## LOCATIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAST LANSING</td>
<td>331 E GRAND RIVER AVENUE</td>
<td>EAST LANSING, MI 48823</td>
</tr>
<tr>
<td>ANN ARBOR</td>
<td>333 MAYNARD STREET</td>
<td>SUITES 99, 101, 201 AND 301</td>
</tr>
<tr>
<td>GRAND RAPIDS</td>
<td>138 COMMERCE AVENUE SW</td>
<td>GRAND RAPIDS, MI 49503</td>
</tr>
<tr>
<td>ROYAL OAK</td>
<td>409 S CENTER STREET</td>
<td>ROYAL OAK, MI 48067</td>
</tr>
<tr>
<td>CHICAGO</td>
<td>2828 NORTH CLARK STREET</td>
<td>CHICAGO, IL 60657</td>
</tr>
<tr>
<td>KNOXVILLE</td>
<td>516 SOUTH GAY STREET</td>
<td>KNOXVILLE, TN 37902</td>
</tr>
</tbody>
</table>

**DOUGLAS J AVEDA INSTITUTE CORPORATE OFFICE**

331 EAST GRAND RIVER AVENUE | EAST LANSING, MI 48823
# Table of Contents

- Locations ................................................................................................................................. 1
- Mission Statement ....................................................................................................................... 3
- Licensure and Accreditation ........................................................................................................ 4
- Facilities ........................................................................................................................................ 6
- Programs of Study ....................................................................................................................... 7
- Physical Demands and Safety Requirements ............................................................................... 26
- Program Admission ..................................................................................................................... 27
  - Transferability of Credit ........................................................................................................... 28
- Re-Enrollment ............................................................................................................................. 31
- Charges And Payment ............................................................................................................... 32
- Financial Aid ............................................................................................................................... 35
- Other Sources of Financial Assistance ......................................................................................... 42
- Cancellation and Refund Policies ............................................................................................... 43
- Standards of Student Conduct .................................................................................................. 49
  - Professional Ethics Code of Conduct ...................................................................................... 49
  - Professional Image Code of Conduct ..................................................................................... 50
  - Professional Tools Code of Conduct ...................................................................................... 51
  - Professional Behavior Code of Conduct ................................................................................. 51
  - No Tipping Policy .................................................................................................................... 51
- Academic Policies ...................................................................................................................... 52
  - Grade Policy ........................................................................................................................... 52
  - Satisfactory Academic Progress Policy .................................................................................... 52
  - Attendance Policy ................................................................................................................... 57
  - Leave of Absence Policy ......................................................................................................... 62
- Family Education and Rights to Privacy Policy (FERPA) ........................................................... 64
- Student Services ....................................................................................................................... 67
- Graduation and Licensure .......................................................................................................... 71
- Catalog Inserts ............................................................................................................................. 74
  - Faculty and Staff Directory (Insert A) .................................................................................... 74
  - Statistical Data (Insert B) ....................................................................................................... 74
  - Tuition and Start Dates (Insert C) ......................................................................................... 74
  - Institute Calendar (Insert D) .................................................................................................. 74
- Certification ................................................................................................................................. 75
GENERAL INFORMATION

Mission Statement
Douglas J Aveda Institute’s mission is to provide “education beyond expectation” by preparing its graduates for careers in cosmetology arts and sciences.

The mission to provide “education beyond expectation” is achieved by:
- Providing a state-of-the-art educational facility and cutting-edge training.
- Fostering an atmosphere of respect and trust to ensure students are free to perfect their craft and express their individualism and creativity.
- Instilling a sense of professionalism, teamwork, and collaboration with colleagues.
- Training students to provide comprehensive, outstanding guest service.

Statement of Control
Douglas J Aveda Institute is a privately held corporation in the State of Michigan. All Douglas J Aveda Institutes are of common ownership. Stockholders include:

Douglas J Holdings, Inc.

Approved Alternative Names
Douglas J Aveda Institute has the following alternative names approved by state licensing agencies:

- Douglas J Aveda Institute Chicago
- Douglas J AIC
- Douglas J Aveda Institute Ann Arbor
- Douglas J Aveda Institute East Lansing
- Douglas J Aveda Institute Grand Rapids
- Douglas J Aveda Institute Knoxville
- Douglas J Aveda Institute Royal Oak
- Aveda Institute Douglas J

The information contained in this catalog is subject to change. The catalog cannot be considered as an agreement or contract between Individual students and Douglas J Aveda Institute or its administrators, faculty and/or staff.
LICENSURE AND ACCREDITATION

State Licensure
State regulations require that Douglas J Aveda Institute renew its licenses annually. The institutes' applications for licensure were approved and issued by the State Board of Cosmetology.

<table>
<thead>
<tr>
<th>State of Michigan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Department of Licensing and Regulatory Affairs</td>
</tr>
<tr>
<td>Bureau of Professional Licensing</td>
</tr>
<tr>
<td>Board of Cosmetology</td>
</tr>
<tr>
<td>P. O. Box 30670</td>
</tr>
<tr>
<td>Lansing, MI 48909</td>
</tr>
<tr>
<td>(517) 373-9196</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State of Illinois</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Department of Financial and Professional Regulation</td>
</tr>
<tr>
<td>Division of Professional Regulation</td>
</tr>
<tr>
<td>100 West Randolph Street, Suite 9-300</td>
</tr>
<tr>
<td>Chicago, IL 60601</td>
</tr>
<tr>
<td>(312) 814-6910</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State of Tennessee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennessee Higher Education Commission</td>
</tr>
<tr>
<td>Division of Postsecondary School Authorization</td>
</tr>
<tr>
<td>Parkway Towers, Suite 1900</td>
</tr>
<tr>
<td>404 James Robertson Parkway</td>
</tr>
<tr>
<td>Nashville, TN 37243-0830</td>
</tr>
<tr>
<td>(615) 741-5293</td>
</tr>
<tr>
<td>Tennessee Department of Commerce &amp; Insurance</td>
</tr>
<tr>
<td>Cosmetology and Barber Examiners</td>
</tr>
<tr>
<td>500 James Robertson Parkway</td>
</tr>
<tr>
<td>Nashville, TN 37243-0565</td>
</tr>
<tr>
<td>(615) 741-2515</td>
</tr>
</tbody>
</table>

Douglas J Aveda Institute located in Knoxville, TN is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices and fiscal responsibility.
Accreditation

All Douglas J Aveda Institutes are accredited by the National Accrediting Commission of Career Arts & Sciences. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

Students concerns can be addressed to:

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600

State licensure and accreditation is provided for informational purposes and should not be misinterpreted as an endorsement of Douglas J Aveda Institute. A copy of the state license is displayed in each institute. In addition, copies of the state and accrediting agency approval letters are available for review by contacting the Institute Director.
FACILITIES

Clinic Floor Area
The state-of-the-art facilities and equipment provided by Douglas J Aveda Institute emulate a true salon setting. Each institute is equipped with numerous styling stations on the clinic floor and a complete skin and nail spa. We provide students the opportunity to perform hair, skin, nail and spa treatment services under the supervision of licensed educators. Our unique open dispensary allows cosmetology students to measure and mix their own color formulations, ensuring advanced confidence in coloring abilities upon graduation.

Aveda Experience Center and Retail
Douglas J Aveda Institute’s retail floor houses Aveda hair care, skin care, makeup, and lifestyle products. In addition, Douglas J professional tools, apparel, and merchandise are available for purchase. The retail floor gives students the opportunity to enhance their product knowledge and retail sales abilities—skills essential to a successful career in the beauty and wellness industry.

Student Classrooms
Classrooms of various sizes were designed to provide a quality environment for theory education and classroom activities.

Equipment
Douglas J Aveda Institute provides students modern equipment for use, including: complete manicure and pedicure stations, hooded dryers, hydraulic styling chairs, shampoo bowls, and facial machines in spa rooms. Classrooms are complete with up-to-date audio-visual equipment, including SMART Board technology.
PROGRAMS OF STUDY

Cosmetology Program
The Cosmetology program is a comprehensive cosmetology course that incorporates basic fundamentals and relative subjects of hair, skin care, nail care, and makeup with professional business building skills that are necessary for a well-rounded education and preparation for entry-level careers in the salon/spa industry.

Career Opportunities
- Hair Stylist
- Hair Color Technician
- Salon Trainer
- State Board Member
- Researcher
- Distributor Sales Consultant
- Educator (with completion of the Educator course)
- State Licensing Inspector or Examiner
- Salon Owner
- Cosmetic Buyer
- Cosmetology Writer
- Texture Specialist
- Salon Manager
- Make-Up Artist

Objectives
- Project a professional and positive attitude, with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skill to interact with colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Perform the basic technical skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin, make-up, and nail care.
- Develop consultation skills to make the proper recommendations for the guests’ needs.

Method of Instruction
The cosmetology curriculum is taught from the Salon Fundamentals Cosmetology textbook as well as the Aveda technical curriculum. Douglas J Aveda Institute prides itself on a method of instruction that is based on 4MAT™ teaching methodology. 4MAT™ is a progressive learning cycle that engages all learning styles. All topics will encompass theory, demonstration, hands-on workshops, and activities.
Units of Instruction
Introduction, Alpha, Beta, Gamma, and Salon Life

Grading Scale
80% - 100%  Satisfactory
0% - 79%  Not Satisfactory

Academic Requirements
Program course work is as follows:
- Practical Assessments
- Final Practical Examinations
- Knowledge Assessments
- Projects
- Program Final Written Examination

Curriculum Requirements

<table>
<thead>
<tr>
<th>Michigan Curriculum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>The 1500 clock-hours are broken down below:</td>
</tr>
</tbody>
</table>
- Sanitation and Patron Protection. 130 hours of theory and practical application, to include laws and rules, personal hygiene, salon management, mechanical and electrical equipment safety.
- Facials. 115 hours of theory and practical application, to include skin analysis and care, manipulation, massage, electricity, removal of hair, makeup, and eyebrow arching.
- Hairdressing. 525 hours of theory and practical application, to include arranging, cutting, dressing, curling, pressing, artificial hair, finger waving, and natural hair cultivation.
- Scalp and Hair Treatments. 25 hours of theory and practical application.
- Hair Coloring. 210 hours of theory and practical application, to include temporary, semi-permanent, bleaching and dimensional, permanent, and color mixing.
- Chemical Hair Restructuring. 220 hours of theory and practical application, to include permanent waving, straightening, and relaxing.
- Applied Chemical, Occupational Safety and Health Administration. 30 hours of theory and practical application as related to skin, hair, nails, and scalp.
- Applied Anatomy, Physiology and Histology of the Human Head, Hands, Nails, Skin, and Hair. 45 hours of theory.
- Manicuring and Pedicuring. 70 hours of theory and practical application.
- Artificial Nails. 20 hours of theory and practical application.
- 110 unassigned hours.
Illinois Curriculum Requirements

The 1500 clock-hours are broken down below:

- Basic Training. 150 hours of classroom instruction in general theory and practical application is provided and includes a minimum of the following subject areas: tools and their use, shampoo, understanding chemicals and use, types of hair, sanitation, hygiene skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics.
- Practical Chemical Application/Hair Treatment. 500 hours of instruction, which is a combination of classroom instruction and hands-on experience, and covers the following subject areas: chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, and shampoo, toning, and rinsing.
- Hair Styling/Hair Dressing. 475 hours of instruction in hair styling, which is a combination of classroom instruction and hands-on experience, and is provided in the following subject areas: cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments, and marcelling.
- Shop Management, Sanitation, and Interpersonal Relations. 200 hours of classroom instruction is provided in the following subject areas: labor law, workers’ compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, business ethics, sanitation, electrical devices, personal grooming and hygiene.
- Esthetics. 85 hours of instruction provided.
- Nail Technology. 55 hours of instruction provided.
- Electives. 35 hours of instruction provided.

Tennessee Curriculum Requirements

The 1500 clock-hours are broken down below:

- General. 300 hours, which includes sterilization, sanitation, and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, and state law.
- Chemical. 600 hours, which includes permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure, and chemistry.
- Physical. 600 hours, which includes shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures.
Esthiology Program
Referred to as Esthetician in MI, Esthetician in IL, and Aesthetician in TN

The Esthiology program is a comprehensive esthiology course that incorporates beauty and wellness concepts related to skin care in a comprehensive curriculum; featuring all Aveda facial techniques, full face and body waxing and makeup. These technical concepts along with professional business building skills provide a well-rounded education in preparation for entry-level careers in the salon/spa industry.

Career Opportunities
- Esthetician
- Salon Owner/Manager
- Make-Up Artist
- Consultant
- Platform Artist
- Spa Professional in the Medical Field
- Esthiology Educator (with completion of the Educator course)
- Manufacturer Educator
- Distributor Sales
- Cosmetic Buyer

Objectives
- Project a professional and positive attitude, with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skill to interact with colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Perform the basic technical skills in the areas of skin care, make-up artistry, facial waxing, and body waxing.
- Develop consultation skills to make the proper recommendations for the guests' needs.

Method of Instruction
The esthiology curriculum is taught from the Salon Fundamentals Esthetics textbook as well as the Aveda technical and theoretical curriculum. Douglas J Aveda Institute prides itself on a method of instruction that is based on 4MAT™ teaching methodology. 4MAT™ is a progressive learning cycle that engages all learning styles. All topics will encompass theory, demonstration, hands-on workshops, and activities.

Units of Instruction
Introduction and Gamma
**Grading Scale**

80% - 100%  Satisfactory  
0% - 79%  Not Satisfactory

**Academic Requirements**

Program course work is as follows:

- Practical Assessments
- Final Practical Examination
- Knowledge Assessments
- Projects
- Program Final Written Examination

**Curriculum Requirements**

**Michigan Curriculum Requirements**

The Esthiology program offers 600 hours of education instead of the 400 hours required by the State. This allows Douglas J Aveda Institute to expand the curriculum to include body treatments and to allow for more hands-on practice.

The 600 clock-hours are broken down below:

- 50 hours of theory and practical application in sanitation, patron protection, laws and rules, personal hygiene, and salon management.
- 50 hours of theory and practical application in mechanical and electrical equipment safety.
- 40 hours of theory in anatomy and disorders.
- 40 hours of theory and practical application in artistic principles/makeup.
- 145 hours of theory and practical application in facial/skin care techniques.
- 15 hours of theory in chemistry/occupational safety and health administration.
- 10 hours of theory and practical application in temporary removal.

**Illinois Curriculum Requirements**

The 750 clock-hours are broken down below:

- 25 hours of theory in business practices, to include Illinois acts and rules management, Workers Compensation Act, and OSHA standards relating to chemical use.
- 75 hours of theory and practical application in basic training, to include history of skin care, personal hygiene and public health, professional ethics, sterilization and sanitation, and introduction to skin analysis and skin care and facial treatments.
• 150 hours of theory in scientific concepts, to include cells, metabolism, and body systems, bacteriology, physiology and histology of the skin, human anatomy, chemistry, disorders of the skin, and special procedures.

• 500 hours of theory and practical application in practices and procedures, to include non-therapeutic massage, excluding the scalp, nutrition and health of the skin, skin analysis, cleansing the skin, mask therapy and facial treatments, facial treatments without and with the aid of machines, electricity, machines and apparatus, hair removal, professional makeup techniques, product knowledge related to esthetics, and facial treatments with the aid of machines.

Tennessee Curriculum Requirements

The 750 clock-hours are broken down below:

• 150 general hours includes sterilization, sanitation, and bacteriology, anatomy and physiology, professional ethics, personality and salesmanship, and state law.

• 150 hours in chemical includes skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements.

• 450 physical hours includes massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, make-up and corrective make-up arching.
Massage Therapy Program

Only available at the Ann Arbor, MI Location

The Massage Therapy program is a 625-hour comprehensive program that incorporates wellness concepts and relative subjects of massage body work in this comprehensive curriculum; featuring all Aveda massage techniques, a balanced study of anatomy, physiology, pathology, aromaology, spa treatments and body movement techniques adds depth to the massage techniques you’ll use to address the individual needs of your guests. After completing course requirements, these technical concepts along with professional business building skills provide a well-rounded education in preparation for entry-level careers in the salon/spa industry.

Career Opportunities

- Massage and body-work specialist
- Spa and/or health club therapist
- Spa manager
- Spa owner
- Private practice
- Chiropractic and physical therapy clinic
- Sports massage

Objectives

- Project a professional and positive attitude, with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skill to interact with colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Perform the basic technical skills in the areas of massage, aromaology, spa treatments, and body movement.
- Develop consultation skills to make the proper recommendations for the guests' needs.

Method of Instruction

The Massage Therapy curriculum is taught from Tappan’s Handbook of Healing Massage Techniques, Essentials of Human Anatomy and Physiology, Trail Guide to the Body as well as the Aveda technical and theoretical curriculum. Douglas J Aveda Institute prides itself on a method of instruction that is based on 4MAT™ teaching methodology. 4MAT™ is a progressive learning cycle that engages all learning styles. All topics will encompass theory, demonstration, hands-on workshops, and activities.
Units of Instruction
Introduction and Gamma

Grading Scale
80% - 100%  Satisfactory
0% - 79%  Not Satisfactory

Academic Requirements
Program course work is as follows:
- Practical Assessments
- Knowledge Assessments
- Final Written Examinations
- Projects
- Program Written Examination

Curriculum Requirements
The State of Michigan 625 clock-hour Massage Therapy curriculum is broken down below:
- 200 hours of massage body work assessment.
- 125 hours of body systems anatomy, physiology, kinesiology.
- 40 hours of pathology.
- 10 hours of business, professional practice, ethics (6 hours minimum in ethics).
- 125 hours performing massage therapy services in a student clinic that is supervised by a licensed massage therapist.
- 125 hours unassigned.
Cosmetology Educator (IL) and Limited Instructor (MI)

Program not offered in TN

By Invitation Only

The 500-hour instructor program is a comprehensive educator course that incorporates elements involved in the fundamental principles of teaching, including evaluations of students, measuring results of instruction, assessing coverage of material in a text, determining student needs, classroom preparation, presentation, and facilitation techniques. This program will prepare students for an entry-level educator position in the cosmetology school industry.

Career Opportunities

- Educator
- School Director/Owner
- Supervisor or Dean
- Consultant/Trainer
- Education Representative for a Manufacturer
- Salon Owner/Manager

Objectives

- Project a professional and positive attitude, with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skill to interact with students, colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Perform the basic instructional skills in the related field of study,
- Develop teaching methodology skills to deliver a quality learning environment for each student.

The two aspects of educator training are theoretical knowledge and practical application. Training will incorporate classroom and clinic observations and student teaching in the clinic and classroom under supervision of licensed educators. The educator in training will also have training in creating lesson plans, the use of teaching aids and support materials, classroom management, and the state’s acts/laws/rules.

Method of Instruction

The educator in training curriculum is taught from the Salon Fundamentals Mindful Teaching Pro textbook as well as the Aveda technical training curriculum. Douglas J Aveda Institute prides itself on a method of instruction that is based on 4MAT™ teaching methodology. 4MAT™ is a progressive
learning cycle that engages all learning styles. All topics will encompass theory, demonstration, hands-on workshops, and activities.

**Units of Instruction**

Douglas J Companies On-Boarding
Introduction and Gamma

**Grading Scale**

- 80% - 100%  Satisfactory
- 0% - 79%  Not Satisfactory

**Academic Requirements**

Program course work is as follows:
- Practical Assessments
- Knowledge Assessment and Unit Final Written Examination Average
- Projects
- Midterm and Program Final Written Examinations

**Curriculum Requirements**

**Michigan Curriculum Requirements**

The State of Michigan curriculum requirements for the 500 clock-hour program are broken down below:
- 75 hours of theory and practical application in orientation and review of the curriculum.
- 30 hours in introduction to teaching.
- 165 hours of theory and practical application in course outlining and development, to include: lesson planning, teaching techniques, teaching aids, developing, administering, and grading examinations.
- 25 hours of theory and practical application in laws and rules, recordkeeping, and school administration.
- 75 hours of practical application in assisting in the clinic and theory classrooms.
- 130 hours of practical application in practice teaching in the clinic and theory classrooms.

**Illinois Curriculum Requirements**

The State of Illinois curriculum requirements for the 500 clock-hour program are broken down below:
- Educational Psychology. 20 hours including, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of
learning that relates to teaching. These hours shall be waived on behalf of cosmetology
teacher students who have completed a course in Educational Psychology at an accredited
college or university.

- **Teaching Methods (Theory).** 20 hours including, but not be limited to, topics in individual
differences in learning, lesson planning and design, lesson delivery, assessment of learning
performance, classroom management, student motivation and classroom climate. These
hours shall be waived on behalf of cosmetology teacher students who have completed a
course in Teaching Methods-Secondary Level at an accredited college or university.

- **Application of Teaching Methods.** 150 hours including preparation and organization of
subject matter to be presented on a unit by unit basis and presentation of subject matter
through application of varied methods (lecture, demonstration, testing and assignments).
Presentations must provide teaching objectives to be accomplished and correlate theoretical
with practical application.

- **Business Methods.** 50 hours including inventory, record-keeping, interviewing, supplies, the
Act and Part.

- **Student Teaching.** 260 hours under the on-site supervision of an Illinois licensed teacher, the
student teacher shall present theoretical and practical demonstrations to students in the basic
curriculum.
Cosmetology Educator (IL)
Program not offered in MI or TN
By Invitation Only

The instructor program is a comprehensive educator course that incorporates elements involved in the fundamental principles of teaching, including evaluations of students, measuring results of instruction, assessing coverage of material in a text, determining student needs, classroom preparation, presentation, and facilitation techniques. This program will prepare students for an entry-level educator position in the cosmetology school industry.

Career Opportunities
- Educator
- School Director/Owner
- Supervisor or Dean
- Consultant/Trainer
- Education Representative for a Manufacturer
- Salon Owner/Manager

Objectives
- Project a professional and positive attitude, with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skill to interact with students, colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Perform the basic instructional skills in the related field of study,
- Develop teaching methodology skills to deliver a quality learning environment for each student.

The two aspects of educator training are theoretical knowledge and practical application. Training will incorporate classroom and clinic observations and student teaching in the clinic and classroom under supervision of licensed educators. The educator in training will also have training in creating lesson plans, the use of teaching aids and support materials, classroom management, and the state's acts/laws/rules.

Method of Instruction
The educator in training curriculum is taught from the Salon Fundamentals Mindful Teaching Pro textbook as well as the Aveda technical training curriculum. Douglas J Aveda Institute prides itself on a method of instruction that is based on 4MAT™ teaching methodology. 4MAT™ is a progressive
learning cycle that engages all learning styles. All topics will encompass theory, demonstration, hands-on workshops, and activities.

**Units of Instruction**

Introduction and Gamma

**Grading Scale**

80% - 100% Satisfactory
0% - 79% Not Satisfactory

**Academic Requirements**

Program course work is as follows:

- Practical assessments
- Knowledge assessment and unit final written examination average
- Projects
- Midterm and program final written examinations

**Curriculum Requirements**

The 500 clock-hour program is based on two (2) years of practical experience and consists of the curriculum outlined below with the exception of the 500 hours of post-graduate school training.

The State of Illinois curriculum requirements for the 1000 clock-hour program are:

- 500 hours of post-graduate school training that includes all subjects in the basic cosmetology curriculum in Section 1175.530, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.

- 20 hours of educational psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.

- 20 hours of teaching methods (theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have
completed a course in Teaching Methods-Secondary Level at an accredited college or university.

- 150 hours of application of teaching methods that include preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
- 50 hours of business methods that include inventory, recordkeeping, interviewing, supplies, the Act and Part.
- 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
Limited Specialist Instructor (MI) and Instructor (TN)

Program not offered in IL

By Invitation Only

This 300-hour instructor program is a comprehensive educator course that incorporates elements involved in the fundamental principles of teaching, including evaluations of students, measuring results of instruction, assessing coverage of material in a text, determining student needs, classroom preparation, presentation, and facilitation techniques. This program will prepare students for an entry-level educator position in the school industry.

Career Opportunities

- Educator
- Manufacturer Educator
- Salon Manager/Owner
- Consultant/Trainer
- School Director/Owner
- Supervisor/Dean

Objectives

- Project a professional and positive attitude, with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skill to interact with students, colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Perform the basic instructional skills in the related field of study.
- Develop teaching methodology skills to deliver a quality learning environment for each student.

The two aspects of educator training are theoretical knowledge and practical application. Training will incorporate classroom and clinic observations and student teaching in the clinic and classroom under supervision of licensed educators. The educator in training will also have training in creating lesson plans, the use of teaching aids and support materials, classroom management, and the state’s acts/laws/rules.

Method of Instruction

The educator in training curriculum is taught from the Salon Fundamentals Mindful Teaching Pro textbook as well as the Aveda technical training curriculum. Douglas J Aveda Institute prides itself on a method of instruction that is based on 4MAT™ teaching methodology. 4MAT™ is a progressive
learning cycle that engages all learning styles. All topics will encompass theory, demonstration, hands-on workshops, and activities.

**Units of Instruction**
Introduction and Gamma

**Grading Scale**
80% - 100%  Satisfactory  
0% - 79%  Not Satisfactory

**Academic Requirements**
Program course work is as follows:
- Practical Assessments
- Knowledge Assessments
- Program Final Written Examination

**Curriculum Requirements**

<table>
<thead>
<tr>
<th>Michigan Curriculum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>The 300 clock-hours are broken down below:</td>
</tr>
<tr>
<td>- 25 hours of theory and practical application in orientation and review of the curriculum.</td>
</tr>
<tr>
<td>- 30 hours in introduction to teaching.</td>
</tr>
<tr>
<td>- 165 hours of theory and practical application in course outlining and development, to include: lesson planning, teaching techniques, teaching aids, developing, administering, and grading examinations.</td>
</tr>
<tr>
<td>- 25 hours of theory and practical application in laws and rules, recordkeeping, and school administration.</td>
</tr>
<tr>
<td>- 55 hours of practical application in teaching, to include: assisting in the clinic and theory classrooms and practice teaching in the clinic and theory classrooms.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tennessee Curriculum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>The State of Tennessee instructor training curriculum requirements are broken down below:</td>
</tr>
<tr>
<td>- At least 16 hours of actual instruction.</td>
</tr>
<tr>
<td>- Emphasis in teaching methodology for the entire duration.</td>
</tr>
<tr>
<td>- Class size restrictions to ensure adequate attention to all participants.</td>
</tr>
<tr>
<td>- Procedures to ensure not more than two (2) hours without a break.</td>
</tr>
<tr>
<td>- Prohibition of the use of a demonstration for commercial or product promotion.</td>
</tr>
</tbody>
</table>
Esthiology Educator (IL)

Program not offered in MI or TN

By Invitation Only

The instructor program is a comprehensive educator course that incorporates elements involved in the fundamental principles of teaching, including evaluations of students, measuring results of instruction, assessing coverage of material in a text, determining student needs, classroom preparation, presentation, and facilitation techniques. This program will prepare students for an entry-level educator position in the cosmetology school industry.

Career Opportunities

- Educator
- School Director/Owner
- Supervisor or Dean
- Consultant/Trainer
- Education Representative for a Manufacturer
- Salon Owner/Manager

Objectives

- Project a professional and positive attitude, with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skill to interact with students, colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Perform the basic instructional skills in the related field of study,
- Develop teaching methodology skills to deliver a quality learning environment for each student.

The two aspects of educator training are theoretical knowledge and practical application. Training will incorporate classroom and clinic observations and student teaching in the clinic and classroom under supervision of licensed educators. The educator in training will also have training in creating lesson plans, the use of teaching aids and support materials, classroom management, and the state's acts/laws/rules.

Method of Instruction

The educator in training curriculum is taught from the Salon Fundamentals Mindful Teaching Pro textbook as well as the Aveda technical training curriculum. Douglas J Aveda Institute prides itself on a method of instruction that is based on 4MAT™ teaching methodology. 4MAT™ is a progressive
learning cycle that engages all learning styles. All topics will encompass theory, demonstration, hands-on workshops, and activities.

**Units of Instruction**

Introduction and Gamma

**Grading Scale**

80% - 100%  Satisfactory  
0% - 79%  Not Satisfactory

**Academic Requirements**

Program course work is as follows:

- Practical Assessments
- Knowledge Assessment and Unit Final Written Examination Average
- Projects
- Midterm and Program Final Written Examinations

**Curriculum Requirements**

The 500 clock-hour program is based on two (2) years of practical experience and consists of the curriculum outlined below with the exception of the 250 hours of post-graduate school training.

The State of Illinois curriculum requirements for the 750 clock-hour program are:

- Post-Graduate School Training. 250 hours which includes all subjects in the basic esthetics curriculum in Section 1175.835, including theory and practice. Presentation of material includes the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.

- Educational Psychology. 20 hours which includes, but is not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of esthetics teacher students who have completed a course in Educational Psychology at an accredited college or university.

- Teaching Methods (Theory). 20 hours which includes, but is not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of esthetics teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
• Application of Teaching Methods. 150 hours which includes preparation and organization of subject matter to be presented on a unit by unit basis; and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
• Business Methods. 50 hours which includes Inventory, recordkeeping, interviewing, supplies, the Act and Part.
• Student Teaching. 260 hours under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
PHYSICAL DEMANDS AND SAFETY REQUIREMENTS

It is extremely important that a student is provided with the facts about the physical requirements that their future career demands. The following is a list of physical demands a student may encounter in the salon and spa industry.

Body Position: Esthetician/Aestheticians are required to sit and lean forward while providing most services or stand and lean over for others. Long intervals of standing are required for cosmetologists.

Hands: Your hands will need protection from chemicals and continuous exposure to water and cleaning solvents. Hand care products are recommended for all service professionals.

Back: Minor back stress may be caused by long intervals of standing, sitting, or leaning. Please consult your physician or chiropractor if you have experienced back pain in the past.

Chemicals: You will be required to work with many different types of products and chemicals. If you currently have allergies or sensitivities to chemicals, please consult your physician with a list of chemicals you will be exposed to.

Sanitation: Communicable diseases can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading any diseases.

Trade Tools: There are obvious hazards when working with sharp objects such as lancets, extractors, scissors, razors, clippers, etc. Caution must be used when handling all industry tools.

General Safety: On a daily basis, use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.
PROGRAM ADMISSION

Douglas J Aveda Institutes are cosmetology schools designed to educate applicants who are prepared to benefit from programs they offer. Our skilled admissions teams are trained to determine if the applicant is fully prepared and would meet our standards of a quality student. Therefore, Douglas J Aveda Institute reserves the right to refuse admittance to anyone unable to demonstrate a readiness to successfully complete its program or meet its requirements criteria.

Admissions Procedures

An applicant who wishes to be considered must complete the following requirements:

- Complete and submit an Admissions Application form.
- Submit a Letter of Recommendation (from a guidance counselor, teacher, employer, group leader, etc.).
- Submit a Letter of Intent.
- Submit either a valid high school or home school diploma, high school or home school transcript, or high school equivalency diploma or transcript (commonly known as General Equivalency Diploma (GED)), which includes the date and year of graduation. In Tennessee, only an official transcript may be submitted for consideration. Please read Additional Information for High School Documentation for more information.
- Submit a $100.00 application fee.
- For Instructor programs, which are invitation only, invitees must:
  - Submit a copy of a state issued Cosmetology or Esthiology license, or other proof of license eligibility.
  - Submit proof of prior Cosmetology or Esthiology work experience.

Applicants who are enrolled in elementary or secondary school are not eligible for admission to Douglas J Aveda Institute.

Additional Information for High School Documentation

Applicants whose high school diploma was issued by an institution which appears on the Unapproved High Schools List may be admitted to Douglas J Aveda Institute by providing a copy of their high school equivalency (otherwise known as GED) diploma or transcript.

Applicants who completed their secondary (i.e. high school) education in a foreign country must provide a copy of their secondary school graduation document and a translation thereof. Applicants must also provide an official evaluation of the equivalence of such education to a U.S. high school diploma by an outside agency that is qualified to translate documents into English and confirm
academic equivalence to a U.S. high school diploma. The Admissions Coordinator can provide a list of official agencies authorized to perform this evaluation of equivalence, which is conducted at the applicant’s expense. Graduates of foreign secondary schools may also elect to take and pass the high school equivalency exam (otherwise known as GED test) in lieu of the official evaluation of U.S. high school equivalence.

Douglas J Aveda Institute does not accept Ability-to-Benefit (ATB) students.

**Vaccination Policy**
Douglas J Aveda Institute does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

**Application Process**
Applicants accepted for admission will be notified in writing. Candidates must sign an enrollment agreement prior to beginning classes.

**Orientation**
New students are required to attend orientation, which is designed to acquaint each new student with the institute’s policies, rules and regulations, staff, and student services. The student will be notified upon admission of the orientation date. Douglas J Aveda Institute may not credit students for time spent in orientation.

**Transferability of Credit**
Douglas J Aveda Institute does not recruit students currently attending or already admitted to another school offering a similar program of study.

Applicants wishing to transfer hours completed at another school of cosmetology may apply to do so by providing original, official educational transcripts to Douglas J Aveda Institute prior to the first day of class. The transcript(s) will be reviewed by the Director of Education as to whether the training they have received elsewhere meets the high standards of Douglas J Aveda Institute and will adequately prepare the student to succeed in the beauty and wellness industry as a Douglas J Aveda Institute graduate.
It is not guaranteed that the number of hours taken elsewhere will transfer in full; few or no hours may be accepted. The decision of the Director of Education is final; no appeal is possible. Transfer hours accepted by Douglas J Aveda Institute are treated as both clock hours attempted and clock hours attended for the calculation of Maximum Time Frame described elsewhere in the catalog.

**Institute (Campus) Transfers**

Douglas J Aveda Institute will permit Douglas J Aveda Institute students to apply to, transfer to, and attend another Douglas J Aveda Institute location. Transfer requests will be considered and determined on an individual basis. Factors taken into consideration when granting or denying a transfer request include:

- Clinic and classroom space availability
- Student to educator ratio requirements
- Total program hours completed
- Unit placement
- Academic standing
- Attendance standing
- Student conduct

Students applying to transfer to a Douglas J Aveda Institute location in another state should familiarize themselves with the other state’s requirements for licensure in their program of study prior to applying to transfer. Contact the Admissions Coordinator at the other state location to request information.

**NON-DISCRIMINATION POLICY**

Douglas J Aveda Institute has a policy of non-discrimination regarding students on the basis of race, color, national or ethnic origin, sex, age, disability and religion, in the administration of its admissions, education, financial aid, sexual orientation, and other institute administered programs. The institute also maintains a policy of non-discrimination on the basis of handicap for admissions and access to programs and activities.

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault. Title IX applies to all areas of Douglas J Aveda Institute.

Douglas J Aveda Institute is committed to maintaining an environment that is safe and that supports the education and career advancement of all members of its community. Reports of Title IX violations should be made to one of the following individuals:

- Jenny Perzanowski
  Director of Human Resources
  517.853.6967 or jenny.perzanowski@douglasj.com

Institute Director
at Douglas J Aveda Institute
Transferability of Credit to Another Institution

Douglas J Aveda Institute does not prepare students for further college study in that it is a special purpose institution, preparing students for careers in cosmetology arts and sciences.

Students should be aware that transfer of clock hours is always the responsibility of the receiving institution. Whether or not clock hours transfer is solely up to the receiving institution. Any student interested in transferring clock hours should check with the receiving institution directly to determine to what extent, if any, clock hours can be transferred.
RE-ENROLLMENT

A student that withdrew voluntarily or was withdrawn because of attendance, academics, student conduct, or for any other reason, may re-enroll at the discretion of the Institute Director. In such a case all previous Warning periods remain part of the student’s academic record. Under certain circumstances, a student wishing to re-enroll may need to wait up to three (3) months before re-enrolling.

A student that re-enrolls will return in the same academic and attendance standing as when withdrawn. For example, if the student was on attendance warning at the time of withdrawal, he or she will be on warning when he or she returns. Attendance and academic progress standards are cumulative for all enrollments.

A student wishing to re-enroll must:

- Be in good financial standing, i.e., meeting his or her financial obligations from the prior enrollment. If the student’s account was turned over to collections for non-payment, the student will need to contact the Finance Department to make payment arrangements before they can be considered for re-enrollment.
- Pay a $100 re-application fee.
- Complete a new enrollment agreement.
- Take a placement test if required by the State
- Abide by all current Douglas J Aveda Institute standards of conduct, policies, procedures, and other guidelines.

The class date in which the student can restart is subject to class size and availability. The Admissions Coordinator will work with the re-enrolling student to determine which class he or she may enter.

Students that need to repeat hours will be charged the current hourly rate of tuition. The repeated hours cannot be covered by financial aid. Tuition will be charged at the current hourly rate, plus any tuition previously owed to the institute.

Students are required to have a complete and current kit upon starting class. If necessary, a student can purchase items from the institute.
CHARGES AND PAYMENT

Institutional Charges
Douglas J Aveda Institute publishes an insert, considered a part of and included with this catalog, which lists all costs associated with enrollment at Douglas J Aveda Institute, including application fee, tuition, and kit charges for each program.

Student Kit Charges
The student kit must be purchased from the institute. See the Tuition and Fees insert included with this catalog for pricing. No part of the kit is returnable or refundable. Once purchased, the student becomes solely responsible for the kit; including maintaining it at all times.

Additional Charges
There is no additional charge for hours if a student goes over the contract end date specified on the enrollment agreement. If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of Douglas J Aveda Institute, at an hourly rate to be paid by the student in advance. The hourly rate is determined by dividing the current tuition by the number of hours in the program. Please see the Tuition and Fees insert included with this catalog.

Payment Options
A student accepted to Douglas J Aveda Institute must inform the institute how it intends to pay charges. Typically, students pay using cash, check, credit card, money order, financial aid, private loan, or a combination thereof. The institute has outlined the following payment options:

Full Payment
Application fee, tuition, and kit fee can be paid in full on or before the program start date. Payment can be made in person or mailed to

Douglas J Aveda Institute Corporate Office
Attn: Student Accounts
331 East Grand River Ave.
East Lansing, MI 48823
Monthly Payments
Charges are paid according to the student’s payment schedule, commencing after the program start date and continuing every month thereafter until paid in full. The Financial Aid Department can provide more information on the non-interest and interest bearing plans.

Financial Aid
A student may apply for and receive financial aid. If the amount of financial aid is not sufficient to pay all charges, the student may have monthly payments. Charges are paid according to the student’s payment schedule, commencing after the program start date and continuing every month thereafter until paid in full.

Monthly Statements
Monthly statements may be provided for an added convenience but are not guaranteed. Payment due dates for tuition apply whether the statement is received.

Late and Non-Payment Policy
Payments are due according to the student’s payment schedule. Delinquent accounts may be accessed a late fee according to the payment plan’s terms and conditions. In addition, the student may not be able to continue until the account has been brought current. Days missed due to financial delinquency will affect satisfactory academic progress (SAP).

Collections Policy for Withdrawn Students and Students Seeking Re-Enrollment
When a student fails to complete his or her program for any reason, the institute performs an institutional refund calculation to determine the portion of charges it must refund to the student and a Return to Title IV (R2T4) calculation to determine the portion of financial aid received that must be returned to the U.S. Department of Education. After performing the refund and R2T4 calculations it is possible that the withdrawn student will owe the institute for outstanding charges.

Douglas J Aveda Institute is committed to using ethical business practices in connection with any collection efforts. Delinquent accounts may be turned over to an outside collections agency and additional fees may be applied. The student is responsible for all collections agency and attorney fees incurred in attempting to collect any unpaid debt owed to Douglas J Aveda Institute. If a withdrawn student has been turned over to an outside collections agency for non-payment, the
student will need to contact the Finance Department to make payment arrangements before he or she can be considered for re-enrollment.

A former student seeking re-enrollment to Douglas J Aveda Institute must have the financial obligations from his or her previous enrollment resolved before re-enrollment. The institute will make reasonable payment arrangements with the former student. The former student is responsible for payments until the account is paid in full.

Transcripts and diplomas will be held until all financial obligations are complete. Documents necessary to apply for licensure will not be issued until the balance due is paid or other satisfactory payment arrangements are made.

**Tuition Waiver for Second Program**

Douglas J Aveda Institute offers a $500 waiver on tuition for students who enroll in a second program no more than six months from their first graduation date.

This does not apply to the educator programs.
FINANCIAL AID

Federal Financial Aid Participation
Douglas J Aveda Institute participates in Federal financial aid programs. To be eligible for financial aid, a student must be: a citizen of the United States or an eligible non-citizen; enrolled as a regular student in an eligible program; and be beyond compulsory school age and/or possess a valid high school diploma or equivalent. In addition, a student must have a valid social security number and cannot be in default or overpayment on a Federal student loan or Federal Pell Grant. A male student must meet selective service criteria.

To remain eligible for financial aid, a student must demonstrate satisfactory academic progress at the end of each payment period. Failure to meet satisfactory academic progress standards may result in the loss of financial aid.

If interested in financial aid, an applicant can obtain a copy of the U.S. Department of Education’s Funding Your Education booklet from the Financial Aid Department for further explanation of eligibility criteria. An applicant can also find information on Federal financial aid at http://studentaid.gov.

Applying for Financial Aid
The Free Application for Federal Student Aid (FAFSA) is the application used to apply for all federal financial aid. A student interested in financial aid must submit a FAFSA. Completing the FAFSA is the first step in establishing eligibility for financial aid from most federal, state, and Institute programs. A student should complete the FAFSA online at www.FAFSA.gov. A paper application is available for those who cannot complete the FAFSA electronically, and is available from the Financial Aid Department, high school counselors, and most libraries.

A parent of a dependent student may choose to apply for an educational loan on behalf of his or her child. The parent will need to complete a separate loan application available from the U.S. Department of Education or a private lender of the parent’s choosing, provided the lender will make a loan to the parent. A student who needs additional financial aid above what he or she qualifies for in Federal financial aid may choose to apply for a private education loan as well.
**Determination of Awards**

Most Federal financial aid is awarded based on a mathematical formula called need analysis, which measures each family's ability to pay educational expenses. The formula considers information from the completed FAFSA such as family income and assets, family size, non-discretionary family expenses, retirement needs, student earnings and savings, and the number of household members in college. The formulas used for measuring a family's ability to contribute to educational expenses are established by the U.S. Congress, not Douglas J Aveda Institute.

A student's eligibility for financial aid is generally based on financial need. Financial need is defined as the difference between the student's cost of attendance (COA) budget and the expected family contribution (EFC), as calculated using needs analysis formulas.

The COA budget is determined by Douglas J Aveda Institute and includes direct costs (i.e. tuition, fees and kit) and indirect costs (i.e. room and board, transportation, and miscellaneous personal expenses). Budgets are created for different categories of students based on the program of study and living arrangements, i.e. for students living with a parent with no dependents and all others. The budget amount is not the amount the student owes the institute for charges. Each year Douglas J Aveda Institute establishes weekly allowances for indirect costs included in the student budgets. Contact the Financial Aid Department for the latest budget information.

**Student Rights and Responsibilities**


**Financial Aid Verification Policy and Procedures**

Verification is the process of confirming the accuracy of certain data provided by the student and/or parent on the FAFSA. A student is usually selected for verification by the U.S. Department of Education, but Douglas J Aveda Institute may also choose to verify certain FAFSA data for selected students. An application (FAFSA) can be either randomly selected or selected based on certain edits.
established by the U.S. Department of Education or Douglas J Aveda Institute to identify likely data errors.

In general, an applicant whose FAFSA is selected for verification will need to provide additional documentation to Douglas J Aveda Institute to confirm reported data. In some cases, Federal funds may not be disbursed until verification is complete; therefore, it is important that required documents and signatures be provided to the Financial Aid Department as soon as possible.

There are different types of verification. Each type of verification requires specific additional documentation be submitted to Douglas J Aveda Institute. Common examples of additional documents include federal income tax transcripts, W-2 forms and a Verification Worksheet. Untaxed income documentation may also be required. The Financial Aid Department will notify the student of needed documentation based on the type of verification required.

Douglas J Aveda Institute is aware there may be a need to contact outside sources to provide the required verification documents. This may result in delays beyond the student’s control; however, all required documents must be received so that verification can be completed within 120 days of the student’s last day of attendance or the annual deadline established by the U.S. Department of Education in September following the end of the award year. In general, Douglas J Aveda Institute expects applicants to submit verification documentation within 30 days of being requested to do so. To best assure timely disbursement of aid, required documentation should be provided within one week of request.

A student who fails to submit verification documentation within the required deadlines may need to make cash payments, or otherwise obtain alternative financing, to pay the balance due Douglas J Aveda Institute. A student who fails to complete verification as required may lose all or a portion of his or her financial aid.

The Financial Aid Department will notify the student of a change in award(s) as a result of completing verification by phone, kiosk appointment, email or a combination thereof. A revised financial plan will be created and provided to the student through secured electronic means or in person. The Financial Aid Department will notify a student of a change in his or her financial aid awards within one week of completing verification.

Douglas J Aveda Institute is required by Federal regulation to make referrals to the U.S. Department of Education if it suspects that aid is requested under false pretense. The proper stewardship of
Federal funds is taken very seriously, and Douglas J Aveda Institute will cooperate with government agencies in prosecuting a student found to have falsified application data.

If Douglas J Aveda Institute becomes aware that a student has received more financial aid than he or she is eligible for, it will make every effort to collect the overpayment from the student. If the student fails to return the overpayment funds to the institute, the case will be referred to the U.S. Department of Education for collection.

**Federal Sources of Aid**

**Federal Pell Grant**

A Federal Pell Grant is gift aid from the U.S. Department of Education and does not need to be repaid. To apply, applicants must submit a Free Application for Federal Student Aid (FAFSA). Information from the FAFSA determines the Expected Family Contribution (EFC) which is used to determine the maximum amount of Federal Pell Grant a student may receive in an award year (July 1st of one year through June 30th of the following year.) The Federal Pell Grant a student receives is determined by a combination of factors including length of program, Cost of Attendance, EFC, and lifetime Pell usage.

The minimum and maximum Federal Pell Grant awards are established by Congressional appropriation of funds and the U.S. Department of Education. Contact the Financial Aid Department for the current award year Federal Pell Grant maximum.

To complete the FAFSA, visit **www.fafsa.gov**.

**Federal Direct Student Loan (Subsidized and Unsubsidized)**

Federal Direct loans are borrowed and therefore must be returned to the lender, the U.S. Department of Education. Direct loans are borrowed by the student and are not credit based loans. The major difference between a Subsidized and an Unsubsidized Direct loan is that the Federal government pays the interest on a Subsidized Direct loan while a student is in school, during periods of deferment, and for some students while in the grace period, but never pays the interest on an Unsubsidized Direct loan. A student must have financial need to qualify for a Subsidized Direct loan, while most students can qualify for an Unsubsidized Direct loan regardless of income.

The U.S. Department of Education charges a fee to make a Direct loan, meaning the student will receive less than the amount borrowed to pay educational costs. Both subsidized and unsubsidized Direct loans have a fixed interest rate on the principal amount borrowed; have a six (6) month grace
period before mandated repayment begins; are eligible for certain deferment, forbearance and cancellations rights; have a variety of repayment plans to choose from; and may be paid off early without penalty.

More detail on federal loan types, terms and conditions, repayment plans and sample repayment schedules can be found at [http://www.studentaid.gov/repay-loans](http://www.studentaid.gov/repay-loans).

To apply for a Subsidized or Unsubsidized Direct loan, a student must submit a FAFSA. Loan eligibility requires signing a Master Promissory Note (MPN), promising to repay the loan, and completing mandated loan counseling prior to disbursement. Completing the MPN and counseling can be done at [http://studentloans.gov](http://studentloans.gov).

The amount of the student loan is based upon loan type, Cost of Attendance (COA), Expected Family Contribution (EFC), the length of the program, dependency status, federal loan history, and grade level. The Financial Aid Department is responsible for determining loan awards. For general information on loan limits please visit [http://www.studentaid.gov/types/loans](http://www.studentaid.gov/types/loans).

The annual maximum loan amounts for Grade Level One are
- $5,500 for dependent students
- $9,500 for independent students

The annual maximum loan amounts for Grade Level Two are
- $6,500 for dependent students
- $10,500 for independent students

These are the combined Subsidized and Unsubsidized Direct loan annual maximums set by Congress and the U.S. Department of Education. As stated in the above paragraph, the amount a student receives at Douglas J Aveda Institute is contingent on many factors. The Financial Aid Department will determine each student’s loan eligibility.

Loans must be paid back to the U.S. Department of Education to avoid severe consequences of going into default.
As required by Federal regulation, Douglas J Aveda Institute will notify the National Student Loan Data System (NSLDS) of the student’s contract for Federal student loans whereby such information may be accessed by authorized agencies, lenders and institutions.

For more information, please ask the Financial Aid Department for a copy of the U.S. Department of Education’s brochure ‘Direct Loan Basics for Students’ or visit http://studentaid.gov.

Federal Direct Parent Loans for Undergraduate Students (PLUS)
The PLUS loan is a loan that must be paid back. Borrowers are restricted to biological or adoptive parents of eligible dependent students, or a stepparent if income information was reported on the FAFSA. PLUS loans are credit based which require the parent to provide authorization for a credit check. Once approved, the PLUS borrower must sign a Master Promissory Note (MPN) and provide the Financial Aid Department with a loan amount request. A parent may submit the credit authorization through the Financial Aid Department or online. Both the credit authorization and MPN can be accessed at http://studentloans.gov.

The U.S. Department of Education charges a fee to make a PLUS loan, meaning the parent will receive less than the amount borrowed to pay educational costs. The PLUS loan has a fixed interest rate on the principal amount borrowed; does not have a six (6) month grace period before mandated repayment begins, but may be eligible for deferment; is eligible for certain deferment, forbearance and cancellations rights; has a variety of repayment plans to choose from; and may be paid off early without penalty.

For more information on PLUS loans and PLUS loan eligibility, please read the U.S. Department of Education publication ‘Direct Loan Basics for Parents’ available from the Financial Aid Department or visit http://studentaid.gov.

The maximum PLUS loan is determined by subtracting all anticipated aid for the student from the Cost of Attendance budget. The PLUS loan is not need based. Provided a parent is otherwise eligible, he or she may borrow a PLUS loan regardless of income.

As required by Federal regulation, Douglas J Aveda Institute will notify the National Student Loan Data System (NSLDS) of the parent’s contract for a Federal PLUS loan whereby such information may be accessed by authorized agencies, lenders and institutions.
Disbursement of Financial Aid

Federal funds are received electronically from the U.S. Department of Education. By Federal regulation, financial aid is divided and disbursed in payment periods. First disbursements from each aid program are paid as soon after starting as is possible. Most of the first disbursements of financial aid are credited to the student’s account within 40 days of the program start. Subsequent disbursements occur after the student completes the payment periods listed below, attends the next scheduled payment period and demonstrates Satisfactory Academic Progress (SAP) as discussed elsewhere in this catalog. Completion of payment periods is determined in actual clock hours attended.

Payment period end dates are as follows:

- **Cosmetology**: 450, 900, 1200 actual hours or as otherwise determined if the hours needed to complete the program are less than the normal program length
- **Esthiology**: At the halfway point of the total hours in the program
- **All Instructor programs**: At the halfway point of the total hours in the program

Financial Aid Credit Balance

A Federal Student Aid credit balance occurs when the amount of the student’s financial aid received exceeds the student’s tuition and fees owed to the institute for each academic year. A credit balance check payable to the student is written and mailed within a timely manner to the institute then hand delivered to the student. PLUS loan credit balance checks are made payable to the parent and mailed to the parent’s address.

On occasion, student checks may be mailed to the student’s mailing address on file. Students and parents must keep their addresses current with the institute.
OTHER SOURCES OF FINANCIAL ASSISTANCE

Scholarships
Douglas J Aveda Institute occasionally holds scholarship events for prospective students. A scholarship winner is responsible for paying all charges incurred during his or her program otherwise not paid by the scholarship, including application and kit fees.

A student is encouraged to seek scholarships from outside sources. For more detailed information please contact the Financial Aid Department or the Institute Director.

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:
- The scholarship is guaranteed or your money back.
- You can’t get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We’ll do all the work.
- The scholarship will cost some money.
- You’ve been selected to receive a ‘scholarship’ in a contest you never entered.

To file a complaint, or for free information, students or parents should contact the Federal Trade Commission Student Response Center at 1.877.FTC.HELP (1.877.382.4357) or visit https://www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams.

Veterans Benefits
Douglas J Aveda Institute is approved to accept Veterans Education Benefits. The institute will work with the student and U.S. Department of Veterans Affairs to process benefits for students. Eligibility is determined by the U.S. Department of Veterans Affairs.
CANCELLATION AND REFUND POLICIES

Douglas J Aveda Institute has developed the following cancellation and refund policies in compliance with state and accrediting agency requirements. The following institutional refund policies apply to all program terminations for any reason, by either party, including student or institute decision, course or program cancellation, or institute closure.

Cancellation Policy

1. To officially cancel the Enrollment Agreement, a student must notify the Admissions Coordinator in writing within five (5) business days after enrollment, i.e., signing the agreement. The student should complete the official cancellation process to ensure any refund due is processed in a timely manner.

2. Any refund due is paid within 30 calendar days of the cancellation date.

3. The cancellation date is the postmark on written notification received via the U.S. Postal Service, the date written notification is delivered to the institute in person, or the date notification is received via electronic communication. The institute processes verbal cancellation requests, but encourages the student to provide written notification.

4. If a student cancels enrollment within five (5) business days after enrollment regardless of whether training has actually started, all money paid, including the $100 application fee, is refunded.

5. If a student cancels enrollment after the fifth business day following enrollment but before the first day of class, the student is entitled to a refund of any tuition paid. Douglas J Aveda Institute keeps the application fee and the cost of any books, kit, or materials issued by the institute and retained by the student.

6. An applicant not accepted by Douglas J Aveda Institute is entitled to a refund of all money paid.
Refund Policy

A student who begins classes, remains enrolled beyond the cancellation period and later withdraws or is dismissed may be entitled to a refund of charges in accordance with the following refund policies:

1. To officially withdraw from the institute, a student must notify the institute in writing. A student should complete the official withdrawal process to ensure any refund due is processed in a timely manner.

2. Any refund due is paid within 30 calendar days of the date of determination, i.e., the date the institute determines the student is withdrawn.

3. The date of determination for an official withdrawal is determined by the postmark on written notification received via the U.S. Postal Service, the date notification is delivered to the institute in person, or the date notification is received via electronic communication. The institute processes verbal withdrawal requests, but encourages the student to provide written notification.

4. The date of determination for a student who does not officially withdraw is the date the institute determines the student is no longer enrolled. Unofficial withdrawals are identified by monitoring daily attendance. If a student is absent for nine (9) consecutive class days he or she is withdrawn.

5. The date of determination for a student on an approved leave of absence is the date the student fails to return from a leave of absence as scheduled or the date the student notifies the institute that he or she will not be returning after the leave, whichever is earlier.

6. The date of determination for a student who is dismissed from the institute is the date the institute dismisses the student.

7. Except as provided under the Cancellation Policy, a refund calculation is done any time a student begins but fails to complete the hours in the billing period, regardless of the reason. Any tuition refund due is credited to the student’s account ledger. A student that withdraws may owe the institute money if all or a portion of the financial aid received must be returned. No tuition is assessed for billing periods subsequent to the one in which the student withdraws or is dismissed.

8. The tuition refund is calculated using scheduled hours through the student’s last date of attendance.

9. Except as provided under the Cancellation Policy, for a student who begins classes, the following Minimum Tuition Adjustment Schedule is applicable to the billing period in which the withdrawal occurs. Billing periods are identified on the Enrollment Agreement and described elsewhere in this Catalog.
10. Calculation of the minimum tuition adjustments is detailed below.

**Minimum Tuition Adjustment Schedule**
Douglas J Aveda Institute Illinois Location

To calculate the *Percent of Completed Hours to Hours in the Billing Period*, divide the number of clock hours completed through the last date of attendance by the number of hours scheduled in the entire billing period.

<table>
<thead>
<tr>
<th>Percent of Completed Hours to Hours in the Billing Period</th>
<th>Percent of Tuition Owed Institute</th>
<th>Percent of Tuition to Refund to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.01% - 04.99%</td>
<td>lesser of 10% or $300</td>
<td>90%</td>
</tr>
<tr>
<td>05.00% - 09.99%</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>10.00% - 14.99%</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>15.00% - 24.99%</td>
<td>45%</td>
<td>55%</td>
</tr>
<tr>
<td>25.00% - 49.99%</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>50.00% and Over</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Minimum Tuition Adjustment Schedule**
Douglas J Aveda Institute Michigan and Tennessee Locations

To calculate the *Percent of Scheduled Hours to Hours in the Billing Period*, divide the number of clock hours scheduled through the last date of attendance by the number of hours scheduled in the entire billing period.

<table>
<thead>
<tr>
<th>Percent of Scheduled Hours to Hours in the Billing Period</th>
<th>Percent of Tuition Owed Institute</th>
<th>Percent of Tuition to Refund to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.01% - 04.99%</td>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>05.00% - 09.99%</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>10.00% - 14.99%</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>15.00% - 24.99%</td>
<td>45%</td>
<td>55%</td>
</tr>
<tr>
<td>25.00% - 49.99%</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>50.00% and Over</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

11. Except as provided under the Cancellation Policy, the application fee is non-refundable.

12. Except as provided under the Cancellation Policy, any books, kit, or materials that have been issued by institute and retained by the student are non-refundable.

13. Contact the Financial Aid Office for sample refund calculations.

14. The institute will attempt to make a reasonable settlement whenever a student must withdraw due to mitigating circumstances that make it impossible to continue enrollment.
The cancellation and refund policies outlined on the prior pages are used to calculate the refund of institutional charges. A separate Return to Title IV (R2T4) calculation is performed to determine the amount of Federal financial aid that must be returned by the institute and student. The tuition refund and return of unearned federal financial aid calculations may not be based on the same period of time.

Return to Title IV (R2T4) Federal Financial Aid Policy

Title IV aid (i.e. Federal Pell Grant, Direct and PLUS loans) is awarded to a student assuming attendance for the entire payment period for which the aid is awarded. When a student withdraws, he or she may no longer be eligible for the full amount of Title IV funds awarded. A student is considered to have withdrawn from a payment period if he or she does not complete all of the clock hours and weeks of instructional time.

If a student withdraws then re-enters in the same program within 180 days from the last day of attendance, the student’s financial aid is reinstated as planned prior to withdrawal.

A student may officially withdraw from the institute by providing written notification to the Institute Director. Written notice may be mailed to the institute or hand delivered.

Though Title IV aid is posted to the student’s account at the start of each payment period, the student earns funds as he or she completes the payment period. If a Title IV recipient withdraws from institute after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the U.S. Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The Refund Policy, used to determine the charges a student will owe after withdrawing, will not affect the amount of Title IV aid earned under the Return to Title IV (R2T4) Policy.

The institute determines the earned and unearned portions of Title IV aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.
Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student’s behalf.

If the student received more Title IV aid than the amount earned, the institute, the student, or both must return the unearned funds. The amount of federal student aid to be returned is determined by subtracting the amount of earned Title IV aid from the amount of Title IV aid that was actually disbursed to the student. The institute will return unearned aid no later than 45 days after the date the institute becomes aware the student is no longer enrolled, i.e., the date of determination. The institute will notify the student if he or she is required to return grant funds. A student who fails to return grant aid as instructed is considered to be in overpayment, and becomes ineligible for any additional Title IV aid at any school until that amount is repaid or satisfactory repayment arrangements are made. Loan funds are returned by the student according to normal loan repayment terms.

Unearned Title IV aid must be returned in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. PLUS Loans
4. Federal Pell Grants

If the student received less Title IV aid than the amount earned, the institute will offer a disbursement of the earned aid that was not received if the student is eligible. This is called a post-withdrawal disbursement. Post-withdrawal disbursement of Pell will be considered before considering loan post-withdrawal disbursements. If the post-withdrawal disbursement includes loan funds, the institute must get borrower permission before they can be disbursed. The borrower may choose to decline some or all of the loan funds to avoid incurring additional debt. The institute will automatically use all or a portion of the post-withdrawal disbursement of grant funds toward outstanding tuition and fee charges. The institute needs the student’s permission to use the post-withdrawal grant disbursement for all other institute charges. Any financial aid not credited to the student’s account will be disbursed to the student. However, it may be in the student’s best interest to allow the institute to keep the funds to reduce any debt owed the institute.
Student and parent loan borrowers will be notified if the institute returns funds to the lender. Student borrowers are required to complete exit loan counseling concerning repayment options, debt management strategies, avoiding default, etc.

The Return to Title IV (R2T4) aid calculation is performed to determine the amount of federal student aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student owes the institute upon withdrawal. A separate Institute Refund Policy is provided to assist students in determining the amount of tuition and other charges owed the institute. The institute will also charge the student for any Title IV program funds that the institute is required to return. The institute will send an invoice to withdrawn students if a balance is owed the institute.

Additional information on the Return to Title IV (R2T4) calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Department.

Non-Title IV funds received will be returned to other financial aid programs in accordance with the funding source’s refund policies.
STANDARDS OF STUDENT CONDUCT

Part of the education earned at Douglas J Aveda Institute is learning the importance of professionalism when working in a salon. The guidelines below have been put in place to hone students’ professional development including work and professional ethics, behavior, appearance, language and overall conduct. Students are expected to follow these standards while in attendance at Douglas J Aveda Institute and during their career. A staff member may provide coaching or counseling if he or she believes the student needs more direction and guidance in meeting the rigors of these written guidelines and expected behaviors.

Professional Ethics Code of Conduct

Professionalism

Professional ethics are the day-to-day expectations Douglas J Aveda Institute has of its students to foster the professional growth of all students.

Classroom and Clinic

In addition to maintaining the professionalism standard above, students are expected to be fully prepared for their day in school. Students must come prepared with their books and supplies, and be able to participate fully in all classes or on the clinic floor.

Safety and Sanitation

Each student will follow guidelines for salon safety, sanitation, and patron protection as set for by the State Board of Cosmetology for each state, i.e., daily sanitation of student equipment and work stations. For a complete set of rules and regulations, please see the Tennessee Cosmetology Laws and Rules (TN), Cosmetology Law Book (MI), or The Joint Committee on Administrative Rules – Administrative Code (IL). Food and beverages (including gum and candy) can only be consumed in the student lounge or other areas designated by the Institute Director.

Guest Services

Students will be prepared to take guests at the appropriate time and in a professional manner. Students are not allowed to refuse a guest or switch a service with a fellow classmate.

Smoking

Students will refrain from smoking in or around the institute. This includes the sidewalks surrounding the campus and inside the crosswalk to any parking structure.
Personal Equipment
No cell phones, pagers, or audio equipment should be turned on or visible during school hours without prior permission from a Douglas J Aveda Institute staff or faculty member. A student is permitted to make telephone calls only on scheduled breaks and only in designated areas i.e., the student lounge or outside of the building.

Professional Equipment/Station Appearance
Students will keep their stations clean and presentable at all times. Only items from the student kit can be placed on the students’ station. Students cannot place any personal items on their stations. This includes, but is not limited to, pictures, equipment storage (e.g. caboodles and plastic storage bins), birthday decorations, or purses and/or bags. Special accommodations may at the educator’s discretion be made when a student graduates or receives a floral delivery; however, it must be removed by the end of that school day.

Professional Image Code of Conduct
Professional image standards are subject to approval by any member of the institute staff. Students are expected to abide by the following image principles:

Uniform
- Solid black top or a black Douglas J Aveda Institute-issued shirt
- Colored Aveda Institute tops may be worn only during a promotional month, following fundraising guidelines
- Solid black pants of professional nature
- Solid black shoes/boots of professional nature
- Solid black or flesh-tone socks or hosiery
- Douglas J Aveda Institute-issued chemical apron (Cosmetology students only)
- Douglas J Aveda Institute-issued smock (Esthiology students only)
- Nametag

Personal Grooming
- Hair must be properly finished and styled, and makeup applied.
- Nails and nail beds must be kept clean and at a length which allows students to obtain and use products, as well as provide services without causing harm to themselves and/or guests.
- The use of Non-Aveda hair, makeup, or skin care products are prohibited within the institute.
- Visible piercings/tattoos must appear professional in nature.
Professional Tools Code of Conduct

- Each student must have a complete kit every day and all supplies needed to complete assignments and/or services.
- In the event that a student needs to purchase replacement tools for his or her kit, items must be the exact same style and brand as what was originally received.
- All professional tools must be kept in proper working order and are the responsibility of the student to maintain.

Professional Behavior Code of Conduct

Because Douglas J Aveda Institute takes the safety and security of its students, staff and guests seriously, violation of these standards may result in administrative withdrawal. These include, but are not limited to:

- possession of weapon, or any item that can be deemed as a weapon, on campus;
- alcohol possession on campus;
- drug possession on campus;
- falsification of documents;
- deceptive behavior;
- theft of property of Douglas J Aveda Institute, staff, students or guests;
- harassment;
- fraud;
- perceived or actual threats, abuse (verbal or otherwise) and/or physical harm to others not limited to staff, students and guests;
- fighting;
- usage of social media to harass, bully or threaten any individual, not limited to staff, students and guests;
- defacing or destroying property of Douglas J Aveda Institute, staff, students or guests; and
- violation of local, state, or federal laws.

No Tipping Policy

Douglas J Aveda Institute maintains a strict no tipping policy. Any student who violates this policy by accepting a tip from a guest may be administratively withdrawn from the program.

In the event that a student is unsure whether they have accepted a tip, he or she must immediately report it to the Institute Director or a member of the Education Team.
ACADEMIC POLICIES

Grade Policy
Incomplete Grades
Incomplete grades are not given. A student will be assigned a grade of 0% for any missing coursework. Coursework should be made up within five (5) days of the 0% grade being assigned. Missed coursework due to a Leave of Absence must be made up upon return.

Non-Credit or Remedial Coursework
Non-credit and remedial coursework has no effect on the institute’s satisfactory academic progress standards. Non-credit or remedial coursework is not provided.

Changing Programs and Additional Enrollments
A student who changes programs at the institute, or who completes one program at the institute and enrolls in a second program, must complete all of the hours and coursework in the new program.

Satisfactory Academic Progress Policy
Satisfactory academic progress (SAP) is the minimum academic standards a student must maintain throughout his or her program. The satisfactory academic progress standards include a Qualitative Requirement or Grade, a Quantitative Requirement or Pace (program completion rate), and Maximum Time Frame.

A student who meets the minimum grade, pace, and maximum time frame requirements outlined in this policy is making satisfactory academic progress until the next scheduled evaluation. A student who does not meet the minimum requirements 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. See the sections on Warning and Probation for additional information.

Satisfactory academic progress standards apply to all students regardless of enrollment status, program, or financial aid eligibility. Satisfactory academic progress standards are cumulative for all periods of enrollment.
A student may receive Federal student aid while enrolled and making satisfactory academic progress or during any Warning periods. If a student loses eligibility for Federal student aid, it can be reinstated in one of two ways:

1. aid will be reinstated when the student meets satisfactory academic progress requirements, or
2. aid may be reinstated upon successful appeal of the loss of Federal student aid.

A student will be notified, in writing, if an unsatisfactory academic progress determination results in the loss of Federal student aid eligibility.

In addition to making satisfactory academic progress, a student must successfully complete the hours, weeks and coursework in the prior payment period to receive the next disbursement of aid. Successfully completed coursework means the cumulative grade average is 80% or higher.

A student who withdraws, is administratively withdrawn, or takes a leave of absence from the program will return in the same satisfactory academic progress status as at the time of withdrawal or at the start of a leave of absence.

**Evaluation Periods**

Satisfactory academic progress is determined at the end of each evaluation period based on actual hours of attendance. An evaluation period is equal to the length of payment periods used to award federal student aid. For a student enrolled for the normal program length, satisfactory academic progress will be evaluated after a student attends the clock hours in each program as outlined in the following chart. The first evaluation will occur no later than the mid-point of the academic year or the program, whichever occurs sooner. Subsequent evaluations are scheduled according to the following chart.

If a student does not need to complete all of the hours in a program because he or she is transferring hours or is re-enrolling after having been out of school for at least 180 days, the evaluation periods may be different than those outlined in the Evaluation Periods chart. In general, the evaluation periods will be the midpoint of the contracted hours or the established evaluation periods on the following chart, whichever comes first.

A student will receive a grade report at each evaluation point that includes the cumulative grade point average; attendance percent; an indication the student can complete the program within the maximum time frame; and a determination of the student’s SAP status. The Financial Aid Office will notify Federal student aid recipients who are placed on warning and/or probation of the possible loss of Federal student aid for continued failure to meet satisfactory academic progress requirements.
In addition to the official satisfactory academic progress evaluation periods, the institute will assess student progress throughout the program, providing mid-evaluation advising as necessary.

**Qualitative Evaluation - Grade**

The cumulative grade average measures the quality of a student’s coursework. A student must have a cumulative grade average of 80% at each evaluation point.

The institute uses the following grading scale for all students in all programs.

- 80% - 100%  Satisfactory
- 0% - 79%  Unsatisfactory

Grades are based on practical assessments, examinations, written knowledge assessments, homework, and projects.

**Quantitative Evaluation - Pace**

Pace measures a student’s progress in completing the program within the Maximum Time Frame. Pace is calculated by dividing the number of clock hours attended by the number of clock hours scheduled at each evaluation point. A student must have cumulative attendance of 83% at each evaluation point.

### Evaluation Periods

<table>
<thead>
<tr>
<th>Program</th>
<th>Location</th>
<th>Hours in the Program</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Evaluation Hours</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Evaluation Hours</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Evaluation Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>IL, MI, TN</td>
<td>1500</td>
<td>450.00</td>
<td>900.00</td>
<td>1200.00</td>
</tr>
<tr>
<td>Esthiology</td>
<td>IL, TN</td>
<td>750</td>
<td>375.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Esthiology</td>
<td>MI</td>
<td>600</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>MI</td>
<td>625</td>
<td>312.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limited Instructor</td>
<td>MI</td>
<td>500</td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology Educator</td>
<td>IL</td>
<td>500</td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology Educator</td>
<td>IL</td>
<td>1000</td>
<td>450.00</td>
<td>900.00</td>
<td></td>
</tr>
<tr>
<td>Limited Instructor</td>
<td>TN</td>
<td>300</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limited Specialist Instructor</td>
<td>MI</td>
<td>300</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Esthiology Educator</td>
<td>IL</td>
<td>500</td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Esthiology Educator</td>
<td>IL</td>
<td>750</td>
<td>375.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Maximum Time Frame**

A student must complete his or her program within 120% of the normal program length. Time spent on leave of absence is not used in this calculation. A leave of absence will extend the student’s program completion date and maximum time frame by the same number of days as are in the leave of absence.

Maximum time frame is measured in clock hours scheduled and expressed in weeks. For example, if the program is 1500 clock hours in length, the Maximum Time Frame is 1800 hours (1500 × 120%) or 52 weeks for day students based on the 83% attendance requirement. This means a student cannot be scheduled for more than 1800 clock hours of coursework over 52 weeks in which to earn the 1500 clock hours needed to complete the program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Location</th>
<th>Hours in the Program</th>
<th>Maximum Time Frame in Hours</th>
<th>Maximum Time Frame in Weeks (Days)</th>
<th>Maximum Time Frame in Weeks (Evenings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>IL, MI, TN</td>
<td>1500</td>
<td>1800</td>
<td>52</td>
<td>72</td>
</tr>
<tr>
<td>Esthiology</td>
<td>IL</td>
<td>750</td>
<td>900</td>
<td>26</td>
<td>40</td>
</tr>
<tr>
<td>Esthiology</td>
<td>MI</td>
<td>600</td>
<td>720</td>
<td>21</td>
<td>29</td>
</tr>
<tr>
<td>Esthiology</td>
<td>TN</td>
<td>750</td>
<td>900</td>
<td>26</td>
<td>36</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>MI</td>
<td>625</td>
<td>750</td>
<td>22</td>
<td>30</td>
</tr>
<tr>
<td>Limited Instructor</td>
<td>MI</td>
<td>500</td>
<td>600</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Cosmetology Educator</td>
<td>IL</td>
<td>500</td>
<td>600</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Cosmetology Educator</td>
<td>IL</td>
<td>1000</td>
<td>1200</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Limited Instructor</td>
<td>TN</td>
<td>300</td>
<td>360</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Limited Specialist Instructor</td>
<td>MI</td>
<td>300</td>
<td>360</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Esthiology Educator</td>
<td>IL</td>
<td>500</td>
<td>600</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Esthiology Educator</td>
<td>IL</td>
<td>750</td>
<td>900</td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>

The maximum time frame for a transfer student or a student re-enrolling is adjusted based on the number of clock hours the student needs to complete the program. The Maximum Time Frame is calculated by multiplying the hours needed to complete the program by 120%, and then dividing by the number of hours the student is scheduled to attend each week.
For example, if the program is normally 1500 clock hours, and the student transfers in 500 hours, he or she only needs to complete 1000 clock hours to finish the program. The Maximum Time Frame is 1200 clock hours (1000 X 120%), expressed as 35 weeks (1200 total scheduled hours / 35 hours per week = 35 weeks).

A student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

A student who exceeds 120% of the normal program length must file an appeal to remain in the program.

**Warning**

A student who fails to meet the cumulative grade average and/or cumulative attendance requirements at any evaluation is not making satisfactory academic progress and will be placed on Warning until the next scheduled evaluation point. A student may appeal his or her Warning status if he or she believes the calculation of the cumulative grade average or cumulative attendance percent is incorrect. Appealing the Warning status for any other reason is not allowed at this time. The student remains eligible for Federal student aid during the Warning period.

A student who fails to meet the cumulative grade average and/or cumulative attendance percent requirements (i.e. academic requirements) at the end of the Warning period loses eligibility for Federal student aid, and may be dismissed from the institute. A student must appeal to have his or her Federal student aid reinstated. Alternatively, the student may make other payment arrangements, if permitted to remain in school.

**Appeal Procedures**

If a student is not making satisfactory academic progress at the end of the warning period and loses eligibility for Federal student aid and/or is dismissed from the institute, he or she may appeal. The student must appeal the determination to the Institute Director or other designated staff within ten calendar days of the date on the notification from the Institute.

Reasons for which a student may appeal include death of a relative, an injury or illness of the student, or any other allowable special circumstances. The student must submit a written appeal to the institute describing why he or she failed to meet satisfactory academic progress standards, along with supporting documentation of the reason(s) why the determination should be reversed. This information should include what has changed about the student's situation that will allow him/her to
achieve satisfactory academic progress by the next evaluation point. The request should demonstrate that special circumstances had a negative impact on the student’s satisfactory academic progress. Appeal documents will be reviewed and a decision will be made and reported to the student within 10 calendar days of receiving the appeal. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, his or her Federal student aid will be reinstated and/or the student allowed to re-enroll, if applicable. The student will be placed on probation with a prescribed academic plan.

Probation
A student who prevails upon appeal after the warning period will be on probation with a prescribed academic plan that, if followed, will ensure he or she is able to meet the institute’s satisfactory academic progress requirements. The probationary period will last until the next scheduled evaluation point. The student’s progress will be counseled on a monthly basis to ensure adherence to the academic plan. At the end of the evaluation period, a student must comply with all of the requirements of his or her academic plan in order to continue receiving Federal student aid and/or remain in school.

Attendance Policy
Douglas J Aveda Institute is dedicated to providing the highest level of professional training in the field of cosmetology, parallel to industry expectations after graduation. It is essential that a student entering the salon and spa industry understand and embrace the importance and value of being in attendance, in order to learn and hone the necessary skills to becoming a reliable service provider. Douglas J Aveda Institute’s standards are established to reflect the amount of time a student can be absent and still achieve high quality skills necessary in the workplace.

Douglas J Aveda Institute has established the following attendance guidelines and reserves the right to make changes throughout the student’s enrollment to eliminate any abuse. Abuse of the attendance policy may result in termination from the program.
Class Schedules for Programs

<table>
<thead>
<tr>
<th>Cosmetology, Esthiology and Massage Therapy Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Day (AM) Students</td>
</tr>
<tr>
<td>Evening PM) Students</td>
</tr>
<tr>
<td>Illinois Day (AM) Students</td>
</tr>
<tr>
<td>Evening (PM) Students</td>
</tr>
<tr>
<td>Tennessee Tuesday and Thursday</td>
</tr>
<tr>
<td>Wednesday, Friday and Saturday</td>
</tr>
</tbody>
</table>

**All Instructor Programs**

<table>
<thead>
<tr>
<th>Monday – Saturday</th>
<th>Thirty-five (35) hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Alternate schedules may be approved by the Institute Director or designate.</em></td>
<td></td>
</tr>
</tbody>
</table>

**Attendance Requirements**

A student is expected to be at school ready for class in the classroom or on the clinic floor as scheduled. A student may not receive more hours on a daily, weekly, or programmatic basis than what is allowed by state law.

**Premium Days**

*It is an industry standard to be in attendance during premium salon-service hours, which are inclusive of Friday evenings, Saturdays, and days prior to observed holidays. Douglas J Aveda Institute places a limit on the number of absences in premium hours a student may miss in each program. Exceeding the allotted amount of absences in premium hours may result in a written attendance notification and may also lead to withdrawal.*

**Tracking Attendance**

Students record their daily attendance electronically using a time clock. Students are expected to clock in and out daily and for lunch (for day students only), as scheduled. As required, Douglas J Aveda Institute reports attendance and hours completed to state boards of cosmetology.

In addition, Douglas J Aveda Institute provides students with a minimum practical application (MPA) worksheet which is used to track attendance and services. Students are expected to record hours of attendance on the MPA sheet and have it signed daily by their educator.
### Attendance Bank

For each program, a bank of hours has been established to reflect the amount of time a student can be absent and still achieve the quality of skills that will be necessary in the workplace. The bank of hours is customized for each program in relation to its length. The bank must last a student through his or her entire course of study. Absences in excess of the bank of hours and/or the allotted premium hours may result in the student’s dismissal.

#### ATTENDANCE BANK

**DAY STUDENTS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Location</th>
<th>Total Absences in Hours</th>
<th>Premium Day Absences in Hours (Included in Total Absences)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1500</td>
<td>MI, IL, TN</td>
<td>95</td>
<td>28</td>
</tr>
<tr>
<td>Esthiology</td>
<td>600</td>
<td>MI</td>
<td>42</td>
<td>21</td>
</tr>
<tr>
<td>Esthiology</td>
<td>750</td>
<td>IL, TN</td>
<td>49</td>
<td>21</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>625</td>
<td>MI</td>
<td>42</td>
<td>21</td>
</tr>
<tr>
<td>Limited Specialist Instructor</td>
<td>300</td>
<td>MI</td>
<td>20</td>
<td>14</td>
</tr>
<tr>
<td>Limited Instructor</td>
<td>300</td>
<td>TN</td>
<td>20</td>
<td>14</td>
</tr>
<tr>
<td>Limited Instructor</td>
<td>500</td>
<td>MI</td>
<td>35</td>
<td>21</td>
</tr>
<tr>
<td>Cosmetology Educator</td>
<td>500</td>
<td>IL</td>
<td>35</td>
<td>21</td>
</tr>
<tr>
<td>Cosmetology Educator</td>
<td>1000</td>
<td>IL</td>
<td>70</td>
<td>21</td>
</tr>
<tr>
<td>Esthiology Educator</td>
<td>500</td>
<td>IL</td>
<td>35</td>
<td>21</td>
</tr>
<tr>
<td>Esthiology Educator</td>
<td>750</td>
<td>IL</td>
<td>49</td>
<td>21</td>
</tr>
</tbody>
</table>

#### EVENING STUDENTS

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Location</th>
<th>Total Absences in Hours</th>
<th>Premium Day Absences in Hours (Included in Total Absences)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1500</td>
<td>MI, IL, TN</td>
<td>95</td>
<td>28</td>
</tr>
<tr>
<td>Esthiology</td>
<td>600</td>
<td>MI</td>
<td>42</td>
<td>21</td>
</tr>
<tr>
<td>Esthiology</td>
<td>750</td>
<td>IL, TN</td>
<td>49</td>
<td>21</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>625</td>
<td>MI</td>
<td>42</td>
<td>21</td>
</tr>
</tbody>
</table>
Absences
Absences must be pre-arranged by the student. This can be done by filling out a pre-arranged absence slip or calling into the institute by the specified call in time. In the event of a non-prearranged absence, students will be counseled and receive a written attendance notification. Hours are not earned for absent time. Excessive tardiness and/or absences in excess of the bank of hours may result in dismissal from Douglas J Aveda Institute.

In the event that a student is sent home from school for failure to follow institute policies, one full day will be deducted from his or her bank for not being in attendance, regardless of dismissal time or how many hours have been accrued.

### Calling in an Absence or Late Arrival
A student must call in an absence by the defined time for their program schedule (in their time zone).

<table>
<thead>
<tr>
<th></th>
<th>Call in or pre-arrange no later than</th>
<th>Latest arrival time for the day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Students</td>
<td>2 hours before class start</td>
<td>10:45 a.m.</td>
</tr>
<tr>
<td>Evening Students</td>
<td>3 hours before class start</td>
<td>5:45 p.m. (MI and TN)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:30 p.m. (IL)</td>
</tr>
<tr>
<td>Instructor Program Students</td>
<td>1 hour before scheduled to start for the day</td>
<td></td>
</tr>
</tbody>
</table>

### Early Leaves and Late Arrivals
Students are expected to be ready to participate in class activity (in the classroom or on the clinic floor) by the scheduled time class is scheduled to start. It is up to the student to make sure he or she has taken care of matters such as reliable transportation, back-up childcare or allowing enough driving time in the case of bad weather conditions and/or traffic back-ups.

Late arrivals to school must be called in or arranged prior to the start of the schedule for the day. A time off request slip must be completed and submitted with a faculty member’s signature prior to leaving early for the day.
Time missed is rounded up to the quarter hour. Punching in one minute past the scheduled time class is to begin (8:45 a.m. or 4:45 p.m.) is considered a late arrival and can result in a written attendance notification.

**Written Attendance Warnings**

Any student who exceeds three (3) written attendance warnings throughout his or her enrollment may be withdrawn. A written attendance warning can be used for any or all of the following:

- Tardiness
- Exceeding allowable premium day absences
- Failure to pre-arrange an absence
- Failure to pre-arrange an early leave or late arrival
- Missing time clock punches and/or MPA signatures
- Exceeding absences allowed in attendance bank

**Administrative or Institutional Withdrawals**

Any student who is absent for nine (9) consecutive class days will be withdrawn.

A student may be administratively withdrawn due to attendance for one or more of the following reasons:

- Exceeding three (3) written attendance warning notifications
- Nine (9) consecutive class days of absence
- Exceeding the allowable absences in the attendance bank

**Institute Closures - Inclement Weather or Emergencies**

Douglas J Aveda Institute may not cancel classes due to inclement weather. In the event that an institute is closed due to inclement weather, students will be notified as early as possible. Scheduled hours will be adjusted to reflect the hours closed.

If Douglas J Aveda Institute does not cancel classes and a student feels that traveling to school is not safe, the student may use hours from the attendance bank. In the event that the city in which Douglas J Aveda Institute is located declares a state of emergency and discontinues public transportation, the institute in that city would not consider that day as a scheduled day. Hours completed on these days by students wishing to attend would be considered additional hours. Students not planning on attending class are required to call in an absence.
In the event that an emergency occurs which requires the closure of Douglas J Aveda Institute, students will be notified as early as possible. Scheduled hours will be adjusted to reflect the hours closed.

**Leave of Absence Policy**

Douglas J Aveda Institute realizes there are times when a student may need to interrupt his or her education for an extended period of time due to medical or other serious hardship emergencies. A student may request a leave of absence for a period not less than 10 or more than 180 days.

A student may request one or more such leaves not to exceed 180 days in any 12-consecutive month period. Any combination of leaves exceeding 20 calendar days within a single unit of study will endanger the student’s ability to satisfactorily achieve knowledge and skill mastery necessary for success in their field of study.

If a student requires a Leave of Absence for greater than 20 calendar days during a single unit of instruction, the institute will make a determination about granting the leave or the student’s placement in the program upon return.

Douglas J Aveda Institute will not charge the student additional tuition or fees for the repetition of all or a portion of the unit upon return from the leave of absence. A student who fails to return to class on the appointed date must be administratively withdrawn effective the date he or she fails to return as scheduled.

All leaves of absence must be documented prior to the first date of absence. The request for leave must contain the following information:

- The first day of the leave of absence (first calendar date of non-attendance), and
- The date the student will return to class, and
- An explanation detailing the reason for the leave such that the institute can make a reliable determination that the student intends to return as scheduled, and
- Student signature.

Douglas J Aveda Institute may waive the requirement of prior approval when extenuating circumstances do not allow a student to request a leave or complete the leave form before the leave begins. The student is expected to complete the leave of absence request form as soon as possible following the immediacy of the extenuating circumstances.
The Institute Director or designate must approve all leaves before they begin by signing the appropriate document. A student granted a leave of absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

An approved leave of absence extends the student’s enrollment contract and maximum time frame by the same number of days in the leave. Upon return, the student must initial/sign and date a revised enrollment agreement or addendum with his or her new anticipated completion date.

A student that goes on a leave of absence will return in the same academic and attendance standing. For example, if the student was on attendance warning at the time of LOA, he or she will be on warning upon return. Attendance and academic progress standards are cumulative for all enrollments.

Students on leave of absence should continue to make payments on their account as scheduled.

Direct and PLUS loan disbursements are not credited to a student’s account while on leave.
FAMILY EDUCATION AND RIGHTS TO PRIVACY POLICY
(FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records and details exemptions permitted educational institutions. FERPA affords students certain rights with respect to their education records: inspection of their education records, and to request correction of information in their education record which they believe to be inaccurate or misleading, and to request nondisclosure of Directory Information:

Procedure for Request of Student to Inspect

The student should submit to the Student Services Coordinator a written request that identifies the record(s) the student wishes to inspect. The Student Services Coordinator will make arrangements for access and make an appointment, to be held as promptly as possible and not more than 45 days after the institute receives the written request, during regular business hours, for the date time and place where the records may be inspected. Institute staff will be present while the student reviews original education records.

Procedure for Student Request for Amendment/Revision to Education Records

The student should submit to the Student Services Coordinator a written request for amendment that contains:

- the specific record(s) which the student believes is inaccurate or misleading and wishes to be amended, and
- The specific amendment requested to be made to those record(s), and
- Attached evidence that supports the accuracy of the request.

The Student Services Coordinator will review the request and evidence and consult with the Institute Director. The Institute Director will make the final determination and will inform the student of the determination via a letter. If the student still believes that the specific record is inaccurate or misleading, he or she may request that a complete copy of their above request and evidence be placed in their file setting forth his or her view of the contested record. The student’s request will be honored as is mandated in FERPA.
Directory Information

FERPA authorizes disclosure, without the student’s consent, of certain personally identifiable information...called “Directory Information”, which is defined under FERPA as the student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. This document, which appears in the institute catalog, should be construed as the required information to students of the above disclosure of Directory Information. The student may request that his or her directory information not be disclosed by completing Douglas J Aveda Institute’s FERPA Release Form.

Other Disclosures

Douglas J Aveda Institute is authorized under FERPA to disclose any and all education records, without the prior written consent of students, under the FERPA disclosure exemptions, to institute employees for legitimate reasons in the fulfillment of their professional responsibilities at Douglas J Aveda Institute, or a person or company with which Douglas J Aveda Institute has contracted as its agent to perform a service (including but not limited to an attorney, auditor, collection agency, student loan default prevention or documentation of placement outcomes). In addition, FERPA permits institute officials to disclose education records without student consent to officials of another school in which a student seeks or intends to enroll or was enrolled for the processing of Federal Student Title IV Financial Aid.

Some disclosures do not require student consent and the student cannot prohibit disclosure: Disclosure of education records to the parent(s) of students who are “dependent minor” under IRS rules (defined as “claimed on parent’s income tax return”) does not require student permission to disclose, and such disclosure may be made to either parent regardless of which parent claimed the student.

Disclosure of education records to authorized government officials including, but not limited to, the U.S. Department of Education for audit, evaluation, administrative and enforcement purposes, or the U.S. Immigration and Customs Enforcement in compliance with the Student Exchange Visitor Information System (SEVIS).

Douglas J Aveda Institute provides access to student and other school records to its accrediting agency.

Douglas J Aveda Institute complies with judicial orders or lawfully issued subpoenas, making a reasonable effort to notify the student of the order or subpoena in advance of compliance so that
the student may seek protective action unless the disclosure is in compliance with ECR 34, §99.31(9)(ii).

Based on the good judgment of the Institute Director or their designee, Douglas J Aveda Institute will only disclose personally identifiable student information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

**Documenting Disclosure of Information**

Except for Directory Information or use by Institute officials, Douglas J Aveda Institute shall maintain a record of each request for access and each disclosure of personally identifiable student information, the parties who requested and their legitimate interest in the information for as long as the educational records themselves are kept.
STUDENT SERVICES

Being healthy and having a sense of well-being is crucial to achieving success in a cosmetology or esthiology program. A Student Services Coordinator is on site at each institute and can provide access to both internal and external resources to maximize the potential of their education at Douglas J Aveda Institute.

Some of the services Douglas J Aveda Institute offers are outlined below. For more information on other resources that may be available, students should contact the Student Services Coordinator at their institute.

Section 504/Americans with Disabilities Act Policy

Accommodations for Disabilities
Douglas J Aveda Institute is willing to make reasonable accommodations for students with disabilities. Students seeking accommodations must submit a written request to the Institute Director. The Institute Director will process the request and after reviewing recommendations from the medical authority in the documentation, determine what accommodations are available.

Housing
Douglas J Aveda Institute can assist students in finding roommates and suitable housing. Although Douglas J Aveda Institute does not own or operate housing facilities, the institute can provide information on housing resources available, such as assistance with utilities.

Parking
Students are responsible for parking charges incurred while attending school. Douglas J Aveda Institute can assist students in finding available parking.

Student Activities
Each student is encouraged to participate in competitions sponsored by cosmetology and other industry related associations, beauty supply companies, etc. Competition is an optional, extra-curricular activity. Determination of whether or not a student will receive credit for preparation or participation in extra-curricular activities is at the discretion of the Institute Director. In order for a student to receive credit they must be accompanied by a licensed instructor and the event must be pre-approved by the Institute Director. Contests are an excellent professional experience and help to build confidence in acquired skills.
Guest speakers and specialist demonstrators are invited to the institute as often as possible. Guest demonstrations of current fashions and techniques broaden student exposure to the cosmetology arts and sciences.

Counseling and Advising
Douglas J Aveda Institute offers academic, financial, attendance, and career advising. These services are provided at no additional charge from the administration and instructional staff.

Information regarding personal, social, and professional counseling agencies within the community is available in the designated student lounge area. A student may also contact the Institute Director for assistance in seeking professional help.

Resource Materials
A student may request reference materials, videos, and other resource items from the Education faculty to supplement their educational training. These materials can enhance the quality of education. The local library and internet are also an excellent source of research materials.

Copyright Infringement
Unauthorized distribution of copyright material, including unauthorized peer-to-peer file sharing, may subject the individual to civil and criminal liabilities.

Summary of Civil and Criminal penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (title 17 of the US Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes and infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or ‘statutory’ damages affixed at not less than $750 and not more than $30,000 per work infringed. For ‘willful’ infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, US Code, Sections 504, 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the US Copyright Office at www.copyright.gov

Students found in violation of the copyright infringement policy are subject to termination.

Health Care and Wellness
Douglas J Aveda Institute does not provide health care or insurance to its students.

Douglas J Aveda Institute does not require students to obtain nor does it provide its students any type of vaccinations. In the interest of promoting student wellness, students are encouraged to have vaccinations recommended by state, national, and health agencies.

Drug Abuse Prevention
Douglas J Aveda Institute has a comprehensive Drug and Alcohol Abuse Prevention Policy, including institute policies prohibiting the use of alcohol or illegal drugs while at the institute and during institute sponsored activities; state and federal legal sanctions for the illegal use, possession or distribution of drugs or alcohol; health risks associated with the abuse of alcohol or illegal drugs; and treatment centers and services available to students and staff. For the entire policy and treatment services visit the institute’s website or see the Institute Director.

Information on drug abuse counseling programs and services is available in student lounges, student bulletin boards, and other designated areas.

Campus Security and Crime Policy
In accordance with federal law, Douglas J Aveda Institute has developed a campus security and crime policy. This policy contains information regarding the frequency of certain types of crime on Douglas J Aveda Institute campuses, as required by law and procedures to follow in reporting a crime or other emergency. For the entire policy, visit the institute’s website. To review the policy or request a copy, contact the Institute Director.

Institute Access to Student and Employee Property
In order to provide a safe and secure school and work environment, Douglas J Aveda Institute will conduct random cart, coat, and package inspections on all students and staff as deemed necessary. Douglas J Aveda Institute reserves the right to randomly inspect carts, lockers, and other storage
units containing student’s personal possessions, located on Douglas J Aveda Institute property. If the item to be inspected is locked or inaccessible to the Douglas J Aveda Institute employee conducting the inspection, the employee has the right to gain access to the item or have the lock removed from the item to carry on with the inspection.

**Student Right-to-Know Statistics**

Douglas J Aveda Institute is required to collect data regarding its completion/graduation and placement rates. As required, these statistics are available for review from the Institute Director. These statistics are also provided at [www.douglasj.edu](http://www.douglasj.edu).

**Student Grievances**

Douglas J Aveda Institute takes great pride in its academic programs and student success. Students are encouraged to express any concerns they have regarding their educational experience as follows:

1. Problems and/or complaints should be addressed with the Institute Director using the Student Challenge and Solution Form. The Institute Director will provide a response to the student within 14 calendar days of receiving the form.

2. If the student is not satisfied with the Institute Director’s response, the student may contact the Executive Director of Operations shown in Insert A. A response will be provided within five calendar days.

The contact information for the Institute Director and Executive Director of Operations can be found in the Faculty and Staff Directory insert. Students may always contact the state and/or accrediting agencies listed below to voice concerns or complaints.

<table>
<thead>
<tr>
<th>Accreditation</th>
<th>State of Michigan Department of Licensing and Regulatory Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Accrediting Commission of Career Arts and Sciences (NACCAS)</td>
<td>Bureau of Professional Licensing</td>
</tr>
<tr>
<td>3015 Colvin St.</td>
<td>Board of Cosmetology</td>
</tr>
<tr>
<td>Alexandria, VA 22314</td>
<td>P. O. Box 30670</td>
</tr>
<tr>
<td>(703) 600-7600</td>
<td>Lansing, MI 48909</td>
</tr>
<tr>
<td></td>
<td>(517) 373-9196</td>
</tr>
<tr>
<td>Corporations, Securities and Commercial Licensing Bureau</td>
<td>Corporations, Securities and Commercial</td>
</tr>
<tr>
<td></td>
<td>Licensing Bureau</td>
</tr>
<tr>
<td></td>
<td>Massage Therapy Program</td>
</tr>
<tr>
<td></td>
<td>P. O. Box 30018, Lansing, MI 48909</td>
</tr>
<tr>
<td></td>
<td>(517) 241-9221</td>
</tr>
</tbody>
</table>
Any person claiming damage or loss as a result of any act or practice by Douglas J Aveda Institute that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

**Transfer Students**

When a student transfers from Douglas J Aveda Institute to another school, they are responsible for finding out how many hours will be accepted by the new school. Please refer to the Transferability of Credit to Another Institution Policy for more information. Douglas J Aveda Institute reports hours to the State, as required, and maintains a copy of the report in the corporate office.

**Graduation and Licensure**

A student must complete all of the following in order to graduate from Douglas J Aveda Institute: Successfully attend the number of hours required, achieve satisfactory attendance, meet service quota requirements, earn satisfactory academic grades for exams, projects, and other coursework as required, and satisfy all payment requirements while in school.

Students who have met the hours requirement for graduation, but have not met one or more of the other graduation requirements, will have nine (9) consecutive class days to satisfy the requirements. On the 10th day, the student will be administratively withdrawn from the institution.
On Time Graduation

On time, or normal time, graduation is defined as the amount of time necessary for a student to complete all of the requirements in his or her program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Location</th>
<th>Hours in Program</th>
<th>Weeks in Program (Days)</th>
<th>Weeks in Program (Evenings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>IL, MI, TN</td>
<td>1500</td>
<td>43</td>
<td>60</td>
</tr>
<tr>
<td>Esthiology</td>
<td>IL</td>
<td>750</td>
<td>22</td>
<td>34</td>
</tr>
<tr>
<td>Esthiology</td>
<td>TN</td>
<td>750</td>
<td>22</td>
<td>30</td>
</tr>
<tr>
<td>Esthiology</td>
<td>MI</td>
<td>600</td>
<td>18</td>
<td>24</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>MI</td>
<td>625</td>
<td>18</td>
<td>25</td>
</tr>
<tr>
<td>Limited Instructor</td>
<td>MI</td>
<td>500</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Cosmetology Educator</td>
<td>IL</td>
<td>500</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Cosmetology Educator</td>
<td>IL</td>
<td>1000</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Esthiology Educator</td>
<td>IL</td>
<td>500</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Esthiology Educator</td>
<td>IL</td>
<td>750</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Limited Instructor</td>
<td>TN</td>
<td>300</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Limited Specialist</td>
<td>MI</td>
<td>300</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

Diplomas

Students graduating from Douglas J Aveda Institute will receive a diploma indicating his or her successful completion of their program of study. Diplomas will not be released until all graduation requirements have been met.

Licensure after Graduation

Admission and graduation from Douglas J Aveda Institute does not guarantee licensure in the state the student wishes to provide services. A student must pass a licensure examination as well as a character and fitness background check. The Board of Cosmetology evaluates each licensure application on a case-by-case basis. Specific information on licensure requirements can be found on the Board of Cosmetology’s website in the applicable jurisdiction.
Transcript Requests
Douglas J Aveda Institute will prepare an official transcript for each student upon graduation. Provided that the student is current on all financial obligations, the student will be given one free copy of the transcript. Upon request, the institute will prepare additional academic transcripts for an additional fee. Requests should be made to the Student Services Coordinator and will be processed within 30 business days.

State Board Examination
A graduate of any Douglas J Aveda Institute may return to the institute for review and re-testing in preparation for the State Board Examination.

Placement
Through the Alumni Club, Douglas J Aveda Institute provides placement support to its graduates. A student can receive placement counseling concerning job skills, interviewing techniques, resume writing, etc. from a Lead Educator or the Institute Director. Job opportunities are posted on the Aveda PurePro website and are also available upon request from an institute administrator and can be periodically sent to students’ email. Career fairs are held yearly to provide students and salon owners an opportunity to interact and share information regarding their professional needs and desires. Douglas J Aveda Institute cannot guarantee employment for graduates.
CATALOG INSERTS

Catalog inserts are being provided as part of this catalog and are considered to be part of this section. They can also be accessed online at www.douglasj.edu.

Faculty and Staff Directory (Insert A)
A listing of corporate and institute faculty and staff

Statistical Data (Insert B)
A listing of graduation, placement and licensure rates based on the accrediting agency’s standards

Tuition and Start Dates (Insert C)
A listing of the tuition and starts for the current year

Institute Calendar (Insert D)
A listing of the holidays and other days the institute is closed
CERTIFICATION

Modifications of Operation
Douglas J Aveda Institute reserves the right to make modifications in the specific content of any course (meeting state requirements), make substitutions in books and supplies, make personnel changes as the institute deems necessary, and cancel classes based on inadequate enrollment.

The information in this catalog was accurate at the time of this printing. The information contained in this catalog is subject to change at any time. The catalog cannot be considered as an agreement contract between individual students and Douglas J Aveda Institute or its Administrators.

Certification
This is to certify that this catalog is true and correct in policy and content. The information in this catalog was accurate at the time of this printing. The information contained in this catalog is subject to change at any time. The catalog cannot be considered as an agreement or contract between individual students and Douglas J Aveda Institute or its Administrators.

Scott A. Weaver
President

January 1, 2018