

JANUARY 1ST, 2020 - DECEMBER 31ST, 2020

# STUDENT CATALOG



CREATE. CHANGE.  
INSPIRE.

AVEDA INSTITUTE PORTLAND | PORTLAND CAMPUS  
325 NW 13TH AVENUE  
PORTLAND, OR 97209 503-294-6000



AVEDA INSTITUTE  
PORTLAND

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## Mission Statement

The Aveda Institute Portland's mission is to provide a quality, professional education and to prepare our graduates for a career in cosmetology arts 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. By supporting our students in this manner, we enable them to provide service that exceeds our guest's expectations.

## General Information

### *School Information:*

Aveda Institute Portland  
325 NW 13<sup>th</sup> Avenue  
Portland, OR 97209  
T: 503.294.6000  
F: 503.206.3602  
URL: [www.avedapdx.com](http://www.avedapdx.com)

### *Owned By:*

Mojo Biz, LLC.  
Ray Motameni Kimberly Johnson  
Andrew Johnson Melissa Adams

### *Certified by:*

Oregon Health Licensing Office (HLO)  
700 Summer St. NE, Suite 320  
Salem, OR 97301-1287  
T: 503.378.8667  
F: 503.370.9004  
URL: <http://www.oregon.gov/ohla/cos/pages/index.aspx>

### *Licensed by:*

Higher Education Coordinating Commission  
225 Capitol Street NE - 3<sup>rd</sup>  
Salem, OR 97301  
T: 503.947.5600

### *Accredited by:*

National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
T: 703.600.7600  
URL: [www.naccas.org](http://www.naccas.org)

### *Members of:*

Cosmetology Educators of America (CEA) and American Association of Cosmetology Schools (AACCS)

## Staff

All instructors are certified and licensed as both practitioners and instructors in their field of practice by the State of Oregon. Aveda Institute Portland instructors are required to attend additional classes, seminars, workshops, and professional conferences in order to ensure the quality of their expertise as licensed professionals and instructors. All instructors assist with clinic floor coverage and classroom instruction and supervision.

**Onsite Title IX Coordinator:** Niki Sparks

**Offsite Title IX Coordinator:** Tracie Bryant

**504 Coordinator:** Niki Sparks

## Administrative

### Director

Syd Bernal- [syd.bernal@avedapdx.com](mailto:syd.bernal@avedapdx.com) | 503-294-6000 x383

*Syd chose this industry because she loves empowering people and making them feel like their best self. She started in this industry as a salon manager before switching over to education. She enjoys using Aveda products because they are eco-friendly and do not test on animals. Syd is inspired by random acts of kindness and street art. When she is not at the school, she loves listening to music, photography and animals.*

### Director of Education

Chelsea Wescott - [Chelseaw@avedapdx.com](mailto:Chelseaw@avedapdx.com) | 503-294-6000 x.342

*Chelsea has been in the beauty industry for over 13 years and has been an instructor for over 6 years. She attended Phagens School of Hair Design in Portland. She is most passionate about styling. Chelsea chose this industry because she is a creative person who loves people and helping students find their inspiration. Her favorite part about working with students is watching them become confident in their skills. She is inspired by all forms of art and draws from many different mediums when creating. Her proudest moment so far has been having her work published!*

#### Achievements:

*Evening for Earth Fashion Show Creative Team Lead 2013-Present*

*Aveda Color Coach*

*Portland Fashion Week Spring/Fall 2014*

*Dosha Bridal Elite Team Lead*

*Dosha Creative Team Lead*

*Nominated for Avant Guard Stylist of the year for the North West Hairstyling Awards*

*VoMor Hair Extension System Champion*

### Director of Finance

Niki Sparks- [niki.sparks@avedapdx.com](mailto:niki.sparks@avedapdx.com) | 503-294-6000 x382

*Niki has been in the industry for over 17 years. She attended Plaza Beauty School in Memphis, Tennessee and chose this industry because of the creativity and freedom of expression. Niki's proudest moment is seeing each student graduate, become licensed, and get their first job!*

#### Achievements:

*Pivot Point Admissions Training*

*Pivot Point Mindful Teaching & Curriculum Development*

*NCMEC Awards*

*NACCAS Training*

*IPEDS Training*

*DOE Financial Aid Training*

## Admissions

Chris Carroll [AdmissionsTeam@avedapdx.com](mailto:AdmissionsTeam@avedapdx.com) 503-294-6000 ext 310

*Chris has been working in Admissions for over 3 years. He is passionate about connecting students to their dream career. His favorite part of the Admissions process is the moment when someone is finally able to say "Yes!" to making the first step toward a higher education, and he is honored to be a part of that moment. When he's not giving tours, you can find Chris outdoors hiking, camping and backpacking.*

## Student Services

Mari Lopez - [AdminAssist@avedapdx.com](mailto:AdminAssist@avedapdx.com) | 503-294-6000 x.330

*Mari has been with the Student Service Team for over a year now. Though she has only been in the industry for a short time, she is already a Rockstar! She has always been passionate about helping others and lending a hand. Mari enjoys helping students and clients feel welcomed and supported. The reason she chose this industry is because she has always wanted to be part of the beauty industry. She believes that it brings a different vibe and energy that you cannot find anywhere else. What Mari finds inspiring is seeing teachers and students get into their creative head space and watch as they transform into a better version of themselves.*

Rebecca Cantrell – [RebeccaCantrell@avedapdx.com](mailto:RebeccaCantrell@avedapdx.com) | 503-294-6000 x.330

*Becca has been in the beauty industry for over 4 years, both on the salon management side and working in education. She is most passionate about her family and her friends. She believes wholeheartedly that she wouldn't be where she is today without them. She chose this industry because she loves being creative and making others feel great about themselves. In her free time, Becca loves her two cats and spending time with her little nephew Jack.*

Samantha Hoffman – [Samantha.Hoffman@avedapdx.com](mailto:Samantha.Hoffman@avedapdx.com) | 503-294-6000 x.330

*Samantha is passionate about learning new things, reading whenever she can, and her Boston Terrier puppy, Cleo. She chose this industry because it is always changing and evolving. She enjoys making a connection with a guest, even if it is just over the phone. She is empowered by strong, leading women –especially her mom. She loves that Doshia encourages their employees to grow and gives them the opportunities to succeed.*

Lauren Dupuis - [Van-StudentServices@avedapdx.com](mailto:Van-StudentServices@avedapdx.com) | 360-619-0008 Ext 431

*Lauren first began her career in the beauty industry as a cosmetology student. After graduating, she transitioned into salon management before returning to the education sector. Lauren is passionate about helping students find successful careers and overcoming their obstacles. Outside of the school, Lauren loves spending time with her furry friend Hank.*

## Student Accounts

Nicole Romiti - [StudentAccounts@avedapdx.com](mailto:StudentAccounts@avedapdx.com) | 503-294-6000 x321

*Nicole has been on the administrative side of the industry for nearly a decade. She has dedicated herself to helping students and watching them grow and succeed from the very start of the admissions process through their time at school. She has been named Rookie of the Year at two locations and prides herself on the success of her team and schools.*

## Educators

### Cosmetology Instructors\*

Daniel Cecil – [Daniel.cecil@avedapdx.com](mailto:Daniel.cecil@avedapdx.com)

*Danny has been in the industry for over 9 years and an instructor for over 6 years. He attended school at Paul Mitchell the school in Portland, OR. Danny is most passionate about color and creating. He chose this industry because the excitement and energy that comes with making something unique and artistic. Danny's favorite part about working with students is that they are eager to learn and grow and he is eager to guide them on their way! He is inspired by the unknown and likes to create and go beyond current trends. Inspiration for Danny can come from anywhere, food, fireworks, music animals...and so much more. His proudest moment so far is the day his first class graduated- it was also the first time he felt a sense of pride for a group of individuals that he helped influence.*

#### **Achievements:**

*Polar Plunge 2014*

*The Gathering 2014*

*Portland Woman's Expo (3 years)*

*Aveda Institute Portland Catwalk for Water 2015*

*Rock the Runway*

Lisa Christiansen – [lisac@avedapdx.com](mailto:lisac@avedapdx.com)

*Lisa has been in the industry over 30 years and has been an instructor for over 6 years. She is passionate about this industry; in that it creates another outlet for artistic expression with structure in the business. It also gives freedom of structure in the craft itself. Lisa's favorite part about working with students is that it is not just honing their skill set, it is working as a team to build their self-esteem and independence. She is inspired by the courage of others to put their work out there under the microscope for others to judge, ponder or simply dismiss. She loves the daily moments of connection with colleges and students. Where we can collaborate and support creating a smoother day when challenged with difficulties.*

Brian Cline – [brian@avedapdx.com](mailto:brian@avedapdx.com)

*Brian Cline has been in the industry for over 26 years and an educator for over 7 years. He attended school at Phagan's in Tigard Oregon and is most passionate about hair cutting. He chose this industry because he was originally working as a painter- which was difficult and inconsistent work. He looked into hair school for something more stable and 25 years later he still loves what he does! His favorite part about working with students is seeing their growth and watching them become adults right before his eyes. He is inspired by all aspects of this industry- especially the variety of people he meets every day. Brian's proudest moment so far has been growing within the industry all these years and still being a part of it- he loves that he has an influence in people's lives!*

#### **Achievements:**

*Masters of the Craft presenter*

*In-Salon Educator at Doshia Salon Spa*

*Doshia Salon Spa Master*

*Doshia Creative Team member*

*Aveda Institute Portland Catwalk for water 2009-present*

*Portland Fashion Week Spring/fall 2014*



Lisa Westom – [Lisaw@avedapdx.com](mailto:Lisaw@avedapdx.com)

*Lisa has been in the industry for 35 years and an instructor for 15 years. She attended the Aveda Institute in Minneapolis and trained beside Aveda founder Horst Rechelbacher. Lisa is most passionate about starting students out in the right direction to have a long career. She chose this industry because she wanted to work in an industry that made a difference in how people feel about themselves- on the inside and out. Her favorite part about working with students is seeing them become mature professionals by the time they graduate. Lisa is most inspired by the wellness activities that are a focus of the Aveda mission. Her proudest moment so far has been working with Horst at the first Aveda Institute and helping to start the base curriculum that you still see today!*

Kyndra Bopp- [Kyndra.Bopp@avedapdx.com](mailto:Kyndra.Bopp@avedapdx.com)

*Kyndra's background is in Hairstyling, Esthetician, and Nails. She has been doing this type of work for 6 years now. Kyndra believes that you can make something beautiful with whatever you are given. She chose this industry because she enjoys helping people realize their best selves and making the outside reflect their personality. Her favorite part about working with her guest is being able to show her finished work and admired by the client. Kyndra proudest moment in the industry is becoming an education and being able to pass on what she is passionate about to her students.*

Steven Sturgeon – [Steven.Sturgeon@avedapdx.com](mailto:Steven.Sturgeon@avedapdx.com)

*Stephen has a wealth of knowledge from behind the chair, before he expanded his career into education. He chose to be a teacher as a way of giving back what he has received from his amazing educators and mentors. Art and the creativity are Steven's biggest passions, which is why he chose the beauty industry.*

Tamesha Scott – [Tamesha.Scott@avedapdx.com](mailto:Tamesha.Scott@avedapdx.com)

*Tamesha is a graduate of Aveda Institute Los Angeles and found herself in this industry after she started doing her own hair and everyone else's around her. With her background in Marketing, she combines her love of beauty and business to help students find the tools to be smart entrepreneurs. Tamesha is a sponge when it comes to information, and she likes to apply the things she learns with her students to inspire them to exceed their own expectations.*

Yolanda Carroll- [Yolanda.Carroll@avedapdx.com](mailto:Yolanda.Carroll@avedapdx.com)

*Yoshi first chose this industry because of her creativity and how open and accepting it can be, and she has been a part of it for over 13 years. She's proud to have built a clientele behind the chair because she enjoys connecting with people. This connection has also lead her to become an instructor to inspire others. To find her own inspiration, Yoshi looks to the art that is all around her from the colors found in nature to watching others.*

Betty Maddalena\*\* - [Betty.Maddalena@avedapdx.com](mailto:Betty.Maddalena@avedapdx.com)

*Bio Coming Soon!*

### **Hair Design Instructors**

Margot Wiseman – [Margot.Wiseman@avedapdx.com](mailto:Margot.Wiseman@avedapdx.com)

*Margot has always been a cheerleader when it comes to encouraging others to strive for their dreams and being the best they can be. She loves to celebrate special moments, big and small which comes with getting to know someone and making them feel great. It has always been important for Margot to help people outwardly express themselves and be confident, which is why she chose this as her career.*

\*Cosmetology Instructors are licensed in hair design as well as nail technology and esthology.

\*\*Licensed in cosmetology and barbering.

## Commitment to Your Education

We are excited that you have chosen the Aveda Institute Portland to begin your cosmetology career. Our goal is to guide and lead you into a successful career in the cosmetology industry. We understand that you have made an investment in your future, and we take that very seriously.

Aveda Institute Portland places great emphasis on well-being, which relates to the individual as well as the environment. This is reflected in our exclusive use of Aveda products. Aveda's mission statement clearly states that its mission is —"to care for the world we live in, from the products we make to the ways in which we give back to society. Aveda strives to set an example for environmental leadership and responsibility not just in the world of beauty, but around the world."

At Aveda Institute Portland, we continually weave Aveda's mission into our curriculum and culture. The possibilities in the cosmetology industry are endless, and we believe your future will be an exciting and creative endeavor. We are dedicated to working with you as you achieve your education goals.

Your training will encompass three types of learning, which will emphasize different combinations of learning approaches: **Theoretical knowledge**, the foundation of your education; **Practical experience**, the application of your knowledge; **Professional business-building skills**, vital to your success.

## Administrative Hours

Administrative operating hours are 9:00 AM to 6:00 PM Monday through Friday or by special appointment. Call (503) 294-6000 for details.

## Financial Aid Office Hours

The Financial Aid Office is located within the Aveda Institute Portland. Operating hours are Tuesday – Saturday, 10:00 AM to 6:00 PM. For assistance with financial aid questions, consumer information, and institutional information please contact the Director of Finance or the Student Accounts Representative. Prospective students may make appointments with the financial department by calling 503-294-6000. At any time, current students may submit a student report to the financial department in order to address questions or schedule an appointment.

## Student Services Office Hours

The Student Service office is located within the Aveda Institute Portland and operates Tuesday – Saturday, 10am-6pm. Please contact our Student Service Team for academic advising, counseling and/or placement services. At any time, current students may submit a student report to the Student Services department to address questions and/or schedule appointments.

## Transportation

The Aveda Institute Portland is conveniently located in the Pearl District in the heart of Portland. The Portland Trimet system uses three types of public transportation (buses, light rails, and street cars) to connect Multnomah, Clackamas, and Washington counties. All three forms of public transit have stops just few blocks away from the Aveda Institute Portland. Aveda Institute Portland does not sell Trimet or parking passes. Street and lot parking are also available to students who drive to school.

Transportation websites of interest:

<http://www.trimet.org/>

<https://www.citycenterparking.com>

<http://www.portlandoregon.gov/transportation/35272>

## Facilities and Equipment

The Aveda Institute Portland is located at 325 NW 13th Ave, Portland, OR 97209. Aveda Institute Portland provides an outside ramp to our facility, ADA bathrooms, and elevator access to all floors of the school. There is no reserved handicapped parking for any guests or students. For any specific needs or questions on physical abilities, please contact the School Director.

Aveda Institute Portland stands two levels high as to better serve our students and guests.

**Retail Store:** At 1,500 sq feet, the first floor is a welcoming space for guests to check in for their appointments and later check out with students. The Aveda Institute Portland Retail Store features hair, skin, flower and plant Pure-Fume, body care, makeup, and lifestyle products. The retail area provides students the opportunity to enhance their product knowledge. Additionally, students may purchase Aveda retail products and items from the professional case at a discount of 30%.

**Clinic Service Area:** At 20,000 sq ft., the second floor houses the majority of the clinic floor space for students and guests. This large space has 174 stations, 2 spa rooms containing 27 individual treatment beds, 14 shampoo bowls, 12 pedicure stations, 6 manicure

stations, and a Vichy room. As a student you will have the opportunity to perform a wide spectrum of hair, skin, nail and body services on a diverse clientele under the supervision of your instructors. The service portion of your education is designed to provide perspective and appreciation of your clients and gain an understanding of the importance of tremendous customer service.

**Classrooms:** Each of the classrooms are set up to accommodate the different phases of our curriculum. Besides having classrooms dedicated to quiet lecture and workspaces for students, there is also a classroom devoted to spa training only. Some classrooms are equipped with moveable walls to accommodate large group learning and demonstrations without distracting other classes.

**Student Resources:** There is also a dedicated lunch/break room for student use on the second floor. While our facility is more than 20,000 sq ft., the faculty and staff are still very accessible to our students through effective use of employee space.

## Admissions

### Admissions Requirements

Step 1: Attend an informational interview with an Admissions Representative.

- ✓ Student In-Take Form
- ✓ Receive Information with Institute Outcomes

Step 2: Complete and return all admissions requirements

- ✓ Must be at least 18 years old by start date of program
- ✓ Photo Identification- State or Government issued ID
- ✓ Secondary Identification- Social Security Card
- ✓ High school diploma\* or GED Certificate. Degree or official transcript is needed.  
Please note: Aveda Institute Portland verifies transcripts and GED's that do not show proper integrity.
- ✓ Complete application (completed application is valid for two enrollment contracts or for one year, whichever comes first)
- ✓ Submit a non-refundable \$20 application fee
- ✓ Complete phone interview with Director

Step 3: Upon acceptance meet with Financial Department

- ✓ Complete Financial Plan
- ✓ Sign Contract
- ✓ \$150 registration fee (registration fee is valid for one contract)

Step 4: Agree to attend the mandatory orientation

- ✓ Orientation is held the Thursday before class starts from noon to 4pm. (in case of a holiday, orientation will be held the Tuesday before the start date) Please be in dress code for school photo.  
(*Tardiness to orientation or the first day of school will cancel your enrollment contract*)

### Enrollment Procedures

For the Cosmetology, Hair Design, and Esthiology programs, Aveda Institute Portland enrolls students on a bi-monthly basis. Start dates are arranged at the beginning of each year and are posted in the admissions office, the school catalog and on the website. Each student that applies for admission to Aveda Institute Portland must provide a valid high school diploma, high school transcripts detailing a completion date or a GED Certificate. If enrollment is denied for any reason, you can reapply after six (6) months of notification.

Documents must be official and have a date of completion for the student it is regarding. If transcripts and GED's do not show proper integrity, they must be approved by the director of the school. If the transcript is not in English, it must be translated and verified to be equivalent to a high school diploma by a third-party agency and have an accompanying translated copy in the student's file. \*Please note, Aveda institute Portland does not participate in the Ability-To-Benefit Program nor can it accept home school certificates. For more information, please call the admissions office at 503-294-6000 ext. 310.

Aveda Institute Portland will accept a foreign diploma or transcript, however the diploma or transcript MUST be evaluated by a credentialed evaluation service and found to be equivalent to a U.S. high school diploma and must be translated into English by a certified translator. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process. Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the Admissions Department.

It is advisable to apply for enrollment and pay the enrollment fee *at least four weeks in advance* to ensure a place in class. Students enrolling later than 30 days prior to Orientation may not receive their books and kit on the first day of school. Student payment schedules must be arranged with the financial office prior to beginning classes. In the event of a payment default, the school will, without notice, suspend the student until the account is brought to the proper status.

A future student may change their official start date at any time before the first day of classes. An additional registration fee must be submitted every time a future student would like to change their official start date.

Tuition and all school charges must be paid in full by the time of graduation and before transcripts are issued from Aveda Institute Portland.

### Vaccinations

Aveda Institute Portland does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

## Transfer Students

Aveda Institute Portland does not recruit students already attending or admitted to another school offering a similar program of study. **Official transcripts from other cosmetology schools must be received at time of enrollment and verified by Aveda Institute Portland before clock hours can be accepted.** Aveda Institute Portland verifies transcripts that do not show proper integrity. All transcripts must be in English. If the transcript is not in English it must be translated and verified by a third-party agency and have an accompanying translated copy in the student's file.

Transfer hours may be accepted with the approval of Aveda Institute Portland Director for all programs. A skill evaluation will be administered prior to enrollment. Based on the results of the skill evaluation, transferable hours will be determined, and the student's cost and length of program will be adjusted accordingly. The transfer student's phase start level will be determined based on the skill evaluation.

For the skill evaluation, an applicable written exam will be administered. A grade of 80% or above on all applicable written exams will result in a 100% transfer of hours. A failing grade of 79% and below will result in a transfer of zero hours.

All non-Aveda Institute Portland transfer students are responsible for full kit costs. Transfer student tuition will be pro-rated at an hourly rate per the cost of program the student is entering and program hour requirements. Pro-rated tuition is dependent on the total approved transfer hours. Cosmetology transfer students will be credited \$9.75 per hour credit transferred in, Esthology transfer students will be credited \$12.25 per hour credit transferred in and Hair Design transfer students will be credited \$11.83 per hour credit transferred in.

Any veteran receiving benefits while attending Aveda Institute Portland is required to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit.

## Re-entry

Students who withdraw prior to completion of the course and wish to re-enroll will may petition to re-enroll.

Upon the student's request, the petition will be provided to the student and should be returned to the Administrative Office. A non-refundable fee of \$150 is due at the time of petition receipt. A review board comprised of instructional and administrative staff will evaluate the petition. Feedback will be recorded in writing for review. The student will be informed in writing of the results within 30 days of petition receipt. If approved, the student will return with same satisfactory academic and attendance status as they were at the time of withdrawal upon the approval of their petition to re-enroll if they re-enter within 180 calendar days.

The Transfer Student Policy will apply for all clock hours accrued in the original enrollment if a student is reentering the program after 180 calendar days.

## Veteran Benefit Students

Aveda Institute Portland is certified to accept Veterans Benefits for eligible students. The School Certifying Official is Niki Sparks and can be reached via email at [niki.sparks@avedapdx.com](mailto:niki.sparks@avedapdx.com) or phone at 503.294.6000 ext 382.

Any student receiving Veteran benefits while attending Aveda Institute Portland is required to obtain official transcripts from all previously attended schools and submit them to the school for review, prior to the certification of enrollment. All prior records are evaluated for any prior clock hour credit that may be applicable to the chosen program in accordance with the school's transfer student policy.

It is up to the school's discretion to certify the student's enrollment up to 30 days prior to the start. Once the required paperwork for the Veteran students is obtained, enrollment certification will occur no later than 3 business days from receipt.

Benefits will vary for each student based on their individual qualifications of eligibility through the Veteran's department. Any questions specifically related to a student's benefits should be directed to the student's VA employed counselor. Veteran students are encouraged to visit [benefits.va.gov](http://benefits.va.gov) or call the Veteran's Benefits student line: 1-888-442-4551.

VA benefit recipients are required to attend their scheduled hours per week and maintain at least 80% in attendance and academic standards. Failure to maintain 80% can result in a loss of VA funding and an out-of-pocket cost. Students are required to notify a VA certifying official of any schedule adjustments or enrollment status changes. VA students' attendance and academic information will be provided as requested by the VA department to ensure the student is maintaining the institution's standard.

Per USC 3680A(d)(1) for each program offered veteran enrollment is limited to 85% per cohort. In the event that a veteran wishes to enroll in a program that has already reached the 85% cap, he or she may do so but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85% has been reached.

## Course and Curriculum Descriptions

The Aveda Institute Portland follows the course description as outlined in the Oregon Law, along with the interweaving of the Aveda concept and mission to teach the student to care for the world we live in, not just in the world of beauty but around the world. We have designed a curriculum to teach students and prepare them for not only a career, but a way of life. Aveda Institute Portland provides all instruction and training in the English language. All reference materials, videos, training materials, product labels, textbooks and institutional publications are provided in English.

### State of Oregon Required Course Components

The State of Oregon has mandatory program components that are incorporated in all programs offered at Aveda Institute Portland. These hours are in addition to the program hours required for Cosmetology, Hair Design and/or Esthiology of which a student is required to successfully complete.

#### Safety and Sanitation – 20 Clock Hours

Dispensary  
Hazardous Chemical Awareness  
OSHA Regulation/MSDS Sheets  
Oregon Law/Oregon Rules and Regulations  
First Aid  
Safety/Sanitation  
Decontamination and Infection Control  
Bacteriology

#### Career Development – 20 Clock Hours

Orientation  
Debt Management  
Professionalism  
Salaries/Taxes  
Setting Up a Business  
Resume Preparation/Interviews  
Salon and Reception Operations  
Advertising/Promotion  
Time Management

### Curriculum and Education Overview

The Aveda Institute Portland curriculum has been specifically created to ensure that our graduates will be thoroughly versed in up-to-date industry services and standards. The curriculum has been developed by today's most successful masters in hair care, skincare, makeup, total body care, and retail service. We have created an atmosphere of excellence where students are able to flourish under the guidance of Aveda Institute Portland educators. Our faculty draws from many years of professional experience in the cosmetology industry. The educators maintain their expertise with intensive educational seminars where they are updated with the latest information and techniques utilizing today's most advanced methodologies. Average class size is approximately 15 students and in accordance with state laws and rules we maintain the following ratios: (a) 1–15 students present – one approved teacher; (b) 16–30 students present – two approved teachers; and (c) One additional approved teacher for each additional 20 students or part thereof. Teachers must be certified in all areas they teach and supervise. When only one teacher is present at the school, clinic lab operations, and classroom instruction shall not occur simultaneously. The lone teacher shall conduct and supervise one or the other but not both concurrently. Teachers who supervise the clinic lab and/or approve student practical performance must be certified in all areas they supervise or approved. (OAR 715-045-0200)

### Models

Throughout your education you will be required to provide live models to complete and receive credit for specific class work. We strongly believe that students being required to bring in a model allows for the added learning experiences including but not limited to; working with different hair textures or skin impurities, the ability to customize the technique for the model, the ability to talk to people about what they are doing in school, learning to build a clientele, being able to communicate with the model in the Consultation/mid consultation and close of the service, educating on products, pre-booking the next appointment ect. It is the responsibility of each individual student to provide their own models. Failure to provide a model for a specific class project will result in postponed opportunity of learning different skills as well as missed practical grades.

### Class Time & Grading

Students are assigned to theory and floor time every week. During this time, they are assigned study projects, participate in hands-on activities, listen to lectures, and take theory exams. Students must meet 80% cumulative in tests and practical exams. Students gain the best understanding of the techniques and curriculum during their clinic floor time where students perform services on clients under the direct supervision of their instructors. Students are evaluated continuously on practical skills through clinic service and instructor feedback as well as periodic written assessments.

### Copyright Infringement Policy

Aveda Institute Portland does not tolerate unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Violating this policy may subject you to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).. Penalties for copyright infringement include civil and criminal penalties. In general, anyone

found liable for copyright infringement may be ordered to pay either actual damages or "statutory" damages and/or criminal penalties. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Anyone who is found in breach of the Copyright Infringement Policy will be penalized according to the violation procedures in the student code of conduct.

## **Awarding Extracurricular Hours**

All extracurricular hours must be supervised by a licensed instructor, be preapproved and signed off by the Director and must meet all state requirements before the student attends such class or event.

## **Teaching Format**

All academic and technical skills will be taught in sequential order. Theory and technical information will be presented through lesson plans, technical manuals, video presentations, lectures, guest speakers, and hands-on demonstrations.

## **Gratuity**

Aveda Institute Portland students are provided the opportunity to work with clients on a regular basis. This opportunity is intended to gain perspective and appreciation of clients and gain an understanding of the importance of tremendous customer service. Students are not allowed to accept gratuity.

## **Clinic Service Sheet Policy**

Clinic Service Sheets are designed to track all services completed by students while at the institute. Services must be signed off by the instructor the same day services are performed. Clinic Service Sheets must be turned in by the fifth of the month for the previous month's services. If they are not received by the 15<sup>th</sup> of the month for the previous month they will not be accepted. Once turned in, sheets are verified by an instructor and services are entered into our electronic record keeping system. If signatures are deemed questionable, they will be subject to investigation. If signatures are deemed fraudulent, disciplinary actions based on the violation procedures will take effect.

## **Student Academic Files**

Between the 1<sup>st</sup> and the 10<sup>th</sup> of every month, students will receive a copy of their hours and any necessary corrections made for the recently completed month.

A progress report will reflect two months of time equal to one phase of school. During the last week of every phase, students will receive a copy of their progress report that reflects written and practical tests, services and hours that were completed in that phase. It is the student's responsibility to confirm that everything on the progress report is correct in comparison to the most recent progress report they received at the end of the previous phase. If a student finds discrepancies within one week of receiving the progress report, they may submit a detailed student report outlining the discrepancies at which point Aveda Institute Portland has 14 days to respond with a time frame of when it will be investigated by the Manager of Education or Director.

If a student feels they may have missed something in earlier phases during their schooling and is wishing to complete a full academic file audit, students should submit a student report requesting a copy of their file. Aveda Institute Portland has 30 days to fulfill the student's request and the student will be assessed a fee of \$0.50 per page. If any discrepancies are found by the student, they can submit a new student report at which time the Director or Manager of Education will meet with the student to discuss discrepancies.

## **Section 504/Americans with Disabilities Act Policy**

If you would like to request academic adjustment or auxiliary aids, please contact the Aveda Institute Portland Vancouver Campus Section 504 Compliance Coordinator by utilizing the student reporting system. You may request adjustments or auxiliary aids at any time.

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

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow the procedure below:  
Notify the 504 Coordinator via student report.

The 504 Coordinator will schedule a time to meet with the student after receiving the student report. The purpose of this meeting is to ensure that the Institute obtains adequate information and understanding of the student's individual needs.

The 504 Coordinator will review the request and provide the student with a written determination as soon as practically possible but in no event no more than two weeks after receiving the request.

If the student would like to request reconsideration of the decision regarding the request, they may request to do so via student report.

Appeals may be made to the Office for Civil Rights. The student may also contact the Office for Civil Rights at any time throughout this process.

## Religious Accommodation

Aveda Institute Portland will provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor as well as via the student reporting system within the first two weeks of the beginning of the phase and provide specific dates the student requests an accommodation. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining the materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include:

- rescheduling of an exam or giving a make-up exam for the student;
- altering the time of a student's presentation;
- allowing extra-credit assignments to substitute for missed class work or arranging for increased flexibility in assignment due dates;
- releasing an instructor trainee from teaching or research responsibilities on a given day.

## Physical Demands of the Cosmetology Profession

It is extremely important that you are provided with all the facts about the physical requirements that your future career demands. The following is a list of physical demands you may encounter in this industry.

**Body Position:** Long periods of time standing while using your hands, arms, and wrists continuously are required. Estheticians are required to sit and lean forward while providing most services and stand while leaning over others. **Hands:** Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.

**Back:** Minor back stress may be caused by long intervals of standing, sitting or leaning. Please consult your physician or chiropractor if you have experienced pain in the past.

**Chemicals:** As a cosmetologist or esthetician, you will be required to work with many different types of products and chemicals. If you currently have allergies or sensitivities to chemicals, please consult your physician with a list of the chemicals you will be exposed to.

**Sanitation:** Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading disease.

**Trade Tools:** There are dozens of obvious hazards when working with sharp objects such as scissors, razors, clippers, lancets, extractors, etc. Caution must be used when handling any such item.

**General Safety:** On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

## Sanitation Requirements

State Rules and Regulations: Oregon and Washington state both require safety and sanitation be taught as this industry works in direct contact with the public. It is pertinent that every student be fully trained in every part of safety and sanitation in the salon/spa. Safety and Sanitation is something that we are strong in teaching at Aveda Institute Portland because students will be required to uphold state standards once they are in the salon with every client that they touch. It is the stylist, nail technician, barber or esthetician's responsibility to keep their client safe from any contagions, diseases or harmful situations.

Not only is this a state law but Daily Sanitations, Laundry and Dispense are all things that students need to learn to become proficient industry professionals. Learning these things prepares them for working in a team environment being able to communicate clearly with coworkers and manager in the salon or spa they choose. It will teach them professionalism and accountability for their environment and how they care for their guest in that environment. It prepares them for the daily structure of any salon or spa that they choose to further their careers in.

A student of any program must learn the following sanitations to uphold this part of their profession.



Laundry – ensuring that no blood, body fluids, parasites, insects or contagions that may be on a dirty piece of linen ever mix or come in contact with clean linen. Ensuring that all dirty linen is washed properly in hot water with laundry detergent and bleach.

Dispense – working with harmful chemicals and product control, storing and mixing of chemicals and products to ensure the safety of technicians and the public in the environment

Daily Sanitations – Keeping the environment clean and free of debris for all surfaces. Instructors oversee that all daily sanitations get completed in a proficient manner every day so that the school stays within state standards and the students learn how to proficiently maintain these standards. Daily Sanitations include the following;

- Trash and Recycling
- Restrooms
- Seating areas
- Classroom surfaces and floors
- Break rooms
- Hair Clinic Stations
- Spa rooms
- Shampoo area
- Salon and Spa Dispensary
- Salon Product Baskets
- Color Trays
- Hood Dryers
- Makeup Station
- Nail Room
- Nail Stations
- Laundry Room

Public sanitation is the promotion of measures to protect public health and to prevent the spread of infectious diseases. The importance of sanitation cannot be overemphasized. Professional services bring the cosmetologist in direct contact with a client's skin, scalp, hair and nails. By practicing the best sanitary measures, you protect your client's health as well as your own.

A person with an infectious disease is a source of contagion to others. Cosmetologists with communicable diseases must not be permitted to serve clients. Likewise, clients suffering from an infectious disease may not be accommodated in a beauty salon. Each student is to familiarize themselves with the guidelines outlined by The State Board of Cosmetology of Oregon and adhere strictly to these guidelines.

**Adherence to the following sanitary rules will result in cleaner and better service to the public:**

- All hair, cotton or other waste material must be removed from the floor without delay and deposited in a closed container.
- Each cosmetologist must wear a clean uniform while working on clients.
- The cosmetologist must cleanse his or her hands thoroughly before and after serving each client and after leaving the restroom.
- A freshly laundered towel must be used for each client. Clean towels must be stored in a sanitized, closed cabinet.
- Headrest coverings and neck strips must be changed for each client.
- Do not permit the shampoo cape to come in contact with the client's skin.
- The common powder puffs, lip color, cheek color, sponge or styptic pencils are prohibited.
- Keep lotions, ointments, creams and powders in clean, closed containers. Use a clean spatula to remove creams or ointments from jars. Use sterile cotton pledges to apply lotions and powders.
- For manicuring, provide a sanitary container or fingerbowl.
- Discard emery boards after use.
- Soiled combs, brushes, towels or other used materials must be removed from the tops of workstations immediately after each use.
- Clips, hairpins or bobby pins must not be placed in the mouth.
- Combs and implements must not be placed in the pockets of uniforms.
- All implements and articles used must first be sanitized and then placed in a dust-proof or airtight container.
- Objects dropped on the floor are not to be used until they are sanitized.

# Course and Curriculum Description - Cosmetology

Cosmetology • 1835 Clock Hours • SOC 39-5012 • CIP 12.0401

## Cosmetology Course Description

An Aveda Institute Portland education is intended to be rigorous and thorough. Throughout the Cosmetology Course, students will receive instruction on elements of hair design, esthology, nail technology, career development, and safety and sanitation. The 1,835-hour Cosmetology Course is a Combination program. The curriculum of this program is a combination of the non-repetitive units of the Hair Design Course (1,110 Clock Hours), Esthology Course (444 Clock Hours), and Nail Technology (241 Clock Hours). This course is designed to prepare students for the State Licensing examination for Hair Design, Esthetics, Nail Technology and for gainful employment. Clinic equipment, implements and products are comparable to those used in the industry. To ensure continued career success, students will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology related fields.

## Cosmetology Course Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps, which address specific topics necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Our course is laid out in an online interactive format. This gives students the ability to follow along with all teaching tools. Students can have access to everything that they need in a digital form so that they can go back and refresh when or if needed. With this style of learning being so interactive it leans on how today's students are learning best, including interactive lecture, hands-on demonstration, cooperative learning, group projects and student participation, Audio-visual aids, guest speakers, activities, and other related learning methods are used in the course.

## Cosmetology Grading Procedures

Student grades are based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade average of 80% on all assignments, tests, and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

80% and above – meeting satisfactory academic standard

79% and below – not meeting satisfactory academic standard

## Cosmetology Course Content

### Plant Aromaology™

Aveda is very passionate about the plants that makeup our all-natural product line. Aveda uses specific plants based on the working properties and the aromas of each plant. Aveda believes that there is strong connection between the aromas that surround you and your ability to focus or be less stressed. We will teach you about the ones that are used in the Aveda line.

### Product Knowledge/Chemistry

Within the Cosmetology program, you will be using many different chemicals and will need to have a full understanding of how they work together and how they can react poorly with each other. Chemistry is a large part of working with Hair, Skin and Nails. You will learn how and why the following things will be important for you as a Cosmetologist; infection control sanitation/sterilization, ingredient analysis, reaction of chemicals, how everything you do with hair, skin or nails is based on a basic chemistry.

### Microbiology

Students will gain a complete working knowledge in microbiology and bacteriology by performing regular scalp/hair, skin and nail analysis, safety procedures, learning about skin/scalp/nail disorders as well as safety and sanitation to prevent communicable diseases.

### Anatomy & Physiology

As a student you will learn the basics of Anatomy in relation to cells, tissue, organs muscular system, nervous system, circulatory system, endocrine system, excretory system, respiratory system, digestive system, lymphatic system. Understanding the human body will help you best determine how to help your guest. It is very important to know what you are working on and how you are affecting every guest.

### Hair Styling

Students will learn many ways to manipulate the hair in to a shape that is flattering for the client that they are working on. At Aveda Institute Portland we make sure that students learn about the history of styling. Knowing how to create vintage styles help in understanding how to manipulate hair in wet or dry styling. Some specific styles that we cover are; finger waving, pin curl techniques, roller sets, back combing and back brushing, shapes and silhouettes, thermal styling with hot tools and classic updos like Chignon and French Twist.

### Hair Cutting

Aveda has over fifteen haircuts available for you while in school and when you leave. Learning Aveda Cutting builds your skills in different techniques. Aveda Institute Portland puts a strong focus on 9 different techniques to create a foundation that any student can build on. Students will gain knowledge of implements and tools, cutting techniques, blue printing, guest consultation and goal setting.

### Chemical Services

Aveda provides over 20 color techniques and over 15 chemical texture techniques. Aveda Institute Portland has a strong focus on color

and chemical texturizing services. The Aveda color line has ample ability to customize your color for any guest, giving the student full creative freedom when working with color. Students will get a full working knowledge of color classifications, chemical products, implements and tools, hair and scalp analysis.

### **Skin Care**

As a student you will learn and practice Skin Analysis, Aveda Facial Massage Techniques, Aveda Facial Treatments, Body Wraps, Aveda Exfoliation Techniques, Microdermabrasion and LED light Therapy. You will also get to view a Vichy Shower Demonstration.

### **The Full Spa Experience**

At Aveda Institute Portland we believe in teaching you everything we consider to be a full spa experience. We also believe that the best way to fully understand these things if you as the student to experience them yourself. These things include the following; Aveda product systems and how to customize them for your guest, eyebrow and lash tinting, facial waxing, full body waxing including Brazilian, Aveda rituals, microdermabrasion

### **Makeup**

We cover all the basics of Makeup. This is a great foundation to any makeup career. Color theory, camouflage make-up, contoured classic makeup, dramatic, and subtle look applications, and lash application

### **Nail Care**

Aveda Institute Portland has a strong focus on natural nails. We also teach and provide hands on practice for Artificial nails. Students will perform the following manicure/pedicures, nail tips, acrylic, silk wraps, fills and repairs, gel, shellac polish and massage techniques for hands and feet

### **Clinic Practice**

While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen.

We are very detailed in the services that students learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle.

While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, scalp and hair analysis/consultation, mid consultation/education of the products and how to take care of their hair at home, closing the service and setting a plan customized for each guest to maintain their look and condition of their hair.

Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally, creating plans for each guest by measuring their Pre-Booking.

*As a student you will be performing services on clients but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland.*

### **State Rules & Regulations**

While learning all these new things is so much fun, we do make sure that every service is done with in the Oregon state laws and rules and ensure that every student is following and fully understanding all the federal and state safety and sanitation requirements. These are in place to ensure the public's safety.

### **Personal/Career Development**

Everything a student learns and/or practices here at Aveda Institute Portland will ultimately prepare them for personal and career development. However, there are some additional topics that we spend extra time on. They are as follows; time management, goal setting, team building, listening & communication, cover letter/résumé writing, interview techniques, job requirements, responsibilities of employment, employee benefits and wages, salon/spa life guest retention and retail strategies

## **Cosmetology Curriculum Description**

<b>Topic Description</b>	<b>Total Number of Hours</b>
Hair Cuts	320 Clock Hours
Thermal Styling	90 Clock Hours
Updo/Braiding Styling	30 Clock Hours
Wet Styling	37.5 Clock Hours
Color	420 Clock Hours
Permanent Waving	60 Clock Hours
Chemical Relaxing	60 Clock Hours
Shaving Full Face/Head	5 Clock Hours
Massage	130 Clock Hours
Facials	130 Clock Hours
Facial Make-Up	32 Clock Hours
Body Treatments	20 Clock Hours
Brow and Lash Tinting	5 Clock Hours
Artificial Lash Application	3 Clock Hours
Facial Hair Removal	30 Clock Hours
Body Hair Removal	24 Clock Hours

Brazilian	3 Clock Hours
Bikini	3 Clock Hours
Manicuring	40 Clock Hours
Pedicuring	40 Clock Hours
Artificial Nail Application	52 Clock Hours
Artificial Nail Removal	52 Clock Hours
Artificial Nail Repair/Fill	16 Clock Hours
Product Knowledge/Chemistry	56 Clock Hours
Anatomy and Physiology	58 Clock Hours
Tools/Implements/equipment	38.5 Clock Hours
Microbiology	10 Clock Hours
Safety, Sanitation and Hygiene	30 Clock Hours
Oregon Law and Rules	20 Clock Hours
Career Development/Salon Success Program	20 Clock Hours
<b>Total Training Hours</b>	<b>1835 Clock Hours</b>

# Course and Curriculum Description – Hair Design

Hair Design • 1150 Clock Hours • SOC 39-5012 • CIP 12.0407

## Hair Design Course Description and Objectives

An Aveda Institute Portland education is intended to be rigorous and thorough. Throughout the Hair Design Course, students will receive instruction on Anatomy & Physiology, Chemistry, Makeup, Plant Aromaology, Hair Styling, Hair Cutting, Hair Coloring, Permanent Restructuring, and Personal/Career Development.

This course is designed to prepare students for the State Licensing examination for Hair Design and for gainful employment. Clinic equipment, implements and products are comparable to those used in the industry. To ensure continued career success, students will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology related fields.

## Hair Design Course Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps, which address specific topics necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Our course is laid out in an online interactive format. This gives students the ability to follow along with all teaching tools. Students can have access to everything that they need in a digital form so that they can go back and refresh when or if needed. With this style of learning being so interactive it leans on how today's students are learning best, including interactive lecture, hands-on demonstration, cooperative learning, group projects and student participation, Audio-visual aids, guest speakers, activities, and other related learning methods are used in the course.

## Hair Design Course Grading Procedures

Student grades are based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade average of 80% on all assignments, tests, and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

80% and above – meeting satisfactory academic standard

79% and below – not meeting satisfactory academic standard

## Hair Design Course Content

### Plant Aromaology™

Aveda is very passionate about the plants that makeup our all-natural product line. Aveda uses specific plants based on the working properties and the aromas of each plant. Aveda believes that there is strong connection between the aromas that surround you and your ability to focus or be less stressed. We will teach you about the ones that are used in the Aveda line.

### Product Knowledge/Chemistry

Within the Hair Design program, you will be using many different chemicals and will need to have a full understanding of how they work together and how they can react poorly with each other. Chemistry is a large part of working with Hair. You will learn how and why the following things will be important for you as a Hair Stylist; infection control sanitation/sterilization, ingredient analysis, reaction of chemicals in the hair, bonds of the hair and how everything you do to the hair is changing different bonds.

### Microbiology

Students will gain a complete working knowledge in microbiology and bacteriology by performing regular scalp and hair analysis, safety procedures, learning about skin/scalp disorders as well as safety and sanitation to prevent communicable diseases.

### Anatomy & Physiology

As a student you will learn the basics of Anatomy in relation to cells, tissue, organs muscular system, nervous system, circulatory system, endocrine system, excretory system, respiratory system, digestive system, lymphatic system. Understanding the human body will help you best determine how to help your guest. It is very important to know what you are working on and how you are affecting every guest.

### Hair Styling

Students will learn many ways to manipulate the hair in to a shape that is flattering for the client that they are working on. At Aveda Institute Portland we make sure that students learn about the history of styling. Knowing how to create vintage styles help in understanding how to manipulate hair in wet or dry styling. Some specific styles that we cover are; finger waving, pin curl techniques, roller sets, back combing ad back brushing, shapes and silhouettes, thermal styling with hot tools and classic updos like Chignon and French Twist.

### Hair Cutting

Aveda has over fifteen haircuts available for you while in school and when you leave. Learning Aveda Cutting builds your skills in different techniques. Aveda Institute Portland puts a strong focus on 9 different techniques to create a foundation that any student can build on. Students will gain knowledge of implements and tools, cutting techniques, blue printing, guest consultation and goal setting.

### Chemical Services

Aveda provides over 20 color techniques and over 15 chemical texture techniques. Aveda Institute Portland has a strong focus on color and chemical texturizing services. The Aveda color line has ample ability to customize your color for any guest, giving the student full

creative freedom when working with color. Students will get a full working knowledge of color classifications, chemical products, implements and tools, hair and scalp analysis,

### **Clinic Practice**

While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen.

We are very detailed in the services that students learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle.

While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, scalp and hair analysis/consultation, mid consultation/education of the products and how to take care of their hair at home, closing the service and setting a plan customized for each guest to maintain their look and condition of their hair.

Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally, creating plans for each guest by measuring their Pre-Booking.

*As a student you will be performing services on clients but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland.*

### **State Rules & Regulations**

While learning all these new things is so much fun, we do make sure that every service is done with in the Oregon state laws and rules and ensure that every student is following and fully understanding all the federal and state safety and sanitation requirements. These are in place to ensure the public's safety.

### **Personal/Career Development**

Everything a student learns and/or practices here at Aveda Institute Portland will ultimately prepare them for personal and career development. However, there are some additional topics that we spend extra time on. They are as follows; time management, goal setting, team building, listening & communication, cover letter/ résumé writing, interview techniques, job requirements, responsibilities of employment, employee benefits and wages, salon/spa life guest retention and retail strategies

## **Hair Design Curriculum Description**

<b>Topic Description</b>	<b>Number of Operations</b>	<b>Total Number of Hours</b>
Hair Cuts	160	320 Clock Hours
Thermal Styling	60	90 Clock Hours
Updo/Braiding Styling	20	30 Clock Hours
Wet Styling	25	37.5 Clock Hours
Color	140	420 Clock Hours
Permanent Waving	20	60 Clock Hours
Chemical Relaxing	20	60 Clock Hours
Shaving Full Face/Head	10	5 Clock Hours
Product Knowledge/Chemistry	N/A	31 Clock Hours
Anatomy and Physiology	N/A	22 Clock Hours
Tools/Implements/Equipment	N/A	17.5 Clock Hours
Microbiology	N/A	4 Clock Hours
Oregon Law and Rules	N/A	20 Clock Hours
Safety, Sanitation and Hygiene	N/A	13 Clock Hours
Career Development/Salon Success Program	N/A	20 Clock Hours
<b>Total Training Hours</b>		<b>1150 Clock Hours</b>

# Course and Curriculum Description - Esthiology

Esthiology • 600 Clock Hours • SOC 39-5094 • CIP 12.0408

## Esthiology Course Description and Objectives

An Aveda Institute Portland education is intended to be rigorous and thorough. Throughout the Esthiology Course, students will receive instruction on Anatomy & Physiology, Chemistry, Makeup, Plant Aromaology Body Treatments, Facial Massage, and Personal/Career Development. Aveda Institute Portland Esthiology students receive 100 additional clock hours than required by the state of Oregon. This is to allow for a complete understanding of Aveda skin care and how it relates to other skin care lines, as well as, to ensure for ample time to become proficient in truly assessing an individual's skin and providing the best treatment or care for that individual.

This course is designed to prepare students for the State Licensing examination for Estheticians and for gainful employment. A student will learn specialized techniques to purify, balance, and renew the skin. To ensure continued career success, the student will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology related fields.

## Esthiology Course Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Our course is laid out in an online interactive format. This gives students the ability to follow along with all teaching tools. Students can have access to everything that they need in a digital form so that they can go back and refresh when or if needed. With this style of learning being so interactive it leans on how today's students are learning best, including interactive lecture, hands-on demonstration, cooperative learning, group projects and student participation, Audio-visual aids, guest speakers, activities, and other related learning methods are used in the course.

## Esthiology Course Grading Procedures

Student grades are based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade average of 80% on all assignments, tests, and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

80% and above - meeting satisfactory academic standard

79% and below - not meeting satisfactory academic standard

## Esthiology Course Content

### Anatomy & Physiology

As a student you will learn the basics of Anatomy in relation to cells, tissue, organs muscular system, nervous system, circulatory system, endocrine system, excretory system, respiratory system, digestive system, lymphatic system. Understanding the human body will help you best determine how to help your guest. It is very important to know what you are working on and how you are affecting every guest.

### Product Knowledge/Chemistry

The entirety of what you use in combination with the skin is based on Chemistry. You will learn how and why the following things will be important for you as an esthetician; sanitation procedures, light therapy, machines, and ingredient analysis

### Microbiology

Students will gain a complete working knowledge in microbiology and bacteriology by performing regular skin analysis, safety procedures, learning about skin disorders, and safety and sanitation to prevent communicable diseases.

### Makeup

We cover all the basics of Makeup. This is a great foundation to any makeup career. Color theory, camouflage make-up, contoured classic makeup, dramatic, and subtle look applications, and lash application

### Plant Aromaology™

Aveda is very passionate about the plants that makeup our all-natural product line. Aveda uses specific plants based on the working properties and the aromas of each plant. Aveda believes that there is strong connection between the aromas that surround you and your ability to focus or be less stressed. We will teach you about the ones that are used in the Aveda line.

### Skin Care

As a student you will learn and practice Skin Analysis, Aveda Facial Massage Techniques, Aveda Facial Treatments, Body Wraps, Aveda Exfoliation Techniques, Microdermabrasion and LED light Therapy. You will also get to view a Vichy Shower Demonstration.

### The Full Spa Experience

At Aveda Institute Portland we believe in teaching you everything we consider to be a full spa experience. We also believe that the best way to fully understand these things if you as the student to experience them yourself. These things include the following; Aveda product systems and how to customize them for your guest, eye brow and lash tinting, facial waxing, full body waxing including Brazilian, Aveda rituals, microdermabrasion

### Clinic Practice

While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students

really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen. We are very detailed in the services that you learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle. While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, skin analysis and consultation, mid consultation/education of the products and how to take care of their skin at home, closing the service and setting a treatment plan customized for each guest.

Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally creating treatment plans for each guest by measuring their Pre-Booking.

*As a student you will be performing services on clients but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland.*

#### **State Rules & Regulations**

While learning all these new things is so much fun, we do make sure that every service is done with in the Oregon state laws and rules and ensure that every student is following and fully understanding all the federal and state safety and sanitation requirements. These are in place to ensure the public's safety.

#### **Personal/Career Development**

Everything a student learns and/or practices here at Aveda Institute Portland will ultimately prepare them for personal and career development. However, there are some additional topics that we spend extra time on. They are as follows; time management, goal setting, team building, listening & communication, cover letter/résumé writing, interview techniques, job requirements, responsibilities of employment, employee benefits and wages, salon/spa life guest retention and retail strategies

### **Esthiology Curriculum Description**

<b>Topic Description</b>	<b>Number of Operations</b>	<b>Total Number of Hours</b>
Massage	68	130 Clock Hours
Facials	68	130 Clock Hours
Facial Make-Up	20	40 Clock Hours
Body Treatments	4	20 Clock Hours
Brow and Lash Tinting	5	5 Clock Hours
Artificial Lash Application	5	3 Clock Hours
Facial Hair Removal	30	30 Clock Hours
Body Hair Removal	24	24 Clock Hours
Brazilian	3	3 Clock Hours
Bikini	3	3 Clock Hours
Product Knowledge/Chemistry	N/A	40 Clock Hours
Anatomy and Physiology	N/A	30 Clock Hours
Tools/Implements/equipment	N/A	30 Clock Hours
Microbiology	N/A	8 Clock Hours
Aveda Culture	N/A	30 Clock Hours
Oregon Law and Rules	N/A	20 Clock Hours
Safety, Sanitation and Hygiene	N/A	20 Clock Hours
Career Development/Salon Success Program	N/A	34 Clock Hours
<b>Total Training Hours</b>		<b>600 Clock Hours</b>



## Calendar of Class Start Dates

Class Start Date	Full Time Cosmetology Graduation	Part-Time Cosmetology Graduation		Full Time Hair Design Graduation	Part-Time Hair Design Graduation		Full Time Esthiology Graduation	Part Time Esthiology Graduation
01/21/20	02/17/21	09/16/21		09/19/20	02/09/21		05/26/20	08/11/20
03/17/20	04/14/21	11/11/21		11/14/20	04/06/21		07/28/20	10/06/20
05/19/20	06/16/21	01/25/22		01/29/21	06/08/21		09/29/20	12/09/20
07/21/20	08/18/21	03/22/22		03/26/21	08/10/21		11/24/20	02/11/21
09/22/20	10/20/21	05/24/22		05/28/21	10/12/21		02/06/21	04/15/21
11/17/20	12/17/21	07/26/22		07/30/21	12/08/21		04/03/21	06/10/21

\*Due to Aveda Institute Portland's continuous start dates, enrollment and registration deadlines will vary. Please contact your admissions or financial aid representative for more information.

## School Holidays

Aveda Institute Portland observes the following holidays:

- Week of Fourth of July
- Thanksgiving Day and the following Friday
- Christmas Eve through New Year's Day

An additional 35 hours has been incorporated into student contracts to be used per the institute's discretion for closures. Any additional closures past the designated 35 hours will result in an addendum extending contracted graduation dates.

## Constitution Day

Aveda Institute Portland observes Constitution Day on September 17th (if 9/17 falls on a Sunday or Monday, we will observe the Saturday prior). We are open on this day. A highlight of education regarding the United State of America's Constitution will be displayed for both the students and guests.

## Emergency Closures

Snow, ice and inclement weather conditions that threaten the safety of students, staff and clients may require emergency closure of the school. Unexpected/Emergency closures will be reported via the school's website and/or Facebook page and are also provided by calling the school's attendance line at 503.294.6000. Should threatening weather conditions develop while school is in progress, students may be dismissed early.

## Tuition, Fees, and Payments

Effective July 2019							
Course	Total Clock Hours	Clock Hours Per Week	Number of Weeks to Completion	Tuition	Kit Fee	Registration Fee	Total Program Cost
Cosmetology	1835	35	53	\$17,900	\$2,650	\$150	\$20,700
Cosmetology	1835	22.5	82	\$17,900	\$2,650	\$150	\$20,700
Hair Design	1150	35	33	\$13,600	\$2,350	\$150	\$16,100
Hair Design	1150	22.5	52	\$13,600	\$2,350	\$150	\$16,100
Esthiology	600	35	17	\$7,350	\$1,900	\$150	\$9,400
Esthiology	600	22.5	27	\$7,350	\$1,900	\$150	\$9,400

Effective May 2020							
Course	Total Clock Hours	Clock Hours Per Week	Number of Weeks to Completion	Tuition	Kit Fee	Registration Fee	Total Program Cost
Cosmetology	1835	35	53	\$17,900	\$2,800	\$150	\$20,850
Cosmetology	1835	22.5	82	\$17,900	\$2,800	\$150	\$20,850
Hair Design	1150	35	33	\$13,600	\$2,450	\$150	\$16,200
Hair Design	1150	22.5	52	\$13,600	\$2,450	\$150	\$16,200
Esthiology	600	35	17	\$7,350	\$1,900	\$150	\$9,400
Esthiology	600	22.5	27	\$7,350	\$1,900	\$150	\$9,400

Application fee for all programs = \$20

\* If notice of enrollment cancellation is given in writing to Aveda Institute Portland within five business days of the date of enrollment, all monies, less the application fee, paid shall be refunded. Aveda Institute Portland will reimburse you for your testing and licensing fees up to \$275 for your contract program if taken within 30 days of completion date. A receipt of payment and copy of results from the state licensing agency must be given to Aveda Institute Portland to receive reimbursement. Does not include independent contractor testing and/or licensing.

## Payment Schedule for all Programs

Once admitted into the program, the student will meet with the financial office and create a personalized estimated financial plan before orientation. The financial plan outlines method(s) of payment to cover tuition and fees. Tuition may be paid for using one of the following payment methods: Cash, Check, Credit Card, Federal Financial Aid, Private Loans, and approved Scholarships.

Agency Sponsorship: If the prospective student is anticipating Agency Sponsorship, a letter or voucher that guarantees payment must be provided upon request.

*\*\*Federal Financial aid is offered for those who qualify\*\**

**A \$30 return check fee will apply to any checks returned from financial institutions.**

## Student Kit

Students must bring required books and materials daily to ensure that they are prepared with the appropriate tools for class each day. If required materials are not at school with the student, the student will be sent home for the day. It is the student's responsibility to

make up any hours lost if they are sent home. The Student Kit is disbursed at the beginning of the program, and each student is responsible for maintaining their kit and replacing any items that may break. Upon receiving and reviewing kit for malfunctions, the student must notify an Aveda Institute Portland representative immediately about any malfunctioning items.

Aveda Institute Portland is not responsible and provides no warranty for kit items after receipt, review, and confirmation that kits are complete and unbroken. If an item does malfunction after receipt, the student will be responsible to contact the manufacturer to replace it. All other supplies and products are provided by Aveda Institute Portland and are considered Aveda Institute Portland property unless a specific agreement has been made to the contrary. Removal of any Aveda Institute Portland supply or product without the Director's approval is prohibited. All electrical equipment used in Aveda Institute Portland must be of a grounded nature.

Students will have a functioning and complete kit issued by school administration upon the first day of class, unless notified otherwise. Full kits are provided by Aveda Institute Portland exclusively to enrolled students based on bulk educational pricing available to Aveda Institute Portland from select vendors, as per curriculum needs. The kit cost is derived from three fees: Books and supplies, a technology fee, and a lab fee totaling \$2,650 for Cosmetology, \$2,350 for Hair Design and \$1,900 for Esthiology. Effective May 2020 Cosmetology and Hair Design kit fees will increase, totaling \$2,800 for Cosmetology and \$2,450 for Hair Design.

Student may have the ability to opt out of a school issued kit given they were previously enrolled in another program with Aveda Institute Portland and the full kit is accounted for. All kit exceptions are dependent on the approval of the Director and the Manager of Education. Aveda Institute Portland's program kits are not available for non-institutional purchase at the price rate and product level provided to enrolled students, so it is strongly recommended that students obtain the program kit from the school.

If a student is in need to replace a lost book, they may purchase a replacement from Aveda Institute Portland and/or other websites. Here is a list of the current books required in each program:

#### Cosmetology and Hair Design

Name	ISBN	Retail Price	Expiration
<i>Pivot Point Fundamentals: Cosmetology Book Set</i>	978-1-940593-40-1	\$404	Online subscription expires 730 days from activation
Life Skills, Fundamentals	978-1-940593-41-8		
Science, Fundamentals	978-1-940593-42-5		
Business, Fundamentals	978-1-940593-43-2		
Client-Centered Design, Fundamentals	978-1-940593-44-9		
Sculpture/Cutting, Fundamentals	978-1-940593-45-6		
Hair Design, Fundamentals	978-1-940593-46-3		
Long Hair Design, Fundamentals	978-1-940593-47-0		
Wigs & Hair Additions, Fundamentals	978-1-940593-48-7		
Color, Fundamentals	978-1-940593-49-4		
Perm & Relax, Fundamentals	978-1-940593-50-0		
Skin, Fundamentals	978-1-940593-51-7		
Nails, Fundamentals	978-1-940593-52-4		
Student Study Guide, Fundamentals	978-1-940593-53-1		
Teacher Study Guide, Fundamentals	978-1-940593-54-8		
Licensure Exam Prep, Fundamentals	978-1-940593-55-5		
DVD Set, Fundamentals	978-1-940593-56-2		
12-Book Set, Fundamentals	978-1-940593-56-2		
13-Book Set, Fundamentals (CB +SG)	978-1-940593-58-6		
14-Book Set, Fundamentals (CB, SG + LEP)	978-1-940593-59-3		
Aveda Curriculum	No ISBN	\$287	Online subscription expires 6 months following program completion or upon withdrawal

#### Esthiology

Name	ISBN	Retail Price	Expiration		
<i>Pivot Point Salon Fundamentals Esthetics Book Set</i>	978-0-9742723-1-3    0-9742723-1-0 978-0-9742723-7-5    0-9742723-7-X 978-0-9742723-6-8    0-9742723-6-1	\$404	Online subscription expires 550 days from activation		
Aveda Curriculum	No ISBN			\$160	Online subscription expires 6 months following program completion or upon withdrawal

## Student Code of Conduct

All students are expected to be courteous and helpful to our guests and to one another. Unnecessary personal and/or negative comments or innuendoes about fellow students, employees, guests, or other individuals associated with the school is unacceptable. All memos and/or postings must be approved by administration before they are distributed or posted. Aveda Institute Portland students and staff should refrain from any conduct which is illegal, fraudulent, dishonest, negligent or otherwise unethical in all their dealings connecting them to the school.

### Code of Conduct

The following code of conduct will be strictly adhered to. Please note that all students who have been found in violation of the code of conduct or any other relevant policy will meet with the Manager of Education or Director prior to being sent home. In the absence of the Director, the student will meet with the Manager on Duty.

A. If a student is disruptive (rudeness, foul language, or other unprofessional behavior) in the classroom or salon/spa floor they will be clocked out for the day and sent home. Disciplinary action up to suspension/expulsion will be taken congruent with Aveda Institute Portland's violation procedure. Dishonesty, disrespect, impertinence or failure to follow the directives of any staff member will result in suspension or termination.

B. All students must treat clients in a professional manner. Any student who refuses a client will be clocked out for the day and sent home. A student may be expelled if the behavior occurs more than one time. Students are encouraged to speak with a manager or instructor if there is any reason that the student is not comfortable moving forward with a service.

C. Aveda Institute Portland is a smoke-free facility. Students are not permitted to smoke within a two-block radius of Aveda Institute Portland. If a student does smoke outside of the two-block radius they must pick up after themselves, as it is imperative that we are courteous and considerate of our neighbors. Students are prohibited from wearing an Aveda Institute Portland logo or lab coat while smoking.

D. Food, beverages, candy and gum are allowed in the break room only.

E. Use, consumption or possession of illegal drugs or alcohol on school premises is prohibited.

F. Students cannot receive personal calls at the school. Under no circumstances are students allowed to use the phones at the front desk.

G. Students are not permitted to have visitors during school hours.

H. Students are to clock in and out in the designated area. Once clocked in for the day, students must be present and performing assigned duties. Students may not clock another student in. Failure to clock in/out will result in a loss of clock hours. Students may not clock in any earlier than one hour prior to the scheduled start time unless approved by school official.

I. Students are required to take a one-hour lunch break scheduled by their instructor.

J. Students must not leave school during regular hours without permission from an instructor, and students must sign in and out when leaving the building.

K. Each student is responsible for his or her equipment. All kit items required by the student's curriculum must be in the student's possession at all times during school hours.

L. Students are subject to random bag searches as they leave school property.

M. All students will keep their working area clean (station, chair, floor, shampoo bowl, etc.) to Oregon Health Licensing Agency standards. Additionally, students will be assigned sanitation duties to be done daily. Please see the Sanitation Requirements section on page 11 for more information.

N. Students are not allowed to do beauty work outside the school or provide professional services in a licensed salon throughout their schooling at Aveda Institute Portland.

O. Students will be paged for all appointments. Any student who does not respond by the 3rd page and fails to arrive within ten minutes of guest arrival time and is clocked in for the day will be clocked out and sent home for the day.

P. Students may receive services Tuesday through Thursday at the instructor's discretion and with written approval. Students will receive a 50% discount off all services with the exception of haircuts and blowouts, which are at no cost to the student. The service that the student is receiving must be educationally beneficial to the student. Students must be in good standing, which includes regular attendance as well as good academic and clinic performance. All services will be paid for and a receipt given to an instructor before the service begins. Services must be booked by a manager on duty.

Q. Aveda Institute Portland reserves the right to change any policies or procedures. In the event of a policy change, any new information is conveyed to students at general assemblies, posted in memo form on the student bulletin board, and/or posted on the student site. All students are expected to participate in general assemblies. It is the responsibility of each student to read messages posted on the student bulletin board or student site on a daily basis. It is the responsibility of each student to attend student assemblies.

R. Students will not distribute literature, request contributions, or engage in any other solicitation of fellow students, employees or guests without the express consent of Aveda Institute Portland. This includes religious, political or social literature or information from other organizations. If you have questions or would like to request consent, please contact the school director.

S. Cellular Phone Policy: Cell phones must be put in silent mode upon arrival to Aveda Institute Portland. Personal use of cell phones is prohibited on the clinic floor and in the classrooms. Aveda Institute Portland phones are for business only and may not be used for personal calls. We are not able to take messages for staff /students at the front desk.

T. Any bullying or inappropriate behavior towards Aveda Institute Portland or its staff/students displayed on any social media outlets will result in immediate disciplinary action congruent with Aveda Institute Portland's violation procedure.

U. Copyright infringement occurs when a copyright is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. Students are unable to copy or download copyrighted materials via the school internet.

V. Students are not allowed to take video of services being performed on guests, models, themselves or other students without prior approval from the Director and all parties being recorded.

## Violation Procedure

If any student is in direct violation of school policies or the code of conduct, the following actions may occur.

- Verbal Warning
- Written Warning
- Written Warning
- Director Meeting
- 1 - 5 Day Out of School Suspension
- 1 - 5 Day Out of School Suspension
- Expulsion

## Investigation Procedure

If an investigation is deemed necessary, the student may be placed on a two week leave of absence suspension. The student will not accrue any additional charges due to an investigational suspension. The student will be required to meet with the institute representative to receive the results of the investigation. It may result in the following:

- 1-5 Day Out of School Suspension served during initial two week leave of absence suspension - Additional fees will not result during this suspension
- 1-5 Day Out of School Suspension served after leave of absence suspension - Additional fees may result during this suspension
- Expulsion

## Student Appearance & Dress Code

We are committed to preparing each Aveda Institute Portland student for a career in the fashion and beauty industry. Our guests will look to us for advice and consultation on beauty and image issues. Because each of us is a representative of Aveda Institute Portland as a whole, students are expected to project an image of neatness, cleanliness, fashion orientation, and current hair styles/dress. The impression we make, individually and as a whole, will be vital to creating and maintaining our guest's as well as our future employer's confidence in us.

In addition to projecting a positive image, cleanliness and good personal hygiene practices are essential. An untidy appearance or attire found to be offensive to others is not acceptable. Clothing should be professional: black bottoms with a crisp white or black top. (Please see violation procedures for any dress code violations)

Students are to arrive at school groomed, in uniform, and in compliance with all appearance standards. If in the opinion of the staff a student's appearance does not conform to the standards, the student will be sent home. Any loss of clock hours due to dress code infractions will be the responsibility of the student to makeup.

### BOTTOMS

Black dress pants, skirts or dresses, No shorts

Skirt/dress length must not be shorter than 2 inches above the knee without the presence of opaque, black tights/leggings  
Colored, patterned or sheer tights/leggings may only be worn if skirt/dress is *no shorter than* 2 inches above the knee  
Dress black denim jeans are allowed but not recommend because of fading  
Capri pants are acceptable but must be at mid-shin

#### TOPS

May be solid black or crisp white – whites should not be yellowed or grayed  
No logos, wrinkles, stripes, embroidery, or prints may show  
No pocket T-shirts  
No midriff showing – front or back  
Tank tops must have a 2 inch strap –no spaghetti straps  
No halter tops, No low-cut tops that show cleavage  
No sheer fabrics that show undergarments  
Solid black vests only  
Only Aveda Institute Portland style—hoodies are allowed

#### FOOTWEAR

Closed toe  
Professional & clean canvas and/or sneakers

#### MISCELLANEOUS

Hats and headwear (beanies, full head scarves with the exception of medical or religious purposes) are not allowed upon entrance into the building  
Lab Coats are to be cleaned and pressed and worn at all times on the clinic floor  
Student ID's should be worn at all times  
Accessories (headbands, scarves, etc.) may be colored or patterned  
Cell phones should be kept on silent and not distract from responsibilities. Head phone usage is only permitted when you are not with a guest.

## Student Attendance

Aveda Institute Portland's attendance, probation, leave of absence and satisfactory progress policies will be strictly adhered to. Each curriculum has required days and hours of attendance. Attendance records are strictly maintained and determine compliance with satisfactory progress for financial aid funding purposes.

## Required Clock Hours

**Full Time Students** are required to attend school (35 clock hours a week):

Tuesday- Saturday 10:00AM - 6:00PM

**Part-Time Students** are required to attend school (22.5 clock hours a week):

Tuesday-Thursday 1:00PM - 9:30PM or

Tuesday-Thursday 10:00AM - 6:30PM

*Aveda Institute Portland students are required to be in class until all mandatory clock hours are met.*

## Tardy Policy

All students must clock in by their scheduled arrival times. All students must be on time coming back from breaks, scheduled lunches, or scheduled events. After a student's scheduled arrival time has passed, the student will be sent home for the day. All hours missed will need to be made up.

New students who are tardy or absent to orientation or the first day of school will have their enrollment contracts cancelled and must meet with the Finance Department to request re-enrollment for a new class start date. A new registration fee will apply.

## Time Clock Policy

In order to certify that you have earned those clock hours, we use a hand scan system and attendance sheets from instructors. You must clock in and out for arriving and leaving for the day. *Clocking in or out for another student will result in immediate termination.* Once clocked in for the day, students must be present and performing assigned duties. Please refer to the Student Code of Conduct for violation procedures.

Completion of clock hours is essential to your graduation. It's very important that you use the time clock correctly and consistently. The instructor will verify attended clock hours once a month by the 15<sup>th</sup> of the month for the previous month with the student. Instructors may only verify the students contracted clock hours. After the month has been reviewed and signed off by the instructor, there are no more adjustments at a later date.

## Personal Day Request

Students may request time off in advance when necessary. A personal day request must be made through the electronic student request form, available on any school computer. Please remember that time off requests need to be made 2 weeks in advance of the time requested off. Personal day absences **will not** result in a student's estimated graduation date being extended. A personal day request **will** affect your attendance percentage, therefore affecting your Satisfactory Academic Progress. It is the responsibility of the student to make up missed time.

For recordkeeping purposes there is no difference between unexcused and excused absences. Any absence **will not** result in a student's estimated graduation date being extended.

## Early Releases

Request for early release must be made two weeks in advance. If an occasion arrives where a student needs to leave early for the day, without a request 2 weeks prior, a student must supply a doctors' note for it to be considered excused. Any absence **will not** result in a student's estimated graduation date being extended.

## Absence Policy

Please review Satisfactory Academic Progress Policy (SAP Policy). Esthiology students who fall below 80% attendance within 15 calendar days; and Cosmetology and Hair Design students who fall below 80% attendance within 30 calendar days, will be dropped from their program.

A student is considered to have ceased attendance at the school and is considered a drop after 14 consecutive calendar days of absence. Please see institutional refund policy for specific refund details. In all instances of contract termination, a student may petition to re-enroll.

Upon the student's request, the petition will be provided to the student and must be returned to the Administrative Office within 14 days. A non-refundable fee of \$150 is due at the time of petition receipt. A review board comprised of instructional and administrative staff will evaluate the petition. Feedback will be recorded in writing for review. The student will be informed in writing of the results

within 30 days of petition receipt. If approved, the student will return with same academic and attendance status as on the date of termination.

Students enrolled at Aveda Institute Portland are responsible and held accountable for their attendance. If a student fails to accrue the 1835 Cosmetology Clock Hours, 1150 Hair Design Clock Hours or 600 Esthiology Clock Hours by their recognized contract end date an hourly tuition fee of \$12.50 for the remainder of the required clock hours will be charged and is due in advance.

Suspension is defined as 1-5 days, and it is the responsibility of the student to make up the missed hours to comply with the Oregon State Board hour requirements for licensing. To report an absence or for school closures call (503) 294-6000.

## 15/30-day check

New Cosmetology and Hair Design students are under a strict attendance policy during the first 30 days of their program/15 days for Esthiology. Students are required to maintain at least 80% attendance or are subject to being expelled from the program for lack of commitment. Students that are expelled under this policy are subject to a tuition waiver with the exception of the registration fee, program kit cost, and withdraw fee.

## Make-up Hours

Make-up hours are limited and not to be used as a substitute for regularly scheduled hours. Students may sign up to make-up hours Tuesday through Saturday as well as come in one hour prior to their scheduled start time. Students may only make-up hours they have missed.

## Leave of Absence

A leave of absence (LOA) may be granted by the school. All requests for a leave of absence must be approved by the School Director. A leave of absence may be granted to a student *based on special consideration for mitigating circumstances (illness, death in the family, etc.)* The student must be prepared to present documentation (i.e. doctor's note). The school will determine that there is a reasonable expectation that the student will return to school. A request for a leave of absence may not be approved if the reasoning is not determined to be valid. Failure to gain approval may result in withdrawal according to the school's attendance policies. *(Any student that exceeds 14 consecutive calendar days absent must be terminated from enrollment.)*

**Leave of Absence duration:** An approved leave may occur for a period of no less than 14 calendar days and no greater than 180 calendar days. Multiple leaves of absence may be granted to a student as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. This 12-month period begins on the first day of the student's first leave of absence.

**Filing a request:** The student must follow the appropriate procedure when requesting a leave of absence. All requests for leave are to be submitted in writing on a leave of absence request form detailing the reason for the student's request and must be signed by the student. Forms may be obtained by submitting a student report or by contacting the Student Services Department during regular business hours.

**Deadline for filing a request:** Leaves should be requested 2 weeks in advance of the requested leave date. In emergency situations this may not be possible; therefore, the student is to contact the School Director within 2 business days of the start of the leave period via phone or email and, if approved, the written LOA request form will be completed upon return. In emergency situations the beginning date of an approved LOA would be determined by the institution to be the first date the student was unable to attend because of the emergency.

**Satisfactory Progress:** Periods of absence within an approved LOA will not affect the School's satisfactory progress policy (scheduled hours/absent hours will not be assessed for the period of the leave). Students achieving satisfactory progress at the time that the leave of absence is requested are considered achieving satisfactory progress when they return to school.

**Financial:** No additional institutional charges will be assessed as the result of an approved Leave of Absence. A LOA does not change the terms of a final/monthly payment agreement. To assure compliance with the payment agreement the student should continue to pay regularly scheduled payments during the LOA. According to federal requirements financial aid will not be disbursed during a period of a leave.

Note: Students who fail to return from an approved leave of absence are advised that, for the purpose of calculating refunds, the withdrawal date will be the student's last day of attendance. *For student loan recipients this will result in the expiration of all or part of their grace period requiring repayment to begin immediately.* The School's refund policy and the terms therein are not impacted by the LOA policy.

**Bereavement:** The School will grant three (3) days unscheduled/approved absence to a student who provides documentation of the death of an immediate family member. For the purposes of this policy, an immediate family member is defined as one of the following individuals: parent, spouse, child, sibling or grandparent.



**Under the Care of a Physician:** In the event that a student goes under the care of a physician with any limitations (support of a written doctor's note), the student will be placed on a *voluntary* leave of absence. When the student has reached full recovery with written release from their physician, the student will be allowed to resume their contracted course. Upon return of the student, a meeting will be held to consider the best course of action for re-entry to their program.

Upon approval of a Leave of Absence the student's scheduled graduation date will be amended extending the student's contracted enrollment period by the same number of calendar days the student was on an approved leave of absence. A contract addendum must be signed and dated by all parties. A student granted a LOA that meets the approval criteria is not considered to have withdrawn and no refund calculation is required.

A student who fails to return by the scheduled return date is determined to have withdrawn from school the day following the expected return date. All belongings will be collected and held in the student service office. If we are not contacted by physical mail or email within 72 hours of withdrawal all items will be disposed of.

## Satisfactory Academic Progress Policy (SAP Policy)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the institute. 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.

### SAP Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1350, 1800, 1835 scheduled hours

Hair Design 450, 900, 1150 scheduled hours

Esthiology 300, 600 scheduled hours

\*Transfer Students- Midpoint of the contracted clock 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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

To maintain Satisfactory Academic Progress, a student is required to maintain an 80% in theory, competency and scheduled attendance for a given evaluation period. Students must also complete his/her course of study within 125% times the normal time frame for completion. The school defines its academic year as 900 clock hours and 26 weeks. Attendance percentage is based on the number of successfully completed credit clock hours divided by the scheduled number of credit clock hours attempted by the student at the time of the given SAP evaluation.

### Normal Time/Maximum Time Frame

The normal time is the designated time frame in which the student is considered to have completed on time. The maximum time frame (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below.

Students exceeding the maximum time frame are no longer eligible to receive financial aid and will be withdrawn from school. Students may petition to complete their course without financial aid. Upon the student's request, the petition will be provided to the student and returned to the Administrative Office. A non-refundable fee of \$150 is due at the time of petition receipt. A review board comprised of instructional and administrative staff will evaluate the petition. Feedback will be recorded in writing for review. The student will be informed in writing of the results within 30 days of petition receipt. If approved, the student must pay any applicable tuition and fees in advance. If approved, the student will return with same satisfactory academic and attendance status as they were at the time of withdrawal upon the approval of their petition to re-enroll.

Course	Normal Time		Maximum Time Allowed	
	Weeks	Scheduled Clock Hours	Weeks	Scheduled Clock Hours
Cosmetology (Full time, 35 hrs/wk)	53 weeks	1835	65.6 weeks	2293.75
Cosmetology (Part time, 22.5 hrs/wk)	82 weeks	1835	102 weeks	2293.75
Hair Design (Full time, 35 hrs/wk)	33 weeks	1150	41.1 weeks	1437.5
Hair Design (Part time, 22.5 hrs/wk)	52 weeks	1150	63.9 weeks	1437.5
Esthiology (Full time, 35 hrs/wk)	18 weeks	600	21.4 weeks	750
Esthiology (Part time, 22.5 hrs/wk)	27 weeks	600	33.4 weeks	750

### 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. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the institute. Students must maintain a written grade average of 80% 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:

80% and above – meeting satisfactory academic standard

79% and below – not meeting satisfactory academic standard

The student is responsible for making arrangements with their instructors, by the Thursday prior to the 8th week of their course phase in order to make up any work that was missed. The student may not progress to the next class level until all tests and practicals are at 80% or above cumulatively.

Course incompletes, repetition, and non-credit remedial courses are not applicable at Aveda Institute Portland and have no effect on the satisfactory progress standards. **The student's academic progress report will be issued per course phase (8-9 weeks).**

## Determination of Progress of 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 deemed not maintaining Satisfactory Academic Progress will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluation and may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. *All* Satisfactory Academic Progress evaluation results are available to students upon request.

### Satisfactory Progress Checkpoints

Cosmetology 450, 900, 1350, 1800, 1835 scheduled hours

Hair Design 450, 900, 1150 scheduled hours

Esthiology 300, 600 scheduled hours

## 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 at the end of the current payment period the student is in. 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 for the duration of the student's current payment period and will be considered 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 may be placed on an academic plan that must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## Re-establishment of Satisfactory Academic Progress

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

## Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Clock 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 upon the approval of their petition to re-enroll.

## Appeals Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or

illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed.

This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable. The student must be in SAP at the end of the probationary period or all financial aid and school enrollment may be terminated. All appeal documents are maintained in the student's file.

## **Withdrawals**

If the student withdraws from the program, the student's maximum time frame is normally not affected but the student's status at the time of withdrawal could affect the student's financial aid eligibility.

## **Noncredit and Remedial Courses**

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

## **Transfer Clock Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## Graduation Requirements

In order to graduate, students must successfully complete the designated work assignments and tests for their program's curriculum and pass the final written and practical examinations with a minimum grade of 80%. Students must be at 90% of their scheduled program to take their final practical exams. Required clock hours and clinic services must also be completed and recorded. All financial accounts with the school must be settled before transcripts will be released to the state and the student cleared for State Board Tests. A certificate is issued upon completion of the student's clock hours and service requirements and the fulfillment of the State of Oregon licensing requirements. Once a student has met all graduation requirements, transcripts are issued and faxed to the board between three (3) business days and thirty (30) consecutive days after said date. Students may request one copy of their official transcript at any time at no cost.

### Hour Requirements for each program of study

Esthology: Completion of 600 clock hours and minimum state requirements

Hair Design: Completion of 1,150 clock hours and minimum state requirements

Cosmetology: Completion of 1,835 clock hours and minimum state requirements

### Student Final Practical's

Student practicals are scheduled and students will be informed as to when the test will be given, what the test will consist of, and the time allowed. In the event that the student is not present on the day of the practical exam, they must wait approximately 2 months for the next scheduled time or pay a practical fee of \$500.00 per exam to have the test administered at another time. In the event that a student does not receive a passing grade on practical testing, a re-test date will be announced at the end of practical testing week. The re-testing date will be within two weeks of the original practical. In the event that the student fails to receive a passing grade during their re-test the student will re-test during the next scheduled practical date if they have not yet reached their contracted graduation date or may pay a practical fee of \$500.00 per exam to have the test administered at another time.

If the student did not attempt practical testing before their contracted graduation date, the student will need to return to complete the practical exam(s) and must be on a no charge over-time contract. Only the initial practical exam and, in the event of a failure, 1 corresponding retake two weeks later, will be provided at no additional charge. Any further re-tests will require a fee of \$500 per exam along with a \$12.50 per hour charge, both payable in advance.

## Graduation, Licensing, and Placement

Aveda Institute Portland is proud to prepare students for the State Board examinations and assist in employment.

To obtain an Oregon license /certificate the applicant shall complete all clock hours and pass all tests administered in an approved program, at a school approved by the Oregon Department of Education. Once a student has met all graduation requirements and financial obligations, transcripts are issued and faxed to the Oregon State Board of Cosmetology within 3 business days. The Oregon Board of Cosmetology administers a computerized examination at its office in Salem, OR. The examination is divided into several categories such as safety and sanitation, barbering, hair design, manicuring, and esthetics. Students will then take a final written licensure examination for each license they wish to obtain. Each section of the examination is scored separately. A student must pass with a 75% or higher to receive a license.

Licensure fees are as follows:

All students wishing to practice in Oregon must complete the OR Law Examination - Fee of \$35

Esthology License:

Application	\$20
Examination	\$35
Practitioner Certification	\$25*

Hair Design License:

Application	\$20
Examination	\$35
Practitioner Certification	\$25*

Nail License:

Application	\$20
Examination	\$35
Practitioner Certification	\$25*

*\*Do not pay practitioner certification fee(s) until after passing the examination, including the Oregon Laws & Rules section.*

The Aveda Institute Portland maintains close lines of communication with many salons, spas, and Aveda Experience Centers nationwide. Although we do not guarantee job placement, we have been successful in assisting our students with finding employment through career fairs, employer presentations, and through teaching self-promotion techniques. Aveda Institute Portland hosts career fairs throughout the year and invites prospective employers to come in the school.

#### STATE LICENSING DISCLAIMER

Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Aveda Institute Portland is not responsible for students denied licensure.

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Oregon State Department of Licensing to deny licensure. The Oregon State Department of Licensing denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

If you are currently on probation or parole, please provide a letter from your parole or probation officer stating that you are not currently on any restrictions that would prevent you from entering into this career. Submit this letter to the Oregon Health Licensing Office.

## Completion, Licensure, and Placement Rates

Aveda Institute Portland is proud of our track record in preparing our students for State Board examinations and assisting them in employment. Aveda Institute Portland is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. If you have any questions regarding our outcome rates, please don't hesitate to contact our admissions team for assistance.

On-time completion is defined by the U.S. Department of Education as anyone who graduates within the normal completion time. When a student completes their graduation requirements, including all theory and practical assignments, and the required number of clock hours without missing any time, that student is considered to have graduated on-time. If a student misses any time for any reason, such as family responsibilities, day care issues, and other life events, they are not considered an on-time graduate. Please note that our graduation rates that are provided in the school catalog are based on how many students started the program and how many completed within the reporting period.

**Graduation:** Based on all students scheduled to graduate from the program in 2018. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

**Licensure:** Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2019. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2019.

**Placement:** Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2019. Students may be excluded from the calculation if they fall into one of the categories listed. In 2018, the school excluded the following number of students\* based on each of the following categories:

- The graduate is deceased 0
- The graduate is permanently disabled 0
- The graduate is deployed for military service/duty 0
- The graduate studied under a student visa and is ineligible for employment in the U.S.0
- The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership) 0

**Total Excluded 0**

#### 2018 NACCAS Disclosed Outcomes\*

Completion Rate: 68.03%

Placement Rate: 72.89%

Licensure Rate: 83.80%

#### 2017 NACCAS Disclosed Outcomes\*

Completion Rate: 66.32%

Placement Rate: 74.35%

Licensure Rate: 89.84%

\*These numbers are reflective for both the Aveda Institute Portland and Aveda Institute Portland Vancouver Campus

## Transcript Release Policy

Student transcripts will not be released until all financial obligations with the Aveda Institute Portland have been settled. When all financial obligations have been settled, one copy of the student transcript will be released to the state testing facility. A graduate may

request one official transcript for their records. Any additional un-official or official transcripts will be released at a fee of \$50 per transcript.

## **Reciprocity**

As each state has different standards for licensure, Aveda Institute Portland cannot guarantee reciprocity. If you are seeking licensure through another state, please contact the Department of Licensing for that particular state for guidance.

## **Advising Policy**

The Aveda Institute Portland is happy to advise students regarding:

- Academics
- Professionalism
- Career Opportunities

Scheduled advising occurs at:

- Enrollment (Orientation)
- Upon completion of each phase
- During the exit packet portion
- At the request of any student

## Security and Safety Policies

Consumer information may be distributed via the Student Catalog. The institution distributes to all prospective and enrolled students a list of the information the school is required to disseminate.

### Disaster Procedures

**In the event of injury or any other emergency:** Please contact a manager immediately. In a case where management is not present, and the situation calls for medical, police, or fire department attention, call 911 immediately. A continued effort to reach management should occur.

**In the event of a fire:** Instructors will direct students and clients out of the building through the nearest exit in an orderly and calm manner. Please meet between 12<sup>th</sup> and 13<sup>th</sup> Avenue on Flanders and remain there until released by management. Fire drills will be conducted on a regular basis.

**In the event of extreme weather conditions:** It is the responsibility of each student to call the school's emergency phone line by 8:00am for instructions regarding school closure in the event of extreme weather. If the Aveda Institute Portland finds it reasonable to stay open for the day, all missed hours must be made-up. Call the Emergency Phone Line **(503) 294 6000 and listen to the directions.**

### Emergency Numbers

Emergency - 911

Police Department (non-emergency) 503-823-3333  
1111 S.W. 2nd Avenue, Portland, OR 97204

Fire Department (non-emergency) 503-823-3700  
55 SW Ash Street, Portland, OR 97204

### Campus Security

The staff has recommended the following precautions in order to ensure the safety of students, staff, and patrons:

- No one should leave the building at night alone.
- After the clinic floor is closed, all doors shall be locked.
- No one will be permitted to remain in the building alone.
- All students are urged to put away personal property in their lockers, and staff should keep their valuables in a secure place.

If a student is dismissed, graduates or fails to return from a leave of absence it is his/her responsibility to empty his/her locker. Failure to do so will result in the lock being cut and contents boxed and held for 10 days. All locker contents held after 10 days will be disposed of.

### Visitor Policy

No visitors are allowed during school hours. If a visitor arrives to provide transportation, they are to wait in the retail space or lobby. Aveda Institute Portland will not be responsible for communication of a visitor's arrival. Only visitors with appointments are allowed in the clinic/classroom area unless the visitor is a minor under the accompaniment of an adult.

### Insurance/Workman's Comp.

The Aveda institute Portland is not responsible for providing medical insurance for students. As students are not employees of Aveda Institute Portland, they are not eligible for workman's compensation. It is recommended that each student has their own insurance policy during their school enrollment.

### The Right to Know Act

Aveda Institute Portland has designated the manager on duty as the contact person for any issues relating to campus security.

We request that students report any criminal activity/actions on campus to the individual designated. The designated individual will assist the student/ employee in reporting the incident to the local police authorities.

Anyone remaining alone in the building shall securely lock all doors. Only a school manager or, in his/her absence, another designated individual opens and locks the school.

We refer all campus law enforcement issues to local police authorities since the institution does not have any campus-based security personnel. Aveda Institute Portland encourages prompt reporting of criminal activity/actions as being in the best interest of all students/employees.



To prevent thefts, all students are provided with lockers to securely lock away personal belongings. It is the responsibility of each student to provide their own lock and to secure items in their locker. Aveda Institute Portland is not responsible for loss or damage to items within lockers or on the Aveda Institute Portland campus.

Students and prospective students upon registration are given copies of our policy concerning alcohol and drug use. It outlines legal penalties as well as local treatment centers.

## Statement of Non-Discrimination

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

## Harassment and Grievance Policy

Aveda Institute Portland supports all people co-existing without discrimination. Behavior which negates this belief in our environment is not tolerated. Derogatory comments or offensive behavior with regard to a student or guest's race, color, creed, religion, national origin, sex, marital status, disability, age, affectional preference, public assistance status, or any other basis protected by law will not be tolerated. Any person unlawfully discriminated against, as described in ORS 354.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

Harassment of a student consists of verbal or physical conduct in which the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

the harassing conduct otherwise adversely affects an individual's learning opportunities.

The institute also will not tolerate harassment of its students in any form by management, owners, guests, or suppliers. No student or employee, male or female, will be subjected to unsolicited or unwelcome sexual overtures or conduct whether verbal, visual, or physical. It is the responsibility of the employee and/or student to report any such behavior to management. It is the responsibility of the student to stop any service immediately where such behavior is exhibited and report the offence to the designated Title IX Coordinator.

Sexual harassment is not limited only to sexual commentary, innuendo, flirtation or proposition. Sexual harassment includes any action, behavior, or communication which is perceived as harassment, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's enrollment with Aveda Institute Portland; OR
- Submission to or rejection of that conduct or communication by an individual is used as a factor in employment decisions affecting this individual.

While harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Physical assaults of sexual nature, such as sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, brushing against another person's body or poking another person's body
- Unwanted sexual advances, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience
- Preferential treatment or promises of preferential treatment to a student or employee for submitting sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Sexual or discriminatory displays or publication anywhere in the institute by an employee and/or student such as: Displaying or possessing pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic
- Reading or otherwise publicizing in the institute materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic, containing racially offensive language, name calling, jokes, and/or rumors.
- Displaying signs or other materials purporting to segregate an employee or student by sex, color, creed, religion, national origin, marital status, disability, age, or any other basis protected by law in any area of the institute.

Harassment motivated behavior includes unwelcome, objectionable, and offensive conduct or communication which, even though not sexual in nature, is directed at an employee on account of his or her gender.

Those who believe they have been subject to harassment should immediately bring it to the attention of the Title IX Coordinator. Any staff members who receive complaints about harassment or who are made aware of conduct constituting harassment are immediately required to notify the Title IX Coordinator. All complaints will be investigated promptly, and the existence and nature of your

complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation. In no way will the person whom complained about or resisted harassment be retaliated against. The person who initiated this procedure will be informed of the result of the investigation.

### Harassment Complaint Investigation

During an investigation, the following questions may be asked and documented:

- What parties were involved?
- Describe the sequence of events (place, time, and date)
- How did you respond to the person who harassed you?
- Did anyone else see or hear what happened to you?
- Have you told anybody about your problem with the accused?
- Have any other students or employees mentioned to you that they have experienced a similar problem with the accused?
- Are there any documents or other evidence involved in the conduct?
- How does this conduct make you feel?
- Do you feel safe to remain at school while this is investigated?

The Title IX Coordinator will do a thorough investigation within a reasonable manner of time. Complainant, staff members and any other people involved in the complaint process are requested not to discuss with any other persons. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials (please see the *Internal Grievance Procedure*). Should this procedure fail students may contact: Oregon Higher Education Coordinating Commission, Private Career Schools, 255 Capitol Street NE, 3<sup>rd</sup> floor, Salem, OR 97301. After consultation with appropriate Department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0220, the Department will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

## Drug and Alcohol Abuse Policy

Aveda Institute Portland is a Drug Free Environment. The use of alcohol, mood-altering, non-prescription chemicals and the abuse of prescription chemicals on the Aveda Institute Portland campus is not allowed. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited at Aveda Institute Portland. Violation of this policy is a severe offense for which the employee or student may be terminated on the first offense. If you have been prescribed a mood-altering chemical by a physician, please notify the Director immediately. Aveda Institute Portland will not illegally discriminate on the basis of this information.

Oregon has strong laws allowing vehicles used to transport illegal drugs to be seized and forfeited. Alcohol is an illegal drug for those under 21. Most drugs are illegal, and a criminal conviction may bar a student from his or her chosen career path, or an employee from employment with Aveda Institute Portland.

The health-risks associated with use of illicit drugs and alcohol abuse can be serious and numerous. Excessive or chronic alcohol consumption can negatively affect your heart, liver, brain, just to name a few. Alcohol abuse can also be known to cause cancer.

All employees and students, as a condition of employment or enrollment, must agree to abide by the terms of this policy. In addition, all employees and students must notify Aveda Institute Portland of any criminal drug statute conviction for a violation occurring on the campus no later than five (5) days after such conviction.

Employees or students who appear to have a chemical dependency problem or any other problem that interferes with the performance of their assigned duties will be encouraged to pursue appropriate treatment. If treatment is refused or is not successful and performance is not acceptable, termination may occur. Seeking treatment, in and of itself, will not preclude disciplinary action for policy violations or performance issues which have occurred or continue to occur.

The following agencies are here to assist students or faculty seeking counseling services:

Call to Safety (formerly the Portland Women's Crisis Line) – 888-235-5333  
<https://calltosafety.org/>

Lines for Life  
 1-800-273-8255 (text 273TALK to 839863)  
<https://www.linesforlife.org/>

Domestic Violence Reduction Unit  
 503-823-0090  
<https://www.portlandoregon.gov/police/35679>

Multnomah County Crisis Line  
 (503)-988-4888  
<https://multco.us/mhas/mental-health-crisis-intervention>

Police Department  
503.823.0000  
1111 SW 2nd Avenue | Portland  
www.portlandpolice.com

Central City Concern  
503 294-1681 x 232  
NW 6th Ave, Portland, Oregon 97209  
www.centralcityconcern.org

Human Service Department  
503.988.4888  
421 SW 6th Avenue #5 | Portland  
http://www.oregon.gov/dhs/Pages/index.aspx

## Emergency Response

The following procedure will be used to notify students and staff of a dangerous situation on the school campus. Instructors and staff members have received training on how to handle a pending emergency. Thru our intercom system the following codes may be used to reflect the following:

Code 1: Evacuate the classroom immediately and exit thru the designated paths

Code 2: Evacuate only through the front staircase

Code 3: Dangerous situation outside the campus (such as a gas leak) and no one is allowed to leave the building  
The instructors will ensure all students follow instructions. Any Instructor, Manager, or Director can initiate the alert.

The Director or person in charge will notify the police who will notify the neighboring community of the impending danger.

Timely Warning: The Director or person in charge will be responsible to send out a timely warning to the campus community by email or text regarding any health or safety situations.

To Evacuate the Building (code 1)

1. Everyone evacuates the area immediately.
2. Walk to the nearest exit. If you are with a client or if you have a client, take the client with you. Stay calm.
3. Call the fire department, police or ambulance using 911. The person at the reception desk should find the nearest telephone and place the call immediately, but only after leaving the building if there is an immediate threat. Provide the following information:
  - a. Your name
  - b. Address: Aveda Institute Portland | 325 NW 13th | Portland, OR 97209
  - c. Phone Number: Aveda Institute Portland Phone Number 503.294.6000
  - d. Nature of the call: Fire, Police, First Aid, etc.
4. Meet on Flanders between 12th and 13th (next to Room & Board) for a head count.

You will be asked to stay on the line if at all possible. It is very important that you do this, as the 911 operator will need to get as much information as possible in order to provide the maximum help needed at the scene. Do not hang up unless told to do so by the 911 personnel.

Police Department (non-emergency) 503.823.0000  
1111 SW 2nd Avenue | Portland  
www.portlandpolice.com

Fire Department (non-emergency) 503.823.3700  
55 SW Ash Street | Portland  
www.portlandonline.com

## Voter Registration

All Oregon Elections are vote by mail. After you register to vote, you will receive your ballot in the mail. Ballots may be returned by mail or to any official ballot drop site. To register to vote on-line go to <https://registertovote.org/forms/oregon>

### **My Vote**

*My Vote is a centralized system where you can search for your voting information. In My Vote, you can:*

- Check your registration status
- Update your registration

- Find a ballot drop site
- Track your ballot

My Vote URL:

<https://secure.sos.state.or.us/orestar/vr/showVoterSearch.do?source=SOS>

### ***Important Dates: Oregon General Election***

There are four regularly scheduled election dates each year in Oregon: the 2nd Tuesday in March; the 3rd Tuesday in May; the 3rd Tuesday in September; and the 1st Tuesday after the first Monday in November. During even years, the May Primary and November General are the only elections with candidate positions scheduled. During odd years, the May Special Election is the only election with candidate positions scheduled. Measures can be placed on the March, May, September or November election.\* To register to vote in the state of Oregon, please select the following link: <http://sos.oregon.gov/voting-elections/Pages/my-vote.aspx>

\*Source: <https://multco.us/elections/elections-calendar>

## **Student Records and Right to Privacy**

The Family Educational Right and Privacy Act (FERPA) afford students certain rights with respect to their educational needs. Students and parents/guardians of dependent minors have the right to gain access to their records by appointment and under the supervision of an administrative staff member or an instructor. Information pertinent to a student's record will be released only upon written instruction and/ or permission of the student, or guardian in the case of a minor. Student files and information may be released to legal and accrediting bodies without the student's permission.

### **Safeguarding Customer Information**

Definitions: Customers are students who apply to attend Aveda Institute Portland and apply for grants or loans under Title IV of the Higher Education Act of 1965, as amended, to finance their educations.

Examples of nonpublic personal information:

- Personal identification (your name, address, and social security number)
- Name of your financial institution and/or account number
- Information provided on your application to enroll in Aveda Institute Portland
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

Aveda Institute Portland is committed to implementing a comprehensive information security program, consistent with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy or electronic).

The administration shall be responsible to coordinate the school's information security program. They will on a regular basis assess foreseeable internal and external risks to the security, confidentiality and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operation.

The coordinator shall design and implement in accordance with the Family Educational Rights and Privacy Act, other federal and state law and accreditation requirements.

## **Release of Student Files Policy**

Aveda Institute Portland will not release any student files to unauthorized person without written approval from a student or court order. The Institution must require written consent from the student or guardian each time before releasing any student information in response to a third-party request, other than a request by NACCAS, unless otherwise required by law. A new release must be completed each time a student would like to authorize access to their student file. All students have the right to review their individual files under the administrative supervision with an appointment. Files are the property of Aveda Institute Portland. All records are kept on-site for a minimum of three years; electronic copies are maintained for 25 years. Electronic transcript copies are maintained for 50 years. If a student wishes to receive information from their student records, he or she should submit a student report or contact the appropriate department. Aveda Institute Portland has 30 days to fulfill the student's request and persons requesting documents will be assessed a fee of \$0.50 per copy.

## Internal Grievance Policy and Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained in school files in order to determine the frequency, nature, and patterns of grievances for the institution. The state and national accrediting commission policies require students to first seek resolution of school problems within the school. Only if a complaint or problem remains unresolved at the school level will it be considered at the state agency level. The following procedure outlines the specific steps of the grievance process.

First discuss the general day to day issue/problem with your instructor. If you still feel there is an issue, request an appointment with a member of the administrative support team (Student Services, Finance Director, Director of Education) to discuss the issue. If, after speaking with an administrative support team member, there is still an issue, request an appointment with the School Director to discuss the issue. If, after you have spoken with the Aveda Institute Portland staff, you still feel that your issue has not been resolved and you would like to escalate the issue to a formal grievance then you may proceed with the following:

1. The student should register the grievance in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred. Forms are available in the Director's office.
2. Complete the grievance form detailing the issue of concern and return to the school Director. Received forms will be signed and time-stamped indicating that the form was received, and a copy will be given to the student.
3. The grievance will be reviewed by the Director and a response will be sent in writing to the student within 30 days of receiving the grievance. If your grievance concerns the Director, then it will be reviewed by the Director's supervisor and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
4. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be involved in the daily operations of the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. The complainant may choose to take the matter to the state licensing agency that licenses the school, and/or the accrediting agency but must first exhaust the institution's internal grievance process. Contact information for the school's state agency or accrediting agency is as follows:

Higher Education Coordinating Commission  
255 Capitol Street NE, 3rd floor, Salem, OR 97301  
Telephone: (503) 947-5600

OR

The National Accrediting Commission of Career Arts and Science  
3015 Colvin Street, Alexandria, Virginia, 22314  
Telephone: (703) 600-7600

## Financial Information

### Financial Code of Conduct

Aveda Institute Portland and all staff members follow the guidelines listed below:

- A. Does not solicit or accept anything of value from any lender, in exchange for any advantage sought by the lender to make private loans to students enrolled at Aveda Institute Portland.
- B. Prohibits employees of the Financial Aid or Business Office or any employee who has responsibilities with federal or private student loans to accept gifts worth more than \$10.00 from a lender. This includes gratuity, favor, discount, entertainment, or hospitality.
- C. Prohibits employees of the Financial Aid or Business Office or any employee who has responsibilities with federal or private student loans to enter into a consulting arrangement or contract with a lender, guarantee agency, or servicer with a lender to provide services relating to educational loans.  
Prohibits employees, representatives, or agents of lenders from providing staffing services to the Financial Aid or Business Office.
- D. Prohibits employees, representatives, or agents of a lender for representing themselves as employees of Aveda Institute Portland to students or parents.
- E. Requires employees of Aveda Institute Portland to obtain permission from the Director to serve on the advisory board of a lending institution or accepting any payment for expenses for serving on a board.
- F. Does not accept revenue sharing between Aveda Institute Portland and lenders, servicers, or guaranty agencies.
- G. Prohibits conflicts of interest between Aveda Institute Portland employees and lenders, servicers, or guaranty agencies.

Please contact the Financial Office if you have any further questions.

## Refunds, Cancellations, and Changes

### Oregon Refund Policy

Oregon refund policy is based on the state schedule, OAR, 715-045-0036. Oregon abides by a pro rata refund policy, which means that students may be entitled to a refund for a portion of an educational program that has not yet been received. The date that determines the portion received is based on the contracted schedule time of enrollment. A student is entitled to a refund based on the percentage of completion, so long as the student has completed less than 50% of scheduled time. If a student completes 50% or more of a course, then the student is obligated to pay for the entire course and is not entitled to a refund.

Within 14 days after notification of cancellation or termination a written statement showing allowable charges and total payments received shall be delivered to the student by Aveda Institute Portland. Within 30 days a refund equal in amount to monies paid to Aveda Institute Portland in excess of those allowable charges will be mailed to the student at the address on file.

### Veteran Benefit Refunds

Veteran benefit funds are refunded according to the discretion of the Veteran's office. A debt letter will be issued to the school for any veteran funds that need to be refunded upon a student's transfer or withdrawal. A refund at the request of the VA office could affect the student's debt to the school. Aveda Institute Portland policy is based according to the Oregon refund policy and Department of Education refund regulations.

### School Withdrawal and Refund Policy

The following refund policy is set forth by the US Department of Education and is acknowledged by the Oregon Higher Education Coordinating Commission, as well as used as the Institutional Policy.

1. Students are charged for either contracted and scheduled hours or clock hours, whichever is greater. Unexcused absences will be factored into the overall charge for the student.
2. The registration fee shall not exceed \$150.00.
3. If a student (or in the case of a student under legal age, his or her parent or guardian) cancels his or her enrollment and requests his or her money back in writing, within five business days of the signing of this Enrollment Agreement, all monies collected by the school for tuition shall be refunded. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator or owner in person. This policy applies unless the student has actually started training. If training has commenced pro-rata applies.
4. If, before beginning training, the student is rejected for training by the school, the student will receive a 100% refund of all monies paid, with the exception of the application fee.
5. If the student cancels his or her enrollment after five business days of signing, but prior to entering classes, he or she will be entitled to a refund of all monies paid to the school less a Registration Fee. The cost of kits and supplies will be retained by the school, if student has received.
6. Enrollment time for refund purposes is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student, or financial aid program, shall be refunded within thirty (30) days of formal cancellation by the student as defined in item 3 or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance or notification of cancellation. In the case of a Leave of

Absence the school will use the earlier date of the student's date of the expiration of the leave or the date the student notifies the school in writing, if the student does not physically return to the school.

7. The cost of the kit, and some supplies are not included in tuition adjustment computations. The books and some supplies are the property of the student, not included in tuition, and are non-refundable.
8. If the school is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a refund of tuition in accordance with the state refund policy 581-045-0036.
9. If a course is cancelled subsequent to a student's enrollment, the school shall at its option:
  - a. Provide a refund of all monies paid, or
  - b. Provide a completion of the course.
10. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any returns by the school shall be paid, as applicable. Although Title IV funds are awarded per academic year, refunds are calculated according to the full cost of tuition. Title IV funds are first refunded to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all returns to Title IV funds have been refunded, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal excess of Title IV aid, he/she will be responsible for the balance incurred by any Title IV refunds.
11. An early withdrawal fee of \$25.00 will be charged all students who discontinue their training and leave school. A \$50 transcript fee will also be charged at the time of early withdrawal. A \$50.00 transfer transcript fee will apply. The refund table is in the Catalog. Transcripts will not be released until balance is paid in full.
12. If after terminating, the student still owes a tuition/fees balance (based on the refund policy), the school has the right to turn the account over to a collection agency for the unpaid balance.

## Official and Unofficial Withdrawal

A student has the right to withdraw at any time from their enrolled program. If proper procedures are not followed prior to missing 14 consecutive calendar days without notifying the school and have not been granted a Leave of Absence, the student will be considered an unofficial withdrawal. An unofficial withdrawal will negatively affect a student's ability to enroll in future courses at Aveda Institute Portland.

To officially withdrawal from the program, the student must submit a student report to set up a meeting with the Manager of Education and/or Director. If the withdraw moves forward, an appointment will be set with the finance department to finalize the student ledger. In this meeting balances owed or credits due will be addressed. This will provide the opportunity to the student to ask any questions they may have about balances with their loans, or with Aveda Institute Portland. Within 14 days of completing the drop paperwork, the student must have a plan in place for repayment of balance to school. If the student has a credit balance, the school will process and submit a check back to the student within 30 days of dropping. All students must complete exit counseling at [www.studentloans.gov](http://www.studentloans.gov). Certificate of completion will be added to their file.

## Student Cancellation

A student may cancel enrollment by giving written notice to Aveda Institute Portland if notice occurs:

- within five business days of the date of enrollment. All monies paid shall be refunded (excluding non-refundable application fee of \$20).
- after five business days of the date of enrollment and prior to the commencement of classes. Aveda Institute Portland may retain only the \$20 application fee, \$150 registration fee, kit fee (if student has received kit), and a \$25 withdrawal fee will be issued. Kit fees are as follows: Esthiology - \$1900, Hair Design - \$2350 and Cosmetology - \$2650. Effective May 2020 Cosmetology and Hair Design kit fees will increase, totaling \$2,800 for Cosmetology and \$2,450 for Hair Design.

## Course Change Policy

If a student wishes to change their course after starting school the student must first complete a withdrawal form and pay in full for the program according to the Aveda Institute Portland withdrawal calculation. The student will then meet with an Aveda Institute Portland administrative staff member to complete new enrollment paperwork. There is a \$25.00 course change fee that must be paid prior to changing courses.

## Collection Policy

Aveda Institute Portland's Collection Policy is consistent with the Oregon Refund Policy. If the student still owes tuition/fees balance (based on the refund policy) after terminating, the school has the right to turn the account over to a collection agency for the unpaid balance. This information is located in the enrollment agreement and student catalog.

Upon termination, students are immediately notified of any tuition/fee balance owed to the institute. If a payment agreement is not made within 14 days of termination the student shall receive written notification that the account is being turned over to collections.

Initial collections correspondence is performed in writing. The institute provides a copy of the enrollment agreement (including amendments), the completed enrollment application, and the current student ledger. Once the account is sent to collections student correspondence regarding the account shall be directed to the collection's agency.

## Financial Aid Policy

Accredited by the National Accrediting Commission of Career Arts and Sciences Aveda Institute Portland offers financial aid to students who qualify in the form of:

- Federal Pell Grants
- Federal Direct Loans
- Federal Parent PLUS Loans

The future student's program and citizenship may affect the awards for which he/she is eligible. The information in this section pertains to future students who are eligible for federal aid – US citizens and eligible non-citizens – but the information is available to all future students, including those who are not eligible for Title IV federal funding.

Questions about financial aid may be directed to the financial aid administrator, at 503.294.6000 ext. 382 or by email at [niki.sparks@avedapdx.com](mailto:niki.sparks@avedapdx.com)

*Aveda Institute Portland does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.*

## Applying for Title IV Financial Aid

A future student is eligible for Title IV financial aid at Aveda Institute Portland if he/she:

- is enrolled in the cosmetology, esthology or hair design program
- is a U.S. citizen or eligible non-citizen
- is registered with Selective Service (males 18-25 only)
- has not had eligibility suspended or terminated due to a drug-related conviction
- has a valid social security number
- is not in default on a federal student loan
- maintains satisfactory academic progress while in school (see the Aveda Institute Portland SAP policy)

**Step 1:** Future students and parents of dependent students (students who are under 24 years old, have no children, and are not married) should apply for a FSA ID and Password (<http://www.FSAID.ed.gov>) **before** beginning the Free Application for Federal Student Aid (FAFSA) on the Web.

**Step 2:** Complete the FAFSA by applying online at FAFSA on the Web ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). This is the fastest and easiest way to apply. **Make sure you list Aveda Institute Portland and its Federal School Code: 041714.** Future students and parents can sign the application electronically with a U.S. Department of Education FSA ID and Password. Future students and parents are strongly encouraged to link their financial data directly through the IRS website on their FAFSA application. This can be done on in the financial section of the FAFSA application through the IRS Data Retrieval Tool Link button.

The IRS Data Retrieval Tool (IRS DRT) electronically transfers your federal tax return information into your fafsa form.

WHY:

- EASY: Transfer info with the click of a button.
- FAST: Instantly retrieve your information.
- ACCURATE: Correctly fill in your information.

HOW:

1. Log in to your current [FAFSA form](#) or start a new application at [fafsa.gov](http://fafsa.gov).
2. In the finances section of the online form, you will see a "Link to IRS" button if you are eligible to use the IRS DRT.
3. Click the "Link to IRS" button and log in with your [FSA ID](#) to be transferred to the IRS to retrieve your info.
4. Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the "Submit" button.
5. Check the "Transfer My Tax Information into the FAFSA form" box, and click the "Transfer Now" button.
6. You will know that your federal tax return information has been successfully transferred because the words "Transferred from the IRS" will display in place of the IRS information in your FAFSA form.

For your protection, your tax information will not be displayed on either the IRS site or [fafsa.gov](http://fafsa.gov).

The IRS DRT can be used by both students and parents. To learn more about the IRS DRT, visit [StudentAid.gov/irsdrt](http://StudentAid.gov/irsdrt).

The FAFSA is a required document used to determine a future student's eligibility for federal aid, such as Pell grants and Direct Stafford Subsidized, Unsubsidized, and PLUS loans. All future students must complete the FAFSA unless the student is not using Federal Student Aid. Actual federal tax return figures should be used with the FAFSA. If you must file with estimated tax figures, you are required to make changes later. Return to the FAFSA web site (<http://www.fafsa.ed.gov/>), make changes, and submit those

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changes. Aveda Institute Portland does not assume any responsibility for mistakes on any Department of Education financial aid forms. Complete and file only one FAFSA, although the results may be sent to several schools. The future student should receive an e-mail within 1-3 weeks after submission of the FAFSA telling him/her how to go online and access their Student Aid Report (SAR). If the future student did not provide a valid e-mail address on the FAFSA, the SAR will arrive in the mail. Check the SAR to make sure there are no errors. If you listed Aveda Institute Portland on the FAFSA, we will receive the results electronically. Retain the correct SAR for your records. Should we need a copy, we will request it. If the SAR has not been received within four weeks, call 800-4FEDAID (800-433-3243).

**Step 3:** Complete Master Promissory Note and Entrance Counseling ([www.studentloans.gov](http://www.studentloans.gov)). If this step is not completed, you will be unable to start the program as well as unable to receive federal funds.

**Step 4:** If selected for verification (see Verification Policy), you must submit the following necessary documents:

Independent Students (students who are at least 24 years old, have a child, or are married):

- 1) Your (and your spouse's if applicable) prior prior year's tax return transcript and W-2's.
- 2) Independent Student Verification Worksheet

Dependent Students (students who are under 24 years old, have no children, and are not married):

- 1) Your prior prior year's tax return transcript and W-2's.
- 2) Your parents' prior prior year's tax return transcript and W-2s
- 3) Dependent Student Verification Worksheet

To request a tax return transcript from the IRS, you may order directly online at [IRS.gov](http://IRS.gov) or you may also request transcripts by calling 1-800-908-9946, or order by mail using IRS Form 4506T (Request for Transcript of Tax Return).

Create and maintain your own personal financial aid file. In this file, store copies of all forms, information, and communication with Aveda Institute Portland and other agencies. If something is lost or misplaced, you will have the information available to resubmit easily. Each student will be provided with a copy of their contract and financial plan upon enrollment. Students requesting additional copies of their paperwork should submit a student report. Please refer to Release of Student File Policy for additional information.

## Determining Eligibility

It is Aveda Institute Portland financial aid administrator's duty to determine future student eligibility for financial aid, package aid, and provide notification of the financial aid award. The financial aid —Estimated Financial Plan details the programs and the estimated amount of financial aid for which the future student is eligible.

When the future student receives his/her SAR, Aveda Institute Portland financial aid administrator will also receive the future student's Institutional Student Information Record (ISIR). The family's Expected Family Contribution (EFC) is found on this document. The financial aid administrator uses this document to verify that the future student's citizenship status, social security number, and other factors that determine eligibility for Title IV funding are legitimate.

## Eligibility Restriction Due to Drug-Related Offenses

A student is no longer eligible for Title IV funding upon conviction of any offense under Federal or State law involving the possession or sale of a controlled substance. Eligibility may be reinstated after ineligibility period ends or if the student satisfactorily completes a drug rehabilitation program that complies with Federal criteria or the conviction is reversed, set aside, or otherwise rendered nugatory. Upon eligibility reinstatement, it is the student's responsibility to certify that the rehabilitation program was completed successfully and answer coordinating questions on the FAFSA.

## Citizenship

If the future student is not a U.S. citizen or U.S. national, he/she must have the status of:

U.S. permanent resident who has an I-151, I551, or I-551C Resident Alien Card OR  
An Arrival-Departure Record (I-94) stamped Refugee, Asylum Granted, Indefinite Parole, Humanitarian Parole, Cuban-Haitian Entrant, or Conditional Entrant.

If the future student only has the following proof of his/her immigration status, he/she is NOT eligible for federal student aid funds:

Notice of Approval to Apply for Permanent Resident Card (Form I-171 or I- 464);  
Temporary Resident Card (Form I-688);  
Employment Authorization Card (Form I-688A or I-688B)  
Family Unity Status (Form I-797); or  
Arrival-Departure Record (I-94) stamped with F-1, F-2, or M-1 Student Visa, B-1 or B-2 Visitor Visa, J-1 or J-2 Exchange Visitors Visa, or G, H, or L series Visas.

Future student should direct all questions regarding immigration status and eligibility for federal student aid to the financial aid administrator.

When the future student completes the Free Application for Federal Student Aid (FAFSA), the Department of Education (DOE) verifies citizenship/immigration status with the Department of Homeland Security (DHS). If the future student's status with DHS is acceptable, the Student Aid Report (SAR) will show confirmation of the eligible immigration status. If the status is not acceptable, the future student must submit a photocopy of immigration documents to the financial aid administrator and forward them to DHS in order to confirm immigration status.

Deadlines: Contact your financial aid representative for details.

The chart below indicates the specific documentation necessary for DHS immigrant status verification

<b>Acceptable Immigrant Status Documentation</b>	
<b><i>Citizen Not Born in the United States</i></b>	
Certificate of Citizenship	Must have student's name, certificate number, and the date the certificate was issued
Certificate of Naturalization	Must have student's name, certificate number, Alien Registration Number, name of the court (and date) where naturalization occurred
Certification of Birth Abroad' Form FS-545, DS-1350, or FS-240 'Report of Birth Abroad'	Must have embossed seal "United States of America" and "State Department"
U.S. Passport	A current or expired is ok
<b><i>Non-citizen National</i></b>	
U.S. Passport	Must have "Non-citizen National" stamp
<b><i>Permanent Resident</i></b>	
"Permanent Resident Card" Form I-551 or the "Alien Registration Receipt Card," Form I-151	Must not be expired at the time of confirmation
Foreign Passport	Must be stamped "Processed for I551" with expiration date
"Arrival Departure Record" Form I-94	Must be stamped "Processed for I551" with expiration date or "Temporary form I-551" with appropriate information filled in
<b><i>Other Eligible Non-Citizen</i></b>	
"Arrival Departure Record" Form I-94	Must be stamped as Refugee, Asylum status, Conditional Entrant (before April 1, 1980), Parolee, or Cuban-Haitian Entrant

If the future student is selected to undergo this secondary confirmation and successfully submits the required documents to the DHS and Aveda Institute Portland, the institute will complete the —requested portion of the INS Document Verification Request Form, copy front and back sides of all immigration status documents, attach copies to the Form G-845, and submit Form G-845 and attachments to the INS District Office within 10 business days.

## Entrance and Exit Counseling

An enrolled student of Aveda Institute Portland appropriating federal financial aid must complete the required Entrance Counseling. Aveda Institute Portland directs all of its prospective students to use the [studentloan.gov](http://studentloan.gov) website as the Department of Education provides a thorough overview of the Direct Loan and Pell Grant program. If a student fails to complete the required Entrance Counseling, he or she will be unable to proceed with enrollment.

If an enrolled student is appropriating federal loans, he or she must complete the Direct Loan Master Promissory Note (MPN) in addition to the Entrance Counseling. Parents who wish to take out a Parent Plus loan must also have an MPN on file with the Institution. The MPN can be completed by logging onto the [studentloans.gov](http://studentloans.gov) website with your FSA id and Password. A prospective student will be unable to proceed with enrollment unless an MPN is on file. Senior level students receive an in-person presentation encompassing rights, responsibilities, repayment options, and useful tools to help students on the road to repayment.

Senior level students also receive an Exit Packet which contains valuable information regarding the final steps to complete the program and additional information on the Oregon Licensing process. Each student must complete two exit interviews. The first meeting is held with the Finance Department at least two weeks prior to completion. The student must complete exit counseling through NSLDS and meet with a Financial Aid Officer who will provide the borrower with more information regarding their rights and responsibilities and repayment options. During this meeting the Financial Aid Officer will also ensure the student ledger is accurate. The second meeting is held with the Student Services Department on the date of completion to ensure that all graduation requirements (please refer to Graduation Requirement Section) have been met prior to leaving the institute.

## Verification

Due to possible errors that can occur on FAFSA applications, the Central Processing System selects which applicants are to be verified, in addition to the school's discretion. Aveda Institute Portland can request submission of specific documents to validate information

supplied by the student and/or parent on the FAFSA application. Aveda Institute Portland verification policy covers all students selected by the CPS as well as any student that falls into a non-filing - low income category (see table below).

Filing Status	Age*	Minimum Income Requirement
Single	Under 65	\$12,000
	65 and older	\$13,600
Head of Household	Under 65	\$18,000
	65 and older	\$19,600
Married Filing Jointly	Under 65 (both spouses)	\$24,000
	65 and older (one spouse)	\$25,300
	65 and older (both spouses)	\$26,600
Married Filing Separately	Any age	\$5
Qualifying Widow(er) with Dependent Children	Under 65	\$24,000
	65 and older	\$25,300

When a student is selected for verification, the financial aid administrator will contact the student as well as ensure the student has an official verification worksheet. The student (and parent(s) must complete and return this worksheet within a reasonable time frame. In addition to the verification worksheet, independent students (and their spouse) must submit a copy of their IRS tax return transcript and W-2 statements for the prior prior year. Dependent students must submit this same information for themselves as well as their parents. Tax transcripts may be obtained online at the following web-address: <http://www.irs.gov/Individuals/Order-a-Transcript> . Use of the IRS data link on the FAFSA online application is strongly encouraged. If the student utilizes this tool and Aveda Institute Portland can verify its authenticity, they will not be required to submit tax transcripts. Since Aveda Institute Portland has rolling admissions, the deadline for verification varies depending on the student. If a student on financial aid enters into an academic year that does not have awards due to a new award year, he or she may be placed on a suspension until his/her verification is complete.

Once all required documents are received, the financial aid administrator will begin the verification process. If there is a large discrepancy in what was provided on the FAFSA and verifiable documents, the administrator may stop the verification process to re-verify the questionable information with the student. Once verified, the administrator will make the necessary adjustments, which may impact the expected family contribution (EFC) and ultimately the financial aid award package. If changes are made which affect the EFC, the administrator will contact the student and review an updated ISIR as well as an updated financial plan.

If the financial aid administrator suspects that an applicant, employee, third-party servicer, and/or other agent of the school has engaged in fraud or other criminal conduct while receiving, providing or any other circumstances, the administrator will refer the person(s) to the Office of Inspector General of the Department of Education. From this referral, an investigation for any credible information indicating fraud has occurred will ensue.

## Cost of Attendance

Cost of Attendance based on Tuition, Fees and Payments Effective August 2019

Dependent Student - living at home and NO dependents

Course	Total Clock Hours	Clock Hours per Week	Number of Weeks to Completion	Tuition	Kit Fee	Maximum Living Expense	Total Cost of Attendance
Cosmetology	1835	35	53	\$17,900	\$2,650*	\$19,008	\$39,558
Cosmetology	1835	22.5	82	\$17,900	\$2,650*	\$28,864	\$49,414
Hair Design	1150	35	33	\$13,600	\$2,350*	\$11,616	\$27,566
Hair Design	1150	22.5	52	\$13,600	\$2,350*	\$18,304	\$34,254
Esthiology	600	35	17	\$ 7,350	\$1,900	\$6,336	\$15,586
Esthiology	600	22.5	27	\$ 7,350	\$1,900	\$9,856	\$19,106

Independent Student - Not living at home & may have dependents

Course	Total Clock Hours	Clock Hours per Week	Number of Weeks to Completion	Tuition	Kit Fee	Maximum Living Expense	Total Cost of Attendance
Cosmetology	1835	35	53	\$17,900	\$2,650*	\$28,377	\$48,927
Cosmetology	1835	22.5	82	\$17,900	\$2,650*	\$43,091	\$63,641
Hair Design	1150	35	33	\$13,600	\$2,350*	\$17,867	\$33,817

Hair Design	1150	22.5	52	\$13,600	\$2,350*	\$27,326	\$43,276
Esthiology	600	35	17	\$7,350	\$1,900	\$9,459	\$18,709
Esthiology	600	22.5	27	\$ 7,350	\$1,900	\$14,714	\$19,106

\*Effective May 2020 Cosmetology and Hair Design kit fees will increase, totaling \$2,800 for Cosmetology and \$2,450 for Hair Design.

## Creating the Financial Aid Award

When all required documents are verified, the financial aid administrator creates a financial aid package for the future student. The Office of Financial Aid determines the future student's financial need upon review of his/her financial aid application. Financial need is determined by subtracting the Expected Family Contribution (EFC) from Aveda Institute Portland cost of attendance.

Cost of Attendance (COA) - Expected Family Contribution (EFC) = Financial Need.

Once the financial aid administrator has determined the level of financial need, the financial aid administrator creates a financial aid package. The package is created in this order:

- Pell Grant (if eligible)
- Subsidized Stafford Loan (if eligible)
- Unsubsidized Stafford Loan
- PLUS Loan (if eligible)

The administrator will complete a financial plan with the student with respect to their budget during their enrollment.

## Professional Judgment

Section 479A of the Higher Education Amendments of 1992 authorized the financial aid administrator to exercise Professional Judgment (PJ) on a case-by-case basis. Professional judgment is a **discretionary** action on the part of the financial aid office to address **unusual** circumstances that affect a student's/parent's ability to pay for educational expenses. Using professional judgment, the aid administrator may adjust the expected family contribution (EFC) and thereby make education more affordable.

The following are examples of conditions/reasons for which a student may request an adjustment to their EFC.

1. Death of a parent or the independent student's spouse.
2. Loss of employment by student/spouse/parent (for at least 3 months).
3. Loss of earnings due to disability.
4. Loss of untaxed income and benefits.
5. One-time income (ex. Back year social security payments).

Other extenuating circumstances will be considered on a case-by-case basis. If a student/parent would like to apply for professional judgment consideration, it is necessary to write a letter requesting a review of the current financial situation. This letter should explain in detail the current financial situation and why an adjustment to the EFC is warranted. The financial aid administrator will review all letters of request on a case-by-case basis. If the financial aid administrator decides that changes to any data elements on the FAFSA are warranted, the financial aid administrator will make changes to the FAFSA electronically and send it to the Federal Processor. Once the correction is made by the U. S. Department of Education, the Division of Student Financial Assistance will notify you by mail of the change in your expected family contribution and new award amount(s). You will also be notified if there is **no change** to your EFC or financial aid awards.

Any future student or governmental official who has a complaint concerning Aveda Institute Portland's management of Title IV, HEA programs may seek resolution by contacting the Director. The Director will receive the complaint and assist the future student in resolving the complaint.

## Additional Funding

Each future student will receive a financial plan that outlines their awards for the duration of the program. The school will follow this as a guideline for the student's education funding. A student has the option to change their funding during the program, should the need arise. A student should follow the process of contacting the financial aid administrator to make the necessary adjustments.

## The Award Letter

Each future student will receive an Award Letter prior to disbursement indicating the type and amount of Title IV funding in the award package for the award year. The Award Letter will contain specific information about how and when funds will be disbursed.

Upon receipt of the Award Letter, the future student should:

- Read the letter using this handbook as a guide to make sure he/she understands the terms of the awards offered.

Notify the financial aid administrator of any scholarships.

If the future student is satisfied with the award and would like to keep all of the funding, he/she should do nothing.

If the future student’s award package contains Direct Loan Funds in the form of Stafford Subsidized, Stafford Unsubsidized, or PLUS loans, the future student has the right to cancel all or a portion of the loans. Future students who wish to decline a portion of their aid should sign their Award Letter DECLINING their Title IV Funding and return it to the financial aid administrator.

Future and current students may adjust their financial aid at any time during their normal contracted hours and within their borrowing eligibility limits.

## Types of Awards

### Pell Grants

The federal Pell grant program is available to students with an expected family contribution (EFC) of 5576 or lower for 07.01.2019-06.30.2020. For future students who qualify, the Pell grant is the foundation of financial aid. Students may also be eligible for state grants. Other federal and non-federal sources of funding may be added to the award package to meet the future student’s total cost of attendance. Unlike loans, grants do not need to be repaid.

The Department of Education requires that each future student file the Free Application for Federal Student Aid (FAFSA) and submit any additional documentation required by the federal government or the institute to the institute’s financial aid office in order to be eligible for any Title IV funding. Completion of the FAFSA will also determine state grant eligibility. Once all of the required documents for financial aid are submitted, the financial aid administrator determines a future student’s financial aid eligibility.

The policy and procedures for administering the federal Pell grant are as follows:

The financial aid administrator determines future student enrollment status. Enrollment status may be full or part-time.

Using Formula 4, the financial aid administrator determines the future student’s Pell cost of attendance (COA). If the program is longer or shorter than Aveda Institute Portland’s definition of the academic year (**26 weeks and 900 clock hours**) the financial aid administrator prorates the COA down or up to reflect one academic year.

After calculating the Pell COA, the financial aid administrator uses the EFC as reported on the future student’s institutional information record (ISIR) to determine the total Pell grant award.

Pell funds are drawn down and disbursed twice per academic year. See the Definition of Academic Year policy for each program’s payment periods. The Definition of Academic Year policy states the specific number of hours and weeks a future student must complete in order to move to the second payment period in the academic year and receive the second disbursement of Pell grant funds.

Payments per payment period are determined using the payment schedule set by US Congress

We are proud to offer Student Federal Aid to our students at Aveda Institute Portland. Of those who receive Student Federal Aid, about 2/3 of the student body receives Pell Grants.

Financial Aid Recipients			
Female	94.9%	Male	5.1%
American Indian/Alaska Native	0.0%	Native Hawaiian/Pacific Islander	3.4%
Asian	3.4%	Race/ethnicity unknown	0.0%
Black/African American	1.7%	Two or more races	1.7%
Hispanic of any race	8.5%	White	81.4%
PELL Grant Recipients			
Female	90.7%	Male	9.3%
American Indian/Alaska Native	1.3%	Native Hawaiian/Pacific Islander	0.7%

Asian	6.0%	Race/ethnicity unknown	3.3%
Black/ African American	0.0%	Two or more races	2.7%
Hispanic of any race	12.0%	White	74.0%

### Federal Direct Loans

Aveda Institute Portland offers Federal Direct Loans (Stafford Subsidized and Unsubsidized Loans) in its financial aid packages. To apply for these loans, the future student must file the FAFSA and submit any additional documentation required by the federal government to the institute's financial aid office. The financial aid administrator then determines the future student's eligibility for these loans. All Federal loans will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

### Subsidized Loans

Subsidized loans originated after 07/01/2019 and before 06/30/2020 have a fixed interest rate of \*4.53%. The interest will not change throughout the life of the loan. There is no interest charged to a future student's subsidized loan as long as he/she maintains half-time enrollment at the institute. The interest rate varies each year on new loans and is adjusted each July 1st. Unsubsidized loans are available to future students who do not qualify for the subsidized loan or have additional financial need after the subsidized loan is added to the financial aid award package. Unsubsidized loans have an interest rate of \*4.53%. Unlike the subsidized loan, interest accrues on the unsubsidized loan while the future student attends school. The \*4.53% interest also remains fixed during grace and deferment periods and repayment. Future students have the option to pay interest while it accrues or add it to the principal balance of the loan.

\*\*\*If a dependent future student's parents are denied a PLUS loan, the future student is eligible for an additional \$4,000 in Unsubsidized Stafford Loan.

If the future student chooses to accept the Direct Loan, he/she must complete a Master Promissory Note (MPN). Aveda Institute Portland uses the electronic MPN, but a future student may request a paper MPN. The future student may complete the MPN online at [www.studentloans.gov](http://www.studentloans.gov). Only one MPN must be signed for both subsidized and unsubsidized loans. Because the institute exercises the multi-year MPN functionality, future students may use a single MPN across his/her entire academic career.

Direct Loan funds are drawn down twice per academic year. See the Definition of Academic Year policy for each program's payment periods. The Definition of Academic Year policy states the specific number of hours and weeks a future student must complete in order to move to the second payment period in the academic year and receive the second disbursement of Direct Loan funds. First-time Direct Loan borrowers must wait for a 35-day probationary period before the first loan draw down.

Before Aveda Institute Portland may disburse loan funds, the future student must complete loan entrance counseling. The future student must complete entrance loan counseling online at: [www.studentloans.gov](http://www.studentloans.gov) This counseling provides loan borrowers with extensive information regarding the loan's terms and conditions. It also provides useful tips and tools to help future students develop a budget for managing educational expenses.

### Unsubsidized Loans

An Unsubsidized Stafford Loan is a federally guaranteed loan that is not based on financial need. Interest at a rate of 4.53% will accrue from the time the loan is disbursed to the school. You do not have to make interest or principal payments until six months after graduation, or six months after you drop below a half time status. If you choose not to pay the interest while you are in school and during grace periods and deferment or **forbearance** periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan). The amount you can borrow is determined by considering the cost of attendance and other financial aid you receive. Please see interest rates listed in the **Subsidized Loans** section as these are applicable to both.

### PLUS Loans

Parents of future students have the option to borrow the Federal PLUS Loan on behalf of the future student to help pay for tuition and expenses related to an education at Aveda Institute Portland. The future student must be enrolled at least half time, and the parent must pass a credit check in order to receive this loan. This loan is unsubsidized, so interest accrues while the future student is in school. The interest rate for Direct PLUS Loans originated and disbursed on or after 07/01/2019 and before 06/30/2020 is a fixed rate of \*7.08%. Interest is charged on Direct PLUS Loans during all periods, beginning on the date of your loan's first disbursement. To qualify for the PLUS loan, a future student must file a FAFSA. The PLUS loan master promissory note (MPN) serves as the loan application and includes information for the parent credit check. There is no annual limit, but the PLUS loan amount may not exceed Cost of Attendance (COA) – Estimated Financial Assistance (EFA). The financial aid administrator may replace the future student's expected family contribution (EFC) with the PLUS loan.

PLUS loan funds are drawn down twice per academic year. See the Definition of Academic Year policy for each program's payment periods. The Definition of Academic Year policy states the specific number of hours and weeks a future student must complete in order to move to the second payment period in the academic year and receive the second draw down of PLUS loan funds. \*All interest rates and fees are calculated by the federal government and are subject to change.

### Direct Loan Limits

Federal Direct Loans for the Cosmetology Program		
Year	Dependent Students	Independent Students
First-Year	\$5,500 – No more than \$3,500 of this amount may be in subsidized loans.	\$9,500 – No more than \$3,500 of this amount may be in subsidized loans.
Second-Year	\$6,500 – No more than \$4,500 of this amount may be in subsidized loans.	\$10,500 – No more than \$4,500 of this amount may be in subsidized loans.
Third-Year (pro-rated)	\$292 per year – No more than \$214 of this amount may be in subsidized loans.	\$447 per year – No more than \$214 of this amount may be in subsidized loans.

Federal Direct Loans for the Hair Design Program		
Year	Dependent Students	Independent Students
First-Year	\$5,500 – No more than \$3,500 of this amount may be in subsidized loans.	\$9,500 – No more than \$3,500 of this amount may be in subsidized loans.
Second-Year (pro-rated)	\$1,806 – No more than \$1,250 of this amount may be in subsidized loans.	\$2,917 – No more than \$1,250 of this amount may be in subsidized loans.

Federal Direct Loans for the Esthiology Program		
Year	Dependent Students	Independent Students
First-Year (pro-rated)	\$3,622 – No more than \$2,288 of this amount may be in subsidized loans.	\$6,288 – No more than \$2,288 of this amount may be in subsidized loans.

Lifetime Maximum for All Students		
Year	Dependent Students	Independent Students
Maximum Total Debt from Subsidized and Unsubsidized Loans	\$31,000 – No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates – No more than \$23,000 of this amount may be in subsidized loans.

## Other Financial Resources

### Private Scholarships and Loans

Organizations and corporations offer scholarships to students. Connect with the organizations and corporations in your life and ask if they offer scholarships. You can also contact the financial aid office for a list of scholarship resources in the cosmetology industry. Private educational loans are also available to those who qualify.

### In-House Scholarships

Criteria for any in-house scholarship programs available, the process for application, notification of award or denial, the disbursement schedule, the credit methodology, and disqualifications parameters are articulated to the recipient of the award and agreed upon by signature through an official award letter.

Any scholarship awarded a student from any source will be documented on the enrollment agreement as a scholarship at the time of the award. If the award is made after the initial enrollment agreement has been signed, a rider to that agreement must be executed and attached.

### Veteran's Benefit Student Funding Policy - Title 38 United States Code Section 3679(e)

A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

Aveda Institute Portland school policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution *a certificate of eligibility for entitlement*  
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to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Aveda Institute Portland will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, it is Aveda Institute Portland’s school policy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Provide additional information necessary to the proper certification of enrollment by the educational institution such as prior education transcripts for any prior post-secondary education.
3. The Estimated Financial Plan may also require additional payment for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

## Definition of the Academic Year

The academic year is defined as 900 clock hours for all programs. There are two payment period per academic year. For all programs, the first payment period is the period in which the student successfully completes ½ the clock hours and ½ the instructional time in the program. The second payment period is the period in which the student successfully completes the remainder of the program and will receive any excess funds he/she may have on their account for that academic year. Payment periods are different for each of the programs.

**Cosmetology program** is divided into three academic years and has five draw down periods.

- **First Academic Year**
  - First period is eligible when student completes 30 days of the program
  - Second period is eligible when student completes 450 clock hours
- **Second Academic Year**
  - First period is eligible when student completes 900 clock hours
  - Second period is eligible when student completes 1350 clock hours
- **Third Academic Year**
  - First period is eligible when student completes 1800 clock hours

**Esthiology program** is less than a full academic year. Total of two draw down periods.

- **First Academic Year**
  - First period is eligible when student completes 30 days of the program
  - Second period is eligible when student completes 300 clock hours

**Hair Design program** is divided into two academic years and has three draw down periods.

- **First Academic Year**
  - First period is eligible when student completes 30 days of the program
  - Second period is eligible when student completes 450 clock hours
- **Second Academic Year**
  - First period is eligible when student completes 900 clock hours

## Disbursements

Before disbursing funds, the financial aid administrator checks the future student’s general eligibility, program-specific eligibility, and the period for which the future student is eligible. Funds are only disbursed if the future student is eligible. When the financial aid administrator determines that the future student is eligible, the Career Services Leader draws down funds and credits the future student’s account.

For all first-year, first-time borrowers, the institute may not credit the future student’s account or release Direct Loan funds to the future student until 30 days after the first day of the future student’s program of study. Once this 30-day period has elapsed, the institute will draw down eligible funds. All subsequent disbursements will come after the future student has completed the required credit clock hours AND is in Satisfactory Academic Progress (SAP). The career services leader will draw the Electronic Funds Transfer (EFT) and disburse funds on a weekly basis. A student’s account will be credited within 3 days of draw down. Pell Grant funds, which do not require a 35-day probation period, are disbursed within the first two weeks after the program’s start date. Pell grants are applied directly to tuition and kit costs. Federal loan funds will be applied to the student's balance for the current payment period and excess funds (if any) will be generated and disbursed via check within 14 business days. The recipient is notified the disbursement check is



available via e-mail. If the check is not picked up within 14 calendar days, the check will be mailed to the recipient. Non-Title IV credits will be disbursed within 30 days of when Title VI funds are earned. Current year Title IV funds may not be used to pay prior year charges in excess of \$200.

\* Amounts drawn down will first be applied to the student's payment period balance prior to excess funds.

At Aveda Institute Portland, it is the financial aid student account office's role to determine Title IV funding eligibility and award funds. To keep a clear and separate division of duties, the student accounts office never draws down, disburses federal aid according to the student account office's determination of eligibility, or refunds Title IV funds. The financial aid administrator draws down, disburses, refunds Title IV funds and maintains fiscal records in the Freedom system.

A PWD (Post Withdrawal Disbursement) is a type of disbursement which applies to a student who withdraws completely from the institute without first receiving all Title IV funds which they are eligible for. The amount of the disbursement is determined by the completing the required Title IV calculation no later than 45 days after withdrawal. The institute will notify the student or parent within 30 days of determination. The student or parent must submit a written request to have the PWD disbursed within 30 days of notification. The funds will be sent within 60 days of receipt of written request. Post-withdrawal disbursements will first be made from grant programs and then from student loans. The institute will return Title IV funds of which we are responsible for within 45 days after date of determination.

## Over award and Recalculation of Pell and Direct Loans

An over award occurs when a student is awarded funding that he or she was not eligible for. Several examples of why an over award can occur are:

- The Institute awards aid to a student who is ineligible for a specific program and/or is ineligible for any FSA program assistance such as a defaulted student loan;
- The student's award exceeds the regulatory maximum, eg, the annual or aggregate loan limits or a Pell award based on the wrong payment schedule/enrollment status;
- The student's aid package exceeds that of his or her need (including when the student's Expected Family Contribution (EFC) is revised upward after initial packaging;
- The student's awards exceed his or her cost of attendance (COA);
- The student is receiving Pell grant at multiple schools for the same period.
- The student makes an update or change on their FAFSA application after the awarding period, changing their dependency status.
- The student fails to make attendance at the start of the program

Aveda Institute Portland sets up their financial plans to ensure that each student is aware of the funding that he or she is eligible for and how it will be applied. If an over award occurs due to any reason, Aveda will contact the student immediately to discuss a plan of action. The student will meet with a finance representative to adjust his/her estimated financial plan (EFP) to meet the guidelines. Aveda Institute Portland will determine over awarding while adhering to standard Department of Education guidelines specifically applying all grants and/or scholarships to a student's account prior to Direct and Parent Plus loans. Once recalculations have been submitted and approved by both parties, a financial representative will take the necessary action, working with the bookkeeper as well as Aveda Institute Portland's third-party processor.

## Overpayment

If a situation arises where a student has been overpaid the proper excess amount that he/she should receive, a finance representative shall contact the student immediately to discuss the matter. Solutions are based on the student's individual financial situation. If an over payment does occur, Aveda Institute Portland will take appropriate action adjusting the student's awards considering the best financial plan for the student. If the overpayment has resulted in a balance on the student's ledger, the student will meet with a financial representative to set up a financial plan. Please remember, transcripts will not be released if there is a balance on the student ledger.

## Return of Title IV Funds Policy

Federal financial aid is awarded to students contingent upon the student attending classes and successfully completing the entire payment period. If the student fails to complete the payment period successfully, the student may be responsible for repaying part or all of the federal financial aid. The Financial Aid Office is required by federal regulations to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period.

Earned Title IV Funds are federal Title IV funds used to cover education costs according to the length of time the student was enrolled before withdrawing. The amount of funds earned is directly proportional to the time enrolled, through 60% of the payment period. After 60%, the student is considered to have earned 100% of federal aid. Unearned Title IV Funds are the amount of grant and loan assistance awarded under Title IV that has not been earned by the student and must be returned to the programs.

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

Percentage of payment period completed = the number of clock hours the student was scheduled to complete in the period as of the day the student withdrew divided by the total clock hours in the payment period. This percentage is also the percentage of earned aid.

If a student earned less aid than was disbursed, Aveda Institute Portland would be required to return a portion of the funds and the student would be required to return a portion of the funds.

**Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.**

If a student earned more aid than was disbursed to him/her, Aveda Institute Portland would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal.

Aveda Institute Portland must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

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

## Future Student Rights and Responsibilities

Rights to Privacy

- All information submitted with your financial aid application will be treated as confidential.
- An explanation of the financial aid process. If you do not understand how your financial aid award was determined, please contact the Financial Aid Office.
- Appeal. Please contact the Financial Aid Office if you believe that your application for financial aid was not fairly evaluated.
- Know the effect of withdrawal/ceased attendance of class from the institute and the impact it will have on your financial aid.
- Know where to go for advice regarding other financial alternatives.

Responsibilities

- Submit honest and accurate information on all forms.
- Promptly respond to requests and inquiries from the financial aid office.
- Use financial assistance solely for expenses related to education at Aveda Institute Portland.
- Report any financial assistance received from sources outside of Aveda Institute Portland promptly upon notification of the award. The future student is responsible for reporting changes in his/her finances. The future student must notify the Financial Aid Office of the receipt of scholarships, loans or grants from any source outside of Aveda Institute Portland so that the financial aid administrator may adjust the financial aid award. The Financial Aid Office is required by law to consider all sources of aid when awarding federal student aid funds.
- Maintain Satisfactory Academic Progress (SAP) as defined in Aveda Institute Portland policy.
- Report any changes in name, local and/or permanent address, and marital status to the Financial Aid and Career Services offices promptly.
- If selected for Verification, the future student (and his/her spouse/parents, if applicable) will be required to submit additional materials to document information submitted on the financial aid application.
- The future student is responsible for repaying his/her loans. Acceptance of any loan carries a serious legal and financial obligation. Failure to meet this obligation will adversely affect the future student's credit rating and prohibit him/her from receiving federal financial aid in the future. Student borrowers are required to attend an Entrance Interview before receiving any loan funds. Borrowers are also required to attend an Exit Interview before leaving school. During the Exit Interview we will explain the various repayment options and types of deferments available.
- Report changes in your student status. If there is an address change, drop below full-time status, or withdrawal from school the future student must notify the Financial Aid Office as soon as possible.

The future student is encouraged to keep copies of all documents and records submitted to Aveda Institute Portland financial aid office.

## Fiscal Reports and Financial Statements

Aveda Institute Portland bookkeeper and the Financial Office complete monthly financial bookkeeping. Bookkeeping monitors:

1. Students who are currently up-to-date on payments
2. Students who are late on making payments
3. Total hours actually attended by each student

#### 4. Total hours actually attended for the entire student body

Before drawing down funds from the federal government, the financial aid administrator works with the bookkeeping report and reviews each Title IV recipient's academic progress and hours attended as recorded in the FAME clock system. The financial aid administrator then creates a report of all students eligible for financial aid disbursements and submits this report to the Career Services Leader.

Bookkeeping monitors when funds are drawn down and deposited into Aveda Institute Portland bank account and keeps monthly reports of the intake and pay out of each type of federal funding. The financial aid administrator submits the information on these reports to remain in compliance with the specific requirements of each program.

Fiscal Records are maintained by Aveda Institute Portland and stored with Aveda Institute Portland's bookkeeper:

1. Records of all FSA program transactions
2. Bank statements for all accounts containing FSA funds
3. Records of student accounts, including each student's institutional charges, cash payments, FSA payments, cash disbursements, refunds, returns, and overpayments required for each enrollment period
4. General ledger and related subsidiary ledgers that identify each FSA program transaction. These transactions are separate from the institute's other financial transactions.

## Occupational Employment Statistics (OES)

The May 2018 Occupational Employment Statistics Data were released on March 30, 2019 and are available for reference at [www.bls.gov/oes/tables.htm](http://www.bls.gov/oes/tables.htm).

Based on this most recently published information, Skin Care Specialists (SOC Code 39-5094) nationally, earn an average hourly wage of \$17.48 per hour and an average annual wage of \$36,350. Estimates calculated from employers in Portland-Vancouver-Hillsboro, OR-WA are an average of \$18.22 per hour and an average annual wage of \$37,900.

Based on this most recently published information, Hairdressers, Hairstylists, and Cosmetology (SOC Code 39-5012) nationally, earn an average hourly wage of \$14.51 per hour and an average annual wage of \$30,190. Estimates calculated from employers in Portland-Vancouver-Hillsboro, OR-WA are an average of \$15.40 per hour and an average annual wage of \$32,020.





## Catalog Acknowledgement

I hereby acknowledge that I have received and read the **Aveda Institute Portland Student Catalog January 1,2020– December 31,2020**. I also have been given a copy of the catalog and security report to use for future reference. In consideration of my enrollment, I agree to conform to the outlined rules and specific regulations communicated by Aveda Institute Portland. It is also understood that the Catalog provides general information on current guidelines covering educational related policies and procedures. By signing this form, you are giving representatives of Aveda Institute Portland permission to contact you via regular mail, email, phone and/or text messaging. Aveda Institute Portland may make changes to it at any time by adding to, deleting, revising, or totally revoking any information as it deems necessary, without prior notice. Catalog addendums that effect the student’s enrollment contract will be provided to the student for signature. The information contained in this Catalog supersedes any and all prior or written representations or statements regarding personnel policies, practices, and procedures of Aveda Institute Portland. Final interpretation of any policy, practice, procedure, etc. is at the discretion of the administration. Violation of these policies may result in disciplinary action, which could include immediate expulsion. The information in this Student Catalog is supplemental to your contract or an addendum to your contract with Aveda Institute Portland. I understand that by enrolling at the Aveda Institute Portland I acknowledge that I am student and have no relationship as an employee.

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Date of Return

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Parent Name (if under 18)

\_\_\_\_\_  
Parent Signature

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- I AM 18 YEARS OF AGE OR OVER OR I WILL BE BY THE START DATE OF MY PROGRAM

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Date of Return

\_\_\_\_\_  
Parent Name (if under 18)

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Parent Signature

