



2023 CATALOG ADDENDUM

The catalog is published once each year. Any changes will be provided through an addendum to the catalog.

September 8, 2023 Addition to Tuition and Fees Section

| | |
|---------------------------------------|---|
| Unofficial Transcripts | Free |
| Official Transcripts | |
| Michigan | \$20.00 |
| Tennessee | \$20.00 |
| Illinois | \$ 2.00 |
| Copy of Diploma..... | \$25.00 |
| Re-Enrollment Fee | \$100.00 |
| State Board Kit (if applicable) | Between \$50.00 and \$100.00 |
| State Licensure Exam | Varies by State and is Subject to Change* |
| State License | Varies by State and is Subject to Change* |

**Please refer to the Enrollment Agreement, most recent licensure exam packet, and State website.*

August 29, 2023 Update of Leave of Absence Policy

The Leave of Absence Policy now includes a leave for military reasons as follows:

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. For these situations, there are three types of leaves of absence:

1. **Academic related.** This leave of absence may be requested when a change in schedule will result in the student being absent more than 9 consecutive school days.
2. **Medical, serious hardship and/or emergencies.** A student may request a leave of absence for a period not less than 10 or more than 180 days due to medical reasons, serious

hardships, or emergencies. International students (M-1 Visa holders) at Douglas J Aveda Institute - Chicago locations are only eligible for medical related leaves of absence.

3. **Military.** A student may request a leave of absence for military reasons of a minimum of 3 consecutive calendar days.

August 29, 2023 Title IX Coordinator Contact Information

The contact information for the Title IX coordinator as identified in the Title IX Sexual Misconduct Grievances Policy (pages 108-111) has been updated to include the coordinator’s name, title and address.

LaJanis Allen
Director of Compliance and Student Services

Douglas J Aveda Institute
331 East Grand River Ave., Suite 255
East Lansing, MI 48823

TitleIX@douglasj.com

517-853-3910

August 1, 2023 Update to Placement Assistance After Graduation Information

PLACEMENT ASSISTANCE AFTER GRADUATION

Douglas J Aveda Institute provides placement support to its graduates. Douglas J Aveda Institute cannot guarantee employment for 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 within the institute. They are also available upon request from the Student Services Coordinator and may 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.

July 18, 2023..... Change in Start Dates for Douglas J Aveda Institute – Chicago

The following start dates have been changed for the evening Esthiology program:

| Old Date | New Start Date | New Graduation Date |
|------------------|-----------------------|----------------------------|
| July 17, 2023 | August 28, 2023 | March 29, 2024 |
| October 30, 2023 | December 11, 2023 | July 12, 2024 |

July 1, 2023..... Update to FERPA Policy

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; request correction of information in their education record which they believe to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA; and 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 records the student wishes to inspect. The Student Services Coordinator will

- make arrangements for the student to inspect and review the education records within 45 days after the day the request is received, and
- notify the student of the time and place where the records may be inspected.

Institute staff will be present while the student reviews the 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 records which the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA,
- the specific amendment requested to be made to those records, 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 request to amend the records is denied, the student will also be advised of the right to a hearing and the procedures.

Directory Information

FERPA (20 U.S.C. 1232g(a)(5)(A)) authorizes disclosure, without the student’s consent, of certain personally identifiable information called “Directory Information”, which includes the student’s name, address, telephone number, email, date and place of birth, program, honors and awards, and dates of attendance. Douglas J Aveda Institute will only release the student’s name, program of study, dates and hours of attendance, and diplomas and awards as “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.

Disclosures Not Requiring Consent

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.

Complaints

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

July 1, 2023..... Change in Admissions Requirements

Students signing an enrollment agreement on or after July 1, 2023 do not have to provide a letter of intent or letter of recommendation. They are no longer an admissions requirement.

July 1, 2023.....Change in Satisfactory Academic Progress (SAP) Attendance Percentage

The attendance percentage needed in order to graduate has been changed from 93% to 88%. The following areas of the catalog are hereby amended:

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 88% at each evaluation point.

Maximum Time Frame

A student must complete his or her program within 112% 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 that 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 1680 hours (1500 x 112%) or 48 weeks for day students based on the 88% attendance requirement. This means a student cannot be scheduled for more than 1680 clock hours of coursework over 48 weeks in which to earn the 1500 clock hours needed to complete the program.

| Maximum Time Frame | | | | | |
|--------------------------------------|------------|----------------------|-----------------------------|-----------------------------------|---------------------------------------|
| Program | Location | Hours in the Program | Maximum Time Frame in Hours | Maximum Time Frame in Weeks (Day) | Maximum Time Frame in Weeks (Evening) |
| Cosmetology | IL, MI, TN | 1500 | 1680 | 48 | 68 |
| Cosmetology (10% Distance Education) | IL | 1500 | 1680 | 48 | 68 |
| Esthiology | IL, TN | 750 | 840 | 24 | 34 |
| Esthiology (10% Distance Education) | IL | 750 | 840 | 24 | 34 |
| Esthiology | MI | 600 | 672 | 20 | 27 |
| Massage Therapy | MI | 625 | 700 | 20 | 28 |

| Maximum Time Frame | | | | | |
|-------------------------------|----------|----------------------|-----------------------------|-----------------------------------|---------------------------------------|
| Program | Location | Hours in the Program | Maximum Time Frame in Hours | Maximum Time Frame in Weeks (Day) | Maximum Time Frame in Weeks (Evening) |
| Barber | MI | 1800 | 2016 | 58 | 81 |
| Master Barber | TN | 1500 | 1680 | 48 | 68 |
| Limited Instructor | MI | 500 | 560 | 16 | |
| Cosmetology Educator | IL | 500 | 560 | 16 | |
| Cosmetology Educator | IL | 1000 | 1120 | 32 | |
| Limited Instructor | TN | 300 | 336 | 10 | |
| Limited Specialist Instructor | MI | 300 | 336 | 10 | |
| Esthiology Educator | IL | 500 | 560 | 16 | |
| Esthiology Educator | IL | 750 | 840 | 24 | |

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 112%, 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 for the student is 1120 clock hours (1000 x 1.12), expressed as 32 weeks (1120 total scheduled hours / 35 hours per week = 32 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 reaches or exceeds 112% of the normal program length will be withdrawn. Students may apply for reenrollment after 180 days under the Re-Enrollment Policy.

May 24, 2023Correction to Hours Layout in Barber Program Curriculum at East Lansing Institute

The following correction is being made to the number of clock hours in each phase:

Barber Advanced Phases A, B, and C | 39 weeks | 1,345 hours (77 hours classroom study | 1,268 hours practical training)

The Advanced Phase A and B units are each 455 hours. The Advanced Phase C unit is 435 hours.

The following paragraph is being removed:

If perfect attendance is achieved, a learner will have completed all necessary classroom and practical training to fulfill curriculum requirements. The learner will complete their final Advanced Phase by omission of the final 20 hours servicing guests on the clinic floor.

May 15, 2023 Discontinuance of Programs

The following programs are not being offered at Douglas J Aveda Institute – Chicago:

Cosmetology Program (10% Distance Education)

Esthiology Program (10% Distance Education)