



AVEDA INSTITUTE  
LOS ANGELES

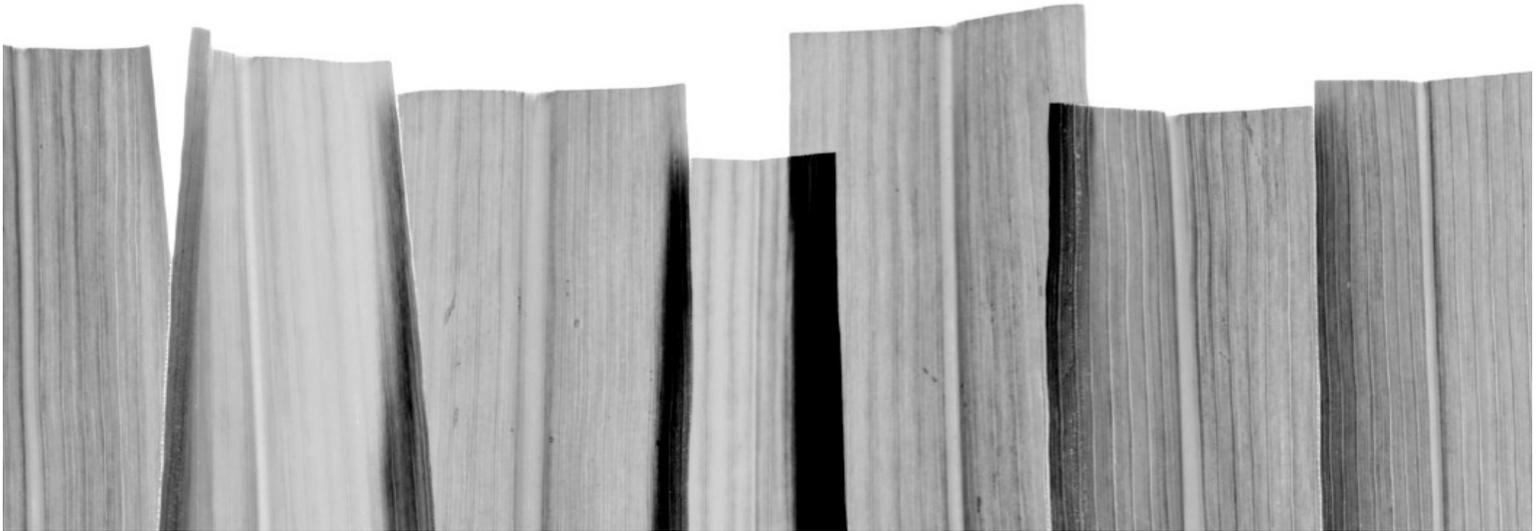
DO LOVE  
what YOU LOVE  
LOVE what YOU  
DO

**COURSE CATALOG**

PUBLISHED 1/1/19 • VALID THRU 6/30/19

[www.nurturavedainstitutes.com/los-angeles](http://www.nurturavedainstitutes.com/los-angeles)

10935 Weyburn Avenue | Los Angeles, CA 90024 | Phone 310.209.2000



# DEVELOP YOUR NATURAL TALENTS

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

## THE MISSION & OBJECTIVE

The mission of the Aveda Institute Los Angeles is to inspire and educate our students, our team and our guests about beauty, fashion, wellness and nature. This includes preparing our students for careers in the field of cosmetology and esthetics and skin care, including the development of practical skills necessary for success with business skills, customer service, retailing and communications. The Aveda Institute Los Angeles is committed to fostering an environment of respect and trust in order to allow students to express their individuality and creativity.

The education and training objective at the Aveda Institute Los Angeles is to provide our students with the training that they need to master entry-level skills, technical training, retail and guest service skills, and professionalism necessary for a successful cosmetology or esthetician career.

The distinctive learning environment at the Aveda Institute Los Angeles encourages personal and professional growth, the continuous quest for knowledge and a commitment to teamwork.

## INDEX

- |   |  |
|---|--|
| <b>02.</b> Areas of Study                     | <b>16.</b> Leave Of Absence Policy               |
| <b>02.</b> Career Opportunities               | <b>17.</b> Student Records                       |
| <b>03.</b> Cosmetology Program                | <b>17.</b> Graduation and Licensing Requirements |
| <b>05.</b> Esthetician Program                | <b>18.</b> Policies and Standards                |
| <b>07.</b> About the Institute                | <b>20.</b> Attendance Policy                     |
| <b>08.</b> Admissions                         | <b>22.</b> Refund Policy                         |
| <b>09.</b> Americans with Disabilities Policy | <b>24.</b> Return of Title IV                    |
| <b>10.</b> Sexual Harassment Policy           | <b>25.</b> Ownership and Accreditation           |
| <b>11.</b> Schedule and Tuition               | <b>26.</b> Performance Fact Sheet                |
| <b>13.</b> Financial Assistance               | <b>33.</b> Gainful Employment Disclosure         |
| <b>14.</b> Student Services                   | <b>37.</b> Administrative Staff                  |
| <b>15.</b> Academic Information               |  |



As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

# AREAS OF STUDY

Your training will encompass three types of learning: Academic knowledge, the foundation of your education. Practical experience, the application of your knowledge. Professional business-building skills, vital for your success. Each phase of your education will emphasize a different combination of learning approaches.

## **COSMETOLOGY- SOC CODE/39-5012**

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

## **ESTHETICIAN- SOC CODE/39-5094**

Learn specialized techniques to purify, balance and renew the skin.

# CAREER OPPORTUNITIES

## **SALON INDUSTRY**

- hair stylist
- esthetician
- makeup artist
- manicurist
- sales representative
- permanent waving specialist
- hair coloring specialist
- skincare specialist
- waxing specialist

## **EDUCATION & OTHER FIELDS**

- cosmetology educator
- freelance educator
- manufacturer educator
- distributor educator
- consultant/trainer
- freelance makeup artist
- stylist or makeup artist for film, theater, fashion or print

All career opportunities listed are entry level.

The programs at the Aveda Institute Los Angeles provide instruction in theory and are designed to develop practical skills required for licensure. Teaching methods include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

Students are graded on the basis of classroom and homework assignments, chapter tests, model assignments and practical guest services.

All instruction is presented in English. There is no level of English language proficiency required.



# COSMETOLOGY PROGRAM

Express your creativity and talent in hair, skin and 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. Upon completion, you'll be ready to succeed as a licensed cosmetologist.

The educational objective of the Aveda Institute Los Angeles cosmetology program is to prepare students to become licensed cosmetologists in the state of California. The program includes both theory and practical experience that together comprise the skills required for licensure.

57 weeks, 1600 hours /Full Time  
Initial Theory Curriculum: 290 hours  
Practice & Clinic Floor Curriculum: 1,310 hours

## THEORY CURRICULUM SCHEDULE

**Monday:** 10:00 am – 8:45 pm  
**Wednesday & Friday:** 10:00 am – 9:00 pm  
or  
**Tuesday & Thursday:** 10:00 am – 9:00 pm  
**Saturday:** 9:00 am – 7:45 pm  
or  
**Monday:** 10:00 am – 8:45 pm  
**Tuesday & Thursday:** 10:00 am – 9:00 pm

## CLINIC CURRICULUM SCHEDULE

**Monday:** 10:00 am – 8:45 pm  
**Wednesday & Friday:** 10:00 am – 9:00 pm  
or  
**Tuesday & Thursday:** 10:00 am – 9:00 pm  
**Saturday:** 9:00 am – 7:45 pm  
or  
**Monday:** 10:00 am – 8:45 pm  
**Tuesday & Thursday:** 10:00 am – 9:00 pm

## INTRODUCTION/ ALPHA UNIT

You'll start by learning the fundamentals of cutting, styling and chemical restructuring of hair; skin and nail care; makeup; and the related sciences. 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 unit also covers state safety requirements.

**Introduction (Enlightenment)**  
**Weeks 1 through 10**  
**Classroom: 290 hours**  
**Total: 290 hours**

**Alpha**  
**Weeks 11 through 25**  
**Classroom: 120 hours**  
**Clinic: 315 hours**  
**Total: 435 hours**

## BETA UNIT

Apply your knowledge through clinic experiences while you increase your skills and gain the expertise you need to meet the Aveda Institute Los Angeles's skin care, body care and makeup service standards and state safety requirements.

**Weeks 26 through 40**  
**Classroom: 120 hours**  
**Clinic: 315 hours**  
**Total: 435 hours**

## GAMMA UNIT

Get ready to launch your career with in-depth training in client service, 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 Aveda Institute Los Angeles and the State of California for licensure. It's time to realize your dreams as a salon professional.

**Weeks 41 through 56**  
**Classroom: 120 hours**  
**Clinic: 320 hours**  
**Total: 440 hours**



## COSMETOLOGY COURSE OUTLINE

### PROGRAM DESCRIPTION

Cosmetology at Aveda Institute Los Angeles is the art and science of enhancing beauty for both men and women. Our program includes instruction in the care of hair, nails and skin. Students will learn hair design, color, cutting and styling and will apply this knowledge to mannequins, live models and guests. The care of healthy nails, manicure, pedicure, and table set-up is also taught. Skin care, facial waxing, and face color is the finishing touch of the Aveda experience.

### PROGRAM GOALS

The cosmetology program at Aveda Institute Los Angeles prepares students to become licensed cosmetologists in the state of California. The program includes both theory and practical experience which together comprise the skills required for licensure.

### PROGRAM CONTENT

Course units for the Cosmetology Program are set below. The theory hours for each unit equal or exceed the number of classroom hours required by the California State Board of Barbering and Cosmetology

Unit	Theory Hours
1. Orientation	19
2. Professional Image	31
3. Hair Styling	75
4. Hair Cutting	80
5. Permanent Waving and Chemical Straightening	40
6. Hair Coloring & Bleaching	80
7. Health & Safety Laws & Regulations	20
8. Health & Safety Considerations	45
9. Disinfection & Sanitation	40
10. Anatomy & Physiology	25
11. Manual, Electrical and Chemical Facials	25
12. Eyebrow Beautification & Makeup	25
13. Artificial Nails	25
14. Manicuring & Pedicuring	30
15. Salon Business.	30
<b>Total theory time</b>	<b>590 hours</b>

Practical experience applying theory to live models provides students with the opportunity to learn and enhance skills. The variety and number of skill demonstrations required by the California State Board of Barbering and Cosmetology are listed below.

#### Performance Tracking (Live models and mannequins)

1. Disinfection & Sanitation Procedures – 70 hours
2. Heads of Finger waves, Full Head of Pin Curls, Complete State Board Set, Full Set of Rollers, Formal Hair Styling (Up Dos), French Braids, Corn Rows or Braids – 98 hours
3. Thermal Styles – 35 hours
4. Permanent Waves – 160 hours
5. Chemical Straightenings – 75 hours
6. Haircuts – 202 hours
7. Hair Colorings – 150 hours
8. Scalp & Hair Treatments – 5 hours
9. Manual Facials – 30 hours
10. Electrical Facials – 35 hours
11. Chemical Facials – 35 hours
12. Eyebrow Arching & Hair Removals – 40 hours
13. Makeup Applications – 10 hours
14. Water & Oil Manicures – 20 hours
15. Pedicures – 15 hours
16. Acrylic Nail Sets – 10 hours
17. Acrylic Nail Tips – 10 hours
18. Artificial Nail Wraps & Repairs - 10 hours

**Total practical time = 1010hours**

**Program total = 1600 hours**

### INSTRUCTIONAL METHODS

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Textbook: Salon Fundamentals Cosmetology: A Resource for your Cosmetology Career (2000).

### GRADING PROCEDURES

Your progress at Aveda Institute Los Angeles will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

#### Grading Scale

100		99	A
98		97	A-
96		95	B+
94		93	B
92		89	B-
88		86	C+
85		81	C
80		79	D
78		0	F

- A - Excellent
- B - Very Good
- C - Satisfactory
- D - Needs Improvement
- F - Failing



# ESTHETICIAN PROGRAM

Prepare for an exciting future in skin care with Aveda Institute Los Angeles. Our Esthetician curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments. Upon completion, you'll be ready to succeed as a licensed esthetician.

## HOURS REQUIREMENTS

21 weeks, 600 hours

Initial Theory Curriculum: 143.75 hours

Practice & Clinic Floor Curriculum: 456.25 hours

## THEORY CURRICULUM SCHEDULE

**Monday:** 10:00 am – 8:45 pm

**Wednesday & Friday:** 10:00 am – 9:00 pm

or

**Tuesday & Thursday:** 10:00 am – 9:00 pm

**Saturday:** 9:00 am – 7:45 pm

or

**Monday:** 10:00 am – 8:45 pm

**Tuesday & Thursday:** 10:00 am – 9:00 pm

## ENLIGHTENMENT/

### ALPHA UNIT

Learn the fundamentals of facial manipulations, equipment and plant aromaology™ as you study the related sciences of anatomy and histology, along with state safety requirements. Combining theoretical knowledge and hands-on experience, this unit puts you on your way to a career in skin care.

**Weeks 1 through 9**

**Classroom: 175.75 hours**

**Clinic: 83 hours**

**Total: 258.75 hours**

## BETA UNIT

Apply your knowledge through clinic experiences while you increase your understanding in the classroom. In this unit, you'll refine your skills and gain the expertise you need to meet the Aveda Institute Los Angeles skin care and makeup service standards and state safety requirements.

**Weeks 10 through 13**

**Classroom: 32 hours**

**Clinic: 83 hours**

**Total: 115 hours**

## CLINIC CURRICULUM SCHEDULE

**Monday:** 10:00 am – 8:45 pm

**Wednesday & Friday:** 10:00 am – 9:00 pm

or

**Tuesday & Thursday:** 10:00 am – 9:00 pm

**Saturday:** 9:00 am – 7:45 pm

or

**Monday:** 10:00 am – 8:45 pm

**TUESDAY & THURSDAY: 10:00 AM – 9:00 PM**

## GAMMA UNIT

Learn real-world strategies to get the job of your dreams, from interviewing to resume writing and beyond. Fine-tune your accuracy, concentration and speed. At this point, you'll have the competency required for the skill certification examination, as well as the theoretical knowledge needed to pass the written examination required by Aveda Institute Los Angeles and the State of California for licensure. Now you're ready to start your career in skin care.

**Weeks 14 through 21**

**Classroom: 0 hours**

**Clinic: 226.25 hours**

**Total: 226.25 hours**



## ESTHETICIAN COURSE OUTLINE

### PROGRAM DESCRIPTION

The Esthetician Course at Aveda Institute Los Angeles is the art and science of enhancing beauty, health and relaxation for both men and women. Our program includes instruction in the physiology, analysis, and care of skin. Students will learn a variety of facial and relaxation techniques and will apply this knowledge to live models and guests. Full body and facial waxing are core skills, and face color is the finishing touch of the Aveda experience.

### PROGRAM GOALS

The esthetician program at Aveda Institute Los Angeles prepares students to become licensed estheticians in the state of California. The program includes both theory and practical experience which together comprise the skills required for licensure.

### PROGRAM CONTENT

Course units required by the California Board of Barbering and Cosmetology and the number of classroom hours associated with each are listed below:

Unit	Theory Hours
1. Sanitation & Bacteriology • Includes laws and rules, dispense	23.25
2. Anatomy	18.25
3. Specialized Equipment/Treatments • Includes brow tinting, artificial lashes, electricity, waxing, ultra violet and infra Red	14
4. Massage	17.75
5. Chemistry 13.5	
6. Facial • Includes facial treatments, massage, equipment	66.75
7. Skin	24.5
8. Make-up • Includes application, correction, color theory	23.5
9. Salon Operations & Communication Skills	10.25
10. Cosmetology Laws & Rules	10.5
11. Electives	<u>15.25</u>

**Total theory time ~ 237.5 hours**

Practical experience applying theory to live models provides students with the opportunity to learn and enhance skills. The variety and number of skill demonstrations required by the California Board of Barbering and Cosmetology are listed below.

#### Performance Tracking, Practical hours (Guest and Live models)

- Facials – 185 hours
- Specialized Treatments – 22 hours
- Makeup – 76.50 hours
- Sanitation – 79 Hours

**Total practical time ~ 362.5 hours**  
**Program total = 600 hours**

### INSTRUCTIONAL METHODS

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

### GRADING PROCEDURES

Your progress at Aveda Institute Los Angeles will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

Grading Scale			
100		99	A Honor Roll
98		97	A- Honor Roll
96		95	B+
94		93	B
92		89	B-
88		86	C+
85		81	C
80		79	D
78		0	F

- A - Excellent
- B - Very Good
- C - Satisfactory
- D - Needs Improvement
- F - Failing



---

# COME TO THE RIGHT PLACE

---

The Aveda Institute Los Angeles is located in the heart of Westwood shopping district, adjacent the University of California Los Angeles. The Aveda Institute Los Angeles is the ideal setting for your professional education.

## Facilities and Equipment

The Aveda Institute Los Angeles is located at 10935 Weyburn Avenue, Los Angeles, California, in the heart of the Westwood shopping district and adjacent to the University of California Los Angeles. The building facilities were completely renovated and certified for occupancy in August 2008. The school contains a total of 10,740 square feet of space for classrooms, clinic programs, offices, student lounge and storage.

Each classroom has been recently renovated and equipped to provide the most effective cosmetology education experience. Each student has a chair and ample table space. Each classroom contains a flat-panel television screen to allow for DVD instructional videos. Behind the large whiteboards in each classroom is additional storage for educational supplies. Each classroom also has a shampoo bowl for use in hands-on cosmetology training. The classrooms are located on the building's lower floor.

The Institute's clinic program is conducted on the first floor and basement space. These spaces were completely renovated as part of the Institute's build-out in 2008. There are 56 hair-styling stations, enough so that each student has his or her own station to perform clinical services work and 5 spa rooms. Shampoo rooms for use on guests are located on both floors. The Institute also provides dispensaries on each floor, which contain the products for use by the students when performing their clinical services.

## Resource Library and Learning Resources

A resource library has books on styling, motivation, health and wellness for your reference. You may check-out reference materials by submitting a request to the Institute Director or a representative from the office of Professional Development. The Institute also provides computer terminals and printer access for students to use.

## Aveda Environmental Lifestyle Store

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



# ADMISSIONS

## ***Are you ready to begin?***

If you're excited about the prospect of training at the Aveda Institute Los Angeles, here's all you have to do to get started.

### **ADMISSION PROCESS**

1. Complete the General Information Form and submit to the Admissions office.
2. Have an informational interview with an Admissions Representative.
3. Provide valid proof of high school education. This includes a copy of high school diploma, high school transcript or GED.
4. Complete a financial appointment with a financial aid counselor.
5. Sign an enrollment agreement with an admissions representative.

The Aveda Institute Los Angeles does not admit ability-to-benefit students. The Aveda Institute Los Angeles does not admit students who have record of a felony conviction.

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

Though Home-Schooled students are not considered to have a high school diploma or equivalent, they are eligible for admission into the Aveda Institute Los Angeles. Home-School students must provide a copy of their complete high school transcript. Home-School transcripts **must include** the following information:

- Name, Address, and Phone Number of Home-School.
- Student's personal information (name, address, date of birth, social security number).
- Itemization of courses and final grades achieved for each grade level accomplished
- Date of Graduation.
- Name and signature of the Home-School Administrator

Home-School transcripts **must be** notarized by a Notary Public and sent to the Institute's Admissions Office in an envelope sealed and sent by the Home-School Administrator.

Every California home-schooled student must submit a copy of their private school affidavit of home schooling. For students home-schooled in other States, please submit whatever verification is provided by that State.

If the high school information cannot be verified, the student will be required to take and pass a GED test prior to enrollment.

### **Transfer Students**

Applicants for transfer into the Aveda Institute Los Angeles cosmetology program are considered on an individual basis. Aveda Institute Los Angeles may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. The Aveda Institute Los Angeles may accept transfer hours into any course. The determination of the hours accepted for transfer will be based on an examination of the individual's technical skills and knowledge of the program and subject matter. Any VA benefits eligible student must disclose all previous education and training at the beginning of the transfer process.

The Aveda Institute Los Angeles does not award credit for prior experiential learning.

The Aveda Institute Los Angeles, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran or sexual orientation. The Aveda Institute Los Angeles does not recruit students that are currently attending or admitted to another school offering a similar program study.

### **International Students**

The Aveda Institute Los Angeles offers foreign students the opportunity to study cosmetology in Los Angeles, one of the world's leading locations for the fashion and entertainment industries. Our dedicated and ethnically diverse staff and student body help make the Institute the ideal location for foreign students to pursue their cosmetology education. Foreign students interested in attending the Institute must complete the following steps:

- 1) Step 1: Apply to the Aveda Institute Los Angeles
- 2) Step 2: Acceptance at the Aveda Institute Los Angeles
- 3) Step 3: Apply for a student visa
- 4) Step 4: Arrive in the U.S.A. and begin studying

International students interested in attending the Aveda Institute Los Angeles should contact the Institute's Admissions Office to obtain more information. Representatives are able to assist students with any questions regarding the Institute and the admissions process, including questions regarding the student visa application. In order to take the State Board licensing examination, a social security number or an EIN must be provided.

**To schedule an information interview, call the Admissions Office at 310.209.2000 ext.1721**

### **Re-Enrollment Guidelines**

Former students seeking re-enrollment to the institute should contact Professional Development to inquire about re-enrollment.



## SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

The Aveda Institute Los Angeles does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, financial status, veteran status or national origin.

If you would like to request academic adjustment or auxiliary aids, please contact the Institute's Section 504 Compliance Coordinator, Ms. Jill Sharpe. You may contact Ms. Sharpe at 10935 Weyburn Avenue, Los Angeles, CA 90024, phone 310-209-2000 ext. 1715, email [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com). You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Institute's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify Ms. Sharpe, the Institute's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute would accept a verbal request. You may contact Ms. Sharpe at 10935 Weyburn Avenue, Los Angeles, CA 90024, phone 310-209-2000 ext. 1715, email [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com).
- 2) Ms. Sharpe will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the Institute is obtaining adequate information and understanding of your individual needs.
- 3) Ms. Sharpe will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact the Institute's Human Resources Manager within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the Institute's Human Resources Manager by email at [mcollins@nurturaveda.com](mailto:mcollins@nurturaveda.com), or by mail to Ms. Meg Collins, Human Resources Manager, Aveda Institute Los Angeles, 6279 Tri-Ridge Blvd., Suite 250, Loveland, Ohio 45140. You may contact the Human Resources Manager by phone at 513-576-9333.

## DISCRIMINATION GRIEVANCE PROCEDURE

The Institute has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813.

Step 1: A person who believes that he/she has been discriminated against by the Institute is encouraged, but is not required, to discuss the matter informally with the Director, Ms. Sharpe at 10935 Weyburn Avenue, Los Angeles, CA 90024, phone 310-209-2000 ext. 1715, email [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com). If the Director is the subject of the complaint, the grievant may, instead, contact the Institute's President, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the Institute's Section 504 Coordinator who will investigate the complaint. [NOTE: if the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Institute's President who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the Institute will take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Institute's President within 10 business days after receipt of the written disposition. The Institute President or his designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The Institute hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the Institute's Section 504 Coordinator: Ms. Sharpe, 10935 Weyburn Avenue, Los Angeles, CA 90024, phone 310-209-2000 ext. 1715, email [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com)



---

**SEXUAL HARASSMENT POLICYA. Introduction.**Aveda Institute Los Angeles (the "Institute") is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the Institute community should be aware that the Institute is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the Institute's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to the Institute community through publications, the Institute website, new employee orientations, student orientations, and other appropriate channels of communication. The Institute provides training to key staff members to enable the Institute to handle any allegations of sexual harassment promptly and effectively. The Institute will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

**B. Definitions.**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the Institute community, including faculty, staff, students, and non-employees participants in the Institute community, such as vendors, contractors, and visitors.

**C. Retaliation Prohibited.**

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the Institute or a government agency with respect to such complaints. The Institute will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

**D. Complaint Procedure.**

Any member of the Institute community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the Institute's Title IX Coordinator, Jill Sharpe, Director, 10935 Weyburn Avenue, Los Angeles, CA 90024, [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com), 310-209-2000 ext. 1715.

**E. Response to Sexual Harassment Allegations.**

The Institute takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the Institute shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

When filing a complaint, the complainant shall be notified of the time frames during which the school will conduct an investigation and when he or she can expect to receive a written notice of the outcome of the complaint.

Every complainant will have the right to present his or her case, which includes the right to an adequate, reliable and impartial investigation of the complaint. Parties will be given an equal opportunity to present witnesses and evidence.

**F. False Reports.**

The Institute recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

**G. Additional Information.**

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/oc>.

---



# SCHEDULE AND TUITION

## Are you ready to begin?

If you're excited about the prospect of training at the Aveda Institute Los Angeles, here's all you have to do to get started.

### COSMETOLOGY PROGRAM

Cash payments for the Registration Fee, Supply & Equipment Fee, Sales Tax, Student Tuition Recovery Fund Assessment, and one-third of Tuition are due on or before the Student's first day of attendance at the School, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Cash payments for the remaining Tuition charge is due in full at such time as the Student has attained 801 scheduled hours offered in the cosmetology course program, unless there is an acceptable funding plan. Exceptions to these payment options must be approved by the School's Controller. The Supplies & Equipment Fee includes all professional tools, products/supplies, textbooks and uniforms. Registration fee secures position in class.

### COSMETOLOGY PROGRAM

#### INVESTMENT \*

Tuition	\$24,300.00
Program Tools, Equipment & Supplies	\$2,990.00
Non-Refundable Registration Fee	\$75.00
Non-Refundable Technology Access Fee	\$99.00
Non-Refundable Student Tuition Recovery Fund Assessment per \$1,000.00 in Tuition Spent	\$0.00
CA Sales Tax (9.25%)*	\$284.05

*\*Subject to change*

**Estimated Schedule of Total Charges:** \$27,748.05\*

#### COSMETOLOGY CLASS START DATES

January 15, 2019  
 February 13, 2019  
 March 19, 2019  
 April 29, 2019  
 June 4, 2019  
 July 12, 2019  
 August 13, 2019  
 September 13, 2019  
 October 15, 2019  
 November 18, 2019

### ESTHETICIAN PROGRAM

Cash payments for the Registration Fee, Supply & Equipment Fee, Sales Tax, Student Tuition Recovery Fund Assessment, and one-third of Tuition are due on or before the Student's first day of attendance at the School, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Cash payments for the remaining Tuition charge is due in full at such time as the Student has attained 801 scheduled hours offered in the cosmetology course program, unless there is an acceptable funding plan. Exceptions to these payment options must be approved by the School's Controller. The Supplies & Equipment Fee includes all professional tools, products/supplies, textbooks and uniforms. Registration fee secures position in class.

### ESTHETICIAN PROGRAM

#### INVESTMENT \*

Tuition	\$13,675.00
Program Tools, Equipment & Supplies	\$1,971.00
Non-Refundable Technology Access Fee	\$99.00
Non-Refundable Registration Fee	\$75.00
Non-Refundable Student Tuition Recovery Fund Assessment per \$1,000.00 in Tuition Spent	\$0.00
CA Sales Tax (9.25%)*	\$187.25

*\*Subject to change*

**Estimated Schedule of Total Charges:** \$16,007.25\*

#### ESTHETICIAN CLASS START DATES

January 15, 2019  
 February 13, 2019  
 March 19, 2019  
 April 29, 2019  
 June 4, 2019  
 July 12, 2019  
 August 13, 2019  
 September 13, 2019  
 October 15, 2019  
 November 18, 2019



---

## STUDENT TUITION RECOVERY FUND

To be eligible for STRF, you must be if you are a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.



---

# FINANCIAL ASSISTANCE

---

Please contact an Admissions Representative to discuss payment options and financial aid that may be available to qualified students.

Federal student aid is available for qualified students. Students may be eligible for grants and/or loans to cover qualified educational expenses. More information regarding student aid can be found at [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov).

The Aveda Institute Los Angeles is not a public institution. If the student obtains a loan for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan, the federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until such loan is repaid.

## TITLE IV ELIGIBLE STUDENTS

---

Federal student aid is available to qualified students. Those that qualify may be awarded a Pell grant, Direct subsidized and/or Unsubsidized Stafford loans, and/or Direct Parent Plus loans. In order to be considered for aid, a student must complete a FAFSA (Free Application for Federal Student Aid), which is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The amount of financial aid that a student may be awarded is based on a student's EFC (Expected Family Contribution), which is determined by his or her FAFSA application.

All students using Title IV loans are required to complete Entrance Counseling, which can be completed at [www.studentloans.gov](http://www.studentloans.gov). Generally, students are expected to have completed Entrance Counseling prior to Orientation. No student is eligible to receive Title IV loans funds until Entrance Counseling is complete.

All students using Title IV loans are required to sign a master promissory note (MPN). An MPN can be signed online at [www.studentloans.gov](http://www.studentloans.gov). Any student planning to receive funds from a Parent Plus loan must also have a Parent MPN on file. A parent MPN may be signed at the aforementioned link. Paper MPNs are available upon request.

Students are also required to complete Exit Counseling prior to his or her Title IV aid file being released for graduation; students should complete this requirement by visiting [www.studentloans.gov](http://www.studentloans.gov). Cosmetology students should complete Exit Counseling after clocking approximately 1400 hours. Students that withdraw from the Institute are also required to complete Exit Counseling.

The Office of Financial Aid is available to assist in the collection of Verification documents, the completion of Entrance and Exit Counseling, as well as the signing of a Master Promissory Note.

Some students enrolled at the school may be eligible to receive living expenses through the receipt of Title IV funding. Students eligible to receive living expenses are eligible because he/she has more award money available to him/her than tuition, supplies, fees, taxes, and any other charges that may be due to the school. Title IV disbursements are released as a student progresses satisfactorily through his/her program; living expenses are released as a result of these funds being in excess of amounts owed to the school. In almost all circumstances, living expense funds come from loan funds and must be paid back.

### Students Selected for Verification

Certain students who have completed a FAFSA may be selected for Verification; all students selected for Verification are required to submit relevant (and requested) income and/or tax information to the Office of Financial Aid in order to be Title IV eligible. Students selected for Verification will generally be given notice of this prior to a student's first day of class (also known as "Orientation.") If a student's FAFSA is found to be selected for Verification post-Orientation, the Financial Aid Office will provide the student with written notification within two business days of being aware of the selection; such notification will outline directions and required documentation needed to complete the Verification process. Upon the student receiving this notification from the Financial Aid Office the student will have 3-4 business days to submit the required documentation needed to satisfy Verification. If the required documentation is not received within this time frame, possible delay or forfeit of federal aid may occur.

If there are differences between the information listed on your FAFSA and your Verification documents, the Financial Aid Office will make corrections to your FAFSA for you. If your EFC (Expected Family Contribution; used to determine your Federal aid package) changes as a result of these corrections, the Financial Aid Office will notify you via written notification, in the form of an updated Award Letter; This notification will occur within one to two months of you starting class.

In the event of a student's award package changing due to Verification and an overpayment occurs, the Institute's Student Accounts Office will return any funds that are due back to the Department of Education on the student's behalf.

Students may email the Financial Aid Office at [financialaid@avedainstitutelosangeles.com](mailto:financialaid@avedainstitutelosangeles.com) in regards to questions about Verification, Entrance and Exit Counseling, Master Promissory Notes, and other general inquiries regarding student financial aid. Students may make appointments to meet with a Financial Aid Counselor for longer inquiries.

If you have questions about the status of your account, you may contact the Institute's Support Center at 513.576.9333.

### VETERANS EDUCATION BENEFITS - MONTGOMERY GI BILL®

Students eligible for Veterans Education benefits through the Montgomery GI Bill® may be able to use these funds to help finance their education. For more information, visit [www.va.gov](http://www.va.gov).



# STUDENT SERVICES

## Housing

The Aveda Institute Los Angeles does not have dormitory facilities under its control and does not own or operate housing facilities. The Institute offers limited assistance in finding roommates and suitable housing. There are many housing options available for students near the Institute and generally within Los Angeles. Average rent for Los Angeles County was \$1,435 per month in 2013.

## Placement

With a network of many salons and spas nationwide, the Aveda Institute Los Angeles can help you begin your professional career. We'll help you gain the knowledge you need with annual career fairs, career days and self-promotional instruction. Your training will include assistance with resume writing. Nonetheless, the Aveda Institute Los Angeles is primarily an institution of learning and does not guarantee job placement.

## Student Activities

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

## Student Council

One representative from each class participates on the council, which coordinates volunteer events and community activities

## Academic and Individual Counseling

Aveda Institute Los Angeles 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 Institute and the State of California Board of Barbering and Cosmetology.

## Voter Registration

Voter registration forms are available upon request in the financial aid office

## Record Retention Policy

Aveda Institute Los Angeles maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program at the Institute. The Institute maintains permanent records of the following for each student granted a certificate of completion:

1. The date on which the certificate of completion was granted.
2. The program and hours upon which the certificate of completion was based.
3. The grades earned by the student in each program

The Institute permanently maintains all student transcripts. Student transcripts shall show:

- The educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- The final grades or evaluations given to the student;
- Credit for program hours earned at other institutions; and
- Certificate of completion awarded the student.

The Institute maintains, for a period of not less than five years, at its location at 10935 Weyburn Avenue, Los Angeles, CA, 90024, complete and accurate records of all of the following information:

- a) The educational programs offered by the Institute and the curriculum for each.
- b) The names and addresses of the members of the Institute's current faculty and records of the educational qualifications of each member of the current faculty.
- c) Any other records required to be maintained by BPPE



# ACADEMIC INFORMATION

## SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in the Aveda Institute Los Angeles (the "Institute"). This policy is provided to all applicants prior to enrollment and is consistently applied to all students enrolled in the Institute. NOTE: Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This Policy is intended to comply with all applicable rules and regulations applicable to students eligible to receive Title IV federal student financial aid. In the event that any provision of this Policy conflicts with any rules or regulations in effect with respect to Title IV federal student financial aid, the rules and regulations of Title IV shall apply.

### Attendance Progress

Full-time:

Maximum Time: The maximum time a student has to complete is 150% of the program length (67% attendance average). Regular time of completion for the cosmetology program is 57 weeks. Maximum time for completion of the cosmetology program is 84 weeks. Regular time of completion for the esthetician program is 21 weeks. Maximum time for completion of the esthetician program is 32 weeks.

Attendance: In order to be considered making satisfactory progress, all students must be in compliance with the Institute's attendance policy.

A leave of absence extends the student's contract period and maximum time frame by the same number of days of the leave of absence. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the Institute on a cash pay basis.

### Academic Progress

The following factors will be measured to determine academic progress: Academic work (test grades, homework, etc.), Practical Work and Clinic Work.

Academic and practical work will be graded according to the following scale:

100-99	A	
98-97	A-	
96-95	B+	A – Excellent
94-93	B	B – Very Good
92-89	B-	C – Satisfactory
88-86	C+	D – Needs Improvement
85-81	C	F – Failing
80-79	D	
78-0	F	

Students must maintain a cumulative C grade average (minimum cumulative grade point average of 81% in academic and practical/clinical work) in order to be considered making satisfactory progress.

### Determination Of Progress

To determine SATISFACTORY PROGRESS, all Cosmetology students are evaluated at 450, 900, and 1250 scheduled hours and all Esthetician students are evaluated at 300 scheduled hours. If a student is making satisfactory progress at evaluation time, the said student is considered making satisfactory progress until the next evaluation period and will be

eligible for Title IV funding. If a student is not making satisfactory progress at the evaluation time, the said student will be placed on warning status until the next evaluation period.

### 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 has still not met both the attendance and academic requirements, he/she will become ineligible to receive Title IV funds. See "Probation" and "Appeal Procedure" below.

### Probation

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

### Interruptions, Course Incompletes, Withdrawals

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

### Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal



documents will be reviewed 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.

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

#### Transfer Hours

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and

completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

#### Notification And Records

The institution notifies students of any evaluation that impacts the student's eligibility for financial aid. Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in the Course Catalog.

**Incompletes, repetitions and non-credit courses have no effect upon the satisfactory progress policy.**

## LEAVE OF ABSENCE POLICY

This Policy applies for all student requests for a leave of absence from the Aveda Institute Los Angeles (the "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 Institute to perform a refund calculation.

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

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
  - a. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were Injured in a car accident and needed a few weeks to recover before returning to the Institute, the student would not have been able to request the LOA in advance.
  - b. The Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Institute to be the first date the student was unable to attend the Institute because of the accident.
2. Leave of Absence Request Process:
  - a. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request For Leave of Absence form found in the Office of Professional Development.
  - b. The Request For Leave of Absence form must be submitted to the Office of Professional Development prior to the Leave of Absence start date.
    - i. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
    - ii. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources.

Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.
3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
4. All LOA requests are subject to approval by the Institute's Director of Education. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.
5. The Institute shall not assess the student any additional institutional charges as a result of the LOA.
6. The LOA must be a minimum of 10 calendar days and not to exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The 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 Institute.
9. 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.



## PRIVACY POLICY AND ACCESS TO CUMULATIVE RECORDS

The Aveda Institute Los Angeles respects each student's right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides students certain rights with respect to the student access to and amendment of educational records and governs when the Institute can disclose educational records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes the Institute is not in compliance with the statute and governs when the Institute can disclose directory information about students. A notice to student outlining these rights and topics is available to students at <http://www.avedainstitutelosangeles.com/ferpa>.

## STUDENT FILE ACCESS

Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect to Aveda Institute Los Angeles, Attn: Institute Director, 10935 Weyburn Avenue Los Angeles, CA 90024. The Institute will arrange for access and notify the student of the time and place where the records may be inspected. The Institute may charge a reasonable fee for copies of student records.

## RELEASE OF STUDENT INFORMATION

In accordance with FERPA, the Institute will disclose information from the academic records of a student to authorized persons, provided the Institute has on file written consent of the student. The form is available from the Professional Development office. A student must submit a written consent for each third-party request for information. The Institute may disclose education records without a student's prior written consent for disclosure to school officials with legitimate educational interests. This may include providing access to student records to the Institute's accrediting agency.

# GRADUATION AND LICENSING REQUIREMENTS

## Graduation Requirements

To receive a certificate of completion from Aveda Institute Los Angeles, you must:

1. successfully complete the hours required for course curriculum
2. achieve satisfactory attendance records
3. meet service quota requirements

4. achieve satisfactory academic grades for exams and work as described in this Catalog

5. complete all work projects
6. complete the payment of all tuition and other fees and charges

## Make up Work

Students requiring to make up projects, quotas or tests must do so before the end of their phase. Failure to comply will result in receiving a "0" for that assignment

## Licensing Requirements

To receive a license in the state of California, a cosmetology student is required to:

1. complete a course in cosmetology or esthetician from a school approved by the California State Board of Barbering and Cosmetology
2. submit an appropriate application and fee
3. complete the 10th grade in the California public schools or its equivalent
4. is not subject to denial pursuant to section 480 of the Business and Professional Code
5. have a valid SSN or EIN
6. is not less than 17 years of age;
7. successfully complete the written theory and state law examination conducted by the California State Board of Barbering and Cosmetology, at the published location.

For more information, please visit the California Board of Barbering and Cosmetology at <http://www.barbercosmo.ca.gov/>.



# POLICIES AND STANDARDS

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

## Standards

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:

1. Maintaining a professional appearance is vital to success. A professional appearance includes:
  - a. **Tops:** A solid black blouse/shirt must have sleeves that cover the entire underarm area. It must not be see-through, and must cover the student's entire midsection when they raise their arms. Solid white, gray or black shirt may be worn underneath the solid black blouse/shirt. A solid black button down or zip-up sweater or jacket may be worn over the solid black blouse/shirt. Two official Aveda Institute Los Angeles t-shirts are included in the student's kit; additional uniform shirts are available for purchase.
  - b. **Pants:** Professional solid black pants are to be worn by each student. Black jeans are acceptable if they are not faded and are without any holes or abrasions. Apparel considered unacceptable includes, but is not limited to: no torn, distressed or embellished pants/slacks, blue jeans, sweatpants, leggings, athletic apparel, yoga pants, shorts, revealing or otherwise unprofessional clothing.
  - c. **Dresses/skirts:** Dresses and skirts are only permitted for Cosmetology students. All dresses and skirts must be at least fingertip length. They must be solid black. Solid opaque tights must be worn under the dress/skirt.
  - d. **Footwear:** All footwear must be professional in appearance and worn at all times in accordance with individual program guidelines. They must have an enclosed toe and an enclosed heel. They must be worn with socks or nylons and cover the entire foot and ankle. They may be any color.
  - e. **Accessories:** Accessories that are acceptable include, but are not limited to: earrings, necklaces, belts, suspenders, neck scarves, and headbands. Unacceptable accessories include, but are not limited to, bangle bracelets, hats, bandannas, headphones, and scarves that are deemed to interfere with a service.
  - f. Identification badges are to be worn as issued during all clocked hours to identify students to clients. If badge is lost, the student must replace it immediately at a cost of \$15.
  - g. Aveda Institute Los Angeles 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.
  - h. Students who, in the reasonable determination of Aveda Institute Los Angeles, are not dressed professionally will be dismissed.
2. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:
  - a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
  - b. Food, candy and gum are allowed in the classroom area only. Beverages can be consumed in the classroom and classroom areas only.
  - c. Because Aveda Institute Los Angeles is a smoke-free facility, smoking is not allowed on school property, surrounding premises or while wearing the Aveda Institute Los Angeles uniform.
  - d. So as not to interrupt the educational process, students will be notified of emergency phone calls only. Cell phones are prohibited in all classroom clinic areas. Cell phones may be used during lunch upon clocking out.
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 Aveda Institute Los Angeles 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 nonprescription 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. Tips are not expected or accepted. In lieu of tips, clients may donate to our student education fund and ongoing efforts to raise money for grass roots organizations, such as Aveda Earth Month Fund, Project Daymaker or Breast Cancer and AIDS Awareness. Students who accept tips will receive a warning for a first occurrence and will be terminated upon the third occurrence.
7. 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 must to be replaced by the student within 24 hours. Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment will
8. The Institute expects that all students and employees adhere to the United States Copyright Act (Title 17 United States Code) and the related acts, which further define the proper use of copyrighted materials. Computers located in the Institute's common areas are for student use. It is against Institute policy for students to copy or share copyrighted materials. This includes unauthorized peer-to-peer file sharing. It is prohibited for students to use the Institute's information technology systems for these activities.



**PROBATION & DISMISSAL POLICIES**  
**Minor Standard Violations**

Minor violations include assigned area violations, property misuses, client service violations, unprofessional behavior, and any disruptive behaviors determined by instructors and/or the Director of Education 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 will result in probation and disciplinary actions, and

repeated violations will result in suspension from the school or dismissal (termination).

**Minor Standard Suspension**

Students on probation who are then suspended by the Director of Education have up to 3 days to provide the Director documentation that the stipulations have been met. Once the Director of Education has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of suspension will be recorded in the student's permanent file. While a student is suspended, no clock hours may be earned,

and tuition charges are suspended. If a student on suspension fails to respond in 3 days, the student is automatically terminated.

**Major Standard Violations**

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

## Social Media Policy

This policy provides guidance concerning the use of social media through the Institute's network, systems or equipment and/or the use of social media to represent or discuss matters related to Institute and/or members of the Institute community. This policy is intended to supplement, not replace, other policies of the Institute, which remain in full force and effect and apply to the use of or participation in social media. This policy applies to all use of social media by Institute students, faculty and staff to represent or discuss matters concerning the Institute and/or members of the Institute community, whether or not such use involves the Institute's network or other computer resources.

**Definition of Social Media**

"Social media" is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. Examples of popular social media include, without limitation, texting, blogs and propriety platforms such as Twitter, Facebook, Instagram, Snapchat, Tumblr, LinkedIn, YouTube, Vine and Flickr. This Policy applies to social media that is currently available or emerging as well as all other online tools and/or platforms that may become available after the adoption of this Policy by the Institute.

**Introduction**

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an institution. The Institute recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the Institute community, including students, faculty, staff, parents, alumni, and other interested parties.

It is important to recognize, however, that laws and Institute policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by Institute students, faculty and staff through social media. Even activities of a private nature conducted away from the Institute can subject you to disciplinary action if they reflect poorly on the Institute or interfere with the conduct of Institute business.

**Usage Guidelines for Posting to Social Media Sites**

- Be careful what you post. Consider the clarity, length and tone of your comments before posting them. You are responsible for what you post. Remember, your post may last forever, even if you later try to modify or remove it.
- Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the Institute in any capacity.
- On personal sites, identify your views as your own. If you identify yourself as an Institute student, faculty or staff member online, it should be clear that the views expressed are not necessarily those of the Institute.

- Sign your post with your real name and indicate your relationship to the Institute. Do not use pseudonyms or post anonymously.
- Respect the views of others, even if you disagree. Do not use profane, obscene, or threatening language.
- Be truthful, accurate and complete in describing the Institute's programs and services.
- Obey the Terms of Service of any social media site or platform in which you participate.
- Review the privacy settings of each social media site accessed or used to understand how the site uses the information that its users provide. Be careful about revealing excessive personal information.
- Whenever appropriate, link back to information posted on the Institute website instead of duplicating content. For assistance please contact the Director.
- Whenever, as a member of the Institute faculty, you utilize social media as a means of student participation in course work be sure to also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium. For example, some students may not be comfortable with opening a Facebook account.

**Prohibited Social Media Activity**

To the full extent permitted by law, the following conduct is specifically prohibited while participating in social media, and constitutes a violation of this Policy. This applies with respect to posting to any Institute social media site, communicating with members of the Institute community, or discussing the Institute on any site, even through your own personal account or using your own device without using the Institute's network or equipment.

- Using social media to harass, threaten, insult, defame or bully another person or entity; to violate any Institute policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.
- Posting copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Information that is widely available to the public and posted on the Internet may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination. For more information, please review the Institute's Copyright Policy online at [www.avedainstitutelosangeles.com/copyright-policy/](http://www.avedainstitutelosangeles.com/copyright-policy/).
- Using the Institute or Aveda name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate.



- Disclosing confidential Institute information, non-public strategies, student records, or personal information concerning (past or present) members of the Institute community without proper authorization.
- Posting content in violation of applicable laws, including without limitation posting content that includes education records in violation of the Federal Education Records Protection Act (FERPA).
- Posting content that is false, misleading, obscene, defamatory, libelous, tortious, threatening, harassing, abusive, hateful, racially or ethnically disparaging, inflammatory, offensive, fraudulent, discriminatory, invasive of the privacy or publicity rights of other, or otherwise injurious, unlawful or illegal.
- Insulting, disparaging, disrespecting or defaming the Institute or members of the Institute community.

### **Policy Violations**

The Institute reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from the Institute or termination of employment, upon students, faculty, or staff who use private social media sites or communications resources in violation of this Policy. In appropriate cases, such conduct may also be reported to law enforcement authorities.

Note: In accordance with applicable laws and regulations, subject to other applicable Institute policies, this Policy does not prohibit employees from using social media to discuss among themselves, even in terms that may be critical of the Institute, matters relating to the terms and conditions of their employment.

## ATTENDANCE

Daily attendance is critical, as proper time management is crucial to the success of a salon/spa professional. The Institute is a clock hour institution, therefore clocking in and out is extremely important. Students are expected to clock in upon arrival, out for meal breaks, and out at the end of the day. Students must clock out each time they leave the building, and back in when they return.

Aveda Institute Los Angeles can only issue credit for hours that are properly documented. Aveda Institute Los Angeles will honor documented daily time earned. IT IS THE STUDENT'S RESPONSIBILITY TO CLOCK IN AND OUT.

Students are required to clock in no later than the exact minute school begins for the day. Students are not permitted to clock in unless they are in adherence with the Institute dress code and prepared to begin training for the day.

Students who are in attendance on Mondays and Saturdays are provided with two 30-minute meal periods and students who are in attendance all other days get two 45-minute meal periods. Times will vary by day and depend on classroom and clinic schedules. Students must be clocked back in from their meal period no later than 45 minutes after the start of their break.

**Any Title IV aid recipient who has zero attendance and (no approved Leave of Absence) for 14 consecutive days or greater will immediately be terminated from Title IV funding.**

### **CLASS TRANSFER FOR ATTENDANCE VIOLATIONS**

- If a student is absent more than 20 hours during their enlightenment phase, they will be subject to a class transfer.
- Students not maintaining an acceptable attendance record will be subject to a class transfer.

### **Student Responsibilities**

The Aveda Institute Los Angeles is dedicated to providing hands-on professional training in the field of cosmetology and esthetics. Part of the Institute's responsibility to the student and to our professional colleagues is

to provide prospective employers with a true evaluation of the student's ability, behavior and attitude.

To do this Aveda Institute Los Angeles must witness student responsibility during training. A responsible student, like a valued employee, is at work at the assigned time. They have planned ahead for child-care, back-up, child-care, weather conditions, etc. Patrons and fellow students are inconvenienced when a student does not meet his/her responsibility of being on time.

Any Title IV aid recipient who has zero attendance and no approved leave for 14 consecutive days will be immediately terminated from Title IV funding and withdrawn from the program.

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.

### **Call In Policy**

Students are required to call-in all absences or late arrivals no later than **one hour** prior to their scheduled start time. The student call-in number is **(310) 209-2000 ext. 1750**

**PLEASE BE CONSIDERATE OF YOUR GUESTS, INSTRUCTORS AND FELLOW STUDENTS BY CALLING THE STUDENT CALL-IN NUMBER IF YOU ARE GOING TO BE LATE OR ABSENT.**

If a student fails to call in an absence or late arrival to the *attendance line* by the required time, they will be cited for a standard violation.

### **No Call/No Show Policy**

If a student fails to call in a late arrival or absence to the *attendance line* by the required time, they will be considered a no call/no show for the day and will be issued a standard violation.



### Late Arrival

Failure to clock in by school start times and/or meal period end times is a Standard Violation.

### Students may not clock in more than 15 minutes after their scheduled start time.

All students arriving late must follow the procedure listed below immediately upon arrival:

Report to the Office of Professional Development

### Early Releases

Students requesting an early release must:

- Obtain a Request for Early Release Form from the Office of Professional Development no later than one (1) hour after the start of the student's scheduled start time.
- The completed form must be signed by the student's instructor and approved by the professional development office prior to leaving.

### Time Record Policies

It is a state requirement that the school provide an accurate system for recording all students' times, services and class hours. Students are ultimately responsible for clocking hours on a daily basis. Aveda Institute Los Angeles will honor documented daily time worked.

1. Always clock in/out on the time clock at the beginning and end of each day, and at the beginning and end of each lunch break.
2. Complete sign-in sheets on a daily basis (ask for assistance as needed).

- Deliver the completed Request for Early Release Form to the Office of Professional Development.
- Clock-out for the day.
- In the event that a Request for Early Release Form is not completed and/or approved by Professional Development, prior to the student leaving, the student will be subject to disciplinary action.

### STUDENTS ARE NOT PERMITTED TO ARRIVE LATE AND LEAVE EARLY ON THE SAME DAY.

### Notice of Expected Absence

Students who are planning to be absent need to:

- Obtain and complete a Notice of Expected Absence Form, which must be signed by the

student's instructor and the Professional Development Office.

- Deliver the Notice of Expected Absence Form to the Office of Professional Development.

Once your Notice of Expected Absence form has been approved and submitted to Professional Development you will not be required to call the attendance line on the dates that have been approved. However, if you have **not** completed a Notice of Expected Absence form, or you are tardy or unable to come into school you will be required to call the student attendance line. If you do not call in your absence or tardiness you will be subject to the Call-in Policy.

### Holidays

Aveda Institute Los Angeles recognizes the following days as legal holidays:

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
December 24 + 25



# REFUND POLICY

## A. Notice of Cancellation.

- 1) In addition to any other right of rescission, the Student shall have the right to cancel this Agreement and obtain a refund of charges paid:
  - a. Through attendance at the first class of the Cosmetology Program that is the subject of this Agreement; or
  - b. The seventh day after enrollment, whichever is later.
- 2) Cancellation shall occur when the Student gives written notice of cancellation to the School at the address specified on Page 1 of this Agreement.
- 3) The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- 4) 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 the agreement.
- 5) Except as provided in subparagraph 6, below, if the Student cancels this Agreement, the Student shall have no liability, and the School shall refund any consideration paid by the Student within 10 days after the School receives notice of the cancellation.
- 6) If the School gave the Student any equipment, the Student shall return the equipment within 10 days following the date of the notice of cancellation. If the Student fails to return the equipment within this 10 day-period, the School may retain that portion of the consideration paid by the Student equal to the cost of the equipment and shall refund the portion of the consideration exceeding the cost of the equipment within 10 days after the period within which the Student is required to return the equipment. The Student may retain the equipment without further obligation to pay for it.
- 7) Based upon the Student's Start Date, the Student must exercise this right to cancel by midnight on the seventh day.

**B. Student's Right to Withdraw.** The Student has the right to withdraw from the Cosmetology Program at any time. If the Student withdraws from the Cosmetology Program after the period described in the Notice of Cancellation under Item 15.A, above, the School shall remit a refund as calculated under the formula described below within 45 days following the student's withdrawal.

- 1) If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid program from which the Student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the Student.
- 2) If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- 3) Except for the Student's right to withdraw at any time as described above, the Student shall not be entitled to a refund under this Item 15 if both of the following occur: (i) All of the Student's tuition and fees are paid by a third-party organization, such as a Job Training Partnership Act agency, a Regional Occupational Program or Regional Occupational Center, a Private Industry Council, or a vocational rehabilitation program, if the Student is not obligated to repay the third-party organization or does not lose time-limited educational benefits; or (ii) the third-party organization and the School have a written agreement, entered into on or before the date the Student enrolls, that no refund will be due to the Student if the Student withdraws prior to completion.

- 4) If the Student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
  - a. The federal or state government or a loan guarantee agency may take action against the Student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - b. The Student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**C. Method of Calculating Refund.** For Students who have completed 60 percent or less (960 hours 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:

- 1) The total tuition charge is divided by the number of hours in the program.
- 2) The quotient is the hourly charge for the program.
- 3) 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.
- 4) The refund is equal to any amount in excess of the figure derived in subparagraph (3) that was paid by the Student.
- 5) The refund amount shall be adjusted as provided below for equipment, if applicable.
- 6) Students who have completed more than 60 percent (960 hours) of the scheduled hours for the period of attendance shall not be entitled to a refund of tuition or any other institutional charges.

**D.** Unless the Student's application is rejected, or the Student cancels his/her enrollment in accordance with the Notice of Cancellation under Item 15.A, above, the School 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.

## E. Program Tools, Equipment & Supplies Charges Assessed at Withdrawal.

- 1) This Agreement specifies a separate charge for Program Tools, Equipment & Supplies that the Student will use during the Cosmetology Program. If the Student returns the Program Tools, Equipment & Supplies in good condition, allowing for reasonable wear and tear, within 30 days following the date of the Student's withdrawal, the School shall refund the charge for those Program Tools, Equipment & Supplies paid by the Student. If the Student fails to return the Program Tools, Equipment & Supplies in good condition, allowing for reasonable wear and tear, within 30 days following the date of the Student's withdrawal, the School may offset the cost of those Program Tools, Equipment & Supplies against any refund. The Student shall be liable for the amount, if any, by which the cost for Program Tools, Equipment & Supplies exceeds the refund amount.
- 2) Program Tools, Equipment & Supplies may be returned for refund by the Student only if such items are returned in good condition and can be reused by the School or another Student. Items that cannot be reused because of clearly recognized health and sanitation reasons may not be returned. Students may return unopened supply products that were included in their Program Tools, Equipment & Supplies, but any opened items cannot be returned and shall remain the Student's property after the Student's withdrawal. Used textbooks and workbooks are not able to be reused after they have been opened and no refund for such items shall be provided.



3) The Student's refund to be provided under this Agreement shall include any amount paid by the Student for Program Tools, Equipment & Supplies which the Student has not obtained at the time of the Student's withdrawal.

absence or the date the Student notifies the School that the Student will not be returning.

**F. Notice of Withdrawal.** The Student may notify the School of the Student's desire to withdraw by providing written notice of withdrawal, addressed to the School's Director of Education and sent to the address specified on Page 1 of this Agreement. 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 School in person. The written notice of withdrawal need not take a particular form and, however expressed, is effective if it indicates the Student's desire to withdraw from the Cosmetology Program.

**H. School Closure Policy.**

- 1) If the School closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the Student shall be entitled to a pro-rata refund of tuition.
- 2) If the program is canceled subsequent to the student's enrollment, and before instruction in the program has begun, then the Student shall be entitled to a full refund of all monies paid.
- 3) At least 30 days prior to closing, the School 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 school closure, including the amount of each pro rata refund, shall also be submitted to the Institute's accrediting agency.

**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. Collection Policy**

- 1) The Student notifies the School of the Student's withdrawal or of the date of the Student's withdrawal, whichever is later.
  - 2) The School terminates the Student's enrollment as provided in the Enrollment Agreement.
  - 3) The Student has failed to attend classes for a 14-day period. For the purpose of determining the amount of the refund, the date of the Student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the Student shall be deemed to have withdrawn at the end of the 14-day period.
  - 4) If a Student does not return or call from an approved leave of absence, the Student shall be considered terminated. The date of withdrawal shall be the earlier of the date of expiration of the leave of
- 1) If the Student is terminated or withdraws from School, the School shall inform the Student of any balance owed to the School. Unless otherwise documented as part of an approved payment plan between the Student and the School, beginning 30 days after the date the Student is informed of a balance due the Student shall be assessed a monthly late payment penalty equal to 1.5% computed upon the amount due to the School.
  - 2) The School is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the School's cancellation and refund policies set forth in this Section 15.
  - 3) In the event that this Agreement is sold or discounted to a third party, such third party shall be required to comply with the cancellation and refund policies set forth in this Section 15.

**COSMETOLOGY REFUND TABLE**

**Course Tuition:** \$24,300.00

**Hours in Program:** 1,600

**Please Note:** The refund amounts listed in the refund table, above, assume that the student does not return any supplies and/or equipment for refund. The refund calculation shall be adjusted accordingly to account for the return of supplies and/or equipment, if any. The school's institutional policy applies after any applicable return of federal Title IV

% of course completed	Refund Due
10%	\$21,870.00
25%	\$18,225.00
50%	\$12,150.00
60%	\$9,720.00
61%	\$0.00

**ESTHETICIAN REFUND TABLE**

**Course Tuition:** \$13,675.00

**Hours in Program:** 600

**Please Note:** The refund amounts listed in the refund table, above, assume that the student does not return any supplies and/or equipment for refund. The refund calculation shall be adjusted accordingly to account for the return of supplies and/or equipment, if any. The school's institutional policy applies after any applicable return of federal Title IV

% of course completed	Refund Due
10%	\$12,307.50
25%	\$10,256.25
50%	\$6,837.50
60%	\$5,470.00
61%	\$0.00



## RETURN OF TITLE IV POLICY

The Federal Return of Title IV funds formula ("R2T4") dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the Institute and/or the student. The R2T4 formula is applicable to an eligible student receiving federal aid when that student withdraws or is terminated from the Institute.

A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/clocked hours. The date of determination is the earlier of:

- The date the student notifies the Institute of the student's withdrawal or the date of the student's withdrawal, whichever is later.
- The Institute terminates the student's enrollment as provided in the Enrollment Agreement.
- If a student does not return or call from the student's leave of absence within 72 hours of the student's expected return, the student shall be considered terminated.
- If the student unofficially withdrew, the 14th calendar day of consecutive absence from the Institute.

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before 60% of the payment period has been completed. After 60% of the payment period has been scheduled to be complete, 100% of the Title IV funds are earned. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student has earned more Title IV funds than have been disbursed, the Institute must offer the amount of earned funds as a post-withdrawal disbursement.

Post-withdrawal disbursements may be offered from Pell Grant funds first if eligible. If there are current educational costs due the Institute at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs may be offered to the student if eligible. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the Institute must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all Financial Aid students due a refund:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Direct Parent PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant
6. Other Title IV assistance

Any unearned Title IV funds must be returned to the appropriate program within 45 days of the date of determination. Any unearned funds that have not yet been disbursed to the student must be offered to the student within 30 days of the date of determination if not applied directly to the student's account.

The statute requires that a student is responsible for all unearned Title IV program assistance that the Institute is not required to return. This is determined by subtracting the amount returned by the Institute from the total amount of unearned Title IV funds to be returned.

## Notice Concerning Transferability Of Credits & Credentials Earned At Our Institution

The transferability of credits you earn at the Aveda Institute Los Angeles is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the cosmetology or esthetician program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Aveda Institute Los Angeles to determine if your credits or certificate will transfer.



## COMPLAINT PROCEDURES

The Director is authorized to receive and resolve student complaints. A student may lodge a complaint by communicating orally or in writing to any instructor, administrator or admissions personnel. The recipient of the complaint shall transmit it as soon as possible to the Director and shall attempt to resolve complaints related to the person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the Institute shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the Institute's complaint procedure.

Written complaints may be submitted by completing a challenge/solution form. The form is available from the Professional Development Office. A completed challenge/solution form will be routed to the Director for investigation. The Director will review the complaint with the appropriate Institute Team Members and will issue a written response within 10 days. This response will include a summary of the Institute's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be listed.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

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

Students may also pursue any unresolved complaints with the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, Tel. 703-600-7600. Complaint forms are available through NACCAS. Students are required to try to resolve problems through the Institute's complaint procedure prior to filing a complaint with NACCAS.

## OWNERSHIP AND ACCREDITATION

Aveda Institute Los Angeles is operated by Nurtur, LLC. Our faculty is a skilled team of experienced instructors with knowledge of classic and contemporary techniques. Instructors have met program licensing requirements and are trained in all aspects of hair, skin and nail esthetician, body care and related subjects.

The Aveda Institute Los Angeles is a private institution licensed to operate by **The California Bureau for Private Postsecondary Education**, PO Box 98018, Sacramento, CA. 95833. Telephone: 916.431.6959 Toll Free 888.370.7589 Fax: 916.263.1879 Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)

The Aveda Institute Los Angeles is accredited with the National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria VA 22314. Telephone 703.600.7600. Web [www.naccas.org](http://www.naccas.org).

## GRADUATION, LICENSURE & JOB PLACEMENT

Each year, the Institute reports to its accrediting agency, the National Accrediting Commission of Career Arts and Sciences. The following information was reported to NACCAS with respect to students who enrolled at the Institute with an original expected graduation date falling within calendar year 2017.

<b>Total number of students scheduled to complete (all programs)</b>	416
<b>Total number of students actually completed</b>	310
<b>2017 completion rate</b>	74.51%
<b>Percentage of graduates passing State Board exam</b>	95.93%
<b>Percentage of graduates employed</b>	77.99%

The Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not files a petition within the preceding 5 years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code ( U.S.C. Sec. 1101 et seq.)

The Aveda Institute Los Angeles is committed to providing the highest quality cosmetology and training available. Our curriculum includes an extensive State Board Review designed specifically to prepare you for success with the California Board of Barbering and Cosmetology licensing exam. Our highly trained educational team and administrative support staff are dedicated to providing you with the skills necessary to be successful in the classroom and as you begin your career.



**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2015 & 2016 - Cosmetology Program – 1600 Hours**

**On-Time Completion Rates (Graduation Rates)**  
*(Includes data for the two calendar years prior to reporting)*

<u>Calendar Year</u>	<u>Number of Students Who Began the Program</u>	<u>Students Available for Graduation</u>	<u>Number of On-Time Graduates</u>	<u>On-Time Completion Rate</u>
2015	107	107	16	15%
2016	117	117	17	15%

**Students Completing Within 150% of the Published Program Length**

<u>Calendar Year</u>	<u>Number of Students Who Began the Program</u>	<u>Students Available for Graduation</u>	<u>150% Graduates</u>	<u>150% Completion Rate</u>
2015	107	107	77	72%
2016	117	117	76	65%

**Job Placement Rates**  
*(Includes data for the two calendar years prior to reporting)*

<u>Calendar Year</u>	<u>Number of Students Who Began Program</u>	<u>Number of Graduates</u>	<u>Graduates Available for Employment</u>	<u>Graduates Employed in the Field</u>	<u>Placement Rate % Employed in the Field</u>
2015	0	0	0	0	0
2016	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. You may contact the Director of Education at the school to obtain this list. Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Gainfully Employed Categories**  
*(Includes data for the two calendar years prior to reporting)*

**Part-Time vs. Full-Time Employment**

<u>Calendar Year</u>	<u>Graduate Employed in the Field 20-29 Hours Per Week</u>	<u>Graduates Employed in the Field at Least 30 hours Per Week</u>	<u>Total Graduates Employed in the field</u>
2015	0	0	0
2016	0	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.



**Single Position vs. Concurrent Aggregated Position**

<u>Calendar Year</u>	<u>Graduate Employed in the Field in a Single Position</u>	<u>Graduates Employed in the Field in Concurrent Aggregated Positions</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>	<u>0</u>

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Self-Employed/Freelance Positions**

<u>Calendar Year</u>	<u>Graduates Employed Who are Self-Employed or Working Freelance</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Institutional Employment**

<u>Calendar Year</u>	<u>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**License Examination Passage Rates**  
*(Includes data for the two calendar years prior to reporting)*

<u>Calendar Year</u>	<u>Number of Graduates in Calendar Year</u>	<u>Number of Graduates Taking Exam</u>	<u>Number Who Passed First Available Exam</u>	<u>Number Who Failed First Available Exam</u>	<u>Passage Rate</u>
<u>2015</u>	<u>80</u>	<u>72</u>	<u>64</u>	<u>8</u>	<u>89%</u>
<u>2016</u>	<u>78</u>	<u>67</u>	<u>61</u>	<u>6</u>	<u>91%</u>

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from zero graduates.



**Salary and Wage Information**  
**(Includes data for the two calendar years prior to reporting)**

Annual Salary and wages reported for graduates employed in the field.

<u>Calendar Year</u>	<u>Graduates Available for Employment</u>	<u>Graduates Employed in the Field</u>	<u>\$20,001 to \$25,000</u>	<u>\$25,001 to \$30,000</u>	<u>\$30,001 to \$35,000</u>	<u>\$40,001 to \$45,000</u>	<u>No Salary Information Reported</u>
<u>2015</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

A list of sources used to substantiate salary disclosures is available from the school. A list of employers of the Graduates Employed in the Field can be obtained from the Director of Education at the school. Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: \$26,697.00. Additional charges may be incurred if the program is not completed on-time.

**Federal Student Loan Debt**

<u>Most recent three year cohort default rate, as reported by the United States Department of Education. <sup>1</sup></u>	<u>The percentage of enrolled students in 2016 receiving federal student loans to pay for this program.</u>	<u>The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution.</u>	<u>The percentage of graduates in 2016 with federal student loans as calculated by the institution.</u>
<u>7.6</u>	<u>78%</u>	<u>\$13,968</u>	<u>67%</u>

<sup>1</sup>The Percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

**California School Performance Fact Sheet figures are reported based on methods required by state law and differ from the procedures required by the Institute's accrediting agency. Completion rates, licensure rates and job placement rates determined in accordance with the Institute's accrediting agency requirements are published in the School Catalog. Please see the student outcome disclosures in the School Catalog for more information about the Institute's graduation, placement and licensure rates.**

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.



**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2015 & 2016 - Esthetician Program – 600 Hours**

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program was approved by the Bureau on 6/16/2015. The commencement of the Esthetician program was 2/16/2016. As of 12/1/2019, two full years of data for this program will be available.

**On-Time Completion Rates (Graduation Rates)**  
*(Includes data for the two calendar years prior to reporting)*

<u>Calendar Year</u>	<u>Number of Students Who Began the Program</u>	<u>Students Available for Graduation</u>	<u>Number of On-Time Graduates</u>	<u>On-Time Completion Rate</u>
2015	0	0	0	0
2016	31	31	12	39%

**Students Completing Within 150% of the Published Program Length**

<u>Calendar Year</u>	<u>Number of Students Who Began the Program</u>	<u>Students Available for Graduation</u>	<u>150% Graduates</u>	<u>150% Completion Rate</u>
2015	0	0	0	0
2016	31	31	26	84%

**Job Placement Rates**  
*(Includes data for the two calendar years prior to reporting)*

<u>Calendar Year</u>	<u>Number of Students Who Began Program</u>	<u>Number of Graduates</u>	<u>Graduates Available for Employment</u>	<u>Graduates Employed in the Field</u>	<u>Placement Rate % Employed in the Field</u>
2015	0	0	0	0	0
2016	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. You may contact the Director of Education at the school to obtain this list. Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.



**Gainfully Employed Categories**  
*(Includes data for the two calendar years prior to reporting)*

**Part-Time vs. Full-Time Employment**

<u>Calendar Year</u>	<u>Graduate Employed in the Field 20-29 Hours Per Week</u>	<u>Graduates Employed in the Field at Least 30 hours Per Week</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>	<u>0</u>

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Single Position vs. Concurrent Aggregated Position**

<u>Calendar Year</u>	<u>Graduate Employed in the Field in a Single Position</u>	<u>Graduates Employed in the Field in Concurrent Aggregated Positions</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>	<u>0</u>

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Self-Employed/Freelance Positions**

<u>Calendar Year</u>	<u>Graduates Employed Who are Self-Employed or Working Freelance</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Institutional Employment**

<u>Calendar Year</u>	<u>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>



<u>2016</u>	<u>0</u>	<u>0</u>
-------------	----------	----------

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**License Examination Passage Rates**  
**(Includes data for the two calendar years prior to reporting)**

<u>Calendar Year</u>	<u>Number of Graduates in Calendar Year</u>	<u>Number of Graduates Taking Exam</u>	<u>Number Who Passed First Available Exam</u>	<u>Number Who Failed First Available Exam</u>	<u>↓ Passage Rate</u>
<u>2015</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>25</u>	<u>23</u>	<u>18</u>	<u>5</u>	<u>78%</u>

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from zero graduates.

**Salary and Wage Information**  
**(Includes data for the two calendar years prior to reporting)**

*Annual Salary and wages reported for graduates employed in the field.*

<u>Calendar Year</u>	<u>Graduates Available for Employment</u>	<u>Graduates Employed in the Field</u>	<u>\$20,001 to \$25,000</u>	<u>\$25,001 to \$30,000</u>	<u>\$30,001 to \$35,000</u>	<u>\$40,001 to \$45,000</u>	<u>No Salary Information Reported</u>
<u>2015</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

A list of sources used to substantiate salary disclosures is available from the school. A list of employers of the Graduates Employed in the Field can be obtained from the Director of Education at the school. Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: \$15,302.32. Additional charges may be incurred if the program is not completed on-time.

**Federal Student Loan Debt**

<u>Most recent three year cohort default rate, as reported by the United States Department of Education. <sup>1</sup></u>	<u>The percentage of enrolled students in 2016 receiving federal student loans to pay for this program.</u>	<u>The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution.</u>	<u>The percentage of graduates in 2016 with federal student loans as calculated by the institution.</u>
<u>7.6</u>	<u>75%</u>	<u>\$5,681</u>	<u>72%</u>



---

<sup>1</sup>The Percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

**California School Performance Fact Sheet figures are reported based on methods required by state law and differ from the procedures required by the Institute's accrediting agency. Completion rates, licensure rates and job placement rates determined in accordance with the Institute's accrediting agency requirements are published in the School Catalog. Please see the student outcome disclosures in the School Catalog for more information about the Institute's graduation, placement and licensure rates.**

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.



---

# GAINFUL EMPLOYMENT PROGRAM DISCLOSURES

---

Undergraduate certificate in Cosmetology  
Program Length: 57 weeks

## Students graduating on time

1% of Title IV students complete the program within 57 weeks

## Program Costs\*

**\$24,075** for tuition and fees

**\$2,400** for books and supplies

Other Costs

[Visit website for more program cost information](#)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.  
Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs according to the

California job placement rate

\*Program does not have enough completers to calculate a placement rate as required.

**72%** of program graduates got jobs according to the National Accrediting Commission of Career Arts & Sciences job placement rate

## Program graduates are employed in the following fields:

[Hairdressers, Hairstylists, and Cosmetologists](#)

[Makeup Artists, Theatrical and Performance](#)

[Manicurists and Pedicurists](#)

[Skincare Specialists](#)

## Licensure Requirements

Program qualifies students to sit for licensure exam in:

**California**

Additional Information



Date Created 4/6/2018

These disclosures are required by the U.S. Department of Education

Footnotes:

1. The share of students who completed the program within 100% of normal time (57 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate: Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A ()

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate: Name of the accrediting agency this placement rate is calculated for:

National Accrediting Commission of Career Arts & Sciences

Follow the link below to find out who is included in the calculation of this rate:

<https://naccasgo.sharepoint.com/sites/NACCASWeb/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FNACCASWeb%2FShared%20Documents%2FWebsite%20Public%20Documents%2FAccreditation%2FAnnual%20Report%20Information%2F2017%20%28data%29%20Annual%20Report%20Instructions%2Epdf&parent=%2Fsites%2FNACCASWeb%2FShared%20Documents%2FWebsite%20Public%20Documents%2FA8073-5000-6bc2-6b343546e75a> (https://naccasgo.sharepoint.com/sites/NACCASWeb/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FNACCASWeb%2FShared%20Documents%2FWebsite%20Public%20Documents%2FAccreditation%2FAnnual%20Report%20Information%2F2017%20%28data%29%20Annual%20Report%20Instructions%2Epdf&parent=%2Fsites%2FNACCASWeb%2FShared%20Documents%2FWebsite%20Public%20Documents%2FA8073-5000-6bc2-6b343546e75a)

What types of jobs were these students placed in?

The job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: hair stylist and nail technician

When were the former students employed?

This rate is based on program completers who were employed prior to November 30, 2017.

How were completers tracked?

Job placement information is obtained from student exit interviews, salon owner interviews, alumni correspondence, and public data



---

# GAINFUL EMPLOYMENT PROGRAM DISCLOSURES

---

Undergraduate certificate in Esthetician  
Program Length: 21 weeks

## Students graduating on time

30% of Title IV students complete the program within 21 weeks

## Program Costs\*

\$13,149 for tuition and fees

\$1,971 for books and supplies

Other Costs

[Visit website for more program cost information](#)

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

N/A\* in debt

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

N/A\* per month in student loans with an interest rate of N/A\*.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

N/A\* of program graduates got jobs according to the

California job placement rate

\*Program does not have enough completers to calculate a placement rate as required.

69% of program graduates got jobs according to the National Accrediting Commission of Career Arts & Sciences job placement rate

## Program graduates are employed in the following fields:

[Skincare Specialists](#)

## Licensure Requirements

Program qualifies students to sit for licensure exam in:

California

Additional Information



Date Created 4/6/2018

These disclosures are required by the U.S. Department of Education

Footnotes:

1. The share of students who completed the program within 100% of normal time (21 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate: Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A ()

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate: Name of the accrediting agency this placement rate is calculated for:

National Accrediting Commission of Career Arts & Sciences

Follow the link below to find out who is included in the calculation of this rate:

<https://naccasgo.sharepoint.com/sites/NACCASWeb/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FNACCASWeb%2FShared%20Documents%2FWebsite%20Public%20Documents%2FAccreditation%2FAnnual%20Report%20Information%2F2017%20%28data%29%20Annual%20Report%20Instructions%2Epdf&parent=%2Fsites%2FNACCASWeb%2FShared%20Documents%2FWebsite%20Public%20Documents%2FA8073-5000-6bc2-6b343546e75a> (https://naccasgo.sharepoint.com/sites/NACCASWeb/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FNACCASWeb%2FShared%20Documents%2FWebsite%20Public%20Documents%2FAccreditation%2FAnnual%20Report%20Information%2F2017%20%28data%29%20Annual%20Report%20Instructions%2Epdf&parent=%2Fsites%2FNACCASWeb%2FShared%20Documents%2FWebsite%20Public%20Documents%2FA8073-5000-6bc2-6b343546e75a)

What types of jobs were these students placed in?

The job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: esthetician and skin care specialist

When were the former students employed?

This rate is based on program completers who were employed prior to November 30, 2017.

How were completers tracked?

Job placement information is obtained from student exit interviews, salon owner interviews, alumni correspondence, and public data.



## ADMINISTRATIVE STAFF

**Patrick Thompson**, President, Chief Executive Officer, Chief Operating Officer & Chief Academic Officer  
**Jill Sharpe**, Institute Director  
**Jenn Lambert**, Senior Compliance Manager

## EDUCATIONAL FACULTY

### **Ilsa Berg**

Ilsa is an alumna of Boston University and The Aveda Institute Los Angeles. Prior to attending the institute, she had a successful career in the entertainment industry. She has worked at an Aveda Salon and was an educator for a product manufacturer. Ilsa enjoys taking salon theory to the next level! Nail Theory Jeopardy anyone?

### **Laura Rivera-Sepulveda**

Laura is a graduate from the Aveda Institute Orlando. Since graduating, she has worked in many Aveda Salons as a stylist in Florida, New York City, and California, and has had the opportunity to train with some of the biggest names in hairdressing. She trained to become a certified Aveda Color Coach, and has worked NY fashion week.

### **Anna Habrat**

This Native Southern Californian returned from a 5 year Fashion Industry stint in New York City where she decided to attend the Aveda Institute NYC and fell in LOVE with Hair. She is both an Aveda Certified Color Trainer traveling all over the country teaching as well as an in salon Aveda Color Educator and Senior Stylist at Bokaos Aveda. She is a regular at New York Fashion Week and has attended Vidal Sassoon training here in Santa Monica as well as Toni & Guy in London. She is currently the Gamma Phase educator focusing on Salon Business, Extensions and making sure her students pass their state board exam.

### **Tony Kenney**

Hailing from Chicago, he launched into the beauty industry by attending the Aveda Institute of Chicago. Afterwards, he worked with award-winning salon in Lincoln Park, Salon U, to hone his craft. Through his time behind the chair Tony discovered his passion for sharing the craft with others and decided to return to obtain his Educator's License. After teaching at the Chicago Institute he relocated to the Detroit area where he taught with Paul Mitchell the School and rose through the ranks quickly. This attention garnered an invitation to become Director of Education with the Aveda Institute Royal Oak. From there, Tony went in search of a new adventure and relocated to Los Angeles. Being "home-grown" Aveda, it was only natural that he reach out to the Aveda Institute of Los Angeles, where he is currently a Senior Education Lead.

### **Kimberly Harris**

Kimberly Harris is a Northern California native with over 20 years of business ownership and management experience. She moved to Los Angeles, California in 2013 to pursue her passion for skincare, esthetics, impacting the lives of others, and all things AVEDA! Kimberly graduated from the Aveda Institute Los Angeles Esthiology Program and shortly after joined the AILA team as an Esthiology Educator with expertise in State Board preparation and skin care. Kimberly is deeply passionate for bettering the lives of her students and fellow AILA team and is committed to excellence and the Aveda Nurtur Core Values.

### **Lacee Deniz**

Lacee Deniz, a licensed cosmetologist with over ten years of experience in hair, skincare and makeup. She attended the Makeup For Ever Academy in Paris, where she studied the art of makeup for over a year. After Paris she moved to San Francisco where she

**Gail Godown**, Admissions Representative  
**Ashleigh Armstrong**, Admissions Representative  
**Hannah Smithson**, Financial Aid Counselor  
**Kendall Casey**, Professional Development Senior Counselor  
**Rose Duduyan**, Professional Development Counselor

began her makeup education career at Blush School of Makeup. She has had the opportunity to help many other skincare schools create their own makeup education programs.

### **Stephanie Wilson**

As an Aveda alumni, Stephanie is very passionate about Aveda and its culture. She has been licensed in the industry for over two years with a focus on haircutting and braiding. She has participated in Aveda events such as beauty for a cure fashion show, kids in the spot light and many more, both as a student and an educator. Her passion for this industry gives her an inspiring demeanor when working with others. When she was asked to come back as an educator, Stephanie happily took the opportunity and since has been guiding students towards success, while also maintaining Aveda's number one core value of FUN!

### **Deneen Jones**

Deneen has been in the cosmetology industry for over eight years and has been educating for the last five. As the new Senior Education Lead, she has played a pivotal role in the lives of students. With her deep passion for hair color and haircutting, she is a wealth of knowledge and her willingness to share her experiences with her students makes her role at Aveda all the more valuable. When Deneen began her career in the beauty industry, she never imagined she'd become an educator, but after she was given the opportunity, she quickly fell in love. She is inspired by her work and is grateful for the moments of growth she witnesses daily from her students throughout their journey. Deneen is proud of her position at the Aveda institute and while she believes this career to be the one, color will always be her first love.

### **Katherine (Kay) Pena**

With a background and PHD in Western medicine and Clinical Dermatology, Kay had her own practice in the Philippines. When life moved her from the Philippines to Los Angeles, she decided she would study beauty, health and wellness through the Aveda Institute Los Angeles and learn the differences between Western and Eastern techniques. After completing her training at AILA, she went on to receive her license and soon began working in a variety of day and medical spas. It wasn't long before Kay realized she wanted to do more, so she decided to share her knowledge through teaching. With her expansion of studies, Kay is a genuine asset to the education team at AILA and as the Education Team Lead for the Esthetics department, Kay is proud to lead her team in providing quality education to our wonderful students. When she's not teaching, Kay still enjoys taking clients in both LA and San Diego, where she constantly continues to perfect her craft.

### **Julia Martin**

This California raised girl has been in the beauty since 2008. Working for Aveda since day one - taking countless advanced Aveda classes. She also has years of experience in medical esthetics and is known for her waxing skills. Her passions for education shines because of all the years she spent in the spa room educating her guests and managing spas. Now she loves passing on her knowledge to her students, helping them become the most successful esthetician's in the industry.



AVEDA INSTITUTE  
LOS ANGELES

---

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll Free (888) 370-7589 or by fax (916) 263-1897.

**AVEDA INSTITUTE LOS ANGELES**

10935 Weyburn Avenue

Los Angeles, CA 90024

310.209.2000

[Nurturavedainstitutes.com/losangeles](http://Nurturavedainstitutes.com/losangeles)



AVEDA INSTITUTE  
LOS ANGELES

DO LOVE  
what YOU LOVE  
LOVE what YOU  
DO

**COURSE CATALOG**

PUBLISHED 7/1/19 • VALID THRU 12/31/19

[www.nurturavedainstitutes.com/los-angeles](http://www.nurturavedainstitutes.com/los-angeles)

10935 Weyburn Avenue | Los Angeles, CA 90024 | Phone 310.209.2000



# DEVELOP YOUR NATURAL TALENTS

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

## THE MISSION & OBJECTIVE

The mission of the Aveda Institute Los Angeles is to inspire and educate our students, our team and our guests about beauty, fashion, wellness and nature. This includes preparing our students for careers in the field of cosmetology and esthetics and skin care, including the development of practical skills necessary for success with business skills, customer service, retailing and communications. The Aveda Institute Los Angeles is committed to fostering an environment of respect and trust in order to allow students to express their individuality and creativity.

The education and training objective at the Aveda Institute Los Angeles is to provide our students with the training that they need to master entry-level skills, technical training, retail and guest service skills, and professionalism necessary for a successful cosmetology or esthetician career.

The distinctive learning environment at the Aveda Institute Los Angeles encourages personal and professional growth, the continuous quest for knowledge and a commitment to teamwork.

## INDEX

- |   |  |
|---|--|
| <b>02.</b> Areas of Study                     | <b>15.</b> Academic Information                  |
| <b>02.</b> Career Opportunities               | <b>16.</b> Leave Of Absence Policy               |
| <b>03.</b> Cosmetology Program                | <b>17.</b> Student Records                       |
| <b>05.</b> Esthetician Program                | <b>17.</b> Graduation and Licensing Requirements |
| <b>07.</b> About the Institute                | <b>18.</b> Policies and Standards                |
| <b>08.</b> Admissions                         | <b>20.</b> Attendance Policy                     |
| <b>09.</b> Americans with Disabilities Policy | <b>22.</b> Refund Policy                         |
| <b>10.</b> Sexual Harassment Policy           | <b>24.</b> Return of Title IV                    |
| <b>11.</b> Schedule and Tuition               | <b>25.</b> Ownership and Accreditation           |
| <b>13.</b> Financial Assistance               | <b>26.</b> Performance Fact Sheet                |
| <b>14.</b> Student Services                   | <b>33.</b> Administrative Staff                  |



---

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

# AREAS OF STUDY

---

Your training will encompass three types of learning: Academic knowledge, the foundation of your education. Practical experience, the application of your knowledge. Professional business-building skills, vital for your success. Each phase of your education will emphasize a different combination of learning approaches.

## **COSMETOLOGY- SOC CODE/39-5012**

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

## **ESTHETICIAN- SOC CODE/39-5094**

Learn specialized techniques to purify, balance and renew the skin.

# CAREER OPPORTUNITIES

---

## **SALON INDUSTRY**

- hair stylist
- esthetician
- makeup artist
- manicurist
- sales representative
- permanent waving specialist
- hair coloring specialist
- skincare specialist
- waxing specialist

## **EDUCATION & OTHER FIELDS**

- cosmetology educator
- freelance educator
- manufacturer educator
- distributor educator
- consultant/trainer
- freelance makeup artist
- stylist or makeup artist for film, theater, fashion or print

All career opportunities listed are entry level.

The programs at the Aveda Institute Los Angeles provide instruction in theory and are designed to develop practical skills required for licensure. Teaching methods include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

Students are graded on the basis of classroom and homework assignments, chapter tests, model assignments and practical guest services.

All instruction is presented in English. There is no level of English language proficiency required.



# COSMETOLOGY PROGRAM

Express your creativity and talent in hair, skin and 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. Upon completion, you'll be ready to succeed as a licensed cosmetologist.

The educational objective of the Aveda Institute Los Angeles cosmetology program is to prepare students to become licensed cosmetologists in the state of California. The program includes both theory and practical experience that together comprise the skills required for licensure.

57 weeks, 1600 hours /Full Time  
Initial Theory Curriculum: 290 hours  
Practice & Clinic Floor Curriculum: 1,310 hours

## THEORY CURRICULUM SCHEDULE

**Monday:** 10:00 am – 8:45 pm  
**Wednesday & Friday:** 10:00 am – 9:00 pm  
or  
**Tuesday & Thursday:** 10:00 am – 9:00 pm  
**Saturday:** 9:00 am – 7:45 pm  
or  
**Monday:** 10:00 am – 8:45 pm  
**Tuesday & Thursday:** 10:00 am – 9:00 pm

## CLINIC CURRICULUM SCHEDULE

**Monday:** 10:00 am – 8:45 pm  
**Wednesday & Friday:** 10:00 am – 9:00 pm  
or  
**Tuesday & Thursday:** 10:00 am – 9:00 pm  
**Saturday:** 9:00 am – 7:45 pm  
or  
**Monday:** 10:00 am – 8:45 pm  
**Tuesday & Thursday:** 10:00 am – 9:00 pm

## INTRODUCTION/ ALPHA UNIT

You'll start by learning the fundamentals of cutting, styling and chemical restructuring of hair; skin and nail care; makeup; and the related sciences. 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 unit also covers state safety requirements.

**Introduction (Enlightenment)**  
**Weeks 1 through 10**  
**Classroom: 290 hours**  
**Total: 290 hours**

**Alpha**  
**Weeks 11 through 25**  
**Classroom: 120 hours**  
**Clinic: 315 hours**  
**Total: 435 hours**

## BETA UNIT

Apply your knowledge through clinic experiences while you increase your skills and gain the expertise you need to meet the Aveda Institute Los Angeles's skin care, body care and makeup service standards and state safety requirements.

**Weeks 26 through 40**  
**Classroom: 120 hours**  
**Clinic: 315 hours**  
**Total: 435 hours**

## GAMMA UNIT

Get ready to launch your career with in-depth training in client service, 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 Aveda Institute Los Angeles and the State of California for licensure. It's time to realize your dreams as a salon professional.

**Weeks 41 through 56**  
**Classroom: 120 hours**  
**Clinic: 320 hours**  
**Total: 440 hours**



# COSMETOLOGY COURSE OUTLINE

## PROGRAM DESCRIPTION

Cosmetology at Aveda Institute Los Angeles is the art and science of enhancing beauty for both men and women. Our program includes instruction in the care of hair, nails and skin. Students will learn hair design, color, cutting and styling and will apply this knowledge to mannequins, live models and guests. The care of healthy nails, manicure, pedicure, and table set-up is also taught. Skin care, facial waxing, and face color is the finishing touch of the Aveda experience.

## PROGRAM GOALS

The cosmetology program at Aveda Institute Los Angeles prepares students to become licensed cosmetologists in the state of California. The program includes both theory and practical experience which together comprise the skills required for licensure.

## PROGRAM CONTENT

Course units for the Cosmetology Program are set below. The theory hours for each unit equal or exceed the number of classroom hours required by the California State Board of Barbering and Cosmetology

Unit	Theory Hours
1. Orientation	19
2. Professional Image	31
3. Hair Styling	75
4. Hair Cutting	80
5. Permanent Waving and Chemical Straightening	40
6. Hair Coloring & Bleaching	80
7. Health & Safety Laws & Regulations	20
8. Health & Safety Considerations	45
9. Disinfection & Sanitation	40
10. Anatomy & Physiology	25
11. Manual, Electrical and Chemical Facials	25
12. Eyebrow Beautification & Makeup	25
13. Artificial Nails	25
14. Manicuring & Pedicuring	30
15. Salon Business.	30
<b>Total theory time</b>	<b>590 hours</b>

Practical experience applying theory to live models provides students with the opportunity to learn and enhance skills. The variety and number of skill demonstrations required by the California State Board of Barbering and Cosmetology are listed below.

### Performance Tracking (Live models and mannequins)

1. Disinfection & Sanitation Procedures – 70 hours
2. Heads of Finger waves, Full Head of Pin Curls, Complete State Board Set, Full Set of Rollers, Formal Hair Styling (Up Dos), French Braids, Corn Rows or Braids – 98 hours
3. Thermal Styles – 35 hours
4. Permanent Waves – 160 hours
5. Chemical Straightenings – 75 hours
6. Haircuts – 202 hours
7. Hair Colorings – 150 hours
8. Scalp & Hair Treatments – 5 hours
9. Manual Facials – 30 hours
10. Electrical Facials – 35 hours
11. Chemical Facials – 35 hours
12. Eyebrow Arching & Hair Removals – 40 hours
13. Makeup Applications – 10 hours
14. Water & Oil Manicures – 20 hours
15. Pedicures – 15 hours
16. Acrylic Nail Sets – 10 hours
17. Acrylic Nail Tips – 10 hours
18. Artificial Nail Wraps & Repairs - 10 hours

**Total practical time = 1010hours**

**Program total = 1600 hours**

## INSTRUCTIONAL METHODS

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Textbook: Salon Fundamentals Cosmetology: A Resource for your Cosmetology Career (2000).

## GRADING PROCEDURES

Your progress at Aveda Institute Los Angeles will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

### Grading Scale

100		99	A
98		97	A-
96		95	B+
94		93	B
92		89	B-
88		86	C+
85		81	C
80		79	D
78		0	F

- A - Excellent
- B - Very Good
- C - Satisfactory
- D - Needs Improvement
- F - Failing



# ESTHETICIAN PROGRAM

Prepare for an exciting future in skin care with Aveda Institute Los Angeles. Our Esthetician curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments. Upon completion, you'll be ready to succeed as a licensed esthetician.

## HOURS REQUIREMENTS

21 weeks, 600 hours

Initial Theory Curriculum: 143.75 hours

Practice & Clinic Floor Curriculum: 456.25 hours

## THEORY CURRICULUM SCHEDULE

**Monday:** 10:00 am – 8:45 pm

**Wednesday & Friday:** 10:00 am – 9:00 pm

or

**Tuesday & Thursday:** 10:00 am – 9:00 pm

**Saturday:** 9:00 am – 7:45 pm

or

**Monday:** 10:00 am – 8:45 pm

**Tuesday & Thursday:** 10:00 am – 9:00 pm

## ENLIGHTENMENT/ ALPHA UNIT

Learn the fundamentals of facial manipulations, equipment and plant aromaology™ as you study the related sciences of anatomy and histology, along with state safety requirements. Combining theoretical knowledge and hands-on experience, this unit puts you on your way to a career in skin care.

**Weeks 1 through 9**

**Classroom: 175.75 hours**

**Clinic: 83 hours**

**Total: 258.75 hours**

## BETA UNIT

Apply your knowledge through clinic experiences while you increase your understanding in the classroom. In this unit, you'll refine your skills and gain the expertise you need to meet the Aveda Institute Los Angeles skin care and makeup service standards and state safety requirements.

**Weeks 10 through 13**

**Classroom: 32 hours**

**Clinic: 83 hours**

**Total: 115 hours**

## CLINIC CURRICULUM SCHEDULE

**Monday:** 10:00 am – 8:45 pm

**Wednesday & Friday:** 10:00 am – 9:00 pm

or

**Tuesday & Thursday:** 10:00 am – 9:00 pm

**Saturday:** 9:00 am – 7:45 pm

or

**Monday:** 10:00 am – 8:45 pm

**TUESDAY & THURSDAY: 10:00 AM – 9:00 PM**

## GAMMA UNIT

Learn real-world strategies to get the job of your dreams, from interviewing to resume writing and beyond. Fine-tune your accuracy, concentration and speed. At this point, you'll have the competency required for the skill certification examination, as well as the theoretical knowledge needed to pass the written examination required by Aveda Institute Los Angeles and the State of California for licensure. Now you're ready to start your career in skin care.

**Weeks 14 through 21**

**Classroom: 0 hours**

**Clinic: 226.25 hours**

**Total: 226.25 hours**



## ESTHETICIAN COURSE OUTLINE

### PROGRAM DESCRIPTION

The Esthetician Course at Aveda Institute Los Angeles is the art and science of enhancing beauty, health and relaxation for both men and women. Our program includes instruction in the physiology, analysis, and care of skin. Students will learn a variety of facial and relaxation techniques and will apply this knowledge to live models and guests. Full body and facial waxing are core skills, and face color is the finishing touch of the Aveda experience.

### PROGRAM GOALS

The esthetician program at Aveda Institute Los Angeles prepares students to become licensed estheticians in the state of California. The program includes both theory and practical experience which together comprise the skills required for licensure.

### PROGRAM CONTENT

Course units required by the California Board of Barbering and Cosmetology and the number of classroom hours associated with each are listed below:

Unit	Theory Hours
1. Sanitation & Bacteriology • Includes laws and rules, dispense	23.25
2. Anatomy	18.25
3. Specialized Equipment/Treatments • Includes brow tinting, artificial lashes, electricity, waxing, ultra violet and infra Red	14
4. Massage	17.75
5. Chemistry 13.5	
6. Facial • Includes facial treatments, massage, equipment	66.75
7. Skin	24.5
8. Make-up • Includes application, correction, color theory	23.5
9. Salon Operations & Communication Skills	10.25
10. Cosmetology Laws & Rules	10.5
11. Electives	<u>15.25</u>

**Total theory time ~ 237.5 hours**

Practical experience applying theory to live models provides students with the opportunity to learn and enhance skills. The variety and number of skill demonstrations required by the California Board of Barbering and Cosmetology are listed below.

#### Performance Tracking, Practical hours (Guest and Live models)

**Facials – 185 hours**  
**Specialized Treatments – 22 hours**  
**Makeup – 76.50 hours**  
**Sanitation – 79 Hours**

**Total practical time ~ 362.5 hours**  
**Program total = 600 hours**

### INSTRUCTIONAL METHODS

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

### GRADING PROCEDURES

Your progress at Aveda Institute Los Angeles will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

Grading Scale			
100		99	A Honor Roll
98		97	A- Honor Roll
96		95	B+
94		93	B
92		89	B-
88		86	C+
85		81	C
80		79	D
78		0	F

A - Excellent  
B - Very Good  
C - Satisfactory  
D - Needs Improvement  
F - Failing



---

# COME TO THE RIGHT PLACE

---

The Aveda Institute Los Angeles is located in the heart of Westwood shopping district, adjacent the University of California Los Angeles. The Aveda Institute Los Angeles is the ideal setting for your professional education.

## **Facilities and Equipment**

The Aveda Institute Los Angeles is located at 10935 Weyburn Avenue, Los Angeles, California, in the heart of the Westwood shopping district and adjacent to the University of California Los Angeles. The building facilities were completely renovated and certified for occupancy in August 2008. The school contains a total of 10,740 square feet of space for classrooms, clinic programs, offices, student lounge and storage.

Each classroom has been recently renovated and equipped to provide the most effective cosmetology education experience. Each student has a chair and ample table space. Each classroom contains a flat-panel television screen to allow for DVD instructional videos. Behind the large whiteboards in each classroom is additional storage for educational supplies. Each classroom also has a shampoo bowl for use in hands-on cosmetology training. The classrooms are located on the building's lower floor.

The Institute's clinic program is conducted on the first floor and basement space. These spaces were completely renovated as part of the Institute's build-out in 2008. There are 56 hair-styling stations, enough so that each student has his or her own station to perform clinical services work and 5 spa rooms. Shampoo rooms for use on guests are located on both floors. The Institute also provides dispensaries on each floor, which contain the products for use by the students when performing their clinical services.

## **Resource Library and Learning Resources**

A resource library has books on styling, motivation, health and wellness for your reference. You may check-out reference materials by submitting a request to the Institute Director or a representative from the office of Professional Development. The Institute also provides computer terminals and printer access for students to use.

## **Aveda Environmental Lifestyle Store**

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



# ADMISSIONS

## *Are you ready to begin?*

If you're excited about the prospect of training at the Aveda Institute Los Angeles, here's all you have to do to get started.

### ADMISSION PROCESS

1. Complete the General Information Form and submit to the Admissions office.
2. Have an informational interview with an Admissions Representative.
3. Provide valid proof of high school education. This includes a copy of high school diploma, high school transcript or GED.
4. Complete a financial appointment with a financial aid counselor.
5. Sign an enrollment agreement with an admissions representative.

The Aveda Institute Los Angeles does not admit ability-to-benefit students. The Aveda Institute Los Angeles does not admit students who have record of a felony conviction.

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

Though Home-Schooled students are not considered to have a high school diploma or equivalent, they are eligible for admission into the Aveda Institute Los Angeles. Home-School students must provide a copy of their complete high school transcript. Home-School transcripts **must include** the following information:

- Name, Address, and Phone Number of Home-School.
- Student's personal information (name, address, date of birth, social security number).
- Itemization of courses and final grades achieved for each grade level accomplished
- Date of Graduation.
- Name and signature of the Home-School Administrator

Home-School transcripts **must be** notarized by a Notary Public and sent to the Institute's Admissions Office in an envelope sealed and sent by the Home-School Administrator.

Every California home-schooled student must submit a copy of their private school affidavit of home schooling. For students home-schooled in other States, please submit whatever verification is provided by that State.

If the high school information cannot be verified, the student will be required to take and pass a GED test prior to enrollment.

### Transfer Students

Applicants for transfer into the Aveda Institute Los Angeles cosmetology program are considered on an individual basis. Aveda Institute Los Angeles may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. The Aveda Institute Los Angeles may accept transfer hours into any course. The determination of the hours accepted for transfer will be based on an examination of the individual's technical skills and knowledge of the program and subject matter. Any VA benefits eligible student must disclose all previous education and training at the beginning of the transfer process.

The Aveda Institute Los Angeles does not award credit for prior experiential learning.

The Aveda Institute Los Angeles, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran or sexual orientation. The Aveda Institute Los Angeles does not recruit students that are currently attending or admitted to another school offering a similar program study.

### International Students

The Aveda Institute Los Angeles offers foreign students the opportunity to study cosmetology in Los Angeles, one of the world's leading locations for the fashion and entertainment industries. Our dedicated and ethnically diverse staff and student body help make the Institute the ideal location for foreign students to pursue their cosmetology education. Foreign students interested in attending the Institute must complete the following steps:

- 1) Step 1: Apply to the Aveda Institute Los Angeles
- 2) Step 2: Acceptance at the Aveda Institute Los Angeles
- 3) Step 3: Apply for a student visa
- 4) Step 4: Arrive in the U.S.A. and begin studying

International students interested in attending the Aveda Institute Los Angeles should contact the Institute's Admissions Office to obtain more information. Representatives are able to assist students with any questions regarding the Institute and the admissions process, including questions regarding the student visa application. In order to take the State Board licensing examination, a social security number or an EIN must be provided.

**To schedule an information interview, call the Admissions Office at 310.209.2000 ext.1721**

### Re-Enrollment Guidelines

Former students seeking re-enrollment to the institute should contact Professional Development to inquire about re-enrollment.



## SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

The Aveda Institute Los Angeles does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, financial status, veteran status or national origin.

If you would like to request academic adjustment or auxiliary aids, please contact the Institute's Section 504 Compliance Coordinator, Ms. Jill Sharpe. You may contact Ms. Sharpe at 10935 Weyburn Avenue, Los Angeles, CA 90024, phone 310-209-2000 ext. 1715, email [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com). You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Institute's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify Ms. Sharpe, the Institute's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute would accept a verbal request. You may contact Ms. Sharpe at 10935 Weyburn Avenue, Los Angeles, CA 90024, phone 310-209-2000 ext. 1715, email [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com).
- 2) Ms. Sharpe will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the Institute is obtaining adequate information and understanding of your individual needs.
- 3) Ms. Sharpe will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact the Institute's Human Resources Manager within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the Institute's Human Resources Manager by email at [mcollins@nurturaveda.com](mailto:mcollins@nurturaveda.com), or by mail to Ms. Meg Collins, Human Resources Manager, Aveda Institute Los Angeles, 6279 Tri-Ridge Blvd., Suite 250, Loveland, Ohio 45140. You may contact the Human Resources Manager by phone at 513-576-9333.

## DISCRIMINATION GRIEVANCE PROCEDURE

The Institute has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813.

Step 1: A person who believes that he/she has been discriminated against by the Institute is encouraged, but is not required, to discuss the matter informally with the Director, Ms. Sharpe at 10935 Weyburn Avenue, Los Angeles, CA 90024, phone 310-209-2000 ext. 1715, email [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com). If the Director is the subject of the complaint, the grievant may, instead, contact the Institute's President, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the Institute's Section 504 Coordinator who will investigate the complaint. [NOTE: if the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Institute's President who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the Institute will take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Institute's President within 10 business days after receipt of the written disposition. The Institute President or his designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The Institute hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the Institute's Section 504 Coordinator: Ms. Sharpe, 10935 Weyburn Avenue, Los Angeles, CA 90024, phone 310-209-2000 ext. 1715, email [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com)



---

**SEXUAL HARASSMENT POLICYA. Introduction.**Aveda Institute Los Angeles (the "Institute") is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the Institute community should be aware that the Institute is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the Institute's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to the Institute community through publications, the Institute website, new employee orientations, student orientations, and other appropriate channels of communication. The Institute provides training to key staff members to enable the Institute to handle any allegations of sexual harassment promptly and effectively. The Institute will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

**B. Definitions.**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the Institute community, including faculty, staff, students, and non-employees participants in the Institute community, such as vendors, contractors, and visitors.

**C. Retaliation Prohibited.**

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the Institute or a government agency with respect to such complaints. The Institute will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

**D. Complaint Procedure.**

Any member of the Institute community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the Institute's Title IX Coordinator, Jill Sharpe, Director, 10935 Weyburn Avenue, Los Angeles, CA 90024, [jsharpe@avedainstitutelosangeles.com](mailto:jsharpe@avedainstitutelosangeles.com), 310-209-2000 ext. 1715.

**E. Response to Sexual Harassment Allegations.**

The Institute takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the Institute shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

When filing a complaint, the complainant shall be notified of the time frames during which the school will conduct an investigation and when he or she can expect to receive a written notice of the outcome of the complaint.

Every complainant will have the right to present his or her case, which includes the right to an adequate, reliable and impartial investigation of the complaint. Parties will be given an equal opportunity to present witnesses and evidence.

**F. False Reports.**

The Institute recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

**G. Additional Information.**

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/oc>.

---



# SCHEDULE AND TUITION

Are you ready to begin?

If you're excited about the prospect of training at the Aveda Institute Los Angeles, here's all you have to do to get started.

## COSMETOLOGY PROGRAM

Cash payments for the Registration Fee, Supply & Equipment Fee, Sales Tax, Student Tuition Recovery Fund Assessment, and one-third of Tuition are due on or before the Student's first day of attendance at the School, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Cash payments for the remaining Tuition charge is due in full at such time as the Student has attained 801 scheduled hours offered in the cosmetology course program, unless there is an acceptable funding plan. Exceptions to these payment options must be approved by the School's Controller. The Program Tools, Equipment, & Supplies Fee includes all professional tools, products/supplies, textbooks and uniforms required for participation in the programs. Registration fee secures position in class.

### COSMETOLOGY PROGRAM

#### INVESTMENT \*

Tuition	\$24,300.00
Program Tools, Equipment & Supplies	\$2,990.00
Non-Refundable Registration Fee	\$75.00
Non-Refundable Technology Access Fee	\$99.00
Non-Refundable Student Tuition Recovery Fund Assessment per \$1,000.00 in Tuition Spent	\$0.00
CA Sales Tax (9.25%)*	\$284.05
<i>*Subject to change</i> <b>Estimated Schedule of Total Charges:</b>	\$27,748.05*

### COSMETOLOGY CLASS START DATES

- January 15, 2019
- February 13, 2019
- March 19, 2019
- April 29, 2019
- June 4, 2019
- July 12, 2019
- August 13, 2019
- September 13, 2019
- October 15, 2019
- November 18, 2019

## ESTHETICIAN PROGRAM

Cash payments for the Registration Fee, Supply & Equipment Fee, Sales Tax, Student Tuition Recovery Fund Assessment, and one-third of Tuition are due on or before the Student's first day of attendance at the School, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Cash payments for the remaining Tuition charge is due in full at such time as the Student has attained 801 scheduled hours offered in the cosmetology course program, unless there is an acceptable funding plan. Exceptions to these payment options must be approved by the School's Controller. The Program Tools, Equipment, & Supplies Fee includes all professional tools, products/supplies, textbooks and uniforms required for participation in the programs. Registration fee secures position in class.

### ESTHETICIAN PROGRAM

#### INVESTMENT \*

Tuition	\$14,175.00
Program Tools, Equipment & Supplies	\$1,971.00
Non-Refundable Technology Access Fee	\$99.00
Non-Refundable Registration Fee	\$75.00
Non-Refundable Student Tuition Recovery Fund Assessment per \$1,000.00 in Tuition Spent	\$0.00
CA Sales Tax (9.25%)*	\$187.25
<i>*Subject to change</i>	
<b>Estimated Schedule of Total Charges:</b>	\$16,507.25*

### ESTHETICIAN CLASS START DATES

- January 15, 2019
- February 13, 2019
- March 19, 2019
- April 29, 2019
- June 4, 2019
- July 12, 2019
- August 13, 2019
- September 13, 2019
- October 15, 2019
- November 18, 2019



## STUDENT TUITION RECOVERY FUND

To be eligible for STRF, you must be if you are a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.



# FINANCIAL ASSISTANCE

Please contact an Admissions Representative to discuss payment options and financial aid that may be available to qualified students.

Federal student aid is available for qualified students. Students may be eligible for grants and/or loans to cover qualified educational expenses. More information regarding student aid can be found at [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov).

The Aveda Institute Los Angeles is not a public institution. If the student obtains a loan for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan, the federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until such loan is repaid.

## TITLE IV ELIGIBLE STUDENTS

Federal student aid is available to qualified students. Those that qualify may be awarded a Pell grant, Direct subsidized and/or Unsubsidized Stafford loans, and/or Direct Parent Plus loans. In order to be considered for aid, a student must complete a FAFSA (Free Application for Federal Student Aid), which is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The amount of financial aid that a student may be awarded is based on a student's EFC (Expected Family Contribution), which is determined by his or her FAFSA application.

All students using Title IV loans are required to complete Entrance Counseling, which can be completed at [www.studentloans.gov](http://www.studentloans.gov). Generally, students are expected to have completed Entrance Counseling prior to Orientation. No student is eligible to receive Title IV loans funds until Entrance Counseling is complete.

All students using Title IV loans are required to sign a master promissory note (MPN). An MPN can be signed online at [www.studentloans.gov](http://www.studentloans.gov). Any student planning to receive funds from a Parent Plus loan must also have a Parent MPN on file. A parent MPN may be signed at the aforementioned link. Paper MPNs are available upon request.

Students are also required to complete Exit Counseling prior to his or her Title IV aid file being released for graduation; students should complete this requirement by visiting [www.studentloans.gov](http://www.studentloans.gov). Cosmetology students should complete Exit Counseling after clocking approximately 1400 hours. Students that withdraw from the Institute are also required to complete Exit Counseling.

The Office of Financial Aid is available to assist in the collection of Verification documents, the completion of Entrance and Exit Counseling, as well as the signing of a Master Promissory Note.

Some students enrolled at the school may be eligible to receive living expenses through the receipt of Title IV funding. Students eligible to receive living expenses are eligible because he/she has more award money available to him/her than tuition, supplies, fees, taxes, and any other charges that may be due to the school. Title IV disbursements are released as a student progresses satisfactorily through his/her program; living expenses are released as a result of these funds being in excess of amounts owed to the school. In almost all circumstances, living expense

funds come from loan funds and must be paid back.

### Students Selected for Verification

Certain students who have completed a FAFSA may be selected for Verification; all students selected for Verification are required to submit relevant (and requested) income and/or tax information to the Office of Financial Aid in order to be Title IV eligible. Students selected for Verification will generally be given notice of this prior to a student's first day of class (also known as "Orientation.") If a student's FAFSA is found to be selected for Verification post-Orientation, the Financial Aid Office will provide the student with written notification within two business days of being aware of the selection; such notification will outline directions and required documentation needed to complete the Verification process. Upon the student receiving this notification from the Financial Aid Office the student will have 3-4 business days to submit the required documentation needed to satisfy Verification. If the required documentation is not received within this time frame, possible delay or forfeit of federal aid may occur.

If there are differences between the information listed on your FAFSA and your Verification documents, the Financial Aid Office will make corrections to your FAFSA for you. If your EFC (Expected Family Contribution; used to determine your Federal aid package) changes as a result of these corrections, the Financial Aid Office will notify you via written notification, in the form of an updated Award Letter; This notification will occur within one to two months of you starting class.

In the event of a student's award package changing due to Verification and an overpayment occurs, the Institute's Student Accounts Office will return any funds that are due back to the Department of Education on the student's behalf.

Students may email the Financial Aid Office at [financialaid@avedainstitutelosangeles.com](mailto:financialaid@avedainstitutelosangeles.com) in regards to questions about Verification, Entrance and Exit Counseling, Master Promissory Notes, and other general inquiries regarding student financial aid. Students may make appointments to meet with a Financial Aid Counselor for longer inquiries.

If you have questions about the status of your account, you may contact the Institute's Support Center at 513.576.9333.

## VETERANS EDUCATION BENEFITS - MONTGOMERY GI BILL®

Students eligible for Veterans Education benefits through the Montgomery GI Bill® may be able to use these funds to help finance their education. For more information, visit [www.va.gov](http://www.va.gov). Any students whose tuition and/or fees are covered by the VA will be permitted to attend the school during the period beginning on the date the individual provides the school a VA Certificate of Eligibility or a Statement of Benefits and ending on the earlier of the following dates: 1. The date on which payment from the VA is made to the institution; 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other instructional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.



# STUDENT SERVICES

## Housing

The Aveda Institute Los Angeles does not have dormitory facilities under its control and does not own or operate housing facilities. The Institute offers limited assistance in finding roommates and suitable housing. There are many housing options available for students near the Institute and generally within Los Angeles. Average rent for Los Angeles County was \$1,435 per month in 2013.

## Placement

With a network of many salons and spas nationwide, the Aveda Institute Los Angeles can help you begin your professional career. We'll help you gain the knowledge you need with annual career fairs, career days and self-promotional instruction. Your training will include assistance with resume writing. Nonetheless, the Aveda Institute Los Angeles is primarily an institution of learning and does not guarantee job placement.

## Student Activities

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

## Student Council

One representative from each class participates on the council, which coordinates volunteer events and community activities

## Academic and Individual Counseling

Aveda Institute Los Angeles 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 Institute and the State of California Board of Barbering and Cosmetology.

## Voter Registration

Voter registration forms are available upon request in the financial aid office

## Record Retention Policy

Aveda Institute Los Angeles maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program at the Institute. The Institute maintains permanent records of the following for each student granted a certificate of completion:

1. The date on which the certificate of completion was granted.
2. The program and hours upon which the certificate of completion was based.
3. The grades earned by the student in each program

The Institute permanently maintains all student transcripts. Student transcripts shall show:

- The educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- The final grades or evaluations given to the student;
- Credit for program hours earned at other institutions; and
- Certificate of completion awarded the student.

The Institute maintains, for a period of not less than five years, at its location at 10935 Weyburn Avenue, Los Angeles, CA, 90024, complete and accurate records of all of the following information:

- a) The educational programs offered by the Institute and the curriculum for each.
- b) The names and addresses of the members of the Institute's current faculty and records of the educational qualifications of each member of the current faculty.
- c) Any other records required to be maintained by BPPE



# ACADEMIC INFORMATION

## SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in the Aveda Institute Los Angeles (the "Institute"). This policy is provided to all applicants prior to enrollment and is consistently applied to all students enrolled in the Institute. NOTE: Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This Policy is intended to comply with all applicable rules and regulations applicable to students eligible to receive Title IV federal student financial aid. In the event that any provision of this Policy conflicts with any rules or regulations in effect with respect to Title IV federal student financial aid, the rules and regulations of Title IV shall apply.

### Attendance Progress

Full-time:

Maximum Time: The maximum time a student has to complete is 150% of the program length (67% attendance average). Regular time of completion for the cosmetology program is 57 weeks. Maximum time for completion of the cosmetology program is 84 weeks. Regular time of completion for the esthetician program is 21 weeks. Maximum time for completion of the esthetician program is 32 weeks.

Attendance: In order to be considered making satisfactory progress, all students must be in compliance with the Institute's attendance policy.

A leave of absence extends the student's contract period and maximum time frame by the same number of days of the leave of absence. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the Institute on a cash pay basis.

### Academic Progress

The following factors will be measured to determine academic progress: Academic work (test grades, homework, etc.), Practical Work and Clinic Work.

Academic and practical work will be graded according to the following scale:

100-99	A	
98-97	A-	
96-95	B+	A – Excellent
94-93	B	B – Very Good
92-89	B-	C – Satisfactory
88-86	C+	D – Needs Improvement
85-81	C	F – Failing
80-79	D	
78-0	F	

Students must maintain a cumulative C grade average (minimum cumulative grade point average of 81% in academic and practical/clinical work) in order to be considered making satisfactory progress.

### Determination Of Progress

To determine SATISFACTORY PROGRESS, all Cosmetology students are evaluated at 450, 900, and 1250 scheduled hours and all Esthetician students are evaluated at 300 scheduled hours. If a student is making satisfactory progress at evaluation time, the said student is considered making satisfactory progress until the next evaluation period and will be

eligible for Title IV funding. If a student is not making satisfactory progress at the evaluation time, the said student will be placed on warning status until the next evaluation period.

### 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 has still not met both the attendance and academic requirements, he/she will become ineligible to receive Title IV funds. See "Probation" and "Appeal Procedure" below.

### Probation

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

### Interruptions, Course Incompletes, Withdrawals

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

### Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal



documents will be reviewed 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.

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

#### **Transfer Hours**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and

completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

#### **Notification And Records**

The institution notifies students of any evaluation that impacts the student's eligibility for financial aid. Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in the Course Catalog.

**Incompletes, repetitions and non-credit courses have no effect upon the satisfactory progress policy.**

## **LEAVE OF ABSENCE POLICY**

This Policy applies for all student requests for a leave of absence from the Aveda Institute Los Angeles (the "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 Institute to perform a refund calculation.

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

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
  - a. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were Injured in a car accident and needed a few weeks to recover before returning to the Institute, the student would not have been able to request the LOA in advance.
  - b. The Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Institute to be the first date the student was unable to attend the Institute because of the accident.
2. Leave of Absence Request Process:
  - a. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request For Leave of Absence form found in the Office of Professional Development.
  - b. The Request For Leave of Absence form must be submitted to the Office of Professional Development prior to the Leave of Absence start date.
    - i. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
    - ii. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources.

Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.
3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
4. All LOA requests are subject to approval by the Institute's Director of Education. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.
5. The Institute shall not assess the student any additional institutional charges as a result of the LOA.
6. The LOA must be a minimum of 10 calendar days and not to exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The 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 Institute.
9. 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.



## PRIVACY POLICY AND ACCESS TO CUMULATIVE RECORDS

The Aveda Institute Los Angeles respects each student's right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides students certain rights with respect to the student access to and amendment of educational records and governs when the Institute can disclose educational records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes the Institute is not in compliance with the statute and governs when the Institute can disclose directory information about students. A notice to student outlining these rights and topics is available to students at <http://www.avedainstitutelosangeles.com/ferpa>.

## STUDENT FILE ACCESS

Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect to Aveda Institute Los Angeles, Attn: Institute Director, 10935 Weyburn Avenue Los Angeles, CA 90024. The Institute will arrange for access and notify the student of the time and place where the records may be inspected. The Institute may charge a reasonable fee for copies of student records.

## RELEASE OF STUDENT INFORMATION

In accordance with FERPA, the Institute will disclose information from the academic records of a student to authorized persons, provided the Institute has on file written consent of the student. The form is available from the Professional Development office. A student must submit a written consent for each third-party request for information. The Institute may disclose education records without a student's prior written consent for disclosure to school officials with legitimate educational interests. This may include providing access to student records to the Institute's accrediting agency.

# GRADUATION AND LICENSING REQUIREMENTS

## Graduation Requirements

To receive a certificate of completion from Aveda Institute Los Angeles, you must:

1. successfully complete the hours required for course curriculum
2. achieve satisfactory attendance records
3. meet service quota requirements

4. achieve satisfactory academic grades for exams and work as described in this Catalog

5. complete all work projects
6. complete the payment of all tuition and other fees and charges

## Make up Work

Students requiring to make up projects, quotas or tests must do so before the end of their phase. Failure to comply will result in receiving a "0" for that assignment

## Licensing Requirements

To receive a license in the state of California, a cosmetology student is required to:

1. complete a course in cosmetology or esthetician from a school approved by the California State Board of Barbering and Cosmetology
2. submit an appropriate application and fee
3. complete the 10th grade in the California public schools or its equivalent
4. is not subject to denial pursuant to section 480 of the Business and Professional Code
5. have a valid SSN or EIN
6. is not less than 17 years of age;
7. successfully complete the written theory and state law examination conducted by the California State Board of Barbering and Cosmetology, at the published location.

For more information, please visit the California Board of Barbering and Cosmetology at <http://www.barbercosmo.ca.gov/>.



# POLICIES AND STANDARDS

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

## Standards

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:

1. Maintaining a professional appearance is vital to success. A professional appearance includes:
  - a. **Tops:** A solid black blouse/shirt must have sleeves that cover the entire underarm area. It must not be see-through, and must cover the student's entire midsection when they raise their arms. Solid white, gray or black shirt may be worn underneath the solid black blouse/shirt. A solid black button down or zip-up sweater or jacket may be worn over the solid black blouse/shirt. Two official Aveda Institute Los Angeles t-shirts are included in the student's kit; additional uniform shirts are available for purchase.
  - b. **Pants:** Professional solid black pants are to be worn by each student. Black jeans are acceptable if they are not faded and are without any holes or abrasions. Apparel considered unacceptable includes, but is not limited to: no torn, distressed or embellished pants/slacks, blue jeans, sweatpants, leggings, athletic apparel, yoga pants, shorts, revealing or otherwise unprofessional clothing.
  - c. **Dresses/skirts:** Dresses and skirts are only permitted for Cosmetology students. All dresses and skirts must be at least fingertip length. They must be solid black. Solid opaque tights must be worn under the dress/skirt.
  - d. **Footwear:** All footwear must be professional in appearance and worn at all times in accordance with individual program guidelines. They must have an enclosed toe and an enclosed heel. They must be worn with socks or nylons and cover the entire foot and ankle. They may be any color.
  - e. **Accessories:** Accessories that are acceptable include, but are not limited to: earrings, necklaces, belts, suspenders, neck scarves, and headbands. Unacceptable accessories include, but are not limited to, bangle bracelets, hats, bandannas, headphones, and scarves that are deemed to interfere with a service.
  - f. Identification badges are to be worn as issued during all clocked hours to identify students to clients. If badge is lost, the student must replace it immediately at a cost of \$15.
  - g. Aveda Institute Los Angeles 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.
  - h. Students who, in the reasonable determination of Aveda Institute Los Angeles, are not dressed professionally will be dismissed.
2. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:
  - a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
  - b. Food, candy and gum are allowed in the classroom area only. Beverages can be consumed in the classroom and classroom areas only.
  - c. Because Aveda Institute Los Angeles is a smoke-free facility, smoking is not allowed on school property, surrounding premises or while wearing the Aveda Institute Los Angeles uniform.
  - d. So as not to interrupt the educational process, students will be notified of emergency phone calls only. Cell phones are prohibited in all classroom clinic areas. Cell phones may be used during lunch upon clocking out.
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 Aveda Institute Los Angeles 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 nonprescription 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. Tips are not expected or accepted. In lieu of tips, clients may donate to our student education fund and ongoing efforts to raise money for grass roots organizations, such as Aveda Earth Month Fund, Project Daymaker or Breast Cancer and AIDS Awareness. Students who accept tips will receive a warning for a first occurrence and will be terminated upon the third occurrence.
7. 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 must to be replaced by the student within 24 hours. Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment will
8. The Institute expects that all students and employees adhere to the United States Copyright Act (Title 17 United States Code) and the related acts, which further define the proper use of copyrighted materials. Computers located in the Institute's common areas are for student use. It is against Institute policy for students to copy or share copyrighted materials. This includes unauthorized peer-to-peer file sharing. It is prohibited for students to use the Institute's information technology systems for these activities.



## PROBATION & DISMISSAL POLICIES

### Minor Standard Violations

Minor violations include assigned area violations, property misuses, client service violations, unprofessional behavior, and any disruptive behaviors determined by instructors and/or the Director of Education 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 will result in probation and disciplinary actions, and

repeated violations will result in suspension from the school or dismissal (termination).

### Minor Standard Suspension

Students on probation who are then suspended by the Director of Education have up to 3 days to provide the Director documentation that the stipulations have been met. Once the Director of Education has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of suspension will be recorded in the student's permanent file. While a student is suspended, no clock hours may be earned,

and tuition charges are suspended. If a student on suspension fails to respond in 3 days, the student is automatically terminated.

### Major Standard Violations

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

## Social Media Policy

This policy provides guidance concerning the use of social media through the Institute's network, systems or equipment and/or the use of social media to represent or discuss matters related to Institute and/or members of the Institute community. This policy is intended to supplement, not replace, other policies of the Institute, which remain in full force and effect and apply to the use of or participation in social media. This policy applies to all use of social media by Institute students, faculty and staff to represent or discuss matters concerning the Institute and/or members of the Institute community, whether or not such use involves the Institute's network or other computer resources.

### Definition of Social Media

"Social media" is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. Examples of popular social media include, without limitation, texting, blogs and propriety platforms such as Twitter, Facebook, Instagram, Snapchat, Tumblr, LinkedIn, YouTube, Vine and Flickr. This Policy applies to social media that is currently available or emerging as well as all other online tools and/or platforms that may become available after the adoption of this Policy by the Institute.

### Introduction

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an institution. The Institute recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the Institute community, including students, faculty, staff, parents, alumni, and other interested parties.

It is important to recognize, however, that laws and Institute policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by Institute students, faculty and staff through social media. Even activities of a private nature conducted away from the Institute can subject you to disciplinary action if they reflect poorly on the Institute or interfere with the conduct of Institute business.

### Usage Guidelines for Posting to Social Media Sites

- Be careful what you post. Consider the clarity, length and tone of your comments before posting them. You are responsible for what you post. Remember, your post may last forever, even if you later try to modify or remove it.
- Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the Institute in any capacity.
- On personal sites, identify your views as your own. If you identify yourself as an Institute student, faculty or staff member online, it should be clear that the views expressed are not necessarily those of the Institute.

- Sign your post with your real name and indicate your relationship to the Institute. Do not use pseudonyms or post anonymously.
- Respect the views of others, even if you disagree. Do not use profane, obscene, or threatening language.
- Be truthful, accurate and complete in describing the Institute's programs and services.
- Obey the Terms of Service of any social media site or platform in which you participate.
- Review the privacy settings of each social media site accessed or used to understand how the site uses the information that its users provide. Be careful about revealing excessive personal information.
- Whenever appropriate, link back to information posted on the Institute website instead of duplicating content. For assistance please contact the Director.
- Whenever, as a member of the Institute faculty, you utilize social media as a means of student participation in course work be sure to also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium. For example, some students may not be comfortable with opening a Facebook account.

### Prohibited Social Media Activity

To the full extent permitted by law, the following conduct is specifically prohibited while participating in social media, and constitutes a violation of this Policy. This applies with respect to posting to any Institute social media site, communicating with members of the Institute community, or discussing the Institute on any site, even through your own personal account or using your own device without using the Institute's network or equipment.

- Using social media to harass, threaten, insult, defame or bully another person or entity; to violate any Institute policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.
- Posting copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Information that is widely available to the public and posted on the Internet may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination. For more information, please review the Institute's Copyright Policy online at [www.avedainstitutelosangeles.com/copyright-policy/](http://www.avedainstitutelosangeles.com/copyright-policy/).
- Using the Institute or Aveda name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate.



- Disclosing confidential Institute information, non-public strategies, student records, or personal information concerning (past or present) members of the Institute community without proper authorization.
- Posting content in violation of applicable laws, including without limitation posting content that includes education records in violation of the Federal Education Records Protection Act (FERPA).
- Posting content that is false, misleading, obscene, defamatory, libelous, tortious, threatening, harassing, abusive, hateful, racially or ethnically disparaging, inflammatory, offensive, fraudulent, discriminatory, invasive of the privacy or publicity rights of other, or otherwise injurious, unlawful or illegal.
- Insulting, disparaging, disrespecting or defaming the Institute or members of the Institute community.

### **Policy Violations**

The Institute reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from the Institute or termination of employment, upon students, faculty, or staff who use private social media sites or communications resources in violation of this Policy. In appropriate cases, such conduct may also be reported to law enforcement authorities.

Note: In accordance with applicable laws and regulations, subject to other applicable Institute policies, this Policy does not prohibit employees from using social media to discuss among themselves, even in terms that may be critical of the Institute, matters relating to the terms and conditions of their employment.

## ATTENDANCE

Daily attendance is critical, as proper time management is crucial to the success of a salon/spa professional. The Institute is a clock hour institution, therefore clocking in and out is extremely important. Students are expected to clock in upon arrival, out for meal breaks, and out at the end of the day. Students must clock out each time they leave the building, and back in when they return.

Aveda Institute Los Angeles can only issue credit for hours that are properly documented. Aveda Institute Los Angeles will honor documented daily time earned. **IT IS THE STUDENT'S RESPONSIBILITY TO CLOCK IN AND OUT.**

Students are required to clock in no later than the exact minute school begins for the day. Students are not permitted to clock in unless they are in adherence with the Institute dress code and prepared to begin training for the day.

Students who are in attendance on Mondays and Saturdays are provided with two 30-minute meal periods and students who are in attendance all other days get two 45-minute meal periods. Times will vary by day and depend on classroom and clinic schedules. Students must be clocked back in from their meal period no later than 45 minutes after the start of their break.

**Any Title IV aid recipient who has zero attendance and (no approved Leave of Absence) for 14 consecutive days or greater will immediately be terminated from Title IV funding.**

### **CLASS TRANSFER FOR ATTENDANCE VIOLATIONS**

- If a student is absent more than 20 hours during their enlightenment phase, they will be subject to a class transfer.
- Students not maintaining an acceptable attendance record will be subject to a class transfer.

### **Student Responsibilities**

The Aveda Institute Los Angeles is dedicated to providing hands-on professional training in the field of cosmetology and esthetics. Part of the Institute's responsibility to the student and to our professional colleagues is

to provide prospective employers with a true evaluation of the student's ability, behavior and attitude.

To do this Aveda Institute Los Angeles must witness student responsibility during training. A responsible student, like a valued employee, is at work at the assigned time. They have planned ahead for child-care, back-up, child-care, weather conditions, etc. Patrons and fellow students are inconvenienced when a student does not meet his/her responsibility of being on time.

Any Title IV aid recipient who has zero attendance and no approved leave for 14 consecutive days will be immediately terminated from Title IV funding and withdrawn from the program.

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.

### **Call In Policy**

Students are required to call-in all absences or late arrivals no later than **one hour** prior to their scheduled start time. The student call-in number is **(310) 209-2000 ext. 1750**

**PLEASE BE CONSIDERATE OF YOUR GUESTS, INSTRUCTORS AND FELLOW STUDENTS BY CALLING THE STUDENT CALL-IN NUMBER IF YOU ARE GOING TO BE LATE OR ABSENT.**

If a student fails to call in an absence or late arrival to the *attendance line* by the required time, they will be cited for a standard violation.

### **No Call/No Show Policy**

If a student fails to call in a late arrival or absence to the *attendance line* by the required time, they will be considered a no call/no show for the day and will be issued a standard violation.



### Late Arrival

Failure to clock in by school start times and/or meal period end times is a Standard Violation.

### Students may not clock in more than 15 minutes after their scheduled start time.

All students arriving late must follow the procedure listed below immediately upon arrival:

Report to the Office of Professional Development

### Early Releases

Students requesting an early release must:

- Obtain a Request for Early Release Form from the Office of Professional Development no later than one (1) hour after the start of the student's scheduled start time.
- The completed form must be signed by the student's instructor and approved by the professional development office prior to leaving.

### Time Record Policies

It is a state requirement that the school provide an accurate system for recording all students' times, services and class hours. Students are ultimately responsible for clocking hours on a daily basis. Aveda Institute Los Angeles will honor documented daily time worked.

1. Always clock in/out on the time clock at the beginning and end of each day, and at the beginning and end of each lunch break.
2. Complete sign-in sheets on a daily basis (ask for assistance as needed).

- Deliver the completed Request for Early Release Form to the Office of Professional Development.
- Clock-out for the day.
- In the event that a Request for Early Release Form is not completed and/or approved by Professional Development, prior to the student leaving, the student will be subject to disciplinary action.

### STUDENTS ARE NOT PERMITTED TO ARRIVE LATE AND LEAVE EARLY ON THE SAME DAY.

### Notice of Expected Absence

Students who are planning to be absent need to:

- Obtain and complete a Notice of Expected Absence Form, which must be signed by the

student's instructor and the Professional Development Office.

- Deliver the Notice of Expected Absence Form to the Office of Professional Development.

Once your Notice of Expected Absence form has been approved and submitted to Professional Development you will not be required to call the attendance line on the dates that have been approved. However, if you have **not** completed a Notice of Expected Absence form, or you are tardy or unable to come into school you will be required to call the student attendance line. If you do not call in your absence or tardiness you will be subject to the Call-in Policy.

### Holidays

Aveda Institute Los Angeles recognizes the following days as legal holidays:

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
December 24 + 25



# REFUND POLICY

## A. Notice of Cancellation.

- 1) In addition to any other right of rescission, the Student shall have the right to cancel this Agreement and obtain a refund of charges paid:
  - a. Through attendance at the first class of the Cosmetology Program that is the subject of this Agreement; or
  - b. The seventh day after enrollment, whichever is later.
- 2) Cancellation shall occur when the Student gives written notice of cancellation to the School at the address specified on Page 1 of this Agreement.
- 3) The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- 4) 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 the agreement.
- 5) Except as provided in subparagraph 6, below, if the Student cancels this Agreement, the Student shall have no liability, and the School shall refund any consideration paid by the Student within 10 days after the School receives notice of the cancellation.
- 6) If the School gave the Student any equipment, the Student shall return the equipment within 10 days following the date of the notice of cancellation. If the Student fails to return the equipment within this 10 day-period, the School may retain that portion of the consideration paid by the Student equal to the cost of the equipment and shall refund the portion of the consideration exceeding the cost of the equipment within 10 days after the period within which the Student is required to return the equipment. The Student may retain the equipment without further obligation to pay for it.
- 7) Based upon the Student's Start Date, the Student must exercise this right to cancel by midnight on the seventh day.

**B. Student's Right to Withdraw.** The Student has the right to withdraw from the Cosmetology Program at any time. If the Student withdraws from the Cosmetology Program after the period described in the Notice of Cancellation under Item 15.A, above, the School shall remit a refund as calculated under the formula described below within 45 days following the student's withdrawal.

- 1) If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid program from which the Student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the Student.
- 2) If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- 3) Except for the Student's right to withdraw at any time as described above, the Student shall not be entitled to a refund under this Item 15 if both of the following occur: (i) All of the Student's tuition and fees are paid by a third-party organization, such as a Job Training Partnership Act agency, a Regional Occupational Program or Regional Occupational Center, a Private Industry Council, or a vocational rehabilitation program, if the Student is not obligated to repay the third-party organization or does not lose time-limited educational benefits; or (ii) the third-party organization and the School have a written agreement, entered into on or before the date the Student enrolls, that no refund will be due to the Student if the Student withdraws prior to completion.

- 4) If the Student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
  - a. The federal or state government or a loan guarantee agency may take action against the Student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - b. The Student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**C. Method of Calculating Refund.** For Students who have completed 60 percent or less (960 hours 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:

- 1) The total tuition charge is divided by the number of hours in the program.
- 2) The quotient is the hourly charge for the program.
- 3) 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.
- 4) The refund is equal to any amount in excess of the figure derived in subparagraph (3) that was paid by the Student.
- 5) The refund amount shall be adjusted as provided below for equipment, if applicable.
- 6) Students who have completed more than 60 percent (960 hours) of the scheduled hours for the period of attendance shall not be entitled to a refund of tuition or any other institutional charges.

**D.** Unless the Student's application is rejected, or the Student cancels his/her enrollment in accordance with the Notice of Cancellation under Item 15.A, above, the School 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.

## E. Program Tools, Equipment & Supplies Charges Assessed at Withdrawal.

- 1) This Agreement specifies a separate charge for Program Tools, Equipment & Supplies that the Student will use during the Cosmetology Program. If the Student returns the Program Tools, Equipment & Supplies in good condition, allowing for reasonable wear and tear, within 30 days following the date of the Student's withdrawal, the School shall refund the charge for those Program Tools, Equipment & Supplies paid by the Student. If the Student fails to return the Program Tools, Equipment & Supplies in good condition, allowing for reasonable wear and tear, within 30 days following the date of the Student's withdrawal, the School may offset the cost of those Program Tools, Equipment & Supplies against any refund. The Student shall be liable for the amount, if any, by which the cost for Program Tools, Equipment & Supplies exceeds the refund amount.
- 2) Program Tools, Equipment & Supplies may be returned for refund by the Student only if such items are returned in good condition and can be reused by the School or another Student. Items that cannot be reused because of clearly recognized health and sanitation reasons may not be returned. Students may return unopened supply products that were included in their Program Tools, Equipment & Supplies, but any opened items cannot be returned and shall remain the Student's property after the Student's withdrawal. Used textbooks and workbooks are not able to be reused after they have been opened and no refund for such items shall be provided.



3) The Student's refund to be provided under this Agreement shall include any amount paid by the Student for Program Tools, Equipment & Supplies which the Student has not obtained at the time of the Student's withdrawal.

absence or the date the Student notifies the School that the Student will not be returning.

**F. Notice of Withdrawal.** The Student may notify the School of the Student's desire to withdraw by providing written notice of withdrawal, addressed to the School's Director of Education and sent to the address specified on Page 1 of this Agreement. 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 School in person. The written notice of withdrawal need not take a particular form and, however expressed, is effective if it indicates the Student's desire to withdraw from the Cosmetology Program.

**H. School Closure Policy.**

- 1) If the School closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the Student shall be entitled to a pro-rata refund of tuition.
- 2) If the program is canceled subsequent to the student's enrollment, and before instruction in the program has begun, then the Student shall be entitled to a full refund of all monies paid.
- 3) At least 30 days prior to closing, the School 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 school closure, including the amount of each pro rata refund, shall also be submitted to the Institute's accrediting agency.

**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. Collection Policy**

- 1) The Student notifies the School of the Student's withdrawal or of the date of the Student's withdrawal, whichever is later.
  - 2) The School terminates the Student's enrollment as provided in the Enrollment Agreement.
  - 3) The Student has failed to attend classes for a 14-day period. For the purpose of determining the amount of the refund, the date of the Student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the Student shall be deemed to have withdrawn at the end of the 14-day period.
  - 4) If a Student does not return or call from an approved leave of absence, the Student shall be considered terminated. The date of withdrawal shall be the earlier of the date of expiration of the leave of
- 1) If the Student is terminated or withdraws from School, the School shall inform the Student of any balance owed to the School. Unless otherwise documented as part of an approved payment plan between the Student and the School, beginning 30 days after the date the Student is informed of a balance due the Student shall be assessed a monthly late payment penalty equal to 1.5% computed upon the amount due to the School.
  - 2) The School is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the School's cancellation and refund policies set forth in this Section 15.
  - 3) In the event that this Agreement is sold or discounted to a third party, such third party shall be required to comply with the cancellation and refund policies set forth in this Section 15.

**COSMETOLOGY REFUND TABLE**

**Course Tuition:** \$24,300.00

**Hours in Program:** 1,600

**Please Note:** The refund amounts listed in the refund table, above, assume that the student does not return any supplies and/or equipment for refund. The refund calculation shall be adjusted accordingly to account for the return of supplies and/or equipment, if any. The school's institutional policy applies after any applicable return of federal Title IV

% of course completed	Refund Due
10%	\$21,870.00
25%	\$18,225.00
50%	\$12,150.00
60%	\$9,720.00
61%	\$0.00

**ESTHETICIAN REFUND TABLE**

**Course Tuition:** \$13,675.00

**Hours in Program:** 600

**Please Note:** The refund amounts listed in the refund table, above, assume that the student does not return any supplies and/or equipment for refund. The refund calculation shall be adjusted accordingly to account for the return of supplies and/or equipment, if any. The school's institutional policy applies after any applicable return of federal Title IV

% of course completed	Refund Due
10%	\$12,307.50
25%	\$10,256.25
50%	\$6,837.50
60%	\$5,470.00
61%	\$0.00



## RETURN OF TITLE IV POLICY

The Federal Return of Title IV funds formula ("R2T4") dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the Institute and/or the student. The R2T4 formula is applicable to an eligible student receiving federal aid when that student withdraws or is terminated from the Institute.

A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/clocked hours. The date of determination is the earlier of:

- The date the student notifies the Institute of the student's withdrawal or the date of the student's withdrawal, whichever is later.
- The Institute terminates the student's enrollment as provided in the Enrollment Agreement.
- If a student does not return or call from the student's leave of absence within 72 hours of the student's expected return, the student shall be considered terminated.
- If the student unofficially withdrew, the 14th calendar day of consecutive absence from the Institute.

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before 60% of the payment period has been completed. After 60% of the payment period has been scheduled to be complete, 100% of the Title IV funds are earned. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student has earned more Title IV funds than have been disbursed, the Institute must offer the amount of earned funds as a post-withdrawal disbursement.

Post-withdrawal disbursements may be offered from Pell Grant funds first if eligible. If there are current educational costs due the Institute at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs may be offered to the student if eligible. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the Institute must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all Financial Aid students due a refund:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Direct Parent PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant
6. Other Title IV assistance

Any unearned Title IV funds must be returned to the appropriate program within 45 days of the date of determination. Any unearned funds that have not yet been disbursed to the student must be offered to the student within 30 days of the date of determination if not applied directly to the student's account.

The statute requires that a student is responsible for all unearned Title IV program assistance that the Institute is not required to return. This is determined by subtracting the amount returned by the Institute from the total amount of unearned Title IV funds to be returned.

## Notice Concerning Transferability Of Credits & Credentials Earned At Our Institution

The transferability of credits you earn at the Aveda Institute Los Angeles is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the cosmetology or esthetician program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Aveda Institute Los Angeles to determine if your credits or certificate will transfer.



## COMPLAINT PROCEDURES

The Director is authorized to receive and resolve student complaints. A student may lodge a complaint by communicating orally or in writing to any instructor, administrator or admissions personnel. The recipient of the complaint shall transmit it as soon as possible to the Director and shall attempt to resolve complaints related to the person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the Institute shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the Institute's complaint procedure.

Written complaints may be submitted by completing a challenge/solution form. The form is available from the Professional Development Office. A completed challenge/solution form will be routed to the Director for investigation. The Director will review the complaint with the appropriate Institute Team Members and will issue a written response within 10 days. This response will include a summary of the Institute's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be listed.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

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

Students may also pursue any unresolved complaints with the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, Tel. 703-600-7600. Complaint forms are available through NACCAS. Students are required to try to resolve problems through the Institute's complaint procedure prior to filing a complaint with NACCAS.

## OWNERSHIP AND ACCREDITATION

Aveda Institute Los Angeles is operated by Nurtur, LLC. Our faculty is a skilled team of experienced instructors with knowledge of classic and contemporary techniques. Instructors have met program licensing requirements and are trained in all aspects of hair, skin and nail esthetician, body care and related subjects.

The Aveda Institute Los Angeles is a private institution licensed to operate by **The California Bureau for Private Postsecondary Education**, PO Box 98018, Sacramento, CA. 95833. Telephone: 916.431.6959 Toll Free 888.370.7589 Fax: 916.263.1879 Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)

The Aveda Institute Los Angeles is accredited with the National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria VA 22314. Telephone 703.600.7600. Web [www.naccas.org](http://www.naccas.org).

## GRADUATION, LICENSURE & JOB PLACEMENT

Each year, the Institute reports to its accrediting agency, the National Accrediting Commission of Career Arts and Sciences. The following information was reported to NACCAS with respect to students who enrolled at the Institute with an original expected graduation date falling within calendar year 2017.

<b>Total number of students scheduled to complete (all programs)</b>	416
<b>Total number of students actually completed</b>	310
<b>2017 completion rate</b>	74.51%
<b>Percentage of graduates passing State Board exam</b>	95.93%
<b>Percentage of graduates employed</b>	77.99%

The Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not files a petition within the preceding 5 years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code ( U.S.C. Sec. 1101 et seq.)

The Aveda Institute Los Angeles is committed to providing the highest quality cosmetology and training available. Our curriculum includes an extensive State Board Review designed specifically to prepare you for success with the California Board of Barbering and Cosmetology licensing exam. Our highly trained educational team and administrative support staff are dedicated to providing you with the skills necessary to be successful in the classroom and as you begin your career.



**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2015 & 2016 - Cosmetology Program – 1600 Hours**

**On-Time Completion Rates (Graduation Rates)**  
*(Includes data for the two calendar years prior to reporting)*

<u>Calendar Year</u>	<u>Number of Students Who Began the Program</u>	<u>Students Available for Graduation</u>	<u>Number of On-Time Graduates</u>	<u>On-Time Completion Rate</u>
2015	107	107	16	15%
2016	117	117	17	15%

**Students Completing Within 150% of the Published Program Length**

<u>Calendar Year</u>	<u>Number of Students Who Began the Program</u>	<u>Students Available for Graduation</u>	<u>150% Graduates</u>	<u>150% Completion Rate</u>
2015	107	107	77	72%
2016	117	117	76	65%

**Job Placement Rates**  
*(Includes data for the two calendar years prior to reporting)*

<u>Calendar Year</u>	<u>Number of Students Who Began Program</u>	<u>Number of Graduates</u>	<u>Graduates Available for Employment</u>	<u>Graduates Employed in the Field</u>	<u>Placement Rate % Employed in the Field</u>
2015	0	0	0	0	0
2016	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. You may contact the Director of Education at the school to obtain this list. Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Gainfully Employed Categories**  
*(Includes data for the two calendar years prior to reporting)*

**Part-Time vs. Full-Time Employment**

<u>Calendar Year</u>	<u>Graduate Employed in the Field 20-29 Hours Per Week</u>	<u>Graduates Employed in the Field at Least 30 hours Per Week</u>	<u>Total Graduates Employed in the field</u>
2015	0	0	0
2016	0	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.



**Single Position vs. Concurrent Aggregated Position**

<u>Calendar Year</u>	<u>Graduate Employed in the Field in a Single Position</u>	<u>Graduates Employed in the Field in Concurrent Aggregated Positions</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>	<u>0</u>

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Self-Employed/Freelance Positions**

<u>Calendar Year</u>	<u>Graduates Employed Who are Self-Employed or Working Freelance</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Institutional Employment**

<u>Calendar Year</u>	<u>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</u>	<u>Total Graduates Employed in the field</u>
<u>2015</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**License Examination Passage Rates**  
*(Includes data for the two calendar years prior to reporting)*

<u>Calendar Year</u>	<u>Number of Graduates in Calendar Year</u>	<u>Number of Graduates Taking Exam</u>	<u>Number Who Passed First Available Exam</u>	<u>Number Who Failed First Available Exam</u>	<u>Passage Rate</u>
<u>2015</u>	<u>80</u>	<u>72</u>	<u>64</u>	<u>8</u>	<u>89%</u>
<u>2016</u>	<u>78</u>	<u>67</u>	<u>61</u>	<u>6</u>	<u>91%</u>

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from zero graduates.



**Salary and Wage Information**  
**(Includes data for the two calendar years prior to reporting)**

Annual Salary and wages reported for graduates employed in the field.

<u>Calendar Year</u>	<u>Graduates Available for Employment</u>	<u>Graduates Employed in the Field</u>	<u>\$20,001 to \$25,000</u>	<u>\$25,001 to \$30,000</u>	<u>\$30,001 to \$35,000</u>	<u>\$40,001 to \$45,000</u>	<u>No Salary Information Reported</u>
<u>2015</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2016</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

A list of sources used to substantiate salary disclosures is available from the school. A list of employers of the Graduates Employed in the Field can be obtained from the Director of Education at the school. Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: \$26,697.00. Additional charges may be incurred if the program is not completed on-time.

**Federal Student Loan Debt**

<u>Most recent three year cohort default rate, as reported by the United States Department of Education. <sup>1</sup></u>	<u>The percentage of enrolled students in 2016 receiving federal student loans to pay for this program.</u>	<u>The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution.</u>	<u>The percentage of graduates in 2016 with federal student loans as calculated by the institution.</u>
<u>7.6</u>	<u>78%</u>	<u>\$13,968</u>	<u>67%</u>

<sup>1</sup>The Percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

**California School Performance Fact Sheet figures are reported based on methods required by state law and differ from the procedures required by the Institute's accrediting agency. Completion rates, licensure rates and job placement rates determined in accordance with the Institute's accrediting agency requirements are published in the School Catalog. Please see the student outcome disclosures in the School Catalog for more information about the Institute's graduation, placement and licensure rates.**

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.



**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2015 & 2016 - Esthetician Program – 600 Hours**

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program was approved by the Bureau on 6/16/2015. The commencement of the Esthetician program was 2/16/2016. As of 12/1/2019, two full years of data for this program will be available.

**On-Time Completion Rates (Graduation Rates)**  
**(Includes data for the two calendar years prior to reporting)**

<u>Calendar Year</u>	<u>Number of Students Who Began the Program</u>	<u>Students Available for Graduation</u>	<u>Number of On-Time Graduates</u>	<u>On-Time Completion Rate</u>
2015	0	0	0	0
2016	31	31	12	39%

**Students Completing Within 150% of the Published Program Length**

<u>Calendar Year</u>	<u>Number of Students Who Began the Program</u>	<u>Students Available for Graduation</u>	<u>150% Graduates</u>	<u>150% Completion Rate</u>
2015	0	0	0	0
2016	31	31	26	84%

**Job Placement Rates**  
**(Includes data for the two calendar years prior to reporting)**

<u>Calendar Year</u>	<u>Number of Students Who Began Program</u>	<u>Number of Graduates</u>	<u>Graduates Available for Employment</u>	<u>Graduates Employed in the Field</u>	<u>Placement Rate % Employed in the Field</u>
2015	0	0	0	0	0
2016	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. You may contact the Director of Education at the school to obtain this list. Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.



**Gainfully Employed Categories**  
*(Includes data for the two calendar years prior to reporting)*

**Part-Time vs. Full-Time Employment**

<u>Calendar Year</u>	<u>Graduate Employed in the Field 20-29 Hours Per Week</u>	<u>Graduates Employed in the Field at Least 30 hours Per Week</u>	<u>Total Graduates Employed in the field</u>
2015	0	0	0
2016	0	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Single Position vs. Concurrent Aggregated Position**

<u>Calendar Year</u>	<u>Graduate Employed in the Field in a Single Position</u>	<u>Graduates Employed in the Field in Concurrent Aggregated Positions</u>	<u>Total Graduates Employed in the field</u>
2015	0	0	0
2016	0	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Self-Employed/Freelance Positions**

<u>Calendar Year</u>	<u>Graduates Employed Who are Self-Employed or Working Freelance</u>	<u>Total Graduates Employed in the field</u>
2015	0	0
2016	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Institutional Employment**

<u>Calendar Year</u>	<u>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</u>	<u>Total Graduates Employed in the field</u>
2015	0	0



2016	0	0
------	---	---

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**License Examination Passage Rates**  
**(Includes data for the two calendar years prior to reporting)**

<u>Calendar Year</u>	<u>Number of Graduates in Calendar Year</u>	<u>Number of Graduates Taking Exam</u>	<u>Number Who Passed First Available Exam</u>	<u>Number Who Failed First Available Exam</u>	<u>Passage Rate</u>
2015	0	0	0	0	0
2016	25	23	18	5	78%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from zero graduates.

**Salary and Wage Information**  
**(Includes data for the two calendar years prior to reporting)**

Annual Salary and wages reported for graduates employed in the field.

<u>Calendar Year</u>	<u>Graduates Available for Employment</u>	<u>Graduates Employed in the Field</u>	<u>\$20,001 to \$25,000</u>	<u>\$25,001 to \$30,000</u>	<u>\$30,001 to \$35,000</u>	<u>\$40,001 to \$45,000</u>	<u>No Salary Information Reported</u>
2015	0	0	0	0	0	0	0
2016	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. A list of employers of the Graduates Employed in the Field can be obtained from the Director of Education at the school. Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: \$15,302.32. Additional charges may be incurred if the program is not completed on-time.

**Federal Student Loan Debt**

<u>Most recent three year cohort default rate, as reported by the United States Department of Education. <sup>1</sup></u>	<u>The percentage of enrolled students in 2016 receiving federal student loans to pay for this program.</u>	<u>The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution.</u>	<u>The percentage of graduates in 2016 with federal student loans as calculated by the institution.</u>
7.6	75%	\$5,681	72%



---

<sup>1</sup>The Percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

**California School Performance Fact Sheet figures are reported based on methods required by state law and differ from the procedures required by the Institute's accrediting agency. Completion rates, licensure rates and job placement rates determined in accordance with the Institute's accrediting agency requirements are published in the School Catalog. Please see the student outcome disclosures in the School Catalog for more information about the Institute's graduation, placement and licensure rates.**

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.



## ADMINISTRATIVE STAFF

**Patrick Thompson**, President, Chief Executive Officer, Chief Operating Officer & Chief Academic Officer  
**Jill Sharpe**, Institute Director  
**Jenn Lambert**, Senior Compliance Manager

**Gail Godown**, Admissions Representative  
**Ashleigh Armstrong**, Admissions Representative  
**Hannah Smithson**, Financial Aid Counselor  
**Kendall Casey**, Professional Development Senior Counselor

## EDUCATIONAL FACULTY

### Ilsa Berg

Ilsa is an alumna of Boston University and The Aveda Institute Los Angeles. Prior to attending the institute, she had a successful career in the entertainment industry. She has worked at an Aveda Salon and was an educator for a product manufacturer. Ilsa enjoys taking salon theory to the next level! Nail Theory Jeopardy anyone?

### Anna Habrat

This Native Southern Californian returned from a 5 year Fashion Industry stint in New York City where she decided to attend the Aveda Institute NYC and fell in LOVE with Hair. She is both an Aveda Certified Color Trainer traveling all over the country teaching as well as an in salon Aveda Color Educator and Senior Stylist at Bokaos Aveda. She is a regular at New York Fashion Week and has attended Vidal Sassoon training here in Santa Monica as well as Toni & Guy in London. She is currently the Gamma Phase educator focusing on Salon Business, Extensions and making sure her students pass their state board exam.

### Tony Kenney

Hailing from Chicago, he launched into the beauty industry by attending the Aveda Institute of Chicago. Afterwards, he worked with award-winning salon in Lincoln Park, Salon U, to hone his craft. Through his time behind the chair Tony discovered his passion for sharing the craft with others and decided to return to obtain his Educator's License. After teaching at the Chicago Institute he relocated to the Detroit area where he taught with Paul Mitchell the School and rose through the ranks quickly. This attention garnered an invitation to become Director of Education with the Aveda Institute Royal Oak. From there, Tony went in search of a new adventure and relocated to Los Angeles. Being "home-grown" Aveda, it was only natural that he reach out to the Aveda Institute of Los Angeles, where he is currently a Senior Education Lead.

### Kimberly Harris

Kimberly Harris is a Northern California native with over 20 years of business ownership and management experience. She moved to Los Angeles, California in 2013 to pursue her passion for skincare, esthetics, impacting the lives of others, and all things AVEDA! Kimberly graduated from the Aveda Institute Los Angeles Esthiology Program and shortly after joined the AILA team as an Esthiology Educator with expertise in State Board preparation and skin care. Kimberly is deeply passionate for bettering the lives of her students and fellow AILA team and is committed to excellence and the Aveda Nurture Core Values.

### Lacee Deniz

Lacee Deniz, a licensed cosmetologist with over ten years of experience in hair, skincare and makeup. She attended the MakeUp For Ever Academy in Paris, where she studied the art of makeup for over a year. After Paris she moved to San Francisco where she began her makeup education career at Blush School of Makeup. She has had the opportunity to help many other skincare schools create their own makeup education programs.

### Stephanie Wilson

As an Aveda alumni, Stephanie is very passionate about Aveda and its culture. She has been licensed in the industry for over two years with a focus on haircutting and braiding. She has participated in Aveda events such as beauty for a cure fashion show, kids in the spot light and many more, both as a student and an educator. Her passion for this industry gives her an inspiring demeanor when working with others. When she was asked to come back as an educator, Stephanie happily took the opportunity and since has been guiding students towards success, while also maintaining Aveda's number one core value of FUN!

### Deneen Jones

Deneen has been in the cosmetology industry for over eight years and has been educating for the last five. As the new Senior Education Lead, she has played a pivotal role in the lives of students. With her deep passion for hair color and haircutting, she is a wealth of knowledge and her willingness to share her experiences with her students makes her role at Aveda all the more valuable. When Deneen began her career in the beauty industry, she never imagined she'd become an educator, but after she was given the opportunity, she quickly fell in love. She is inspired by her work and is grateful for the moments of growth she witnesses daily from her students throughout their journey. Deneen is proud of her position at the Aveda institute and while she believes this career to be the one, color will always be her first love.

### Katherine (Kay) Pena

With a background and PHD in Western medicine and Clinical Dermatology, Kay had her own practice in the Philippines. When life moved her from the Philippines to Los Angeles, she decided she would study beauty, health and wellness through the Aveda Institute Los Angeles and learn the differences between Western and Eastern techniques. After completing her training at AILA, she went on to receive her license and soon began working in a variety of day and medical spas. It wasn't long before Kay realized she wanted to do more, so she decided to share her knowledge through teaching. With her expansion of studies, Kay is a genuine asset to the education team at AILA and as the Education Team Lead for the Esthetics department, Kay is proud to lead her team in providing quality education to our wonderful students. When she's not teaching, Kay still enjoys taking clients in both LA and San Diego, where she constantly continues to perfect her craft.

### Julia Martin

This California raised girl has been in the beauty industry since 2008. Working for Aveda since day one - taking countless advanced Aveda classes. She also has years of experience in medical esthetics and is known for her waxing skills. Her passions for education shines because of all the years she spent in the spa room educating her guests and managing spas. Now she loves passing on her knowledge to her students, helping them become the most successful esthetician's in the industry.



Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll Free (888) 370-7589 or by fax (916) 263-1897.

**AVEDA INSTITUTE LOS ANGELES**

10935 Weyburn Avenue  
Los Angeles, CA 90024  
310.209.2000

[Nurturavedainstitutes.com/losangeles](http://Nurturavedainstitutes.com/losangeles)