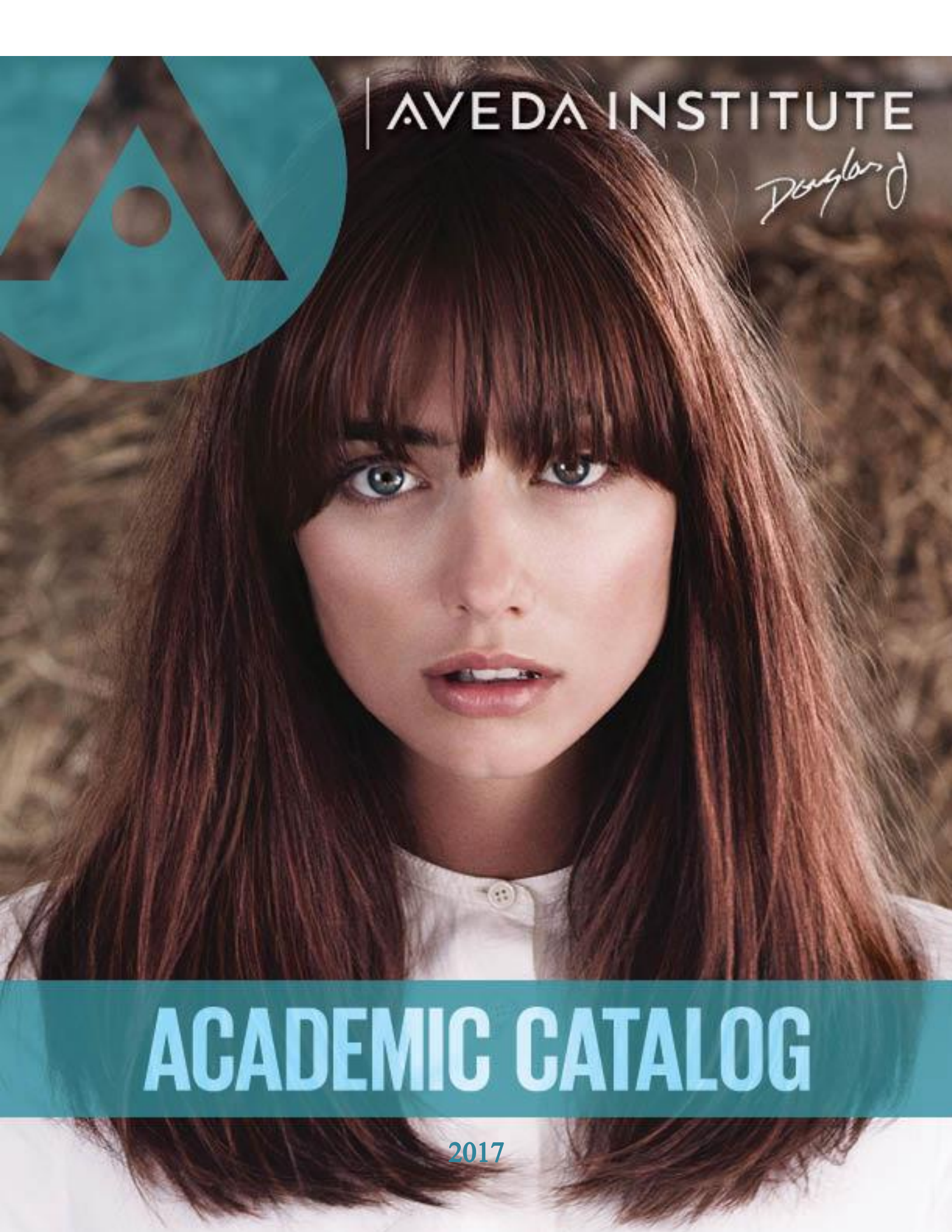




| AVEDA INSTITUTE

*Douglas J*



**ACADEMIC CATALOG**

2017

## Locations



- 1 DOUGLAS J AVEDA INSTITUTE**  
331 E GRAND RIVER AVE | EAST LANSING, MI 48823 | 517-381-6470
- 2 DOUGLAS J AVEDA INSTITUTE**  
333 MAYNARD ST | SUITES 99, 101, 201 and 301 | ANN ARBOR, MI 48104 | 734-214-3223
- 3 DOUGLAS J AVEDA INSTITUTE**  
138 COMMERCE AVE SW | GRAND RAPIDS, MI 49503 | 616-808-3085
- 4 DOUGLAS J AVEDA INSTITUTE**  
409 S CENTER ST | ROYAL OAK, MI 48067 | 248-336-5507
- 5 DOUGLAS J AVEDA INSTITUTE**  
2828 N CLARK ST | CHICAGO, IL 60657 | 773-868-5181
- 6 DOUGLAS J AVEDA INSTITUTE**  
516 S GAY ST | KNOXVILLE, TN 37902 | 865-824-2972

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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.



## General Information

### Mission Statement

The 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.

# Licensure and Accreditation

## State Licensure

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

### State of Michigan

[Michigan Department of Licensing and Regulatory Affairs](#)

Bureau of Professional Licensing  
Board of Cosmetology  
P. O. Box 30670  
Lansing, MI 48909  
(517) 373-9196

[Michigan Department of Licensing and Regulatory Affairs](#)

Corporations, Securities and Commercial  
Licensing Bureau  
Massage Therapy Program  
P. O. Box 30018  
Lansing, MI 48909  
(517) 241-9221

### State of Illinois

[Illinois Department of Financial and Professional Regulation](#)

Division of Professional Regulation  
100 West Randolph Street, Suite 9-300  
Chicago, IL 60601  
(312) 814-6910

### State of Tennessee

[Tennessee Higher Education Commission](#)

Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243 -0830  
(615) 741-5293

[Tennessee Department of Commerce & Insurance](#)

Cosmetology and Barber Examiners  
500 James Robertson Parkway  
Nashville, TN 37243-0565  
(615) 741-2515

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**

**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 and Overview

## Cosmetology Program Overview

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	State Licensing Inspector or Examiner
Hair Color Technician	Salon Owner
Salon Trainer	Cosmetic Buyer
State Board Member	Cosmetology Writer
Researcher	Texture Specialist
Distributor Sales Consultant	Salon Manager
Educator (with completion of the Educator course)	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 area of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin, make-up, and nail care,
- Develop consolation skills to make the proper recommendations for the guests' needs.

### Method of Instruction

The cosmetology curriculum is taught from the Milady Standard Cosmetology textbook as well as the Aveda technical curriculum. The Douglas J Aveda Institutes pride themselves 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.

## **Schedule**

Day	8:45 am – 4:30pm	Tuesday – Saturday
Evening	4:45 pm – 10:00 pm	Monday – Friday

## **Units of Instruction**

Introduction, Alpha, Beta, Gamma, and Salon Life

## **Grading Scale**

80%-100% Satisfactory

0%-79% Not Satisfactory

## **Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

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

## **Michigan Curriculum Requirements**

The 1500 clock-hours are broken down below:

- 130 hours of theory and practical application in sanitation and patron protection, to include: laws and rules, personal hygiene, salon management, mechanical and electrical equipment safety.

- 115 hours of theory and practical application in facials, to include: skin analysis and care, manipulation, massage, electricity, removal of hair, makeup, and eyebrow arching.
- 525 hours of theory and practical application in hairdressing, to include: arranging, cutting, dressing, curling, pressing, artificial hair, finger waving, and natural hair cultivation.
- 25 hours of theory and practical application in scalp and hair treatments.
- 210 hours of theory and practical application in hair coloring, to include: temporary, semi-permanent, bleaching and dimensional, permanent, and color mixing.
- 220 hours of theory and practical application in chemical hair restructuring, to include: permanent waving, straightening, and relaxing.
- 30 hours of theory and practical application in applied chemical, occupational safety and health administration as related to skin, hair, nails, and scalp.
- 45 hours of theory in applied anatomy, physiology and histology of the human head, hands, nails, skin, and hair.
- 70 hours of theory and practical application in manicuring and pedicuring.
- 20 hours of theory and practical application in artificial nails.
- 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:

- 300 hours General – includes sterilization, sanitation, and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, and state law.
- 600 hours Chemical – permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure, and chemistry.
- 600 hours Physical – shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures.

## **Esthiology Program Overview**

### **(Esthetician-MI, Esthetician-IL, Aesthetician-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	Esthiology Educator (with completion of the Educator course)
Salon Owner/Manager	Manufacturer Educator (with completion of the Educator course)
Make-Up Artist	Distributor Sales
Consultant	Cosmetic Buyer
Platform Artist	
Spa Professional in the Medical Field	

### **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 area of skin care, make-up artistry, facial waxing, and body waxing.
- Develop consolation skills to make the proper recommendations for the guests' needs.

### **Method of Instruction**

The esthiology curriculum is taught from the Milady Standard Esthetician textbook as well as the Aveda technical and theoretical curriculum. The Douglas J Aveda Institutes pride themselves 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.

### **Schedule**

Day	8:45 am – 4:30pm	Tuesday – Saturday
Evening	4:45 pm – 10:00 pm	Monday – Friday

### **Units of Instruction**

Introduction and Gamma

### **Grading Scale**

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

## **Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

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

## **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 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 and practical in application 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.

## **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 of hair.
- 250 hours of theory and practical application in unassigned hours.

### **Tennessee Curriculum Requirements**

The 750 clock-hours are broken down below:

- 150 hours General – includes sterilization, sanitation, and bacteriology, anatomy and physiology, professional ethics, personality and salesmanship, and state law.
- 150 hours Chemical – skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements.

450 hours Physical – 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.

## Limited Instructor Program Overview

\*Not currently available at the Chicago campus

The Limited Instructor Program is a comprehensive cosmetology 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

Cosmetology Educator

School Director/Owner

Supervisor or Dean

Consultant/Trainer

Education Representative for a Manufacturer

### 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 area of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin, make-up, and nail care,
- 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 Milady Master Educator textbook as well as the Aveda Educator in Training theoretical training curriculum, and Aveda's technical training curriculum. The Douglas J Aveda Institutes pride themselves 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.

**Schedule**

Monday – Saturday 35 hours per week

**Units of Instruction**

Introduction and Gamma

**Grading Scale**

80%-100% Satisfactory

0%-79% Not Satisfactory

**Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

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

**Michigan Curriculum Requirements**

The 500 clock-hours 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.

## Limited Specialist Instructor Program Overview

### Limited Specialist Instructor-MI, Limited Instructor-TN

**Not available at the Chicago campus**

The Limited Specialist Instructor Program is a comprehensive esthiology 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 esthiology school industry.

#### Career Opportunities

Esthiology Educator

Make-Up Artist

Manufacturer Educator

Esthetician

Salon Manager/Owner

#### 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 area of skin care, make-up artistry, facial waxing, and body waxing.
- 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 Milady Master Educator textbook as well as the Aveda Educator in Training theoretical training curriculum, and Aveda's technical training curriculum. The Douglas J Aveda Institutes pride themselves 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.

### **Schedule**

Monday – Saturday 35 hours per week

### **Units of Instruction**

Introduction and Gamma

### **Grading Scale**

80%-100% Satisfactory

0%-79% Not Satisfactory

### **Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

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

### **Michigan Curriculum Requirements**

The 300 clock-hours are broken down below:

- 25 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.
- 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.

### **Tennessee Curriculum Requirements**

The 300 clock-hours are broken down below:

- 100 hours in lesson planning and motivation - lesson planning, teaching methods, visual aids, assessment of learning performance, student motivation and clinic climate.
- 200 hours in record keeping, classroom/clinic management, review and practice of the curriculum.

## **Massage Therapy Program Overview**

\*Only available at the Ann Arbor Location

The Massage Therapy program is a 600 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. The Massage Therapy program offers 600 hours of education instead of 500 hours required by the state. This allows Douglas J Aveda Institute to expand the curriculum to incorporate more hands-on practice. 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 area of massage, aromaology, spa treatments, and body movement.
- Develop consolation 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. The Douglas J Aveda Institutes pride themselves 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.

## **Schedule**

Monday – Saturday 35 hours per week

## **Units of Instruction**

Introduction and Gamma

## **Grading Scale**

80%-100% Satisfactory

0%-79% Not Satisfactory

## **Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work.

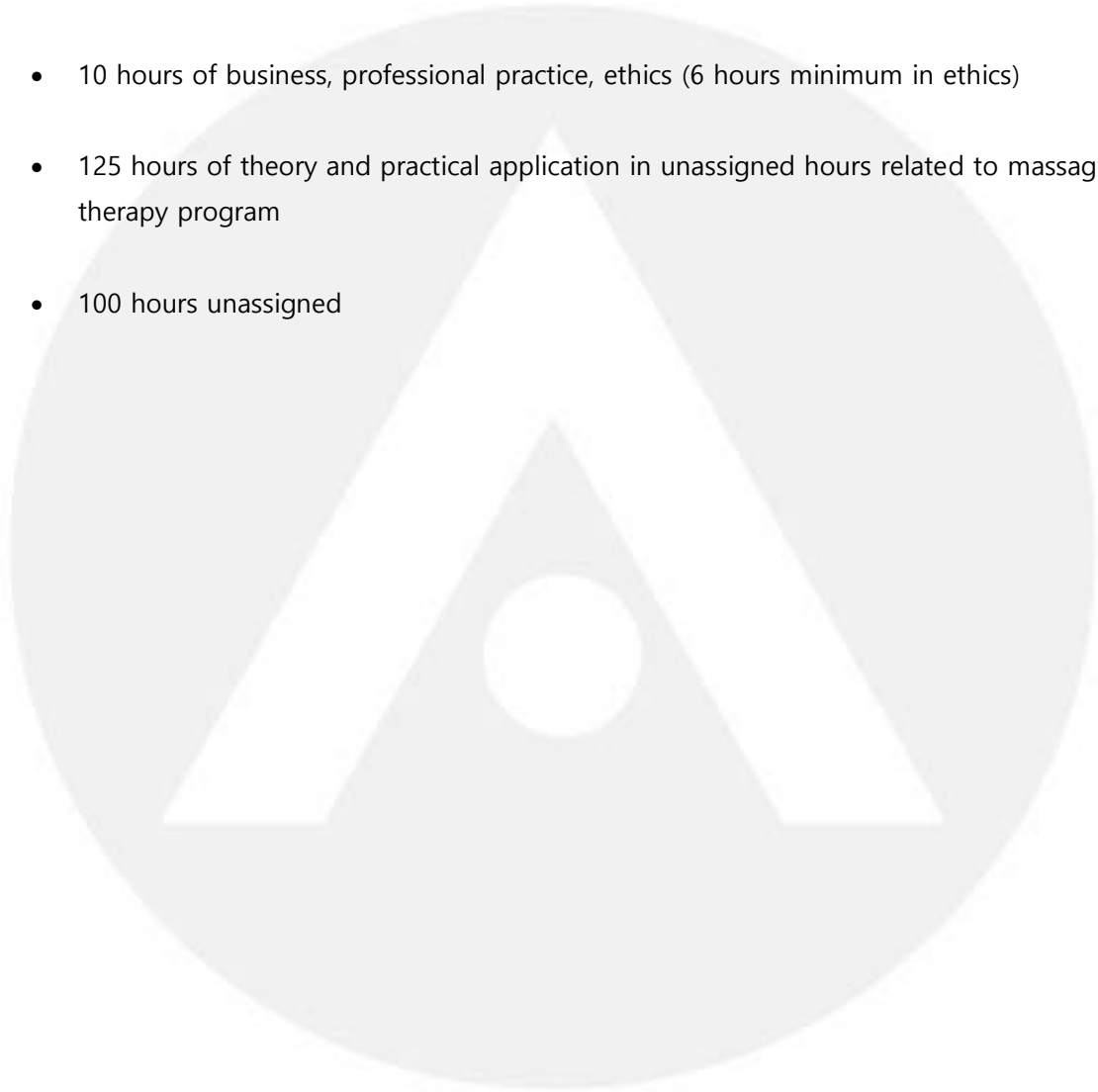
- Practical Assessments
- Knowledge Assessment
- Final Written Examinations
- Program Written Examination
- 80% Cumulative Grade at time of official Evaluation Period

\*Achieving an 80% average on the above stated items will ensure an 80% cumulative grade.

## Curriculum Requirements

The State of MI 600 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 of theory and practical application in unassigned hours related to massage therapy program
- 100 hours unassigned



## 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, the Douglas J Aveda Institutes reserve 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 a valid High School Diploma, High School Transcript, or GED. Must include the date and year of graduation
- 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

## Ability-to-Benefit

Douglas J Aveda Institute does not accept Ability-to-Benefit 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.

## Important to Note:

Applicants who are enrolled in elementary or secondary school are not eligible for admission to the Douglas J Aveda Institutes. Applicants whose high school diploma was issued by an institution which appears on the Unapproved High Schools List may be admitted to the Douglas J Aveda Institutes by providing a copy of their GED Certificate.

Applicants who completed their secondary (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 US 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. Your 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 GED test in lieu of the official evaluation of US High School equivalence.

## Transfer Students

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 signed official educational transcripts to Douglas J Aveda Institute. Their application 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; fewer or even 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.

## Campus Transfers

Douglas J Aveda Institute will permit Douglas J Aveda Institute students to apply to transfer to 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.

### **Transferability of Credit to Another Institution**

Douglas J Aveda Institute does not prepare students for further college study. 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 seeking re-enrollment to the Douglas J Aveda Institute must be in good financial standing, i.e., meeting his/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. Please see the "Re-Enrollment" section on page 62 for additional 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 school administered programs. The school 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:

- Gina Polce, Director of Human Resources
- Institute Director at Douglas J Aveda Institute



## Financing

### Institutional Charges

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

### Payment Options

A student accepted to the Douglas J Aveda Institute must tell the school how it intends to pay charges. Typically, students pay using cash, check, credit card, money order, financial aid, or private loan. The school has outlined the following four payment options:

#### Option 1 – Prior 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 at 331 East Grand River Ave., East Lansing, MI 48823, Attn: Student Accounts.

#### Option 2 – Monthly Installment 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.

#### Option 3 – 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.

#### Option 4 – Special Arrangement

The school and the student may enter into a payment plan not outlined above, but mutually agreeable. If such an arrangement is made, the terms of the plan will be added as an addendum to the enrollment agreement.

### Monthly Statements

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

## Late and Non-Payment Policy

Payments are due according to the student's payment schedule. A student who has not made their monthly payments will be charged a late fee for that month according to the terms of the TFC contract and conditions, and warned about possible program interruption due to non-payment of tuition.

If the account becomes outstanding for more than three months, the student will be referred to the Institute Director for possible dismissal.

## Collection of Past Due Tuition

A student seeking re-enrollment to the Douglas J Aveda Institute must have their financial obligations from their previous enrollment resolved before enrollment. If the withdrawn student was turned over to collections for non-payment of the previous amount due, the student will need to contact the Finance Department to make payment arrangements before he/she can be considered for re-enrollment.

## 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 the 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.

## Student Kit

The student kit must be purchased from the institute (See the Tuition and Fees insert included with this catalog for prices). A kit list will be provided when signing an enrollment agreement upon request. 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.

## Tuition Waiver-Second Program

Douglas J Aveda Institute offers a \$500 waiver on tuition if you enroll in a second program no more than six months from your first graduation date. This does not apply to the Educator Program.

# Financial Aid

## Federal Financial Aid Participation

The 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](http://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/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/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 on the basis of a mathematical formula called need analysis, which measures each family's ability to pay educational expenses. The formula takes into account 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 need analysis formulas.

The COA budget is determined by Douglas J Aveda Institute and includes direct costs (tuition, fees and kit) and indirect costs (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 school 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**

As a recipient of federal financial aid, a student has certain rights and responsibilities. Knowing these rights and responsibilities allows the student to make better decisions about educational goals and how to achieve them. These rights and responsibilities are outlined in both the Entrance Counseling and Exit Counseling Guides published by the U.S. Department of Education. A copy of the Entrance Counseling Guide for Direct Loan Borrowers is available at <https://studentaid.ed.gov/sa/es/sites/default/files/loan-entrance-counseling.pdf>. A copy of the Exit Counseling Guide for Federal Student Loan Borrowers is available at <https://studentaid.ed.gov/sa/es/sites/default/files/loan-exit-counseling.pdf>

## **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 the Institute to identify likely data errors.

In general, an applicant whose FAFSA is selected for verification will need to provide additional documentation to the 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 the 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 is aware there may be need to contact outside sources in order 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 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 the Institute. A student who fails to complete verification as required may lose all or a portion of his/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/her financial aid awards within one week of completing verification.

The 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 Institute takes very seriously the proper stewardship of federal funds and will cooperate with government agencies in prosecuting a student found to have falsified application data. If the Institute becomes aware that a student has received more financial aid than he/she is eligible for, the Institute will make every effort to collect the overpayment from the student. If the student fails to return the overpayment funds to the school, the Institute will refer the case 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](http://www.fafsa.gov).

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

Federal Stafford loans are borrowed and therefore must be returned to the lender, the U.S. Department of Education. Stafford loans are borrowed by the student and are not credit based loans. The major difference between a Subsidized and an Unsubsidized Stafford loan is that the federal government pays the interest on a Subsidized Stafford 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 Stafford loan. A student must have financial need to qualify for a Subsidized Stafford loan, while most students can qualify for an Unsubsidized Stafford loan regardless of income.

The U.S. Department of Education charges a fee to make a Stafford loan, meaning the student will receive less than the amount borrowed to pay educational costs. Both subsidized and unsubsidized Stafford 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>.



To apply for a Subsidized or Unsubsidized Stafford 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>.

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>.

The annual maximum loan amounts for grade level one are: \$5,500 for dependent students and \$9,500 for independent students. The annual maximum loan amounts for grade level two are: \$6,500 for dependent students and \$10,500 for independent students. These are the combined Subsidized and Unsubsidized Stafford 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 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 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 Admissions or 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/adoptive parents of eligible dependent students, or 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 USDOE publication 'Direct Loan Basics for Parents' available from the Admissions or Financial Aid office 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/she may borrow a PLUS regardless of income.

As required by federal regulation, Douglas J Aveda Institute will notify the National Student Loan Data System of the parent's contract for a federal PLUS loan whereby such information may be accessed by authorized agencies, lenders and institutions.

## **Other Sources of Financial Assistance**

Douglas J occasionally holds scholarship events for prospective students. A scholarship winner is responsible for paying all charges incurred during his/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.

## **Title IV Financial Aid Academic Year Definition**

The Douglas J Aveda Institute defines its academic year as 900 clock hours and 26 weeks. An entering student, regardless of his/her previous level of education, is awarded financial aid at grade level 1 until he/she has completed 900 clock hours. Students who have completed 901 or more clock hours are awarded at grade level 2 loan limits.

## **Disbursement of Title IV 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

### **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 school for each academic year. A credit balance check payable to the student is written and mailed within a timely manner to the campus then hand delivered to the student. PLUS 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 their campus' Admissions or Financial Aid Department.

# Institute Cancellation and Refund Policies

The 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 school decision, course or program cancellation, or school closure.

## Cancellation and Refund Policies

### Cancellation Policy

- a. An applicant not accepted by Douglas J Aveda Institute is entitled to a refund of all money paid, including the \$100 application fee.
- b. A student (or his/her legal guardian) may cancel enrollment within five business days of signing the Enrollment Agreement whether or not the student has begun class. The student is entitled to a refund of all money paid including the \$100 application fee.
- c. A student (or his/her legal guardian) may cancel enrollment after the fifth day of signing the Enrollment Agreement, but before beginning class. The student is entitled to a refund of all money paid except the non-refundable \$100 application fee.
- d. When notice of cancellation is given after the fifth day following enrollment but after the completion of the student's first day of class attendance, the school may retain the application fee, not to exceed \$100, and the cost of any books or materials that have been provided by the school and retained by the student.
- e. The school will refund all money paid, including the application fee, if a program is canceled prior to the student's enrollment.
- f. If a program is discontinued after the student has started class, Douglas J Aveda Institute will provide a pro rata refund of tuition for all students transferring to another school based on the hours the receiving school accepts or participate in a teach-out agreement or provide a full refund of all monies paid.
- g. If the school closes, Douglas J Aveda Institute will provide a pro rata refund of tuition to all students enrolled at the time of closure or will participate in a teach-out arrangement allowing students to complete their program at another school.
- h. All refunds will be paid within 45 calendar days of the cancellation date.
- i. A student should notify the school of his/her desire to cancel enrollment and complete the official cancellation process to ensure any refund due is processed in a timely manner.
- j. The cancellation date for an official cancellation is the postmark on written notification received via the U.S. Postal Service; the date written notification is delivered to the school in person; or the date notification is received at the school via electronic communication.

The institute will process verbal cancellation requests, but encourages students to provide formal written notification. All cancellation notifications should be addressed to the Admissions Coordinator or the Institute Director.

### Refund Policy

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

- a. A student should notify the school of his/her desire to withdraw and complete the official withdrawal process to ensure any refund due is processed in a timely manner.
- b. The institute refund is calculated based on the student's last date of attendance.
- c. All refunds will be paid within 45 calendar days of the date of determination that the student has withdrawn. The date of determination a student is withdrawn depends upon whether or not the student officially withdraws from school.
- d. The date of determination for an official withdrawal is the postmark on written notification received via the U.S. Postal Service; the date written notification is delivered to the school in person; or the date notification is received at the school via electronic communication. The institute will process verbal withdrawal requests, but encourages students to provide formal written notification. To officially withdraw, the student must notify the Institute Director, complete a withdrawal form or otherwise provide written notification.
- e. The date of determination for a student who does not officially withdraw is the date the school determines the student is no longer enrolled. Unofficial withdrawals are identified by monitoring daily attendance. Any student who is absent for nine (9) consecutive class days will be withdrawn.
- f. The date of determination is the date a student fails to return from a leave of absence as scheduled or the date the student notifies the institute that he/she will not be returning after the leave, whichever is earlier.
- g. The date of determination for a student who is administratively withdrawn from the institute is the date the school dismisses the student.
- h. 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.
- i. For sample refund calculations, contact the Financial Aid Department.
- j. The application fee is non-refundable beyond the cancellation periods identified above.
- k. Kit, additional equipment, and supply charges are nonrefundable if issued to the student, unless one of the cancellation policies applies.
- l. For a student who begins classes, the following schedule of tuition adjustment (Minimum Tuition Adjustment Schedule) will apply based on campus location.

### Michigan & Tennessee Minimum Tuition Adjustment Schedule

The following Minimum Tuition Adjustment Schedule is based on the billing period for the lesser of the program length, the academic year (900 clock hours), or the remaining portion of a program longer than 900 clock hours. To calculate the percent of scheduled hours offered 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.

<b>Percentage of Scheduled Hours in the Billing Period</b>	<b>Percent of Tuition Owed to Institute</b>	<b>Percent of Tuition Refund to Student</b>
00.01% - 04.99%	20%	80%
05.00% - 09.99%	30%	70%
10.00% - 14.99%	40%	60%
15.00% - 24.99%	45%	55%
25.00% - 49.99%	70%	30%
50.00% and over	100%	0%

### Illinois Minimum Tuition Adjustment Schedule

The following Minimum Tuition Adjustment Schedule is based on the entire length of the program, regardless of billing periods. To calculate the percent of actual hours attended in the entire program, divide the number of clock hours attended through the last date of attendance by the number of hours scheduled in the entire program.

<b>Percentage of Actual Hours Attended in Program</b>	<b>Percent of Tuition Owed to Institute</b>	<b>Percent of Tuition Refund to Student</b>
1 <sup>st</sup> Day of Class	10%, not to exceed \$300	
After 1 <sup>st</sup> day of class - 04.99%	10%	90%
05.00% - 09.99%	30%	70%
10.00% - 14.99%	40%	60%
15.00% - 24.99%	45%	55%
25.00% - 49.99%	70%	30%
50.00% and over	100%	0%

The cancellation and refund policies outlined above 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 the 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 (Federal Pell Grant, Stafford 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/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/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 school 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/she completes the payment period. If a Title IV recipient withdraws from school 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 Institute 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 school, 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 school becomes aware the student is no longer enrolled, i.e., the date of determination. The institute will notify the student if he/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: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, then 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 school 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 school 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 school to keep the funds to reduce any debt owed the school.

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 school 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 school is required to return. The institute will send an invoice to withdrawn students if a balance is owed the school.

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.



## Withdrawn Accounts

When a student fails to complete his/her program for any reason, the school 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.

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.

All payments are due as scheduled and must be sent to Attn: Student Accounts, 331 East Grand River Ave, Suite 225, East Lansing, MI 48823. Statements may be provided to the former student for added convenience, but are not guaranteed. On-time payment in accordance with the payment arrangement is expected whether or not statements are sent/received.

If payment is outstanding for more than 10 days, the student will be charged a \$25 late fee. If payment is in arrears for more than two months, the account may be turned over to collections 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 to Douglas J Aveda Institute.

Transcripts will be held until all financial obligations are complete.

# Standards of Student Conduct Policy

Part of the education earned at a 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/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 Service**

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 school buildings. 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/bags. Special accommodations may, at the educator's discretion be made when a student graduates or receives a floral delivery. If a student receives a special delivery, it may be displayed on the day of delivery, but 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, makeup applied, and nails well-kept in a professional manner before class starting time.

- The use of hair, makeup, or skin care products that are non-Aveda are prohibited within the institute.
- Visible piercings/tattoos must appear professional in nature.

## Professional Tools Code of Conduct

### **Kits**

Each student must have a complete kit every day, and all supplies needed to complete assignments and/or services.

### **Tools**

In the event that a student needs to purchase replacement tools for his/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.

### **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/she must immediately report it to the Institute Director or a member of the Education Team.

# Disciplinary Action Guidelines

## Major Standards

Major standards to be followed include the Professional Ethics Code, Professional Image Code, Professional Tools Code, Time Clock Policy, and Attendance Policy. Violation of these standards will result in professional behavior counseling by a member of the institute staff. If necessary, written documentation of the counseling will be placed in the student's file. Excessive behavioral counseling may result in the student being administratively withdrawn. More than three (3) written offenses for student conduct violations or more than three (3) written offenses for attendance policy violations may result in the student being administratively withdrawn.

## Zero Tolerance

Violation of zero tolerance policies or standards results in immediate withdrawal with no right to appeal or enter into another program. These include, but are not limited to: the no tipping policy, drug possession on campus, falsifying documents, deceptive behavior, stealing, committing fraud, abusing (verbal or otherwise) and/or causing physical harm to others, defacing or destroying property, and violating local, state, or federal laws.

## Cause for Termination

A student may be dismissed from school for not making satisfactory academic progress, poor attendance, non-payment of charges, acts of dishonesty, violation of student conduct policies, and not meeting the conditions of the enrollment agreement.

## Appeals

Students who have faced extraordinary circumstances may appeal their institute-initiated withdrawal. Students wishing to appeal should submit a detailed explanation of their circumstances which lead to their withdrawal. Documentation is strongly encouraged. Letters must be received by the Institute Director no later than seven days after the date of the student's withdrawal.

## Family Education and Rights to Privacy Policy

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 non-disclosure 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 his/her Education Records**

The student should submit to the Student Services Coordinator of his/her Institute 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.
- The Institute Director will inform the student of the final determination via a letter.

If the student still believes that the specific record is inaccurate or misleading, he/she may request that a complete copy of their above request and evidence be placed in their file setting forth his/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/her directory information not be disclosed via the Douglas J Aveda Institutes FERPA Release Form.

## Other Disclosures

The 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 the 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, the 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.



## Satisfactory Academic Progress Policy

Satisfactory academic progress (SAP) is the minimum academic standards a student must maintain throughout his/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.

### 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/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 below. 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.

Program	Campuses in these States	Hours in the Program	1 <sup>st</sup> Evaluation Hours	2 <sup>nd</sup> Evaluation Hours	3 <sup>rd</sup> Evaluation Hours
Cosmetology	IL, MI, TN	1500	450	900	1200
Esthiology	IL, TN	750	375		
Esthiology	MI	600	300		
Massage Therapy	MI	600	300		
Limited Instructor	MI	500	250		
Cosmetology Educator	IL	500	250		
Cosmetology Educator	IL	1000	500		
Limited Instructor	TN	300	150		
Limited Specialist Instructor	MI	300	150		
Esthiology Educator	IL	500	250		
Esthiology Educator	IL	750	375		

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, final practical examinations, written knowledge assessments, midterm and final written examinations, as well as 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.

## Maximum Time Frame

A student must complete his/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 X 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.

<b>Program</b>	<b>Campuses in these States</b>	<b>Hours in the Program</b>	<b>Maximum Time Frame in Hours</b>	<b>Maximum Time Frame in Weeks (Days)</b>	<b>Maximum Time Frame in Weeks (Evenings)</b>
Cosmetology	IL, MI, TN	1500	1800	52	72
Esthiology	IL	750	900	26	40
Esthiology	MI	600	720	21	29
Esthiology	TN	750	900	26	36
Massage Therapy	MI	600	720	21	29
Limited Instructor	MI	500	600	18	NA
Cosmetology Educator	IL	500	600	18	NA
Cosmetology Educator	IL	1000	1200	35	NA
Limited Instructor	TN	300	360	11	NA
Limited Specialist Instructor	MI, TN	300	360	11	NA
Esthiology Educator	IL	500	600	18	NA
Esthiology Educator	IL	750	900	26	NA

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/she only needs to complete 1000 clock hours to finish the program. The Maximum Time Frame is 1200 clock hours ( $1000 \times 120\%$ ), expressed as 35 weeks ( $1200 \text{ total scheduled hours} / 35 \text{ hours per week} = 35 \text{ weeks}$ ).

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 is administratively withdrawn and cannot re-enroll 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/her Warning status if he/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 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/her federal student aid reinstated. Alternatively, the student may make other payment arrangements, if permitted to remain in school. A student dismissed for failing to meet academic requirements at the end of the Warning period may appeal for re-instatement. For more information on filing an appeal refer to the "Appeal Procedures" section of this policy.

## 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 or is dismissed from the institute, he/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 school describing why he/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/her federal student aid will be reinstated and/or the student allowed to re-enroll, if applicable.

## **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/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/her academic plan in order to continue receiving federal student aid and/or remain in school.

## **Repeat Coursework**

A student must repeat all coursework (practical assessments, final practical examinations, knowledge assessments, midterm and final written examinations) if the earned grade is less than 80%. Students will be credited no higher than an 80% score on all successful completion of repeat coursework.

## **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 two weeks 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 or remedial coursework is not provided. Non-credit and remedial coursework has no effect on the institute's satisfactory academic progress standards.

## **Withdrawals and Leave of Absences**

A student must complete program units in sequential order. 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.

## **Changing Programs/Additional Credentials**

In general, 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.

## **Federal Student Aid Ramifications**

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: first, aid will be reinstated when the student meets satisfactory academic progress requirements, and second, 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.

## 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 policies and reserves the right to make changes throughout the student's enrollment to eliminate any abuses.**

### Class Schedules for Programs

Cosmetology MI, IL, TN; Esthetician MI, IL; Aesthetician TN

#### Michigan and Illinois

Day Students (AM):	Tuesday – Saturday 8:45 a.m. – 4:30 p.m.
Evening Students (PM):	Monday – Friday 4:45 – 10:00 p.m.

#### Tennessee

Tuesday and Thursday:	12:15 to 8 p.m.
Wednesday, Friday and Saturday:	8:45 a.m. to 4:30 p.m.

Cosmetology Instructor MI; Limited Specialist Instructor MI; Cosmetology Teacher IL; Esthetics Teacher IL; Instructor TN

Monday – Saturday      Thirty-five (35) hours per week

\*Alternate schedules may be approved by the Institute Director or designate.

### Attendance Requirements

For each program, a pre-determined bank of days 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 days is customized for each program in relation to the course length. (See the charts at the end of the Attendance Policy section of the catalog.) The bank must last a student through his/her entire course of study and is divided by the number of evaluation periods to get a per evaluation period number of absences allowed. Absences in excess of the bank of days and/or the allotted premium days may result in the student's dismissal.



A student may not receive more hours on a daily, weekly, or programmatic basis than what is allowed by state law.

## Absences

A student is expected to be at school ready for class in the classroom or on the clinic floor as scheduled. 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/absences in excess of the bank of days can result in dismissal from the Douglas J Aveda Institute.

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

## Calling in an Absence

A student must call in an absence by the defined time for their program schedule (in their time zone).

**Day Students: 2 hours before class start      Evening Students: 3 hours before class start**

Educators/Instructors in Training: 1 hour before scheduled to start for the day

Please see the Student Services Coordinator or Institute Director for more information.

## Tardiness

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. 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 tardy. Tardiness will be counseled on an individual basis and can result in a written attendance notification.

## Consecutive Absences

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

## Attendance Warning

If at an evaluation period, a student has exceeded the allotted days in their bank, the student will be placed on warning for 30-calendar days. During a warning period, the student may be given the opportunity to make up hours missed. A student who does not successfully complete assigned make up hours at the end of 30-calendar days may be dismissed. A student may re-enroll in accordance with the re-enrollment policy.

## Attendance Withdrawals

A student can 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
- Absences exceeding the allowable days per evaluation period

## Written Attendance Notifications

Any student who exceeds three (3) written attendance notifications throughout his or her enrollment can be withdrawn. A written attendance notification can be used for any/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
- Repeatedly missing time clock punches and/or MPA signatures
- Exceeding allowable early leave/late arrivals

## On Time Graduation

A student who graduates with a minimum attendance percentage of 94% is considered to graduate on time.

## Early Leaves and Late Arrivals

It is up to the student to make sure he/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. However, Douglas J Aveda Institute does recognize situations can arise that would result in an early leave or late arrival from class.

Early leaves and late arrivals are allotted each evaluation period. A student that exhausts all early leaves/late arrivals for the evaluation period will receive a written attendance notification for each early leave/late arrival thereafter.

## Calling in a Late Arrival

Late arrivals to school must be called in or arranged prior to the start of the schedule for the day.

## Early Leave/Departure

A time off request slip must be completed and submitted with a faculty member's signature prior to leaving early for the day.

## 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 premium days a student may miss during each program. Exceeding the allotted amount of premium day absences can result in a written attendance notification and may lead to withdrawal.

## Tracking Attendance

The Douglas J Aveda Institute provides students with a MPA worksheet, as well as a computerized time clock to record daily attendance. A student is expected to record hours of attendance on the MPA sheet and have it signed by his or her educator daily, as well as clock in and out daily and for lunch (for day students only), as scheduled. A student's current attendance and days used are posted weekly.

As required, Douglas J Aveda Institute reports attendance and hours completed to the State Board of Cosmetology.

## Inclement Weather Policy

Douglas J Aveda Institutes will not cancel classes due to inclement weather. If a student feels that traveling to school is not safe for them, the student may use a day from his/her attendance bank. In the event that a city in which a Douglas J Aveda Institute is located declares a state of emergency and discontinues public transportation, the school 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 make up/additional hours. Students not planning on attending class are required to call in an absence.

## Military Duty

A student serving in the Armed Forces will not suffer any negative impact upon his/her enrollment. Any time off, with written proof, will not impact the student's bank of days, satisfactory academic progress, costs, etc.



## Attendance Bank Chart

\*Premium Days are included in the "Total" Column per unit

Program	Schedule	1 <sup>st</sup> Evaluation Period		2 <sup>nd</sup> Evaluation Period		3 <sup>rd</sup> Evaluation Period		4 <sup>th</sup> Evaluation Period					
		TOTAL	# of Premium Days	TOTAL	# of Premium Days	TOTAL	# of Premium Days	TOTAL	# of Premium Days				
Cosmetology 1500 Hours	Day	4	1	4	1	3	1	2	1				
Esthiology 600 Hours	Day	3	1	3	2								
Esthiology 750 Hours	Day	3	1	4	2								
Cosmetology Educator 500 Hours	Day	2	1	2	2								
Cosmetology Educator 300 Hours	Day	1	1	1	1								
Cosmetology Educator 1000 Hours	Day	4	1	4	2								
Esthiology Educator 300 Hours	Day	1	1	1	1								
Esthiology Educator 500 Hours	Day	2	1	2	2								
Esthiology Educator 750 Hours	Day	3	1	3	2								
Cosmetology 1500 Hours	Evening	5	1	5	1					4	1	4	1
Esthiology 600 Hours	Evening	3	1	4	2								
Esthiology 750 Hours	Evening	4	1	5	2								

## Early Leave / Late Arrival Bank Chart

Program	Schedule	1 <sup>st</sup> Evaluation Period	2 <sup>nd</sup> Evaluation Period	3 <sup>rd</sup> Evaluation Period	4 <sup>th</sup> Evaluation Period	Duration		
Cosmetology 1500 Hours	Day	4	4	3	2	Up to 2 hours		
Esthiology 600 Hours	Day	3	3			Up to 2 hours		
Esthiology 750 Hours	Day	3	4			Up to 2 hours		
Cosmetology Educator 500 Hours	Day	2	2			Up to 2 hours		
Cosmetology Educator 300 Hours	Day	1	1			Up to 2 hours		
Cosmetology Educator 1000 Hours	Day	4	4			Up to 2 hours		
Esthiology Educator 300 Hours	Day	1	1			Up to 2 hours		
Esthiology Educator 500 Hours	Day	2	2			Up to 2 hours		
Esthiology Educator 750 Hours	Day	3	3			Up to 2 hours		
Cosmetology 1500 Hours	Evening	5	5			4	4	Up to 1 hour
Esthiology 600 Hours	Evening	3	4					Up to 1 hour
Esthiology 750 Hours	Evening	4	5	Up to 1 hour				

## Leave of Absence Policy

Douglas J Aveda Institute realizes there are times when a student may need to interrupt his/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/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.

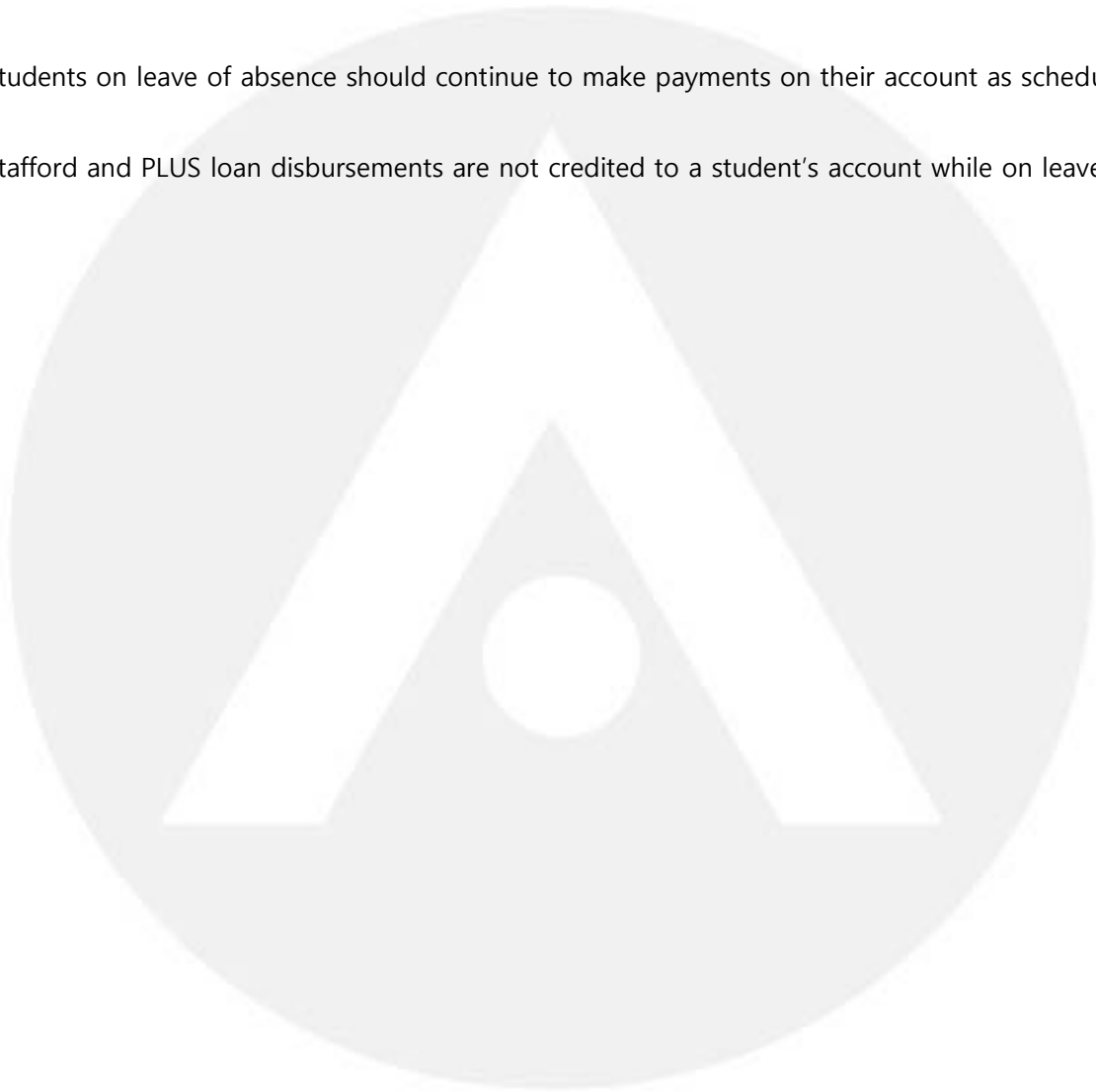
The Institute Director or designate must approve all leaves before they begin by signing the appropriate document. A student granted a leave of absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

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/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/she will be on warning when he/she returns. 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.

Stafford and PLUS loan disbursements are not credited to a student's account while on leave.





## Re-Enrollment

### Re-Enrolling Students

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/she will be on warning when he/she returns. Attendance and academic progress standards are cumulative for all enrollments.

A student wishing to re-enroll must:

- Pay a \$100 re-application fee
- Complete a new enrollment agreement and abide by any current Douglas J Aveda Institute Standards of Conduct, policies, procedures, etc.

The class date in which the student can restart is subject to class size, availability, and other terms and conditions listed below. 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 school.

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

## Collection of Past Due Tuition

A student seeking re-enrollment to the Douglas J Aveda Institute must be in good financial standing, i.e., meeting his/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.



## Student Services

Being healthy and having a sense of well-being is crucial to achieving success in a cosmetology or esthiology program. Faculty is on-site at each campus to help students be successful in both their programs and personal lives by providing access to both internal and external resources to maximize the potential of their education at Douglas J Aveda Institute. Some of the benefits Douglas J Aveda Institute offers are outlined below. For more information on other resources that may be available, students can make an appointment with the Institute Director.

### Orientation

An orientation program is conducted to acquaint each student with the school's policies, rules and regulations, staff, and student services. The student will be notified when orientation is scheduled. A new student is required to attend. The Douglas J Aveda Institute may not credit students for time spent in orientation.

### Accommodations for Disabilities

Douglas J Aveda Institute is willing to make reasonable accommodations for students with disabilities. Students seeking accommodations must submit a request to the Institute Director. The Institute Director will review the request and determine what accommodations are available.

### 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 school as often as possible. Guest demonstrations of current fashions and techniques broaden student exposure to the cosmetology arts and sciences.

### Counseling and Advising

The Douglas J Aveda Institute offers career, academic, financial and attendance 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.

## 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 a school 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. **The school cannot guarantee employment for graduates.**

## State Board Examination

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

## 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](http://www.copyright.gov)

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

## **Housing**

The Douglas J Aveda Institute can assist students in finding roommates and suitable housing. Although the 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. The Douglas J Aveda Institute can assist students in finding available parking.

## **Health Care and Wellness**

The 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 prohibits the illegal use of drugs and alcohol on campus and during any school sponsored activities. Douglas J has a comprehensive Drug and Alcohol Abuse Prevention Policy, including school policies prohibiting the use of alcohol or illegal drugs while on campus and during school 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 visit the school's website.

Information on drug abuse counseling programs and services is available in student lounges, student bulletin boards, and other designated areas. For more information on treatment services contact the Institute Director.

## **Campus Security and Crime Policy**

In accordance with federal law, the school has developed a campus security and crime policy. This policy contains information regarding the frequency of certain types of crime on the Douglas J Aveda Institute campus, as required by law and procedures to follow in reporting a crime or other emergency situation. For the entire policy, visit the school'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**

The school 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 using the procedure below.

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. 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.

State of Michigan

[Michigan Department of Licensing and Regulatory Affairs](#)

Bureau of Professional Licensing  
Board of Cosmetology  
P. O. Box 30670  
Lansing, MI 48909  
(517) 373-9196

[Michigan Department of Licensing and Regulatory Affairs](#)

Corporations, Securities and Commercial  
Licensing Bureau  
Massage Therapy Program  
P. O. Box 30018  
Lansing, MI 48909  
(517) 241-9221

State of Illinois

[Illinois Department of Financial and Professional Regulation](#)

Division of Professional Regulation  
100 West Randolph Street, Suite 9-300  
Chicago, IL 60601  
(312) 814-6910

State of Tennessee

[Tennessee Higher Education Commission](#)

Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243 -0830  
(615) 741-5293

[Tennessee Department of Commerce & Insurance](#)

Board of Cosmetology  
500 James Robertson Parkway  
Nashville, TN 37243-0565  
(615) 741-2515

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 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Accreditation

[National Accrediting Commission of Career Arts and Sciences \(NACCAS\)](#)

3015 Colvin St.  
Alexandria, VA 22314  
(703) 600-7600

## Transfer Students

When a student transfers from the 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.

## 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 school 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.

## Graduation Requirements

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.

## Diplomas

Students graduating from Douglas J Aveda Institute will receive a diploma indicating his/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.



## 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.

## 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 school 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.

A handwritten signature in gold ink, appearing to read "S. A. Weaver", is positioned above a thin horizontal line.

**Scott A. Weaver**  
**President**

**May 1, 2017**