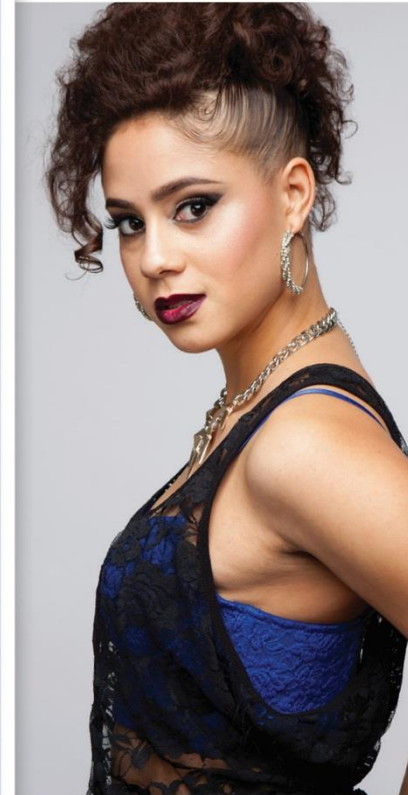
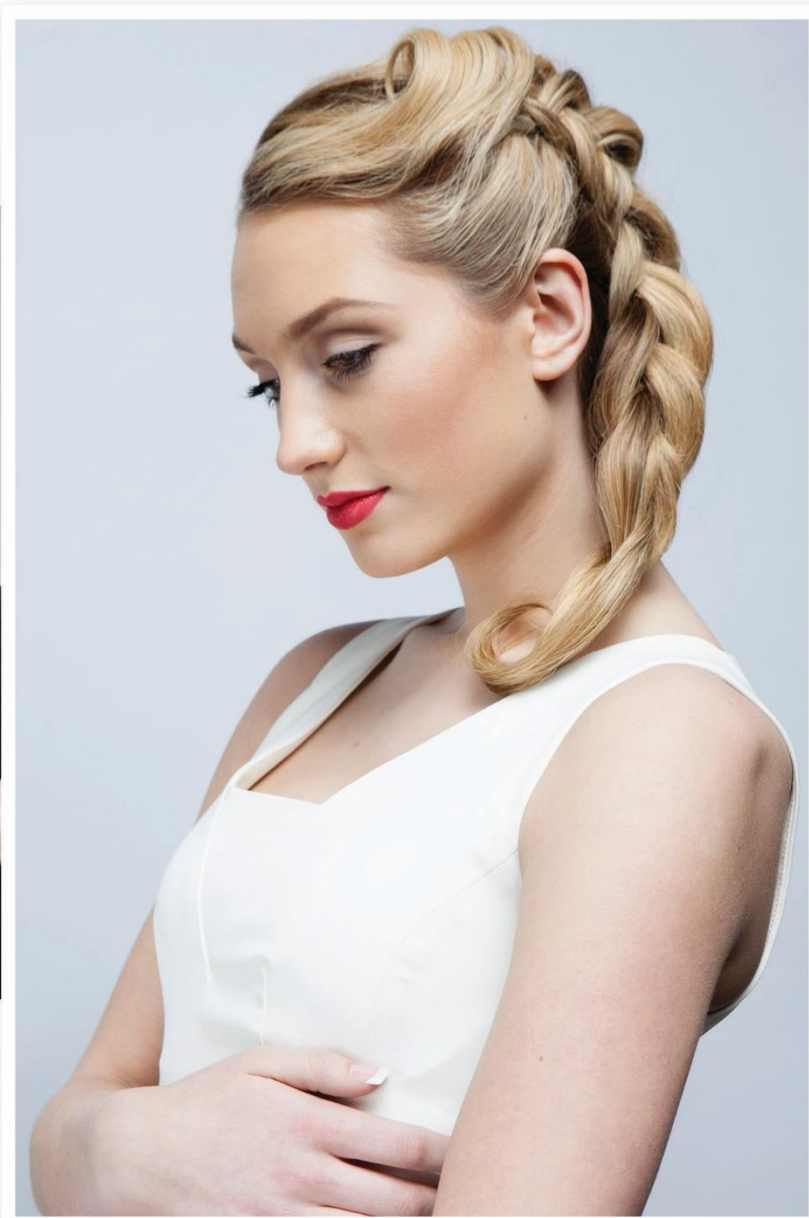


# STUDENT CATALOG



**CREATE • INSPIRE • CHANGE**

Aveda Institute Portland | Portland Campus

325 NW 13<sup>th</sup> Avenue  
Portland, OR 97209

503.294.6000

January 1<sup>st</sup>, 2017 – December 31<sup>st</sup>, 2017



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

Owned By:

Mojo Biz, LLC.

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)

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)

\*Financial Aid is available to those who qualify\*

## 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:** Jessica Dutton

**Offsite Title IX Coordinator:** Tracie Bryant

**504 Coordinator:** Jessica Dutton

### Director of Compliance

Jessica Dutton - [Jessica@avedapdx.com](mailto:Jessica@avedapdx.com) | 503-294-6000 x.343  
*Jessica has been in the industry for 11 years and 3 years at Aveda Institute Portland. She attended Lewis & Clark College and earned a Bachelor's Degree in Art History. Jessica is most passionate about student success and chose this industry because it has everything she was looking for- education, creativity and intelligence. For Jessica her favorite part about working with students is that every day is a new day with a new skill to tackle. She enjoys seeing their passion for growth and watching their career take off. Jessica is most inspired by watching students grow into amazing and compassionate service providers.*

### 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 13 years and an instructor for 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!*

### Director of Operations

Niki Sparks- [niki.sparks@avedapdx.com](mailto:niki.sparks@avedapdx.com) | 503-294-6000 x.321  
*Niki has been in the industry for 16 years. She attended the 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  
 Pivot Point Curriculum Development  
 NCMEC Awards  
 NACCAS Training  
 IPEDS Training

### **Manager of Education**

Daniel Cecil

*Danny has been in the industry for 9 years and an instructor for 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*

### **Financial Aid Manager**

Ana Dugan - AnaD@avedapdx.com | 503-294-6000 x.320

*Ana has been in this industry for 7 years. She attended Western Oregon University and Portland Community College. Ana is most passionate about assisting students with finances and professional growth. She chose this industry because she enjoys the fast paced environment and seeing all the creativity. Ana's favorite part about working with students is seeing the results and the way their education and school experiences help shape them into professionals. She is most inspired by knowledge and creativity. Her proudest moments so far is every successful audit!*

### **Student Accounts**

Kim Wells - SA@avedapdx.com | 503-294-6000 ext 321

*Kim has worked at the Institute for a year and is new to the Student Accounts position! Kim chose this industry because is it such a passionate industry and she felt her skill set could help motivate and coach students into fully pursuing their dreams!*

#### **Admissions Representatives**

Regan Hendryx - Regan@avedapdx.com | 503-294-6000 x.310

*Regan has been in this industry for 14 years. She attended school at Western Oregon where she majored in Art and minored in speech communications. She is most passionate about the environment around her, which is one of the reason she loves Aveda as their mission for the world coincides with her own. Regan chose this industry because she enjoys working with people and helping them to realize their dreams and achieve them! Her favorite part about working with students is seeing their excitement for the industry as they start off! Regan is most inspired by individual growth both in herself and the students she sees every day. Her proudest moment so far is every graduation and seeing students get that first job!*

Molly Hill - Molly.McLelland@avedapdx.com | 503-294-6000 x.311

*Molly Hill has been in the industry for 9 years and at the Aveda Institute Portland for 7 years. She is most passionate*

*about helping students become successful (something she knows a lot about as she is an Aveda Institute Portland grad)! Molly chose this industry because she can be a part of making someone feel beautiful, on the inside and out! She also is inspired by the endless amount of creativity that the beauty industry offers. Her favorite part of working with students is watching them grow into professionals. She is always amazed by their creativity and passion for this industry! She finds inspiration in her two kids, her husband and amazing friends. Music, fashion, Portland, culture and diversity are also areas of inspiration. Molly's proudest moment so far has been watching so many great students over the years graduate and go on to be successful professionals.*

### **Student Services Coordinator**

Kristin Mickelson - StudentServices@avedapdx.com | 503-294-6000 x.330

*Kristin had been here at AIP for a year. She attended the University of Phoenix in California. She is most passionate about giving back and helping others grow. Kristin chose this industry because her oldest daughter graduated from the Cinta Aveda School in San Francisco and she was inspired by the mission and culture of Aveda. Her favorite part about working with students is inspiring each individual student to grow both personally and professionally. As a mom of 3, it is a familiar feeling for her to want students to succeed - she loves seeing how they dedicate themselves to change and become more confident over time. Her proudest moment so far has been working with a student who struggled in school but with support and guidance, graduated with 97% attendance! It was a gratifying feeling for Kristin to know she had a part in helping that student become successful.*

Kayla Cartagena - [Testing@avedapdx.com](mailto:Testing@avedapdx.com) | 503-294-6000 ext 331

*Kayla is a graduate from Paul Mitchell School - Orlando and has been in the industry for two years. She is new to the Aveda Institute Portland Team. Kayla is inspired by art, passion, and what the world has to offer!*

### **Educators**

#### **Esthiology and Nail Technology Instructor**

Beatrice Van - beatrice@avedapdx.com

*Beatrice Van has been in the industry for 13 years and an instructor 8 years. She attended the International Beauty School here in Portland, or and is most passionate about helping people look and feel good. She chose this industry because you can think outside the box, be creative and have the ability to enhance an individual's sense of inner beauty or even transform a pair of hands to works of art every day. Beatrice would say her favorite part of working with students is connecting with them, seeing their growth and when the lightbulb comes on- its amazing feeling. She is inspired by her students, her AIP and CND colleagues, music, art, fashion and new industry innovations. Her proudest moment in the industry so far has been passing and completing the CND boot camp program and becoming a CND ambassador. She is also very proud to be a certified skin care coach and has been published in a variety of mediums.*

**Achievements:**

Winner of CND design lab challenge in Shellac and Vinylux  
Aveda Skin Coach  
CND education Ambassador  
American Skin Cancer Society Look Good and Feel Better program  
Dosha Creative Team- Makeup artist  
Portland Fashion week spring/fall 2014  
Dosha Bridal Elite Team member  
Rocked Bridal event- Makeup artist  
Makeup artist for Americas Next top model Naima Mora  
Aveda Institute Portland Catwalk for Water 2008-present  
Bee Aware Dosha Salon Spa Photoshoot 2014  
Dosha Bridal Elite- before and after Photoshoot 2014  
Oscar Dominick editorial photoshoot 2014  
Portland Fashion week (Art Institute) photoshoot 2014  
First Thursday Stephanie D Couture runway event 2014  
Dosha Bridal Photoshoot 2013  
Dosha Pride editorial photoshoot 2015

**Esthiology Instructor**

Amanda Koennecke - Amanda.koennecke@avedapdx.com  
Amanda has been in the industry for 11 years and chose this industry because she has loved playing with makeup from a very young age! Amanda's favorite part about the industry is working with guests to make them more beautiful and self-confident.

**Accomplishments**

Owner at Waterhsed Wellness  
Eminence Organic Skincare - Job Shadow  
Toni & Guy - Makeup Artist

**Cosmetology Educators\***

Lisa Christiansen - 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

Brian Cline has been in the industry for 26 years and an educator for 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 Dosha Salon Spa  
Dosha Salon Spa Master  
Dosha Creative Team member  
Aveda Institute Portland Catwalk for water 2009-present  
Portland Fashion Week Spring/fall 2014

Sami Jones - Samantha.Jones@avedapdx.com

Sami got her start in the industry with local Aveda salons as well as continuing her education by expanding her knowledge of other product lines, such as Sebastian, Wella, Unite, Redken, and American Crew. Sami has a plethora of experience prior to coming into the education section of the industry with over 14 years of experience behind the chair, many of those years, she owned her own business. From a young age, Sami knew that Cosmetology was her true passion, "I don't recall actually choosing hair. Hair chose me." Constantly inspired by seeing the students learning those first steps to becoming an artist motivates Sami as an educator. She is always looking for new ways to help make that light bulb pop for students, encouraging them to learn new things.

Dana Murphy - dana.murphy@avedapdx.com

Dana has been in the industry for 5 years. She attended school at the Aveda Institute of Beauty and Wellness in Milwaukee, Wisconsin. She is most passionate about hair color and sharing her love for the beauty industry. Dana chose this industry because she loves the open-minded people it attracts and she is always on her toes, learning something new! Her favorite part about working with students is watching their "a-ha!" moments; when they finally grasp something unfamiliar to them. Dana finds inspiration in fashion, keeping up with trends and living a healthy lifestyle. Her proudest moment so far was when she became an instructor at the institute she once attended herself!

**Achievements:**

Hair Color Master Series (Milwaukee, WI)

Beau Murillo - beau.murillo@avedapdx.com

Beau has been in the industry for 11 years and has been an instructor for 4.5 years. He attended school in San Diego California. Beau is most passionate about achieving goals through beauty and he chose this industry because he loves to provide solutions to guests and making them feel good at the same time! His favorite part about working with students is that he gets to empower them to create their own destinies using beauty as a backdrop. He finds inspiration in the energy and creativity of his coworkers, nature and the endless possibilities of creating something beautiful with his own hands. So far he would say his proudest moment has been working alongside former students, as professionals on projects.

**Achievements:**

Aveda Business coach  
Hairstyling for MAC Cosmetics collection launches  
Styling on stage at the ISSE hair show  
Portland fashion week spring/fall 2014  
Dosha Bee Aware Campaign photoshoot- Makeup artist

Work published in About Face magazine

Lori Calabrese - [lori.calabrese@avedapdx.com](mailto:lori.calabrese@avedapdx.com)

Lori has been in the industry for ten years and teaching for one year. Lori's favorite part about working with students is guiding a collaboration between student and guest to fruition and seeing the "light bulb moments" with students!

Lori Calabrese

Lori Calabrese - [lori.calabrese@avedapdx.com](mailto:lori.calabrese@avedapdx.com)

Lori has been in the industry for ten years and teaching for one year. Lori's favorite part about working with students is guiding a collaboration between student and guest to fruition and seeing the "light bulb moments" with students!

Achievements:

Lupe Voss - Hair Color Magic 3

Creative Formulation

Beyond Balyage

Deep Systems and Fusion

Core Cutting - Pivot Point

Lisa Davy - [lisa.davy@avedapd.com](mailto:lisa.davy@avedapd.com)

Lisa has been in the industry for 14 years and has been teaching for a little under a year. Lisa chose this industry because she loves the artistic aspect and ability to combine that with helping people. Lisa is most proud of her ability to inspire and motivate those around her!

Achievements:

Justin Timberlake - Clothing Release

Toni & Guy - advanced training

Toni & Guy - Junior Art Team (Scottsdale, AZ)

Toni & Guy - Recruiter

Traci Kyniston - [tracy.kyniston@avedapdx.com](mailto:tracy.kyniston@avedapdx.com)

Traci has been in the industry for 20 years and is new to teaching at Aveda Institute Portland! Traci chose this industry because she can be creative, work with people, and can always learn something new. Traci's proudest moment in the industry thus far is opening her private hair studio.

Achievements:

Toni & Guy - Advanced from Apprentice Level to Top

Designer Level

Toni & Guy - Advanced Training

TIGI Ambassador

Katherine Arnold - [katheryn.arnold@avedapdx.com](mailto:katheryn.arnold@avedapdx.com)

Kat has been in the industry for eight years and has been teaching for a year. Kat is most passionate about artistic diversity and the high-level momentum of the beauty industry.

Achievements:

Mercedes-Benz Fashion Week

VIE Magazine - recognition as up-and-coming entrepreneur

Brandi Gray - [Brandi.Gray@avedapdx.com](mailto:Brandi.Gray@avedapdx.com)

Brandi has been in the industry for 10 years and is new to teaching at Aveda Institute Portland. Brandi chose this industry because she wanted to have a creative career that she would love every day! Brandi's proudest moment in the industry thus far is working on hair and styling with a

photographer to put together an editorial published in an Australian magazine!

Achievements:

Paul Mitchell - Advanced Haircutting Techniques

American Crew - Advanced Haircutting Techniques

Wahl - Advanced Haircutting Techniques

\*Cosmetology Instructors are licensed in hair design as well as nail technology and/or esthetics.

## 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 10:00 AM to 6:00 PM Monday through Friday. Personnel available to assist with financial aid questions, consumer information, and institutional information may contact Financial Aid Manager, Ana Dugan; Student Accounts, Kim Wells; or School Director, Jessica Dutton. 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.

## 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/lot/216>

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

## 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.

## Facilities and Equipment

### Aveda Institute Portland Facility

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 three 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:** At 10,000 sq ft., the third floor is a quieter environment mostly comprised of individual theory classrooms. Each of the six classrooms are set up to accommodate the different phases of our curriculum. Besides having several classrooms dedicated to quiet lecture and workspaces for students, there is also a classroom devoted to spa training only and an additional classroom set up as a media room to show demonstrations through a projector. Students are able to view bio films on icons in our industry. All classrooms are equipped with moveable walls to accommodate large group learning and demonstrations without distracting other classes.

**Student Resources:** There are also two dedicated lunch/break rooms for student use on the second and third floors. While our facility is more than 30,000 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
- ✓ Received 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 Certification. 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 and bring your copy of the school catalog

✓

## Enrollment Procedures

For the Cosmetology and Hair Design programs, Aveda Institute Portland enrolls students on a bi-monthly basis. The Esthiology Program enrolls students every four months. Start dates are arranged at the beginning of each year and are posted in the admissions office. Each student that applies for admission to Aveda Institute Portland must provide a valid high school diploma or GED Certification.

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 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 or 311.

Once all application requirements have been received by the Admissions Department, you will receive a written answer to your application within 10 business days. If enrollment is denied at that time, you can reapply after six (6) months of notification.

It is advisable to apply for enrollment and pay the enrollment fee *at least four weeks in advance* to ensure a place in class. 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 once with Aveda Institute Portland with no fee incurred. After one official change of start date, an additional application 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 before transcripts are issued and the student graduates from Aveda Institute Portland.

## 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. Published by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

2015 NACCAS Disclosed Outcomes

Completion Rate: 68.15%

Placement Rate: 71.60%

Licensure Rate: 96.73%

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 issued.** 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 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 charged \$7.78 per hour credit transferred in and Hair Design Students will be charged \$8.00 per hour credit transferred in.

Any veteran receiving GI Bill 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.

**Veteran Benefit Students**

Any veteran receiving GI Bill 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.

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.

## Calendar

Start Date	Full Time Cosmetology Graduation	Part-Time Cosmetology Graduation	Full Time Hair Design	Part-Time Hair Design Graduation	Full Time Esthiology Graduation
01/10/2017	05/08/2018	02/07/2019	01/06/2018	07/25/2018	05/16/2017
03/14/2017	07/17/2018	04/11/2019	03/10/2018	09/26/2018	n/a
05/16/2017	09/18/2018	06/13/2019	05/12/2018	11/29/2018	09/26/2017
07/18/2017	11/13/2018	08/15/2019	07/14/2018	02/05/2019	n/a
09/12/2017	01/18/2019	10/10/2019	09/08/2018	04/02/2019	01/25/2018
11/07/2017	05/15/2019	12/10/2019	11/03/2018	05/28/2019	n/a
01/09/2018	05/08/2019	02/12/2020	01/08/2019	07/25/2019	05/15/2018
03/13/2018	07/17/2019	04/15/2020	03/12/2019	09/26/2019	n/a
05/15/2018	09/18/2019	06/17/2020	05/14/2019	12/03/2019	09/25/2018
07/17/2018	11/13/2019	08/19/2020	07/16/2019	02/06/2020	n/a
09/11/2018	01/21/2020	10/14/2020	09/10/2019	04/02/2020	01/25/2019
11/06/2018	03/17/2020	12/10/2020	11/5/2019	05/28/2020	n/a

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 holiday)*  
 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.

**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 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>

**My Vote**

**Tuition, Fees, and Payments**

Effective September 2013							
Course	Total Clock Hours	Clock Hours Per Week	Number of Weeks to Completion	Tuition	Kit and Book Fee	Registration Fee	Total Program Cost
Cosmetology	2300	35	66	\$17,900	\$2,650	\$150	\$20,700
Cosmetology	2300	22.5	102	\$17,900	\$2,650	\$150	\$20,700
Hair Design	1700	35	49	\$13,600	\$2,350	\$150	\$16,100
Hair Design	1700	22.5	76	\$13,600	\$2,350	\$150	\$16,100
Esthiology	600	35	17	\$7,350	\$1,900	\$150	\$9,400

Application fee for all programs = \$20 \* If notice of enrollment cancelation 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 for 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 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.

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

**A \$30 return check fee will applied 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, \$1,900 for esthiology, and \$2,350 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 student's instructor 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

Name	ISBN	Retail Price	Expiration
Pivot Point Salon Fundamentals Cosmetology	978-1-940593-25-8	\$404	Online subscription expires 730 days from activation
Aveda Curriculum	No ISBN	\$287	Online subscription expires 6 months following program completion or upon withdrawal

### Esthiology

Name	ISBN	Retail Price	Expiration
Pivot Point Salon Fundamentals Eshetics	978-0-9742723-1-3	\$404	Online subscription expires 730 days from activation
Art and Science of Esthiology Participant Guide	No ISBN	\$160	Online subscription expires 6 months following program completion or upon withdrawal

## 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 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.

### 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 Hair Design, Esthetics, and/or Nail Technology of which a student is required to successfully complete.

#### Safety and Sanitation - 150 Clock Hours

Dispensary	20 Clock Hours
Hazardous Chemical Awareness	8 Clock Hours
OSHA Regulation/MSDS Sheets	20 Clock Hours
Oregon Law/Oregon Rules and Regulations	20 Clock Hours
First Aid	8 Clock Hours
Safety/Sanitation; Decontamination and Infection Control; Bacteriology	74 Clock Hours
<b>Total</b>	<b>150 Clock Hours</b>

#### Career Development - 100 Clock Hours

Orientation	4 Clock Hours
Debt Management	4 Clock Hours
Professionalism	20 Clock Hours
Salaries/Taxes	16 Clock Hours
Setting Up a Business	10 Clock Hours
Resume Preparation/Interviews	6 Clock Hours
Salon and Reception Operations	20 Clock Hours
Advertising/Promotion	4 Clock Hours
Time Management	4 Clock Hours
Discretionary Hours	12 Clock Hours
<b>Total</b>	<b>100 Clock Hours</b>

## 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.

### Models

Throughout your education you will be required to provide live models to complete and receive credit for specific class work. 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 missed practical grades and may result in the student being sent home for the day.

### 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, practical exams, and 80% cumulative attendance to graduate. During their clinic time, 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.

### 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 on page 14.

### Awarding Extracurricular Hours

All extracurricular hours must 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 advised not 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. 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.

## 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 hazard 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

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 with an individual paper cup for each client.

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 - Esthiology

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

## Esthiology Course Description and Objectives

An Aveda Institute 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.

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, including the use of Vichy shower. 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. Aveda Institute Portland Esthiology students receive 100 additional clock hours than required by the state of Oregon.

## 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. The course is presented in the form of interactive lecture, hands-on demonstration, cooperative learning, and student participation. Audio-visual aids, guest speakers, projects, 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

Cells, tissue, and organs muscular system, Nervous system, Circulatory system, Endocrine system, Excretory system, Respiratory system, Digestive system, Lymphatic system

### Chemistry

Bacteriology, Safety and sanitation procedures, Ingredient analysis, Skin disorders, AIDS and hepatitis, Nutrition

### Makeup

Color theory, Camouflage make-up, contoured classic makeup, Dramatic, and subtle look applications, and lash application

### Plant Aromaology™

History of plant aromaology, psychology of aroma  
Therapeutic effect, Custom testing and blending, Methods of application, Elemental nature  
**Body Treatments**  
Body polish, Body wrap, Vichy shower training

### Facial Massage

Aveda massage, Detoxification massage, Green science massage, enbrightenment massage, basic touch, facial massage, pressure point massage

### Clinic Practice

Clinic set-up sanitation, time management, daily goals

### The Spa Experience

Aveda product systems, brow and lash tinting, full body waxing, methods of hair removal, Aveda rituals

**State Rules & Regulations** Oregon state laws and rules, Safety and sanitation requirements

### Personal/Career Development

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 retail strategies, debt management

## Esthiology Curriculum Description

Massage	35 Clock Hours
Facials	45 Clock Hours
Facial Make-Up	35 Clock Hours
Skin and Disorders	40 Clock Hours
Removing Unwanted Hair	15 Clock Hours
Cells, Anatomy and Physiology	10 Clock Hours
Electricity and Light Therapy	5 Clock Hours
Chemistry	20 Clock Hours
Advanced Learning Techniques	100 Clock Hours
Discretionary Hours	45 Clock Hours
Safety, Sanitation and Hygiene	150 Clock Hours
Career Development/Salon Success Program	100 Clock Hours
<b>Total Training Hours</b>	<b>600 Clock Hours</b>

# Course and Curriculum Description - Hair Design

Hair Design • 1700 Clock Hours • SOC 39-5012 • CIP 12.0407

## Hair Design Course Description and Objectives

An Aveda Institute 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 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. The course is presented in the form of interactive lecture, hands-on demonstration, cooperative learning, and student participation. Audio-visual aids, guest speakers, projects, 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™

History of aromaology therapeutic effects, custom testing and blending

## Chemistry

Scalp and hair analysis bacteriology, infection control sanitation/sterilization, ingredient analysis

## Anatomy & Physiology

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

## Shampooing/Conditioning

Product analysis, procedures/techniques, draping for wet and dry chemical services, selecting correct products

## Hair Styling

Wet styling, finger waving, pin curl techniques, roller curls, comb out techniques, artistry in hairstyling, thermal styling, conventional thermal irons, and electric thermal irons, and blow-dry styling

## Hair Cutting

Implements and techniques, sectioning, scissors, clippers, razors, guest consultation

## Permanent Restructuring

History of permanent waving, chemistry of solutions, pre-perm analysis, rod selections, perming techniques, custom perm design & wrapping

## Chemical Hair Relaxing/Restructuring

Product analysis, guest hair analysis, application techniques, equipment, implements and materials

## Hair Coloring

Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one dimensional, multidimensional foils, and bleach/tone

## State Rules & Regulations

Oregon state laws and rules safety and sanitation requirements

## Personal/Career Development

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, retail strategies, debt management

## Hair Design Curriculum Description

Properties and Disorders of the Scalp and Hair	50 Clock Hours
Draping, Shampooing, Rinsing, and Conditioning	50 Clock Hours
Sculpting	400 Clock Hours
Hair Styling	450 Clock Hours
Chemical Services	350 Clock Hours
Artistry of Artificial Hair and Hair Pieces	10 Clock Hours
Shaving, Trimming, and Cutting of Beard or Mustache	20 Clock Hours
Chemistry	10 Clock Hours
Anatomy and Physiology	10 Clock Hours
Implements, Tools, and Equipment	25 Clock Hours
Electricity, Tools, and Equipment	5 Clock Hours
Discretionary Hours	70 Clock Hours
Safety and Sanitation	150 Clock Hours
Career Development	100 Clock Hours
<b>Total Training Hours</b>	<b>1700 Clock Hours</b>



# Course and Curriculum Description - Cosmetology

**Cosmetology • 2300 Clock Hours • SOC 39-5012 • CIP 12.0401**

## Cosmetology Course Description

An Aveda Institute education is intended to be rigorous and thorough. Throughout the Cosmetology Course, students will receive instruction on elements of hair design, esthetics, nail technology, career development, and safety and sanitation. The 2300 Cosmetology Course is a Combination program. The curriculum of this program is a combination of the non-repetitive units of the Hair Design Course (1450 Clock Hours), Esthetics Course (250 Clock Hours), and Nail Technology (350 Clock Hours).

This course is designed to prepare students for the State Licensing examination for Cosmetology 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 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. The course is presented in the form of interactive lecture, hands-on demonstration, cooperative learning, and student participation. Audio-visual aids, guest speakers, projects, 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™**, history of aromaology, therapeutic effects, custom testing and blending

### Chemistry

Scalp and hair analysis bacteriology, infection control, sanitation/sterilization, ingredient analysis

### Anatomy & Physiology

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

### Shampooing/Conditioning

Product analysis, procedures/techniques, draping for wet and dry chemical services, selecting correct products

### Hair Styling

Wet styling, finger waving, pin curl techniques, roller curls,

comb out techniques, artistry in hairstyling, thermal styling, conventional thermal irons, and electric thermal irons, and blow-dry styling

### Hair Cutting

Implements and techniques, sectioning, scissors, clippers, razors, guest consultation

### Permanent Restructuring

History of permanent waving, chemistry of solutions, pre-perm analysis, rod selections, perming techniques, custom perm design & wrapping

### Chemical Hair

**Relaxing/Restructuring**, product analysis, guest hair analysis, application techniques, equipment, implements and materials

### Hair Coloring

Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one dimensional, multidimensional foils, and bleach/tone

### Skin Care

Histology, disorders, facials, body treatments, hair removal, cleansing, moisturizing,

### Makeup

Color theory, contoured and natural makeup, application, subtle and dramatic application,

### Nail Care

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

### State Rules & Regulations

Oregon state laws and rules, safety and sanitation requirements

### Personal/Career Development

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, retail strategies, debt management

<b>Hair Design Course</b>	1450 Clock Hours
<b>Esthetics Course</b>	250 Clock Hours
<b>Nail Technology</b>	350 Clock Hours
Manicuring	40 Clock Hours
Pedicuring	40 Clock Hours
Nail Wrap Systems	30 Clock Hours
Nail Tips	20 Clock Hours
Artificial Nail Forms	50 Clock Hours
Acrylic Nail Removal	10 Clock Hours
Artificial Nail Repairs	15 Clock Hours
Artificial Nail Fills	20 Clock Hours
Hand and Foot Massage	30 Clock Hours
Nail Disorders and Diseases	20 Clock Hours
Equipment, Implements, Cosmetic Chemistry and Materials	15 Clock Hours
Discretionary Hours	60 Clock Hours
Safety and Sanitation	150 Clock Hours
Career Development/ Salon Success Program	100 Clock Hours
<b>Total Training Hours</b>	<b>2300 Clock Hours</b>

## Student 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. 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.

N. Students are not allowed to do beauty work outside the school or work 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.

## 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
  - After the second written warning, meeting with Instructor and Director.
    - 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 will 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 2ll 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 —hoodiesll are allowed

### FOOTWEAR

Closed toe

Professional & clean canvas and/or sneakers

### MISCELLANEOUS

Makeup and aroma should be Aveda products only

Hats and headwear (beanies, full head scarves with the exception of medical or religious purposes) are not allowed upon entrance into the building

Head phones, cell phones, or any other electronic devices are not to be used at any time on the Aveda Institute Portland Campus

Lab Coat and aprons are to be cleaned and pressed and worn at all times on the clinic floor

Accessories (headbands, scarves, etc.) may be colored or patterned

## 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 10am-6pm

**Part-Time Students** are required to attend school (22.5 clock hours a week): Tuesday-Thursday 1pm-9:30pm or Tuesday-Thursday 9:30-6:00PM

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.

### 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 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 doctor's 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 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 academic and attendance status 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 2300 Cosmetology Clock Hours, 1700 Hair Design Clock Hours or 600 Esthiology Clock Hours by their recognized contract end date an hourly tuition fee of \$9.50 for the remainder of the required clock hours will be charged.

Suspension is defined as 1-3 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 Ext 330 or 331.

### 15/30 day check

New 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.

## Thursday/Saturday Absence Policy

Students must attend all required clock hours. All completed clock hours will be calculated into the students overall attendance. On the last scheduled day of the week, students must complete a minimum of six clock hours to be considered in attendance for that day.

Consequences for missing your last scheduled day of the week:

- 1 - 4 missed: No Penalty
- 5 + missed: \$50 fee per day missed

Transcripts will not be released until all accounts are settled.

### Leave of Absence

A leave of absence will extend the student's contract period by the same number of scheduled days in the leave of absence. Leave of Absence has no effect on Satisfactory Progress.

**Please note that any student who fails to return to the school at the end of an approved leave of absence is considered to have withdrawn from the school. 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 withdraw all items will be disposed of.**

## Approved Leave of Absence

Approval of Leave of Absence is 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. The leave of absence is defined as a minimum of 2 weeks (14 calendar days) and may not exceed 180 days maximum in any 12 month period.

Re-entry date and re-entry academic level will be determined by Director prior to leave of absence.

The student must follow the appropriate procedure according to the leave of absence policy when requesting the leave of absence.

- Fill out a student report requesting a LOA (allow 2 weeks to process)
- Student then will meet with Administrative staff member to determine LOA status
- PLEASE NOTE: A leave of absence is not approved until both the student and Director have signed leave of absence paperwork.

## 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.

## Section 504/Americans with Disabilities Act Policy

If you would like to request academic adjustment or auxiliary aids, please contact the Aveda Institute Portland Section 504 Compliance Coordinator, Jessica Dutton 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 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's resource as a whole.

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

- 1) Notify the 504 Coordinator, Jessica Dutton via student report.
- 2) Ms. Dutton 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.
- 3) Ms. Dutton 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.
- 4) If the student would like to request reconsideration of the decision regarding the request, they may request to do so via student report.
- 5) 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.

## 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 the first day of class. 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 Evaluations Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1350, 1800, 2050, 2300 (scheduled) hours

Hair Design 450, 900, 1300, 1700 clocked (scheduled) hours

Esthetics 300, 600 clocked (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.

Course	Normal Time		Maximum Time Allowed	
	Weeks	Scheduled Clock Hours	Weeks	Scheduled Clock Hours
Cosmetology (Full time, 35 hrs/wk)	67 weeks	2300	82.1 weeks	2875
Cosmetology (Part time, 22.5 hrs/wk)	103 weeks	2300	127.8 weeks	2875
Hair Design (Full time, 35 hrs/wk)	50 weeks	1700	60.7 weeks	2125
Hair Design (Part time, 22.5 hrs/wk)	77 weeks	1700	94.4 weeks	2125

Esthetics (Full time, 35 hrs/wk)	18 weeks	600	21.4 weeks	750
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### 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 practical's 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, and 2050 hours

Hair Design: 450, 900, 1300 hours

Esthiology: 300 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. The student must petition to continue through the program and is required to attend school during the probation period. If approval is met, the student will have a final attempt to meet satisfactory eligibility. If the student fails probation a second time, the student will be terminated from the program for failure to achieve SAP requirements.

## 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 clock hours will be counted as earned clock 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 graduation. Students will not be cleared for the State Board Test until all accounts are settled. 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 five (5) business days and thirty (30) consecutive days after said date.

### Hour Requirements for each program of study:

Esthiology: Completion of 600 clock hours and minimum state requirements

Cosmetology: Completion of 2,300 clock hours and minimum state requirements

Hair Design: Completion of 1,700 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 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 or may pay a practical fee of \$500.00 to have the test administered at another time.

### Graduation, Licensing, and Placement

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.

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

### 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 Procedures

The Aveda Institute Portland is happy to advise students regarding: academics, professionalism, and career Opportunities  
Scheduled advising occurs at: Enrollment (Orientation), upon completion of each phase, during the exit packet portion, and at the request of any student

## Internal Complaint Procedure Policy

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.

First, discuss the problem with your instructor. If you still feel there is a problem, complete an online student reporting form requesting an appointment with a member of the administrative support team (Student Services, Finance Manager, Manager of Education to discuss the problem. . If you still feel there is a problem, complete an online student reporting form requesting an appointment with a Director to discuss the problem. If after you have spoken with the Aveda Institute Portland staff you still feel that your problem has not been resolved, proceed with the following:

A student of Aveda Institute Portland may file a complaint against the school; however, the complaint must be in writing and should outline the nature of the complaint.

A school representative or the Director will telephone or meet with the complainant, within ten (10) calendar days of the receipt of the written complaint.

If after evaluation the problem cannot be resolved through discussion to the satisfaction of the complainant, the problem should be referred to the school's complaint committee. The school will document the meeting in writing. The student will be provided with a copy of the written record at the time of the meeting.

The complaint committee for Aveda Institute Portland consists of the Director, Student Services, Finance Manager, and a lead instructor.



The complaint committee will meet within 21 calendar days of receipt of the complaint.

If more information from the complainant is needed, a letter should be written outlining the additional information. If no further information is needed, the complaint committee should act on the complaint and a letter be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show the complaint was not warranted or based on fact.

The complainant may choose to take the matter to the state licensing agency that licenses the school, and or the accrediting agency:

Higher Education Coordinating Commission  
255 Capitol Street NE, 3<sup>rd</sup> 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

## 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 at the corner of 12th and 13th 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.

### 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 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 campus.

Prospective students or 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 on 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 is 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. 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 581-045-0001 through 581-045-0210, the Department will begin the complaint investigation process as defined in OAR 581-045-0023 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](http://www.portlandpolice.com)

Central City Concern  
 503 294-1681 232  
 NW 6th Ave, Portland, Oregon 97209  
[www.centralcityconcern.org](http://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. Through our intercom system the following codes may be used to reflect the following:

Code 1: Evacuate the classroom immediately and exit through 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)

Everyone evacuate the area immediately.

Walk to the nearest exit. If you are with a client or if you have a client, take the client with you. Stay calm.

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:

Your name

Address: Aveda Institute Portland | 325 NW 13th | Portland, OR 97209

Phone Number: Aveda Institute Portland Phone Number 503.294.6000

Nature of the call: Fire, Police, First Aid, etc.

Meet on Flanders between 12th and 13th (next to Cargo) 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.

911 Emergency Numbers

Police Department (non-emergency) 503.823.0000  
1111 SW 2nd Avenue | Portland

[www.portlandpolice.com](http://www.portlandpolice.com)

Fire Department (non-emergency)  
503.823.3700  
55 SW Ash Street | Portland  
[www.portlandonline.com](http://www.portlandonline.com)

## Financial Information

### Financial Code of Conduct

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

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 Aid representative if you have any further questions.

### Refunds, Cancellations, and Changes

#### Oregon Refund Policy

The Oregon refund policy is based on the state schedule, OAR 581-045-0036. 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, scheduled 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, together with a refund equal in amount to monies paid to Aveda Institute Portland in excess of those allowable charges.

#### 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

1. Students are charged for either contracted and scheduled hours or clock hours, whichever is greater. All absences will be factored in to 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/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing within five business days of the signing of the 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 minus application fee.
5. If the student cancels his/her enrollment after five business days of signing but prior to entering classes, he/she may be entitled to a refund of all monies paid to the school less an enrollment fee. The cost of books, kits, and supplies will be retained by the school.
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 last day of attendance or the date the student notifies the school in writing, if the student does not physically return to the school upon approval of the director.
7. When situations of mitigating circumstances are in evidence, the school may provide a refund that exceeds this policy.
8. The cost of the kit, books, and some supplies are not included in tuition adjustment computations.
9. 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 581-045-0038
10. 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.
11. An early withdrawal fee of \$25.00 will be charged to all students who discontinue their training and leave school. Please refer to the Oregon Refund Policy.
12. If after termination, 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 student services. 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.nsls.ed.gov](http://www.nsls.ed.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: Esthetics - \$1900, Hair Design - \$2500, and Cosmetology - \$2650

## 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. Due to the short length of the Esthology program, we believe that students need to complete the full course to receive the best education possible. 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 collections student correspondence regarding the account shall be directed to the collections agency.

## 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 Institutes 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

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 operations.

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. 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. 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 has 30 days to fulfill the student's request and persons requesting documents will be assessed a fee of \$0.50 per copy.

## 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. 320 or by email at [anad@avedapdx.com](mailto:anad@avedapdx.com)

### 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, esthetics, 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 should apply for a FSA id and Password (PIN) (<http://www.pin.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 U.S. Department of Education a FSA id and Password Future students and parents must 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 Link button.

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 Parent PLUS loan is the only aid requested. 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 changes. 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 MPN 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 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 ticket. 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 Award Letterll 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 restated 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>Citizen Not Born in the United States</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>Non-citizen National</b>	
U.S. Passport	Must have "Non-citizen National" stamp
<b>Permanent Resident</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>Other Eligible Non-Citizen</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 –requestll 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 appropriating federal financial aid must complete the required Entrance Counseling. Aveda Institute directs all of its prospective students to use the 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 a MPN on file with the Institution. The MPN can be completed by logging onto the studentloans.gov website with your a FSA id and Password A prospective student will be unable to proceed with enrollment unless a 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 can request submission of specific documents to validate information supplied by the student and/or parent on the FAFSA application. Aveda Institute 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	\$ 9,500
	65 and older	\$10,950
Head of Household	Under 65	\$12,200
	65 and older	\$13,650
Married Filing Jointly	Under 65 (both spouses)	\$19,000
	65 and older (one spouse)	\$20,150
	65 and older (both spouses)	\$21,300
Married Filing Separately	Any age	\$ 3,700
Qualifying Widow(er) with Dependent Children	Under 65	\$15,300
	65 and older	\$16,450

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 previous 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 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.

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## Cost of Attendance

Cost of Attendance based on Tuition, Fees and Payments Effective September 2013 living at home and has NO dependents

Course	Total Clock Hours	Clock Hours per Week	Number of Weeks to Completion	Tuition	Kit & Book Fee	Maximum Living Expense	Total Cost of Attendance
Cosmetology	2300	35	66	\$17,900	\$2,650	\$16,830.00	\$ 32,130.00
Cosmetology	2300	22.5	102	\$17,900	\$2,650	\$26,010.00	\$ 43,578.00
Hair Design	1700	35	49	\$15,200	\$2,500	\$12,495.00	\$ 26,642.00
Hair Design	1700	22.5	76	\$15,200	\$2,500	\$19,380.00	\$ 37,662.00
Esthiology	600	35	17	\$ 7,350	\$1,900	\$4,335.00	\$ 13, 210.00

*Not living at home & does/not have dependents*

Course	Total Clock Hours	Clock Hours per Week	Number of Weeks to Completion	Tuition	Kit & Book Fee	Maximum Living Expense	Total Cost of Attendance
Cosmetology	2300	35	66	\$17,900	\$2,650	\$31,647.00	\$ 44,370.00
Cosmetology	2300	22.5	102	\$17,900	\$2,650	\$48,909.00	\$ 60,711.00
Hair Design	1700	35	49	\$15,200	\$2,500	\$23,495.00	\$ 36,407.00
Hair Design	1700	22.5	76	\$15,200	\$2,500	\$36,442.00	\$ 48,650.00
Esthiology	600	35	17	\$ 7,350	\$1,900	\$8,151.00	\$ 17,290.00

## 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

Kimberly Johnson, 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 Estimated Award Letter

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

Upon receipt of the Estimated 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 must return a signed copy of the Estimated Award Letter to the financial aid administrator within 14 business days.

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 modify and sign their Estimated Award Letter before returning it to the financial aid administrator.

All changes on the estimated award letter must be signed and returned to the financial aid administrator within 14 business days. If the Estimated Award Letter is not returned within 14 business days, there may be a delay in fund disbursements. 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) 5201 or lower for 07.01.2016-06.30.2017 and 5301 or lower from 07.01.2017-6.30.2018. 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 for the cosmetology and esthetics program is always full time, while the Hair Design program 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 7/01/2016 and before 7/01/2017 have a fixed interest rate of \*3.76%. 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 \*3.76%. Unlike the subsidized loan, interest accrues on the unsubsidized loan while the future student attends school. The \*3.76% 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 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 07/01/2016 and before 07/01/2017 is a fixed rate of \*6.31%. 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)	\$4,167 per year—No more than \$3,056 of this amount may be in subsidized loans.	\$6,945 per year—No more than \$3,889 of this amount may be in subsidized loans.

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, therefore, has six 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  
 Second period is eligible when student completes 2050 clock hours

**Esthetics 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, therefore, has four 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

**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

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)	\$5,778—No more than \$4,000 of this amount may be in subsidized loans.	\$9,333—No more than \$4,000 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.

**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

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 administrator's role to determine Title IV funding eligibility and award funds. To keep a clear and separate division of duties, the financial aid administrator never draws down, disburses federal aid according to the financial aid administrator's determination of eligibility, or refunds Title IV funds. The career services leader 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.

## Overaward and Recalculation of Pell, Direct Loans, and Sallie Mae

An overaward occurs when a student is awarded funding that he or she was not eligible for. Several examples of why an overaward 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 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 overaward 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 will determine overawarding 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'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 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.

## Gainful Employment (GE)

Final regulations published in the Federal Register on October 29, 2010, require institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs). Those regulations also provide that institutions must disclose to prospective students certain information about the institution's GE Programs. Please see next page for additional details

*Please note: data reflects Aveda Institute Portland students during from July 1, 2014 thru June 30, 2015*

Cosmetology/Cosmetologist, General  
 Program Level - Undergraduate certificate  
 Program Length - 67 weeks  
 COST

How much will this program cost me?\*

Tuition and fees: \$18,050

Books and supplies: \$2,650

On-campus room & board: *not offered*

What financing options are available to help me pay for this program?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$16,167

Private education loans: \$0

Institutional financing plan: \$0

SUCCESS

How long will it take me to complete this program?

The program is designed to take 67 weeks to complete. Of those that completed the program in 2013-2014, 85% finished in 67 weeks.

What are my chances of getting a job when I graduate?

Both the institution's state and accreditor require the calculation of a job placement rate for this program.

Accreditor Rate: The job placement rate for students who completed the program is 78%.

State Rate: The job placement rate for students who completed the program is 79%.

Date Created: 01/01/2016

Esthiology Program

Program Level - Undergraduate certificate

Program Length - 18 weeks

COST

How much will this program cost me?\*

Tuition and fees: \$7,500

Books and supplies: \$1,900

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information click here.

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

FINANCING

What financing options are available to help me pay for this program?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$3596

Private education loans: \$0

Institutional financing plan: \$0

SUCCESS

How long will it take me to complete this program?

The program is designed to take 18 weeks to complete. Of those that completed the program in 2012-2013, 100% finished in 18 weeks.

What are my chances of getting a job when I graduate?

Both the institution's state and accreditor require the calculation of a job placement rate for this program.

Accreditor Rate: The job placement rate for students who completed the program is 77%.

State Rate: The job placement rate for students who completed the program is 63%.

Date Created: 01/01/2015

Hair Design

Program Level - Undergraduate certificate

Program Length - 50 weeks

COST

How much will this program cost me?\*

Tuition and fees: \$15,350

Books and supplies: \$2,500

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information click here.

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

FINANCING

What financing options are available to help me pay for this program?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

How long will it take me to complete this program?

The program is designed to take 50 weeks to complete. Of those that completed the program in 2012-2013, \*% finished in 50 weeks.

\*Less than 10 students completed this program in 2012-13.

The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

What are my chances of getting a job when I graduate?

Both the institution's state and accreditor require the calculation of a job placement rate for this program.



Accreditor Rate: The job placement rate for students who completed the program is %\*.

State Rate: The job placement rate for students who completed the program is %\*.

Date Created: 01/01/2015

\*We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data

## Occupational Employment Statistics (OES)

The May 2015 Occupational Employment Statistics Data were released on March 30, 2016 and are available for reference at [www.bls.gov/oes/tables.htm](http://www.bls.gov/oes/tables.htm). The May 2015 area level estimates are the first OES estimates to use the 2010 metropolitan statistical area definitions.

Based on this most recently published information, Skin Care Specialists (SOC Code 39-5094) nationally, earn an average hourly wage of \$16.97 per hour and an average annual wage of \$35,300. Estimates calculated from employers in Portland-Vancouver-Hillsboro, OR-WA are an average of \$27.21 per hour and an average annual wage of \$56,600.

Based on this most recently published information, Hairdressers, Hairstylists, and Cosmetology (SOC Code 39-5012) nationally, earn an average hourly wage of \$13.83 per hour and an average annual wage of \$28,770. Estimates calculated from employers in Portland-Vancouver-Hillsboro, OR-WA are an average of \$14.27 per hour and an average annual wage of \$29,680.

## Annual Security Report

### About the Report

This report was created to educate students, prospective students, employees, and prospective employees about Aveda Institute Portland's safety policies and procedures. Portions of this report are also provided in compliance with the Higher Education Opportunity Act known as the Jeanne Clery Act. The Jeanne Clery Act requires universities and colleges to annually disclose crime statistics and certain policies related to safety and security. It is intended to provide students and their families with accurate, complete, and timely information about safety on campus to aid in making informed decisions.

Portions of this report are provided in compliance with the federal Drug-Free schools and Communities Act and the federal Student Right-To-Know and Campus Security Act. Finally, a portion of this report is provided in compliance with The Violence Against Women Reauthorization Act which amended the Jeanne Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking.

### Report Preparation and Distribution

Multiple departments collaborate in order to obtain proper documentation and follow procedures outlined in this report. The Aveda Institute Portland Compliance Manager is primarily charged with compiling and publishing the Annual Security Report (ASR), working with school and enforcement agencies to collect information. The process includes gathering crime

statistics from internal and external agencies where appropriate. Our goal is to publish an accurate and complete report for distribution to current and prospective students and staff.

Each year, an email notification is made to all enrolled students that provides the Annual Security Report in an attached file. Faculty and Staff receive a similar notification. Copies of the report may also be obtained through the student reporting system. All prospective students will receive a copy of this report via the student catalog. Prospective employees will receive a copy of this report via the employee handbook. Online, the report can be accessed via the Student Catalog link at [avedapdx.com](http://avedapdx.com).

## Access to Campus Facilities

Aveda Institute Portland adheres to 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.

## Emergency Responses and Evacuation Procedures

The following procedure will be used to notify students and staff of a dangerous situation on the school campus; this includes the occurrence of Clery Act crimes. Instructors and staff members have received training on how to handle a pending emergency.

**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. 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 impending danger.

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

To Evacuate the Building (code 1) everyone evacuate the area immediately. Walk to the nearest exit. If you are with a client or if you have a client, take the client with you. Stay calm. 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: Your name Address: Aveda Institute Portland | 325 NW 13th | Portland, OR 97209 Phone Number: Aveda Institute Portland Phone Number 503.294.6000 Nature of the call: Fire, Police, First Aid, etc. Meet on Flanders between 12th and 13th (next to Cargo) 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. 911 Emergency Numbers 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](http://www.portlandonline.com)

**Procedures for Students and Others to report Criminal Actions or other emergencies on campus**

We refer all campus law enforcement issues to local police or other authorities since the institution does not have any campus based security personnel. There is no written memorandum of understanding between Aveda Institute Portland and local authorities. Aveda Institute encourages prompt reporting of criminal activity/actions as being in the best interest of all students/employees. 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. Please note that victims are not required to report information to school authorities or 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.

Please note that Aveda Institute Portland does not employ pastoral counselors or professional counselors. The Aveda Institute Portland does not have a procedure for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate investigated by Aveda Institute Portland. When a potentially dangerous threat to Aveda Institute Portland arises, timely reports or warnings will be issued through email announcements, the posting of fliers, in-class announcements, or other appropriate means.

Criminal activity/actions may be reported to the following individuals:

Jessica Dutton - Director	503-294- 6000 ext 343	<a href="mailto:Jessica@avedapdx.com">Jessica@avedapdx.com</a>
Chelsea Wescott -	503-294- 6000 ext 342	<a href="mailto:Chelseaw@avedapdx.com">Chelseaw@avedapdx.com</a>

Director of  
Education

Daniel Cecil - 503-294- Daniel.Cecil@avedapdx.com  
Manager of 6000 ext  
Education 346

**Campus Security Procedures and Practices - Informing the Student Body and Staff**

Employees and students both receive information about campus security procedures, practices, and crime prevention during orientation. Orientation is held for all incoming students on the Thursday prior to their official start date. During orientation, students receive information in regards to crime on campus as well as how to request assistance and report crimes or security issues. Employees and students are encouraged to be responsible for their own security and the security of others. They receive general crime prevention information such as not leaving belongings unattended, how to guard against identity theft and sexual assault prevention and response.

**Monitoring and recording off-campus student activity or facilities**

Aveda Institute Portland has no off-campus student organizations nor does it have fraternities or sororities. Aveda Institute Portland will help local law enforcement with Aveda Institute Portland student issues when requested, but we do not actively monitor off-campus, non-school sponsored activities or individuals' conduct off-campus.

**Rules and Policies regarding possession, use, and sale of alcohol, drugs, or tobacco**

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. The possession, use, and sale of illegal drugs can be enforced by both Federal and State Drug Laws.

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.

Drug and Alcohol Abuse Education programs and counseling  
Any student or staff member who has personal concerns about the use or abuse of alcohol is urged to contact the resources below. Students may speak with the Aveda Institute Portland Student Services department or School Director if they would like further assistance. The following resources are listed below:

Alcoholics Anonymous 503-223-8569  
Cocaine Anonymous 503-256-1666  
Smart Recovery 503-635-2489  
Narcotics Anonymous 503-284-1787  
Helpline 503-244-1312  
Lines for Life 503-244-52

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

The Aveda Institute Portland will, upon request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any investigation conducted by the If a Sex Offense Occurs

Aveda Institute Portland has designated the manager on duty as the contact person for any issues relating to campus security. All staff members are considered to be “responsible employees” and are required to report any information in regards to sexual assault, domestic violence, dating violence, or stalking to the Title IX Coordinator. 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.

Aveda Institute Portland stresses the importance of preserving evidence as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. Aveda Institute Portland encourages prompt reporting of criminal activity/actions as being in the best interest of all students/employees.

Aveda Institute Portland is dedicated to preserving the rights of victims and will observe all orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. Any accommodations made based on these orders will remain confidential to the extent that maintaining such

Aveda Institute Portland against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Aveda Institute Portland will provide the results of the investigation to the victim’s next of kin, if so requested.

## Sex Offenses and Offenders

Sexual misconduct and assault prevention and response  
Aveda Institute Portland is committed to maintaining and strengthening an environment in which students and staff may study and work in an atmosphere that is open, healthy, safe, and unhampered by discrimination. Consistent with this commitment and in keeping with federal and state law requirements, it is the policy of the Aveda Institute Portland that sexual assault, dating violence, domestic violence, and stalking will not be tolerated.

Sex Offense Education programs and counseling  
Any student or staff member who has personal concerns sex offenses may seek out resources below. Students may speak with the Aveda Institute Portland Student Services department or School Director if they would like further assistance. In 2016, we worked with Call to Safety (formerly The Portland Women’s Crisis Line) as a resource for support and prevention in regards to Domestic and Sexual Violence support and prevention. They may be contacted at 503-235-5333; their website is [www.calltosafety.org](http://www.calltosafety.org). Informational materials in regards to sexual assault, dating violence, domestic violence, and stalking can also be obtained through the Student Services Office. In addition, please see Appendix B for information on Bystander Intervention and Risk Reduction, warning signs of abusive behavior, and how to avoid potential attacks.

confidentiality does not impair the ability of Aveda Institute Portland to provide the accommodations or protective measures.

## Sex Offense Investigation Procedure

All reports resulting in investigations will be prompt, fair, and impartial from the initial investigation to the final result. Investigations will be conducted by an official who has received annual training on issues related to dating violence, domestic violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The investigation process has been designed to provide the accuser(s) and accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

In the instance of a report of dating violence, domestic violence, sexual assault, or stalking, if an investigation is deemed necessary, the student(s) may be placed on a two week leave of absence in order to fully investigate all matters in a fair and impartial matter. If more time is deemed necessary, the leave of absence will be extended. 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. Investigations may result in the following:

- Change of student schedule
- 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 victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available. Living situations may not be altered by Aveda Institute Portland as the school does not offer on-campus living.

Aveda Institute Portland will simultaneously notify, in writing, both the accuser(s) and the accused of: Results of the proceedings that arise from an allegation of dating violence, domestic violence, sexual assault, or stalking. Results of investigations are final.

The accuser and the accused are entitled to the same opportunities to have others present during an institutional investigation, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and both the accuser and the accused shall be simultaneously informed, in writing of: the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking; the institutions procedures for the accused and the victim to appeal the results of the institutions disciplinary proceeding; of any change to the results that occurs prior to the time that such results become final; and when such results become final. Aveda Institute Portland, or an officer, employee, or agent of the institution may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities.

During the investigation procedure, 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?

Aveda Institute Portland will protect the confidentiality of victims to the extent permissible by law. The Aveda Institute Portland will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(aa)(20) of the Violence Against Women Act of 1994 (42 U.S.C 13925(a)(20)); and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Aveda Institute Portland to provide the accommodations or protective measures.

#### Registered Sex Offenders

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires law enforcement agencies to provide schools with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation. The CSCPA further amends the Family Education Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In addition, a list of all registered sex offenders in Oregon is available to all members of the community. To get information specifically regarding registered sex offenders, please reference the Oregon Sex Offenders Inquiry Systems at <http://sexoffenders.oregon.gov/>

*\*Public Property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. For the purpose of reporting, public property numbers are reflective of approximately .2 miles in circumference around the school - this is the approximate distance from the building to sidewalks. Crime records do not reflect distances in the instance of rape; numbers reported under this category are reflective of a ½ mile circumference around the school.*

## Crime Statistics

Criminal Offenses - On Campus			
	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Criminal Offenses - Public Property			
	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	3	1
Aggravated Assault	0	9	0
Burglary	0	0	0
Motor Vehicle Theft	0	16	3
Arson	0	0	0

Hate Crimes - On Campus									
	Category of Bias for Crimes reported in 2015								
	2015 total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0

Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0

Hate Crimes - On Campus									
Category of Bias for Crimes reported in 2014									
	2014 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes - On Campus									
Category of Bias for Crimes reported in 2013									
	2013 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property									
Category of Bias for Crimes reported in 2015									
	2015 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes - Public Property									
Category of Bias for Crimes reported in 2014									
	2014 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0

Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property									
Category of Bias for Crimes reported in 2013									
	2013 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

VAWA Offenses - On Campus			
Crime	2013	2014	2015
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	0

VAWA Offenses - Public Property			
Crime	2013	2014	2015
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	0



Arrests - On Campus			
Crime	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor Law violations	0	0	0

Arrests - Public Property			
Crime	2013	2014	2015
Weapons: carrying, possessing, etc.	0	1	0
Drug Abuse violations	0	4	0
Liquor Law violations	0	1	0

Disciplinary Actions - On Campus			
Crime	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor Law violations	0	0	0

Disciplinary Actions - Public Property			
Crime	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor Law violations	0	0	0

Unfounded Crimes	2013	2014	2015
Total Unfound Crimes	0	0	0

## Appendix A Crime Definitions

These definitions conform to the requirements of the implementing regulations of the Clery Act (ref. 34 CFR 668.46 (c)(7)).

**Murder and non-negligent manslaughter** - the willful (non-negligent) killing of one human being by another.

**Negligent manslaughter** - the killing of another person through gross negligence.

**Forcible Sex Offenses** - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

**Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because his or her youth or because of his or her temporary or permanent mental or physical incapacity.

**Sexual Assault with an object** - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because his or her youth or because of his or her temporary or permanent mental or physical incapacity.

**Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because his or her youth or because of his or her temporary or permanent mental or physical incapacity.

**Consent** - Consent is a free and clearly given yes, not the absence of no and cannot be received when a person is incapacitated by alcohol or drugs.

**Incapacity to Consent** - A person is considered incapable of consenting to sexual act if the person is: under 18 years of age, mentally defective, mentally incapacitate, or physically helpless. A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier

of fact along with all other relevant evidence. [1971. C743 S105; 1999 c.949 S2; 2001 c104 S52]

**[Note: The Violence Against Women Act specified the term, “sexual assault” to mean: An offense that meets the definition of rape, fondling, incest or statutory rape as used in the Uniform Crime Reporting System of the Federal Bureau of Investigation.]**

**Incest** - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ or another person, without consent of the victim.

The Oregon Revised Statute (ORS) defines rape as follows:

- 1) 163.355 Rape in the Third Degree - a person commits the crime of rape in the third degree if the person has sexual intercourse with another person under 16 years of age. Rape in the third degree is a Class C felony.
- 2) 163.365 Rape in the Second Degree - a person who has sexual intercourse with another person commits the crime of rape in the second degree if the person is under 14 years of age. Rape in the second degree is a Class B felony.
- 3) 163.375 Rape in the First Degree - a person who has sexual intercourse with another person commits the crime of rape in the first degree if: the victim is subjected to forcible compulsion by the person; the victim is under 12 years of age; the victim is under 16 years of age and is the person’s sibling, of the whole or half blood, the person’s child or the person’s spouse’s child; or the victim is incapable of consent by reason of mental defect, mental incapacitation or physical helplessness. Rape in the first degree is a Class A felony.

**Robbery** - the taking or attempting to take of anything of value from the care, custody, or control of a person or persons by force of threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed. Aggravated assaults includes poisoning.

**Burglary** - The unlawfully entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawfully entry with intent to commit a larceny or

a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle.

**Arson** - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crime** - The Clery Act requires the separate reporting, by category of prejudice, of any crime reported in the classifications above and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the victim’s actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability.

**Domestic Violence** - Abuse between family or household members. Family or Household members includes spouses or former spouses; adults related by blood, marriage, or adoption; persons cohabitation or who have cohabitated; persons in past or present sexually intimate relationships; unmarried parents of a child.

**Abuse** - The occurrence of one or more of the following acts within domestic or dating relationship: attempting to cause or intentionally, knowingly or recklessly causing bodily injury; intentionally, knowingly, or recklessly placing another in fear of imminent bodily injury; causing another to engage in involuntary sexual relations by force or threat of force.

**Dating Violence** - A pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Abuse can be physical, sexual, emotional, economic or psychological acts or threats of actions that influence another person. This includes any behaviors that frighten, intimidate, terrorize, manipulate, hurt, humiliate, blame or injure someone. Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking** - the repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community, or the safety of any of the immediate family members of the community. Stalking is unpredictable and dangerous. A person commits the crime of stalking if: the person knowingly alarms or coerces another person or a member of that person’s immediate family or

*or stalking against a person other than such individual. Please read below for ways to intervene and additional resources that you may review.*

household by engaging in repeated and unwanted contact with the other person; it is objectively reasonable for a person in the victim’s situation to have been alarmed or coerced by the contact; and the repeated and unwanted contact causes the victim reasonable apprehension regarding the person safety of the victim or a member of the victim’s immediate family or household.

**Liquor Law Violations** - Violations of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintain unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition)

**Drug Abuse Violations** - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine)

**Weapon Law Violations** - Violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

**Unfounded Crimes** - An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rate situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this investigation and evidence, have made a formal determination that the crime report is false or caseless and therefore “unfounded”. Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

## APPENDIX B - Bystander Intervention and Risk Reduction

*Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. There are many safe and positive options for bystanders that may be carried out by an individual to prevent harm or intervene where there is a risk of domestic violence, dating violence, sexual assault,*

Everyone has a role to play in preventing sexual assault. There are many different ways that you can step in or make a difference if you see someone at risk. This approach to preventing sexual assault is referred to as “bystander intervention.”

### How can I play a role in preventing sexual assault?

The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn’t right. Stepping in can make all the difference, but it should never put your own safety at risk.

#### **A good friend knows how to CARE.**

**C**reate a distraction

**A**sk directly

**R**efer to an authority

**E**nlist others

#### Create a distraction.

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.”
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.

#### Ask directly.

- Talk directly to the person who might be in trouble.
- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

#### Refer to an authority.

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation,

Talk to a security guard, bartender, or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.

- Don’t hesitate to call 911 if you are concerned for someone else’s safety.

### Enlist others.

It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you're concerned about. "Your friend looks like they've had a lot to drink. Can you check on them?"

### Your actions matter

Whether or not you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person.

The following websites are of interest in regards to bystander intervention, warning signs of abusive behavior and how to avoid potential attacks:

Not Alone - <https://www.notalone.gov/students/>

Rape, Abuse, and Incest National Network - <https://rainn.org>

National Sexual Violence Resource Center -

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

The National Domestic Violence Hotline -

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



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