination. Terms of the refund policy will apply.

For any violation of the enrollment or the Cinta Aveda Institute's rules and policies set forth in this catalog or a student manual, including attendance and academic requirements the student will be terminated by the Cinta Aveda Institute's discretion by following the procedure set forth below:

## **REFUND POLICY AND NOTICE OF STUDENT'S RIGHTS AND OBLIGATIONS.**

### **a) STUDENT'S RIGHT TO CANCEL.**

In addition to any other right of rescission, the Student shall have the right to cancel their Agreement and obtain a refund of charges paid:

- Through attendance at the first class of the Program that is the subject of their Agreement; or
- The seventh calendar day after enrollment, whichever is later.

Cancellation shall occur when the Student gives written notice of cancellation to the Cinta Aveda Institute at the

address specified on the cover page of the catalog/or page 1 of the enrollment agreement.

- i. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with prepaid postage.
- ii. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the Student's desire not to be bound by their Agreement.
- iii. Except as provided in subparagraph vi, below, if the Student cancels their Agreement, the Student shall have no liability, and the Cinta Aveda Institute shall refund any consideration paid by the Student within 10 days after the Cinta Aveda Institute receives notice of the cancellation.
- iv. If the Cinta Aveda Institute gave the student any equipment (kit/books) to the student they become non refundable through attendance at the first class of the program that is the subject of their Agreement or the seventh calendar day after enrollment, whichever is later.

**(b) Student's right to Withdraw.** The Student has the right to withdraw from the Program at any time. If the Student withdraws from the program after the period described in the Student's right to cancel (above), the Cinta Aveda institute shall remit a refund as calculated under the formula described below within 45 days following the student's withdrawal. After all refund calculations have been completed, any credit balance amount shall be paid to the Student.

**(c) Non-acceptance** An applicant who is not accepted by the Cinta Aveda Institute shall be entitled to a full refund of all monies

**(d) Notice of Withdrawal.** The Student may notify the Cinta Aveda Institute of the Student's desire to withdraw by providing written notice of withdrawal to the Cinta Aveda Institute's Director. The written notice of withdrawal, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid, or the date the information is delivered to the Cinta Aveda Institute in person.



- (e) **Method of Calculating Refund.** For Students who have completed 60 percent or less of the scheduled hours for the period of attendance, the tuition refund to be paid to the Student shall be calculated as follows:
- The total tuition charge is divided by the number of hours in the program.
  - The quotient is the hourly charge for the program.
  - The amount owed by the Student for purposes of calculating a refund is equal to the hourly charge for instruction multiplied by the number of hours the student was scheduled to attend prior to withdrawal.
  - The refund is equal to any amount in excess of the figure derived in the bullet point above that was paid by the Student.
  - The refund amount shall be adjusted as provided below for equipment, if applicable.
  - Students who have completed more than 60 percent of the scheduled hours for the period of attendance shall not be entitled to a refund of tuition or any other institutional charges.
- (f) **Administrative Fee.** Unless the Student's application is rejected, or the Student cancels his/her enrollment in accordance with the STUDENT'S RIGHT TO CANCEL (under section a above), the Cinta Aveda Institute shall impose an administrative fee of \$150 in connection with the Student's termination of his/her enrollment prior to completing his/her course of Instruction.
- (g) **Determination of Withdrawal Date.** For the purposes of this Agreement, the Student shall be deemed to have withdrawn from the program of instruction when any of the following occurs:
- i. The Student or the Cinta Aveda Institute gives notification of termination.
  - ii. In the event of a Deemed Withdrawal, the Termination Date shall be the date on which the Cinta Aveda Institute determines that a Withdrawal has occurred. In the event of a Student who is on an approved leave of absence and notifies the school in writing that he or she will not be returning, the Termination Date shall be the earlier of the date of expiration of the leave or the date on which the student gives notice. The withdrawal date, for refund computations purposes, is the last day of actual attendance by the student. If the student is absent 30 consecutive calendar days the student will be considered withdrawn. The determination date will be 14 days after the students last day attend classes.
  - iii. The Cinta Aveda Institute monitors clock hour attendance every 30 days.
- (h) **Course and/or Program Cancellation Policy.**
- i. If the Cinta Aveda Institute closes permanently and ceases to offer instruction after the Student has enrolled, and instruction has begun, then the Cinta Aveda Institute shall at its option, (a) provide a pro-rata refund of tuition; or (b) participate in a Teach-Out Agreement.
  - ii. If a program is canceled subsequent to the Student's enrollment, and before instruction in the program has begun, then the Cinta Aveda Institute shall at its option, (a) provide a full refund of all monies paid, or (b) provide completion of the program.
  - iii. If the Cinta Aveda Institute cancels a program and ceases to offer instruction after the Student has enrolled and instruction has begun, the Cinta Aveda Institute shall at its option, (a) provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (b) provide completion of the program; or (c) participate in a Teach-Out Agreement; or (d) provide a full refund of all monies paid.

- iv. At least 30 days prior to closing, the Cinta Aveda Institute shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of Cinta Aveda Institute closure, including the amount of each pro rata refund, shall also be submitted to the Cinta Aveda Institute's accrediting agency.

#### **Return of unearned funds from the Title IV Programs.**

The Cinta Aveda Institute will determine the amount of any Title IV aid to be returned in accordance with the Department of Education Guidelines. An eligible Title IV aid recipient who fails to complete over 60% of a payment period is considered to have not earned all the federal aid that may have been previously awarded. A required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. In many cases, this policy may also result in the student owing a refund to the Department of Education. The following is the distribution of unearned aid that must be returned: Federal Family Education Loan Programs, Federal Pell Grants & FSEOG. If there are any funds left over after having returned the stated programs listed above, the student may then receive the credit balance. All refunds will be made within 45 days of the determination of withdrawal.

**Return of Unearned Funds from Non-title IV loans.** If any portion of the total fee is funded through a loan other than a Title IV. Loan, then student and any responsible guardian, hereby, authorizes the Cinta Aveda Institute to pay any refunds directly to the lender, up to the outstanding loan amount.

#### **Student Tuition Recovery Fund**

a) You must pay the state--imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- i. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- ii. Your total charges are not paid by any third--party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

b) You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- i. You are not a California resident, or are not enrolled in a residency program, or
- ii. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

c) The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

d) You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

i. The school closed before the course of instruction was completed.

ii. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

iii. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

iv. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

v. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## TUITION AND FEES

	Tuition	Books, Tools, Supplies Non –Refundable Student Tuition Recovery Fund Assessment (if applicable)	Total
<b>COSMETOLOGY/BARBERING CROSSOVER</b>	\$26,075	\$3,385.00+\$700	<b>\$30,160.00</b>
Esthetics & Beauty Therapy (CIDESCO) - SF Location Only	\$20,700	\$1100	<b>\$22,510</b>
<b>COSMETOLOGY</b>	\$22,575	\$3,385.00	<b>\$25,960</b>
<b>BARBERING</b>	\$22,050	\$2,500	<b>\$24,550</b>
<b>ESTHIOLOGY</b>	\$11,600	\$1,110.00	<b>\$12710</b>
<b>MASSAGE</b> (not current enrolling. Contact admissions@cintaaveda.com for info)	\$8,000.00	\$1,010.00	<b>\$9,010.00</b>

## 2017 Tuition & Fees

### 2017 School Holidays and Closures

Mon, Sept. 4, 2017 - LABOR DAY  
Thu, Nov. 23, 2017 - THANKSGIVING HOLIDAY  
{Classes resume Fri., Nov. 24, 2017}

Mon-Tue, Dec. 25-26, 2017 WINTER WELLNESS WEEK  
{Classes resume Wed. Dec. 27, 2017}

Mon-Jan. 1, 2020  
{Classes resume Tues. Jan. 2, 2018}

### The Cinta Aveda Institute

Licensed by:  
CA Board of Barbering and Cosmetology  
2420 Del Paso Road, Suite 100  
Sacramento, CA 95834  
Phone 800-952-5210

Accredited by:  
NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES  
3015 Colvin St  
Alexandria, VA 22314  
Phone 703-600-7600

Governed by:  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive Suite #400  
Sacramento, CA 95833  
888-370-7589