



AVEDA INSTITUTE
Maryland

School Catalog

2017-2018

OUR MISSION AT AVEDA IS TO CARE FOR THE WORLD WE LIVE IN, FROM THE PRODUCTS WE MAKE TO THE WAYS IN WHICH WE GIVE BACK TO SOCIETY. AT AVEDA, WE STRIVE TO SET AN EXAMPLE FOR ENVIRONMENTAL LEADERSHIP AND RESPONSIBILITY, NOT JUST IN THE WORLD OF BEAUTY, BUT AROUND THE WORLD.



Certified True and Correct as to Content and Policy

Clare Santiago 9/1/2017

VA Certifying Official



the art and science of pure flower and plant essences

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WELCOME – INSTITUTE INFORMATION

This catalog has been compiled to serve as a guide for prospective students, their families, friends and guidance counselors. The information includes the requirements, available programs and the advantages of *Aveda Institute Maryland* system. Every effort has been made to provide a detailed reference to answer all your questions about our school.

On July 1, 2017, we launched our new name “Aveda Institute Maryland” formally known as The Colorlab Academy of Hair. We have partnered with Aveda to bring our students the latest trends and education! Beauty is our passion! Here at Aveda Institute Maryland, we will inspire you to achieve all your dreams in the beauty industry! Our motto is “Where there is a will, there is a way!”

Our goal is to help you become successful. Our staff is here and ready to answer any question or address any concern you may have along your journey! Please feel free to call upon any of us.

Aveda Institute Maryland and its’ principals are highly respected in the field of Cosmetology Arts and Sciences. Our curriculums include basic and modern techniques and are updated annually. We also include audio/visual media to bring these techniques to you in highly motivated programs. Our teaching staff emphasizes personal attention to help meet the individual need of each and every student. Our graduates are educated to be professionals in the beauty field.

We sincerely welcome your interest in *Aveda Institute Maryland* and we extend a cordial invitation to visit our campus and discuss your ambitions and goals with our career counselors.

Aveda Institute Maryland

227 Archer Street
Bel Air, Maryland 21014
(410)838-0845
(410)838-7477
FAX: (410)838-1022

www.avedainstituteMD.com

INGREDIENT GLOSSARY

Our ingredient philosophy: what you put on your body should be as healthy and natural as what you put into it. Discover the properties of our naturally derived ingredients.



MISSION

Aveda Institute Maryland (AIMD), a private, proprietary, co-educational institution of higher learning, educates men and women for challenging and rewarding careers in the field of Cosmetology Arts and Sciences.

Our philosophy has grown out of the simple belief that education at *Aveda Institute Maryland* should be useful. Aveda Institute Maryland's mission is to provide a quality, professional education and training to enable students to successfully pass the state licensure exam by:

- creating an environment of trust and respect;
- encouraging a commitment to teamwork;
- promoting personal and professional development; and
- inspiring the continuous quest for knowledge and growth.

Our mission as a school is to provide optimum educational opportunities and guidance so that students may formulate and achieve their professional and personal goals, as well as develop the skills, knowledge and attitudes that will enable them to become involved, contributing members of their social and business communities. Graduates are able to assume roles at the entry level in the beauty profession with a greater potential for future advancement either by further education or practical experience. By supporting our students in this manner, we prepare them for successful careers within their respective fields and enable them to provide services that exceed our guests' expectations.

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 Aveda Institute Maryland and let yourself grow.

THE FOUNDER

Aveda Corporation Founder Horst M. Rechelbacher redefined the face of beauty worldwide. He was a major, motivating force in hair care and the beauty industry. A world-renowned hair stylist, artist, entrepreneur and educator, he was a master of innovation: moved by a keen intelligence, artistic talent and quest for knowledge, he invented and perfected cutting-edge techniques, trends, products, and treatments imbued with the multiple benefits of pure flower and plant ingredients.

His beliefs in the powers of nature and his efforts to preserve the environment, combined with his lifelong commitment to excellence, have spawned a new sense of beauty that goes far beyond surface image. Reflected in Aveda's expanding global network of educational institutes, salons, spas and stores, the Aveda concept of beauty encompasses a complete system of care, using plant-based products, treatments, and simple rituals to enhance appearance, well-being, and the quality of life. In turn, this approach also advocates more environmentally responsible business practices and life styles.

Horst's dynamic vision and ideas are embodied in the institute, which he founded in 1976. Under his vital leadership, his schools have become an internationally acclaimed center of learning for professionals in cosmetology, esthology, manicuring, spa body care, and massage. The very essence of Horst's vision and ideas, Aveda Institute Maryland is a stimulating, interactive learning center that offers a comprehensive program that blends basic theory with practical experience in a salon and spa- like environment.

OWNERSHIP

International Cosmetology Inc. does business as (D/B/A) Aveda Institute Maryland and Aveda Institute.

Below is the ownership structure for each person or entity that directly or indirectly owns a 25% or great interest in our institute.

International Cosmetology Inc. – Clare Santiago (President) 100%

PROGRAMS

- **Cosmetology**- Explore the latest styles and techniques in hair cutting and styling, skin care, nail care, and makeup.
- **Esthetics/Makeup**- Learn specialized techniques to purify, balance, and renew the skin.

All three programs encompass three types of learning:

- **Theoretical knowledge**, the foundation of the education.
- **Practical experience**, the application of the knowledge.
- **Professional business-building skills**, vital for student success.

Each phase of the education emphasizes a different combination of learning approaches.

ACCREDITATION

Aveda Institute Maryland has been accredited by the National Accrediting Commission of Career Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302, Telephone 703-527-7600. Accreditation means that a school has met national standards of educational performance that have been established by an impartial nongovernmental agency. The accrediting of schools by professional, national and regional associations of like schools, schools with similar objectives and subject content, has long characterized the American educational scene.

STATE APPROVAL

Aveda Institute Maryland has been approved by the Maryland Higher Education Commission, 6 North Liberty Street, 10th Floor, Baltimore, MD 21201, Telephone 800-974-0203.

SCHOOL APPROVALS

Documents granting approval and accreditation are available and may be reviewed with the student. An appointment should be made with the school director to review such items.

PROGRAM PERFORMANCE

The following information is in compliance with Pub. L. 102-126, the Higher Education Technical Amendments of 1991.

This report includes Aveda Institute Maryland rates as follows:

- Program: Cosmetology

2012 Rates	This School	All Maryland Schools
Completion Rate	59%	48%
Employment Rate	79%	60%

This information is provided from the "Guide to Programs Offered by Maryland Private Career Schools in FY 2012" and National Center for Education Statistics. (http://www.mhec.state.md.us/utilities/PCS_Search/pcs_program.asp?ID=81) (<http://nces.ed.gov/ipeds/cool/>)

FACILITIES/EQUIPMENT

This is the place! Located in downtown historic Bel Air Maryland, Aveda Institute Maryland is the ideal setting for your professional education.

Facility

Aveda Institute Maryland is housed in a modern, free-standing, 6,600 square foot facility with tastefully decorated interior. The clinic/salon floor of our school is operated very much like a salon & spa. Students acquire practical "in salon" experience through serving patrons with a complete menu of beauty services. There is a dispensary for products used for salon services and retail is available for clients to purchase products. There is a reception and make-up area. Our school is climate controlled for the complete comfort of all students and a student lounge and a staff lounge is provided. Lockers are also available to store personal items. There are restrooms for salon clients and staff/students.

Guest Service Areas

A diverse array of guests come to Aveda Institute Maryland 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. All equipment and furnishings meet the requirements of state and federal agencies. The school contains ample student desks and hairstyling workstations. State of the art audio-visual equipment, hair dryers, facial/massage beds, shampoo bowls and chairs, manicuring and pedicure equipment and a wide variety of beauty products and preparations complete the list of school equipment.

Administrative Offices

Team leaders and administrative personnel are available to respond to your questions and concerns.

Aveda Experience Center

The institute has a retail center for Aveda hair, skin and body care, flower and plant Pure-Fume™, makeup, and life style products. The store gives you the opportunity to practice your guest service and retailing skills.

Lunchroom

There is a special area designated in the lower level and outside for all students to socialize and enjoy their breaks and/or lunch. Students are responsible for maintaining the cleanliness of their break areas.

Bus Lines

Major bus lines run to and from Bel Air Maryland. Please call Harford County Transportation at (410) 638-3000 or visit <http://www.harfordcountymd.gov/1777/Transportation> for more information. Utilizing public transportation or participating in a car pool is encouraged.

Parking

- **Institute Lots:** The institute parking lots are reserved for employees, students, and guests only. The first 7 parking spots are reserved for guests only. Employees and students are encouraged to park in any other parking spaces available on the Institutes Lot. Unauthorized vehicles will be towed at the owner's expense.
- **Street:** There is a limited amount of street parking available early in the morning. Most streets offer free or permitted parking. Students should be aware and check for snow emergency routes when parking on the street in the winter. Parking is at your own risk.
- **Public Lots:** Students can park in public parking lots. A parking guide has been prepared to assist in locating public parking in downtown Bel Air. Metered parking is available on downtown streets, various public lots and in the Hickory Avenue parking garage. Parking at meters in Downtown Bel Air is **FREE** after 5 pm, weekends and holidays. For more information visit www.belairmd.org/170/parking or call the town at 410-638-4550.



PROGRAM INFORMATION

COSMETOLOGY & ESTHETICS/MAKEUP CAREER CONSIDERATIONS

Aveda Institute Maryland believes that students interested in pursuing a career in Cosmetology, Esthetics/Makeup or a related field should consider all aspects of such a decision. Persons who want to become a cosmetologist must:

- Have finger dexterity and a sense of form and artistry.
- Enjoy dealing with the public and be able to follow a client's directions.
- Keep up with the latest fashions and beauty techniques.
- Work long hours while building a clientele in order to make the desired income.
- Make a strong commitment to the educational process and complete school.
- Learn business skills in order to manage a salon or operate your own salon.
- Have a positive attitude.

In addition, students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's table for extended periods of time.
- There will be exposure to various chemicals and fumes, which could cause allergic reactions.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission, or independent contracting. (renting space and equipment from an existing salon)

Criminal convictions may affect a student's ability to be licensed.

COSMETOLOGY (DIPLOMA - 1500 HOURS)

Express your creativity and talent in The Cosmetology Program which will educate students to a degree of competence that will enable him/her to systematically and professionally perform the required skills of the Arts and Science of Cosmetology. All courses are taught in the English. Textbooks and course material are only offered in the English language.

Cosmetologists offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise clients on how to care for their hair at home. They also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, shears, and clippers. Cosmetologists also provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. A growing number actively sell skin care products. (Occupational Outlook Handbook, 2012)

Successful completion of the 1500-hour Cosmetology Program prepares the graduate to take the state board examination necessary to obtain a Cosmetologist license for an entry level position as a hairstylist, hairdresser, or cosmetologist. This program is VA approved.

Full-Time Schedules

Day Schedule: (starts before 9/5/17)	Tuesday through Friday 8:30 am to 4:30 pm (30-minute break) 30 hours per week (50 weeks)
Day Schedule: (starts after 9/5/17)	Tuesday through Saturday 8:45 am to 4:30 pm (45-minute break) 35 hours per week (42.85 weeks)
Flexible Day Schedule: (starts after 9/5/17)	Tuesday through Friday 8:45 am to 4:30 pm & first 12 Saturdays 8:45 am to 4:30 pm (45-minute break) 35 hours per week for the first 12 weeks (420 hours) 28 hours per week for the remaining 38.5 weeks (1,080 hours) (50.5 weeks total)
Evening Schedule (starts before 9/5/17)	Tuesday through Thursday 6:00 pm to 10:00 pm (no break) & Saturday 8:30 am to 5:00 pm (30-minute break) 20 hours per week (75 weeks)
Evening Schedule (starts after 9/5/17)	Monday through Thursday 5:30 pm to 10:00 pm (no break) & Saturday 8:45 am to 4:30 pm (45-minute break) 25 hours per week (60 weeks)
Flexible Evening Schedule: (starts after 9/5/17)	Monday through Thursday 5:30 pm to 10:00 pm (no break) & Saturday 8:45 am to 4:30 pm (45-minute break) Friday 8:45 to 4:30 pm after first 16 weeks 25 hours per week for the first 16 weeks (400 hours) 32 hours per week for the remaining 34 weeks (1,160 hours) (50 weeks total)

Program Outline	
Hours	Subject
240 hours	Preclinical theory instruction in the sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; electricity and light; sanitation; safety procedures related to the practice of cosmetology; and Maryland statues and rules which pertain to the regulation of the practice of cosmetology; and elementary service skills.
180 hours	Theory instruction in applied science and skills in shampooing, scalp and hair conditioning, hair design and shaping, chemical hair control, hair coloring, hair styling, facials, make up, manicuring, and nail care
80 hours	Scalp and Hair Conditioning
50 hours	Shampooing
150 hours	Hair Design Shaping
200 hours	Hair Styling
200 hours	Chemical Hair Control
200 hours	Hair Coloring
100 hours	Nails
100 hours	Facials and Makeup
1500 TOTAL HOURS	Skill Total Hours (1080) Theory Total Hours (420) The above hour requirements must be met by each student in each category.



Cosmetology Curriculum Overview

An Aveda Institute Maryland education is rigorous and thorough. Throughout the Cosmetology program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Plant Aromaology

history of aromaology
therapeutic effects
custom testing and blending

Chemistry

scalp and hair analysis
bacteriology
infection control
sanitation/sterilization
ingredient analysis

Anatomy and Physiology

cells, tissue, and organs
muscular system
nervous system
circulatory system
endocrine system
excretory system
respiratory system
digestive system
nutrition

Shampooing/Conditioning

product analysis
procedures/techniques
draping for wet and dry chemical services
selecting correct shampoo/conditioner

Hair Styling

wet styling
finger waving
pin curl techniques
roller curls
comb out techniques
artistry in hair styling
thermal styling
conventional thermal (marcel) irons
electric thermal irons
blow-dry styling

Hair Cutting

implements and techniques
sectioning
scissors
clippers
razors
client consultation

Chemical Hair Relaxing/Restructuring

product analysis
client hair analysis
application techniques
equipment, implements, and materials

Makeup

color theory
contoured and natural makeup application
subtle and dramatic application

Skin Care

histology
disorders
facials
cleansing
moisturizing

Hair Coloring

color theory
classifications of hair color
product analysis
corrective coloring
contemporary techniques
one dimensional
multidimensional foils
double process hair color

Nail Care

manicures/pedicures
nail design and artistry
nail extensions
massage techniques for hands, arms, and feet

Personal/Career Development

time management
goal-setting
team building
communication
cover letter/resume writing
interview techniques
job requirements
employee benefits and wages

Permanent Restructuring

history of permanent waving
chemistry of solutions
pre-perm analysis
rod selection
perming techniques
custom perm design and wrapping

State Rules and Regulations

Maryland laws and rules
safety and sanitation requirements

Career Opportunities

Career opportunities in the Cosmetology field include the following:

Salon/Spa Industry

- hair stylist
- makeup artist
- manicurist
- sales representative
- texture specialist
- hair coloring specialist
- salon/spa manager
- salon/spa owner
- platform artist

Education and Other Fields

- instructor
- state board member or inspector
- educational director for a product manufacturer
- consultant/trainer
- school owner
- freelance makeup artist
- stylist or makeup artist for film, theater, fashion, or print
- product development



COSMETOLOGY KIT SUPPLIES

Aveda Institute Tools and Supplies

	<u>Qty</u>	<u>Notes</u>
Tool Kit Bag	1	
Binder/Note Pad	1	
Water Bottle	1	
Name Tag	1	
Yoga Mat	1	
Aveda Black Apron	1	
Aveda Customized Retail Package	1 Travel Set	End of Camp Aveda

Curriculum & Technology

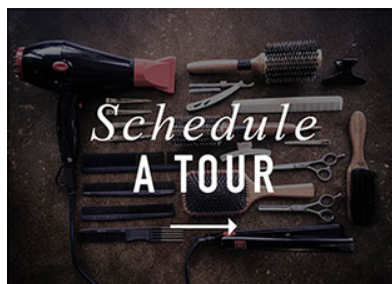
	<u>Qty</u>	<u>Notes</u>
Salon Fundamentals Cosmetology (e-book)	1	978-1-937964-81-8
Salon Fundamentals Cosmetology Study Guide	1	978-1-937964-82-5
Salon Fundamentals Cosmetology Exam Prep (e-book)	1	978-1-937964-83-2
Salon Fundamentals Long Hair Stylist (e-book)	1	978-1-936663-97-2
Shairlook Ava Tablet Book 1 w/headphones	1	
Connect Learn Aveda Seat/Tech Fee	1	

Tools and Supplies

	<u>Qty</u>	<u>Notes</u>
Manikin - Ms. Michelle (Ethnic)	1	
Manikin – Ms. Barbara (X-tra Dense)	2	2 nd Given at Graduation
Manikin – Ms. Maria (Hispanic)	1	Given at Alpha week 1
Manikin – Ms. Suzie-Kin (21.5” long)	1	
Manikin – Mr. Brad (Male)	1	
Manikin – Adj Height All Metal Stand	1	
Turbo Power – 2600 Twin Turbo Dryer	1	
Soft N Style Metal Band Finger Air Diffuser	1	
Soft N Style Dual Air Pik Dryer Attachment	1	
Babyliss Pro Porcelain Ceramic 1” Flat Iron	1	
Hot Tools Marcel ¾” 85W Regular Iron	1	
Wahl All-star Combo w/Peanut Trimmers	1	
Shark Fin Shears 5.5” Right Hand Shunzu Set	1	
Scalpmaster Straight Edge Shaving Razor	1	
Scalpmaster Nylon Comb-out Cape Blk	1	
Soft N Style Timer Combo	1	
Product Club Grip Clips 6 pk	1	
Soft N Style 200 pc. Hair Accessory Set	1	
Soft N Style 11 oz. Aluminum Spray Bottle	1	
Salonchic 8 ½” Cutting Carbon Comb	2	
Salonchic 8 ½” Cutting Hard Rubber Comb	2	

Tools and Supplies (cont.)

	<u>Qty</u>	<u>Notes</u>
Salonchic 7 ¼" Cutting Comb	2	
Salonchic 8" Rat Tail Hard Rubber Comb	1	
Salonchic 9" Pin Tail Carbon Comb Coarse	2	
Scalpmaster Rebel Collection 7 pc Round Brush Set w/Case	1	
Satin edge Deluxe 3pc Grooming Kit	1	
Soft N Style Classic Manicure Bowl Blk	1	
Debra Lynn Manicure Brush	1	
Debra Lynn Practice Hand w/Cuticle Finger	1	
Acrylic Nail Kit	2	2 nd Given at Gamma



ESTHETICS/MAKEUP (DIPLOMA – 600 HOURS)

Prepare for an exciting future in skin care with Aveda Institute Maryland. 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. This program is VA approved.

Full-Time Schedule

Day Schedule: Tuesday through Saturday 8:45 am to 4:30 pm (45-minute break)
(starts after 9/5/17) 35 hours per week (17 weeks)

Evening Schedule Monday through Thursday 5:30 pm to 10:00 pm
(starts after 9/5/17) Saturday 8:45 am to 4:30 pm (45-minute break)
25 hours per week (24 weeks)

Program Outline	
Hours	Subject
120 hours	Preclinical instruction in the sciences of anatomy, dermatology and chemistry as related to skin care; electricity and light; sanitation; safety procedures related to the practice of skin care; and Maryland statutes and rules which pertain to the regulation of the practice of skin care; and elementary service skills
200 hours	Clinical instruction and experience, including 60 facials or makeup applications
280 hours	Applied science and skills in cleaning, conditioning, shaping, reinforcing, coloring and enhancing of the skin quality through the use of facials and makeup, as well subject matter related to the instructor's discretion
600 TOTAL HOURS	The above hour requirements must be met by each student in each category.

Esthiology Curriculum Overview

An Aveda Institute Maryland education is rigorous and thorough. Throughout the Esthetics/Makeup program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Anatomy and Physiology

- cells, tissue, and organs
- muscular system
- nervous system
- circulatory system
- endocrine system
- excretory system
- respiratory system
- digestive system
- lymphatic system

Makeup

- color theory
- contoured and classic makeup applications
- dramatic and subtle look
- lash application

Plant Aromaology History

- of plant aromaology
- psychology of aroma
- therapeutic effect
- custom testing and blending
- methods of application
- elemental nature

Facial Massage

- aveda massage
- detoxification massage for lymphatic drainage
- basic touch
- facial massage
- pressure point massage

Personal/Career Development

- resume writing
- interview process
- responsibilities of employment salary plans, benefits, and insurance client retention
- retail strategies
- incentives
- listening and communication
- personal development

Chemistry

- bacteriology
- safety and sanitation procedures
- ingredient analysis
- skin disorders and diseases
- nutrition

Clinic Practice

- clinic set-up
- sanitation
- time management
- daily goals

The Spa Experience

- aveda product systems
- facial treatments
- brow and lash tinting full
- body waxing methods of
- hair removal
- aveda rituals

Career Opportunities

Career opportunities in the Esthiology field include the following:

Salon/Spa Industry

- esthetician
- makeup artist
- sales representative
- salon/spa manager
- salon/spa owner

Education and Other Fields

- instructor
- state board member or inspector
- educational director for a product manufacturer
- consultant/trainer
- paramedical esthetician
- school owner
- freelance makeup artist
- makeup artist for film, theater, fashion, or print



ESTHEIC/MAKEUP KIT SUPPLIES

Aveda Institute Tools and Supplies

	<u>Qty</u>	<u>Notes</u>
Tool Kit Drawstring Bag	1	
Binder/Note Pad	1	
Water Bottle	1	
Name Tag	1	
Aveda Black Smock	1	
Aveda Customized Retail Package	1 Set	End of Camp Aveda

Curriculum & Technology

	<u>Qty</u>	<u>Notes</u>
Salon Fundamentals Esthetics V2 (e-book)	1	SF02V2TSM
Salon Fundamentals Esthetics Study Guide	1	
Salon Fundamentals Esthetics Exam Prep (e-book)	1	978-1-937964-83-2
Shairlook Ava Tablet Book 1 w/headphones	1	
Connect Learn Aveda Seat/Tech Fee	1	

Tools and Supplies

	<u>Qty</u>	<u>Notes</u>
Manikin – Massage Head w/ShouldersKit	1	Includes Wrap, Pins & Bag
Rubber Mixing Bowl 10 oz.	1	
Body Boar Brush	1	
Fan Brush for Face	1	
Paraffin Body Mask Brush	1	
Cotton Roll 1 lb.	1	
6” Wood Waxing Blades 500 ct	1	
Slanted Tweezer	1	
Mascara Applicator 25 ct	1	
Aveda Daily Effects Brush Set	1	
Aveda Special Effects Brush Set	1	



ACADEMIC SCHEDULE (*The contract end date is based on 100% attendance)

The academic schedule is subject to change at the institute's discretion. The institute will only offer the programs contained in this catalog if it obtains a minimum number of students. If that amount is not satisfied, the institute will allow the student to switch to another open class or wait until a future start date that contains the required minimum number of students.

Cosmetology – Day Schedule

Start Date	Contract End Date*
Tuesday, September 5, 2017	Saturday, July 7, 2018
Tuesday, October 10, 2017	Saturday, August 11, 2018
Tuesday, November 14, 2017	Saturday, September 15, 2018
Tuesday, January 2, 2018	Wednesday, October 31, 2018
Tuesday, February 6, 2018	Monday, December 10, 2018
Tuesday, March 13, 2018	Wednesday, January 16, 2019
Tuesday, April 17, 2018	Wednesday, February 20, 2019
Tuesday, May 22, 2018	Wednesday, March 27, 2019
Tuesday, June 26, 2018	Wednesday, May 1, 2019

Cosmetology – Day Schedule (Flexible Schedule)

Start Date	Contract End Date*
Tuesday, September 5, 2017	Thursday, August 30, 2018
Tuesday, October 10, 2017	Wednesday, October 3, 2018
Tuesday, November 14, 2017	Friday, November 9, 2018
Tuesday, January 2, 2018	Thursday, December 27, 2019
Tuesday, February 6, 2018	Thursday, February 7, 2019
Tuesday, March 13, 2018	Thursday, March 14, 2019

Cosmetology – Evening Schedule

Start Date	Contract End Date*
Monday, September 11, 2017	Wednesday, November 14, 2018
Monday, October 30, 2017	Wednesday, January 9, 2019
Monday, December 18, 2017	Tuesday, February 26, 2019
Monday, February 5, 2018	Saturday, April 13, 2019
Monday, March 26, 2018	Saturday, June 1, 2019
Monday, May 14, 2018	Monday, July 22, 2019

Esthiology – Day Schedule

Start Date	Contract End Date*
Tuesday, October 17, 2017	Friday, February 16, 2018
Tuesday, January 9, 2018	Tuesday, May 8, 2018
Tuesday, May 15, 2018	Thursday, September 13, 2018
Tuesday, September 18, 2018	Tuesday, January 22, 2019
Tuesday, February 5, 2019	Tuesday, June 4, 2019
Tuesday, June 11, 2019	Friday, October 11, 2019

HOLIDAY SCHEDULE

Aveda Institute Maryland students will have off the following days:

Event	Days Off
Thanksgiving Break	November 23, 24 & 25, 2017
Christmas Day & New Year's Day	December 25, 2017 & January 1, 2018
Summer Breaks	July 4, 2018 & September 3, 2018
Thanksgiving Break	November 22, 23 & 24, 2018
Winter Holiday Break	December 24 - 25, 2018 & December 31, 2018 - January 1, 2019

Aveda Institute Maryland reserves the right to modify this schedule due to business necessity.

The school operates on a year-round basis except for the following holidays listed above. Depending on what day of the week holidays fall, the school may opt to close for more than one day. The schedule is based on a 52-week continuous schedule with no formal closing period.

EMERGENCY CLOSINGS & INCLEMENT WEATHER

Any emergency closures or delays will be announced on local television stations WMAR CH. 2, WBAL CH. 11, and WJZ CH. 13, posted on our Facebook, Instagram and Learn Aveda page. In the event of unscheduled closures, a student's contract end date will be extended by the same amount of time closed.

VACATION POLICY

Aveda Institute Maryland endeavors to cooperate with the student's family vacation plans. Vacation requests are to be submitted to the Campus Director, in writing, at least two (2) weeks prior to the scheduled vacation. Vacation days are still counted as missed hours and will affect a student's attendance rate.

PROCEDURES

Upon enrollment, each student will receive access to LearnAveda.net which will provide Institute Maryland Procedure and State Board Procedure outlines and guides. These packets outline the procedures for students to perform services on clients and mannequins and will prepare them for State Board exam. Students are to perform all services as outlined in their procedure packets and at the discretion of their Educators.

STUDENT-EDUCATOR RATIO

The number of students that will be assigned to any class will be based on the student/educator ratio that will be in accord with sound educational practice. In no event, will the student-educator ratio exceed 15:1 Theory, Practical and Clinic for the Cosmetology Program, Esthetics/Makeup Program and the Massage Program.

ADMISSIONS INFORMATION

ADMISSION REQUIREMENTS

A student must meet the minimum age requirement required to enter school, if applicable, and submit the following:

- A copy of government-issued picture identification and a social security card are required.
- Minimum age for students who may enroll in a program is 16 however, the student must have attained the age of 17 by completion of the program.
- Male or female students are eligible who have a high school diploma or a General Education Development (GED) Certificate*.
- Foreign Diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services and Educational Credential Evaluators (ECE).
- The student must attend a personal interview.
- Pay a program appropriate deposit for books and kit fees.
- Complete the appropriate enrollment documents.
- It is not the policy of **Aveda Institute Maryland** to recruit students already attending or admitted to another school offering a similar program of study.

In addition to satisfying the requirements for a valid high school diploma or GED certificate, an applicant must demonstrate the character, readiness and commitment to successfully complete the program. In determining whether to grant or deny admission, Aveda Institute Maryland will consider information about the applicant's prior postsecondary educational experiences, employment record, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing Aveda Institute Maryland to obtain information from other postsecondary institutions, employers, credit agencies and law enforcement authorities. (Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admission is requested; if an applicant with a criminal record is admitted, Aveda Institute Maryland makes no guarantee that the criminal record will not be an impediment to the applicant's ability to obtain employment and pursue a successful career.) Aveda Institute Maryland will also consider an applicant's statements and demeanor during the admissions and orientation process.

Aveda Institute Maryland reserves the right to deny admission to any applicant who Aveda Institute Maryland, on the basis of background, record and statements and conduct during the admissions process, determines to not be qualified to succeed in our benefit from the Basic Cosmetology program offered by Aveda Institute Maryland.

*Please note: All high school diplomas and GED's are subject to verification before a student will be accepted into the program.

STUDENT PREPARATION TIPS

There are several things you may want to consider when preparing for enrollment:

- Choose a start date that allows sufficient preparation time
- Make dependable housing arrangements
- Prepare financially
- Plan for dependable transportation
- Obtain dependable childcare
- Consider employment that supports the demands of your education.

ENROLLMENT PROCEDURE

Admission Requirements

Are you ready to begin? If you're excited about the prospect of training at Aveda Institute Maryland, here's all you have to do to get started.

1. **One-on-One.** Schedule a tour to complete a career planning session interview with an Admissions Representative to learn why The Aveda Institute is the right fit for you.
2. **Prepare your application packet.** Following your interview and tour, if we feel you're a great candidate for our programs, we'll invite you to take the next steps to become accepted.
3. **Enrollment:** If accepted, you will schedule an appointment to register and enroll into the program! A completed enrollment contract and a \$125 enrollment fee must be completed and submitted prior to the beginning of class.

You'll prepare an application with the following requirements:

Complete the following and submit to our Admissions Team

The items listed below must be provided as part of the application process. The Aveda Institute is required to maintain a copy of the items below for admission to the program.

- **Application:** Prior to submitting the application packet an application and \$25 non-refundable application fee will need to be turned in to be eligible for consideration.
- **Letter of Intent:** Submit a letter of intent by thoroughly and thoughtfully answering the questions stated below to determine your acceptance to the Aveda Institute:
 - Why Aveda Institute Maryland?
 - What will you contribute to the industry when you're finished with your training?
 - How will you Inspire Greatness during your training?
 - How will you care for those around you?
 - What Aveda belief statement do you connect with the most and why?

- **Letters of Recommendation:**
 - If a current high school graduate, submit a letter of recommendation from counselor
 - If employed, complete an employer recommendation form
 - If none of the above apply, submit a recommendation form from a Professional in the local community
- **Child Care:** If applicant has a child/children, complete the letter of support form from 2 child care providers (can be family members, friends or child care providers)
- **High School Completion:** Have successfully completed high school or its equivalent as evidenced by a copy of a diploma, copy of GED certificate, or copy of transcript showing high school completion date***
- **Provide proof of age:** Minimum age for students who may enroll in a program is 16 however, the student must have attained the age of 17 by completion of the program. (e.g., driver's license, birth certificate, passport, etc.)
- **Citizenship:** Copy of Social Security Card, Passport, United States Certificate of Naturalization or Citizenship

***If homeschooled, the applicant must provide evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, the applicant must provide evidence of that credential. In addition, if the applicant has a foreign high school diploma, the applicant must provide evidence that verification of his or her high school diploma has been performed by a company that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma from a recognized agency such as World Education Services (WES), Globe Language Services and Educational Credential Evaluators (ECE)





ANIMALS AND AVEDA

Aveda is a cruelty-free brand.

We do not test on animals and never ask others to do so on our behalf.

Our products are "people-tested."

VALIDATING DOCUMENTATION

All students need to provide Aveda Institute Maryland with the documentation listed above prior to signing the enrollment contract. A \$100.00 change of date fee will apply for students changing their start date 3 business days after the execution date of their enrollment contract.

If Aveda Institute Maryland has any reason to believe that any of the documentation listed above is not valid, the institute will request the official document from the respective institution. The student will be required to pay any fees necessary to obtain the official document. The official document must be presented to the admissions office in a sealed envelope with the institution logo or faxed from the institution where the student received the transcript or official document. If the student attended a high school outside the United States, verification of the student's high school diploma must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a United States high school diploma. The student will be responsible for paying the fee for this service and the equivalent transcript must be notarized.

If the institute has reason to believe that the high school transcript was not obtained from an entity that provides secondary school education, Aveda Institute Maryland will check with the department of education in the state in which the high school is located.

Exceptions to the above stated policy include the following:

1. If the student informs the admissions representative that his or her high school cannot locate the student's transcript, and the admissions representative has contacted the high school and confirmed that the student has graduated or received a GED, the admissions representative will request written documentation from the high school to validate high school graduation.
2. If a student received their GED through the military or a correctional facility the admissions representative will review the official documentation and validate that it meets high school graduation requirements.

TRANSFER HOURS

Earned from another Aveda Institute

Aveda Institute Maryland accepts transfer clock hours from other Aveda institutes if the student left in good standing, but doing so is up to Aveda Institute Maryland's discretion. To transfer hours from another Aveda institute, the student must provide Aveda Institute Maryland with a copy of his or her official transcript. The institute will conduct an assessment using Maryland required curriculum rules to determine whether to accept the hours and how many hours to accept. A maximum of 750 hours will be accepted. The cost of tuition will be pro-rated based on the number of transfer hours accepted by the institute. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum

time frame has been exhausted. Students are required to participate in practical and written examinations. These exams will be used to determine the appropriate entry point into the program and the hours that will be accepted.

For Veterans and eligible dependents G.I. Bill, the school will obtain written records on previous education and experience, complete an evaluation, grant credit where appropriate, and advise the VA claimant and the Department of Veterans Affairs accordingly.

This school makes no adjustments to recognize a student's prior education once the student has started at Aveda Institute Maryland of Hair. Students transferring to another school may not be able to transfer all the hours they have earned at Aveda Institute Maryland, the number of transferrable hours depends on the policy of the receiving school.

Earned from a non-Aveda Institute

Aveda Institute Maryland does not accept transfer clock hours from non-Aveda Institutes. However, if a student transfers from a non-Aveda Institute, he or she will receive a discount toward tuition.

The discount amount will be determined by the following sliding scale of hours completed.

Hours Successfully Completed	Discount
250 minimum	\$1,000
250-450	\$1,500
750 or more	\$2,000

To receive the discount, the student must provide an official transcript from his or her prior institute and evidence of successfully completing the hours at the other institute. Any exceptions to this policy is at the discretion of Aveda Institute Maryland.

Between Programs at the Institute

Aveda Institute Maryland does not accept transfer hours between programs at the Institute. However, if a student enrolls in an additional program at the institute within 12 months of successfully graduating from an existing program at the school, Aveda Institute Maryland will give the student a \$1,000 tuition discount and waive the \$25 application fee. If a student owes a balance, withdraws or is terminated at any point during the program, the discount does not apply.

PROGRAM REENTRY

A student may apply for reentry into a program after they officially withdrew, if the following conditions are met:

- the date of reentry must be a minimum of 30 days and no longer than one year past the withdrawal date

- students need to initiate the reentry process with the Admissions Team prior to the requested return date
- students will meet before the board to be considered for reinstatement
- a student who is granted reentry will be given a reentry date based upon class availability and appropriate placement in their program
- a re-registration fee of \$100 does apply
- the student may need to apply for financial aid and complete the entire financial aid process before returning, the student should contact the financial aid office immediately to determine if they must reapply
- students must satisfy or make arrangements to satisfy any outstanding balances due on their account prior to returning to their program
- The student, if accepted, will re-enter at the current tuition and fee rate which will be prorated based on the number of hours needed to complete the program. If books and/or supplies are needed, they may be purchased from the school at the current rate. The student must update any pre-existing student equipment/supplies kit to the standards of the current kit and must possess or purchase the current textbook set.

Students are only allowed one reentry per program. A student will return under the same status as they were when they left. All reentry requests are subject to approval and may be denied. Students will receive the determination of the reentry request from the Admissions Team.

Ability to Benefit

Aveda Institute Maryland does not accept Ability to Benefit students.

Nondiscrimination Policy

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

HOW TO WITHDRAW

The student must notify the Student Services Team in writing of his or her intent to withdraw. The withdrawal is effective on the date the notice is delivered in person, or if sent in the mail on the postmark date or if via email on the date the email was sent. The written notice of withdrawal does not need to take a particular form. It is effective if it indicates the student's desire to withdraw from the program. The student will be deemed unofficially withdrawn if the student fails to attend classes for a 14-day calendar period or until the student exhausts the pool of hours as determined by the institute from its attendance records without making arrangements concerning the absence.

For purposes of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the 14-day period or the day student exhausted his or her pool or hours. Students' locker and assigned station must be vacated immediately upon withdrawal. Aveda Institute Maryland is not responsible for missing items after the student has withdrawn. Any items not taken home will become the property of Aveda Institute Maryland after three business days from the date of withdrawal. The institute will donate or dispose of all items left at the institute. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal. That means that students' prior scheduled hours from their first enrollment will continue to apply toward the maximum timeframe.

Student Status Change

If a status change is needed at any time during a student's enrollment withdrawal, or reentry, requests are to be submitted in writing to the Student Service Team to be considered official.

Changing Programs

If a student begins a program like Cosmetology, does not finish, and decides to begin a different program at the institute like Esthetics, the student's SAP will start all over for Esthetics. Student must satisfy all financial obligations with the institute before applying for additional programs offered at the institute and must complete the enrollment process for the new program application.



TUITION & FINANCIAL INFORMATION

TUITION

The student must complete an Application for Admissions form. This form requires a \$25 fee and is applicable for all programs offered by Aveda Institute Maryland.

Investment in Education

Tuition and charges are valid for programs starting September 5, 2017.

Cosmetology	Esthetics/ Makeup	Massage Therapy
\$16,600 Tuition	\$9,950 Tuition	\$9,800 Tuition
\$2,700 Kit Fee	\$2,150 Kit Fee	\$1,975 Kit Fee
\$300 Technology Fee	\$300 Technology Fee	\$300 Technology Fee
\$125 Enrollment Fee	\$125 Enrollment Fee	\$125 Enrollment Fee
<u>\$25 Application Fee</u>	<u>\$25 Application Fee</u>	<u>\$25 Application Fee</u>
\$19,750 Total*	\$12,550 Total*	\$12,225 Total*

*Prices are subject to change without notice

PAYMENT OPTIONS

Prior to enrollment student must complete an Application for Admission. There are several options for financing education. Students may finance their education using Federal Student Aid, for those who qualify. Otherwise, any student participating in an approved payment plan must sign a promissory note which discloses the terms of payment.

Tuition payment is an obligation you assumed upon signing your enrollment agreement. Make these payments promptly. Delinquency in payment of tuition will be cause for interruption of training. A student may not receive his/her diploma unless paid in full. If you are having trouble meeting your financial obligation, you must communicate with the Financial Aid Administrator. (Refer to Payment Policy).

No forms will be completed by the School enabling students to take the state board examination until all academic and financial obligations have been fulfilled. Any payment made during the last two weeks must be in the form of a certified check, money order, credit card or cash. No personal checks will be accepted.

FINANCIAL AID PROGRAMS

Aveda Institute Maryland offers quality education at surprisingly affordable cost. However, many qualified students may need financial assistance in the form of Federal Student Aid in order to attend school. *Aveda Institute Maryland* participates in a variety of Federal Student Aid programs to assist qualified students obtain post-secondary education but do not have adequate financial means to do so.

Students enrolling in the any program should complete the Free Application for Federal Student Aid (FAFSA). A student's financial aid package may include a Federal Pell Grant, Federal Direct Student Loan, Federal Direct Parent Plus Loan, VA education benefits, State grants, and scholarships.

- **Federal Pell Grants:** The Federal Pell Grant is a need based federal grant for undergraduate students and does not require repayment.
- **Maryland State Tolbert Grants:** The Tolbert grant is available to students attending a private career school in Maryland and must demonstrate a financial need. Tolbert Grants are \$500 per award. This award is applied to tuition costs only and if there is no student balance the credit amount on the student's account will be applied to existing Unsubsidized or Subsidized student loans.
- **William D. Ford Direct Loan Program:** Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) and must be repaid.
- **VA Benefits:** The school is approved by Maryland State Approving Agency to offer training to Veterans and other eligible dependents under the VA Education Benefit Program. Our Cosmetology Program is approved for VA educational benefits.
- **Scholarships:** Various scholarships are available to full time students from government agencies and private organizations. The Financial Aid Office can advise the student of where to seek these awards.

APPLYING FOR FINANCIAL AID (TITLE IV FUNDS)

If you think you may need financial assistance to attend Aveda Institute Maryland of Hair, we encourage you to apply for financial aid using the **Free Application for Federal Student Aid (FAFSA)**. The application may be found Online (electronically) by accessing www.fafsa.ed.gov or you may call 1-800-433-3243 to obtain a paper copy. Use Aveda Institute Maryland's federal school code 016012 to ensure that we receive your FAFSA. The FAFSA is available on Jan. 1 each year at no cost to students. The FAFSA asks for your family's financial information. You and your parents (if you are a dependent student) will complete the FAFSA. You will each need to use information from your most recent Federal income tax returns.

Once you submit your FAFSA, the application will be checked for completeness. If an item is left blank, the form may not be processed or will be returned to you. This could cause a delay in the processing of your application. An electronically filed FAFSA will take approximately 3 days to process. A paper FAFSA application will take about four weeks to process. After the FAFSA is processed, you will receive a report of your answers to the FAFSA questions via email if you filed electronically or via regular mail if you filed a paper FAFSA. This is called a Student Aid Report (SAR). Your SAR will tell you your expected family contribution (EFC). This is how much money you and your family are expected to contribute toward your college expenses.

Financial Need

Most Federal Financial Aid is awarded on the basis of financial need. A student's financial need is the difference between your cost of education (educational expenses such as tuition, fees, room, board, books, supplies and other expenses) and a student's Expected Family Contribution (EFC). If there is anything left over after subtracting the expected family contribution from your cost of education you are then considered to have financial need.

Verification Process

Verification is a process used to verify certain information on the FAFSA to ensure its accuracy. Some students are selected for verification by the U.S. Department of Education. Others are selected by the school. Usually only a certain percentage of students are selected for verification (but keep in mind that some schools choose to do 100% verification so every student file is verified).

Why is your file being verified?

There are several possibilities for being selected for FAFSA verification. Keep in mind that more possibilities exist, but the following are the main reasons for being selected:

- You were selected randomly.
- The submitted FAFSA application has incomplete data.
- The data on the FAFSA application appears to contradict itself.
- The FAFSA application has estimated information on it.

What needs to be done after the selection?

After you receive notification that you have been selected for verification, you should first read any messages from the Department of Education appearing on the Student Aid Report. Contact your Financial Aid Office (FAO) if you have any questions. Next, you should submit copies of documents that the Financial Aid Office requests. These documents may include:

- Verification Worksheet
- IRS Tax Return Transcript (Note: If you use the IRS Data Retrieval option when completing the FAFSA and make no changes to the tax information, a tax return transcript may not be required.)
- Marriage Certificate
- Alien Registration Card
- Other information/documentation

The type of documents required will vary from student to student, and not all students selected for FAFSA verification will have to submit the same documents. Do not turn in any documentation that was not requested.

If you have filed your taxes with the IRS, you should log into your FAFSA at www.fafsa.ed.gov and make a correction to use the IRS Data Retrieval Tool to update your tax information. If you do not, or cannot, use the IRS Data Retrieval Tool, you will be required to obtain a tax transcript from the IRS and submit it to the Office of Student Financial Assistance. Personal copies of tax returns can no longer be accepted.

PACKAGING CRITERIA FOR STUDENT FINANCIAL AID AWARDS

- All tuition and fees will be paid in full before any funds will be awarded to the student as expense funds.
- When a Federal Direct Loan is applicable, either subsidized or unsubsidized, all proceeds will first go toward tuition and fees.
- If applicable, Pell Grant funds will be awarded to tuition and fees. Any funds above the cost of tuition and fees will be scheduled to the student as living expenses.
- All tuition and fees must be paid in this fiscal year. Any student crossing fiscal years will receive student expenses in the next fiscal year, if applicable or eligible.
- For students receiving VA benefits, the school will notify the VA of any changes in enrollment status of enrollment including attendance and/or academic probation, changes in schedules or terminates training.

PAYMENT POLICY

All student accounts must be paid in full at the time the students have been offered 80% of the programs clock hours. Eligibility for a final disbursement of Pell grants, Student Loans, and/or Parent-Plus Loans shall be interim payment in full. Failure to receive final disbursements from any of those programs will cause a balance due which must be paid in full before diplomas, transcripts and state board applications will be released.

Students shall not start until their financial packages are in place and complete. That is, all of the following must be in place:

- Male students must be registered with the Selective Service if of eligible age.
- Free Application for Federal Student Aid (FAFSA) must be complete for any student seeking financial aid. All comments must be cleared or satisfied to the satisfaction of the U.S. Department of Education. If an FAFSA states that income tax return will be filed that must be accomplished and a copy of that return must be submitted to the school.
- Verification of the ISIR must be complete if required by the U.S. Department of Education.
- Aveda Institute Maryland Promissory Note must be signed by student and/or a guarantor (minors only) for any cash-pay portion of the financial obligation.
- Down payment must be paid if student is a full cash-pay student.

Financial aid for the entire program is estimated based on the current accepted Institutional Student Information Record issued by the U.S. Department of Education. Cash-pay portions of the Enrollment

Agreement/Contract obligation are based on that estimate. It will not be assumed that a student will be eligible for future financial aid. A Promissory Note is required for any cash-pay portions of the tuition and must be paid in full by the time she/he has been offered 80% of the programs clock hours.

Promissory Note payments that are more than 30 days late may result in the termination of enrollment. A student who withdraws or is terminated from enrollment shall continue to make payments as specified in the promissory note until her/his account is paid in full per the requirements of the Enrollment Agreement Contract. A student who is terminated from enrollment for not making timely Aveda Institute Maryland Promissory Note payments shall have her/his account immediately turned over to a professional means of collection.

All financial aid disbursed by the U.S. Department of Education will be applied to the balance on the student's account before any refunds will be made to a student.

Continuing students applying for financial aid must submit their Free Application for Federal Student Aid (FAFSA) for the next award year by May 1 and clear all comments and verification requirements before June 1. If financial aid decreases in a future award year, billing for the deficiency will commence on June 1. Monthly payments must be credited to accounts in equal amounts so that the accounts will be satisfied by the time those students have been offered 80% of the programs clock hours. Failure to meet the requirements of this paragraph may result in termination of the enrollment and accounts being sent to a professional means of collection.

After 85% of the programs clock hour's personal checks of more than \$500 will not be accepted. Payments must be in the form of a cashier's check or money order.

Students who withdraw or are terminated from enrollment shall have their tuition cost prorated per their Enrollment Agreement Contract. Payment arrangements on balances due to the school must be made within 30 days of the last date of attendance. Failure to meet this requirement will result in accounts being sent to a professional means of collection.

REFUND POLICY

An applicant not accepted by the school shall be entitled to a refund of all monies paid.

All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from school within 7 calendar days after having signed a contract. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 45 days of the scheduled last day of the leave of absence.

The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 45 days from the date of withdrawal or termination. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 45 days of the scheduled last day of the leave of absence. If the school permanently closes or discontinues a program after a student has enrolled, the student will be entitled to a refund of tuition and fees and monies for which the student is liable for tuition and fees.

If after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price of the program and shall include all fees, except the application, registration and late fees and any charges for materials, supplies or books which have been purchased by, and are the property of the student. The cosmetology kit, books and technology fee are non-refundable.

The minimum refund the school shall pay a student who withdraws or is terminated after the 7-day cancellation period expires and after instruction has begun, is as follows:

Maryland Higher Education Commission Refund Policy:

Total Hours Scheduled by Date of Withdrawal	Tuition Refund	Tuition Owed by Student
Less than 10%	90%	10%
10% up to but not including 20%	80%	20%
20% up to but not including 30%	60%	40%
30% up to but not including 40%	40%	60%
40% up to 50%	20%	80%
More than 50%	No Refund	100%

Refunds due to students receiving VA Benefits will be paid within 40 days of the last date of attendance.

RETURN OF UNEARNED TITLE IV FUNDS:

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period. The federal Title IV financial aid programs must be recalculated in these situations. Payment periods are defined as two (2) 450- clock hour segments for the first academic year and two (2) 300-hour segments for the second academic year for the cosmetology program and

(2) 300 – clock hour segments for the first academic year for the esthetics/makeup and massage therapy programs.

If a student leaves the institution prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period completed = the number of clock hours scheduled up to the withdrawal date divided by the total clock hours in the payment period. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 60 days of the student's withdrawal except for the following limitation. An institution is prohibited from disbursing second or subsequent Direct Loan disbursements unless the student has graduated or successfully completed the loan period.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Direct PLUS loans
- Federal Pell Grants for which a Return of funds is required

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who have lost eligibility for financial aid can be reinstated by improving their academic average, attendance average, or both, to the designated standards of Satisfactory Progress definitions. In cases of extenuating circumstances, special arrangements may be made with school officials. These will be handled on an individual basis.

Students taking a Leave of Absence (LOA) or withdrawing from the school will have their satisfactory progress evaluation up to the last date of physical attendance.

Students returning to school from an official LOA will re-enter in the same status that was achieved prior to their leave.

Students re-entering the program, after an interruption of training that ceased at the time the student was not making satisfactory progress, will be required to complete one evaluation period of satisfactory progress or, for students attending shorter programs, by the midpoint of their program, before satisfactory progress recognition will be restored.

Students who have re-established satisfactory progress status will be recognized as having done so in the next satisfactory progress reporting increment or, for students attending shorter programs, by the conclusion of their program whichever occurs first.

RETURNED CHECKS

Any checks returned by the bank, that were intended to satisfy any student financial obligation to the school, will have a charge of thirty (\$30) assessed to them in addition to the face value of the check.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress (SAP) policy is consistently applied to all students enrolled at Aveda Institute Maryland. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. **Aveda Institute Maryland** has developed particular-written policies and procedures to assure the academic and professional development of all attending students. Further, the school is required to enforce various federal and state regulations in areas of academic and general records administration and this policy complies with all regulations applicable to the school. Failure to achieve Satisfactory Academic Progress may affect Title IV eligibility.

Satisfactory progress is defined by the following criteria:

- A cumulative attendance rate of 80% or better.
- An overall academic grade of 75% or better.

GRADING SCALE

95% - 100%	Excellent
85% - 94%	Good
80% - 84%	Average
75% - 79%	Satisfactory
74% - 0%	Failing

Following are the primary administrative policies and procedures with which every student is required to become familiar. This policy is the same for all students within each course or program. Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of the evaluations ensures that students have had at least one evaluation by midpoint in the course.

EVALUATION PERIODS

Students are evaluated for SAP as follows:

Cosmetology 450, 900, 1200 clocked (actual) hours

Esthetics/Makeup 300 clocked (actual) hours

*Transfer students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Aveda Institute Maryland will determine if the student has maintained at least 80% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MINIMUM ATTENDANCE STANDARDS EVALUATION PERIODS FOR FINANCIAL AID:

Cosmetology Program:

Hours Scheduled	Minimum Acceptable Percentage
450	80%
900	80%
1200	80%

Esthetics/Makeup Program:

Hours Scheduled	Minimum Acceptable Percentage
300	80%

MAXIMUM TIME FRAME

All students must complete the program within 150% of the published length of the program. The time frame will be measured in terms of scheduled hours.

- A leave of absence will extend the student's contract period, and maximum time frame, by the same number of days in the leave of absence.
- All credit hours at the institution and transfer credit hours must be counted toward the 150% eligibility.

Periods when a student does not receive Title IV aid count toward the maximum timeframe. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours. The institute will suspend financial aid eligibility after any SAP review, which shows that the student cannot possibly complete a program within 150% of the program length. If that occurs, the student can continue at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

Evaluations are given to evaluate the skill level a student has achieved throughout the program. They are based on the skill level of offered hours not completed hours. Students are required to maintain a cumulative grade of 75% or higher to be considered maintaining SAP. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a number of practical experiences. Academic learning is evaluated after each phase. The academic grade consists of written and practical assessments, homework, and projects. There are no retakes on examinations unless the student has a personal education plan that allows him or her to retake an assessment. Practical skills are evaluated according to criteria adopted by the institute. Incomplete projects, assessments, and practical work are recorded as a "0" and averaged into the final grade of each phase. All evaluations will be included in academic GPA. Below is the grading scale for evaluation periods with an outline of the phases in each program:

Grades are considered according to the following scale:

100% -95%	94% - 85%	80%-84%	79%-75%	74%-Below
Excellent	Good	Average	Satisfactory	Failing

Evaluations are conducted at the conclusion of the following phases below:

Cosmetology

Intro I - 210 hours

Intro II - 420 hours

Alpha I - 630 hours

Alpha II - 840 hours

Beta I - 1050 hours

Beta II - 1260 hours

Gamma - 1470 hours

Esthetics/Makeup

Infinity/Air - 210 hours

Fire - 420 hours

Water/Earth - 560 hours

MAKEUP WORK

Written assessments, quizzes, assignments and projects may be submitted or taken on the day following the due date or assessment date for a maximum of 75%. If a student is absent on the due date or assessment date he or she may turn it in or take the assessment on the day he or she returns for a maximum of 75%. If the student does not submit the project, assignment, or take the assessment by the day following the due date or scheduled assessment date on the day he or she returns from an absence, he or she will receive 0%.

If a student has a planned absence that falls on an assigned due date or assessment date, he or she can turn in the assignment, project, or take the written assessment early for full credit as approved by their assigned educator. Students must contact their educators to schedule taking the written assessment early. Students cannot take the practical assessments early.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each evaluation. The institute will also keep a copy of this SAP evaluation. Students deemed not maintaining SAP at the evaluation period may have their Title IV financial aid funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning. The student will be advised in writing of the actions required to attain SAP 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 or she will be deemed ineligible to receive Title IV and Maryland financial aid unless the student successfully appeals the decision and is placed on probation.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation if the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet SAP standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met the attendance and academic requirements required for SAP, he/she will not be eligible to receive Title IV and Maryland financial aid and will be terminated from the program. Students will be notified of any evaluation that impacts their eligibility for financial aid.

Re-establishment of Satisfactory Academic Progress

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

Appeal Procedure

If a student is determined to not be making SAP, the student may appeal the determination within five business days of the SAP evaluation. 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 he or she failed to meet SAP 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 SAP by the next evaluation point. Appeal documents will be reviewed by the Director and a decision will be made and reported to the student within 15 business days of the Director's receipt of the appeal. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on probation and federal and Maryland financial aid will be reinstated, if applicable.

STUDENT GRADES/RECORDS

Aveda Institute Maryland maintains a record of all student grades. These records are part of the student's educational, financial and personal records. Grades and attendance will be recorded on approved permanent record cards at the conclusion of each grading period which is at the end of each phase.

At the conclusion of every phase, each student will receive a progress report with their academic and attendance status and standing with Aveda Institute Maryland. If either, grades or attendance, fall below the minimum standard that we expect from our students, the student is then placed on an "at risk status" for the next phase. If a student is on an "at risk status" for any 3 phases or any 2 consecutive phases for the Cosmetology Program or for any 2 phases for the Esthetics/Makeup Program during the entire enrollment period or cannot mathematically attain Satisfactory Academic Progress (SAP) by graduation, they will be terminated from the program for not meeting SAP.

It is our sincere desire to assist you in reaching your educational goals. We will provide a "plan of action" that clearly demonstrates how the student can successfully reach their goal to meet SAP so long as it is mathematically attainable. We strongly recommend that students utilize the resources provided as soon as possible to develop a positive approach to reaching success.



AVEDA INSTITUTE
Maryland

ATTENDANCE & ACADEMICS

ATTENDANCE POLICY (POOL OF HOURS)

Upon enrolling, the student reserves a place in a particular class. *Aveda Institute Maryland* requires SATISFACTORY PROGRESS of 80% in attendance for all programs offered by the school failure to do so can result in loss of financial aid and/or termination from the program. Attendance is taken daily and an exact record of attendance becomes part of every student's permanent record. Each student will receive a progress report at the end of every phase, to review his/her progress.

Aveda Institute Maryland encourages students to attend school every day they are scheduled. However, we understand that emergencies and illness can happen. To account for these instances, each program has a predetermined amount of hours that can be missed. The number of hours allowed ("pool of hours") is the maximum time that a student can be absent. Students are strongly discouraged from utilizing their pool of hours as vacation time. Once a student has exhausted their "Pool of hours" they will be terminated. Make up hours do not replenish original offered hours missed from the "pool of hours" allowance. The total/maximum pool of hours allowed per program is as follows:

- **Cosmetology**- 140 total absent hours are allowed to be missed. Total absent hours accrued beyond 140 hours will result in termination. Students will be notified and placed on "at risk" status when they reach 70 absent hours.
- **Esthiology/Makeup**- 60 total absent hours are allowed to be missed. Total absent hours accrued beyond 60 hours will result in termination. Students will be notified and placed on "at risk" status when they reach 30 absent hours.

It is necessary to be on time each day. Students arriving late or leaving early will not receive credit for any missed time.

Classes starts at predetermined times. **All** Students are required to be in the classroom and prepared by the start time of class. Classes begin daily at 8:45 am and 5:30 pm sharp. If you are not in class and prepared by 8:45 am or 5:30 pm, you are considered late and will not be allowed to enter class until the next entrance period. Below are the entrance times for students to enter a class late for their regular scheduled class.

<u>Day</u>	<u>Evening</u>	<u>Saturday</u>
12:00 pm (no lunch)	8:00 pm (no break)	12:00 (no lunch)

Notice of Absence

Students are asked to notify the institute by email, voicemail or speaking to Student Services directly of any pre-arranged absences or if they are unable to attend regularly scheduled classes before the start of class. Communication of absences for any regularly scheduled class is expected in the same manner an employee would need to contact and advise an employer. Students planning on being absent or leaving early can fill out a "Student Absence Form" (located in the Student Services Office), call us at 410-838-0845 or email us at avedastudentportal@gmail.com. Completed forms can be turned into the student service lockbox on the second floor. Any time missed will add to your total "pool of hours" as absent hours. Make up hours do not replenish original offered hours missed from the "pool of hours" allowance. Students who fail to call within these guidelines will be considered a "No Call/No Show" (NC/NS) for the day and consequences will follow the Disciplinary Plan of Action as described under the Standards of Conduct Policy.

Leaving Early

Students are encouraged not to leave prior to their scheduled departure time. If a student wishes to leave school early for any reason, they must consult their educator and student services prior to clocking out. Time missed due to leaving early will add to your total "pool of hours" as absent hours. Make up hours do not replenish original offered hours missed from the "pool of hours" allowance.

Arriving Late

Time management is an important skill not just for your time as a student, but during your entire life and career. You are expected to arrive on time and be prepared for the day. Students arriving late due to a doctor's appointment, court appointment or other event that can be accompanied by official documentation, may clock in at any time during their scheduled class times and must see Student Services prior to clocking in. Students are allowed one late arrival, up to 15 minutes, per calendar month. If a student is late a second time in a given calendar month, they will be sent home and not allowed to accrue hours for the day. Students arriving late for the day, may enter class at the predetermined entrance times allowed. Students arriving late must immediately check in with the Student Services to receive a tardy pass before attempting to enter a class. Any time missed will add to your total "pool of hours" as absent hours. Make up hours do not replenish original offered hours missed from the "pool of hours" allowance.

Extra Hours

Extra hours are any hours beyond what a student is normally scheduled for and do not subtract from students' total absent hours. Upon approval of an educator, additional time up to 1 hours per day can be accrued for staying late with a guest and outside events. To receive additional hours there must be prior authorization from an educator and a verification email sent to Student Services when the additional time is to be given. Extra hours do not replenish original offered hours missed from the "pool of hours" allowance.

Time Keeping Guidelines

Aveda Institute Maryland is a clock hour institution and therefore clocking in and out is extremely important. The institute can only issue credit for hours that are properly documented. Students must clock in at the beginning of the day and when returning from their break. Students must also clock out when starting their break and at the end of the school day. In the event a student inadvertently forgets to clock in or out, corrections to time will not be made and hours may be lost. If the student continuously forgets to clock in or out, disciplinary actions may be taken as described under the Standards of Conduct Policy on page 32.

Break Policy

Cosmetology and Esthetics/Makeup day schedule students will be provided with a 45-minute lunch break each day. The break will be scheduled by the educator and depend on classroom and clinic services. Any other breaks will not be for more than 10 minutes and are at the discretion of the Educator. Students are required to clock in and out for their lunch breaks. Students who do not return from their scheduled break on time will not be allowed to earn hours for the rest of the day and the missed time will add to students' total "pool of hours" as absent hours. Keep in mind that the locker/lunch room will be locked during class times and after break times. If a student is late and not setup by the time the break room is locked, then they are unprepared and will be sent home for the day. Missed hours will be added to the "pool of hours" missed as absent hours.

Make Up Work

If a student misses a class, he or she must make it up so that he or she graduates in accordance with state requirements.

Aveda Institute Maryland will provide opportunities for students to make-up hours they have missed on pre-scheduled days, the times and dates will vary. Make-up hours are structured as independent study under the supervision of a qualified instructor to learn topics or skills that were missed during a previous absence. Make-up hours may not be accrued in excess of absent hours missed. In other words, make-up hours are only available to off-set absent hours to allow students to graduate on their contracted graduation date and may not be used if a student has not missed class. Make up hours do not replenish original offered hours missed from the "pool of hours" allowance.

To participate in make-up hours, students must pre-register by signing up with the Student Services Department. Registration is on a first come first serve basis as there are a limited amount of spaces available. By signing up for make-up hours you are agreeing to show up. If a student signs up for make-up hours and needs to cancel, he or she must contact the Designated School Manager by phone or email before beginning of class on the day of the scheduled makeup class. The Student Service Department must preapprove all make-up hours.

Leaving a Class or Guest

A student must ask permission from the Educator to leave the classroom or their Guest for any reason. Students may not walkout of a classroom or the building at their leisure. If an emergency arises, the Student is to notify their Educator for assistance.

Missed Offered Hours During Each Phase

Each program is outlined by phases. It is vital to the progress of the program that students are present and successfully pass each phase of their enrolled program. The phases are outlined below:

Cosmetology

Intro I - 210 hours

Intro II - 420 hours

Alpha I - 630 hours

Alpha II - 840 hours

Beta I - 1050 hours

Beta II - 1260 hours

Gamma - 1470 hours

Esthetics/Makeup

Infinity/Air - 210 hours

Fire - 420 hours

Water/Earth - 560 hours

Excess absences during any phase will lead to a student repeating a phase and/or possible termination. Maximum absences per program are outlined as follows:

- **Cosmetology** - Students must maintain an 80% attendance minimum and 75% academic GPA minimum during each phase. Students may not miss more than 20 hours per phase. In addition, if a student fails any 3 phases or 2 consecutive phases, they will be dropped from the program.
- **Esthetics/Makeup** - Students must maintain an 80% attendance minimum and 75% academic GPA minimum during each phase. Students may not miss more than 20 hours per phase. In addition, if a student fails any 3 phases or 2 consecutive phases, they will be dropped from the program.

Specialty Classes/Workshops

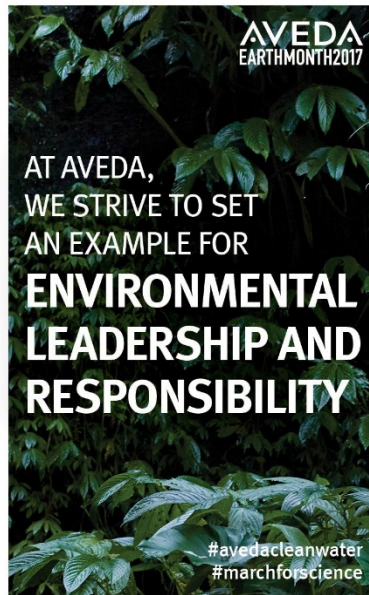
We offer various on campus and off campus specialty classes/workshops that are outside of a student's regular schedule. These classes are open to all students and some can only accommodate a certain number of students at particular times. If a student signs up to attend a specialty class or workshop this means a spot is reserved for them and others might not be able to attend. If that same student doesn't attend, it will affect a student's eligibility to attend future special events.

LEAVE OF ABSENCE POLICY

A student may request and be granted a Leave of Absence (LOA) if, in the judgment of the School, there are circumstances justifying a temporary break in the students' schedule. An LOA will extend the contract period and maximum time frame by the same number of days taken in the leave of absence.

- A written request must be submitted by the student to the School stating specific reason(s) for the leave with an expected date of return. Appropriate documentation must be submitted with the written request. Examples of acceptable documentation are doctor's notes, death certificates, obituary notices, or eviction notices.
- No more than two (2) LOA's may be taken for a period of less than 14 calendar days and a maximum of 180 calendar days.
- LOA's will NOT be granted for child care issues, transportation issues, financial or job related issues, vacation or any other undocumented occurrence.
- A student must complete and/or repeat any phase(s) that the student missed while on a LOA.
- A student granted a LOA must remove all personal belongings by the first day their leave goes into effect. Students may not receive personal services while on leave or attend school related activities.

LOA's may impact a student's financial aid and should speak with the Financial Aid Office prior to receiving approval for a leave.



PROFESSIONAL STANDARDS & CONDUCT

The policies, rules and regulations, and conduct of *Aveda Institute Maryland* parallel those the student will encounter while on the job. The student will find our courses are designed to educate him/her to function effectively in the professional world of today. Students are required to comply with all school rules and regulations.

PROFESSIONAL IMAGE

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

To help prepare you for the workplace, Aveda Institute Maryland operates much like a professional salon environment. Late arrivals, absences, and other interruptions in your training have a significant effect on your advancement—just as they would if you were an employee in a salon, day spa, or other professional environment.

Any staff member can hold students accountable for standards. Termination may result from any infraction of the below standards.

Dress Code Standards

Aveda Institute Maryland maintains an aesthetic standard for students, which encompass all aspects of personal hygiene, grooming, and a strict dress code requirement. Students are to arrive at school groomed, in full uniform, and in compliance with all appearance standards. The dress code is required if a student is clocked in and accruing hours. Aveda Institute Maryland reserves the right to maintain an aesthetic standard for all students, which includes but is not limited to the following:

- **Shirts:** Students must wear professional solid black short or long sleeved shirts. The shirt cannot have print on it unless it is Aveda. Students cannot wear hooded shirts or jackets. Undergarments may not be visible. A light sweater may be worn in school, provided it is solid black, does not have logos or print of any kind. Only button or zip up sweaters are permissible (no pullovers/jackets). All clothing must be clean and free of stains and tears. No tank tops/thin strap shirts/dresses are permitted under sweaters.
- **Pants:** Students must wear professional full length non-transparent solid black dress pants. Jeans, sweatpants, scrubs, leather, and vinyl pants are not acceptable. Undergarments may not be visible. All clothing must be clean and free of stains and tears.
- **Nails:** Students' nails must be clean, well groomed, and professional in appearance. Students' nails may be colored (except Esthiology students for hygienic reasons), but may not be chipped.
- **Skirts and Dresses:** Students are allowed to wear solid black skirts and dresses with solid black leggings, tights, or nylons. All dresses and skirts can be no shorter than 4 inches above the knee.

- **Footwear:** Students must wear professional clean footwear that covers the heel and toe. Esthiology students must ensure that their shoes are soft-soled and nonskid when on the clinic floor. If students wear socks, they must be black. All footwear must be clean and free of stains and tears. No crocs, sandals or flip flops are permitted. Pants may not be tucked into shoes.
- **Apron:** An apron is supplied in the student's kit. It must be clean, neat, not torn, unstained, unaltered, and worn at all times when in the building. If the apron does not meet these standards the student will be dismissed until the apron is in compliance.
- **Student Identification:** Student name tags are to be worn as issued during all clocked hours to identify students and staff to guests. If lost, the student must replace it, at a cost of \$5.00 or be dismissed until in compliance. Students can go to the Student Service's Office to place an order for a new name tag.
- **Electronic Devices:** As part of the kit for each program, students receive a Shairlook Tablet. The kit tablet is the only electronic device that may be used on the salon floor or classrooms as directed by the Educator. Students may be asked to remove cell phones, headphones or other electronic devices if they are deemed a distraction or inspiring unprofessional behavior. Head phones, cell phones, or any other electronic devices are not to be used on the salon floor, classroom, restroom, or hallway except if used for an educational purpose and directed by the Educator. Personal electronic devices cannot be used during assessments unless directed by Educator. Emergency calls must come through the School phone and be handled by the Staff. For non-emergency calls, a message will be taken and passed on to the student.
- **Aroma:** Students cannot wear synthetics. All aromas worn must be Aveda.
- **Head Attire & Accessories:** Students may wear headbands provided that they do not cover more than 1/3 of the head. Students may not wear any other head attire unless for a religious purpose. Jewelry and accessories should be kept to a minimum and not be of a length that would impede your client's space.

Students, who in the reasonable opinion of Aveda Institute Maryland staff, are not dressed professionally and in uniform will incur a minor standard violation and will be required to leave school, obtain the proper dress attire and return at the next clock in period. There will be opportunities for students to dress differently on designated days. Participation in these events may require a donation to charity and is optional.

CONDUCT STANDARDS

It is the policy of Aveda Institute Maryland to expect all people to abide by certain rules of general conduct and performance at all times. The regulations governing conduct and responsibilities have been established in the best interest of the school, its employees, students, and guests.

Accordingly, a violation of these regulations constitutes misconduct on the part of the student or client and appropriate disciplinary actions will be initiated. These rules are guidelines only and not all inclusive. Disciplinary action may include, but is not limited to, verbal reprimand, written notice, In-School suspension, immediate termination of enrollment, and permanent disbarment from the campus. In the event a student is suspended from enrollment for disciplinary reasons, students will be marked absent during the suspension period.

Students are expected to conduct themselves in a professional manner at all times. Students comply with the following:

1. Maintain a learning environment for all students. Anyone who is disruptive in the classroom or clinic floor (rudeness, foul language, bullying behavior or comments, or other unprofessional behavior) may be dismissed for the day, suspended, and/or terminated.
2. Eat food, candy, and gum only in break areas. NO FOOD is to be consumed on the school premises, except in the designated lunchroom at lunchtime or break time. All students using this area are responsible for its cleanliness. No alcoholic beverages are allowed. Aveda school approved/provided water bottle may be kept at your station or in permitted for use in the classroom. If student needs a replacement water bottle, the cost is \$4.00.
3. Accidents must be reported to a staff member immediately.
4. Refrain from smoking (including e-cigarettes/vapers) on school property with the exception of the picnic area in the right rear parking lot area. Aveda Institute Maryland is a smoke-free facility. No smoking will be permitted in vehicles or anywhere else on the schools' property or neighboring properties. Please ensure cigarette remains are disposed of in the proper receptacles. The institute cares for students' health, and the use of tobacco products is strongly discouraged. Smoking cessation programs, as well as smoking quit guides, are available on the American Cancer Society and National Cancer Institute's websites.
5. Fully participate in all classroom and salon floor activities utilizing Aveda's products and treatment/service protocols. No outside products are permitted to be used in school.
6. No personal belongings in classroom or on Salon Floor with the exception of school kit items.
7. Maintain a mentally alert and sober state of mind. Students using controlled substances or intoxicants will be terminated as they have committed a major standard violation.
8. Perform all services or work assigned by, performed under the supervision of, and evaluated by educators. Students who refuse an assigned service will be dismissed for the remainder of the day.
9. No purses, non-uniform clothing or personal belongings are permitted in class or salon floor. All students must set up their stations daily with tools and supplies...all other personal belongings are to be placed in their lockers. Locker visits disrupt the class and will not be permitted during class times unless instructed to do so by their instructor. The student locker

- room will be kept locked during class times and will be accessible during breaks and lunch. It is imperative that students gather and setup all their supplies and tools before the beginning of class. All personal belongings (kits, purses, bags or books) are to be stored in their lockers.
10. Keep working area clean and safe. Use school provided sanex strips, barbicide and other supplies provided by the school to sanitize and disinfect your tools, equipment and station for the protection of your guest.
 11. Complete housekeeping duties. Sanitation and cleanliness are a major factor in your cosmetology education. Keep your school in a clean and sanitary condition. Carry out assignments willingly. Students will be required to participate in school sanitation and disinfection at the end of each day. Once your assignment is completed and the teacher has checked your area your instructor will dismiss the class.
 12. Remain in assigned areas or receive educator's permission to be in unassigned areas.
 13. Educators are available to help and guide fellow students. Students are not to guy or interfere with an Educators instructions or guidance of a student or guest.
 14. Students are expected to fully cooperate with teachers in order that they may receive the maximum instruction. Disruption of class or training, failure to follow the reasonable request of a staff member, refusal to discontinue any behavior that is judged to be offensive, disruptive or threatening is prohibited.
 15. Clients to be serviced by students will be distributed and monitored by the staff. The distribution is based on several factors some of which include: rotation, need of practice, skill level of students, time available, type of service, requests by the clients and appointments. It is general policy for clients to have different students assigned to them, rather than have the same student each time they come for service(s). We will attempt to honor any requests a client makes for a specific student to service them but it is not guaranteed. This is a school first and foremost. Any student who refuses to comply or disrupts this policy will be advised and/or suspended. Students are allowed to receive a gratuity/tip from clients.
 16. Students are not allowed to refuse service to a client. If there are concerns, please address them with your instructor or the director and appropriate measures will be taken. Refusing to service a client will result in being released for the day and will be documented in the student's file. If a student refuses to service any client three (3) times, they will be expelled.
 17. Students are not to gather at the front desk or in front of the dispensary.
 18. **NEVER LEAVE** a client once beginning a service unless under the direction of the Educator.
 19. Visitors may not interrupt your education. Unless they are clients/guests, you may not have visitors except during your lunch break. Family members and/or friends are not permitted to loiter inside the building while students are still on the time clock or at lunch. If family members or friends are disruptive while visiting a student, they will not be permitted to visit the student at the school property again.
 20. Professionals DO NOT place neither their feet on the furniture nor sit on stations nor display any evidence of bad manners. Chairs, manicuring stools, etc. are to be kept in their proper place and in order. Any spill should be cleaned up IMMEDIATELY. Students must not abuse school supplies, furniture or property. If a student needs access to a specific area, they are to ask a staff member for assistance. Student are not permitted to climb wall or force their way

into a locked area. Students will be financial responsible to repair or replace any school property they may damage.

21. There is a \$10 replacement fee for a missing Aveda Institute Maryland student card.
22. Combination Locks are provided for student lockers as part of their kits. Students are to secure their property in these locked areas. Students are responsible for their own personal property. If students leave Aveda Institute Maryland by transfer, withdrawal, or termination they must take all their belongings with them. Items left in the locker and/or workstation will be disposed of or donated after five business days in order to provide space for other incoming students. Students requiring their lock to be cut must notify the Student services Department. There will be \$20.00 fee, which will include a replacement lock. Student locker combination codes are held by Student Services. If a Student provides their own combination lock, they must provide Student Services with the combination code. The cost for a replacement lock is \$5.00.
23. Inventory and label the kit immediately after receiving it. It is the students' responsibility to ensure all kit items are in proper working order upon receipt. Any discrepancies and/or defective items must be brought to their educator's attention within 48 hours of receipt. After the 48 hours of kit receipt it will be the responsibility of the student to maintain, and replace when necessary, all items received within the kit. Except for iPads, electronic kit devices (blow dryer, clippers, and curling irons) will be warranted by the institute for a period of two weeks from receipt. After the two-week time period has lapsed the warranty will be that of the manufacturer. It is the student's responsibility to complete and mail in any and all warranty cards enclosed with their kit items. It is also the student's responsibility to contact the manufacturer themselves after the 2-week period if they need to file a warranty claim.
24. Refrain from using the student kit for personal use. The student kit is to be used only on guests. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items will have to be replaced by the student within 24 hours. If the student does not have the item, they will be dismissed until his or her kit is complete. Student kits are to be used for assigned services only. Aveda Institute Maryland is not responsible for stolen items from the kit.
25. Borrowing equipment from another student is **STRONGLY** discouraged. There will be periodic inspections in School and you are responsible for your equipment, which should be cleaned, sterilized and intact at all times. If all equipment issued is not at School every day, you will be clocked out and sent home for the remainder of the day.
26. Students must adhere to the parking diagram posted by the time clock and student lounge for student parking. The first spaces up to the handicap space are for clients only.
27. All students meeting with the director or financial aid advisor must keep discussions to school related issues and no personal issues may be discussed. Office visits are to be conducted before/after school or during break times. If it's something very important and more time is needed schedule a meeting to allow for adequate time.
28. No books, magazines, or papers other than official curriculum material will be allowed in class. Solicitation is not allowed on the school premises. Solicit only authorized products, merchandise, or services.

29. No one is to clock in and then leave the property or not attend class. This is considered stealing time and the student may be permanently dismissed. This includes clocking back in from a lunch or a break and not returning to class promptly.
30. If clocked out, the student must leave the school property immediately. No student is permitted inside the building, before or after hours, unless accompanied by a staff member.
31. Obscene, vulgar, or offensive language is prohibited. No gossiping or speaking about clients, classmates or staff members. Bullying, harassment, slander, and/or libel of students, staff and clients whether in person or on social media sites is unprofessional and not tolerated.
32. Refrain from stealing, cheating, defacing, or damaging student or school equipment. Theft or malicious damage to the school, its property, or the property of any staff member, student or client. The failure to do so will result in termination and require monetary restitution.
33. No discounts, performing services or giving products to or on a guest that was not charged on the service ticket. All services performed on guest must be part of the consultation conversation with the guest and Educator prior to beginning the service. Performing a service and not adding it to the service ticket is considered stealing.
34. We have a no tolerance drug policy. Possession of, distribution of, or being under the influence of illegal drugs, non-prescribed controlled substances or alcohol on school property, or while representing the school. If you are on prescribed medication from a doctor and have to take it during school hours, we need a doctor's note. The note must describe the side effects of each medication; any side effects that can impair your ability to function normally will prohibit you from attending class. During class students handle sharp objects, hot tools, and chemicals. Our main concern is for the safety of you, other students, clients and staff members. Under no circumstances are students allowed to share prescribed or non prescribed medication (e.g. Tylenol, Advil, diet pills, pain medication, etc). If a staff member believes that a student may be under the influence and it may impair their ability and safety, that student will be released for the day and may face termination. Dishonesty, inclusive of but not limited to: provision of false information, alteration or misuse of documents, and other forms of cheating, impersonation, misrepresentation, or fraud.
35. Possession of firearms, weapons of any sort, or any item that might be utilized to threaten, harm or endanger the safety of another while on school property are grounds for immediate termination. Offenders will be prosecuted.
36. Non-payment of institutional charges or failure to arrange for satisfactory payment.
37. Striking, manhandling, or fighting while on school property.
38. Gaining unauthorized access to school records and files whether they are locked or otherwise.
39. Deliberate or reckless endangerment, tampering with fire alarms or equipment, violations of safety regulations and laws, failure to render reasonable cooperation in an emergency.
40. Students may receive services at a 50% discount off all skin and hair services listed on our Guest Price List. Only services list on our Guest Service Menu may be performed. Student Services must be booked by the guest relations team 24 hours in advance to receiving the service. Students may not gather their own supplies for personal services; they must have an Educator gather supplies and mix color for their service. No Personal services may be performed on Saturdays. All students must sign a ticket when receiving a personal service and

may request a specific student to perform services but is not guaranteed. Maximum time frame of two (2) hours will be allowed for personal service to be completed and may be assigned at the discretion of the Instructor. Services must be paid for in advance and in full at time of completion. Services must be paid for with cash, no checks or credit cards. No combined discounts or promotions are permitted. Friends and Family may take advantage of publically publish promotions, specials and or discounts.

41. Graduation Day and Birthdays of all students will operate as a normal day. Students must come to class prepared as normal. Professional colored attire is permitted but must follow the standards of the dress code. Family and/or friends are permitted to visit the school on the student's graduation day during the last fifteen minutes prior to completing clock hours. Students must proceed to the Financial Administrator's office the day before Graduation to complete Exit paperwork. If a birthday falls on a non-school day, they may wear professional attire on the Friday before or the Tuesday after their birthday.
 - a. On Graduation Day or a Students Birthday, they may receive two (2) complimentary service from the list below. The service must be completed in a maximum time frame of two (2) hours. No other personal services will be approved. The celebration service must be scheduled with the Guest Service Representation 24 hours in advance. A service ticket must be completed and sign for prior to receiving the service.
 - Blow-dry Style
 - Manicure or Pedicure
 - Facial
 - Makeup application
 - Waxing (one area)
 - Massage

STANDARD VIOLATIONS AND INTERNAL COMPLAINT PROCEDURE

Minor Standard Misconduct Violations

Minor violations include but are not limited to the following:

- Copyright infringement;
- assigned area violations;
- property misuses;
- guest service violations;
- dress code and conduct violation;
- smoking in non-designated smoking areas on or around school property;
- rude, bullying, or aggressive language, comments or actions towards students or staff; and
- unprofessional behavior and any disruptive behaviors as determined by staff.

Any staff member can hold students accountable for conduct standards. Anytime during the student's program, the violation of a minor standard may result in dismissal for the day, suspension, and repeated violations may result in termination.

The intent of this minor standard violation procedure is to ensure that the student is successful at Aveda Institute Maryland and to provide the student with a standard of performance expected within the salon/spa employment industry. If the student has any questions or concerns about meeting these expectations, the student should immediately contact his or her educator and/or the Student Service Department.

Minor Violation Misconduct Disciplinary Process

The disciplinary process for a minor violation is as follows:

- *First Offense:* The educator or staff member will discuss and review the violation with the student and document it. *
- *Second Offense:* The educator or staff member will discuss and review the violation with the student and document it. *
- *Third Offense:* The educator or staff member will discuss and review the violation with the student and document it. The student may meet with administration and possibly be dismissed for the day, put on suspension, or terminated. *

*Aveda Institute Maryland reserves the right to expedite any offense to possible dismissal for the day, suspension, or termination.

Major Standard Misconduct Violations

Major standard violations include:

- Using, under the influence of, or in possession of controlled substance or alcohol;
- defacing or destroying property of any kind;
- stealing personal property, company property or performing free services on guests/family/friends;
- falsifying documents or timekeeping;
- threats;
- committing fraud;
- abusing and/or causing physical harm to others;
- harassing or bullying behaviors;
- possession of handguns or other weapons; and
- violating local, state, or federal laws

Anytime during the student's program, the violation of a major standard will result in termination. The Director will determine the consequence of the violation. If a student is terminated from a program for a major violation, he or she will not be considered for reentry into any program.

Suspensions

The Director determines whether a student's conduct should result in suspension. If a student is suspended, his or her locker must be vacated immediately upon suspension. Aveda Institute Maryland is not responsible for missing items after the student has been suspended. Any items not taken home will become the property of Aveda Institute Maryland after five business days from the date of suspension. The institute will donate or dispose of all items left at the institute. When a student returns from a suspension, he or she must sign an enrollment contract addendum, and his or her enrollment contract will be extended by the number of days taken in the suspension.

Terminations

The Director determines whether a student's conduct should result in termination. A fee of \$5.00 will be applied if a transcript request is not made within 30 days from termination. Student tuition account information will be mailed to the student within 10 business days from termination, and the student may be required to complete and return loan exit paperwork if applicable. If a student is terminated from Aveda Institute Maryland, they are not eligible to enroll any future programs at the institute.

Student's locker and assigned station must be vacated immediately upon termination. Aveda Institute Maryland is not responsible for missing items after the student has been terminated. Any items not taken home will become the property of Aveda Institute Maryland after five business days from the date of termination. The institute will donate or dispose of all items left at the institute.

Internal Student Complaint Procedure

The institute will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in institute files to determine the frequency, nature, and patterns of complaints for the institute.

Complaints regarding Institute

Students are encouraged to share solutions to challenges that they observe in their classrooms and on the clinic floor with their educator. Student challenge forms are available for this purpose and can be obtained from the educators, the Student Service office, or the admissions office. Often improvements are made due to the constructive suggestions that are received on these forms. After thoughtfully completing the form, the Challenge Resolution Form must be submitted to the Student Service office. In order to receive a response, the student's name and student email is required. Once received, solutions will be evaluated and returned by the Director within 10 business days with resolution.

Complaints regarding Policy Decisions, including Student Termination

If a student is terminated or disagrees with an institute policy decision, he or she can appeal within 5 business days from the institute's determination on the form provided by the Student Services Department.

Reasons for which students may appeal a negative determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student's appeal must contain the following:

1. Reason(s) why the policy determination was incorrect or the student failed to adhere to the policy;
2. Reason(s) why the policy determination should be overturned, along with supporting documentation;

If a Satisfactory Academic Progress (SAP) determination, the appeal must include a response on what has changed about the student's situation that will allow him or her to achieve SAP by the next evaluation point, or if based on the institute's internal academics/attendance policy, what changed about the student's situation that will allow him or her to be successful if granted the appeal to return to school.

Appeal documents will be reviewed by the Director and a decision will be made and reported to the student within 10 business days of the Director's receipt of the appeal. The appeal and decision documents will be retained in the student's file.

The student can also contact the following regulatory agencies:

- National Accrediting Commission of Career Arts & Sciences, Inc. ("NACCAS"), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302-1432, (703) 600-7600;
- The Maryland Board of Cosmetologist Examiners, 2829 University Avenue SE, Suite 710, Maryland, Maryland 55414, Telephone: (651) 201-2742, Fax: (612) 617-2601, www.bceboard.state.mn.us; and/or
- The Maryland Officer of Higher Education, Registration & Licensing, 1450 Energy Park Drive, Suite 350, St. Paul, Maryland, 55108, (651) 259-3965 or (800) 657-3866, info.ohe@state.mn.us.

SEARCH POLICY

Lockers and stations furnished for student use belong to the school and are subject to search by the institute or police officials at any time for any reason. By entering onto the premises of the institute, students agree that they and any parcels, including handbags, briefcases, purses, or other items and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

SAFETY

Medical Emergencies and Accidents

Aveda Institute Maryland's goal is to provide and maintain a safe and non-violent academic and working environment. In an effort to consistently reach this goal, we have established the following procedures in the event that a student witnesses or becomes involved in an occurrence.

All students are encouraged to remain calm and to take an active role in maintaining a safe environment. To avoid accidents and injuries, students are required to take preventative measures by:

- using equipment properly;
- following manufacturer's directions when using chemicals and products;
- immediately wiping spills found on the floor;
- assisting elderly and disabled clients;
- keeping all aisles and areas around work stations, including classrooms, free from personal items and debris; and
- immediately reporting building and equipment safety hazards to security or staff.

Notify Student Services and/or Director immediately in the case of a medical emergency such as:

- falls
- cuts/burns
- apparent heart attack
- unconsciousness
- chemical product (spills or swallowing)
- violent acts, assault, or rape

Student Services and/or Director will collect the following information:

- nature of medical problem
- address of the building
- location of the person in the building
- notify the Administrative personnel of the location and nature of the accident
- stay with the injured person
- have someone meet the Emergency personnel
- keep the area clear of bystanders

When calling 911, emergency personnel from Harford County will automatically be dispatched. Students must assist in documenting the incident and forwarding the paperwork to the administrative offices.

Safety Reports

Student Service personnel must be called to the scene for all accidents to gather the following information and submit a written report to the school's administration:

- name, address, phone number of the injured person
- name of student(s) and educator working on the guest (if applicable)
- date and time of accident
- description of how the accident happened
- name, address, phone number of other witnesses to the accident

ADVISING

Aveda Institute Maryland prescribes an "open door" policy of advising for any academic or attendance matters you wish to discuss. Staff members are available before and after class for student advisement. Educators will meet with each student at the conclusion of each phase to review attendance and academic progress. Also, Student Services will meet with each Student at Evaluation periods to discuss SAP status.

PERSONAL PROPERTY

Aveda Institute Maryland does not assume responsibility for loss or damage to personal property through fire, theft or other causes on or off the school's premises. *Aveda Institute Maryland* will retain articles left in the school up to a five (5) day period after termination, withdrawal or graduation. The school will dispose of any such articles after the five (5) day period.

NONDISCRIMINATION/DISABILITY

Aveda Institute Maryland, in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, financial status, marital status, height weight ratio, sexual orientation, or ancestry. The school does not allow or tolerate bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way you are required to report the matter to the school's Director immediately in order for appropriate action to be taken.

If a perspective student or current student needs a special accommodation in accordance with the Americans with Disabilities Act (ADA), they should notify the School Director as soon as possible in order for the school to assist the student with their accommodation.

VOTER REGISTRATION

Voter registration forms are available upon request in the administrative office. For voter registration information, please visit: <http://registertovote.org/forms/register/registration/maryland.html>

COPYRIGHT INFORMATION

Aveda Institute Maryland 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. These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, and Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please visit www.copyright.gov and the Federal Trade Commission (FTC) at www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt128.shtm It is against school policy for students to copy or share copyrighted material. This includes unauthorized peer-to-peer file sharing. It is prohibited for students to use the school’s information technology systems for these activities.

CONSTITUTION DAY

Constitution Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787 and recognize “all who, by coming of age or by naturalization, have become citizens.” Each educational institution that receives Federal funds is required by law to hold an educational program on the United States Constitution for Constitution Day.



Student Religious Observance Accommodation Policy & Procedure

Aveda Institute Maryland desires to have a vibrant and diverse student body and seeks to promote an educational environment that is respectful of students' religious beliefs and practices. As part of this commitment, Aveda Institute Maryland will make efforts to provide reasonable religious accommodations to students for sincerely held religious beliefs.

WHAT IS A RELIGIOUS ACCOMMODATION?

A religious accommodation is an adjustment to an Institute policy, procedure or other requirement that is made to allow a student or applicant to practice his or her religion. The need for an accommodation could arise where an individual's observances or practices conflict with the application process, the dress code, or a student's course requirements. A religious accommodation may relate to a religious holiday, weekly religious practice, dress and grooming, or religious expression. For example, circumstances may arise when an exam or assignment due date conflicts with a student's observance of a religious holiday. The student may be able to reschedule or arrange an alternative exam or assignment due date.

WHAT MAKES AN ACCOMMODATION REASONABLE?

Reasonable accommodations do not pose an undue hardship to the Institute. It is an undue hardship for a proposed accommodation to cause the Institute to run afoul of state or federal law or accreditation rules, or to otherwise compromise the Institute's ability to deliver, and/or the student's ability to obtain, quality, professional education and training.

REQUESTING AN ACCOMMODATION

The Student Services Department is the designated point of contact for applicants and students who are seeking religious accommodations. To request accommodations or assistance related to religious observance, such as obtaining a time and/or place to pray, or flexibility to wear certain attire, or if you have questions about this policy, please contact the Student Services Department.

Student Services
avedastudentportal@gmail.com
410-838-0845

The student is responsible for communicating in advance in writing the need for an accommodation to the Student Services Manager. The Student Services Manager will assist in determining what accommodation(s), if any, may be reasonable and appropriate.

MISSING CLASS

Students should take steps to minimize the need for missed class time due for religious observance whenever possible. For example, students should enroll for classes with schedules that do not conflict with, or minimize time missed for, weekly religious observance. In general, it is unreasonable for the Institute to craft a specialized schedule for an individual student when a class schedule that does not conflict with a student's weekly religious observance already exists.

Likewise, Aveda Institute Maryland provides all students with a pool of hours to cover the maximum time that a student can be absent without undermining the efficacy and quality of the Institute's academic program(s). Students who may wish to miss class to observe religious holidays are encouraged to carefully conserve their pool of hours to cover absences for this purpose. In special circumstances, the Institute may provide some additional, though limited, flexibility to students with respect to the pool of hours in order to accommodate religious observance. However, such accommodations generally will not be available for absences due to travel.

RESCHEDULING CLASSES OR ASSIGNMENTS

In circumstances in which an exam or assignment due date conflicts with a student's observance of a religious holiday, the student is responsible to provide advance notice in writing to the Student Services Manager of the conflict. The student is also responsible to collaborate with the Student Services Manager to develop a plan to reschedule or arrange an alternative exam, assignment due date, or other course activity affected by a religious holiday.

Technology Use and Social Media

Technology and social media can make our lives better and easier. They are a powerful tool and the Aveda Institute Maryland encourages students to learn to use technology and social media effectively and appropriately. But if you use technology or social media in a way that is unlawful or inappropriate, it may have negative business and legal consequences for you and for the Institute. Also, the Aveda Institute Maryland expects its students to conduct themselves in a way that reflects positively on both the student and the school. Therefore, we have this Technology Use and Social Media Policy (the "Technology Policy") and you must comply with its requirements as a condition of your participation in the Aveda Institute Maryland's programs.

1. DEFINITIONS.

A. Technology Resources. For purposes of this policy, "Technology Resources" means any technological device or other technological resource you may use while you are a student at Aveda Institute Maryland, including but not limited to computers, tablet devices, smart phones, e-readers, other mobile devices, network access, email, Internet, and other online tools. It does not matter whether the device or resource is owned or provided by the Institute, or is personally owned and paid for by you.

B. Social Media. "Social Media" means any online tool through which people communicate, including

but not limited to:

- Blogs (web-based journals) and micro-blogs (e.g., Twitter);
- Social networking sites (e.g., Facebook, LinkedIn, social gaming sites, chat rooms);
- Message boards and discussion websites (e.g., Reddit);
- Wikis (collaborative web sites, e.g., Wikipedia);
- Video and picture sharing (e.g. Instagram, Youtube, Snapchat), and music sharing;
- Comments on news or other sites;
- Podcasts (multimedia files distributed over the internet); and
- Learn Aveda.net.

2. GENERAL REQUIREMENTS.

C. Student Conduct Policies. Students must comply with all Aveda Institute Maryland policies when using Technology Resources and Social Media, including, but not limited to, policies that address non-discrimination and harassment.

D. No Bullying. It is a violation of this policy and against student conduct expectations for you to use Technology Resources or Social Media to engage in conduct that is obscene, pornographic, defamatory, threatening, unlawfully discriminatory or harassing, or that violates the privacy or property rights of someone else. Examples of prohibited conduct include, but are not limited to posting threats of harm to another student online, sending harassing or threatening text messages or emails, circulating embarrassing rumors about someone using email or social media, or posting compromising pictures or videos of another student. You are responsible for the content of your personal postings.

E. Use Good Judgment and Get Permission. Students are encouraged to use Social Media to capture and promote the exciting things they are learning and doing at Aveda Institute Maryland. But you must use good judgment about what you photograph and what you post. For example, before you post a picture of another person, get permission to do so. Never take a photo of a client without asking permission first.

F. Institute-Owned Technology Resources: No Privacy; Obey the Law. You have no expectation of privacy as to the use of or information contained on Technology Resources if the Technology Resources are owned by the Institute. It is a violation of this policy and against student conduct expectations for you to use Institute-owned computers or devices in any manner that violates the law, such as by searching for, accessing, viewing or posting material that is obscene, pornographic, defamatory, threatening, unlawfully discriminatory or harassing, or that violates the privacy or property rights of someone else.

- You may not use Institute-owned Technology Resources for gambling, interactive game playing, or any illegal activities.
- In addition, you may not use Institute-owned Technology Resources to access, view, or distribute pornographic or other sexually graphic images.
- Use good judgment to prevent damage to Institute computers and devices (e.g. keep beverages away from the computer).
- Do not download or distribute pirated software or data; deliberately propagate any virus, worm, Trojan horse, or trap-door program code; disable or overload any computer system or network; or circumvent any system intended to protect the privacy or security of the Institute's data or devices. You are prohibited from attempting to disable, defeat, or circumvent any Institute security measure.

G. Policy Violations. A student's violation of this policy may lead to discipline, up to and including termination from the program. The Institute reserves the right to report any illegal activities to appropriate authorities.

Student Services

HOUSING

Aveda Institute Maryland can assist students in finding roommates and suitable housing, though the institute does not own or operate housing facilities.

PLACEMENT

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

The institute offers the following career placement services:

- **Career Instruction-** The institute's curriculum includes training on professionalism, resumes, cover letters, interview preparation, job search skills, and graduation and licensure requirements.
- **Career Coaching-** The Career Coach is available for one-on-one meetings with students. It is encouraged and recommended that students meet with the Career Coach throughout their program. These short touch base meetings will be used to gauge the student's progression during their program and discuss future goals.
- **Career Fairs-** The institute has Career Fairs. These Career Fairs are an excellent opportunity for students to network with potential employers and explore opportunities in the field.
- **Industry Panel-** The Career Coach organizes and facilitates an annual Industry Panel. This Panel gives the students a unique chance to directly ask the featured experts questions and advice about expectations going into the industry and what is needed to be successful in their chosen field.

The qualities that employers look for and those that the school monitors are:

- Attitude
- Professionalism
- Grooming
- Grade average
- Overall attendance
- Friday and Saturday attendance
- Technical skills
- Time management
- Retail skills

ACADEMIC AND INDIVIDUAL COUNSELING

Aveda Institute Maryland provides tutoring should you experience challenges in meeting the minimum performance standards and course requirements. If you experience personal challenges, Aveda Institute Maryland encourages students to contact United Way 211, a local information line staffed by consultants who provide personal counseling referrals to a network of professionals and crisis resources. The student manual also contains a list of numbers for counseling services. Students needing assistance can also speak with the Student Services Manager.

STUDENT ACTIVITIES

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

NEIGHBORHOOD RELATIONSHIPS

Aveda Institute Maryland is located next to businesses and private homes. Once you are a student here, this becomes your neighborhood. We have made positive contributions to this area, and we ask that you do as well. We ask that you respect our neighbors by not sitting and standing in front of their properties smoking. Everyone around you is a potential customer or future employer and therefore, it is important that we use this as an opportunity to build good relationships with them.

PROTECT WATER

ONE CANDLE, ONE SERVICE, ONE STYLE AT A TIME.
LET'S RAISE \$6.5M TOGETHER



Student Records

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the institute receives a request for access. The student should submit to the Student Services Manager, a written request that identifies the record(s) the student wishes to inspect. The Student Services Manager will then make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the institute to amend a record should write to the Director, identify the part of the record that the student wants changed, and specify why it should be changed. If the Director decides not to amend the record as requested, the institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The institute requires written consent from the student and parents or guardians of dependent minors (each time) before releasing any student information in response to a third-party request, unless otherwise required by law.

The institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). A school official also may include a volunteer or contractor outside of the institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the institute with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institute.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of

If you do not want the institute to disclose directory information from your education records without your prior written consent, you must notify the Student Services Manager in writing at the start of a student's program.

PRIVACY OF PERSONAL INFORMATION

In order to comply with the "Family Educational Rights and Privacy Act of 1974", *Aveda Institute Maryland* hereby notifies the students and their parents, guardians or spouses that the following procedures are in effect:

Students, or parents or guardians of a dependent minor, have the right to inspect and review student educational records. The spouse of a student is not entitled to review his/her spouse's records without the student's approval. Students desiring test score information and/or grades may request a review of this material with the School Director.

In addition, please be advised that *Aveda Institute Maryland* will not release to a third party the educational records of the student without the written consent of the student, except to:

- The parents of any student under the legal age or who is claimed as a dependent on the parents' current income tax return.
- School officials, including instructors, who have been determined to have legitimate educational interests.
- Officials of other schools after a student has transferred upon condition that the student is notified and given an opportunity to challenge content of the record.
- State or Federal officials for audit purposes or for reporting information required by state statute.
- Financial aid officials in connection with a student's application for federal aid.
- Educational agencies for developing, validating and administering predictive tests if such information does not permit identification of the individual student.
- Accreditation organizations in order to carry out their function.
- Appropriate persons who need information to protect the health or safety of students in cases of emergency.

The student has a right to a hearing to contest file information and place a statement in the record.

The school has the right to release information regarding a disciplinary hearing to an alleged victim of a crime of violence.

GRADUATION REQUIREMENTS

Aveda Institute Maryland requires a student have a minimum attendance rate of 80% and achieve a minimum grade average of 75% in order to be graduated from the program. Additionally, students must complete the following hours of the prescribed curriculum for the program they are enrolled in:

- 1500 hours of the Cosmetology Program
- 600 hours of the Esthetics/Makeup

All financial obligations to the school must be met.

DIPLOMA

Upon graduation from any program at **Aveda Institute Maryland** the student will receive a diploma as a certified document of his/her achievement.

TRANSCRIPTS

All students requesting academic transcripts must do so in writing. The first copy of the transcript will be provided free of charge; any further copies will cost ten (\$10) dollars per copy. Accounts must be paid in full before any Official Academic Transcripts will be released.

DRUG AND ALCOHOL POLICY

The Drug Free School and Communities Act of 1989 and the Drug Free Work Place Act of 1989 require the school to have their employees and students certify that they have adopted and implemented practices that prevent the unlawful possession, use, or distribution of illegal drugs and alcohol. Therefore, it is the policy of this school in accordance with 34 CFR 86.100 to annually distribute this policy in writing to each student and employee.

Health risks in the use of illegal drugs and/or alcohol may include but are not limited to: drowsiness, respiratory depression, disorientation, insomnia, illusions and/or hallucinations, poor perception of time and distance, and death. Any or all of the health risks to the user also present health risks to others, especially those receiving cosmetology services by students and/or employees.

The school is committed to providing a safe work and educational environment and to foster the well-being and health of its employees and students. That commitment is jeopardized when any school employee or student illegally uses drugs or alcohol on the job, in class, or on the premises, comes to work or school under the influence, or possesses, distributes or sells drugs on the school premises. Therefore, the school has established the following policy:

- It is a violation of school policy for any employee or student to unlawfully manufacture, possess, distribute, trade, or offer for sale alcohol or illegal drugs or otherwise engage in the illegal use of drugs or alcohol on the job, in class, on the premises, or at any school sponsored activity.
- It is a violation of school policy for an employee or student to report to work or school under the influence of illegal drugs or alcohol.
- It is a violation of school policy for an employee or student to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
- Violations of this policy are subject to disciplinary action up to and including termination. Legal sanctions will be taken according to local, state, or federal law to prevent and uncover those who would unlawfully possess or distribute illegal drugs and alcohol.

Employees and students must abide by the terms of this policy and must notify the school in writing of any conviction of a violation of a criminal drug statute occurring in the workplace, in class, or on school premises no later than five calendar days after such conviction. The school will impose sanctions consistent with local, state, and federal law. The sanctions will be determined by the C.E.O. or Director after consultation with the U.S. Department of Education, law enforcement officials, rehabilitation staff, and others depending on each individual situation.

Each instance will be treated on an individual basis depending on the particular circumstances. Appropriate sanctions may include termination of employment, school enrollment, and/or financial

aid, depending upon the severity of the offense, completion of an appropriate rehabilitation program, frequency of the violation, arrest records, and convictions.

It is the responsibility of the C.E.O./Director to counsel employees and the Director to counsel students whenever he/she sees changes in the performance or behavior that suggests an employee or student has a drug/alcohol problem. Although it is not the C.E.O.'s or Director's job to diagnose personal problems, the C.E.O./Director should encourage such employees and students to seek help and should advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work and school environment, and all should encourage anyone who may have a drug or alcohol problem to seek help.

Those whose employment has been terminated for illegal drug or alcohol offenses will be considered for re-employment no sooner than two years after completion of all actions mandated by local, state, and federal legal authorities. Official documentation must be provided that such action has taken place including documentation of completion of rehabilitation program. Students who have been terminated for illegal drug offenses will be considered for re-enrollment no sooner than prescribed by U.S. Department of Education guidelines for financial aid eligibility whether the student is seeking financial aid or not. Documentation is required to verify the student would be eligible to apply for student aid. Students who have been terminated for alcohol related situations will be considered for re-enrollment not sooner than two years after completion of all actions mandated by local, state, and federal legal authorities. Official documentation must be provided that such action has taken place including documentation of completion of a rehabilitation program.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs or alcohol is incompatible with enrollment and employment at this school.

DRUG ABUSE PREVENTION

Following, you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Aveda Institute Maryland requires of Staff and Students.

Staff and Students are prohibited from the unlawful manufacture distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the School or participating in any institutional activity. Students of employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from School of employment.

Additionally, there are numerous local, state, and federal laws that can be used to punish violators. Penalties can range from suspension, revocation, and/or denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health care benefits, disability, and veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and coordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone number of these facilities may be found in your local telephone book yellow pages under Drug Abuse and Addiction- Information and Treatment.

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999, is also open 24 hours. The Nation Institute on Drug Abuse Hotline, 1-800-622-4357, is available 8:00 a.m. to 2:00 a.m., Monday through Friday, and 11:00 a.m. to 2:00 a.m. on weekends.

SEXUAL HARASSMENT POLICY

Consistent with our policy of nondiscrimination, harassment on campus based on a person's race, sex, religion, national origin, age, height, weight, marital status, or disability will not be tolerated concerning students or clients. One aspect of our policy requiring some clarification is the prohibition of any form of sexual harassment on campus. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or visual physical conduct of a sexual nature. No student or client shall threaten or insinuate, either explicitly or implicitly, that another student's or client's refusal to submit to sexual advances will adversely affect that person's permission to remain on campus. Similarly, no student or client shall promise, imply, or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Sexual harassment also includes: unwelcome sexual; flirtations, advances, or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic, or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

Any student or client who feels that he/she is a victim of sexual harassment (including but not limited to any of the conduct listed previously) by a member of the school staff, student, or client should bring the matter to the immediate attention of the Director.

If bringing the matter to the Director's attention would prove to be uncomfortable, a student or client may directly contact any other member of the administrative staff. Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and appropriate corrective action taken if warranted.

After an investigation any student or client determined to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination of enrollment or, in the case of a client, disbarment from the campus.

CAMPUS SECURITY

In accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act of 1990) the school collects crime statistics as the basis for this Annual Security Report which is made available to students, employees, and applicants for enrollment or employment. Campus is defined as any building or property owned or controlled by the school within the same congruous area used by the school in direct support of or related to its education purposes. The following criminal offenses occurred during the three-year period of January 1, 2014-December 31, 2016.

Criminal Offenses (On-campus/Public Property)

	2014	2015	2016
Murder/Non-Negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses- forcible	0	0	0
Sex offenses- non-forcible (Incest/statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate Offenses (On-campus/Public Property)

	2014	2015	2016
Murder/Non-Negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses- forcible	0	0	0
Sex offenses- non-forcible (Incest/statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0

Arrests (On-campus/Public Property)

	2014	2015	2016
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals (On-campus/Public Property)

	2014	2015	2016
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

There were no crimes reported against any persons intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Aveda Institute Maryland encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offense occurring on campus to the school administration. In the event a sex offense should occur on campus, the victim should take the following steps:

- Report the offense to the school administration.
- Preserve and evidence as may be necessary to the proof of the criminal offense.
- Report the crime to local law enforcement agencies, request assistance, if desired, from school administration.
- Request a change in academic situation if necessary.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

GRIEVANCE POLICY

In the event of a dispute or difference, the parties shall continue to transact and carry on their business in the same manner as at the time of the arising of the question or questions in the dispute until a settlement is reached through the grievance procedure.

Before submission of a written grievance, the aggrieved party should attempt to resolve it informally. The aggrieved party should request a conference with the school director. In the event the matter is not resolved, the aggrieved may submit the grievance, in writing, to:

Clare Santiago
Aveda Institute Maryland
227 Archer Street
Bel Air, MD 21014

1. Submit a written account of the grievance within ten (10) calendar days of the occurrence.
2. Identify the aggrieved party.
3. Identify the grievance.
4. Identify the time and place where the alleged events or conditions constituting the grievance existed.
5. Identify the persons responsible for causing such events or conditions.
6. Submit a general statement of the grievance and redress sought by the aggrieved party.

In the event the student believes he or she has exhausted the school's grievance procedure and still claims to be aggrieved, he or she may appeal to:

Maryland Secretary of Higher Education
6 North Liberty Street
Baltimore, Maryland 21201
(410) 767-3297
www.mhec.state.md.us

Or the School's Accrediting Body:

National Accrediting Commission of Career Arts and Sciences
4401 Ford Avenue
Suite 1300
Alexandria, Virginia 22302
(703) 527-7600
www.naccas.org

Complaints may also be filed with:

Maryland Consumer Protection Office
200 St. Paul Place
Baltimore, Maryland 21202
(410) 528-8662
consumer@oag.state.md.us

A grievance shall be deemed waived unless it is submitted within the time limits established.



AVEDA INSTITUTE
Maryland

Student Handbook

Acknowledgement of Receipt of Admission Packet

All information contained in the School Catalog is intended to serve as general information concerning International Cosmetology, Inc.

From time to time, International Cosmetology, Inc. may need to clarify, amend and/or supplement the information contained in any of the documents. The school will inform the student, in writing, when changes occur.

I, _____ received a copy of International Cosmetology Inc's School Catalog Vol 6, revised 09/01/2017, along with addendum A (administration & faculty). I have read and understand the information and will comply with all the policies and procedures.

X _____
Student Signature

Date

Addendum A

Administration & Faculty

ADMINISTRATION & FACULTY

ADMINISTRATION

Aveda Institute Maryland is owned and operated by International Cosmetology Incorporated. Owner/President is Clare Santiago.

STAFF

Clare Santiago	Owner/President
Raymond Santiago	General Manager
Barbara Buckley	Director/Admissions
Greg Ware	Financial Aid Administrator/Admissions
Ni Modi	State Board Specialist/Senior Cosmetology Educator
Tasha Tilghman	Senior Cosmetology Team Lead Educator
Keathy Graham	Senior Cosmetology Team Lead Educator
Claudette Witherspoon	Cosmetology Educator
Aimee Bendis	Esthetics/Makeup Educator
Udi Onyile	Student Services Specialist
Mary Baxter	Guest Service Partner
Christine Farley	Guest Service Partner

RE-ENTRY COMMITTEE

Aveda Institute Maryland of Hair's re-entry committee consists of the following members:

Clare Santiago	Owner/President
Raymond Santiago	General Manager
Barbara Buckley	Director/Admissions
Greg Ware	Financial Aid Coordinator/Admissions
Udi Onyile	Student Services Specialist
TBD	Students Educator at time of Termination

*Note: The above list does not contain substitute instructors.