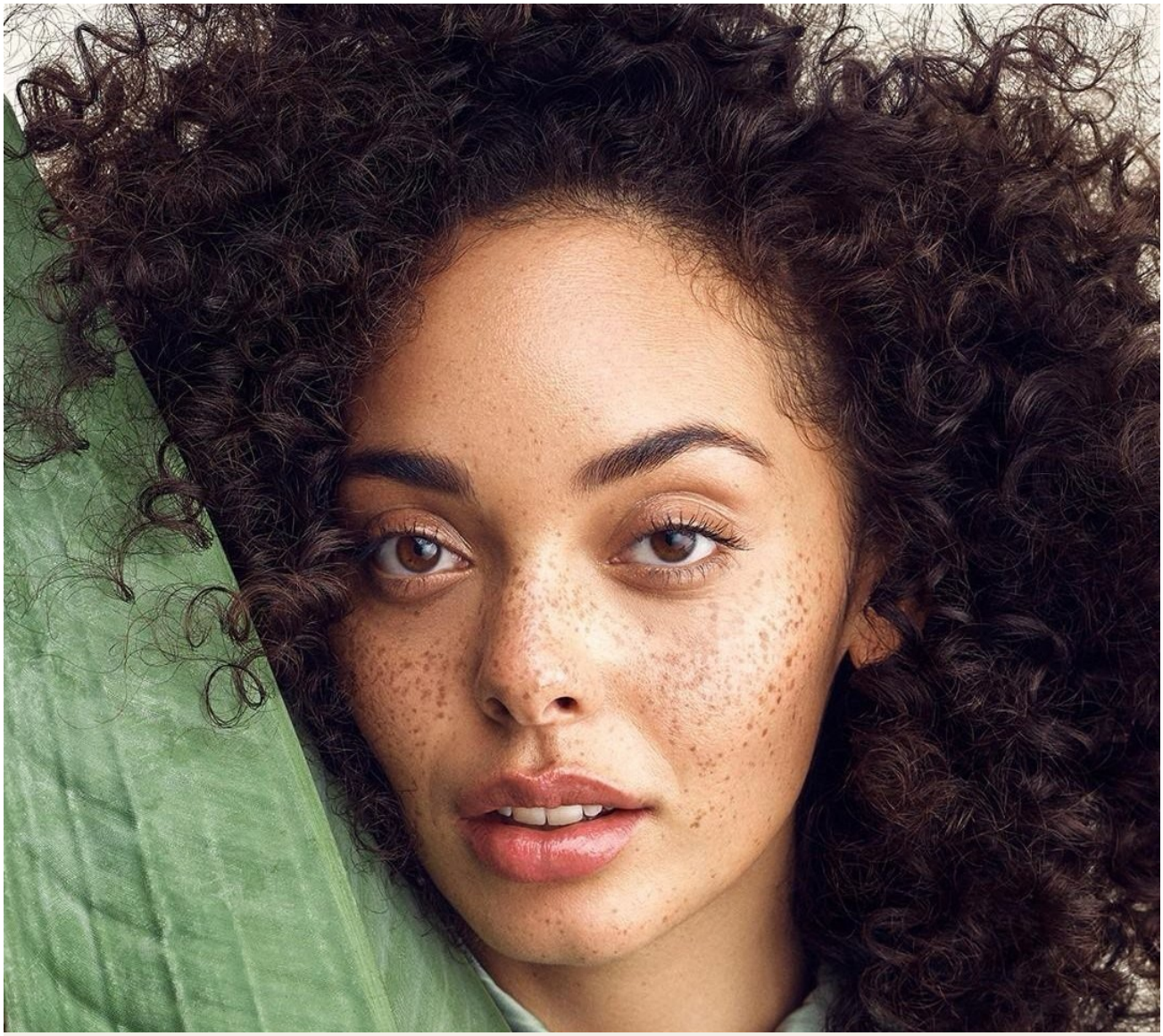
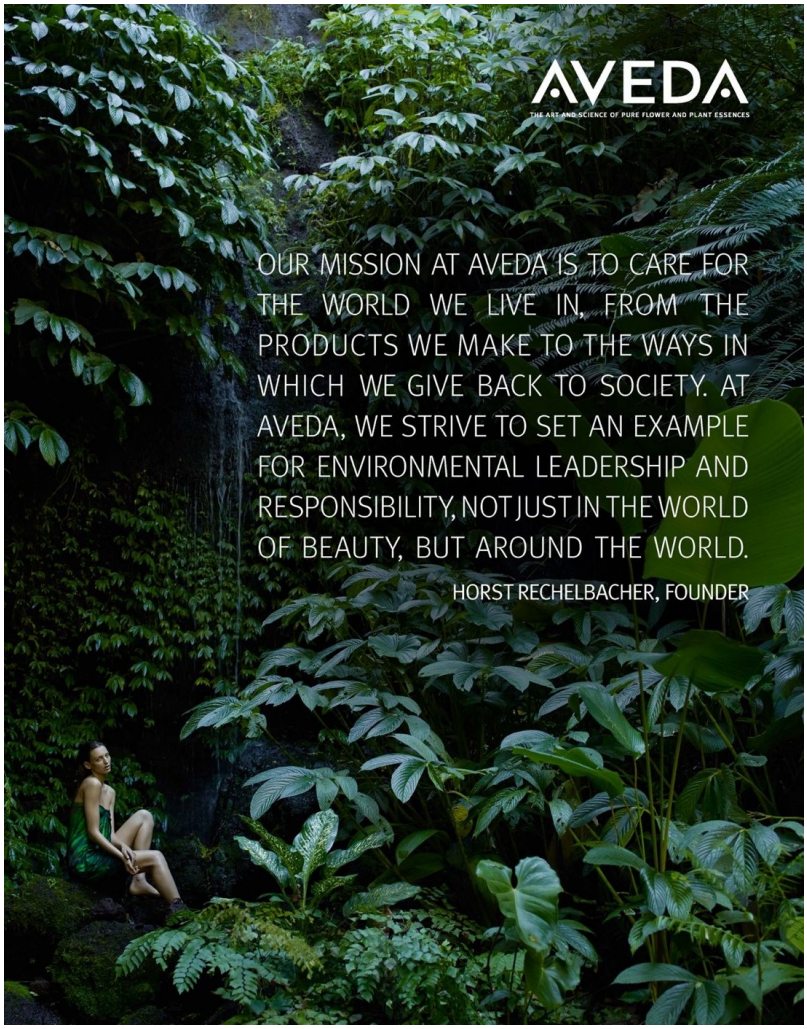
AVEDA INSTITUTE
MARYLAND



SCHOOL CATALOG

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Certified True and Correct as to Content and Policy

Clare Santiago

VA Certifying Official

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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 the ***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 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. All courses are taught in the English language. 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 needs of each 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.edu



MISSION

Aveda Institute Maryland, is a private, proprietary, co-educational institution of higher learning, educates men and women for a 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 lifestyles.

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, esthetics, manicuring, spa body care, and massage therapy. 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% ownership**

PROGRAMS

The following programs are presented at our brick-and-mortar campus only. Please see our Hybrid Distance Education Programs listed elsewhere in this catalog for programs offered as a combination of distance learning and attendance at our brick-and-mortar campus. The programs are taught in the English language. One clock hour equals a period of 60 minutes with a minimum of 50 minutes of instruction with the support of an instructor.

- **Cosmetology –** Learn specialized techniques in hair cutting, hair coloring, hair styling, chemical services, skin care, nail care, and makeup.
- **Hairstylist –** Learn specialized techniques in hair cutting, hair coloring, hair styling, and chemical services.
- **Barber/Stylist –** Learn specialized techniques in hair cutting, hair styling and shaving.
- **Blow Dry Stylist –** Learn specialized techniques in the art of hair styling.
- **Esthetics –** Learn specialized techniques to purify, balance, and renew the skin.
- **Massage Therapy –** Learn massage therapy, body care, and total body wellness, using both ancient techniques and state-of-the-art methods.

All three programs encompass three types of learning:

- **Theoretical knowledge –** The foundation of 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, 3015 Colvin Street, Alexandria, VA, 22314, Telephone 703-600-7600. Accreditation means that a school has met national standards of educational performance that have been established by an impartial nongovernmental agency. The accreditation 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

Current students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program/s enrollment, completion rate, placement rate and pass rate of graduates on any licensure examination.

Maryland Higher Education Commission

6 N. Liberty Street, 10th Floor Baltimore, Maryland 21201

800-974-0203 / 410-767-3301

www.mhec.state.md.us

Aveda Institute Maryland is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates. The U.S. Department of Education requires outcome rates be provided based upon this individual location which is listed below. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

Aveda Institute Maryland's NACCAS performance statistics for the calendar year 2024:

2024 Graduation Rate	2024 Licensure Rate	2024 Placement Rate
92.86%	100.00%	92.31%

FACILITIES/EQUIPMENT

We are located in downtown historic Bel Air, Maryland. ***Aveda Institute Maryland*** is the ideal setting for your professional education.

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 guest reception 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, staff, and 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, nail and massage services in a salon setting, under the supervision of a licensed Educator.

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 practical workstations. State of the art audio-visual equipment, hair dryers, facial/massage beds, shampoo bowls, chairs, nail equipment and a wide variety of beauty products and preparations complete the list of school equipment.

ADMINISTRATIVE OFFICES

Leadership 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 lifestyle products. The store gives you the opportunity to practice your guest service and retailing skills.

LUNCHROOM

There are areas designated in the upper/lower levels for all students to socialize and enjoy their breaks and/or lunch. Students are responsible for maintaining the cleanliness of their break areas. Students are prohibited from eating lunch on the Clinic and/or Spa Salon floor.

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 carpool 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

CAREER CONSIDERATIONS

Cosmetology, Hairstylist, Barber/Stylist, Blow Dry Stylist, Esthetics & Massage Therapy

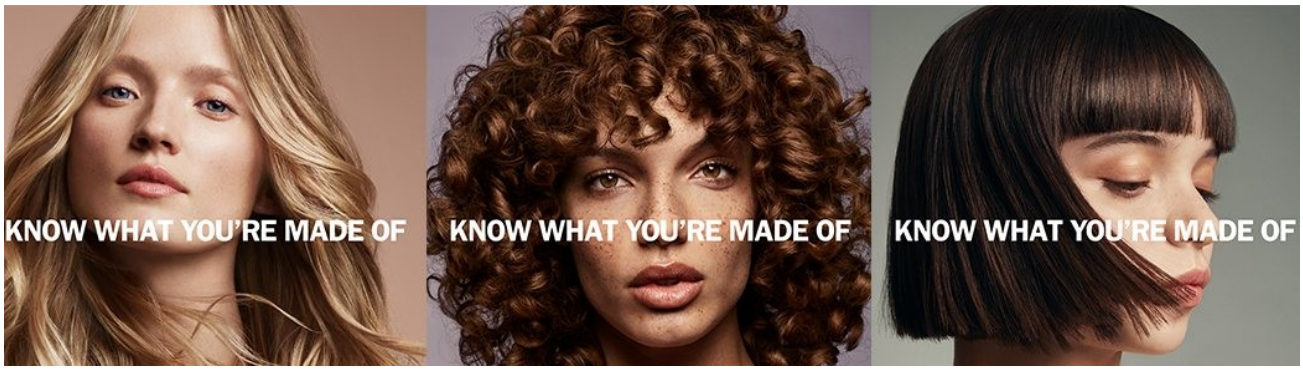
Aveda Institute Maryland believes that students interested in pursuing a career in Cosmetology, Hairstylist, Barber/Stylist, Blow Dry Stylist, Esthetics, Massage Therapy, or a related field should consider all aspects of such a decision. Persons who want to become a cosmetologist must:

- 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 perform the required skills of the Arts and Science of Cosmetology systematically and professionally. All courses are taught in 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.

Instructional methods used for teaching are lectures, media, demonstrations, partner practical, role playing, game based, projects, activities, and direct instruction.

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 minimum number of practical experiences. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	**Excellent**
85 – 92	**Very Good**
75 – 84	**Satisfactory**
74 and Below	**Unsatisfactory**

Cosmetology Program Outline		
Distance Learning Hours	**In-Person Hours**	**Subject**
200 hours	**60 hours**	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 statutes and rules which pertain to the regulation of the practice of cosmetology, and elementary service skills.
200 hours	**20 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. Client consultation, profession conduct and career development.
20 hours	**40 hours**	**Scalp and Hair Conditioning**
10 hours	**80 hours**	**Shampooing**
40 hours	**110 hours**	**Hair Cutting**
40 hours	**110 hours**	**Hair Styling**
70 hours	**100 hours**	**Chemical Texture Services**
70 hours	**130 hours**	**Hair Coloring**
50 hours	**50 hours**	**Nails**
50 hours	**50 hours**	**Facials and Makeup**
750 Total Distance Learning Hours	**750 Total In-Person Hours**	**Practical Skill In-Person Total Hours (750) Distance Learning Theory Total Hours (750) 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
combout techniques
artistry in hair styling
thermal styling
conventional thermal (marcel) irons
electric thermal irons
blow-dry styling

Hair Cutting
Implements and technique
sectioning
scissors
clippers
razors
client consultation

Chemical Hair Relaxing/Restructuring
product analysis
client hair analysis
application techniques
equipment, implements, and materials

Makeup
color theory

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 therapy 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

- Educator
- 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 Developer



COSMETOLOGY KIT SUPPLIES

Aveda Welcome Items	Qty
Aveda T-Shirt	1
Aveda Binder (w/Ruler, Protractor, Pencil Pouch, & Colored Pencils)	1
Tumbler	1
Aveda Nametag w/Lanyard & Student ID	1
Aveda Notebook w/Pen	1
Technology/Pivot Point SF Cosmetology E-Book/Seat	**Qty**
iPad (128GB) w/Charger	1
SF Cosmetology e-Books Online	1
Learn Aveda Seat/Tech Fee	1
Manikin Heads	**Qty**
Zoey Manikin	1
Catherine Manikin	1
Jade Manikin	1
Selena Manikin	1
Eva Manikin	1
Dwayne Manikin	1
Mr. Sam Manikin	1
Tammie Color Training Manikin	1
Cosmetology Tools & Supplies	**Qty**
Aveda Book Bag w/SF Cosmetology Study Guide	1
Adj Height All Metal Manikin Stand	1
Jumbo Black Doll Head Bag	1
Aveda Apron	1
Balayage Board	1
Wahl Clipper/Trimmer Essentials Set w/6 Guards	1
Shark Fin Advance Student Shear Kit	1
Turbo Power Twin Turbo 2800 Professional Hair Dryer	1
Hot Tools 3/4" Marcel Curling Iron	1
BaByliss 1-1/4" Nano Titanium Curling Wand	1
BaByliss Pro 1" Nano Titanium Curved Styling Iron	1
BaByliss Pro 1/2" Mini Nano Titanium Straightening Iron	1
Multi-Compartment Tool Bag	1
ScalpMaster Nylon Comb-Out Black Cape	1
Soft 'n Style 10 oz. Continuous Mist Spray Bottle	1

Satin Edge 5 pc. Eyebrow Set	1
Soft 'n Style 3" Wide Butterfly Clamps (1 dozen)	1
Soft 'n Style 4-1/2" Large Super Grip Clips	1
Soft 'n Style 172 pc. Assorted Clip Set	1
Soft 'n Style 200 pc. Hair Accessory Kit	1
Hair Brush Cleaner Tool	1
ScalpMaster 13 Row Rectangular Ionic Cushion Paddle Brush	1
ScalpMaster Tunnel 9-Row Vent Brush	1
ScalpMaster 3 Row Porcupine Bristle Teasing Brush	1
ScalpMaster 2" Nano Tech Ceramic & Ionic Brush	1
ScalpMaster 2-1/4" Nano Tech Ceramic & Ionic Brush	1
ScalpMaster 2-3/4" Nano Tech Ceramic & Ionic Brush	1
ScalpMaster 3" Ceramic Boar Bristle Round Brush	1
Aristocrat 7" Narrow Ruled Styling Comb (1 dozen)	1
Cricket Pro-25 Multi-Purpose Comb	2
Cricket Pro-30 Power Comb	2
Cricket Pro-50 Fine Tooth Metal Tail Comb	2
Cricket Pro-60 Medium Tooth Rat Tail Comb	2
Champion 8-1/2" Cutting Carbon Comb	2
Salonchic 7-1/2" Ruled Cutting Comb	2
Salonchic 8-1/2" Detangling Comb	1
ScalpMaster 9" Flat Top Comb	1
Soft 'n Style Deluxe Color Bowl	2
Soft 'n Style Feather Bristle Pin Tail Color Brush	1
Soft 'n Style Pin Tail Dye Brush	1
Soft 'n Style 2" Color Brush	1
2" Wide Paint Brush	1
Esthetics Tools & Supplies	**Qty**
Stainless Steel Mixing Bowl 1 qtr	1
White 10 Well Plastic Palette for Product	1
Facial Fan Brush	1
Deluxe Hand Towel 16x27	12
State Board Items	**Qty**
Deluxe Debra Manikin	1
State Board Task Bags - Items given during State Board Prep Class	

Aveda Institute Maryland reserves the right to replace or substitute the above listed kit items as needed. Students are not required to purchase their kits from Aveda Institute Maryland. Students may supply their own kit items so long as they are like kind and quality of the Aveda Institute Maryland kit. Aveda Institute Maryland tools & supplies are sold as a kit and cannot be separated. Various kit items may be withheld and given to students at different times throughout the program as needed. Textbooks are available for purchase for an additional $200.00 per set.



HAIRSTYLIST (DIPLOMA - 1200 HOURS)

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

Hair Stylists 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. Some also clean and style wigs and hairpieces.

Successful completion of the 1200-hour Hairstylist Program prepares the graduate to take the state board examination necessary to obtain a Hairstylist license for an entry level position as a hairstylist, or hairdresser. This program is VA approved.

Instructional methods used for teaching are lectures, media, demonstrations, partner practical, role playing, game based, projects, activities, and direct instruction.

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 minimum number of practical experiences. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	**Excellent**
85 – 92	**Very Good**
75 – 84	**Satisfactory**
74 and Below	**Unsatisfactory**

Hair Styling Program Outline		
Distance Learning Hours	**In-Person Hours**	**Subject**
175 hours	**50 hours**	Theory instruction in the sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to hairstyling; electricity and light; sanitation; safety procedures related to the practice of cosmetology; and Maryland statutes and rules which pertain to the regulation of the practice of hairstyling, and elementary service skills.
175 hours	**10 hours**	Theory instruction in applied science and skills in shampooing, scalp and hair conditioning, hair design & shaping, chemical hair control, hair coloring, hairstyling, facials, make up, & nail care. Client consultation/profession conduct and career development.
20 hours	**40 hours**	**Scalp and Hair Conditioning**
10 hours	**80 hours**	**Shampooing**
40 hours	**100 hours**	**Hair Cutting**
40 hours	**100 hours**	**Hair Styling**
70 hours	**100 hours**	**Chemical Texture Services**
70 hours	**120 hours**	**Hair Coloring**
600 Total Distance Learning Hours	**600 Total In-Person Hours**	**Practical Skill In-Person Total Hours (600) Distance Learning Theory Total Hours (600)** **The above hour requirements must be met by each student in each category.**

HAIRSTYLIST CURRICULUM OVERVIEW

An Aveda Institute Maryland education is rigorous and thorough. Throughout the Hairstylist 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
chakra awareness

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
combout techniques
artistry in hair styling
thermal styling
conventional thermal (marcel) irons
blow-dry styling

Hair Coloring
color theory
classifications of hair color
product analysis
corrective coloring
contemporary techniques

Hair Cutting
implements and techniques sectioning
scissors
clippers
razors
client consultation

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

State Rules and Regulations
Maryland laws and rules
safety and sanitation requirements

Chemical Texture Services
history
product
hair analysis
application techniques
equipment, implements, and materials

CAREER OPPORTUNITIES

Career opportunities in the Hairstyling field include the following:

Salon/Spa Industry

- Hair Stylist
- Sales Representative
- Texture Specialist
- Hair Coloring Specialist
- Salon/Spa Manager
- Salon/Spa Owner
- Platform Artist

Education and Other Fields

- Educator
- State Board Member or Inspector
- Educational Director for a Product Manufacturer
- Consultant/Trainer
- School Owner
- Freelance Artist
- Stylist Artist for Film, Theater, Fashion, or Print
- Product Development



HAIRSTYLIST KIT SUPPLIES

Aveda Welcome Items	Qty
Aveda T-Shirt	1
Tumbler	1
Aveda Nametag w/Lanyard & Student ID	1
Aveda Notebook w/Pen	1
Technology	**Qty**
iPad (128GB)	1
Pivot Point Salon Fundamentals Cosmetology E-Book/Seat	**Qty**
Aveda Book Bag	1
Aveda Apron	1
SF Cosmetology e-Books Online w/Printed Study Guide	1
Learn Aveda Seat/Tech Fee	1
Manikin Heads	**Qty**
Zoey Manikin	1
Catherine Manikin	1
Jade Manikin	1
Selena Manikin	1
Eva Manikin	1
Dwayne Manikin	1
Mr. Sam Manikin	1
Tammie Color Training Manikin	1
Cosmetology Tools & Supplies	**Qty**
Jumbo Black Doll Head Bag	1
Adj Height All Metal Manikin Stand	1
Wahl Clipper/Trimmer Essentials Set	1
Shark Fin Advance Student Shear Kit	1
Turbo Power Twin Turbo 2800 Professional Hair Dryer	1
BaByliss 3/4" Nano Titanium Marcel Curling Iron	1
BaByliss 1-1/4" Nano Titanium Curling Wand	1
BaByliss Pro 1" Nano Titanium Curved Styling Iron	1
BaByliss Pro 1/2" Mini Nano Titanium Straightening Iron	1
Multi-Compartment Tool Bag	1
ScalpMaster Nylon Comb-Out Black Cape	1
Soft 'n Style 10 oz. Continuous Mist Spray Bottle	1
Soft 'n Style 3" Wide Butterfly Clamps (1 dozen)	1

Soft 'n Style 4-1/2" Large Super Grip Clips	1
Soft 'n Style 172 pc. Assorted Clip Set	1
Soft 'n Style 200 pc. Hair Accessory Kit	1
Hair Brush Cleaner Tool	1
ScalpMaster 13 Row Rectangular Ionic Cushion Paddle Brush	1
ScalpMaster 9-Row Rubber Base Styling Brush	1
ScalpMaster 3 Row Porcupine Bristle Teasing Brush	1
ScalpMaster 2" Nano Tech Ceramic & Ionic Brush	1
ScalpMaster 2-1/4" Nano Tech Ceramic & Ionic Brush	1
ScalpMaster 2-3/4" Nano Tech Ceramic & Ionic Brush	1
ScalpMaster 3" Ceramic Boar Bristle Round Brush	1
Aristocrat 7" Narrow Ruled Styling Comb (1 dozen)	1
Cricket Pro-25 Multi-Purpose Comb	2
Cricket Pro-30 Power Comb	2
Cricket Pro-50 Fine Tooth Metal Tail Comb	2
Cricket Pro-60 Medium Tooth Rat Tail Comb	2
Champion 8-1/2" Cutting Carbon Comb	2
Salonchic 7-1/2" Ruled Cutting Comb	2
Salonchic 8-1/2" Detangling Comb	1
ScalpMaster 9" Flat Top Comb	1
Soft 'n Style Deluxe Color Bowl	2
Soft 'n Style Feather Bristle Pin Tail Color Brush	1
Soft 'n Style Pin Tail Dye Brush	1
Soft 'n Style 2" Color Brush	1
Paint Brush	1
Balayage Board	1
State Board Items	**Qty**
Deluxe Debra Manikin	1
State Board Task Bags - Items given during State Board Prep Class	

Aveda Institute Maryland reserves the right to replace or substitute the above listed kit items as needed. Students are not required to purchase their kits from Aveda Institute Maryland. Students may supply their own kit items so long as they are like kind and quality of the Aveda Institute Maryland kit. Aveda Institute Maryland tools & supplies are sold as a kit and cannot be separated. Various kit items may be withheld and given to students at different times throughout the program as needed. Textbooks are available for purchase for an additional $200.00 per set.


AVEDA
hand relief
AVEDA
invati
advanced
AVEDA
damage remedy
AVEDA
invati
AVEDA
invati
AVEDA
smooth infusion
AVEDA
coolaway

BARBER/STYLIST (DIPLOMA - 900 HOURS)

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

Barber/Stylist offer a wide range of hair services, such as shampooing, cutting, styling and shaving. 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, razors and clippers. Some also clean and style wigs and hairpieces.

Successful completion of the 900-hour Barber/Stylist Program prepares the graduate to take the state board examination necessary to obtain a Barber/Stylist license for an entry level position as a Barber/Stylist. This program is VA approved.

Instructional methods used for teaching are lectures, media, demonstrations, partner practical, role playing, game based, projects, activities, and direct instruction.

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 minimum number of practical experiences. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	**Excellent**
85 – 92	**Very Good**
75 – 84	**Satisfactory**
74 and Below	**Unsatisfactory**

Barber/Stylist Program Outline		
Distance Learning Hours	**In-Person Hours**	**Subject**
135 hours	**45 hours**	Theory instruction in the sciences of anatomy, dermatology, trichology, and chemistry as related to hairstyling; electricity and light; sanitation; safety procedures related to the practice of barber-styling; and Maryland statutes and rules which pertain to the regulation of the practice of barber-styling, and elementary service skills.
135 hours	**20 hours**	Theory instruction in applied science and skills in shampooing, scalp and hair conditioning, hair design and shaping, shaving, hair styling, and skincare related to shaving. Client consultation, profession conduct and career development.
20 hours	**40 hours**	**Scalp and Hair Conditioning**
10 hours	**60 hours**	**Shampooing**
40 hours	**100 hours**	**Hair Cutting**
40 hours	**100 hours**	**Hair Styling**
70 hours	**85 hours**	**Shaving**
450 Total Distance Learning Hours	**450 Total In-Person Hours**	**Practical Skill In-Person Total Hours (450) Distance Learning Theory Total Hours (450) The above hour requirements must be met by each student in each category.**

BARBER/STYLIST CURRICULUM OVERVIEW

An Aveda Institute Maryland education is rigorous and thorough. Throughout the Barber/Stylist 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
chakra awareness

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
combout techniques
artistry in hair styling
thermal styling
conventional thermal (marcel) irons
blow-dry styling

State Rules and Regulations
Maryland laws and rules
safety and sanitation
requirements

Hair Cutting
implements and techniques sectioning
scissors
clippers
razors
client consultation

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

Client Consultation/Professional Conduct consultation
professional ethics
personal hygiene
record keeping

Shaving
procedurs
techniques
post-shave
beard and mustache
design skin care
products
skin analysis
massage therapy techniques
cleansing with steamy towels

CAREER OPPORTUNITIES

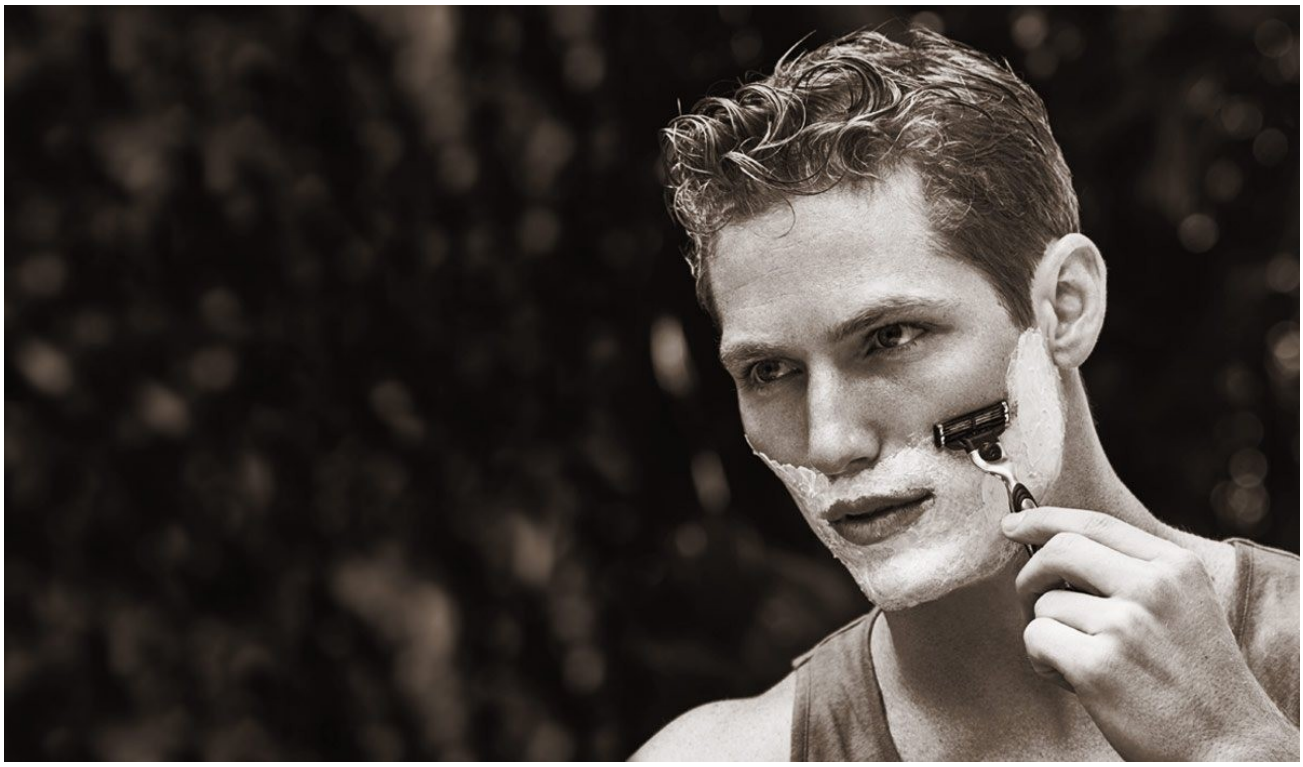
Career opportunities in the Barber/Stylist field include the following:

Salon/Spa Industry

- Barber/Stylist
- Sales Representative
- Salon/Spa Manager
- Salon/Spa Owner
- Platform Artist

Education and Other Fields

- Educator
- State Board Member or Inspector
- Educational Director for a Product Manufacturer
- Consultant/Trainer
- School Owner
- Freelance Artist
- Stylist Artist for Film, Theater, Fashion, or Print
- Product Development

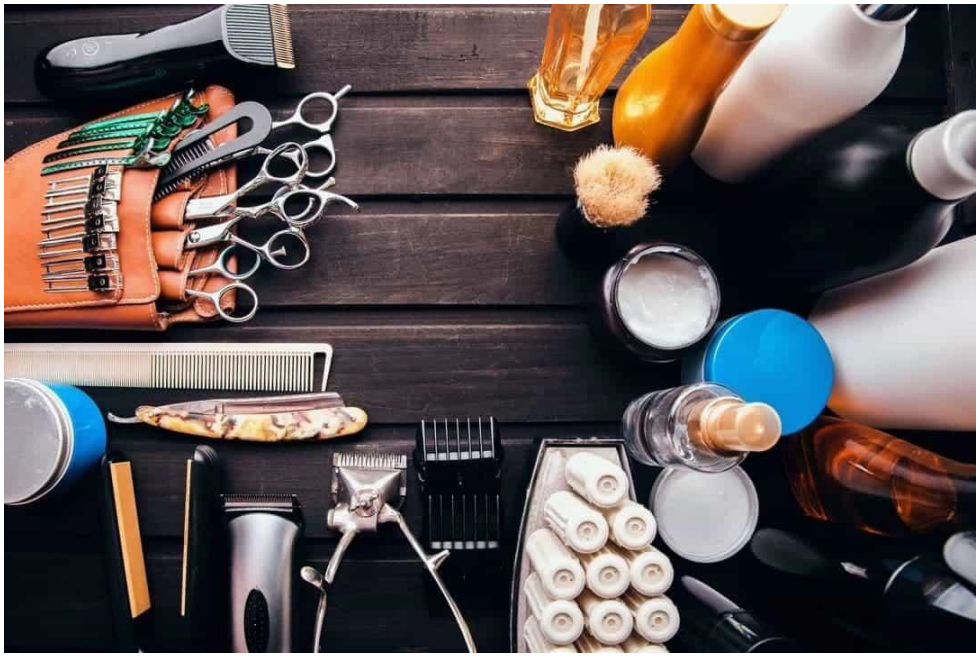


BARBER/STYLIST KIT SUPPLIES

Aveda Welcome Items	**Qty**
Aveda Welcome Bag/Box w/Products	1
Aveda T-Shirt	1
Tumbler	1
Aveda Nametag w/Lanyard & Student ID	1
Aveda Notebook w/Pen	1
Technology	**Qty**
iPad (128GB)	1
Pivot Point Salon Fundamentals Cosmetology E-Book/Seat	**Qty**
Aveda Book Bag	1
Apron	1
SF Cosmetology e-Books Online w/Printed Study Guide	1
Learn Aveda Seat/Tech Fee	1
Manikin Heads	**Qty**
Deluxe Debra Manikin	1
Sabrina Manikin	1
Jade Manikin	1
Selena Manikin	1
Keke Curly Quad Manikin	1
Dwayne Manikin	1
Mr. Sam Manikin	1
Carlos Manikin	1
Barber/Stylist Tools & Supplies	**Qty**
Jumbo Black Doll Head Bag	1
Adj Height All Metal Manikin Stand	1
Wahl Cordless Barber Combo	1
Shark Fin Advance Student Shear Kit	1
Turbo Power Twin Turbo 2800 Professional Hair Dryer	1
BaByliss 3/4" Nano Titanium Marcel Curling Iron	1
BaByliss Pro 1" Nano Titanium Curved Styling Iron	1
BaByliss Pro 1/2" Mini Nano Titanium Straightening Iron	1
Multi-Compartment Tool Bag	1
ScalpMaster Nylon Comb-Out Black Cape	1
Soft 'n Style 10 oz. Continuous Mist Spray Bottle	1
Soft 'n Style 3" Wide Butterfly Clamps (1 dozen)	1

Soft 'n Style 4-1/2" Large Super Grip Clips	1
Soft 'n Style 172 pc. Assorted Clip Set	1
Soft 'n Style 200 pc. Hair Accessory Kit	1
ScalpMaster 13 Row Rectangular Ionic Cushion Paddle Brush	1
ScalpMaster 9-Row Rubber Base Styling Brush	1
ScalpMaster 3 Row Porcupine Bristle Teasing Brush	1
ScalpMaster 2" Nano Tech Ceramic & Ionic Brush	1
ScalpMaster 2-1/4" Nano Tech Ceramic & Ionic Brush	1
ScalpMaster 2-3/4" Nano Tech Ceramic & Ionic Brush	1
ScalpMaster 3" Ceramic Boar Bristle Round Brush	1
Aristocrat 7" Narrow Ruled Styling Comb (1 dozen)	1
Cricket Pro-25 Multi-Purpose Comb	1
Cricket Pro-30 Power Comb	1
Cricket Pro-50 Fine Tooth Metal Tail Comb	1
Cricket Pro-60 Medium Tooth Rat Tail Comb	1
Champion 8-1/2" Cutting Carbon Comb	2
Salonchic 7-1/2" Ruled Cutting Comb	2
Salonchic 8-1/2" Detangling Comb	1
ScalpMaster 9" Flat Top Comb	1
Professional Straight Razor	1
Sharp Half Blades (box of 100 blades)	1
State Board Prep Class (items below given at State Board Class)	**Qty**
State Board Task Bags w/Misc Supplies (add'l supplies will need to be provided by student)	1
Mr. Sam Manikin	1

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BLOW DRY STYLIST (DIPLOMA - 350 HOURS)

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

Blow Dry Stylist offer the following hair services, such as shampooing 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, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, blow dryers and thermal irons. Some also clean and style wigs and hairpieces.

Successful completion of the 350-hour Blow Dry Stylist Program prepares the graduate to take the state board examination necessary to obtain a Blow Dry Stylist license for an entry level position as a blow dry stylist. This program is VA approved.

Instructional methods used for teaching are lectures, media, demonstrations, partner practical, role playing, game based, projects, activities, and direct instruction.

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 minimum number of practical experiences. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	**Excellent**
85 – 92	**Very Good**
75 – 84	**Satisfactory**
74 and Below	**Unsatisfactory**

Blow Dry Stylist Program Outline		
Distance Learning Hours	**In-Person Hours**	**Subject**
80 hours	**20 hours**	Theory instruction in the sciences of anatomy, trichology, and chemistry as related to Hairstyling; electricity and light; sanitation; safety procedures related to the practice of hairstyling; and Maryland statutes and rules which pertain to the regulation of the practice of hairstyling, and elementary service skills.
45 hours	**10 hours**	Theory instruction in applied science and skills in shampooing, scalp and hair conditioning, hair design and hair styling, Client consultation and profession conduct.
10 hours	**20 hours**	**Scalp and Hair Conditioning**
10 hours	**25 hours**	**Shampooing**
30 hours	**100 hours**	**Hair Styling**
175 Total Distance Learning Hours	**175 Total In-Person Hours**	**Practical Skill In-Person Total Hours (175) Distance Learning Theory Total Hours (175) The above hour requirements must be met by each student in each category.**

BLOW DRY STYLIST CURRICULUM OVERVIEW

An Aveda Institute Maryland education is rigorous and thorough. Throughout the Blow Dry Stylist 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
chakra awareness

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

Hair Styling
waving/wet styling
pin curl
techniques roller
curls
comb out techniques
artistry in hair styling
thermal styling
blow-dry styling

State Rules and Regulations
Maryland laws and rules
safety and sanitation
requirements

Anatomy and Physiology
hair structure
hair type
hair growth phases
hair/scalp conditions and disorders

Shampooing/Conditioning
product analysis
procedures/techniques
draping for wet and dry chemical services
selecting correct shampoo/conditioner
scalp massage therapy






CAREER OPPORTUNITIES

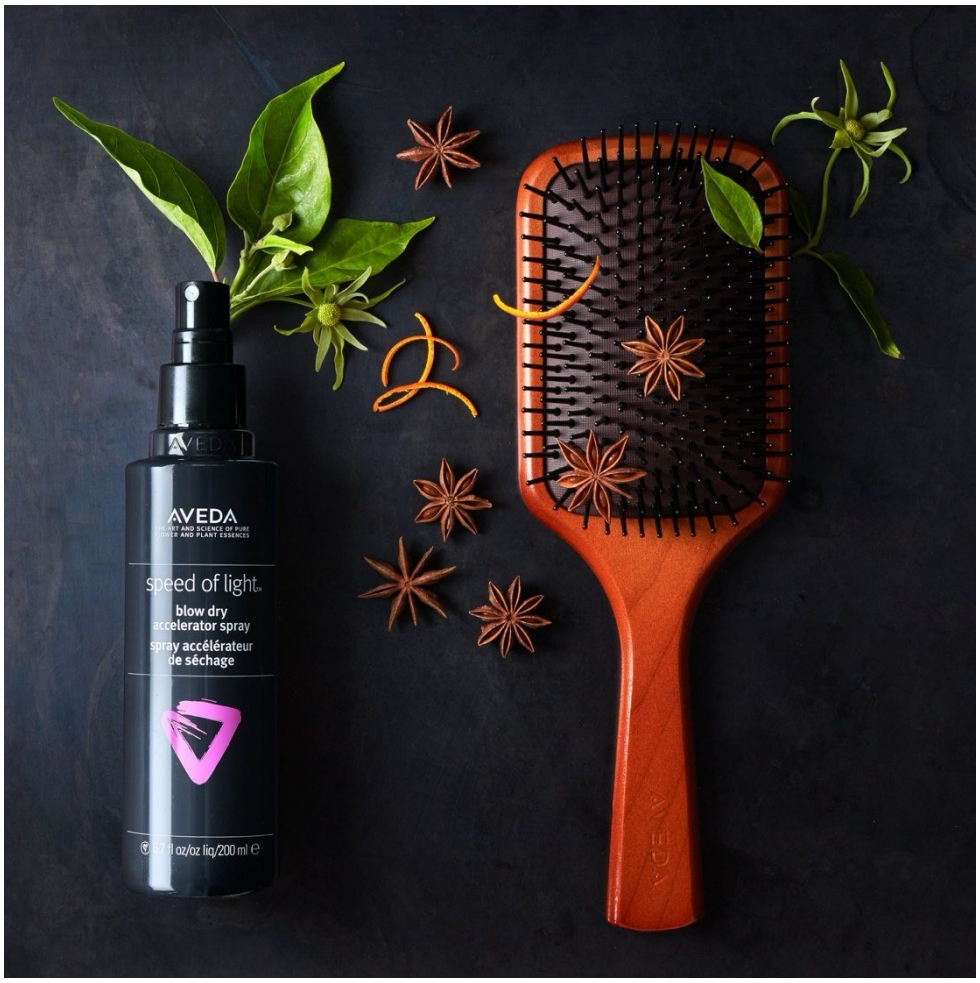
Career opportunities in the Blow Dry Stylist field include the following:

Salon/Spa Industry

- Blow Dry Stylist
- Sales Representative
- Salon/Spa Manager
- Salon/Spa Owner
- Platform Artist

Education and Other Fields

- Educator
- State Board Member or Inspector
- Educational Director for a Product Manufacturer
- Consultant/Trainer
- School Owner
- Freelance Artist
- Stylist Artist for Film, Theater, Fashion, or Print
- Product Development



BLOW DRY STYLIST KIT SUPPLIES

Aveda Institute Tools and Supplies	Qty	Notes
Aveda Bookbag	1	
Aveda Notebook w/Pen	1	
Student ID	1	
Aveda Black Apron	1	
Aveda T-Shirt & Swag	1	
Curriculum & Technology	**Qty**	**Notes**
Salon Fundamentals Cosmetology (e-book)	1	978-1-937964-81-8
Salon Fundamentals Cosmetology Study Guide	1	978-1-937964-83-2
Salon Fundamentals Cosmetology Exam Prep (e-book)	1	
iPad	1	*Technology Fee is not included in the Kit Cost
Tools and Supplies	**Qty**	**Notes**
Manikin – Ms. Deluxe Debra (LKQ/Extra Dense)	1	
Manikin – Ms. Sabrina (LKQ/Long)	1	
Manikin – Ms. Selena (LKQ/Hispanic)	1	
Manikin – Ms. Keke Curly Quad (LKQ/Ethnic)	1	
Manikin – Mr. Sam (LKQ/Male)	2	
Manikin – Adj Height All Metal Stand	1	
Multi-Compartment Tool Bag	1	
Manikin Tote Bag	1	
Turbo Power Twin Turbo 2800 Professional Hair Dryer	1	
BaByliss Pro 1" Nano Titanium Curved Styling Iron	1	
BaByliss Pro 1/2" Mini Nano Titanium Straightening Iron	1	
BaByliss 1-1/4" Nano Titanium Curling Wand	1	
BaByliss 3/4" Nano Titanium Marcel Curling Iron	1	
Aristocrat 7" Narrow Ruled Styling Comb (1 dozen)	1	
Cricket Pro-25 Multi-Purpose Comb	1	
Cricket Pro-30 Power Comb	1	
Cricket Pro-50 Fine Tooth Metal Tail Comb	1	
Cricket Pro-60 Medium Tooth Rat Tail Comb	1	

Aveda Institute Maryland reserves the right to replace or substitute the above listed kit items as needed. Students are not required to purchase their kits from Aveda Institute Maryland. Students may supply their own kit items so long as they are like kind and quality of the Aveda Institute Maryland kit. Aveda Institute Maryland tools & supplies are sold as a kit and cannot be separated. Various kit items may be withheld and given to students at different times throughout the program as needed. Textbooks are available for purchase for an additional $200.00 per set.



ESTHETICS (DIPLOMA – 600 HOURS)

Prepare for an exciting future in skin care with Aveda Institute Maryland. Our Esthetics 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.

Instructional methods used for teaching are lectures, media, demonstrations, partner practical, role playing, game based, projects, activities, and direct instruction.

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 minimum number of practical experiences. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	**Excellent**
85 – 92	**Very Good**
75 – 84	**Satisfactory**
74 and Below	**Unsatisfactory**

Esthetics Program Outline		
Distance Learning Hours	**In-Person Hours**	**Subject**
90 hours	**25 hours**	Theory instruction in the sciences of anatomy, dermatology and chemistry as related to skincare; electricity and light; sanitation; safety procedures related to the practice of skincare; and Maryland statutes and rules which pertain to the regulation of the practice of skincare, and elementary service skills.
70 hours	**20 hours**	Theory instruction in 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 as subject matters related hair removal. Client consultation, profession conduct and career development.
35 hours	**125 hours**	**Hair Removal**
70 hours	**130 hours**	**Skin Care & Advance Techniques**
35 hours	**N/A**	**Makeup**
300 Total Distance Learning Hours	**300 Total In-Person Hours**	**Practical Skill In-Person Total Hours (300) Distance Learning Theory Total Hours (300) The above hour requirements must be met by each student in each category.**

ESTHETICS CURRICULUM OVERVIEW

An Aveda Institute Maryland education is rigorous and thorough. Throughout the Esthetics 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
eyelash application

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

Plant Aromaology History

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

Facial Massage Therapy
aveda massage therapy
detoxification massage therapy for lymphatic drainage basic touch
facial massage therapy pressure
points of massage therapy

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


avedaFACIALS

CAREER OPPORTUNITIES

Career opportunities in the Esthetics field include the following:

Salon/Spa Industry

- Esthetician
- Makeup artist
- Sales Representative
- Salon/Spa Manager
- Salon/Spa Owner

Education and Other Fields

- Educator
- 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



ESTHETICS KIT SUPPLIES

Aveda Welcome Items	Qty
Aveda T-Shirt	1
Tumbler	1
Aveda Nametag w/Lanyard & Student ID	1
Aveda Notebook w/Pen	1
Technology/Pivot Point Salon Fundamentals Esthetics E-Book/Seat	**Qty**
iPad (128GB) w/Charger	1
SF Esthetics e-Books Online	1
Learn Aveda Seat/Tech Fee	1
Learn Aveda Borboleta Pro Seat	1
Esthetics Tools & Supplies	**Qty**
Aveda Book Bag w/SF Esthetics Study Guide	1
Stainless Steel Mixing Bowl 1 qtr	2
Flexible Mixing Bowl 12.8 oz	1
White 10 Well Plastic Palette for Product	1
Clear Storage Box Organizer w/Snap Closure	1
2 oz. Stainless Steel Cup	2
Digital Timer	1
Lymphatic Contour Face Brush	2
Angled Eyebrow Brush	1
Satin Edge Comedo Extractor	1
Stainless Steel Face Roller	1
Stainless Steel Gua Sha	2
Letter Size Mesh Pouch	1
6x9 Mesh Pouch	1
Facial Sponges 60-75 Pack - Compressed	1
Latex-Free Vitamin E Foam Wedges (32 pk)	2
2"x2" Non-Woven Wipes (200)	2
6x9 Mesh Pouch	1
Natural Bristle Body Brush	2
Face and Body Deluxe Brush Set	1
Satin Edge Eyebrow Set w/Case	1
Terry Spa Body Wrap	1
Extra-Wide Terry Cloth Spa Headband	1

Bed/Linen Supplies	Qty
Extra Large Laundry Bag with Drawstring Closure, 30"x40"	1
3-Piece Table Sheet Set	1
Deluxe Hand Towel 16x27	12
Single (Green) Stripe 16x19 Dish Towel	6
Wealuxe Cotton Bath Towels 27x52	2
Thermal Blanket 66" x 90"	1
Lash Extension Kit	**Qty**
Borboleta Mixed Kit - Classic & Volume - Items given during Lash Class	
Borboleta Misc Items	**Qty**
Borboleta Canvas Kit Bag	1
Mannequin Head	1
Borboleta Nano Mister	1
Borboleta OG Lashes & Pre-Made Fans	**Qty**
C/.15 x 7 - 15mm Classic Tray	1
CC/.15 x 7 - 15mm Classic Tray	1
C/.06 x 7 - 15mm Volume Tray	1
CC/.07 x 7 - 15mm Volume Tray	1
Pre-Made Fans CC/.05 x 7 - 13mm/6D	1
Lash Fan Stash Storage Tray	1
Borboleta Liquids	**Qty**
Adhesive Remover Gel	1
Pre-Treatment	1
Borboleta Tools	**Qty**
Curve Isolation Tweezer	1
Hybrid Angel Tweezer	1
O.G. Boot Tweezer	1
Lash Wands (50ct)	1
Lint-Free Micro Swabs (100pc)	1
Borboleta Lash Care	**Qty**
Clean Swoop Cleansing Brush w/Stand	1
Lash Bath Foam Cleanser	1
Borboleta Accessories	**Qty**
Bio Gel Pads Clean Curve (24pairs)	1
Large Glass Eyelash Palette	1
Practice Lashes	1

Micropore Tape	1
Borby Bubble (30ct)	1
On Point Fan Cup (10ct)	1
Ultra Fine Point Permanent Marker	1
State Board Items	**Qty**
State Board Task Bags - Items given during State Board Prep Class	

Aveda Institute Maryland reserves the right to replace or substitute the above listed kit items as needed. Students are not required to purchase their kits from Aveda Institute Maryland. Students may supply their own kit items so long as they are like kind and quality of the Aveda Institute Maryland kit. Aveda Institute Maryland tools & supplies are sold as a kit and cannot be separated. Various kit items may be withheld and given to students at different times throughout the program as needed. Textbooks are available for purchase for an additional $200.00 per set.

MASSAGE THERAPY (DIPLOMA – 600 HOURS)

Learn how to create wellness through the power of touch in just a few months. A balanced study of anatomy, physiology, pathology, aromaology, spa treatments and body movement techniques add depth to the massage therapy techniques you'll use to address the individual needs of your guests. After completing course requirements and 600 hours, you'll have the skills you need to find employment in a spa, health club, or in a clinical environment. This program is VA approved.

Instructional methods used for teaching are lectures, media, demonstrations, partner practical, role playing, game based, projects, activities and direct instruction.

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 minimum number of practical experiences. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	**Excellent**
85 – 92	**Very Good**
75 – 84	**Satisfactory**
74 and Below	**Unsatisfactory**

Massage Therapy Program Outline	
In-Person Hours	**Subject**
193	Massage Therapy Modalities and Techniques
31	Business, Professionalism & Ethics
150	Anatomy, Physiology, Kinesiology, and Pathology
20	Educator discretion
206	Clinic Experience
600 **Total In-Person Hours**	**Total Hours** **The above hour requirements must be met by each student in each category.**

MASSAGE THERAPY CURRICULUM OVERVIEW

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

Anatomy & Physiology
anatomical terms
cell, tissue, and organs
muscular system skeletal
system kinesiology
nervous system
endocrine system
blood
circulatory system
immune system
respiratory system
digestive system

Pathology
guest health
history forms
contraindications
indications
skin condition musculoskeletal
conditions nervous system
conditions
respiratory conditions
case studies

Plant Aromaology
history of aromaology
sensory journey and personal blends™
olfaction
methods of extraction
essential oils
Aveda key elements™

Hydrotherapy and Spa Treatments
effects of hydrotherapy
indications
contraindications
Caribbean therapy™ body treatment rosemary
mint awakening body wrap

Massage Theory
history
principles of massage therapy body
mechanics modalities equipment
professionalism ethics boundaries
proper draping techniques mind/body connection sense of touch
breathing ayurveda elemental natures

Massage Therapy Techniques
focus:
swedish
deep tissue introduction:
reflexology
trigger points
lymphatic massage therapy
polarity
energy balancing
acupressure

Clinic Practice
refinement of massage therapy techniques
clinic set-up sanitation
time management
the Aveda spa experience retail guest
relations Aveda rituals

Personal/Career Development
resume writing interview process responsibilities of employment guest retention licensing of massage therapy professional massage therapy organizations marketing

CAREER OPPORTUNITIES

Career opportunities in the Massage Therapy field include the following:

Salon/Spa Industry

- Massage Therapy and Body-work Specialist
- Spa and/or Health Club Therapist
- Spa Manager
- Spa Owner
- Private Practice
- Chiropractic and Physical Therapy Clinic
- Sports Massage Therapy

MASSAGE THERAPY KIT SUPPLIES

Aveda Institute Tools and Supplies	Qty	Notes
Aveda Bookbag	1	
Aveda Notebook w/Pen	1	
Student ID	1	
Aveda T-Shirt & Swag	1	
Curriculum & Technology	**Qty**	**Notes**
Mosby's Fundamentals of Therapeutic Massage (eBook)	1	ISBN #: 9780323661850
Mosby's Essential Sciences for Therapeutic Massage (eBook)	1	ISBN #: 9780323672306
Trail Guide to the Body (eBook)	1	ISBN #: 9780998266305
Trail Guide to the Body, Digital Workbook (eBook)	1	ISBN #: 9780998266398
iPad	1	
Connect Learn Aveda Seat/Tech Fee*	1	*Technology Fee is not included in the Kit Cost
Tools and Supplies	**Qty**	**Notes**
Earthlite Travel Massage Table	1	
3-Piece Massage Table Sheet Set	1	
Massage Belt Holder w/Oil & Lotion Bottles	1	
Spa Body Wrap	1	
Spa Facial Headband	1	
Natural Bristle Body Brush	2	

Aveda Institute Maryland reserves the right to replace or substitute the above listed kit items as needed. Students are not required to purchase their kits from Aveda Institute Maryland. Students may supply their own kit items so long as they are like kind and quality of the Aveda Institute Maryland kit. Various kit items may be withheld and given to students at different times throughout the program as needed. Aveda Institute Maryland tools & supplies are sold as a kit and cannot be separated. Hardcopy textbooks are available for purchase for an additional $325.00 (4 books).

CLASS SCHEDULES

COSMETOLOGY, HAIRSTYLIST, BARBER/STYLIST, & BLOW DRY STYLIST FULL-TIME SCHEDULES

Day Schedule:

Tuesday through Saturday 8:45 am to 4:30 pm (45-minute break) **35 hours per week**

Program Lengths:

- Cosmetology: 43 weeks
- Hairstylist: 35 weeks
- Barber/Stylist: 26 weeks
- Blow Dry Stylist: 10 weeks

ESTHETICS & FULL-TIME SCHEDULE

Day Schedule:

Tuesday through Saturday 8:45 am to 4:30 pm (45-minute break) **35 hours per week**

Program Lengths:

- Esthetics: 18 weeks

MASSAGE THERAPY FULL-TIME SCHEDULE

Day Schedule:

Monday through Friday 8:45 am to 4:30 pm (45-minute break) **35 hours per week**

Program Lengths:

- Massage Therapy: 18 weeks

THE ACADEMIC SCHEDULE

This 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 Dates	Contract End Date
January 26th, 2027	November 20th, 2027
March 2nd, 2027	January 5th, 2028
April 6th, 2027	February 9th, 2028
May 11th, 2027	March 15th, 2028
June 15th, 2027	April 19th, 2028
July 20th, 2027	May 24th, 2028
August 24th, 2027	June 28th, 2028
September 28th, 2027	August 3rd, 2028
November 2nd, 2027	September 7th, 2028
December 7th, 2027	October 7th, 2028

HAIRSTYLIST – DAY SCHEDULE

Start Dates	Contract End Date
January 26th, 2027	September 22nd, 2027
March 2nd, 2027	October 27th, 2027
April 6th, 2027	December 4th, 2027
May 11th, 2027	January 14th, 2028
June 15th, 2027	February 18th, 2028
July 20th, 2027	March 24th, 2028
August 24th, 2027	April 28th, 2028
September 28th, 2027	June 2nd, 2028
November 2nd, 2027	July 8th, 2028
December 7th, 2027	August 9th, 2028

BARBER/STYLIST – DAY SCHEDULE

Start Dates	Contract End Date
May 11th, 2027	November 5th, 2027
September 28th, 2027	April 4th, 2028

BLOW DRY STYLIST – DAY SCHEDULE

Start Dates	Contract End Date
May 11th, 2027	July 17th, 2027
September 28th, 2027	December 9th, 2027

ESTHETICS – DAY SCHEDULE

Start Dates	Contract End Date
January 26th, 2027	May 25th, 2027
February 23rd, 2027	June 22nd, 2027
March 23rd, 2027	July 20th, 2027
April 20th, 2027	August 17th, 2027
May 18th, 2027	September 14th, 2027
June 15th, 2027	October 12th, 2027
July 13th, 2027	November 9th, 2027
August 10th, 2027	December 10th, 2027
September 7th, 2027	January 13th, 2028
October 5th, 2027	February 10th, 2028
November 2nd, 2027	March 9th, 2028
November 30th, 2027	April 1st, 2028
December 28th, 2027	April 27th, 2028

MASSAGE THERAPY – DAY SCHEDULE

Start Dates	Contract End Date
N/A	N/A

HOLIDAY SCHEDULE

Aveda Institute Maryland students will have off the following days:

Event	Days Off
Summer Breaks	July 4, 2026
Thanksgiving Break	November 26, 27 & 28, 2026
Winter Holiday Break	December 24 & 25, 2026, December 31, 2026 & January 1, 2027
Summer Breaks	N/A
Thanksgiving Break	November 25, 26, & 27, 2027
Winter Holiday Break	December 24 & 25, 2027, December 31, 2027 & January 1, 2028

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 may be announced on our Facebook, Instagram and Learn Aveda platforms. The Institute is a Postsecondary Institution and does not follow any Public School System closures or delays. 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.

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 in Theory, Practical and/or Clinic for the Cosmetology Program, Hairstylist Program, Barber/Stylist Program, Blow Dry Program, Esthetics Program, and the Massage Therapy Program.

ADMISSIONS INFORMATION

ADMISSION REQUIREMENTS

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

- The student must attend a virtual/personal tour.
- Complete the appropriate admission documents.
- 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 into English and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services and Educational Credential Evaluators (ECE) to translate into English and confirm the academic equivalence to a U.S. high school diploma.
- Complete the appropriate enrollment documents.
- Pay a program appropriate deposit for books and kit fees.
- 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. 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 reserves the right to deny admission to any applicant.

*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

ADMISSIONS REQUIREMENTS

Are you ready to begin? If you're excited about the prospect of training at Aveda Institute Maryland, here's how you begin the application process:

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. The next steps are to complete a student focus questionnaire, application with documents and a $25 application fee.

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 apply.

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. If after a student has completed the enrollment contract and decides to change programs and/or program start date, a $150 change fee will apply for each enrollment date/program change.

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 into 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.
- **Student Focus Questionnaire:** Complete a questionnaire of your 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?
- **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, Alien Registration Card, 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).*

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 transfer hours will be accepted and no less than 300 transfer hours will be accepted for the Cosmetology Hairstylist Program and/or Barber/Stylist programs. No transfer hours are permitted for the Blow Dry Stylist and/or Esthetics and/or Massage Therapy Programs. The cost of tuition will be prorated based on the number of transfer hours accepted by the Institute. Exceptions to this policy are at the discretion of Aveda Institute Maryland.

With regards 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. SAP evaluation periods are based on actual contracted hours at the institution. 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. No transfer hours over 2 years will be accepted. Transfer hours must be for like-kind programs.

For Veterans and GI Bill® eligible dependents, 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. GI Bill® is a registered trademark of the

U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

This school makes no adjustments to recognize a student's prior education once the student has started at Aveda Institute Maryland. Students transferring to another school may not be able to transfer all the hours they have earned at Aveda Institute Maryland; the number of transferable 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. Exceptions to this policy are at the discretion of Aveda Institute Maryland.

BETWEEN PROGRAMS AT THE INSTITUTE

Aveda Institute Maryland does not accept transfer hours between non-related 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 reimburse the $25 application fee upon successfully completing the additional program. If a student owes a balance, withdraws, or is terminated at any point during the program, the reimbursement 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 10 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 reentry committee 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-enrollment fee of $125 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 Re-Entry Committee.

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 the 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 as of the day of 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 time frame.

STUDENT STATUS CHANGE/CHANGE OF SCHEDULE

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. Students are permitted to change schedules, free of charge, one time. Any additional schedule changes will require a $200 change schedule fee. Students are only permitted to change their schedule up to 4 times per enrollment, any additional change requests, will not be approved.

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 or Massage Therapy, the student's SAP will start all over for Esthetics or Massage Therapy. Students 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. Any number of transfer hours to be transferred from the existing program to the new program will be at the discretion of the Directors.

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 – PROGRAM COST

Tuition and charges are valid for programs in the 2027 Calendar Year.

Cosmetology	Esthetics	Massage Therapy
$19,000 Tuition	$11,400 Tuition	$13,000 Tuition
$6,320 Kit Fee	$3,200 Kit Fee	$2,000 Kit Fee
$380 MD Sales Tax	$195 MD Sales Tax	$120 MD Sales Tax
$800 Technology Fee	$800 Technology Fee	$775 Technology Fee
$125 Enrollment Fee	$125 Enrollment Fee	$125 Enrollment Fee
$25 Application Fee	$25 Application Fee	$25 Application Fee
$26,650 Total*	**$15,745 Total***	**$16,045 Total***

Hairstylist	Barber/ Stylist	Blow Dry Stylist
$15,000 Tuition	$13,000 Tuition	$4,800 Tuition
$6,050 Kit Fee	$5,050 Kit Fee	$2,500 Kit Fee
$365 MD Sales Tax	$305 MD Sales Tax	$150 MD Sales Tax
$800 Technology Fee	$800 Technology Fee	$450 Technology Fee
$125 Enrollment Fee	$125 Enrollment Fee	$125 Enrollment Fee
$25 Application Fee	$25 Application Fee	$25 Application Fee
$22,365 Total*	**$19,305 Total***	**$8,050 Total***

*Prices are subject to change without notice

PAYMENT OPTIONS

Prior to enrollment, students 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. Method of payments of monies owed to the institution may be in the form of cash, credit card, check, money order, cashier's check, certified check, scholarships and/or Title IV funds. There will be a 3.5% convenience fee added to any credit card transaction and a 3.9% convenience fee for any credit card manually entered without the card present.

Tuition payments are 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 and/or termination. A late payment fee of $25 will be assessed every 10 days a payment is late. Once a payment is 10 days late, the student may not return to class until the late payment and fees are satisfied. A student may not receive his/her diploma unless their account is 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 application 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.

PAYMENT POLICY

All student accounts must be paid in full at the time the students have been offered 80% of the program's 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 an 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 made prior to the start of class.
- Down payment must be paid prior to the start of class if the 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 program's clock hours.

Promissory Note payments that are more than 10 days late may result in the termination of enrollment. A student who is on a leave of absence, 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 October 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 program's 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 80% of the program's clock hour's personal checks will not be accepted. Payments must be in the form of a cashier's check, credit card 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.

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-five ($35) fee assessed to them in addition to the face value of the check and must be satisfied within 5 days of bank return notice.

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 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 GI Bill® eligible dependents under the VA Education Benefit Program. The Cosmetology Program, Esthetics, Hairstylist, Barber/Stylist, Blow Dry Stylist, and Massage Therapy Programs are approved for VA Educational Benefits. The Institute will not penalize a student while waiting for payment from the U.S. Department of Veterans Affairs (VA). GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill. **VA Benefits are not eligible for use on Hybrid Programs**
- **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 (TITLVE 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 October 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 would 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 you're 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.

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 disbursed, 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.
- All tuition and fees must be paid in this academic year. Any student crossing academic years will receive student expenses in the next academic year, if applicable or eligible.
- For students receiving VA benefits, the school will notify the VA of any changes in enrollment status including attendance and/or academic probation, changes in schedules or terminated training.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

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

2. A student (or legal guardian) cancels his/her enrollment in writing within seven days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded.

3. A student cancels his/her enrollment after seven days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee or enrollment fee or both.

4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person or via email.

For students who enroll and begin classes but withdraw or are terminated prior to course completion, the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Maryland Higher Education Commission Refund Policy

Percentage of Total Hours Scheduled by Date of Withdrawal	Tuition Refund	Tuition Retain by School
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%

All refunds will be calculated based on the students last date of attendance (date of withdrawal). Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn,

whether officially or unofficially. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement.

If after the seven-day cancellation period expires, a student withdraws or is terminated after class begins, refund calculations shall be based on the total contract price of the program. The following items are non-refundable: application fee, enrollment fee, technology fee, kit fee, MD Sales Tax and any other charges. All fees are identified in the catalog and in this enrollment agreement.

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

Students receiving assistance from Federal Title IV programs may be subject to a special refund or Return to Title IV requirements per federal regulations, provided they have completed less than 60% of the payment period for which aid was or could have been disbursed. Federal Regulations require the return of Title IV funds in the following order, if applicable: Unsubsidized loans, Subsidized loans, Perkins loans, Plus loans, Pell Grants, SEOG or other Title IV.

Payment periods are defined as:

Cosmetology Program

two (2) 450- clock hour segments for the first academic year and two (2) 300-hour segments for the second academic year **Hairstylist Program**

two (2) 450- clock hour segments for the first academic year and two (2) 150-hour segments for the second academic year **Barber Stylist Program**

two (2) 450- clock hour segments for the first academic year

Blow Dry Stylist Program

two (2) 175- clock hour segments for the first academic year

Esthetics and Massage Therapy Program

two (2) 300 – clock hour segments for the first academic year

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 the student is a Financial Aid Recipient, a Return to Title IV calculation (as mentioned above) must first be completed to determine the amount of aid the student and school is eligible to keep. In some cases, a portion of the funds may have to be returned to the government. In such a case, the amount of unearned funds will be returned as soon as possible but no later than 45 days from the date of determination of a student's withdrawal. 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 by check within 30 days of the student's withdrawal date of determination 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.

Date of Determination is defined as:

1. The day that the student notifies the school that he/she will not be returning or

2. In the case of an unofficial withdrawal from the program the school will determine the withdrawal date within 14 calendar days after the student's last date of attendance.

A Return to Title IV calculation will be performed for students who have not attended within the 14-day period.

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.



SATISFACTORY ACADEMIC PROGRESS (SAP)

THE SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The 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. Failure to achieve Satisfactory Academic Progress may affect Title IV eligibility.

Satisfactory progress is defined by both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designed evaluation periods throughout the course or programs of study. The criteria are as follows:

- A cumulative attendance rate of 90% or better.
- A cumulative academic grade of 75% or better.

The corresponding academic year for programs is outlined below:

Program	1st Academic Year	2nd Academic Year
Cosmetology	900 hours	600 hours
Hair Stylist	900 hours	300 hours
Barber/Stylist	900 hours	
Blow Dry Stylist	350 hours	
Esthetics	600 hours	
Massage Therapy	600 hours	

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450 (13 Weeks), 900 (13 Weeks), 1200 (9 Weeks) clocked (actual) hours
Hair Stylist	450 (13 Weeks), 900 (13 Weeks), 1050 (4 Weeks) clocked (actual) hours
Barber/Stylist	450 (13 Weeks) clocked (actual) hours
Blow Dry Stylist	175 (5 Weeks) clocked (actual) hours
Esthetics	300 (9 Weeks) clocked (actual) hours
Massage Therapy	300 (9 Weeks) clocked (actual) hours

*Transfer students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic

progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. 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, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 110% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE		MAXIMUM TIME ALLOWED (SCHEDULED HOURS)
Cosmetology	1500 Hours	1650
Hair Stylist	1200 Hours	1320
Barber/Stylist	900 Hours	990
Blow Dry Stylist	350 Hours	385
Esthetics	600 Hours	660
Massage Therapy	600 Hours	660

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 90% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

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 minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed quizzes and assessments. Numerical grades are considered according to the following scale:

93 – 100	**Excellent**
85 – 92	**Very Good**
75 – 84	**Satisfactory**
74 and Below	**Unsatisfactory**

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV 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 and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

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

RE-ESTABILSHMENT OF SATISAFCTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, & WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school, within 10 days of the negative determination, with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Reasons for which a student may appeal are death of a relative, injury or illness of the student, or other allowable special circumstances. Acceptable supporting documentation a student may submit regarding why the student failed to make satisfactory academic progress includes, but is not limited to: an obituary, death certificate, physician's statement, police report, attorney's letter, or other third-party professional documentation on official letterhead or notarized that covers the period of difficulty. Appeal documents will be reviewed at a hearing within five days of the receipt of the written appeal. The Director will notify the student of the decision within three business days of the hearing. The appeal and decision documents will be retained in the student file.

NONCREDIT, REMEDIAL COURSES, & REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward the student's educational program will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

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 90% 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 period, 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 number 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 –** 150 total absent hours are allowed to be missed. Total absent hours accrued beyond 150 hours will result in termination. Students will be notified and placed on "at risk" status when they reach 75 absent hours.
- **Hairstylist –** 120 total absent hours are allowed to be missed. Total absent hours accrued beyond 120 hours will result in termination. Students will be notified and placed on "at risk" status when they reach 60 absent hours.
- **Barber/Stylist –** 90 total absent hours are allowed to be missed. Total absent hours accrued beyond 90 hours will result in termination. Students will be notified and placed on "at risk" status when they reach 45 absent hours.
- **Blow Dry Stylist –** 35 total absent hours are allowed to be missed. Total absent hours accrued beyond 35 hours will result in termination. Students will be notified and placed on "at risk" status when they reach 17 absent hours.
- **Esthetics & Massage Therapy –** 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.

Any exceptions to the above is at the discretion of the Directors.

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

Classes start at predetermined times as outlined on page 40. All Students are required to be in the classroom, seated and prepared by the start time of class. Classes begin daily at 8:45 am sharp and the Institute's main entrance will be unlocked and available for Student access 15 minutes prior to the start of each class time (for example 8:30 am). If you are not in class, prepared and seated to begin the lesson by 8:45 am, you are considered late and will not be allowed to enter class/clock hours until the next entrance period. Below are the entrance times for students to enter a class late for their regular scheduled class.

All Programs

12:30 pm* (no lunch)

*Students are required to be clocked in no later than 12:30 pm and in the classroom, seated & prepared by the time their class has returned from lunch break at 12:45 pm. Students arriving late must eat lunch before clocking in at the above times for late entrance to class.

NOTICE OF ABSENCE OR LEAVING EARLY

Students are asked to notify the institute by email, voicemail or speaking to SMARTFlex directly of any pre-arranged absences or if they are unable to attend regularly scheduled classes before the start of class. Communication of absences and for leaving early for any regularly scheduled class is expected in the same manner as an employee would need to contact and advise an employer. Students planning on being absent or leaving early can call us at 410-838-0845 or email us at SMARTFlex@avedainstitutemd.edu. 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 communicate and email SMARTFlex prior to the start of class when clocking out for any regularly scheduled class. 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. If a Student notifies the school that they are leaving early due to an illness, they are expected to clock out immediately.

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 Administration prior to clocking in. Students arriving late for the day, may enter class at the predetermined entrance times allowed. Students arriving late with professional documentation, must immediately check in with Administration 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. Professional documentation does not excuse the time missed, time missed is time missed and will be subtracted from the “pool of hours”.

EXTRA HOURS

Extra hours are any hours beyond what a student is normally scheduled for and do not subtract from students’ total “pool of 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 event. 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 via their fingerprint or the key fob scanner assigned to each student. 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 a student forgets to clock in or out, disciplinary actions may be taken as described under the Standards of Conduct Policy on page 70.

BREAK POLICY

Day time 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 5 minutes and are at the discretion of the Educator (these breaks are considered a courtesy and are not required nor are they a part of the daily schedule). 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 area may be unavailable during class times. If a student is late and not setup and seated by the time class begins after lunch, then they are unprepared and will be sent home for the day and/or will be docked offered hours until the next entrance times for class. Missed hours will be added to the "pool of offered hours" missed as absent hours.

LEAVING CLASS OR A GUEST

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

MAKE UP HOURS

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 based on classroom space/availability. Make-up hours are structured as independent study under the supervision of a qualified Educator to learn topics or skills that were possibly missed during a previous absence. Student making up hours may be required to follow along with the curriculum of the regular scheduled class during make-up hours.

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 emailing Student Services. Registration is on a first come first serve basis as there are a limited number of spaces available in classes. Students must follow along with the lessons being taught during make-up hours. 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 student services by phone or email before the beginning of class on the day of the scheduled makeup class. Student Services must pre-approve all make-up hours. Students may not receive personal services while making up hours. Students are not permitted to makeup hours the last 2 weeks prior to their scheduled graduation date. Exceptions are at the discretion of Aveda Institute Maryland.

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. Some events and/or classes may have an additional fee or cost per Student above and beyond tuition and fees of the program.

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. A LOA will extend the contract period and maximum time frame by the same number of days taken in the leave of absence. A Student must follow the institution's policy in requesting a LOA.

The Student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so and that:

- The request must be in writing.
- The request must include the student's reason for the LOA; and
- The request must include the student's signature

The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision.
- The institution collects the request from the student at a later date; and
- The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

In addition:

- A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12-month period.
- A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn
- and that no refund calculation is required at that time.
- A student's contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period must be either-
  - Changes to the enrollment agreement will be initialed by all parties; or
  - An addendum to the enrollment agreement must be signed by all parties.
- A student will be withdrawn if the student takes an approved LOA or does not return by the expiration of an approved LOA and that either-
  - The student's withdraw date for the purpose of calculating a refund will be the student's last
- date of attendance; or
- 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.
- LOA's will NOT be granted for childcare issues, transportation issues, financial or job-related issues, vacation, or any other undocumented occurrence.
- A student must complete and/or repeat any period(s) that the student missed while on a LOA.
- A student must continue to satisfy their financial obligation to the Institute 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. A student will not be assessed any additional charges as a result of a requested LOA.

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, 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.

PROFESSIONAL IMAGE DRESS STANDARDS

Aveda Institute Maryland maintains an aesthetic standard for students, which encompass all aspects of personal hygiene, grooming, and a strict dress attire policy requirement. Students are to arrive at school groomed, in full uniform, and in compliance with all appearance standards. The dress attire policy 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 shirts. The shirt cannot have print or logos on it unless it is an Aveda Branded logo on a solid black shirt. Print or logos must be from a printing press and may not be hand crafted/created. Students cannot wear hooded shirts, jackets, or blanket sweaters/scarves. Non-black undergarments may not be visible. Inappropriate visible black undergarments are not permitted. 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 hoodies/jackets). All clothing must be clean and free of stains and tears.
- **Pants:** Students must wear professional non-transparent solid black pants; can be no shorter than 4 inches below the knee. Joggers, shorts, sweatpants, scrubs, and non-professional pants are not acceptable. Undergarments may not be visible. All clothing must be clean and free of stains and tears.
- **Nails:** Students' nails must not interfere with performing services or classwork, be clean, well groomed, and professional in appearance. Students may wear nail polish, but it may not be chipped. Students in the Esthetics and Massage Therapy programs are not permitted to have nails that extend more than a 1/8th of an inch past the free edge of the nail bed. Students in the Massage Therapy program are not permitted to wear nail polish.
- **Skirts and Dresses:** Students are allowed to wear solid black skirts and dresses. All dresses and skirts can be no shorter than 4 inches above the knee.

- **Footwear:** Students must wear professional clean footwear that fully covers the heel and toe. Esthetics and Massage Therapy students must ensure that their shoes are soft-soled and nonskid at all times. All footwears must be clean and free of stains and tears. No clogs, sandals or flip flops are permitted.
- **Apron:** An Aveda apron is supplied in the Cosmetology, Hairstylist, Barber/Stylist and Blow Dry Stylist 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 with lanyards are to be worn as issued during all clocked hours to identify students and staff to guests. Name tags must be visible at all times even when wearing the Aveda Apron provided in the kit. In-house name tag hooks are available for students to leave their name tags in the school overnight to assist with not forgetting their name tags for their next scheduled class time. If lost, the student must replace it, at a cost of $4.00 or be dismissed until in compliance. Students can go to their Educator to request and purchase a new name tag prior to the start of class.
- **Electronic Devices:** As part of the kit for each program, students receive an iPad. The iPad is the only electronic device that may be used on the salon floor or classrooms as directed by the Educator. iPads must have a minimum of a 50% charge at the beginning of class and at any predetermined entrance times. iPads are to be used for educational purposes during class as outlined in the curriculum. Screen protectors are permitted; however, privacy screen protectors are not permitted on iPad devices for use within the Institute. Electrical outlets in the Institute are not permitted for student use to charge iPad. iPads may not be used for but not limited to personal social media, texting, facetiming, phone calls, taking videos, taking photos, listening to music and/or watching tv/movies during class times unless approved by an Educator for educational purposes. Students may be asked to remove cell phones, headphones, or other electronic devices if they are deemed a distraction or inspiring unprofessional behavior. Headphones, cell phones, or any other electronic devices are not to be used on the salon floor, classroom, restroom, or hallway and students may be directed to place their personal belongings in their assigned lockers except if used for an educational purpose and directed by the Educator. Personal electronic devices cannot be used during assessments unless directed by the Educator. When electronic devices are not in use, they must be placed on vibrate/silent. Emergency calls must come through the School phone and be handled by the Staff unless directed by Administration. For non-emergency calls, a message will be taken and passed on to the student.
- **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. Scarves are permitted to be worn around the neck, they are not permitted to be worn as a sweater, blanket or wrap nor are they to be bulky or oversized.
- **Fragrance:** Students are expected to practice proper personal hygiene and maintain a clean, professional appearance at all times. Fragrance—whether perfume, body spray, or scented lotions—must not be overpowering. Students should be mindful that strong scents may disrupt the learning environment or affect guests with sensitivities. Students must also ensure that body odor is controlled with proper daily hygiene. If a concern arises, the student may be dismissed until the issue is resolved.
  Students, who in the reasonable opinion of Aveda Institute Maryland staff, are not dressed professionally and in the proper dress attire 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 during lunch break times. NO FOOD is to be consumed on the school premises, except in the designated lunchroom at lunchtime. All students using this area are responsible for its cleanliness. No alcoholic beverages are allowed. Students are allowed to have one

(1) spill proof drinking container while in class or on the Salon Floor. No parties or celebrations, and/or shareable food or drinks are permitted during class times or on school property.

3. Accidents must be reported to a staff member immediately.

4. Refrain from smoking (including e-cigarettes/vapers) on school property. 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 the classroom or on the Salon Floor with the exception of school kit items. The Educator will direct the students on which kit items will be needed for class and which items will need to remain in the student's locker until further direction. For safety reasons, no belongings/bookbags/kits may be placed on the floor. Belongings must be taken home daily.

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 Educator. The student locker room may be kept locked during class times and will be accessible during lunch. It is imperative that students gather and set up all their supplies and tools and be seated in class before the beginning of class. All personal belongings (kits, purses, bags, or books) are to be stored inside their lockers. No items are permitted to be left outside of their locker.

10. Keep the 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 sanitation and disinfection protocols. Sanitation and disinfection are a major factor in your education. Keep your work area in a clean and sanitary condition. Carry out assignments willingly. Students will be required to participate in workspace sanitation and disinfection at the end of each class. Once your assignment is completed and the Educator has checked your area your Educator will ask Students to take a seat or dismiss the class. No personal belongings may be gathered during sanitation and disinfection protocols, they must remain in the student's locker until end of day dismissal. Students will not be expected to clean restrooms, dust and/or re-stock products.

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 interfere with an Educator's instructions or guidance of a student or guest.

14. Students are expected to fully cooperate with Educators 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 not permitted 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 Educator or Student Services 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. Students are not permitted to access or use school computers unless directed by an Educator. Students are not permitted to enter the dispensary unless directed by an Educator.

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. Students may not use the Esthetics/Massage Beds as a desk nor may they sit on them unless they are receiving a service, at which time, students must drape the bed with the linens that were provided in their student kit. Chairs, manicuring stools, linen, etc. are to be kept in their proper place and in order. Students are not permitted to use Institute linen except for Guest services.

21. Any spill should be cleaned up IMMEDIATELY. Students must not abuse school supplies, furniture, or property. Students are not permitted to drag items along the carpet, floors or up/down the stairs, this includes but is not limited to laundry bags, kits, chairs, and desks. Students are not permitted to bring in trollies, suitcases or any non-assigned kit items with or without wheels. If a student needs access to a specific area,

they are to ask a staff member for assistance. Students are not permitted to climb walls or force their way into a locked area. Students will be financially responsible to repair or replace any school property they damage.

22. There is a $10 replacement fee for a missing Aveda Institute Maryland student card.

23. Lockers are provided for students. Students are to secure their property in these lockers. 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. Students must take all of their belonging's home with them at the end of each class. Items left in the locker and/or workstation will be disposed of at the end of the class. Students requiring their lock to be cut must notify the Student Services Department. There will be a $20.00 fee to cut a lock.

24. 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.

25. Refrain from using the student kit for personal use. The student kit is to be used only on guests and in the classroom. For the student to perform professional services, student kits are to be completed at all times. A student's kit may contain a predetermined number of disposable items for the student to use during class; once these items are exhausted, the student must replace them at their own expense in order to participate and to be considered prepared for class. Any missing or damaged kit items will have to be replaced before returning to class. 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.

26. 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 kit items issued are not at School every day, you will be clocked out and sent home for the remainder of the day. The Institute may have the missing/damaged kit item(s) available for the student to purchase or rent daily but cannot guarantee that it will have them readily available daily.

27. The Students may park in the Institute's parking lot during class hours. The students may not park in the first 7 parking spaces that are located to the immediate left of the entrance of the Institute's parking lot; those 7 parking spaces are reserved for guests of the Institute. Students must adhere to the parking guidelines at all times.

28. All students meeting with Directors, Student Services, Admissions or Financial Aid 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.

29. 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.

30. 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 lunch or a break and not returning to class promptly.

31. 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.

32. Obscene, vulgar, or offensive language is prohibited. No gossiping or speaking about clients, classmates, staff members or the Institute. Bullying, harassment, slander, and/or libel of students, staff, clients or the Institute, whether in person or on social media sites is unprofessional and not tolerated. No inappropriate comments, statements and/or chatter is permitted in the building or on school property. This may result in immediate termination.

33. 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.

34. No discounts, performing services or giving products to or on a guest and/or student that was not charged on the service ticket. All services performed on guests and/or students must be part of the consultation conversation with the guest/student and Educator prior to beginning the service. Performing a service and not adding it to the service ticket is considered stealing.

35. 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 ask that you submit an accommodation request. 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.

36. 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 may result in immediate termination.

37. 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.

38. Non-payment of institutional charges within 10 days of the due date will result in a $25 late fee per every 10 days late. In addition, students may not return to class if their account is past due by 10 days.

39. Excessive lateness may result in termination from the program.

40. Striking, manhandling, or fighting while on school property will result in immediate termination.

41. Gaining unauthorized access to school records and files whether they are locked or otherwise will result in immediate termination.

42. Deliberate or reckless endangerment, tampering with fire alarms or equipment, violations of safety regulations and laws, failure to render reasonable cooperation in an emergency will result in immediate termination.

43. Students may receive services at a discount of 50% off all regular priced services listed on the Guest Service Menu. **Only services listed on our Guest Service Menu may be performed. No outside products or supplies are permitted for use in school.** Student Services must be booked by the Educator 24 hours in advance to receive 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 during a Student's F2F in the building scheduled class time.** Students may request a specific student to perform services, but it's not guaranteed and may be assigned at the discretion of the Educator. Services must be paid for in advance and in full at time of completion. Services must be paid for with cash or credit card, no personal checks. No combined discounts or promotions are permitted. Friends and Family may take advantage of publicly published promotions, specials and or discounts. Students making up hours may not receive personal services or be a model for a demo during makeup hours.

44. Graduation Day will operate as a normal day. Students must come to class prepared as normal with all kit items including but not limited to their iPad. Students must come to school in the school approved dress attire. Students may change into professional dress attire 15 mins prior to their graduation ceremony for photos but professional dress attire must also follow the standards of the dress attire. Students are not permitted to do their own hair or makeup in the Institute in preparation of their graduation ceremony. Three (3) family members and/or friends are permitted to visit the school on the student's graduation day during the last five minutes prior to completing clock hours. They may bring flowers/balloons, but no shareable food or parties will be permitted. Student parties, food and/or celebrations during class are not permitted. Students must complete exit paperwork with the Administration office prior to Graduation.

45. Any applicable water dispensers, tea and snacks are provided for guests and visitors only. Students are encouraged to offer it to their guests/visitors but are asked to refrain from using them for personal use/consumption.

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:*** Administration will discuss and review the violation with the student and document it *(written verbal)**
- ***Second Offense:*** Administration will discuss and review the violation with the student and document it *(written)**
- ***Third Offense:*** Administration will discuss and review the violation with the student and document it. The student may be dismissed for the day, put on suspension, and/or terminated *(written with action)**

*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 but not limited to:

- 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, cheating, or misusing documents of any kind;
- Misrepresentation or misuse of attendance, participation, or instructional time, including falsifying or misreporting attendance or hours; failing to actively engage in scheduled training while receiving hours; submitting work not personally completed or not completed within the assigned timeframe; or logging into or remaining logged into distance education without active participation;
- Committing fraud; unfounded accusations
- Abusing and/or causing physical harm to others;
- Harassing, threats, 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 of the date of suspension. The institute will donate or dispose of all items left at the institute. Hours lost due to a suspension will count as "missed offered hours".

TERMINATIONS

The Director determines whether a student's conduct should result in termination. A fee of $10.00 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 may not be eligible to enroll in 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 as of 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 the final resolution of all complaints will be retained in the institute files to determine the frequency, nature, and patterns of complaints for the institute.

COMPLAINTS REGARDING THE INSTITUTE

Students are encouraged to share solutions to challenges that they observe in their classrooms and on the clinic floor with their educator. Students are encouraged to email the Director with any challenges and solutions. Often improvements are made due to the constructive suggestions that are received on these emails. 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 by emailing the Director or submitting a formal appeal letter.

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:

1. **National Accrediting Commission of Career Arts & Sciences, Inc.** ("NACCAS"), 3015 Colvin St., Alexandria, VA 22314, (703) 600- 7600;

2. **The Maryland Board of Cosmetologist**, 500 N. Calvert Street, 3rd Floor Baltimore, Maryland 21202-3651, Telephone: (410) 230- 6190, Fax: (410) 333-6314, barbers.cos@maryland.gov; and/or

3. **The Maryland Officer of Higher Education**, Registration & Licensing, 6 North Liberty Street, Baltimore, MD 21201, (410) 767-3300 or (800) 974-0203, www.mhec.maryland.gov

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 workstations, including classrooms, free from personal items and debris; and
- Immediately reporting building and equipment safety hazards to security or staff.

Notify the 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

The 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. Student Services will meet with each student at the conclusion of each period 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 not retain articles left in the school after termination, withdrawal or graduation. The school will dispose of any such articles at the end of the last day that the student is in the Institute. All personal belongings are to be taken home daily.

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.



NONDISCRIMINATION

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.

DISABILITY ACCOMMODATION & GRIEVANCE POLICY

STATEMENT OF NON-DISCRIMINATION AND ACCOMMODATION

Aveda Institute Maryland ("the School") does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the School's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

ADA Compliance Coordinator

Aveda Institute Maryland

Jamielyn Carter, Institute Director

227 Archer Street

Bel Air, MD 21014

(410)838-0845 ext. 15

jamie@avedainstitutemd.edu

REQUESTS FOR ACCOMMODATION

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon written request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Requests for Accommodations form**, which is also available on the School's website at the bottom of the homepage. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least three (3) weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects, or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The School may request additional documentation or testing as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.

If the student or applicant is denied any requested accommodation, he/she may file a grievance using the Grievance Process outlined in the section below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The School will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

KEY DEFINITIONS

Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. At the postsecondary educational level, a qualified student with a disability is a student with a disability who meets the academic and technical standards requisite for admission or participation in the school's educational program or activity.

The phrase **physical impairment** means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine.

Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase **mental impairment** means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, emotional or mental illness.

The phrase **substantially limits** must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a future professional with bipolar disorder would be covered if, during manic or depressive episodes, the future professional is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase **major life activities** include functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

REQUESTS FOR ACCOMMODATION AND THE INTERACTIVE PROCESS

The future professional and the ADA Compliance Coordinator will discuss how the future professional's impairment impacts the future professional, how the future professional expects the impairment to impact the future professional in the School's program, the types of accommodations the future professional has previously received (if any), and the accommodations being requested by the future professional. The documentation (or observation) must show the nature of the future professional's disability and how it limits a major life activity. The accommodations requested by the future professional should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the ADA Compliance

Coordinator and the future professional must discuss and determine what the future professional's limitations are, and how they can be accommodated.

The ADA Compliance Coordinator will decide the accommodations to be provided to the future professional. The ADA Compliance Coordinator will consider any past accommodations that have been effective for the future professional and will give primary consideration to the type of accommodation requested by the future professional. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the future professional.

The Coordinator will make a decision no later than three (3) weeks after the future professional states the request for an accommodation. If the future professional does not submit documentation of a disability at the time they request an accommodation, the Coordinator will make a decision no later than three (3) weeks after the future professional provides the documentation. The ADA Compliance Coordinator will list the approved accommodations in writing and provide this to the future professional. The ADA Compliance Coordinator will inform the appropriate Educators and School staff (as necessary) of the accommodations they are responsible for providing to the future professional, how to provide the accommodations, and when to provide the accommodations. The ADA Compliance Coordinator will keep a written record of these contacts about the future professional's accommodations.

If the future professional informs the ADA Compliance Coordinator that an accommodation is not being fully implemented, the ADA Compliance Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the future professional.

GRIEVANCE POLICY RELATING TO COMPLAINTS OF DISABILITY DISCRIMINATION

Aveda Institute Maryland has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the

ADA. A prospective or current future professional may grieve any accommodation decision made by the ADA Compliance Coordinator if the prospective or current future professional disagrees with the decision.

Additionally, any person who believes she/he has been subjected to discrimination on the basis of a disability, including disagreements regarding requested accommodations, may file a grievance with:

Aveda Institute Maryland

Clare Santiago, *Owner*

227 Archer Street Bel Air, MD 21014

director@avedainstitutemd.edu

Grievances may be in writing or email but must contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The School will investigate each complaint filed and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the School will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

U.S. DEPARTMENT OF EDUCATION

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency. Individuals with questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education.

The OCR National Headquarters is located at:

U.S. Department of Education, Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg.

400 Maryland Avenue, SW Washington, DC 20202-1100

Telephone: (800) 421-3481

FAX: (202) 453-6012; TDD: (877) 521-2172

E-mail: OCR@ed.gov

STUDENT RELIGIOUS OBSERVANCE ACCOMMODATION POLICY & PROCDEURE

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.

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 ACCOMODATION 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 Director 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 Student Services.

Student Services

studentservices@avedainstitutemd.edu

410-838-0845

The student is responsible for communicating in advance in writing the need for an accommodation to Student Services. Student Services 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 Student Services of the conflict. The student is also responsible to collaborate with Student Services 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 USE AND SOCIAL MEDIA

Technology 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.

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.

GENERAL REQUIREMENTS

A. **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.

B. **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.

C. **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.

D. **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.

E. **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.
- **Industry Days –** The institute has Industry Days (i.e. Career Fairs). These Industry Day 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 (www.211.org), 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 Student Services.

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. Some campus-based activities will accumulate credit hours and other off campus-based activities will not accumulate credit hours.

Student participation during off campus-based activities is not mandatory nor required.

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.



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 Director, a written request that identifies the record(s) the student wishes to inspect. The Director 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.

If you do not want the institute to disclose directory information from your education records without your prior written consent, you must notify the Director 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 Educators, 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 the 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

GRADUATION REQUIREMENTS

Graduation requirements require a student to have a minimum attendance rate of 90% 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
- **1200 hours** of the Hairstyling Program
- **900 hours** of the Barber/Stylist Program
- **350 hours** of the Blow Dry Stylist Program
- **600 hours** of the Esthetics Program
- **600 hours** of the Massage Therapy Program

All financial obligations to the school must be met prior to receiving a diploma or transcript.

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.


INSTITUTES

DRUG AND ALCOHOL POLICY

DRUG AND ALCOHOL POLICY

The Drug Free School and Communities Act of 1989 and the Drug Free Workplace 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 Director to advise employees and the Director to advise 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 Director’s job to diagnose personal problems, the 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 veteran 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 oneself. People tend to lose their sense 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.


NATURALLY
DERIVED
We define naturally derived ingredients to be those for which **more than 50% of the molecule comes from a plant,** non-petroleum mineral, water, or some other natural source.

TITLE IX POLICY

TITLE IX POLICY

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or fulltime status, disability, race, or national origin—in all aspects of a recipient's educational programs and activities.

INTRODUCTION

Aveda Institute Maryland (the "Institute") is committed to providing a working and educational environment for all faculty, staff, and students that is free from unlawful sexual discrimination, which includes sexual harassment and sexual violence.

To that end, this policy prohibits sexual misconduct that constitutes sexual discrimination, sexual harassment, sexual violence, sexual assault, relationship/dating violence, stalking, and related claims of retaliation. All students and employees receive mandatory Sexual Harassment and Prevention training at orientation and at least annually thereafter. In addition, the Institute provides training to key staff members to enable the Institute to investigate any allegations of sexual discrimination promptly and effectively. As part of the Institute's commitment to providing a discrimination-free working and learning environment, this policy shall be disseminated widely to the Institute community through publications, the Institute website, new employee orientations, student orientations, and/or other appropriate channels of communication. The Institute is committed to addressing and responding to all reports of sexual discrimination, and will take appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy.

SCOPE

This policy applies to any allegations of sexual misconduct against any faculty or staff (an "employee") or student, regardless of where the alleged conduct occurs. The actions of third parties (e.g., contractors, vendors, guests, or visitors) that impact students or employees may also be subject to review under this policy. If a third party is the accused, the matter will be referred to the appropriate authorities for resolution.

DEFINITIONS

Sexual harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment may include incidents between any members of the Institute community, including employees, students, and nonemployees participants in the Institute community, such as vendors, contractors, guests, and visitors. It can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion; domestic violence; dating violence; and stalking.

Gender-based harassment is another form of sexual harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment or acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination prohibited by Title IX.

Sexual assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Domestic violence means a felony or misdemeanor crime of violence committed by—

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred, or
- Any other person against an adult or youth victim who is protected from that person's acts
- Under the domestic or family violence laws of the jurisdiction in which the crime occurred.

Dating violence means violence committed by a person—

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

Consent is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Past consent, silence, or an absence of resistance does not imply present or future consent.

Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Incapacitation prevents a person from having the capacity to give consent, such as due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability.

PROHIBITED CONDUCT

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:

i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's ii. Education or employment;

iii. Submission to or rejection of such conduct by an individual is used as a basis for decisions iv. Concerning that individual's education or employment; or

v. It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently

serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments,

sexually oriented "kidding" or "teasing," practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as

patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or 43 physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

GRIEVANCE PROCEDURES

The following grievance procedures apply to sex discrimination complaints filed against school employees, other students, or third parties:

REPORTING POLICIES AND PROTOCOL

Any member of the Institute community may report conduct that may constitute sexual harassment or discrimination under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual misconduct, to correct it when it occurs, and to report it promptly to the Title IX Coordinator.

If you believe that you have experienced or witnessed harassment or sexual misconduct, notify your Educator, Student Services, Director, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor, or other person who does business with the Institute is exempt from the prohibitions in this policy. Educators will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Director if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The Institute recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

INVESTIGATION AND RESPONSE TO SEXUAL HARRASSMENR ALLEGATIONS

The Institute takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs designed to prevent recurrence of any sexual misconduct. Mediation will not be used to resolve sexual assault complaints. If an investigation is warranted, the Institute shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

The time necessary to conduct an investigation will vary based on complexity but generally the Institute will conduct an investigation within 60 days of receipt of the complaint. Every complainant will have the right to present his or her case, which includes the right to an adequate, reliable, and impartial investigation of the complaint. Parties will be given an equal opportunity to present witnesses and evidence. The preponderance of the evidence standard will apply to investigations, meaning that the Institute will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will be given periodic status updates and will receive written notice of the outcome of the complaint. During the investigation, the Institute will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved. Either party may file an appeal, if applicable.

If the Institute determines that unlawful harassment or other prohibited behavior has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the Institute will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the Institute to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the Institute's disciplinary process. To the extent that an employee or contract worker is not satisfied with the Institute's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

RETALIATION PROHIBITED

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the Institute or a government agency with respect to such complaints. The Institute will not retaliate against you for filing a complaint and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your Educator, Student Services, Director, or the Title IX Coordinator.

ROLE OF TITLE IX COORDINATOR

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the Institute's Title IX Coordinator has primary responsibility for coordinating the Institute's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this Institute, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX.

The Title IX coordinator oversees the Institute's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the Institute can address issues that affect the wider school community.

A student should contact the Title IX Coordinator to:

- Seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct;
- File a complaint or make a report of sex discrimination, including sexual misconduct;
- Notify the Institute of an incident or policy or procedure that may raise potential Title IX concerns;
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and
- Ask questions about the Institute's policies and procedures related to sex discrimination, including sexual misconduct.

Jamielyn Carter, Student Services and Compliance is the Institute's Title IX Coordinator and can be reached in person at 227 Archer St. Bel Air, MD 21014, by telephone at 410-838-0845, or via email at studentservices@avedainstitutemd.edu.

Inquiries or complaints that involve potential violations of Title IX may also be referred to:

The U.S. Department of Education's Office for Civil Rights

400 Maryland Avenue, SW, Washington D.C., 20202-1328

800.421.3481

ocr@ed.gov.

Regional office contact information can be found at

https://wdcrobcolp01.ed.gov/cfapps/OCR/contactus.cfm.

FUNCTIONS AND RESPONISBILITIES OF THE TITLE IX COORDINATOR

The Institute ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the Institute's grievance procedures operate. Because complaints can also be filed with an employee's supervisor, these employees also receive training on the Institute's grievance procedures and any other procedures used for investigating reports of sexual harassment.

ADDITIONAL INFORMATION

Employees should contact the Executive Director for more information, or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/

CAMPUS SECURITY

CAMPUS SECURITY

In accordance with the Jeanne Clery 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, 2023-December 31, 2025.

Criminal Offenses (On-campus/Public Property)

	2023	2024	2025
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)

	2023	2024	2025
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)

	2023	2024	2025
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)

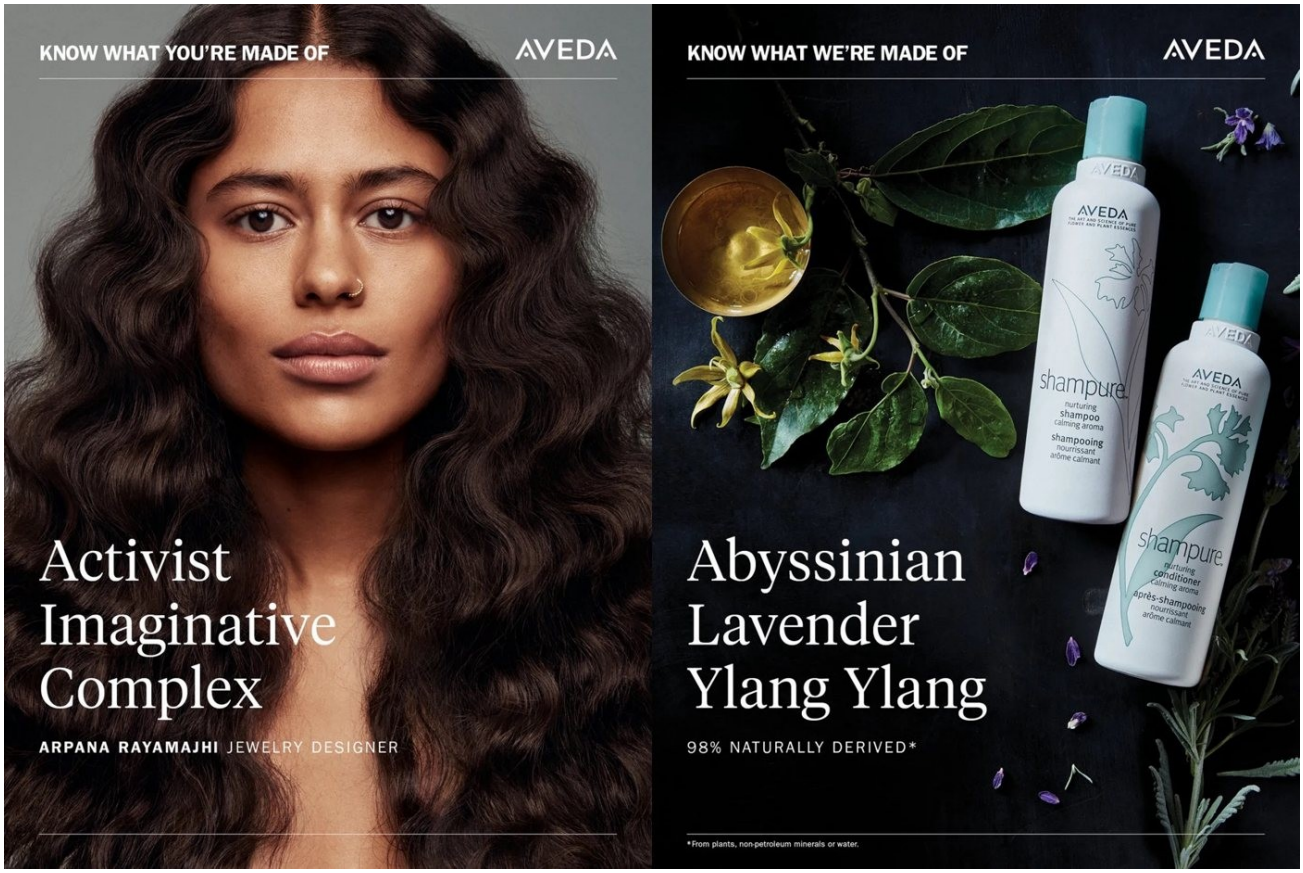
	2023	2024	2025
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

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 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.


KNOW WHAT YOU'RE MADE OF
AVEDA
Activist
Imaginative
Complex
ARPANA RAYAMAJHI JEWELRY DESIGNER
KNOW WHAT WE'RE MADE OF
AVEDA
shampure
nurturing
shampoo
calming aroma
shampooing
nourrissant
arôme calmant
shampure
nurturing
conditioner
calming aroma
après-shampooing
nourrissant
arôme calmant
Abyssinian
Lavender
Ylang Ylang
98% NATURALLY DERIVED*
*From plants, non-petroleum minerals or water.

GRIEVANCE POLICY

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, via email, with the School Director. In the event the matter is not resolved, the aggrieved may submit the grievance, in writing, to:

Jamielyn Carter

Institute Director

Aveda Institute Maryland

227 Archer Street Bel Air, MD 21014

Jamie@avedainstitutemd.edu

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 3015 Colvin Street

Alexandria, Virginia 22314

(703) 600-7600

www.naccas.org

Complaints may also be filed with:

Maryland Consumer Protection Office 200 St. Paul Place

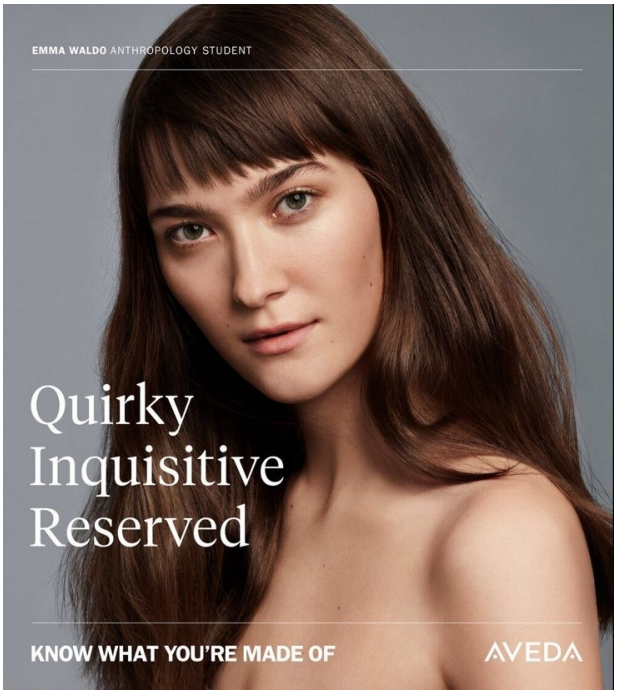
Baltimore, Maryland 21202

(410)528-8662

consumer@oag.state.md.us

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

Addendum A & B


EMMA WALDO ANTHROPOLOGY STUDENT
Quirky
Inquisitive
Reserved
KNOW WHAT YOU'RE MADE OF
AVEDA


ARPANA RAYAMAJHI ETHICAL ENTREPRENEUR
Driven
Observant
Thoughtful
KNOW WHAT YOU'RE MADE OF
AVEDA


FOLOSADE ADEOSO WEB DESIGNER
Powerful
Loving
Entrepreneur
KNOW WHAT YOU'RE MADE OF
AVEDA


MARYANN ELIZABETH ANTI-AGEIST
Defiant
Balanced
Proud
KNOW WHAT YOU'RE MADE OF
AVEDA

ADDENDUM A ADMINISTRATION & FACULTY

ADDENDUM A – ADMINISTRATION & FACULTY

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

STAFF*

Clare Santiago	Owner/Executive Director/Admissions
Jamielyn Carter	Director/Financial Aid/Educator
Anastasia Santiago	Assistant Director/Brand Ambassador/Educator
Avon Lewis	Team Lead/Educator
Barbara Sopko	Educator
Candyce Williams	Educator
Drexel Shingles	Educator
Brenda Norris	Educator

RE-ENTRY COMMITTEE

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

Clare Santiago	Owner/Executive Director/Admissions/Educator
Jamielyn Carter	Director/Financial Aid/Educator
Anastasia Santiago	Assistant Director/Brand Ambassador/Educator
Avon Lewis	Team Lead/Educator
TBD	Students Educator at time of Termination

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

ADDENDUM B HYBRID DISTANCE LEARNING TO AVEDA INSTITUTE MARYLAND CATALOG

This Addendum is to reflect modifications to Aveda Institute's Catalog due to the addition of Hybrid Distance Learning pending MHEC and NACCAS approval to the following programs:

ADDENDUM B - HYBRID DISTANCE LEARNING

PROGRAMS

Cosmetology (1500 hours)

Hairstylist (1200 hours)

Barber/Stylist (900 hours)

Blow Dry Stylist (350 hours)

Esthetics (600 hours)

Our Hybrid Distance Learning Programs are presented as a combination of distance learning and attendance at our brick-and-mortar campuses. The programs are taught in the English language. One clock hour equals a period of 60 minutes with a minimum of 50 minutes of instruction with the support of an instructor.

The quality of education provided via distance education is measured through a variety of methods to ensure the content is effectively delivered to students in a manner that is congruent with the institution's mission and educational objectives through the following:

- Student competence will be assessed upon completion of the distance education curriculum.
- Student assessment will include written exams and tests, quizzes, projects, etc. during the delivery of the distance education curriculum.
- Student feedback will be obtained via student surveys.
- Instructors will complete self-assessments.
- A comparative analysis will be completed on student academic performance through components of program curriculum delivered via distance education vs. on-campus.

DISTANCE LEARNING DISCLAIMER

Please be advised that academic achievement hours earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

Students are provided with an iPad containing Learn Aveda and will be required to download the Zoom app. Students are required to provide their own internet service while using the iPad and completing schoolwork via hybrid distance learning, while not at the brick-and-mortar campus of the school. While participating in Distance Learning, students' complete assignments asynchronously through Learn Aveda modules. Student participation is documented through completed assignments, learning module engagement, and educator feedback records rather than live class attendance.

****VA Benefits are not eligible for use on Hybrid Programs****

POLICY ON DISTANCE LEARNING

1. Distance Learning will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

2. The interaction with the Instructor will be validated by regular measurable participation (clock hours) in the academic program. Participation must be documented within a log of all student activity consisting of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s). Regular and substantive interaction is maintained through instructor feedback, weekly check-ins, and timely responses to student inquiries.

3. The student's qualitative academic performance will be evaluated for each 10% of the Distance Learning (modules) component actually completed within the program at the institution (in person) by a qualified instructor.

4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program.

5. All transcripts or other documents (official or unofficial) listing academic attainment received must identify the distance learning component

6. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance learning may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be placed in the student's file.

DISTANCE LEARNING INDEPENDENT WORK POLICY

All Distance Education (DE) coursework must be completed independently by the enrolled student. Students may not collaborate, share answers, exchange completed work, or jointly complete assignments with any other individual, including but not limited to other students, alumni, friends, family members, or third parties (i.e. AI such as but not limited to ChatGPT).

Plagiarism is strictly prohibited. This includes copying, submitting, uploading, or presenting another student's work, whether in whole or in part as one's own. Submitting work that was completed by another individual, or allowing one's own work to be submitted by another student, is considered a violation of academic integrity.