



AVEDA INSTITUTE  
COLUMBUS

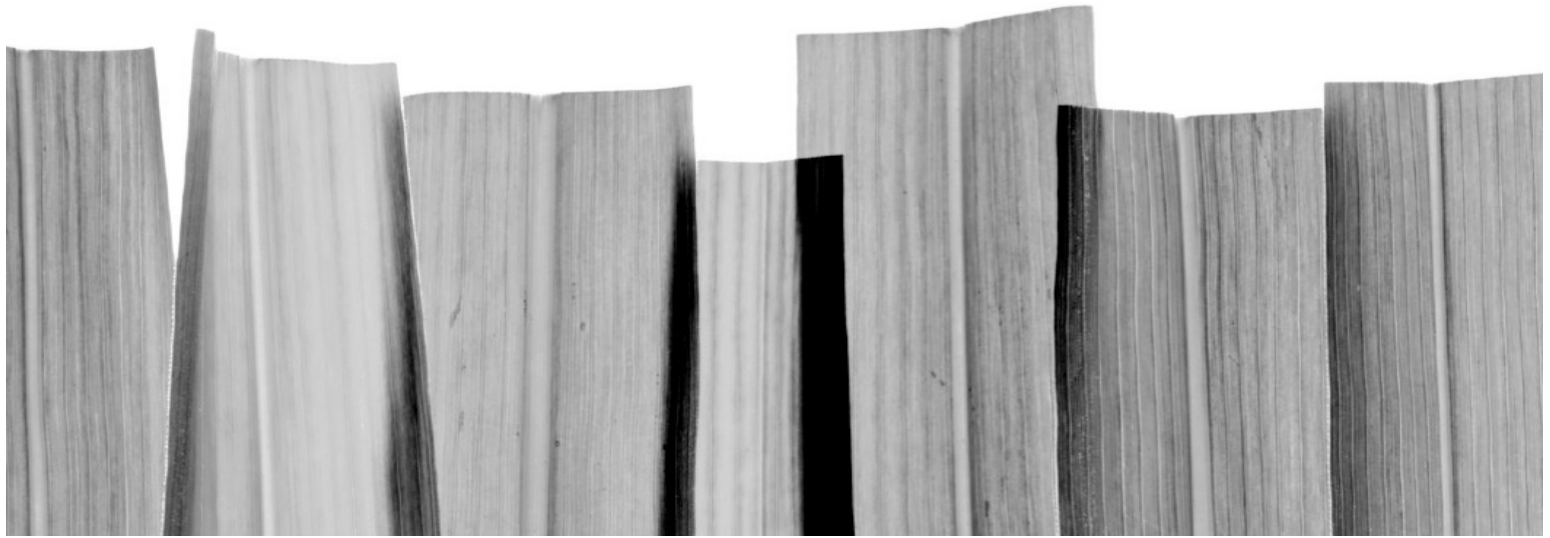
DO LOVE  
what YOU LOVE  
LOVE DO  
what YOU

## **COURSE CATALOG**

**Published 1/1/2018 – Valid Thru 6/30/2018**

**889 Bethel Road  
Columbus, OH 43214**

**[www.nurturavedainstitutes.com/columbus](http://www.nurturavedainstitutes.com/columbus)  
614.291.2421**



## DEVELOP YOUR NATURAL TALENTS

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

### THE MISSION & OBJECTIVE

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

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

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

### INDEX

- |   |  |
|---|--|
| <b>02.</b> Areas of Study                         | <b>16.</b> Academic Information                    |
| <b>02.</b> Career Opportunities                   | <b>17.</b> Leave Of Absence Policy                 |
| <b>03.</b> Cosmetology Program                    | <b>18.</b> Student Records                         |
| <b>05.</b> Esthiology Program                     | <b>18.</b> Graduation and Licensing Requirements   |
| <b>07.</b> Nail Esthetics Program                 | <b>19.</b> Policies and Standards                  |
| <b>08.</b> Advanced Programs                      | <b>21.</b> Attendance                              |
| <b>09.</b> Instructor Training Programs           | <b>23.</b> Cancellation & Refund Policy            |
| <b>10.</b> About the Institute                    | <b>24.</b> Return of Title IV                      |
| <b>11.</b> Admissions                             | <b>25.</b> Complaint Procedure                     |
| <b>12.</b> Americans with Disabilities Act Policy | <b>25.</b> Ownership and Accreditation             |
| <b>13.</b> Sexual Misconduct Policy               | <b>25.</b> Graduation, Licensure and Job Placement |
| <b>13.</b> Schedule and Tuition                   | <b>26.</b> Gainful Employment Disclosure           |
| <b>14.</b> Financial Assistance                   | <b>30.</b> Administrative Staff                    |
| <b>15.</b> Student Services                       |  |



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## AREAS OF STUDY

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

### **COSMETOLOGY**

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

### **ESTHIOLOGY**

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

### **NAIL ESTHETICS**

Advance your talents for nail care as well as hand and feet massage techniques.

### **INSTRUCTOR TRAINING**

Take your career to the next level.

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## CAREER OPPORTUNITIES

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### **SALON INDUSTRY**

1. hair stylist
2. esthetician
3. makeup artist
4. manicurist
5. sales representative
6. permanent waving specialist
7. hair coloring specialist

### **EDUCATION & OTHER FIELDS**

1. instructor
2. freelance educator
3. manufacturer educator
4. consultant/trainer
5. freelance makeup artist
6. stylist or makeup artist for film, theater, fashion or print
7. distributor educator

All career opportunities listed are entry level.

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

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



# COSMETOLOGY PROGRAM

Express your creativity and talent in hair, skin and nail care and makeup application. Our cosmetology course incorporates 1,500 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Upon completion, you'll be ready to succeed as a licensed cosmetologist.

## HOURS REQUIREMENTS

54 weeks, 1500 hours /Full Time  
Initial Theory Curriculum: 292.50 hours  
Practice & Clinic Floor Curriculum: 1,207.5 hours

## THEORY CURRICULUM SCHEDULE

**Monday - Wednesday - Friday:** 9:00 AM – 8:00 PM  
or  
**Tuesday - Thursday - Saturday:** 9:00 AM – 8:00 PM  
or  
**Tuesday – Thursday – Saturday:** 9:00 PM – 8:00 PM

## CLINIC CURRICULUM SCHEDULE

**Monday - Wednesday - Friday:** 9:00 AM – 8:00 PM  
or  
**Tuesday - Thursday - Saturday:** 9:00 AM – 8:00 PM  
or  
**Tuesday – Thursday – Saturday:** 9:00 PM – 8:00 PM

## ENLIGHTENMENT/ ALPHA UNIT

You'll start by learning the fundamentals of cutting, styling and chemical restructuring of hair; skin and nail care; makeup; and the related sciences. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You'll be introduced to retailing, client servicing and personal development skills. This unit also covers state safety requirements.

**Weeks 1 through 29**  
**Classroom: 406.75 hours**  
**Clinic: 412.25 hours**  
**Total: 819 hours**

## BETA UNIT

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

**Weeks 30 through 43**  
**Classroom: 70 hours**  
**Clinic: 339.50 hours**  
**Total: 409.50 hours**

## GAMMA UNIT

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

**Weeks 44 through 54**  
**Classroom: 55 hours**  
**Clinic: 216.50 hours**  
**Total: 271.50 hours**



## COSMETOLOGY COURSE OUTLINE

### PROGRAM DESCRIPTION

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

### PROGRAM GOALS

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

### PROGRAM CONTENT

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

Unit	Theory Hours
1. Infection Control & Principles/Practices	34
2. Properties of the Hair & Scalp	59
• Includes Draping, Shampoos/Rinses/Treatments, Disorders/Diseases/Conditions, Trichology, Chemistry	
3. Hair Procedures & Practices	180
• Includes Styling & Finishing, Thermal Styling, Formal Styling, Haircutting Basics, Haircutting techniques & Tools	
4. Chemical Procedures & Practices	135
• Includes Chemical Texturizing, Hair Coloring	
5. Manicure & Pedicure Procedures & Practices	36
• Includes Structure of Nails, Basic Manicure and Pedicure, Hand/Arm/Foot/Leg Massage, Artificial Nail Enhancements	
6. Skin Care Procedures & Practices	50
• Includes Skin Theory, Diseases/Disorders/Conditions Basic Facials, Relaxation Treatments, Electricity	
7. Salon Operations & Communications Skills	46
8. Cosmetology Laws and Rules	5
• Includes Human Trafficking	
<b>Total theory time ~ 545 hours</b>	

Practical experience applying theory to live models provides students with the opportunity to learn and enhance skills. The variety and minimum time necessary with respect to skill demonstrations required by the Ohio State Board are listed below.

<b>Performance Tracking, Practical Hours (Live models, guest and mannequins)</b>	
<b>Infection Control Principles &amp; Practice</b>	<b>hours needed 26</b>
<b>Properties of the Hair &amp; Scalp</b>	<b>hours needed 61</b>
<b>Hair Procedures &amp; Practices</b>	<b>hours needed 280</b>
<b>Chemical Procedures &amp; Practices</b>	<b>hours needed 345</b>
<b>Manicure &amp; Pedicure Procedures &amp; Practices</b>	<b>hours needed 84</b>
<b>Skin Care Procedures &amp; Practices</b>	<b>hours needed 70</b>
<b>Salon Operations &amp; Communication Skills</b>	<b>hours needed 74</b>
<b>Cosmetology Laws &amp; Rules</b>	<b>hours needed 15</b>

**Total practical time ~ 955 hours**  
**Program total = 1500 hours**

### INSTRUCTIONAL METHODS

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

### GRADING PROCEDURES

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

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

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



# ESTHIOLOGY PROGRAM

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

Instruction provided at the Institute's Campus located at 889 Bethel Road, Columbus, OH 43214.

## HOURS REQUIREMENTS

21 weeks, 600 hours

Initial Theory Curriculum: 146.25 hours

Practice & Clinic Floor Curriculum: 453.75 hours

## THEORY CURRICULUM SCHEDULE

**Monday - Wednesday - Friday:** 9:00 AM – 8:00 PM

or

**Tuesday - Thursday - Saturday:** 9:00 AM – 8:00 PM

or

**Tuesday – Thursday – Saturday:** 9:00 PM – 8:00 PM

## CLINIC CURRICULUM SCHEDULE

**Monday - Wednesday - Friday:** 9:00 AM – 8:00 PM

or

**Tuesday - Thursday - Saturday:** 9:00 AM – 8:00 PM

or

**Tuesday – Thursday – Saturday:** 9:00 PM – 8:00 PM

## ENLIGHTENMENT/ ALPHA UNIT

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

**Weeks 1 through 9**  
**Classroom: 178.25 hours**  
**Clinic: 85 hours**  
**Total: 263.25 hours**

## BETA UNIT

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

**Weeks 10 through 13**  
**Classroom: 32 hours**  
**Clinic: 85 hours**  
**Total: 117 hours**

## GAMMA UNIT

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

**Weeks 14 through 21**  
**Classroom: 0 hours**  
**Clinic: 219.75 hours**  
**Total: 219.75 hours**



# ESTHIOLOGY COURSE OUTLINE

## PROGRAM DESCRIPTION

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

## PROGRAM GOALS

The esthology program at Aveda Institute Columbus prepares students to become licensed esthologists in the state of Ohio. The program includes both theory and practical experience which together comprise the skills required for licensure.

## PROGRAM CONTENT

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

Unit	Theory Hours	Performance Tracking, Practical hours (Guest and Live models)
1. Infection Control & Principles • Includes Bacteriology, Dispense Requirements & Operations	23.25	<b>Infection Control &amp; Principles/Practices</b> 36.75
2. Anatomy	15	<b>Anatomy</b> 15
3. Specialized Equipment • Includes electricity, ultra violet and infra-red light Therapies, Safety & Effects	14	<b>Specialized Equipment</b> 16
4. Massage • Includes Client Health & Pre-Screening, Manipulations, Relaxation Treatments, Preparation	17.75	<b>Massage</b> 42.25
5. Chemistry • Includes Compounds & Mixtures, Ingredients, water, Chemistry & Effects, Cosmetics	13.5	<b>Chemistry</b> 16.5
6. Skin Care Procedures & Practices • Includes Skin Theory, Basic Facials, Brow Tinting, Diseases/Disorders/Conditions, Hair Removal	66.75	<b>Skin Care Procedures &amp; Practices</b> 133.25
7. Study of Skin • Includes Skin Theory, Nutrition, Diseases and Disorders, Skin Analysis	24.5	<b>Study of Skin</b> 30.5
8. Make-up • Includes equipment, Implements & Products, Artificial Lashes, Theory, Application	23.5	<b>Makeup</b> 51.5
9. Salon Operations & Communication Skills • Includes Operations, Management, Communication	10.25	<b>Salon Operation &amp; Communication Skills</b> 29.75
10. Cosmetology Laws & Rules • Includes OAC/ORC, Inspection, Human Trafficking	10	<b>Cosmetology Laws &amp; Rules</b> 10

**Total theory time ~ 218.5 hours**

**Total practical time ~ 381.5 hours**  
**Program total = 600 hours**

## INSTRUCTIONAL METHODS

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

## GRADING PROCEDURES

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

### Grading Scale

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

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



# NAIL ESTHETICS COURSE OUTLINE

## PROGRAM DESCRIPTION

The Aveda Institute Columbus Nail Esthetics Course is offered only to graduates in good standing from the Aveda Institute Columbus Esthiology Program. The Nail Esthetics course is not offered to the general public at this time. Students in the Nail Esthetics course learn the fundamentals of natural and artificial nail care, and massage techniques for the hands and feet. Students will learn the care of healthy nails, manicure, pedicure, and table set-up. The understanding and application of rules and laws governing nail esthetics in the state of Ohio are the foundation of program.

## HOURS REQUIREMENTS

7 weeks, 200 hours  
Initial Theory Curriculum: 58.50 hours  
Practice & Clinic Floor Curriculum: 141.50 hours

## PROGRAM GOALS

The Nail Esthetics program prepares students to become licensed Manicurists in the state of Ohio. The program includes both theory and practical experience which together comprise the skills required for licensure.

## PROGRAM CONTENT

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

Unit	Theory Hours
1. Infection Control & Principles/Practices • Includes Bacteriology, Dispense	9.5
2. Anatomy	3
3. Massage • Includes Client Health, Pre-Screening, Manipulations, Preparation, Relaxation Treatments	5
4. Nail Care Procedures & Practices • Includes Safety, Basic & Advanced Manicures & Pedicures, Polish Application, Ingredients	20.5
5. Chemistry 3 • Includes Compounds & Mixtures, Ingredients, Nail Enhancements, Nail Cosmetics	3
6. Nail Enhancements • Includes Application, Artificial Nail Structure, Preparation, Application, Removal, Repairs	13
7. Specialized Equipment • Includes Curing Methods, Drills/Advanced Tools, Safety & Effects	3
8. Salon Operations & Communication Skills • Includes Salon Operation & Management, Communication Skills	9
9. Cosmetology Laws & Rules • Includes OAC/ORC, Inspection, Enforcement, Continuing Education, Human Trafficking	9.75

**Total theory time = 75.75 hours**

**Salon Operations & Communication Skills 11**  
**Cosmetology Laws & Rules 10.25**

**Total practical time = 124.25 hours**  
**Program total = 200 hours**

## THEORY CURRICULUM SCHEDULE

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

## CLINIC CURRICULUM SCHEDULE

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

## INSTRUCTIONAL METHODS

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

## GRADING PROCEDURES

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

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

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

<b>Infection Control &amp; Principles/Practices</b>	<b>20.5</b>
<b>Anatomy</b>	<b>7</b>
<b>Massage</b>	<b>5</b>
<b>Nail Care Procedures &amp; Practices</b>	<b>34.5</b>
<b>Chemistry</b>	<b>7</b>
<b>Nail Enhancements</b>	<b>22</b>
<b>Specialized Equipment</b>	<b>7</b>

### Grading Scale

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

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





# ADVANCED COURSE OUTLINE

## PROGRAM DESCRIPTION

Graduates in good standing from the Aveda Institute Columbus Cosmetology and Esthiology programs are eligible to participate in the Cosmetology and Esthiology Advanced Programs. The Advanced Programs consist of both advanced training and hands-on experience. Advanced students work closely with the Director of Education and the Institute's licensed instructors. The understanding and application of rules and laws governing cosmetology in the state of Ohio are the foundation of both the theory and practice components of the program.

## PROGRAM GOALS

The Advanced Programs at the Aveda Institute Columbus prepare students to become licensed Advanced Cosmetologists or Advanced Estheticians in the state of Ohio. The programs include both theory and practical experience which together comprise the skills required for licensure.

## PROGRAM CONTENT

Course units required by the Ohio State Board of Cosmetology and the number of associated classroom hours are listed below. The Advanced Cosmetology course consists of a minimum of 300 hours of instruction in theory and practical application and the Advanced Esthiology course consists of a minimum of 150 hours.

### Advanced Cosmetology Training

**Hours Requirements: 10.25 weeks, 300 hours**

1. 78 hours of instruction on business skills, advanced cosmetology techniques and the laws governing cosmetology, to include the following topics:
  - a. Instruction in salon operations and procedures;
  - b. instruction in salon supervision and management;
  - c. instruction in advanced cosmetology techniques;
  - d. Ohio Cosmetology laws & regulations, including health, safety & sanitation.
2. 222 hours of practical instruction, to include the following:
  - a. advanced anatomy of hair and scalp;
  - b. advanced haircutting & styling;
  - c. advanced chemical services;
  - d. communication skills;
  - e. salon supervision & management
  - f. Ohio Cosmetology laws & regulations, including health, safety & sanitation.

### Advanced Esthiology Training

**Hours Requirements: 5.25 weeks, 150 hours**

1. 40 hours of instruction on business skills, advanced esthiology techniques and the laws governing esthiology, to include the following topics:
  - a. instruction in salon operations and procedures;
  - b. instruction in salon supervision and management;
  - c. instruction in advanced esthiology techniques;
  - d. Ohio Cosmetology laws & regulations, including health, safety & sanitation.
2. 110 hours of practical instruction, to include the following:
  - a. advanced anatomy of skin;
  - b. advanced treatment of muscles & nerves;
  - c. advanced facial & body treatments;
  - d. communication skills;
  - e. salon supervision & management
  - f. Ohio Cosmetology laws & regulations, including health, safety & sanitation.

## INSTRUCTIONAL METHODS

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, trainee presentations and student teaching. Textbook: Milady's Master Educator Student Course Book (Barnes, 2001).

## GRADING PROCEDURES

Your progress at Aveda Institute Columbus will be evaluated on the basis of classroom work, homework assignments, tests, teaching assignments, daily clinic practical experiences, projects, and professionalism.

## THEORY CURRICULUM SCHEDULE

Tuesday, Thursday and Saturday 9:00 AM – 8:00 PM or Monday, Wednesday and Friday 9:00 AM – 8:00 PM

## CLINIC CURRICULUM SCHEDULE

Tuesday, Thursday and Saturday 9:00 AM – 8:00 PM or Monday, Wednesday and Friday 9:00 AM – 8:00 PM

### Grading Scale

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

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



# INSTRUCTOR TRAINING PROGRAM

## ARE YOU INTERESTED IN TAKING YOUR CAREER TO THE NEXT LEVEL?

Each year, the Aveda Institute Columbus selects a very limited number of graduates to participate in its Cosmetology and Esthiology Instructor Training Program. The Instructor Training Program consists of both advanced training and hands-on experience. Trainees work with the Director of Education and with experienced educators who hold a variety of advanced Aveda certifications. Training includes the study of adult learning styles and education techniques, presentation skills, and classroom management. Trainees also learn and practice lesson planning and test creation and security. The understanding and application of rules and laws governing cosmetology in the state of Ohio are the foundation of both the theory and practice components of the program.

### Program Goals

Participants in the Instructor Training Program at Aveda Institute Columbus demonstrate a passion for education and a desire to contribute to the professional development of others. Through a comprehensive theory curriculum and extensive practical experience, trainees are well prepared to become licensed cosmetology or esthiology instructors in the state of Ohio.

### Program Content

Course units required by the Ohio State Board of Cosmetology and the number of associated classroom hours are listed below. The cosmetology instructor course consists of a minimum of 1,000 hours of instruction in theory and practical application and the esthiology instructor course consists of a minimum of 500 hours.

## INSTRUCTIONAL METHODS

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

## GRADING PROCEDURES

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

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

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

## COSMETOLOGY INSTRUCTOR PROGRAM

Our cosmetology instructor training program consists of 1,000 hours of classroom and hands-on training combined. Students completing the instructor training program will receive the education necessary to become licensed as cosmetology instructors.

## HOURS REQUIREMENTS

30 weeks, 1,000 hours

1. **250 hours** of instruction on teaching methods and the laws governing cosmetology, to include the following topics:
  - a. instruction in teaching techniques;
  - b. instruction in preparing lesson plans;
  - c. instruction in preparing class lectures and presentations;
  - d. instruction in career planning and development;
  - e. instruction in preparing examinations; and
  - f. Ohio laws and administrative rules.
2. **750 hours** of practice teaching, to include the following:
  - a. conducting theory classes from prepared lesson plans;
  - b. preparing and giving examinations; and
  - c. giving practical demonstrations

## SCHEDULE

A 45 hour weekly schedule that is assigned between the hours of 8:00 AM to 9:00 PM, Monday through Saturday. Students shall confirm their individual schedules with the Director.



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## ESTHIOLOGY INSTRUCTOR PROGRAM

Our esthology instructor training program consists of 500 hours of classroom and hands-on training combined. Students completing the instructor training program will receive the education necessary to become licensed as esthology instructor.

### HOURS REQUIREMENTS

13 weeks, 500 hours

1. **125 hours** of instruction on methods of teaching and the laws governing skin care to include the following topics:
  - a. instruction in teaching techniques;
  - b. instruction in preparing lesson plans;
  - c. instruction in preparing class lectures and presentations;
  - d. instruction in preparing examinations;
  - e. instruction in career planning and development;
  - f. instruction in chemical usage; and
  - g. Ohio laws and administrative rules
2. **375 hours** of practice teaching, to include the following:
  - a. conducting theory classes from prepared lesson plans;
  - b. preparing and giving examinations; and
  - c. giving practical demonstration.
  - d. giving practical demonstrations

### SCHEDULE

A 45 hour weekly schedule that is assigned between the hours of 8:00 AM to 9:00 PM, Monday through Saturday. Students shall confirm their individual schedules with the Director of Education.

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## COME TO THE RIGHT PLACE

The campuses of the Aveda Institute Columbus are located in the heart of The Ohio State University. The Aveda Institute Columbus is the ideal setting for your professional education.

### MAIN CAMPUS

The Institute's Campus, located at 889 Bethel Road, Columbus, Ohio, provides over 19,000 square feet of educational space. The Campus is where instruction of all programs takes place.

### CLIENT SERVICE AREAS

A diverse array of clients come to the Aveda Institute for beauty and wellness services. As a student, you will have the opportunity to perform a spectrum of hair, skin and nail services in a virtual salon setting, under the supervision of your instructors.

### STUDENT CLASSROOMS

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

### RESOURCE LIBRARY AND ADMINISTRATIVE OFFICES

A resource library has books on styling, motivation, health and wellness for your reference. Team leaders and admissions personnel are also available to respond to your questions and concerns.

### AVEDA ENVIRONMENTAL LIFESTYLE STORE

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



# ADMISSIONS

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

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

### **ADMISSION PROCESS**

1. Have a career planning session with an Admissions Representative.
2. Complete an admissions application.
3. Provide valid proof of education. This includes a copy of high school diploma, high school transcript or GED - with a graduation date. The Aveda Institute Columbus does not accept ATB (Ability to Benefit) students.
4. Meet with a financial aid counselor and submit an approved funding plan (if applicable).
5. Sign an enrollment agreement with an admissions representative.

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

The Aveda Institute Columbus requires no information regarding vaccinations from potential students to attend school.

### **Home-Schooled Students**

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

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

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

Every Ohio home-schooled student must submit written verification from the appropriate school district that student has been excused from compulsory attendance for home education.

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

### **Re-Enrollment Guidelines**

Former students seeking re-enrollment to the institute should contact Professional Development to begin the re-enrollment process. Professional Development will investigate the reasons the student previously withdrew or was terminated from the Institute.

If a student was terminated for behavioral issues then he/she must meet with the Professional Development Manager and the Director of Education to determine the eligibility for re-enrollment. The student may need to satisfy conditions specified by the Professional Development Manager and Director of Education before he/she will be re-admitted to the Institute. If the former student is eligible to re-enroll then Professional Development will inform Financial Aid of the student's interest in returning and a Financial Aid Coordinator will contact the student to begin the financial packaging process.

If a student withdrew for medical, personal or financial reasons, Professional Development will counsel the student on expectations and policies and will inform Financial Aid of the student's interest in returning. Financial Aid will contact the student and begin the financial packaging process.

Any former student who re-enrolls may be subject to a \$150 cancellation fee before he/she is eligible to return if it was not previously paid upon withdrawal from the Institute.

Once the student finishes the financial packaging process, Professional Development will coordinate a return date for the student based on the progress he/she made before withdrawing. As part of this analysis Professional Development will work with the Institute's instructor team to determine the number of the student's previously-earned hours that will be accepted upon re-enrollment. The student must sign an Enrollment Agreement Addendum prior to returning to his/her program.

### **Transfer Students**

Applicants for transfer into the Aveda Institute Columbus cosmetology and esthiology programs are considered on an individual basis. Requests for transfer of hours must be made prior to student signing a program enrollment agreement. Aveda Institute may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. The Aveda Institute Columbus may accept transfer hours into any course. The determination of the hours accepted for transfer will be based on an examination of the individual's technical skills and knowledge of the program and subject matter.

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

The Aveda Institute Columbus, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran or sexual orientation.

The Aveda Institute Columbus does not recruit students that are currently attending or admitted to another school offering a similar program study.

**To schedule an information interview, call the Admissions Department at 614.291.2421**



## SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

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

If you would like to request academic adjustment or auxiliary aids, please contact the Institute's Section 504 Compliance Coordinator, Mr. Will Molden. You may contact Mr. Molden at 889 Bethel Road, Columbus, Ohio 43214, phone 614-291-2421 ext. 1015, email [wmolden@avedacolumbus.com](mailto:wmolden@avedacolumbus.com). You may request academic adjustments or auxiliary aids at any time.

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

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

- 1) Notify Mr. Molden, the Institute's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute would accept a verbal request. You may contact Mr. Molden at 889 Bethel Road, Columbus, Ohio 43214, phone 614-291-2421 ext. 1015, email [wmolden@avedacolumbus.com](mailto:wmolden@avedacolumbus.com).
- 2) Mr. Molden will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the Institute is obtaining adequate information and understanding of your individual needs.
- 3) Mr. Molden will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact the Institute's Human Resources Manager within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the Institute's Human Resources Manager by email at [mcollins@nurturaveda.com](mailto:mcollins@nurturaveda.com), or by mail to Ms. Meg Collins, Human Resources Manager, Aveda Institute Columbus, 6279 Tri-Ridge Blvd., Suite 250, Loveland, Ohio 45140. You may contact the Human Resources Manager by phone at 513-576-9333.

## DISCRIMINATION GRIEVANCE PROCEDURE

The Institute has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115:

**Step 1:** A person who believes that he/she has been discriminated against by the Institute is encouraged, but is not required, to discuss the matter informally with the Director of Education, Mr. Will Molden, 889 Bethel Road, Columbus, Ohio 43214, phone 614-291-2421 ext. 1015, email [wmolden@avedacolumbus.com](mailto:wmolden@avedacolumbus.com). If the Director is the subject of the complaint, the grievant may, instead, contact the Institute's President, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

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

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

The Institute hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the Institute's Section 504 Coordinator: Will Molden, Director of Education, 889 Bethel Road, Columbus, Ohio 43214, 614-291-2421, ext. 1015, [wmolden@avedacolumbus.com](mailto:wmolden@avedacolumbus.com)



## SEXUAL MISCONDUCT POLICY

The Aveda Institute Columbus is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Sexual assault, sexual harassment and sexual exploitation, stalking, domestic violence and dating violence are also forms of sexual misconduct.

The Institute's Sexual Misconduct Policy describes the school's programs to prevent sexual misconduct, and the procedures that the school will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the Institute community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Institute's Title IX Coordinator, Mr. Will Molden, on-site or by calling 614.291.2421, or from the school's website at [www.nuravedainstitutes.com/Columbus](http://www.nuravedainstitutes.com/Columbus). The Institute provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. The School will respond quickly to all reports of sexual misconduct, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The Institute's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property or in connection with any Institute-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the Institute, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Institute encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in the Policy, the Institute will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

## SCHEDULE AND TUITION

Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's Controller.

### COSMETOLOGY PROGRAM

#### INVESTMENT \*

Tuition	\$22,889 *
Supplies & Equipment	\$2,701 *
Technology Access Fee	\$99*
Registration Fee	\$100 *
<b>Total</b>	<b>\$25,789 *</b>

### ESTHIOLOGY PROGRAM

#### INVESTMENT \*

Tuition	\$12,975 *
Supplies & Equipment	\$1,971 *
Technology Access Fee	\$99
Registration Fee	\$100 *
<b>Total</b>	<b>\$15,145 *</b>

\*The Supplies & Equipment Fee includes all professional tools, products/supplies, textbooks and uniforms. Fee does not include applicable Ohio sales taxes.

\*Registration fee secures position in class enrollment date.

\* All amounts subject to change

The Advanced Cosmetology Program is offered at no additional charge only to graduates in good standing from the Aveda Institute Columbus Cosmetology Program. The Advanced Esthiology Program and the Nail Esthetics Course are offered at no additional charge only to graduates in good standing from the Aveda Institute Columbus Esthiology Program.

The Cosmetology Instructor and Esthiology Instructor Programs are offered at no additional charge only to a very limited number of Institute graduates. Individuals interested in participating in the Instructor Programs are encouraged to contact the Director of Education.

## COSMETOLOGY AND ESTHIOLOGY CLASS START DATES

Orientation for all new classes will take place prior to the start date or on the start date.

January 11, 2018  
February 12, 2018  
March 20, 2018  
April 30, 2018  
June 5, 2018

July 13, 2018  
August 14, 2018  
September 14, 2018  
October 23, 2018  
November 26, 2018



# FINANCIAL ASSISTANCE

## FEDERAL FINANCIAL AID

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

## TITLE IV ELIGIBLE STUDENTS

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

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

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

Students are also required to complete Exit Counseling prior to his or her Title IV aid file being released for graduation; students should complete this requirement by visiting [www.studentloans.gov](http://www.studentloans.gov). Cosmetology students should complete Exit Counseling after clocking approximately 1400 hours; Esthiology students should complete the requirement after clocking approximately 500 hours. Students that withdraw from the Institute are also required to complete Exit Counseling.

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

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

amounts owed to the school. In almost all circumstances, living expense funds come from loan funds and must be paid back.

### Students Selected for Verification

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

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

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

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

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

**For a list of scholarships pertaining to the beauty industry, please see your Financial Aid Coordinator.**

## VETERANS EDUCATION BENEFITS - MONTGOMERY GI BILL

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



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# STUDENT SERVICES

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## Housing

The Aveda Institute Columbus can provide information about local housing options, though the Institute does not own or operate housing facilities.

## Placement

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

## Student Activities

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

## Academic and Individual Counseling

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

## Voter Registration

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

## Record Retention Policy

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

- The date on which the diploma was granted.
- The program and hours upon which the diploma was based.
- The grades earned by the student in each program

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

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

The Institute maintains, for a period of not less than five years, at its location at 889 Bethel Road, Columbus, Ohio 43214, complete and accurate records of all of the following information:

- (1) The educational programs offered by the Institute and the curriculum for each.
- (2) The names and addresses of the members of the Institute's current faculty and records of the educational qualifications of each member of the current faculty.
- (3) Any other records required to be maintained by federal, state or accrediting authority.





# ACADEMIC INFORMATION

## SATISFACTORY ACADEMIC PROGRESS POLICY

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

### Attendance Progress

**Full-time:** MAXIMUM TIME: The maximum time a student has to complete is 150% of the program length (67% attendance average). The regular and maximum time for completion of each program are set forth below.

	Regular Time	Maximum Time
Cosmetology	54 weeks	77 weeks
Esthiology	21 weeks	31 weeks
Nail Esthetics	10.25 weeks	15.50 weeks
Advanced Cosmetology	10.25 weeks	15.50 weeks
Cosmetology Instructor	30 weeks	25 weeks
Advanced Esthiology	5.25 weeks	19.50 weeks
Esthiology Instructor	13 weeks	18.75 weeks

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

A leave of absence extends the student's contract period and maximum time frame by the same number of days of the leave of absence. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the Institute on a cash pay basis.

### Academic Progress

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

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

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

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

### Determination Of Progress

To determine SATISFACTORY PROGRESS, all Cosmetology students are evaluated at 450, 900, and 1200 scheduled hours. Esthiology students are evaluated at 300 scheduled hours. Nail Esthetics students are evaluated at 150 hours. Advanced Cosmetology students are evaluated at 150 hours. Cosmetology Instructor students are evaluated at 500 hours.

Advanced Esthiology students are evaluated at 75 hours. Esthiology Instructor students are evaluated at 250 hours. If a student is making satisfactory progress at evaluation time, the said student is considered making satisfactory progress until the next evaluation period and will be eligible for Title IV funding. If a student is not making satisfactory progress at the evaluation time, the said student will be placed on warning status until the next evaluation period.

### Warning

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

### Probation

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

### Re-Establishment of Satisfactory Academic Progress

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

### Interruptions, Course Incompletes, Withdrawals

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

### Appeal Procedure

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



the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

#### **Transfer Hours**

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

#### **Notification And Records**

Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in the Course Catalog.

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

## **LEAVE OF ABSENCE POLICY**

This Policy applies for all student requests for a leave of absence from the Aveda Institute Columbus (the "Institute").

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

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

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

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
  - i. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the Institute, the student would not have been able to request the LOA in advance.
  - ii. The Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Institute to be the first date the student was unable to attend the Institute because of the accident.
2. Leave of Absence Request Process:
  - i. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request For Leave of Absence form found in the Office of Professional Development.
  - ii. The Request For Leave of Absence form must be submitted to the Office of Professional Development prior to the Leave of Absence start date.
    - a. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
    - b. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources. Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.
  - iii. Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.
  - iv. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date. Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.
  - v. The Institute reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.
3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
4. All LOA requests are subject to approval by the Institute's Director of Education. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.
5. The Institute shall not assess the student any additional institutional charges as a result of the LOA.
6. The Institute will grant only one leave of absence within an enrollment period, unless extenuating circumstances can be proved and documented. The LOA must be a minimum of 10 calendar days and not to exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The Institute shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the Institute.
9. In the event that a student does not return or call from his/her leave of absence at the expiration of an approved LOA, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.



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## PRIVACY POLICY AND ACCESS TO CUMULATIVE RECORDS

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

## STUDENT FILE ACCESS

Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect to Aveda Institute Columbus, Attn: Director of Education, 889 Bethel Road, Columbus, Ohio 43214. The Institute will arrange for access and notify the student of the time and place where the records may be inspected. The Institute may charge a reasonable fee for copies of student records.

## RELEASE OF STUDENT INFORMATION

In accordance with FERPA, the Institute will disclose information from the academic records of a student to authorized persons, provided the Institute has on file written consent of the student. The form is available from the Professional Development office. Except to the extent that FERPA authorizes disclosure without consent, a student must submit a written consent for each third-party request for information. The Institute discloses education records without a student's prior written consent under the FERPA exception for disclosures to school officials with legitimate educational interests. The Institute may also disclose information to federal and/or state government officials, as well as to its accrediting agency, as allowed under FERPA.

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# GRADUATION AND LICENSING REQUIREMENTS

## Graduation Requirements

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

- successfully complete the hours required for course curriculum
- achieve satisfactory attendance records
- meet service quota requirements
- achieve satisfactory academic grades for exams and work as described in this Catalog
- complete all work projects
- complete the payment of all tuition and other fees and charges

## Additional Hours

If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the Director of Education, at an hourly rate of \$15.00 to be paid by the student in advance.

## Make up Work

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

## Licensing Requirements

To receive a license in the state of Ohio, a cosmetology, esthology, or nail student is required to:

- Complete the hours in the course of instruction.
- Meet the service quota minimums.
- Successfully complete the skill certification examination.
- Successfully complete the written theory and state law examination conducted by the Ohio State Board of Cosmetology, at the published location.



# POLICIES AND STANDARDS

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

## Standards

Because every student is a future employee, manager or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

1. Maintaining a professional appearance is vital to success. A professional appearance includes:
  - a. The uniform provided in the student's kit is to be buttoned, clean and neat and worn during all classroom and clinic-floor hours. It should not be torn, stained or altered. If it does not meet these standards, the student has 24 hours to replace it from Aveda Institute Columbus at the student's expense.
  - b. Identification badges are to be worn as issued during all clocked hours to identify students to clients. If badge is lost, the student must replace it immediately at a cost of \$10.
  - c. Footwear must be closed-toe and professional in appearance and worn at all times with socks or nylons which cover the ankles, in accordance with individual program guidelines. Solid black dress pants are required to be worn by each student. Apparel considered unprofessional includes sweatpants, stirrups, revealing clothing, hats and headphones. Black headwraps may be worn.
  - d. Aveda Institute Columbus reserves the right to maintain an esthetic standard for all students, including professional personal hygiene and grooming and, to the extent appropriate, makeup, appropriate facial hair and standard dress code adherence.
  - e. Students who, in the reasonable determination of Aveda Institute Columbus, are not dressed professionally will be dismissed for the day.
  - f. Students with a religious affiliation requiring specific wardrobe should bring this to the school's attention prior to enrollment.
2. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:
  - a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
  - b. Food, candy and gum are allowed in the classroom area only. Beverages can be consumed in the classroom and classroom areas only.
  - c. Because Aveda Institute Columbus is a smoke-free facility, smoking is not allowed on school property, or while wearing the Aveda Institute Columbus uniform, any Aveda logo apparel, or within the boundaries of the Olentangy Plaza or neighboring properties and businesses.
  - d. Cell phones must be turned off and must be kept in assigned locker at all times. Cell phones may only be used on campus if permission is given by your instructor for use in educational purposes.
  - e. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive instructor permission to be in unassigned areas.
  - f. To benefit from the training and technical experience Aveda Institute Columbus offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using nonprescription controlled substances or intoxicants will be terminated.
  - g. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an instructor within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.
  - h. The Aveda Institute Columbus maintains a strict no-tipping policy. Any student in violation of this policy, by accepting a tip from a guest, may be terminated from the Institute. In the event that a student is unsure if he/she has accepted a tip, he/she should immediately report to an instructor to avoid discipline.
  - i. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their property in these locked areas. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items must be replaced by the student within 24 hours.
  - j. Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment will result in termination and require monetary restitution.
  - k. The Institute expects that all students and employees adhere to the United States Copyright Act (Title 17 United States Code) and the related acts, which further define the proper use of copyrighted materials. Computers located in the Institute's common areas are for student use. It is against Institute policy for students to copy or share copyrighted materials. This includes unauthorized peer-to-peer file sharing. It is prohibited for students to use the Institute's information technology systems for these activities.

## Standard Violations

Violations include assigned area violations, property misuses, client service violations, unprofessional behavior, and any disruptive behaviors determined by instructors and/or the Director of Education as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students.

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

## Suspension

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

## Major Standard Violations

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



# Social Media Policy

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

## Definition of Social Media

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

## Introduction

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

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

## Usage Guidelines for Posting to Social Media Sites

- Be careful what you post. Consider the clarity, length and tone of your comments before posting them. You are responsible for what you post. Remember, your post may last forever, even if you later try to modify or remove it.
- Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the Institute in any capacity.
- On personal sites, identify your views as your own. If you identify yourself as an Institute student, faculty or staff member online, it should be clear that the views expressed are not necessarily those of the Institute.
- Sign your post with your real name and indicate your relationship to the Institute. Do not use pseudonyms or post anonymously.
- Respect the views of others, even if you disagree. Do not use profane, obscene, or threatening language.
- Be truthful, accurate and complete in describing the Institute's programs and services.
- Obey the Terms of Service of any social media site or platform in which you participate.
- Review the privacy settings of each social media site accessed or used to understand how the site uses the information that its users provide. Be careful about revealing excessive personal information.

- Whenever appropriate, link back to information posted on the Institute website instead of duplicating content. For assistance please contact the Director.
- Whenever, as a member of the Institute faculty, you utilize social media as a means of student participation in course work be sure to also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium. For example, some students may not be comfortable with opening a Facebook account.

## Prohibited Social Media Activity

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

- Using social media to harass, threaten, insult, defame or bully another person or entity; to violate any Institute policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.
- Posting copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Information that is widely available to the public and posted on the Internet may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination. For more information, please review the Institute's Copyright Policy online at [www.avedacolumbus.com/copyright-policy/](http://www.avedacolumbus.com/copyright-policy/).
- Using the Institute or Aveda name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate.
- Disclosing confidential Institute information, non-public strategies, student records, or personal information concerning (past or present) members of the Institute community without proper authorization.
- Posting content in violation of applicable laws, including without limitation posting content that includes education records in violation of the Federal Education Records Protection Act (FERPA).
- Posting content that is false, misleading, obscene, defamatory, libelous, tortious, threatening, harassing, abusive, hateful, racially or ethnically disparaging, inflammatory, offensive, fraudulent, discriminatory, invasive of the privacy or publicity rights of other, or otherwise injurious, unlawful or illegal.
- Insulting, disparaging, disrespecting or defaming the Institute or members of the Institute community.

## Policy Violations

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

In appropriate cases, such conduct may also be reported to law enforcement authorities.

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



# ATTENDANCE

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

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

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

## Student Responsibilities

The Aveda Institute Columbus is dedicated to providing hands-on professional training in the fields of cosmetology and esthetics. Part of the Institute's responsibility to the student and to our professional colleagues is to provide prospective employers with a true evaluation of the student's ability, behavior, and attitude.

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

In order to ensure students obtain the skills necessary for professional success, the Institute expects students to maintain a cumulative attendance percentage of not less than 90%. This means that a student is physically present and actively engaged in training for not less than 90% of their scheduled attendance. Failure to maintain a 90% cumulative attendance percentage may result in the student being subject to professionalism counseling with representatives of the Institute's professional development team. If an extended leave is necessary, please see the Leave of Absence section of this catalog.

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

In order to ensure that the provided education and training is properly maintained, **IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP ANY MISSED WORK & ASSIGNMENTS DURING AN ABSENCE.** Failure to maintain adequate attendance and/or failure to make up missed work and/ or assignments may prevent a student from advancing to a subsequent phase in their program.

## Call In Policy

Students are required to call in an absence or late arrival 30 minutes prior to their scheduled start time:

**THE STUDENT CALL-IN NUMBER:**

**(614) 291.2421 EXT. 6814**

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

## No Call/No Show Policy

If a student fails to call in a late arrival to the attendance line by the required time, they will be considered a no call/no show for the day.

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

Each day, full time students are provided with a one-hour lunch break during theory classroom days and a 45-minute lunch break during their hands-on training days. Lunch times will vary by day and will depend on classroom and clinic schedules. Full time students must be clocked back in from lunch within the time of their scheduled lunch break. Eating lunch in the classroom after a student's allotted meal period has passed is not permitted.

Barring extenuating circumstances, students are permitted to clock out for one (1) 15-minute personal break each day. Students are eligible to take a 15-minute break after clocking at least 1 full-hour of time on campus. In addition, 15-minute breaks are not permitted within 1 hour before or after of a scheduled lunch break. All breaks must be approved by an instructor, and the Guest Concierge at the podium must be alerted. Students are required to sign-out & clock-out for all breaks.



### Late Arrival

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

In order to receive clock hours for the day, a student may not clock in more than **15 minutes** after their scheduled start time.

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

- Clock in
- Report directly to classroom/clinic floor instructor
- Complete the daily sign-in sheet and identify the late arrival time

Students are not permitted to arrive late and leave early on the same day.

### Time Record Policies

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

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

### Early Releases

Students requesting an early release must:

- Report directly to the Student's assigned instructor for the day
- Sign-out on the daily sign-in sheet and identify the early leave time
- Clock-out for the day
- In the event that a Request for Early Release Form is not completed and/or approved by Professional Development, prior to the student leaving, the student will be subject to disciplinary action.

### Notice of Expected Absence

Students who are planning to be absent need to:

- Obtain and complete a Notice of Expected Absence Form, which must be signed by the student's instructor and Professional Development Coordinator.
- Deliver the Notice of Expected Absence Form to the Office of Professional Development.

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

### Holidays

Aveda Institute Columbus recognizes the following days as legal holidays:

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

Days off due to legal holidays are recorded as such and extend the enrollment agreement.



# CANCELLATION AND REFUND POLICIES

## NOTICE OF CANCELLATION AND REFUND FOR COSMETOLOGY AND ESTHIOLOGY

Enrollment can be terminated by written notice from one party to the other. Said notice must be in writing and shall be mailed, postage prepaid, either registered or certified mail, return receipt requested, to the other party at the address set forth in the student's enrollment agreement or delivered to the student or the School Director in person. The refund policy is as follows:

1. If a student's application is rejected by the school, or if he/she cancels enrollment within three (3) business days from the execution of the enrollment agreement, all monies collected by the school will be refunded, whether or not the student has begun the course of instruction.
2. If a student cancels his/her enrollment after three (3) business days from the execution date of the enrollment contract, but before the student begins the course of instruction, he/she is entitled to a refund of all monies paid to the school less the registration fee of \$100.
3. If a course is cancelled by the school subsequent to the student's enrollment, and before instruction in the course has begun, the school will provide a full refund of all monies paid.
4. If the school cancels the course and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall at its option (a) provide a pro-rata refund to the student if the student transfers to another school based on the hours accepted by the receiving school; or (b) provide completion of the course; or (c) participate in a Teach-Out Agreement; or (d) provide a full refund of all monies paid.
5. If, for any reason, the school is permanently closed and no longer offers instruction after a student has enrolled and instruction has begun, the student shall be entitled to a pro rata refund of tuition.
6. If either party cancels the enrollment contract after the student begins class and after three (3) business days of signing the enrollment agreement, the school will keep the registration fee, the student kit fee (as the kit becomes the property of the student) and the applicable tuition amount as determined pursuant to the following schedule:

Percentage length completed to total length of program	Amount of total tuition owed to the school
.01% - 4.9%	20%
5.0% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

The refund calculation is based upon the student's scheduled hours as of the determination date. Any refund due the student is calculated based upon the student's last date of attendance. The refund calculation does not apply to a student whose date of withdrawal occurs after such student has completed 50% of the scheduled length of the program for which the student has been charged. At this point, the student will be charged 100% of all tuition and fees.

Any money due to the applicant or student shall be refunded within 45 days of the official withdrawal date or the date the school determines that the student has withdrawn. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

The school will consider the student withdrawn if the student does not attend class for 14 consecutive days or notify the school of his/her intention to withdraw. The official withdrawal date is determined by the last day attended, as evidenced by attendance records. All miscellaneous cost which have not yet become due will be void.

If the student does not return or call from his/her leave of absence by the date of his/her expected return, that student shall be considered terminated. For students on an approved leave of absence, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. The date of withdrawal shall be the student's last day of attendance, as evidenced by attendance records.

Unless the student's application is rejected, or the student cancels his/her enrollment within three business days of signing the enrollment agreement, the school shall impose an administrative fee of \$150 in connection with the student's termination of his/her enrollment prior to completing his/her course of instruction. Note that the school's institutional refund policy applies after any applicable return of federal Title IV funds.

## COLLECTION POLICY

If the student is terminated or withdrawn from the school, the school shall inform the student of any balance owed to the school. Unless otherwise documented as part of an approved payment plan between the student and the school, beginning 30 days after the date the student is informed of a balance due the student shall be assessed a monthly late payment penalty equal to 1.5% computed upon the amount due to the school.

The school is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the school's cancellation and refund policies set forth in this catalog. In the event that the student's enrollment agreement is sold or discounted to a third party, such third party shall be required to comply with the cancellation and refund policy set forth herein. In certain situations where mitigating circumstances are in evidence, the school may, in its sole discretion, provide a refund that exceeds this refund policy.





## RETURN OF TITLE IV POLICY

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

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

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

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

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

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

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

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

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

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal Direct Parent PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance

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

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

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

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



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## COMPLAINT PROCEDURES

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

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

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

Students may pursue unresolved complaints with the Ohio Board of Cosmetology, 1929 Gateway Circle, Grove City, OH 43123, Tel. 614-466-3834, [www.cos.ohio.gov](http://www.cos.ohio.gov).

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

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## OWNERSHIP AND ACCREDITATION

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Aveda Institute Columbus is owned and operated by Nurtur, LLC.

Our faculty is a skilled team of experienced instructors with knowledge of classic and contemporary techniques. Instructors have met program licensing requirements and are trained in all aspects of hair, skin and nail esthetics, body care and related subjects.

The Aveda Institute Columbus is a cosmetology and esthology/nail esthetics school approved and licensed by the Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, OH 43123, Tel 614-466-3834, [www.cos.ohio.gov](http://www.cos.ohio.gov).

The Aveda Institute Columbus is accredited with the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302. Tel 703-600.7600 Web [www.naccas.org](http://www.naccas.org)

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## GRADUATION, LICENSURE & JOB PLACEMENT

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

Each year, the Institute reports to its accrediting agency, the National Accrediting Commission of Career Arts and Sciences. The following information was reported to NACCAS with respect to students who enrolled at the Institute with an original expected graduation date falling within calendar year 2016.

<b>Total number of students scheduled to complete (all programs)</b>	296
<b>Total number of students actually completed</b>	228
<b>2016 completion rate</b>	77.00%
<b>Percentage of graduates passing State Board exam</b>	95.00%
<b>Percentage of graduates employed</b>	79.80%



# GAINFUL EMPLOYMENT PROGRAM DISCLOSURE

Undergraduate certificate in Cosmetology  
Program Length: 54 weeks

## Students graduating on time

3% of Title IV students complete the program within 54 weeks<sup>1</sup>

## Program Costs\*

**\$23,088** for tuition and fees

**\$2,701** for books and supplies

**\$9,308** for off-campus room and board Other

Costs:

Charges for books and supplies may be subject to Ohio sales tax.

Visit website for more program cost information: [nurturavedainstitutes.com/aic-npcalc.htm](http://nurturavedainstitutes.com/aic-npcalc.htm)

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

## Students Borrowing Money

87% of students who attend this program borrow money to pay for it<sup>2</sup>

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

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

### The typical monthly loan payment

**N/A\*** per month in student loans with **N/A\*** interest rate<sup>4</sup>.

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

### The typical graduate earns

**\$16,189\*** per year after leaving this program<sup>5</sup>

\*This institution has appealed the earnings data for this program.

## Graduates who got jobs

88% of program graduates got jobs according to the accreditor job placement rate<sup>8</sup>

### Program graduates are employed in the following fields:

Hairdressers, Hairstylists, and Cosmetologists: <http://onetonline.org/link/summary/39-5012.00> Makeup Artists,

Theatrical and Performance: <http://onetonline.org/link/summary/39-5091.00> Manicurists and Pedicurists:

<http://onetonline.org/link/summary/39-5092.00>

Skincare Specialists: <http://onetonline.org/link/summary/39-5094.00>

## Licensure Requirements<sup>6</sup>

This program meets licensure requirements in **Ohio\***

\*State requires students to sit for licensure exam

## Additional Information:

For purposes of this gainful employment disclosure statement, the percentage of "Students graduating on time" is based on the number who completed the program in "normal time". "Normal time" is defined as the normal time to complete the program as published in the institution's course catalog, which for this program is 54 weeks. Students may take longer than the published 54 weeks to complete this program. The graduation rate for this program based on student data reported by the institution to the National Accrediting Commission of Career Arts & Sciences for those students scheduled to graduate from this program in calendar year 2015 was 71%.



Footnotes:

1. The share of students who completed the program within 100% of normal time (54 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate: N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

*National Accrediting Commission of Career Arts & Sciences*

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

<http://elibrary.naccas.org/InfoRouter/docs/Public/Website%20Menus/Accredited%20Schools/Member%20Menu/2016%20Annual%20Report%20Instructions.pdf>

(<http://elibrary.naccas.org/InfoRouter/docs/Public/Website%20Menus/Accredited%20Schools/Member%20Menu/2016%20Annual%20Report%20Instructions.pdf> )

What types of jobs were these students placed in?

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

*Positions that recent completers were hired for include: hair stylist, nail technician, cosmetology school administrator, and cosmetology school educator*

When were the former students employed?

*This rate is based on program completers who were employed prior to November 30, 2016.*

How were completers tracked?

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



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# GAINFUL EMPLOYMENT PROGRAM DISCLOSURE

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Undergraduate certificate in Esthiology Program

Length: 21 weeks

## Students graduating on time

27% of Title IV students complete the program within 21 weeks<sup>1</sup>

## Program Costs\*

\$13,174 for tuition and fees

\$1,971 for books and supplies

\$3,878 for off-campus room and board Other

Costs:

Charges for books and supplies may be subject to Ohio sales tax.

Visit website for more program cost information: [nurturavedainstitutes.com/aic-npcalc.htm](http://nurturavedainstitutes.com/aic-npcalc.htm)

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

## Students Borrowing Money

92% of students who attend this program borrow money to pay for it<sup>2</sup>

### The typical graduate leaves with

\$9,725 in debt<sup>3</sup>

### The typical monthly loan payment

\$111 per month in student loans with 6.8% interest rate<sup>4</sup>.

### The typical graduate earns

\$13,024 per year after leaving this program<sup>5</sup>

## Graduates who got jobs

66% of program graduates got jobs according to the [accreditor job placement rate](#)

### Program graduates are employed in the following fields:

Skincare Specialists: <http://onetonline.org/link/summary/39-5094.00>

## Licensure Requirements<sup>6</sup>

This program meets licensure requirements in **Ohio**\*

\*State requires students to sit for licensure exam

## Additional Information:

For purposes of this gainful employment disclosure statement, the percentage of "Students graduating on time" is based on the number who completed the program in "normal time". "Normal time" is defined as the normal time to complete the program as published in the institution's course catalog, which for this program is 21 weeks. Students may take longer than the published 21 weeks to complete this program. The graduation rate for this program based on student data reported by the institution to the National Accrediting Commission of Career Arts & Sciences for those students scheduled to graduate from this program in calendar year 2015 was 85%.



Footnotes:

1. The share of students who completed the program within 100% of normal time (21 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate: N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

*National Accrediting Commission of Career Arts & Sciences*

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

<http://elibrary.naccas.org/InfoRouter/docs/Public/Website%20Menus/Accredited%20Schools/Member%20Menu/2016%20Annual%20Report%20Instructions.pdf>

(<http://elibrary.naccas.org/InfoRouter/docs/Public/Website%20Menus/Accredited%20Schools/Member%20Menu/2016%20Annual%20Report%20Instructions.pdf> )

What types of jobs were these students placed in?

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

*Positions that recent completers were hired for include: esthetician, skin care specialist, esthetics school administrator, and esthetics school educator*

When were the former students employed?

*This rate is based on program completers who were employed prior to November 30, 2016.*

How were completers tracked?

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



The Aveda Institute Columbus was founded to create some of the most successful entrepreneurs in hair, skin, makeup, and total body wellness.

Our students are educated by accomplished professionals, using innovative curriculums that blend professional techniques with retail and business-building skills. The Institute emphasizes personal well-being, as well as environmental responsibility. Using Aveda pure flower and plant essences and plant-based products, we affirm the relationship between personal beauty, wellness and the environment.

### **ADMINISTRATIVE STAFF**

**Patrick Thompson**, President  
**William Molden**, Institute Director  
**Jennifer Lambert**, Senior Compliance Manager  
**Lauren Williams**, Senior Professional Development Counselor  
**Justin King**, Institute Coordinator  
**Karin Vacakis** Professional Development & Financial Aid Counselor  
**Randi Beverly**, Financial Aid Manager  
**Caleigh Carrothers**, Financial Aid Coordinator  
**Jessica Eubanks**, Senior Admissions Representative  
**Olivia Ochs**, Admissions Representative

### **BUSINESS OFFICE**

**Chad Woodgeard**, Student Accounts  
**Mary Hoderlein**, Student Accounts  
Brent Prenger Student Accounts

### **EDUCATIONAL STAFF**

#### **Cosmetology Instructors:**

William Molden  
Bethany Bryant  
Jacquelyn Hutchinson  
Alyssa Kies  
Cynthia Maxwell  
Marie Pannell-Biggs  
Daniel Pesirithes  
Jessica Pritt-Nance  
Anne Radcliff  
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Tasha Takos  
Lisa Whittington

#### **Esthiology Instructors:**

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