JANUARY 1ST, 2026 - DECEMBER 31ST, 2026

STUDENT CATALOG

CREATE. CHANGE.

Inspire

AVEDA INSTITUTE PORTLAND | VANCOUVER CAMPUS
6615 NE FOURTH PLAIN BLVD
VANCOUVER, WA 98661
360-326-0567

AVEDA INSTITUTE PORTLAND

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Mission Statement

The Aveda Institute Portland Vancouver Campus'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 guests' expectations.

General Information

School Information:
Aveda Institute Portland Vancouver Campus
6615 NE 4th Plain Boulevard
Vancouver, WA 98661
T: (360) 326-0567
F: (360) 619-0009
URL: www.avedapdx.com

Owned By:
Mojo Biz, LLC.
Ray Motameni
Kimberly Johnson
Andrew Johnson

Licensed by:
Washington Department of Licensing
Cosmetology Program
Business and Professions Division
Department of Licensing
405 Black Lake Boulevard SW
Olympia, WA 98502

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
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Members of:
Cosmetology Educators of America (CEA) and American Association of Cosmetology Schools (AACS)

Staff

All instructors are certified and licensed as both practitioners and instructors in their field of practice by the State of Washington. Aveda Institute Portland Vancouver Campus 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:
Presley Cockerham
Vancouver Campus
6615 NE 4th Plain Boulevard, Vancouver, WA 98661
(503) 517-2578
Presley.Cockerham@avedapdx.com

Offsite Title IX Coordinator:
Tracie Bryant
Corporate Office
22000 Willamette Dr. #108, West Linn, OR 97068
(503) 517-2580
Tracie@avedapdx.com

504 Coordinator:
Niki Sparks
Portland Campus
325 NW 13th Avenue, Portland, OR 97209
(503) 517-2579
Niki.sparks@avedapdx.com

Administrative

Director

Chelsea Wescott - Chelseaw@avedapdx.com |503-294-6000 x.342 – Hair Design Instructor/Cadet Instructor

Chelsea has been in the beauty industry since 2003 and has been an instructor since 2010. She attended Phagens School of Hair Design in Portland. She is most passionate about styling. Chelsea chose this industry because she is a creative person who loves people and helping students find their inspiration. Her favorite part about working with students is watching them become confident in their skills. She is inspired by all forms of art and draws from many different mediums when creating. Her proudest moment so far has been having her work published!

Achievements:
Evening for Earth Fashion Show Creative Team Lead 2013-Present
Aveda Color Coach
Portland Fashion Week Spring/Fall 2014
Dosha Bridal Elite Team Lead
Dosha Creative Team Lead
Nominated for Avant Guard Stylist of the year for the North West Hairstyling Awards
VoMor Hair Extension System Champion

Assistant Director

Presley Cockerham – Presley.Cockerham@avedapdx.com |503-517-2578

Presley thrives in the creative energy of the beauty industry, where individuality is celebrated, and being quirky and out-of-the-box is embraced. She loves that this field lets your work speak for itself, no matter your background, with personality enhancing the artistry you bring to the table. Watching students follow their creative dreams and build connections with their guests inspires her every day. Having entered the cosmetic industry at just 17, she's never looked back, now channeling her love for beauty into education. Passionate about making a difference, "I am meant to serve, and I can always see the changes I implement enhance people's lives." Outside of school, Presley stays active at the gym, enjoys time with her boyfriend and their Dachshund, Gus, and loves exploring new cafes or baking creative desserts.

Lead Instructors

Brianna Reed – Brianna.Reed@avedapdx.com – Cosmetology, Barbering and Cadet Instructor

Brianna attended Aveda Institute Portland and graduated in 2013. After that, she worked behind the chair full time for 8 years before dropping down to part time to start teaching. In 2022, she hung up her apron for the last time and shifted her focus solely to education and joined the team at AIP. Her favorite thing about teaching is seeing those "aha" moments where you can tell something finally clicked, as well as seeing students explore their craft to discover their niche. Bri says her favorite accomplishment is "Coming full circle and never giving up in this career/industry. It gets hard sometimes but it is so worth it."

Chelsea Hof – Chelsea.Hof@avedapdx.com – Esthiology and Cadet Instructor
Chelsea has spent 15 years in the beauty industry and is a proud alum of Aveda Institute Portland. Born and raised in Portland, she's thrilled to share her expertise and enthusiasm with her students. Known for her waxing skills – she's mastered the 5-minute Brazilian – Chelsea loves helping students hone their craft and seeing those "lightbulb" moments when everything clicks.
Outside the classroom, Chelsea is a busy mom, an animal lover, a die-hard Bengals fan, and a big fan of trivia nights and board games. Her upbeat energy and passion for teaching make her a favorite among students and an inspiration to future estheticians.

Director of Finance, Compliance and Regulation
Niki Sparks - Niki.sparks@avedapdx.com |503-517-2579
Niki has been in the industry since 2001. She attended Plaza Beauty School in Memphis, Tennessee and chose this industry because of the creativity and freedom of expression. Niki's proudest moment is seeing each student graduate, become licensed, and get their first job!
Achievements:
Pivot Point Mindful Teaching & Curriculum Development
NACCAS Training
IPEDS Training
DOE Financial Aid Training

Admissions

Annie Schmidt Van-admissions@avedapdx.com 360-213-1356
Annie first started in the beauty industry as a spa manager where she loved the fast-paced environment and working with guests. She then transitioned to education and admissions at Aveda Institute Portland. Her spa background allows her to connect with students and help them through the start of their own career journey.

Tess Russell admissionsteam@avedapdx.com 503-517-2572
Bio coming soon!

Student Services

Student Services/Operations
Jay Frank – Jay.Frank@avedapdx.com | 360-356-1804
Jay was among the first students to enroll at the Vancouver campus. She brings both her background in retail and as a cosmetology student to the Student Services and Operations department. Jay truly enjoys helping and encouraging people. She loves listening to students and learning their backgrounds and stories. Her interests include a passion for beauty, interior design and spending as much time as possible with her 3 boys.

Samantha Hoffman – Samantha.Hoffman@avedapdx.com |503-517-2577
Samantha is passionate about learning new things, reading whenever she can, and her Boston Terrier puppy, Cleo. She chose this industry because it is always changing and evolving. She enjoys making a connection with a guest, even if it is just over the phone. She is empowered by strong, leading women –especially her mom. She loves that Dosha encourages their employees to grow and gives them the opportunities to succeed.

Student Accounts/Finance

Finance Manager
Alicia Siy Seaver – Alicias@avedapdx.com | 360-334-5456
Alicia has been in the beauty industry since 2012 and in the Finance Department since 2013. She is passionate about helping students continue their education and professional careers and enjoys counseling them on how to achieve their financial goals! Alicia chose this industry because she wanted to help people gain an education that would lead to a life-long career. Seeing the students grow and change throughout their time in school is her favorite part about working at the Aveda Institute Portland. She is inspired by her co-workers and admires their dedication to their students, each other and their own passions. Many of the instructors here participate in special events such as fashion shows, photo shoots and makeover sessions - Alicia loves seeing how they bring that excitement and passion for the industry back to their students! Her proudest moments are when she enrolls new students and every time she sees a student graduate.

Achievements:
B.S. Business Administration University of Missouri - Columbia
B.A. International Relations University of Missouri - Columbia
Fundamentals of Federal Student Aid Training
NACCAS training

Educators

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

Kyndra Bopp - Kyndra.Bopp@avedapdx.com
Kyndra's background is in Hairstyling, Esthetician, and Nails. She has been working in the industry since 2012. Kyndra believes that you can make something beautiful with whatever you are given. She chose this industry because she enjoys helping people realize their best selves and making the outside reflect their personality. Her favorite part about working with her guest is being able to show her finished work and admired by the client. Kyndra proudest moment in the industry is becoming an education and being able to pass on what she is passionate about to her students.

Mary Petillo– Mary.Petillo@avedapdx.com
Mary has been in the beauty industry for decades as a hairstylist and educator. Her interpersonal skills first drew her to the industry, and the technical skills came naturally. In 2007, Mary became an American Board-Certified Hair colorist and began teaching. She continued to pursue her love of education at Aveda Institute Portland.

Christine Barta Myers – Christine.Barta@avedapdx.com – Cosmetology Instructor/Cadet Instructor
Throughout her education, Christine struggled to learn through the same channels as her peers. She became passionate about helping other non-traditional learners, which lead her down the path of becoming an educator. She strives to grow students by finding ways to personally inspire and challenge them to succeed. When it comes to formulating color or discovering patterns, Christine likes to take students through that journey with her so they can build off it in the future. She aspires to continue this love of hair color and education by becoming an Aveda Color Coach.

Jackie Craven– Jackie.Craven@avedapdx.com
Jackie has been in the beauty industry for over 24 years, starting her journey with a simple goal: to learn how to love and manage her own hair. That curiosity turned into a lifelong passion for helping others feel their best. As an instructor, Jackie enjoys sharing her knowledge and experience while watching students grow and develop their skills. She believes there's always something new to learn and loves experimenting with fresh techniques and ideas. Outside the classroom, Jackie continues to work behind the chair and occasionally sneaks in time for a good book – though she often falls asleep mid-read!

Hair Design Instructors/Cadet Instructors

Anthony Scagliotti – Anthony.Scagliotti@avedapdx.com
Anthony loves all things hair, from working behind the chair, instructing, and watching haircut videos and collecting books in his free time. The relationships he builds with students keeps him passionate as a cosmetology instructor. "Seeing a student nail a cut or color they were nervous about, makes my day every time." Anothony is also a pop culture junkie, loving anything from vintage infomercials to cult classic horror films and everything in between.

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

Crystal Seeds – Crystal.Seeds@avedapdx.com
Crystal found her way to the beauty industry a little later in life and has now been in it for 13 years. Her specialty is haircutting, and she loves sharing knowledge with students and seeing those moments when everything just clicks.
She recently relocated to the Pacific Northwest and is enjoying getting to know the area. Outside of school, Crystal loves baking and going to concerts. She brings a great mix of industry know-how and a teaching style that really connects with students.

Kori Carter*** – Kori.Carter@avedapdx.com
Bio coming soon!

***Licensed in hair design and esthetics.

Esthiology Instructors

Chelsea Hof – Chelsea.Hof@avedapdx.com
Chelsea has spent 15 years in the beauty industry and is a proud alum of Aveda Institute Portland. Born and raised in Portland, she's thrilled to share her expertise and enthusiasm with her students. Known for her waxing skills – she's mastered the 5-minute Brazilian – Chelsea loves helping students hone their craft and seeing those "lightbulb" moments when everything clicks.Outside the classroom, Chelsea is a busy mom, an animal lover, a die-hard Bengals fan, and a big fan of trivia nights and board games. Her upbeat energy and passion for teaching make her a favorite among students and an inspiration to future estheticians.

Commitment to Your Education

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

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

Administrative Hours

Administrative operating hours are 9:00 AM to 6:00 PM Monday through Friday or by special appointment. Call (360)326-0567 for details.

Financial Aid Office Hours

The Financial Aid Office is located within the Aveda Institute Portland Vancouver Campus. Operating hours are Monday - Friday, 10:00 AM to 6:00 PM. For assistance with financial aid questions, consumer information, and institutional information please contact the Director of Finance or the Student Accounts Representative. Prospective students may make appointments with the financial department by calling (360)334-5456. At any time, current students may submit a student report to the financial department in order to address questions or schedule an appointment.

Student Services Office Hours

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

Transportation

The Aveda Institute Portland Vancouver campus is conveniently located in the Vancouver Mall neighborhood in Vancouver.

The Clark County Public Transit Benefit Area Authority (C-TRAN) is a public agency serving Clark County, Washington, United States, including the cities of Battle Ground, Camas, Vancouver and Washougal. This interconnected bus system links all of these cities together on 19 routes. Five of these routes have stops within walking distance of the institute. Visit http://www.c-tran.com/ for more information on C-Tran including routes, fees, and schedules.

The Aveda Institute Portland Vancouver Campus also has limited *free parking* available to students who drive to school. Parking spots are not guaranteed, and students are encouraged to carpool. Please note that student vehicles may only be parked on campus while students are in class. Vehicles must be removed at the end of the school day or risk towing and/or impoundment.

Facilities and Equipment

The Aveda Institute Portland Vancouver Campus is located at 6615 NE 4th Plain Blvd, Vancouver, WA 98661. Aveda Institute Portland Vancouver Campus provides direct access to our facility, ADA bathrooms, and elevator access to all floors of the school. The institute complies with ADA requirements. Handicapped parking for guests and students is available. For any specific needs or questions on physical abilities, please contact the School Director.

Retail Store: This is a welcoming space for guests to check in for their appointments and later check out with students. The Aveda Institute Portland Vancouver Campus Retail Store features hair, skin, flower and plant Pure-Fume, body care, makeup, and lifestyle products. The retail area provides students with 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: This area hosts the majority of the salon space for students and guests. This large space flourishes with 70 stations, 1 spa room containing 16 individual treatment tables, 9 shampoo bowls, 8 pedicure stations, and 12 manicure stations. As a student you

will have the opportunity to perform a wide spectrum of hair, skin, nail and body services in an exquisitely constructed virtual salon/day spa setting 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: Individual classrooms provide a quiet area for instruction. Each of the three classrooms are set up to accommodate the different phases of our curriculum.

Student Resources: There is a lunch/break room for student use for lunching with classmates.

Program Names

The Aveda Institute Portland Vancouver Campus offers many different programs and both distance education and in person delivery methods for these programs. Please note the following regarding program names:

Approved programs:

Cosmetology Distance Education may herein be referred to as Cosmetology DE.

Hair Design Distance Education may herein be referred to as Hair Design DE.

Esthiology Distance Education may herein be referred to as Esthiology DE.

Barbering Distance Education may herein be referred to as Barbering DE.

Admissions

Admissions Requirements

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

- ✓ Receive Student Catalog
- ✓ Receive Annual Security Report
- ✓ Receive Information with Institute Outcomes

Step 2: Complete and return all admissions requirements

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

Step 3: Upon acceptance meet with the Financial Department

- ✓ Complete Financial Plan
- ✓ Complete Enrollment Meeting and sign Enrollment Contract
- ✓ Submit a $100 registration fee (registration fee is valid for one contract)
- ✓ Complete Entrance Counseling and Master Promissory Note at studentaid.gov (if using Federal Financial Aid)

Step 4: Agree to attend the mandatory orientation

- ✓ Orientation is held the Tuesday before class starts from 11am to 2pm. (in case of a holiday, orientation will be held the Thursday before the start date)
  (Tardiness or absence to orientation or the first day of school will cancel your enrollment contract)

Enrollment Procedures

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

Documents must be official and have a date of completion for the student it is regarding. If transcripts and GED's do not show proper integrity, they must be approved by the director of the school. If the diploma/transcript is not in English, it must be translated and verified to be equivalent to a high school diploma by a third-party agency and have an accompanying translated and evaluated copy in the student's file. *Please note, Aveda Institute Portland Vancouver Campus does not participate in the Ability-To-Benefit Program, nor can it accept home school certificates. Applicants with a home school certificate are encouraged to obtain a GED certificate to be eligible for enrollment. Additionally, all high school diplomas and GED certificates must come from an accredited institution for consideration of acceptance and enrollment. For more information, please call the admissions office at 503-294-6000 ext. 410.

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

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

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

A completed application is valid for two selected start dates or one year, whichever comes first. If a potential student does not start after selecting two start dates or within one year, they must submit a new application and a new non-refundable $20 application fee. If a potential student does not start after selecting four start dates, they would need to request campus review committee approval for their enrollment and must wait 1 year to reapply. Tuition and all school charges must be paid in full by the time of graduation.

Admissions Discretion Clause – Student Conduct

The institution reserves the right to delay or deny admission to any applicant whose previous behavior, conduct history, or interpersonal interactions indicate a potential risk to the safety, well-being, or educational environment of the school community. This includes, but is not limited to, documented incidents of harassment, threats, intimidation, or aggressive behavior toward staff, students, or others.
In addition, the institution may delay or deny admission based on unprofessional, dishonest, or disruptive conduct during the application or enrollment process, including but not limited to:

- Inappropriate verbal or written communication with staff,
- Providing false or misleading information,
- Failure to comply with the application process in good faith,
- Harassment or intimidation of admissions personnel or fellow applicants.

The institution may require a meeting with administration and/or supporting documentation prior to finalizing the admissions decision. All decisions are made in alignment with the school's published nondiscrimination policies and applicable law.
Compliance with State and Accreditor Standards:

- **Oregon:** In accordance with Oregon Administrative Rules (OAR Chapter 715), this policy is lawful provided it is published, consistently enforced, and not discriminatory.
- **Washington:** Per Washington Administrative Code (WAC 490-105), private vocational schools may deny admission for documented, non-discriminatory reasons relating to school safety or professional conduct.
- **NACCAS:** This policy aligns with the National Accrediting Commission of Career Arts & Sciences (NACCAS) requirement for fair, documented, and consistently applied admissions policies.
- **U.S. Department of Education:** This clause does not conflict with Title IV or federal nondiscrimination laws, as it is based solely on behavioral grounds—not protected class status.

Schedule availability, class size and frequency

Aveda Institute Portland begins new classes 6 times per year and offers multiple programs and schedule options. Classes may be cancelled if enrollments do not meet the minimum class size. The educational experience is significantly enhanced by the presence of a diverse and engaged student body. Low enrollment compromises this dynamic. A smaller class size limits the opportunity for group discussion, team assignments, debate, and peer learning. Because of this, classes might be cancelled to prioritize the maintenance of a high-quality learning environment that benefits both students and faculty members. In the event of a cancelled class start the student will be given the option to move their enrollment into the next scheduled class start at no additional cost or may elect to cancel their enrollment and have all payments refunded.

Promotional Offers and Fee Waivers Policy

The Institution may, at its discretion, offer promotional incentives, including but not limited to the waiver of application or registration fees, for specific enrollment periods or start dates.

All promotional offers will be:

- Clearly defined with specific eligibility criteria and timeframes
- Applied consistently to all prospective students who meet the stated criteria
- Documented and maintained in accordance with institutional policies

Promotional offers are not guaranteed and may be modified or discontinued at any time.

The availability of any promotional offer does not imply or guarantee admission, program availability, financial aid eligibility, or employment outcomes. Prospective students are encouraged to review all enrollment terms and conditions and to contact the Admissions Office for current information regarding any available promotions.

All institutional communications regarding promotional offers are developed in alignment with applicable federal regulations, including truth-in-advertising standards, and accreditation requirements established by NACCAS.

Vaccinations

Aveda Institute Portland Vancouver Campus 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 Vancouver Campus 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 Vancouver Campus before clock hours can be accepted.** Aveda Institute Portland Vancouver Campus 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.

Non-Aveda Institute Portland Vancouver Campus Transfer hours may be accepted with the approval of Aveda Institute Portland Vancouver Campus Director for the Cosmetology/Cosmetology DE and Hair Design/Hair Design DE 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. The maximum number of non-Aveda Institute Portland Vancouver Campus transfer hours accepted is 25% of the required program hours.

Aveda Institute Portland does not accept transfer hours for the Esthiology/Esthiology DE program.

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 transfer of hours. A failing grade of 79% and below will result in a transfer of zero hours.

All non-Aveda Institute Portland Vancouver Campus 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.

Please note, the state of Washington does not accept transfer hours from Cosmetology Schools outside of the state of Washington.

Re-entry

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

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

Course and Curriculum Descriptions

The Aveda Institute Portland Vancouver Campus follows the course description as outlined in the Washington Law, along with the interweaving of the Aveda concept and mission to teach each 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 instruct students and prepare them for not only a career, but a way of life. Aveda Institute Portland Vancouver Campus provides all instruction and training in the English language. All reference materials, videos, training materials, product labels, textbooks and institutional publications are provided in English.

Curriculum and Education Overview

The Aveda Institute Portland Vancouver Campus 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 Vancouver Campus 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. Educators instruct on a 20-1 ratio with the maximum class size reflective of this ratio.

Distance Education Policy

Students enrolled in a program that contains Distance Education will complete up to but no more than 50% of their program hours via Distance Education utilizing technology provided in their kit of books and equipment. Students will participate in a hybrid learning program with one day per week attended via distance education from home where theory and lectures will be delivered. We encourage students to have a designated area set aside with minimal distractions that is conducive to learning for this day of instruction. The remaining scheduled days per week will be on campus and students will receive additional theory instruction as well as demonstrations delivered in a virtual classroom experience online. A virtual classroom experience on campus includes attending online classes but is not part of the distance education delivery portion since students are not attending from home. While on campus, instructors are available for hands-on assistance. Students will also gain practical experience and professional business building skills on live guests while attending on campus.

Once a student completes the theory phase portions of their program hours online from home the student must then attend all classes on campus. Students will continue to receive instruction delivered in a virtual classroom even while on campus.

- Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
- Interactions with instructors must be validated by measurable participation for each clock hour in the academic program. Participation will be documented within a video log of student activity comprised of a record of regular and substantive interaction between student(s) and instructor(s).
- Students are required to actively participate in scheduled activities and must confirm their identity via camera to meet attendance requirements.
- Distance Education students will participate in learning activities while physically present at the contracted campus at least once every week for the length of a scheduled class day as outlined in the enrollment contract. The specific day(s) that physical attendance will be required is subject to change as a student progresses through the program and attends different phases.
- A Distance Education Assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
- All assessments that will be used for calculating a student's Grade Point Average (GPA) must be executed while the student is physically on campus.
- Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
- Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.
- All transcripts or other documents, official or unofficial, listing academic attainment received will identify the distance education component.

Distance Education Technology Requirements

Students must be able to provide reliable and consistent internet access and utilize video and microphone to participate daily.

- Required Hardware:
    - Working iPad

    - iPad charger
- Required Software:
    - Internet Browsers, such as Mozilla Firefox and Google Chrome, are preferred. It is also suggested to have both of these browsers, so that one can act as a backup in case the other is experiencing issues.
    - Adobe Acrobat Reader (latest version) can be used for viewing PDF files offline (outside of a web browser).
- Required Internet Connection:
    - A stable Internet connection of 56K or greater is required. (However, please note that a 56K connection may degrade the quality of your experience.)
- Optional Hardware:
    - We recommend but do not require the use of headphones/earbuds as well which are not provided.
- Optional Software:
    - Microsoft Office (includes Microsoft Word, Excel and PowerPoint).
    - Windows Media Player is one media player that can be used to play videos offline (outside of a web browser)

Models

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

Class Time & Grading

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

Copyright Infringement Policy

Aveda Institute Portland Vancouver Campus 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). These rights include the right to reproduce or distribute copyrighted work. In the file- sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at **https://copyright.gov**.

Anyone who is found in breach of the Copyright Infringement Policy will be penalized according to the violation procedures in the student code of conduct.

Awarding Extracurricular Hours

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

Teaching Format

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

Gratuity

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

Clinic Service Sheet Policy

Clinic Service Sheets are designed to track all services completed by students while at the institute. Services must be signed off by the instructor the same day services are performed. Clinic Service Sheets must be turned in by the 5th day 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.

Academic Progress and Student Academic Records

Students have access to information regarding their academic progress through the Memo student app. Students are encouraged to regularly review their academic information, including recorded clock hours, written and practical test results, clinic service sign offs and other applicable program requirements, to monitor their progress toward completion.

Students are responsible for reviewing their academic information for accuracy and should promptly report any suspected discrepancies. If a student believes information in their academic record is inaccurate or incomplete, the student should submit a Student Request identifying the specific discrepancy and providing any available supporting information or documentation. The Institute will review the reported concern and communicate with the student regarding the outcome or any additional information needed.

Students who have concerns regarding academic records from an earlier phase of their program may request a more comprehensive review of their academic file by submitting a Student Request. The Director, Manager of Education, or appropriate Institute representative will review identified discrepancies with the student and determine whether any corrections to the student's academic record are warranted.

Students may also request access to or copies of their student records in accordance with the Institute's student records policy. Any applicable copying fees will be disclosed at the time of the request.

As students approach program completion, the Institute may conduct an Academic Review to evaluate remaining program requirements and graduation readiness. Academic Review information may be made available to the student and applicable Institute personnel through Memo for continued monitoring and follow-up.

Student Request and Inquiry Form

Student Requests can be submitted electronically via your LearnAveda online platform. Please navigate to "All Lessons" and use the search option to search for "student request." This will bring up the Student Request and Inquiry Form learning path. Click the link to enter the learning path and navigate to the link at the bottom of the page to enter your student request form electronically.

Your questions are important to us and we want to help you get those answers. Please keep in mind this is not for immediate responses. We ask that you please allow up to 14 days for a response or meeting time and date via email. Meetings will be scheduled on your Salon Biz books as well. Meetings are scheduled for things that cannot be quickly answered in an email.

Please remember the majority of your questions can be answered by an instructor. They are a wealth of knowledge. If your questions require additional support or staff, please submit a Student Request.

Reasons you may want to submit a student request are:

- Request Time Off
- Leave Of Absence requests
- Finance or Contract questions
- 504 Accommodations needed
- Attendance Questions - after confirming with your instructor
- Schedule changes
- School incident
- ID card replacement

We will be working to find solutions for you as quickly as possible. Please note that each of you are in an individual situation and some solutions may take longer to resolve than others. All Responses and Meeting times/dates will be communicated via the email address that you have on file with the school. These emails may end up in your junk or spam box so please continue to check all of your email folders for a response.

Quick Tips:

When filling out your request, please be as clear and as detailed as possible. This will prevent any "back and forth" happening and your resolution will happen quicker when we have all the information we need upfront. Please include any specific dates or times, additional names of anyone involved and any details to best support your questions or requests.

Please do not just request a meeting, as we want to do as much prep and research into options for you before meeting with you to help in finding a solution sooner rather than later.

Please do not resubmit your requests. Ask your instructor to follow up on your request that you have submitted already to ensure that someone is working on it.

Section 504/Americans with Disabilities Act Policy

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

If you would like to request academic adjustment or auxiliary aids, please contact the Aveda Institute Portland Section 504 Compliance Coordinator, Niki Sparks, 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 resources 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 via student request of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute would accept a verbal request.
2. The 504 Coordinator will schedule a time to meet with the student after receiving the student request. The purpose of this meeting is to ensure that the Institute obtains adequate information and understanding of the student's individual needs.
3. The 504 Coordinator will request documentation to substantiate the disability and need for accommodations.
4. The 504 Coordinator will review the request and provide the student with a written determination as soon as practically possible but in no event no more than two weeks after receiving the request and required documentation.

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

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.

Discrimination Grievance Procedure

The Aveda Institute Portland has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, U.S. Department of Education, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099, Phone: (206) 607-1600, Facsimile: (206) 607-1601, Email: OCR.Seattle@ed.gov:

Step 1: A person who believes that he/she has been discriminated against by the Institute is encouraged, but is not required, to discuss the matter informally with the Institute's Section 504 Compliance Coordinator. The student should enter an electronic student request and a meeting will be scheduled for the student and the Section 504 Coordinator. If the Section 504 Coordinator is the subject of the complaint, the grievant may, instead, contact the Institute's President, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

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

that the Institute will take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

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

The Aveda Institute Portland hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the Institute's Section 504 Coordinator.

Religious, Medical and Cultural Accommodation

Aveda Institute Portland will provide reasonable religious, medical and/or cultural accommodations to students who have religious and/or cultural practices or beliefs and/or medical conditions that conflict with a scheduled course/program requirement. Students requesting an accommodation of this type should make the request electronically via the student reporting system and provide specific information regarding the requested accommodation. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining the materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of these types of accommodations may include:

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

Physical Demands of the Cosmetology Profession

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

Body Position: Long periods of time standing while using your hands, arms, and wrists continuously are required. Estheticians are required to sit and lean forward while providing most services and stand while leaning over others.
Hands: Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.
Back: Minor back stress may be caused by long intervals of standing, sitting or leaning. Please consult your physician or chiropractor if you have experienced pain in the past.
Chemicals: As a cosmetologist or esthetician, you will be required to work with many different types of products and chemicals. If you currently have allergies or sensitivities to chemicals, please consult your physician with a list of the chemicals you will be exposed to.
Sanitation: Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading disease.
Trade Tools: There are dozens of obvious hazards when working with sharp objects such as scissors, razors, clippers, lancets, extractors, etc. Caution must be used when handling any such item.
General Safety: On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

Sanitation Requirements

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

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

environment and how they care for their guest in that environment. It prepares them for the daily structure of any salon or spa that they choose to further their careers in.

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

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

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

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

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

Public sanitation is the promotion of measures to protect public health and to prevent the spread of infectious diseases. The importance of sanitation cannot be overemphasized. Professional services bring the cosmetologist in direct contact with a client's skin, scalp, hair and nails. By practicing the best sanitary measures, you protect your client's health as well as your own.
A person with an infectious disease is a source of contagion to others. Cosmetologists with communicable diseases must not be permitted to serve clients. Likewise, clients suffering from an infectious disease may not be accommodated in a beauty salon. Each student is to familiarize themselves with the guidelines outlined by The State Board of Cosmetology of Washington and adhere strictly to these guidelines.

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

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

Course and Curriculum Description - Cosmetology

Cosmetology • 1600 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, you will cover elements of hair design, esthetics, nail technology, career development, and safety and sanitation, providing you with an exceptional foundation for your professional career.

This course is designed to prepare students for the State Licensing examination for Cosmetology and for gainful employment. Aveda Institute Portland Vancouver Campus students will learn the technical, professional, personal and business skills to prepare for a successful career in a professional salon as a cosmetologist, retail sales specialist, salon manager, and/or owner. Clinic equipment, implements and products are comparable to those used in the industry. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology related fields. Job opportunities are available in the salon, medical, and retail industries.

Cosmetology Course Teaching and Learning Methods

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

Cosmetology Grading Procedures

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

- 80% and above – meeting satisfactory academic standard
- 79% and below – not meeting satisfactory academic standard

Cosmetology Course Content

Plant Aromaology™

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

Product Knowledge/Chemistry

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

Microbiology

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

Anatomy & Physiology

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

Hair Styling

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

like Chignon and French Twist.

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

Chemical Services
Aveda provides over 20 color techniques and over 15 chemical texture techniques. Aveda Institute Portland Vancouver Campus has a strong focus on color and chemical texturizing services. The Aveda color line has ample ability to customize your color for any guest, giving the student full creative freedom when working with color. Students will get a full working knowledge of color classifications, chemical products, implements and tools, hair and scalp analysis.

Skin Care
As a student you will learn and practice Skin Analysis, Aveda Facial Massage Techniques, Aveda Facial Treatments, Body Wraps, Aveda Exfoliation Techniques, and LED light Therapy.

The Spa Experience
At Aveda Institute Portland Vancouver Campus we believe in teaching you everything we consider to be a spa experience. We also believe that the best way to fully understand these things is if you, as the student, get to experience them yourself. These things include the Aveda product systems and how to customize them for your guest, eyebrow and lash tinting, facial waxing, full body waxing including brazilian and Aveda rituals. We will introduce the artistry of lash extensions and learn the basic applications of completing a Classic Lash Look. We will teach the artistry of enhancing lashes and brows through chemical application with Lash Lifts and Brow Laminations. We will focus on the proper shaping and curl for the perfect complement to the spa experience. Students will receive a certificate upon completion of the Lash and Brow classes.

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

Nail Care
Aveda Institute Portland Vancouver Campus has a strong focus on natural nails. Students will perform manicures and pedicures, shellac polish and massage techniques for hands and feet.

Clinic Practice
While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen.
We are very detailed in the services that students learn and ensure that you complete a specific number of certain services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle.
While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, scalp and hair analysis/consultation, mid consultation/education of the products and how to take care of their hair at home, closing the service and setting a plan customized for each guest to maintain their look and condition of their hair.
Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland Vancouver Campus are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally, creating plans for each guest by measuring their Pre-Booking.

As a student you will be performing services on clients under the supervision of licensed instructors but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland Vancouver Campus.

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

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

Cosmetology Curriculum Description

Topic Description	Total Number of Hours	Number of Operations
Hair Cuts	305	150
Thermal Styling	90	75
Updo/Braiding Styling	30	25
Wet Styling	37.5	25
Color	420	150
Permanent Waving	40	20
Chemical Relaxing	40	20
Shaving Full Face/Head	5	10
Facial Massage	115.5	20
Facials	115.5	20
Facial Make-Up	20	10
Brow and Lash Tinting	5	2
Brow Lamination	2	1
Lash Lift	2	1
Strip Lash and Eye Tabbing Application	3	2
Lash Extension Application	7	2
Facial Hair Removal	25	10
Body Hair Removal	19	10
Brazilian	3	3
Bikini	3	3
Manicuring	40	10
Pedicuring	40	10
Product Knowledge/Chemistry	56	N/A
Anatomy and Physiology	58	N/A
Tools/Implements/equipment	38.5	N/A
Microbiology	10	N/A
Safety, Sanitation and Hygiene	30	N/A
Washington Law and Rules	20	N/A
Career Development/Salon Success Program	20	N/A
Total Training Hours	**1600 Clock Hours**	

Course and Curriculum Description – Cosmetology Distance Education

Cosmetology • 1600 Clock Hours • SOC 39-5012 • CIP 12.0401

Cosmetology Distance Education Course Description

An Aveda Institute education is intended to be rigorous and thorough. Throughout the Cosmetology DE Course, you will cover elements of hair design, esthetics, nail technology, career development, and safety and sanitation, providing you with an exceptional foundation for your professional career.

This course is designed to prepare students for the State Licensing examination for Cosmetology and for gainful employment. Aveda Institute Portland Vancouver Campus students will learn the technical, professional, personal and business skills to prepare for a successful career in a professional salon as a cosmetologist, retail sales specialist, salon manager, and/or owner. Clinic equipment, implements and products are comparable to those used in the industry. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology related fields. Job opportunities are available in the salon, medical, and retail industries.

Cosmetology Distance Education Course Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps, which address specific topics necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Our course is delivered in an online interactive format via our Learning Management System LearnAVEDA. This gives students the ability to access content through a web log in and review course materials, take quizzes and tests, complete learning activities, track progress and review announcements. Students collaborate virtually with instructors with technology tools such as videoconferencing, group and private messaging, digital whiteboarding, file sharing and interactive polling. Students have access to everything that they need in a digital form with their downloadable eBook textbooks so that they can go back and refresh when or if needed. Assistive technology is provided through closed captioning as needed as well as through the spoken content feature on the iPad provided in the student kit. With this style of learning being so interactive it supports the way that today's students are learning best, including interactive lecture, hands-on demonstration, cooperative learning, group projects and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the course.

Cosmetology Distance Education 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 Distance Education Course Content

Plant Aromaology™

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

Product Knowledge/Chemistry

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

Microbiology

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

Anatomy & Physiology

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

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

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

Chemical Services
Aveda provides over 20 color techniques and over 15 chemical texture techniques. Aveda Institute Portland Vancouver Campus has a strong focus on color and chemical texturizing services. The Aveda color line has ample ability to customize your color for any guest, giving the student full creative freedom when working with color. Students will get a full working knowledge of color classifications, chemical products, implements and tools, hair and scalp analysis.

Skin Care
As a student you will learn and practice Skin Analysis, Aveda Facial Massage Techniques, Aveda Facial Treatments, Body Wraps, Aveda Exfoliation Techniques and LED light Therapy.

The Spa Experience
At Aveda Institute Portland Vancouver Campus we believe in teaching you everything we consider to be a spa experience. We also believe that the best way to fully understand these things is if you, as the student, get to experience them yourself. These things include the Aveda product systems and how to customize them for your guest, eyebrow and lash tinting, facial waxing, full body waxing including 26razilian and Aveda rituals. We will introduce the artistry of lash extensions and learn the basic applications of completing a Classic Lash Look. We will teach the artistry of enhancing lashes and brows through chemical application with Lash Lifts and Brow Laminations. We will focus on the proper shaping and curl for the perfect complement to the spa experience. Students will receive a certificate upon completion of the Lash and Brow classes.

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

Nail Care
Aveda Institute Portland Vancouver Campus has a strong focus on natural nails. Students will perform manicures and pedicures, shellac polish and massage techniques for hands and feet.

Clinic Practice
While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen.
We are very detailed in the services that students learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle.
While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, scalp and hair analysis/consultation, mid consultation/education of the products and how to take care of their hair at home, closing the service and setting a plan customized for each guest to maintain their look and condition of their hair.
Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland Vancouver Campus are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally, creating plans for each guest by measuring their Pre-Booking.

As a student you will be performing services on clients under the supervision of licensed instructors but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland Vancouver Campus.

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

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

Cosmetology Distance Education Curriculum Description

Our Cosmetology Distance Education program is made up of both online learning and on campus practice. The majority of our technique demonstrations and theory lectures are online. While some theory will require mannequin practice that will be completed online, all practice on a live guest will be completed on campus under the supervision of a licensed professional.

Topic Description	**Total Number of Hours**	**Number of Operations**
Hair Cuts	305	150
Thermal Styling	90	75
Updo/Braiding Styling	30	25
Wet Styling	37.5	25
Color	420	150
Permanent Waving	40	20
Chemical Relaxing	40	20
Shaving Full Face/Head	5	10
Massage	115.5	20
Facials	115.5	20
Facial Make-Up	20	10
Brow and Lash Tinting	5	2
Brow Lamination	2	1
Lash Lift	2	1
Strip Lash and Eye Tabbing Application	3	2
Lash Extension Application	7	2
Facial Hair Removal	25	10
Body Hair Removal	19	10
Brazilian	3	3
Bikini	3	3
Manicuring	40	10
Pedicuring	40	10
Product Knowledge/Chemistry	56	N/A
Anatomy and Physiology	58	N/A
Tools/Implements/equipment	38.5	N/A
Microbiology	10	N/A
Safety, Sanitation and Hygiene	30	N/A
Washington Law and Rules	20	N/A
Career Development/Salon Success Program	20	N/A
Total Training Hours	**1600 Clock Hours**	

Course and Curriculum Description – Hair Design

Hair Design • 1400 Clock Hours • SOC 39-5012 • CIP 12.0407

Hair Design Course Description and Objectives

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

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

Hair Design Course Teaching and Learning Methods

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

Hair Design Course Grading Procedures

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

- 80% and above – meeting satisfactory academic standard
- 79% and below – not meeting satisfactory academic standard

Hair Design Course Content

Plant Aromaology™

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

Product Knowledge/Chemistry

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

Microbiology

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

Anatomy & Physiology

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

Hair Styling

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

Hair Cutting

Aveda has over fifteen haircuts available for you while in school and when you leave. Learning Aveda Cutting builds your skills in

different techniques. Aveda Institute Portland Vancouver Campus puts a strong focus on 9 different techniques to create a foundation that any student can build on. Students will gain knowledge of implements and tools, cutting techniques, blue printing, guest consultation and goal setting.

Chemical Services
Aveda provides over 20 color techniques and over 15 chemical texture techniques. Aveda Institute Portland Vancouver Campus has a strong focus on color and chemical texturizing services. The Aveda color line has ample ability to customize your color for any guest, giving the student full creative freedom when working with color. Students will get a full working knowledge of color classifications, chemical products, implements and tools, hair and scalp analysis.

Clinic Practice
While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen.
We are very detailed in the services that students learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle.
While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, scalp and hair analysis/consultation, mid consultation/education of the products and how to take care of their hair at home, closing the service and setting a plan customized for each guest to maintain their look and condition of their hair.
Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland Vancouver Campus are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally, creating plans for each guest by measuring their Pre-Booking.

As a student you will be performing services on clients under the supervision of licensed instructors but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland Vancouver Campus.

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

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

Hair Design Curriculum Description

Topic Description	Total Number of Hours	Number of Operations
Hair Cuts	320	150
Thermal Styling	90	75
Updo/Braiding Styling	30	25
Wet Styling	38	25
Color	420	150
Permanent Waving	60	20
Chemical Relaxing	60	20
Shaving Full Face/Head	5	10
Product Knowledge/Chemistry	31	N/A
Anatomy and Physiology	22	N/A
Tools/Implements/Equipment	18	N/A
Microbiology	5	N/A
Washington Law and Rules	106	N/A
Safety, Sanitation and Hygiene	89	N/A
Career Development/Salon Success Program	106	N/A
Total Training Hours	**1400 Clock Hours**	

Course and Curriculum Description – Hair Design Distance Education

Hair Design • 1400 Clock Hours • SOC 39-5012 • CIP 12.0407

Hair Design Distance Education Course Description and Objectives

An Aveda Institute Portland Vancouver Campus education is intended to be rigorous and thorough. Throughout the Hair Design DE Course, students will receive instruction on Anatomy & Physiology, Chemistry, 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 Distance Education Course Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps, which address specific topics necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Our course is delivered in an online interactive format via our Learning Management System LearnAVEDA. This gives students the ability to access content through a web log in and review course materials, take quizzes and tests, complete learning activities, track progress and review announcements. Students collaborate virtually with instructors with technology tools such as videoconferencing, group and private messaging, digital whiteboarding, file sharing and interactive polling. Students have access to everything that they need in a digital form with their downloadable eBook textbooks so that they can go back and refresh when or if needed. Assistive technology is provided through closed captioning as needed as well as through the spoken content feature on the iPad provided in the student kit. With this style of learning being so interactive it leans on how today's students are learning best, including interactive lecture, hands-on demonstration, cooperative learning, group projects and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the course.

Hair Design Distance Education 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 Distance Education Course Content

Plant Aromaology™

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

Product Knowledge/Chemistry

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

Microbiology

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

Anatomy & Physiology

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

Hair Styling

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

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

Chemical Services
Aveda provides over 20 color techniques and over 15 chemical texture techniques. Aveda Institute Portland Vancouver Campus has a strong focus on color and chemical texturizing services. The Aveda color line has ample ability to customize your color for any guest, giving the student full creative freedom when working with color. Students will get a full working knowledge of color classifications, chemical products, implements and tools, hair and scalp analysis.

Clinic Practice
While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen.
We are very detailed in the services that students learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle.
While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, scalp and hair analysis/consultation, mid consultation/education of the products and how to take care of their hair at home, closing the service and setting a plan customized for each guest to maintain their look and condition of their hair.
Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland Vancouver Campus are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally, creating plans for each guest by measuring their Pre-Booking.
As a student you will be performing services on clients under the supervision of licensed instructors but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland Vancouver Campus.

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

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

Hair Design Distance Education Curriculum Description

Our Hair Design Distance Education program is made up of both online learning and on campus practice. The majority of our technique demonstrations and theory lectures are online. While some theory will require mannequin practice that will be completed online, all practice on a live guest will be completed on campus under the supervision of a licensed professional.

Topic Description	**Total Number of Hours**	**Number of Operations**
Hair Cuts	320	150
Thermal Styling	90	75
Updo/Braiding Styling	30	25
Wet Styling	38	25
Color	420	150
Permanent Waving	60	20
Chemical Relaxing	60	20
Shaving Full Face/Head	5	10
Product Knowledge/Chemistry	31	N/A
Anatomy and Physiology	22	N/A
Tools/Implements/Equipment	18	N/A
Microbiology	5	N/A
Washington Law and Rules	106	N/A
Safety, Sanitation and Hygiene	89	N/A
Career Development/Salon Success Program	106	N/A
Total Training Hours	**1400 Clock Hours**	

Course and Curriculum Description – Barbering *(not currently open for enrollment)*

Barbering • 1000 Clock Hours • SOC 39-5012 • CIP 12.0402

Barbering Course Description and Objectives

An Aveda Institute Portland education is intended to be rigorous and thorough. Throughout the Barbering Course, students will receive instruction on Anatomy & Physiology, Plant Aromaology, Chemistry, Hair Styling, Hair Cutting, Shaving, Men's Grooming and Personal/Career Development.

This course is designed to prepare students for the State Licensing examination for Barbering 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.

Barbering Course Teaching and Learning Methods

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

Barbering 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

Barbering Course Content

Plant Aromaology™

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

Product Knowledge/Chemistry

The entirety of what you use in combination with the skin, scalp and hair is based on Chemistry. You will learn how and why the following things will be important for you as a Barber; infection control sanitation/sterilization procedures, ingredient analysis

Microbiology

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

Anatomy & Physiology

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

Shampooing Conditioning and Treatments

Students will receive a full understanding in how to properly drape for all services, as well as manipulating the hair and scalp, shampooing, conditioning and treatments for the scalp or hair. During these lessons they will also perform scalp and hair analysis.

Hair Styling

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

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

Shaving/Men's Grooming
With the combination of Aveda and Pivot Point curriculum students will learn multiple ways to cut and style men's hair as well as trim design and shave men's facial hair including ear, eyebrow and nose hair trimming. Students will gain knowledge of shaving implements and tools throughout the course.

Clinic Practice
While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen.
We are very detailed in the services that students learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle.
While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, scalp and hair analysis/consultation, mid consultation/education of the products and how to take care of their hair at home, closing the service and setting a plan customized for each guest to maintain their look and condition of their hair.
Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally, creating plans for each guest by measuring their Pre-Booking.

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

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

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

Barbering Curriculum Description

Topic Description	**Total Number of Hours**	**Number of Operations**
Hair Cuts	450	160
Thermal Styling	100	60
Updo/Braiding Styling	30	20
Wet Styling	40	25
Facial Treatments and Massage	40	20
Shaving	80	40
Shampoo/Condition and Hair/Scalp Treatments	30	20
Mustache and Beard Design and Detail	60	120
Product Knowledge/Chemistry	20	N/A
Anatomy and Physiology	30	N/A
Tools/Implements/equipment	15	N/A
Microbiology	15	N/A
Washington Safety and Sanitation	30	N/A
Safe usage, safety devices and federal regulations and standards	20	N/A
Career Development/Salon Success Program	40	N/A
Total Training Hours	**1000 Clock Hours**	

Course and Curriculum Description – Barbering Distance Education *(not currently open for enrollment)*

Barbering • 1000 Clock Hours • SOC 39-5012 • CIP 12.0402

Barbering Distance Education Course Description and Objectives

An Aveda Institute Portland education is intended to be rigorous and thorough. Throughout the Barbering Course, students will receive instruction on Anatomy & Physiology, Plant Aromaology, Chemistry, Hair Styling, Hair Cutting, Shaving, Men's Grooming and Personal/Career Development.

This course is designed to prepare students for the State Licensing examination for Barbering 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.

Barbering Distance Education Course Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps, which address specific topics necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Our course is delivered in an online interactive format via our Learning Management System LearnAVEDA. This gives students the ability to access content through a web log in and review course materials, take quizzes and tests, complete learning activities, track progress and review announcements. Students collaborate virtually with instructors with technology tools such as videoconferencing, group and private messaging, digital whiteboarding, file sharing and interactive polling. Students have access to everything that they need in a digital form with their downloadable eBook textbooks so that they can go back and refresh when or if needed. Assistive technology is provided through closed captioning as needed as well as through the spoken content feature on the iPad provided in the student kit. With this style of learning being so interactive it leans on how today's students are learning best, including interactive lecture, hands-on demonstration, cooperative learning, group projects and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the course.

Barbering Distance Education 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

Barbering Distance Education Course Content

Plant Aromaology™

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

Product Knowledge/Chemistry

The entirety of what you use in combination with the skin, scalp and hair is based on Chemistry. You will learn how and why the following things will be important for you as a Barber; infection control sanitation/sterilization procedures, ingredient analysis

Microbiology

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

Anatomy & Physiology

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

Shampooing Conditioning and Treatments

Students will receive a full understanding in how to properly drape for all services, as well as manipulating the hair and scalp, shampooing, conditioning and treatments for the scalp or hair. During these lessons they will also perform scalp and hair analysis.

Hair Styling

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

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

Shaving/Men's Grooming
With the combination of Aveda and Pivot Point curriculum students will learn multiple ways to cut and style men's hair as well as trim design and shave men's facial hair including ear, eyebrow and nose hair trimming. Students will gain knowledge of shaving implements and tools throughout the course.

Clinic Practice
While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen.
We are very detailed in the services that students learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle.
While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, scalp and hair analysis/consultation, mid consultation/education of the products and how to take care of their hair at home, closing the service and setting a plan customized for each guest to maintain their look and condition of their hair.
Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally, creating plans for each guest by measuring their Pre-Booking. *As a student you will be performing services on clients under the supervision of licensed instructors but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland.*

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

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

Barbering Distance Education Curriculum Description

Our Barbering Distance Education program is made up of both online learning and on campus practice. The majority of our technique demonstrations and theory lectures are online. While some theory will require mannequin practice that will be completed online, all practice on a live guest will be completed on campus under the supervision of a licensed professional.

Topic Description	**Total Number of Hours**	**Number of Operations**
Hair Cuts	450	160
Thermal Styling	100	60
Updo/Braiding Styling	30	20
Wet Styling	40	25
Facial Treatments and Massage	40	20
Shaving	80	40
Shampoo/Condition and Hair/Scalp Treatments	30	20
Mustache and Beard Design and Detail	60	120
Product Knowledge/Chemistry	20	N/A
Anatomy and Physiology	30	N/A
Tools/Implements/equipment	15	N/A
Microbiology	15	N/A
Washington Safety and Sanitation	30	N/A
Safe usage, safety devices and federal regulations and standards	20	N/A
Career Development/Salon Success Program	40	N/A
Total Training Hours	**1000 Clock Hours**	

Course and Curriculum Description – Esthiology

Esthiology • 750 Clock Hours • SOC 39-5094 • CIP 12.0408

Esthiology Course Description and Objectives

An Aveda Institute Portland Vancouver Campus 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 is to allow for a complete understanding of Aveda skin care and how it relates to other skin care lines, as well as, to ensure for ample time to become proficient in truly assessing an individual's skin and providing the best treatment or care for that individual.

This course is designed to prepare students for the State Licensing examination for Estheticians and for gainful employment. A student will learn specialized techniques to purify, balance, and renew the skin. To ensure continued career success, the student will continue to learn new and current information related to skills, trends, and methods for career development in 36razilian36 related fields.

Esthiology Course Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities.

Our course is laid out in an online interactive format. This gives students the ability to follow along with all teaching tools. Students can have access to everything that they need in a digital form so that they can go back and refresh when or if needed. With this style of learning being so interactive it supports the way that today's students are learning best, including interactive lecture, hands-on demonstration, cooperative learning, group projects and student participation, Audio-visual aids, guest speakers, activities, and other related learning methods are used in the course.

Esthiology Course Grading Procedures

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

- 80% and above – meeting satisfactory academic standard
- 79% and below – not meeting satisfactory academic standard

Esthiology Course Content

Anatomy & Physiology

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

Product Knowledge/Chemistry

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

Microbiology

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

Makeup

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

Plant Aromaology™

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

Skin Care

As a student you will learn and practice Skin Analysis, Aveda Facial Massage Techniques, Aveda Facial Treatments, Body Wraps, Aveda Exfoliation Techniques, Microdermabrasion and LED light Therapy.

The Spa Experience
At Aveda Institute Portland Vancouver Campus we believe in teaching you everything we consider to be a spa experience. We also believe that the best way to fully understand these things is if you, as the student, get to experience them yourself. These things include the Aveda product systems and how to customize them for your guest, eyebrow and lash tinting, facial waxing, full body waxing including 37razilian and Aveda rituals. We will introduce the artistry of lash extensions and learn the basic applications of completing a Classic Lash Look. We will teach the artistry of enhancing lashes and brows through chemical application with Lash Lifts and Brow Laminations. We will focus on the proper shaping and curl for the perfect complement to the spa experience. Students will receive a certificate upon completion of the Lash and Brow classes.

Clinic Practice
While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen. We are very detailed in the services that you learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle. While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, skin analysis and consultation, mid consultation/education of the products and how to take care of their skin at home, closing the service and setting a treatment plan customized for each guest.
Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland Vancouver Campus are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally creating treatment plans for each guest by measuring their Pre-Booking.
As a student you will be performing services on clients under the supervision of licensed instructors but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland Vancouver Campus.

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

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

Esthiology Curriculum Description

Topic Description	Total Number of Hours	Number of Operations
Massage	124.5	70
Facials	124.5	70
Facial Make-Up	40	20
Body Treatments	20	5
Brow and Lash Tinting	5	2
Brow Lamination	2	1
Lash Lift	2	1
Strip Lash and Eye Tabbing Application	3	2
Lash Extension Application	7	2
Facial Hair Removal	30	30
Body Hair Removal	24	25
Brazilian	3	3
Bikini	3	3
Product Knowledge/Chemistry	40	N/A
Anatomy and Physiology	30	N/A
Tools/Implements/equipment	30	N/A
Microbiology	8	N/A
Aveda Culture	30	N/A
Washington Law and Rules	24	N/A
Safety, Sanitation and Hygiene	95	N/A
Career Development/Salon Success Program	105	N/A
Total Training Hours	**750 Clock Hours**	

Course and Curriculum Description – Esthiology Distance Education

Esthiology • 750 Clock Hours • SOC 39-5094 • CIP 12.0408

Esthiology Distance Education Course Description and Objectives

An Aveda Institute Portland Vancouver Campus education is intended to be rigorous and thorough. Throughout the Esthiology DE 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. To ensure continued career success, the student will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology related fields.

Esthiology Distance Education Course Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps, which address specific topics necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Our course is delivered in an online interactive format via our Learning Management System LearnAVEDA. This gives students the ability to access content through a web log in and review course materials, take quizzes and tests, complete learning activities, track progress and review announcements. Students collaborate virtually with instructors with technology tools such as videoconferencing, group and private messaging, digital whiteboarding, file sharing and interactive polling. Students have access to everything that they need in a digital form with their downloadable eBook textbooks so that they can go back and refresh when or if needed. Assistive technology is provided through closed captioning as needed as well as through the spoken content feature on the iPad provided in the student kit. With this style of learning being so interactive it leans on how today's students are learning best, including interactive lecture, hands-on demonstration, cooperative learning, group projects and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the course.

Esthiology Distance Education 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 Distance Education Course Content

Anatomy & Physiology

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

Product Knowledge/Chemistry

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

Microbiology

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

Makeup

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

Plant Aromaology™

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Skin Care

As a student you will learn and practice Skin Analysis, Aveda Facial Massage Techniques, Aveda Facial Treatments, Body Wraps, Aveda Exfoliation Techniques, Microdermabrasion and LED light Therapy.

The Spa Experience

At Aveda Institute Portland Vancouver Campus we believe in teaching you everything we consider to be a spa experience. We also believe that the best way to fully understand these things is if you, as the student, get to experience them yourself. These things include the Aveda product systems and how to customize them for your guest, eyebrow and lash tinting, facial waxing, full body waxing including Brazilian and Aveda rituals. We will introduce the artistry of lash extensions and learn the basic applications of completing a

Classic Lash Look. We will teach the artistry of enhancing lashes and brows through chemical application with Lash Lifts and Brow Laminations. We will focus on the proper shaping and curl for the perfect complement to the spa experience. Students will receive a certificate upon completion of the Lash and Brow classes.

Clinic Practice
While a student may get their first introduction to new techniques in the theory classroom that is not where students will be doing the bulk of learning. Students will learn and practice every day on the clinic floor. Muscle memory and problem solving is when students really have a chance to fully understand what they are learning and how they will apply it to the career that they have chosen. We are very detailed in the services that you learn and ensure that you complete a specific number of specific services before graduating. We go beyond the basics that state requires in what services are necessary to your complete learning cycle. While on the clinic floor students are given that chance to practice the entirety of the service cycle. The service cycle includes greeting your guest, skin analysis and consultation, mid consultation/education of the products and how to take care of their skin at home, closing the service and setting a treatment plan customized for each guest.
Students are provided with feedback at least weekly on how they are doing with their service cycle skills by being able to see how their benchmark numbers reflect the skills they are practicing with every guest. The benchmarks that we strongly focus on here at Aveda Institute Portland Vancouver Campus are building a clientele they can take with them after school by measuring New Client Requests, educating their guests on home care by measuring their Retail Per Client Ticket and finally creating treatment plans for each guest by measuring their Pre-Booking.
As a student you will be performing services on clients under the supervision of licensed instructors but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland Vancouver Campus.

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

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

Esthiology Distance Education Curriculum Description

Our Esthiology Distance Education program is made up of both online learning and on campus practice. The majority of our technique demonstrations and theory lectures are online. While some theory will require mannequin practice that will be completed online, all practice on a live guest will be completed on campus under the supervision of a licensed professional.

Topic Description	**Total Number of Hours**	**Number of Operations**
Massage	124.5	70
Facials	124.5	70
Facial Make-Up	40	20
Body Treatments	20	5
Brow and Lash Tinting	5	2
Brow Lamination	2	1
Lash Lift	2	1
Strip Lash and Eye Tabbing Application	3	2
Lash Extension Application	7	2
Facial Hair Removal	30	30
Body Hair Removal	24	25
Brazilian	3	3
Bikini	3	3
Product Knowledge/Chemistry	40	N/A
Anatomy and Physiology	30	N/A
Tools/Implements/equipment	30	N/A
Microbiology	8	N/A
Aveda Culture	30	N/A
Washington Law and Rules	24	N/A
Safety, Sanitation and Hygiene	95	N/A
Career Development/Salon Success Program	105	N/A
Total Training Hours	**750 Clock Hours**	

Course and Curriculum Description – Instructor Cadet

Instructor Cadet • 500 Clock Hours • SOC 25-1194• CIP 12.0413

Please note: The Instructor Cadet Program is not a federally funded program at this time.

Curriculum Description

This four-month program will prepare you for your career as an instructor. The Aveda Institute Portland Vancouver Campus Instructor Cadet Program will teach you the foundations of an educator able to teach in their field of practical training (Cosmetology, Hair Design, or Esthetics.) The Instructor Cadet program is designed to utilize individualized, programmed instruction and real-life teaching experiences.

Instructor Cadet Course Objectives

An Aveda Institute education is intended to be rigorous and thorough. Throughout the Instructor Cadet Course, you'll cover Educator Preparation, presentation, clinic floor management, assessment practice, and hands-on training in Aveda Services.
This course is designed to prepare students for the State Licensing examination for Instructors and for gainful employment.

Instructor Cadet 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.

Instructor Cadet 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

Instructor Course Content

Educator Preparation
Teaching methods, topic/subject matter, lesson plans/assignments, materials/supplies, utilizing technology, record keeping.
Educator Presentation
Lectures, demonstrations, handling questions and answers, project methods, leading discussions
Clinic Floor Management
Student Supervision, Guest Relations, Safety and Sanitations
As a student you will be providing feedback to students in other programs under the guidance of an instructor but in no way does this create an employer/employee relationship. Students are not employees of Aveda Institute Portland Vancouver Campus.
Assessment Practice
Written and practical assessment in testing and clinic services
Additional Topics
Haircutting Foundations (Layering, One-Length, Graduation, Body Positioning, and Tool Handling)
Color Foundations (Aveda Color Systems, all over color, Weave, Color Correction)
Facial Foundations (Customized Facial, Green Science Facial, Botanical Resurfacing Facial, and Acne Relief Facial
Waxing Foundations (Facial and Body waxing)
Nail Foundations (Basic manicures and pedicures, shellac)
Safety and Sanitation (Washington Law)

Instructor Cadet Curriculum Description

Educator Preparation	100 Clock Hours
Educator Presentation	100 Clock Hours
Clinic Floor Management	150 Clock Hours
Assessment Practice	75 Clock Hours
Additional Topics	75 Clock Hours
Total Training Hours	**500 Clock Hours**

Calendar of Class Start Dates

All Distance Education Program Graduation Dates will be the same as the on-site Program Graduation Dates as the required clock hours and schedules are identical.

Cosmetology – 1600 Total Clock Hours

Schedule	35 clock hours per week	27 clock hours per week
Number of weeks to completion	46 weeks	60 weeks
Class Start Date	Full Time Cosmetology Graduation	Part-Time 1 Cosmetology Graduation
11/18/2026	10/26/2027	02/01/2028
01/27/2027	01/03/2028	04/04/2028
03/24/2027	02/28/2028	05/31/2028
05/19/2027	04/24/2028	08/02/2028
07/21/2027	06/19/2028	09/27/2028
09/15/2027	08/18/2028	11/21/2028
11/17/2027	10/23/2028	01/31/2029

Hair Design – 1400 Total Clock Hours

Schedule	35 clock hours per week	27 clock hours per week
Number of weeks to completion	40 weeks	52 weeks
Class Start Date	Full Time Hair Design Graduation	Part-Time 1 Hair Design Graduation
11/18/2026	09/15/2027	12/06/2027
01/27/2027	11/11/2027	02/14/2028
03/24/2027	01/18/2028	04/10/2028
05/19/2027	03/14/2028	06/06/2028
07/21/2027	05/08/2028	08/07/2028
09/15/2027	7/10/2028	10/02/2028
11/17/2027	09/12/2028	12/04/2028

Esthiology – 750 Total Clock Hours

Schedule	35 clock hours per week	27 clock hours per week
Number of weeks to completion	22 weeks	28 weeks
Class Start Date	Full Time Esthiology Graduation	Part-Time 1 Esthiology Graduation
11/18/2026	04/29/2027	06/09/2027
01/27/2027	06/28/2027	08/18/2027
03/24/2027	08/30/2027	10/18/2027
05/19/2027	10/26/2027	12/13/2027
07/21/2027	12/22/2027	02/09/2028
09/15/2027	02/23/2028	04/04/2028
11/17/2027	04/26/2028	06/07/2028

Instructor Cadet – 500 Total Clock Hours

Schedule	35 clock hours per week	27 clock hours per week
Number of weeks to completion	15 weeks	19 weeks
Class Start Date	Full Time Instructor Cadet Graduation	Part-Time 1 Instructor Cadet Graduation
11/18/2026	03/10/2027	04/05/2027
01/27/2027	05/06/2027	06/08/2027
03/24/2027	07/27/2027	08/10/2027
05/19/2027	09/03/2027	10/06/2027
07/21/2027	10/29/2027	11/30/2027
09/15/2027	01/04/2028	01/31/2028
11/17/2027	03/07/2028	04/03/2028

**Due to Aveda Institute Portland Vancouver Campus'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 Vancouver Campus observes the following holidays:

- Memorial Day
- Week of July Fourth (summer break)
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve through New Year's Day (winter break)

Please Note: A student is considered to have ceased attendance at the school and will be expelled after 14 consecutive calendar days of absence. The 14 days includes holidays, scheduled breaks and weekends.

Constitution Day

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

Emergency Closures

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

Students who do not complete all graduation requirements by their contracted graduation date must enter into an Over Contract Agreement before continuing attendance. Refer to the **Over Contract Tuition** section of this catalog for applicable charges and procedures.

Tuition, Fees, and Payments

Effective July 2025

Course	Tuition	Kit Fee	Registration Fee	Total Program Cost
Cosmetology	$16,800	$3,900	$100	$20,800
Cosmetology Distance Education	$16,800	$3,900	$100	$20,800
Hair Design	$14,650	$2,700	$100	$17,450
Hair Design Distance Education	$14,650	$2,700	$100	$17,450
Barbering	$9,400	$2,455	$100	$11,955
Barbering Distance Education	$9,400	$2,455	$100	$11,955
Esthiology	$8,000	$2,200	$100	$10,300
Esthiology Distance Education	$8,000	$2,200	$100	$10,300
Instructor Cadet**	$4,000	$1,500	$100	$5,600

Application fee for all programs = $20

* If notice of enrollment cancelation is given in writing to Aveda Institute Portland Vancouver Campus within three business days of the date of enrollment, all monies, less the application fee of $20, paid shall be refunded.

Please note: The Instructor Cadet Program is not a federally funded program at this time.

Payment Schedule for all Programs

Once admitted into the program, the student will meet with the financial office and create a personalized estimated financial plan before orientation. The financial plan outlines method(s) of payment to cover tuition and fees. Tuition and fees may be paid for using one of the following payment methods: Federal Financial Aid if qualified as shown in your Estimated Financial Plan or by student means such as installment payments (subject to interest charges), payment in full upon enrollment, cash, check, credit card, private loans and/or approved Scholarships.
Agency Sponsorship: If the prospective student is anticipating Agency Sponsorship, a letter or voucher that guarantees payment must be provided upon request.
Students receiving outside scholarships or external payments from any third party must submit a completed Third-Party Billing Form which can be obtained from the finance office by request.

Federal Financial aid is offered for those who qualify

A $30 returned payment fee will apply to any payments returned from financial institutions.

Over Contract Tuition Policy

Students who have not completed all graduation requirements by their contracted graduation date, including required clock hours, practical services, practical examinations, written examinations, or other program completion requirements, must enter into an Over Contract Agreement before returning to attendance.

School administration will determine the estimated instructional hours reasonably required for the student to complete all remaining graduation requirements. A revised contracted graduation date will be established based on the estimated hours required.

Over contract tuition will be assessed at $15.00 per estimated instructional hour necessary to complete the remaining graduation requirements. Payment in full is due at the time the Over Contract Agreement is executed.

If a student has completed all required clock hours and the only remaining graduation requirement is the practical examination, the school may execute a no-charge Over Contract Agreement to allow the student to complete that requirement. The estimated instructional hours and any applicable over contract tuition will be determined by school administration based on the student's remaining graduation requirements including testing and clinic services.

These additional charges are not eligible for financial aid.

Additional Contract (Over Contract) Petition and Approval

Students who will not complete all required program clock hours and/or graduation requirements by their recognized contracted graduation date must obtain approval to enter an additional enrollment contract ("Over Contract") in order to continue enrollment beyond the expiration of their current contract.

Students requesting an Over Contract must complete and submit the Institute's **Petition to Enter an Additional Contract (Over Contract)**, including the required questionnaire and written essay, within the timeframe established by the Institute. Students are encouraged to submit the petition within the **15 days preceding their contracted graduation date** to allow sufficient time for review before the current contract expires.

The petition will be reviewed by the Campus Review Committee. In determining whether an additional contract may be approved, the Committee may consider the student's remaining clock hours and program requirements, academic progress, attendance history, completed and remaining clinic requirements, maximum time frame, professional conduct, compliance with the Code of Conduct, and the student's ability to successfully complete the program within applicable institutional, state, accreditation, and regulatory requirements.

Approval of an additional contract is **not automatic**. Students whose petitions are approved must meet with the Finance Department and execute the required additional enrollment contract before continuing attendance beyond the expiration of the current contract. Applicable over-contract tuition and other amounts due must be addressed in accordance with the Institute's published tuition and payment policies.

Students may not attend class, perform services, or earn clock hours after the expiration of their current enrollment contract unless the required additional enrollment contract has been approved and executed.

Administrative Hold Following Contract End Date

Students who have not completed all graduation requirements by their contracted graduation date may be placed in an Administrative Hold status for up to fourteen (14) consecutive calendar days from their last day of attendance while determining whether they will enter into an Over Contract Agreement.

Graduation requirements include, but are not limited to:

- Required clock hours
- Practical services
- Practical examinations
- Written examinations
- Any other program completion requirements established by the school or required by state licensing regulations

During the Administrative Hold period:

- The student remains actively enrolled.
- The student is not scheduled for attendance and may not clock in or accrue instructional hours.
- No scheduled hours will be assigned during this period.
- School administration will determine the estimated instructional hours necessary to complete the student's remaining graduation requirements and establish a revised contracted graduation date.
- The student must execute an Over Contract Agreement and pay all applicable over contract tuition in full before returning to attendance.
- Once the Over Contract Agreement has been executed, the student may resume attendance under the revised enrollment agreement.

If the student does not execute an Over Contract Agreement or otherwise return to attendance within fourteen (14) consecutive calendar days following the original contracted graduation date, the student will be considered to have ceased attendance and will be withdrawn in accordance with the school's attendance and withdrawal policies.

Student Kit

Students must bring the 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 Vancouver Campus representative immediately about any malfunctioning items.

Aveda Institute Portland Vancouver Campus 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 for contacting the manufacturer to replace it. All other supplies and products are provided by Aveda Institute Portland Vancouver Campus and are considered Aveda Institute Portland Vancouver Campus property unless a specific agreement has been made to the contrary. Removal of any Aveda Institute Portland Vancouver Campus supply or product without the Director's approval is prohibited. All electrical equipment used in Aveda Institute Portland Vancouver Campus must be of a grounded nature.

Students will have a functioning and complete kit issued by the school administration upon the first day of on-site class, unless notified otherwise. Full kits are provided by Aveda Institute Portland Vancouver Campus exclusively to enrolled students based on bulk educational pricing available to Aveda Institute Portland Vancouver Campus from select vendors, as per curriculum needs. The kit cost is derived from three fees: Books, supplies and equipment and a lab fee. Program kit costs can be found in the Tuition, Fees and Payments section of the catalog.

Students may have the ability to opt out of a school issued kit given they were previously enrolled in another program with Aveda Institute Portland Vancouver Campus and the full kit is accounted for. All kit exceptions are dependent on the approval of the Director and the Manager of Education. Aveda Institute Portland Vancouver Campus'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 Vancouver Campus and/or other websites. Books for in person and distance education programs are identical. Here is a list of the current books required in each program:

Cosmetology and Hair Design

Name	ISBN	Retail Price	Expiration
Pivot Point *Fundamentals: Cosmetology Book Set* Life Skills, Fundamentals Science, Fundamentals Business, Fundamentals Client-Centered Design, Fundamentals Sculpture/Cutting, Fundamentals Hair Design, Fundamentals Long Hair Design, Fundamentals Wigs & Hair Additions, Fundamentals Color, Fundamentals Perm & Relax, Fundamentals Skin, Fundamentals Nails, Fundamentals Student Study Guide, Fundamentals Teacher Study Guide, Fundamentals Licensure Exam Prep, Fundamentals DVD Set, Fundamentals 12-Book Set, Fundamentals 13-Book Set, Fundamentals (CB +SG) 14-Book Set, Fundamentals (CB, SG + LEP)	978-1-940593-40-1 978-1-940593-41-8 978-1-940593-42-5 978-1-940593-43-2 978-1-940593-44-9 978-1-940593-45-6 978-1-940593-46-3 978-1-940593-47-0 978-1-940593-48-7 978-1-940593-49-4 978-1-940593-50-0 978-1-940593-51-7 978-1-940593-52-4 978-1-940593-53-1 978-1-940593-54-8 978-1-940593-55-5 978-1-940593-56-2 978-1-940593-58-6 978-1-940593-59-3	$636	Online subscription expires 730 days from activation
Aveda Curriculum	No ISBN		Online subscription expires 6 months following program completion or upon withdrawal

Barbering

Name	ISBN	Retail Price	Expiration
Pivot Point *Fundamentals-Barbering Digital*	978-1-948482-68-4	$404	Online subscription expires 550 days from activation
Aveda Curriculum	No ISBN		Online subscription expires 6 months following program completion or upon withdrawal

Esthiology

Name	ISBN	Retail Price	Expiration
Pivot Point *Salon Fundamentals Esthetics Book Set*	978-0-9742723-1-3 0-9742723-1-0 978-0-9742723-7-5 0-9742723-7-X 978-0-9742723-6-8 0-9742723-6-1	$436	Online subscription expires 550 days from activation

Aveda Curriculum	No ISBN		Online subscription expires 6 months following program completion or upon withdrawal

Instructor Cadet

Name	ISBN	Retail Price	Expiration
Pivot Point *Fundamentals: Cosmetology Book Set*	See Cosmetology and Hair Design section above	$636	Online subscription expires 730 days from activation
Pivot Point *Salon Fundamentals Esthetics Book Set*	See Esthiology section above	$436	Online subscription expires 730 days from activation
Pivot Point *Mindful Teaching Book Set*		$350	Online subscription expires 730 days from activation
Aveda Curriculum	No ISBN		Online subscription expires 6 months following program completion or upon withdrawal

Student Code of Conduct

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

Code of Conduct

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

A. If a student is disruptive (rudeness, foul language, or other unprofessional behavior) in the classroom or salon/spa floor they will be clocked out for the day and sent home. Disciplinary action up to suspension/expulsion will be taken congruent with Aveda Institute Portland Vancouver Campus'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 Vancouver Campus is a smoke-free facility. Students are not permitted to smoke within a two-block radius of Aveda Institute Portland Vancouver Campus. 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 Vancouver Campus logo or apron 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 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 must be present for an attendance check with their instructor at the beginning of their scheduled start time to be clocked in. Once clocked in for the day, students must be present and performing assigned duties. Failure to be present for subsequent attendance checks throughout the day will result in a loss of clock hours. Students may not clock in any earlier than the scheduled start time.

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 Washington Department of Licensing standards. Additionally, students will be assigned sanitation duties to be done daily. Please see the Sanitation Requirements section for more information.

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

O. Students are responsible for checking their SalonBiz Stylist mobile app consistently throughout the day for all appointment updates and check ins. Any student who does not respond for an appointment check in 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 Monday through Friday 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 Vancouver Campus 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 Vancouver Campus. 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 Vancouver Campus. Personal use of cell phones is prohibited on the clinic floor and in the classrooms. Aveda Institute Portland Vancouver Campus 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 Vancouver Campus or its staff/students in person, virtually or displayed on any social media outlets will result in immediate disciplinary action congruent with Aveda Institute Portland Vancouver Campus's violation procedure.

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

V. Students are not allowed to take pictures or videos of the school environment, online curriculum (any copyrighted material), staff, guests, models, themselves or other students without prior approval from the Director and all parties being recorded. Approval can be requested by entering an electronic request using the student request system.

W. Students are not permitted to clock in and out for another student or share QR codes with another student. Students may only clock in and out for themselves. Any falsification of information or timeclock punches will result in immediate disciplinary action congruent with Aveda Institute Portland Vancouver Campus's violation procedure.

X. To maintain a safe learning and working environment, display, use, or threat of use of weapons on Institute property is prohibited, except as expressly authorized by law and approved by the Institute. Prohibited items may include firearms, knives intended for use as weapons, explosives, or other dangerous instruments that may reasonably threaten the safety of students, staff, guests, or property. Violations may result in disciplinary action up to and including suspension, dismissal, and referral to law enforcement where appropriate.

Social Media Policy

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

Definition of Social Media

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

Introduction

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an institution. The Institute recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the Institute community, including students, faculty, staff, parents, alumni, and other interested parties. It is important to recognize, however, that laws and Institute policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by Institute students, faculty and staff through social media. Even activities of a private nature conducted away from the Institute can subject you to disciplinary action if they reflect poorly on the Institute or interfere with the conduct of Institute business.

Usage Guidelines for Posting to Social Media Sites

- Be careful what you post. Consider the clarity, length and tone of your comments before posting them. You are responsible for what you post. Remember, your post may last forever, even if you later try to modify or remove it.

- Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the Institute in any capacity.
- On personal sites, identify your views as your own. If you identify yourself as an Institute student, faculty or staff member online, it should be clear that the views expressed are not necessarily those of the Institute.
- Sign your post with your real name and indicate your relationship to the Institute. Do not use pseudonyms or post anonymously.
- Respect the views of others, even if you disagree. Do not use profane, obscene, or threatening language.
- Be truthful, accurate and complete in describing the Institute's programs and services.
- Obey the Terms of Service of any social media site or platform in which you participate.
- Review the privacy settings of each social media site accessed or used to understand how the site uses the information that its users provide. Be careful about revealing excessive personal information.
- Whenever appropriate, link back to information posted on the Institute website instead of duplicating content. For assistance, please contact the Director.
- Whenever, as a member of the Institute faculty, you utilize social media as a means of student participation in course work be sure to also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium. For example, some students may not be comfortable with opening a Facebook account.

Prohibited Social Media Activity

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

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

Policy Violations

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

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

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
- Director Meeting
- 1 – 5 Day Out of School Suspension
- Expulsion

Investigation Procedure

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

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

Student Appearance & Dress Code

We are committed to preparing each Aveda Institute Portland Vancouver Campus 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 Vancouver Campus 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 guests' 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 make up.

<u>BOTTOMS</u>
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

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

<u>FOOTWEAR</u>
Professional
Closed toe and heel
Canvas
Sneaker
Leather/faux leather
No house shoes or slippers
No UGG style shoes

<u>MISCELLANEOUS</u>
Hats and headwear (beanies, full head scarves with the exception of medical or religious/cultural purposes) are not allowed upon entrance into the building
Aprons are to be cleaned and pressed and worn at all times on the clinic floor
Student IDs should be worn at all times
Accessories (headbands, scarves, etc.) may be colored or patterned
Cell phones should be kept on silent and not distract from responsibilities. Headphone usage is only permitted when you are not with a guest.

Student Attendance

Aveda Institute Portland Vancouver Campus'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: Monday-Friday 10:00AM – 6:00PM

Part Time 1 Students are required to attend school **27** clock hours a week: Monday-Wednesday 10:00AM - 8:00PM

Part Time 2 Students are required to attend school **27** clock hours a week: Wednesday-Friday 10:00AM - 8:00PM* *(Not currently open for enrollment)*

** Due to current student schedules and business needs, the school is closing at 6:00 PM on Thursdays and Fridays at this time.*

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

Tardy Policy

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

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

Hour Tracking Policy

In order to certify that each student has earned their required program clock hours, instructors will take attendance multiple times each day. Students are required to actively participate in scheduled activities and must confirm their identity in person or via camera to meet attendance requirements. 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 graduation. Each student's hours are very important. It is the student's responsibility to clock in and out daily using their student mobile app. Students should keep track of their hours daily. We believe in empowering our students with the resources and tools to ensure they are credited for all hours earned. Each student should make a habit of reviewing their hours and verifying them against the information in their student mobile app.

Students must submit any missed clock-in or clock-out punches through their student mobile app within 10 days of the missed punch. A separate Student Request is not required. All missed punch submissions will be reviewed and verified using supporting attendance tracking records before approval. Timely submission does not guarantee approval. Missed punches will be approved when submitted within the required 10-day period and verified by the school. Missed punch requests submitted after the 10-day deadline will not be accepted.

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 the student's Learn Aveda platform. 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

Requests for early release must be made two weeks in advance. If an occasion arrives when a student needs to leave early for the day, without a request 2 weeks prior, a student must notify their instructor that they are leaving early and sign out at the front desk. 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/Esthiology DE students who fall below 80% attendance within 15 calendar days; and Cosmetology/Cosmetology DE, Barbering/Barbering DE and Hair Design/Hair Design DE 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 will be expelled after 14 consecutive calendar days of absence. The 14 days includes holidays, scheduled breaks and weekends. Students who have reached their contracted graduation date without completing all graduation requirements are subject to the provisions outlined in the "Over Contract Tuition Policy," including the "Administrative Hold Following Contract End Date" section of this catalog. Students who do not execute an Over Contract Agreement and return to attendance within 14 consecutive calendar days of their last date of attendance or original contracted graduation date, whichever occurs first, will be administratively withdrawn in accordance with the Institute's attendance and withdrawal policies. 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 for re-enrollment will be provided to the student and must be returned to the Administrative Office within 14 days. A non-refundable fee of $150 is due at the time of petition receipt. A review board comprised of instructional and administrative staff will evaluate the petition. Feedback will be recorded in writing for review. The student will be informed in writing of the results within 30 days of petition receipt. If approved, the student will return with the same academic and attendance status as on the date of termination.

Students enrolled at Aveda Institute Portland Vancouver Campus are responsible and held accountable for their attendance. If a student fails to accrue the 1600 Cosmetology/Cosmetology DE Clock Hours, 1400 Hair Design/Hair Design DE Clock Hours, 1000 Barbering/Barbering DE Clock Hours, 500 Instructor Cadet Clock Hours or 750 Esthiology/Esthiology DE Clock Hours by their recognized contract end date an hourly tuition fee of $15.00 for the remainder of the required clock hours will be charged and is due in advance. Please refer to the full Over Contract Tuition Policy in the Tuition, Fees and Payments section of this catalog for details.

Suspension is defined as 1-5 days, and it is the responsibility of the student to make up the missed hours to comply with the Washington State Board hour requirements for licensing.

To report an absence students should contact their instructor directly. For school closures please check your Learn Aveda home page and/or our social media sites.

15/30-day check

New students are under a strict attendance policy during the beginning of their program. Esthiology/Esthiology DE students who fall below 80% attendance within 15 calendar days of beginning their program; and Cosmetology/Cosmetology DE, Barbering/Barbering DE and Hair Design/Hair Design DE students who fall below 80% attendance within 30 days of beginning their program, will be dropped from their program. 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 may be subject to a tuition waiver with the exception of the registration fee, program kit cost, and withdraw fee.

Time Record Policies

Aveda Institute Portland will honor documented daily time attended. Students must be present for an attendance check with their instructor at the beginning of their scheduled start time to be clocked in. It is the student's responsibility to clock in and out daily using their student mobile app. Once clocked in for the day, students must be present and performing assigned duties. Failure to be present for subsequent attendance checks throughout the day will result in a loss of clock hours.

Each student's enrollment agreement includes the student's scheduled hours for participation in program instruction. In accordance with applicable federal, state and accreditation standards, **the Institute cannot count time that a student has clocked in before or after the official start and end times of the student's scheduled hours**, unless the Institute can document that supervised instruction activities as required for completion of the student's program were provided.

Make-up Hours

Make-up hours are not to be used as a substitute for regularly scheduled hours. Make-up hours are limited and may not always be available. **Students should strive to maintain 100% attendance throughout their enrollment** to support on-time program completion and avoid additional over-contract fees of $15 per hour, when applicable. Refer to the Over Contract Tuition section of this catalog for applicable charges and procedures.

Students who have missed scheduled hours are encouraged to take advantage of available make-up hour opportunities. Make-up hours are offered on a first-come, first-served basis, subject to student capacity and school scheduling. The number of available spots may be limited each day. Students may arrive as early as 9:30 a.m. to request an available spot.

Students may only make up hours they have previously missed. **Students must complete the full curriculum for their enrolled program, including all graduation requirements, not just clock hours.**

Any student seeking credit for clock hours outside the student's normal schedule **must** complete an Additional Hours Commitment Form and submit it to their instructor on the day they wish to attend additional hours. The Additional Hours Commitment Form is

available at the front desk. If approved, the student will be allowed to participate in make-up hours outside of the student's normal scheduled hours as set forth therein. As required under the Institute's general attendance policy, the student must clock in and out at the beginning and end of their attendance on the date of their make-up hours. The Additional Hours Commitment Form will include the date of the make-up hours, the student's arrival and departure times, a description of the educational tasks completed by the student, the student's name, signature and date, and the instructor's name, signature and date. This documentation is necessary to demonstrate that students are making up hours with supervised instruction for the time accrued outside the student's scheduled hours. Any student who submits an Additional Hours Commitment Form must attend on the day they submitted the form for. *If a student fails to attend additional hours or leaves early on a day that they submitted an Additional Hours Commitment Form for, then the student may not be allowed to complete additional hours for 4 weeks.*

The Aveda Institute Portland's time clock system has been programmed to limit the clock hours that a student may earn on any particular day to the number of hours for which the student was scheduled on such day. However, the Institute recognizes there may be legitimate times when a student is required to stay beyond the student's official scheduled hours. For example, the student may need to stay late in order to complete a service being provided in the clinic classroom. In that case, the student and instructor are required to submit an Extended Hours Form, which shall include the date of the extra hours, the student's arrival and departure times, a description of the educational tasks completed by the student, the student's name, signature and date, and the instructor's name, signature and date. The Extended Hours Form must be submitted to their instructor, which will review the form for completeness and accuracy and determine whether the proposed extra clock hours may be credited to the student's attendance records.

Leave of Absence Policy

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

Leave of Absence duration: An approved leave may occur for a period of no less than 14 calendar days and no greater than 180 calendar days. A leave of absence must be taken in full-week increments; partial-week requests cannot be accommodated. Multiple leaves of absence may be granted to a student as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. This 12-month period begins on the first day of the student's first leave of absence.

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

Deadline for filing a request: Leaves should be requested 2 weeks in advance of the requested leave date. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the Institute, the student would not have been able to request the LOA in advance. The Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Institute documents the reason for its decision and collects the request from the student at a later date. In emergency situations the beginning date of an approved LOA would be determined by the institution to be the first date the student was unable to attend because of the emergency.

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

Financial: No additional institutional charges will be assessed as the result of an approved Leave of Absence. A LOA does not change the terms of a final/monthly payment agreement. To assure compliance with the payment agreement the student should continue to pay regularly scheduled payments during the LOA. Federal Direct Loan funds cannot be disbursed while a student is on an approved Leave of Absence. Federal Pell Grant funds may be disbursed during an approved Leave of Absence, provided all applicable federal eligibility and disbursement requirements are met.

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

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

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

Upon approval of a Leave of Absence the student's scheduled graduation date will be amended extending the student's contracted enrollment period by the same number of calendar days the student was on an approved leave of absence. A contract addendum must be signed and dated by all parties. A student granted a LOA that meets the approval criteria is not considered to have withdrawn and no refund calculation is required.
A student who fails to return by the scheduled return date is determined to have withdrawn from school the day following the expected return date. All belongings will be collected and held in the student service office. If we are not contacted by physical mail or email within 72 hours of withdrawal all items will be disposed of.

Satisfactory Academic Progress Policy (SAP Policy)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Institute, regardless of whether the student receives federal, state, institutional, private, or no financial assistance. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

SAP Evaluation Periods and Checkpoints

Students are evaluated for Satisfactory Academic Progress in both attendance and academics at the following scheduled hours/academic weeks:

Program	Schedule	Total Program Hours	1st Academic Year		2nd Academic Year
			1st Evaluation Period Ends	2nd Evaluation Period Ends	3rd Evaluation Period Ends
Cosmetology and Cosmetology DE	Full Time - 35 hrs/wk	1600	450 hours/ 13 weeks	900 hours/ 26 weeks	1250 hours/ 36 weeks
Hair Design and Hair Design DE	Full Time - 35 hrs/wk	1400	450 hours/ 13 weeks	900 hours/ 26 weeks	1150 hours/ 33 weeks
Barbering and Barbering DE	Full Time - 35 hrs/wk	1000	450 hours/ 13 weeks	900 hours/ 26 weeks	
Esthiology and Esthiology DE	Full Time - 35 hrs/wk	750	375 hours/ 11 weeks		

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

Evaluations will be completed within seven (7) school business days following the established evaluation period and 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 a minimum 80% cumulative average in both academics and attendance at the designated evaluation periods throughout the program. 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 hours and 26 weeks. Attendance percentage is based on the number of successfully completed credit hours divided by the scheduled cumulative number of credit hours attempted by the student at the time of the given SAP evaluation.

Normal Time/Maximum Time Frame

Normal Time is the designated time frame in which a student is considered to have completed their program on time. The Maximum Time Frame (MTF) is the maximum number of weeks allowed for a student to complete their program while maintaining Satisfactory Academic Progress. The Institute's Maximum Time Frame does not exceed 125% of the program's normal length, as outlined in the table below.

Maximum Time Frame is evaluated at each official SAP evaluation point. A student fails the Maximum Time Frame requirement when the Institute determines that the student can no longer mathematically complete the program within the applicable Maximum Time Frame, rather than when the student actually reaches the maximum allowable hours or weeks. As a result, a student may fail the Maximum Time Frame requirement several payment periods before reaching the maximum allowable time.

Students determined at an official SAP evaluation point to be unable to complete their program within the Maximum Time Frame are no longer eligible to receive financial aid, if applicable, and will be terminated from their program.

	Normal Time		Maximum Time Allowed	
COURSE	Weeks	Scheduled Clock Hours	Weeks	Scheduled Clock Hours
Cosmetology and Cosmetology Distance Education (Full time, 35 hrs/wk)	46 weeks	1600	58 weeks	2000
Hair Design and Hair Design Distance Education (Full time, 35 hrs/wk)	40 weeks	1400	50 weeks	1750
Barbering and Barbering Distance Education (Full time, 35 hrs/wk)	23 weeks	1000	36 weeks	1250
Esthiology and Esthiology Distance Education (Full time, 35 hrs/wk)	22 weeks	750	27 weeks	940
Instructor Cadet (Full Time, 35 hrs/wk)	15 weeks	500	18 weeks	625

Re-Entry Following Maximum Time Frame Failure

In accordance with the Institute's Re-Entry Policy, students who have not completed their program may petition to re-enroll. Students may request a petition from the Administrative Office. A non-refundable petition fee of $150 is due when the completed petition is submitted.

A review board consisting of instructional and administrative staff will evaluate the petition and document its findings in writing. Students will be notified in writing of the decision within 30 days of receipt of the petition.

Students previously determined to have failed the Maximum Time Frame requirement may be considered for re-entry only when the Institute determines that the student can complete all remaining graduation requirements within the applicable Maximum Time Frame through available scheduled attendance and make-up hour opportunities, and the student is able to pay all applicable tuition and fees out of pocket in full before returning to attendance. Approval is not automatic and is subject to the Institute's Re-Entry Policy and applicable institutional, accreditation, and regulatory requirements.

Students who re-enter the Institute return with the same Satisfactory Academic Progress status held at the time their enrollment ended. Approval for re-entry does not reset the student's Maximum Time Frame or automatically restore Satisfactory Academic Progress or financial aid eligibility.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the institute. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 80% and above – meeting satisfactory academic standard
- 79% and below – not meeting satisfactory academic standard

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

Course incompletes, repetition, and non-credit remedial courses are not applicable at the institute and have no effect on the satisfactory progress standards. The student's academic progress report will be issued per course phase (8 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 determined not to be maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon an appeal resulting in a status of probation, as applicable. All Satisfactory Academic Progress evaluation results are available to students upon request. Notification and acknowledgment procedures are outlined in the following section.

Notification and Acknowledgment of SAP Evaluation

Students will be notified of the results of each Satisfactory Academic Progress evaluation. Students who are determined not to be maintaining Satisfactory Academic Progress will be provided written notification of their SAP status, the applicable requirements for re-establishing satisfactory progress, and any consequences associated with that status.

Students are required to meet with an authorized Institute representative, as requested, to review the SAP determination and any applicable warning, probation, academic, or attendance plan. Students are required to sign the applicable SAP documentation acknowledging receipt and review of the determination and plan.

A student's signature acknowledges receipt and review of the SAP determination and does not indicate agreement with the determination. A student's acknowledgment or refusal to sign does not affect the student's right to appeal a SAP determination in accordance with the Institute's Appeals Procedure.

A student's refusal or failure to sign SAP documentation does not invalidate the SAP evaluation, change the student's SAP status, extend an evaluation period, or relieve the student of the requirements or consequences of the Institute's SAP Policy. If a student refuses or fails to sign, the Institute will document the date the SAP determination was provided or made available to the student, the Institute's efforts to review the determination with the student, and the student's refusal or failure to acknowledge the documentation. An authorized Institute representative will sign and date the documentation of the refusal or failure to sign, and it will be maintained in the student's file.

Warning

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

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 evaluation period.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may appeal the negative progress determination by following the process detailed in the Appeals Procedure. If the student prevails upon the appeal, they will be placed on probation and considered to be making satisfactory academic progress while during the probationary period. 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. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the maximum time frame. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

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 considered eligible to receive Title IV funds and may be terminated from their program.

Appeals Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the negative progress 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 circumstances. The student must submit a written appeal to the school on the designated form and must provide supporting documentation of the reasons why the determination should be reversed.

This information should include why the student failed to make satisfactory academic progress and 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 to place the student on probation and federal financial aid will be reinstated, if applicable. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. The student must be in SAP at the end of the probationary period, or they will not be considered eligible to receive Title IV funds and may be terminated from their program.

Maximum Time Frame determinations are not eligible for appeal under the SAP Appeals Procedure. A student terminated for Maximum Time Frame may petition for re-enrollment in accordance with the Re-Enrollment policy. Approval of re-enrollment does not restore SAP or Title IV eligibility, and the student returns in the same SAP status held at withdrawal.

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.

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

Course incompletes, repetitions, 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 Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations will only be based on actual hours contracted at the institution.

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 examinations with a minimum grade of 80%. Students must also participate in the final practical examination. 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 should be settled before graduation. A certificate is issued upon completion of the student's clock hours and service requirements and the fulfillment of the State of Washington licensing requirements. Once a student has met all graduation requirements, transcripts are issued, and an account will be created for the student in the D. L. Roope website between five (5) business days and thirty (30) consecutive days after said date. Students may request one copy of their official transcript at any time at no cost.

Students who do not complete all graduation requirements by their contracted graduation date must enter into an Over Contract Agreement before continuing attendance. Refer to the **Over Contract Tuition Policy** section of this catalog for applicable charges and procedures.

Hour Requirements for each program of study

Esthiology and Esthiology Distance Education: Completion of 750 hours and minimum state requirements

Cosmetology and Cosmetology Distance Education: Completion of 1,600 hours and minimum state requirements

Hair Design and Hair Design Distance Education: Completion of 1,400 clock hours and minimum state requirements

Barbering and Barbering Distance Education: Completion of 1,000 clock hours and minimum state requirements

Instructor Cadet: Completion of 500 clock hour and minimum state requirements

Graduation, Licensing, and Placement

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

To prepare for graduation, the state licensing process and job placement each senior level student must complete a series of 3 exit meetings. The first meeting, the Academic Review Meeting is held with the Director or Assistant Director to review hours, academics and clinic service completion as well as licensure and placement plans. The second meeting, the Financial Planning Meeting is held with the Finance Department at least six weeks prior to completion. Prior to this meeting the student must complete exit counseling online through studentaid.gov, complete a Graduate Exit Form 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 third meeting, the Final Graduation Day Meeting is held with the Student Services Department on the date of completion to ensure that all graduation requirements (please refer to Graduation Requirement above) have been met prior to leaving the institute.

To obtain a Washington license as a cosmetologist, esthetician, barber or hair designer you must be at least 17 years of age, graduate from a school approved and licensed by the Washington Department of Licensing with the minimum required state hours and pass the state-approved practical and written exams administered by D.L. Roope. After you get your license, you must post it at your workstation. Once a student has met all graduation requirements, they are eligible to schedule their exams. Aveda Institute Portland Vancouver Campus will create an account for you with the testing agency. You'll receive a confirmation email with your username and password. Follow the instructions in the email to schedule and pay for your exams. After you pass the exams, you'll need to log into your account to apply and pay for your license. For more details about the practical and written exams, visit dlroope.com.

Licensure fees are as follows:

Electronic Registration Fee	$16
Written Testing Fee	$180
Practical Testing Fee	$114
Licensing Fee	$35

The Aveda Institute Portland Vancouver Campus 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 Vancouver Campus hosts career fairs throughout the year and invites prospective employers to come in the school.

STATE LICENSING DISCLAIMER
Aveda Institute Portland Vancouver Campus is not responsible for students denied licensure.

Criminal history: Washington State Department of Licensure will require you to answer the criminal history questions below before issuing a license. You should know the laws and rules related to your license. Your criminal history could affect getting or renewing your license.

Questions - In this state or any other jurisdiction, are you or have you:

1. Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you?
2. Within the last 10 years, had any civil court order, verdict, or judgment entered against you?
3. Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.)
4. Currently under indictment, or is there a criminal complaint, charge, or information pending against you?

You must explain any "Yes" answers using the following format:
Date – Location – Offense – Case No. – Results – additional details, if needed.
Example: April 2013 – Olympia, WA – Assault in 3rd degree – #12-01-123456-RJ – Conviction – additional details, if needed.
Upload documents if they help explain the situation – charging documents, court orders, disciplinary letters, etc.

The state will review:

- Type of crime
- Level of the conviction
- How the crime relates to your profession's practices
- Length of time since the conviction.

The state may ask you or other sources for more information during their review. If they decide to deny your application or take action against your license, they will give you information about the process.

PROFESSIONAL LICENSURE DISCLOSURES
Aveda Institute Portland Vancouver Campus has determined that its curriculum **meets the State educational requirements** for licensure and certification in the following States:

Oregon

License applicant must provide proof of licensure in another state and pass all relevant Oregon written examinations.

License Verification Process from your Home State (Two ways to verify)

- Contact the regulatory authority of the state in which you are currently licensed and request that it send a verification of licensure to Oregon at Health Licensing Office, 1430 Tandem Ave. NE, Suite 180, Salem, OR 97301.
- Some states give Oregon the ability to verify your license for you. To do this, fill out an Affidavit of Licensure form and mail it to the HLO or bring it with you to the Office in Salem. (Do not fax or email it.) Contact the office at hlo.info@dhsoha.state.or.us or 503-378-8667 to determine your home state's status regarding license verification.

Must Take All Written Exams

- To obtain Oregon licensure, all reciprocity applicants must pass the Oregon Laws and Rules examination as well as the written exam for each field of practice in which they wish to obtain licensure.

Fees required for licensure include:

- Verification of licensure
- Application fee
- Oregon Laws and Rules examination
- Each field of practice written examination

After you pass the exams, you will pay a certification fee for each field of practice.

Program Hours Requirements

Esthetician: 444 Hours, 220 practical operations
Barber: 746 Hours, 465 practical operations
Hair Design: 1110 Hours, 455 practical operations
Nail Technician: 241 Hours, 70 practical operations
Each program also requires:

- Oregon Laws and Rules: 20 hours
- Career Development - 20 hours

Note: There is no overall Cosmetology license. Applicants must obtain certification in each individual field.

Aveda Institute Portland Vancouver Campus has determined that its curriculum **does not meet the State educational requirements** for licensure and certification in the following States:

Idaho

Idaho does not have reciprocity with other states. In order to obtain a license in Idaho you must:

Licensure may be gained through Endorsement if an applicant either:

- Holds a current license from another state whose standards are not less than Idaho standards, or
- Holds a current license from another state and has met work experience requirements.

If you do not meet the equal standards or experience requirement, additional training and examination will be required. An applicant must show proof of training equivalent to the Idaho requirements and pass the National-Interstate Council of State Boards of Cosmetology (NIC) examination(s). Applicants who do not meet the equivalent training requirement, must graduate from a licensed Idaho school of barbering or cosmetology.

All applicants must complete and submit an application with the Idaho Division of Occupational and Professional Licenses (Form C-37) with the required documentation and appropriate fees.

Program Hours Requirements

Cosmetology: 2000 hours (apprenticeship: 4000 hours)
Esthetician: 600 hours (apprenticeship: 1200 hours)
Nail Technician: 400 hours (apprenticeship: 800 hours)
Barber: 1800 hours
Note: There is no Hair Design license

Aveda Institute Portland Vancouver Campus has **not made a determination that its curriculum meets the State educational requirements** for licensure and certification in the following States:

Alabama	Indiana	Montana	Pennsylvania
Alaska	Iowa	Nebraska	Rhode Island
Arizona	Kansas	Nevada	South Carolina
Arkansas	Kentucky	New	South Dakota
California	Louisiana	Hampshire	Tennessee
Colorado	Maine	New Jersey	Texas
Connecticut	Maryland	New Mexico	Utah
Delaware	Massachusetts	New York	Vermont
Florida	Michigan	North Carolina	Virginia
Georgia	Minnesota	North Dakota	West Virginia
Hawaii	Mississippi	Ohio	Wisconsin
Illinois	Missouri	Oklahoma	Wyoming

Completion, Licensure, and Placement Rates

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

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

graduation rates that are provided in the school catalog are based on how many students started the program and how many completed within the reporting period.

Graduation: Based on all students scheduled to graduate from the program in 2024. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

Licensure: Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2025. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2025.

Placement: Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2025. Students may be excluded from the calculation if they fall into one of the categories listed. In 2024, the school excluded the following number of students* based on each of the following categories:

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

Total Excluded 0

2024 NACCAS Disclosed Outcomes

	All Programs*	Vancouver Campus
Graduation	87.87%	94.95%
Licensure	89.56%	83.78%
Placement	81.17%	82.26%

*The numbers for "All Programs" are reflective of all programs at both the Aveda Institute Portland and Aveda Institute Portland Vancouver Campus

2023 NACCAS Disclosed Outcomes

	All Programs*	Vancouver Campus
Graduation	90.19%	94.44%
Licensure	88.44%	87.50%
Placement	72.86%	74.29%

*The numbers for "All Programs" are reflective of all programs at both the Aveda Institute Portland and Aveda Institute Portland Vancouver Campus

Transcript Release Policy

A graduate may request one official transcript for their records. Any additional unofficial 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 Vancouver Campus cannot guarantee reciprocity. If you are seeking licensure through another state, please contact the Department of Licensing for that particular state for guidance.

Advising Policy

The Aveda Institute Portland Vancouver Campus is happy to advise students regarding:

- Academics
- Professionalism
- Career Opportunities

Scheduled advising occurs at:

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

Security and Safety Policies

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

Annual Security Report

The annual security 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 at the time of application for enrollment. Prospective employees will receive a copy of this report via the employee handbook. Online, the report can be accessed via the link at avedapdx.com.

Disaster Procedures

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

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

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

Emergency Numbers

Emergency – 911

Police Department (non-emergency) 360-487-7400
605 E Evergreen Boulevard, Vancouver, WA 98661

Fire Department (non-emergency) 360-487-7212
PO Box 1995, Vancouver, WA 98668

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 14 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 Vancouver Campus 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 Vancouver Campus is not responsible for providing medical insurance for students. As students are not employees of Aveda Institute Portland Vancouver Campus, 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 Vancouver Campus has designated the manager on duty as the contact person for any issues relating to campus security.

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

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

We refer all campus law enforcement issues to local police authorities since the institution does not have any campus-based security personnel. Aveda Institute Portland Vancouver Campus 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 Vancouver Campus is not responsible for loss or damage to items within lockers or on the Aveda Institute Portland Vancouver Campus.

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

Drug and Alcohol Abuse Policy

Aveda Institute Portland Vancouver Campus 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 Vancouver Campus is not allowed. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited at Aveda Institute Portland Vancouver Campus. 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 Vancouver Campus will not illegally discriminate on the basis of this information.

Washington 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 Vancouver Campus.

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 Vancouver Campus 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 assists students or faculty seeking counseling services:

Serenity Lane - Vancouver
(360) 213-1216
4305 N.E. Thurston Way Vancouver, WA 98662
http://www.serenitylane.org/

LifeLine Connections
(360) 397-8246
1601 E. Fourth Plain Blvd. Bldg. 17, STE. A212
Vancouver, WA. 98661
http://lifelineconnections.org

Columbia River Mental Health Services (CRMHS)
(360) 993-3000
6926 NE Fourth Plain Blvd.
Vancouver, WA 98666
http://crmhs.org/

Clark County Crisis Line
(360) 696-9560
http://www.suicidehotlines.com/washington.html

Vancouver Police Department
(360) 487-7400
605 E Evergreen Blvd.
Vancouver, WA 98661
http://www.cityofvancouver.us/police

Baby Blues Connection
866-616-3752
Baby Blues Connection
P. O. Box 33128
Portland, OR 97292
http://www.babybluesconnection.org

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

Emergency Reponses 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.

Emergency vs School Incident
Emergency: If at any point you feel that you are in imminent danger, please call 911 immediately. Any student or staff member can make this call as to not delay an immediate response needed. Then follow the procedure below.

School Incident: If something is or could be happening but can be resolved by staff or by calling non-emergency to have a police officer complete a report this is considered a school incident and not an emergency. In this case you would ensure the person that is reporting it speaks directly to the manager in charge and they will complete a School Incident Report located on the home screen of SharePoint – Team Site.

For any emergency

1. Call 911
2. Begin Evacuation or lock down procedure (found below)
3. Notify Director or Manager on Duty to send out Emergency Notifications

Timely Warning/Emergency Notification: The Director or person in charge will be responsible to send out a timely warning/emergency notification to the campus community via our intercom system (if available) and/or by push notification in the Salon Biz app 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.

Through our intercom system and/or push notification via the Salon Biz app the following codes may be used to reflect the following situations:

Code 1: Emergency inside the building – Evacuate Campus

- Evacuate the building immediately and exit through the designated paths

Code 2: Emergency outside the building - Campus Lock Down

- Lock all outside doors and move as far away from all entrances and windows as possible

Code 1 Procedure to Evacuate the Campus:

1. Upon recognizing an emergency, the nearest staff member should take control of the situation and either call 911 or direct someone near them to do so and notify the Director or Manager on Duty.
2. In a calm and clear manner staff should direct everyone to the nearest safe exit.
3. The Director or Manager on Duty will send out a push notification on Salon Biz and/or over the internal intercom stating "Everyone must now evacuate the building. Please calmly follow the directions of staff." at which point everyone evacuates the area immediately.
4. All Students, Guest and Staff should walk to the nearest exit. If you are with a client or if you have a client, take the client with you. Stay calm.
5. Everyone will meet for Instructors to take attendance. The Front Desk person should take the sign out sheet and use it to help instructors confirm who should or should not be in the building.
    a. **Portland campus** students, guests and staff will meet on Flanders between 12th and 13th (next to Room & Board).
    b. **Vancouver campus** students, guests and staff will meet on the sidewalk on Fourth Plain Boulevard in front of the building.
6. The Director or Manager on Duty should be the last person to leave the building ensuring all others have exited.
7. If the police were not able to be called, then The Director or Manager on Duty will call 911 but only after leaving the building.
    a. Provide the following information:
        i. **Portland Campus**
            1. Your name
            2. Address: Aveda Institute Portland | 325 NW 13th | Portland, OR 97209
            3. Phone Number: 503.294.6000
            4. Nature of the call: Fire, Police, First Aid, etc.
        ii. **Vancouver Campus**
            1. Your name
            2. Address: Aveda Institute Portland Vancouver Campus | 6615 NE Fourth Plain Boulevard | Vancouver, WA 98661
            3. Phone Number: 360-326-0567
            4. Nature of the call: Fire, Police, First Aid, etc.

Code 2 Procedure for Campus Lock Down:

1. Upon recognizing an emergency, the nearest staff member should take control of the situation and either call 911 or direct someone near them to do so and notify the Director or Manager on Duty.
2. In a calm and clear manner staff should direct everyone away from the exits and windows towards the interior of the building.
3. The Director or Manager on Duty will send out a push notification on Salon Biz and/or over the internal intercom stating "Everyone must now move away from the exits and windows. Please calmly follow the directions of staff." at which point everyone moves immediately to the interior of the building.
4. All Students, Guest and Staff should walk to the nearest safe place on site. If you are with a client or if you have a client, take the client with you. Stay calm.
5. Everyone will meet in the safest place on site for Instructors to take attendance. This may be a different area depending on the situation that is occurring. The best places may include:
    a. **Portland Campus -** Spa 1 or Spa 2 and/or the break room.
    b. **Vancouver Campus -** Spa and/or Spa lobby
6. The Front Desk person should lock the front door(s) and take the sign out sheet and use it to help instructors confirm who should or should not be in the building.
7. The Director or Manager on Duty should attempt to ensure that everyone is in the safe location in the building.
8. If the police were not able to be called, then the Director or Manager on Duty will now call 911 once in a safe place themselves.
    a. Provide the following information:
        i. **Portland Campus**
            1. Your name
            2. Address: Aveda Institute Portland | 325 NW 13th | Portland, OR 97209
            3. Phone Number: 503.294.6000
            4. Nature of the call: Fire, Police, First Aid, etc.

ii. **Vancouver Campus**

1. Your name
2. Address: Aveda Institute Portland Vancouver Campus | 6615 NE Fourth Plain Boulevard | Vancouver, WA 98661
3. Phone Number: 360-326-0567
4. Nature of the call: Fire, Police, First Aid, etc.

- Emergency Number - 911
- Non-Emergency Numbers –
  - Police Department (non-emergency) 360.693.3111 - 605 E Evergreen Blvd., Vancouver, WA 98661
  - Fire Department (non-emergency) 360.487.7212 - 7110 NE 63rd Street, Vancouver, WA 98661

Notice of Non-Discrimination
Sexual Harassment Policies & Grievance Procedures

I. Policy

It is the policy of Aveda Institute Portland (the "Institute") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The Institute has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the Institute's website at www.avedapdx.com or obtained in person from the Title IX Coordinator (see below).

The Institute does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the Institute's education programs or activities extends to admission and employment. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the Institute's Title IX coordinators (see below), the U.S. Department of Education Office for Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Institute's Title IX Coordinator (see below).

The Institute also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, creed, religion, national origin, ethnic origin, sex, gender, marital status, public assistance status, veteran's status, sexual orientation, disability, or age in its programs and activities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Portland Campus
Onsite Title IX Coordinator:
Niki Sparks
325 NW 13th Avenue
Portland, OR 97209
(503) 517-2579
Niki.sparks@avedapdx.com

Vancouver Campus
Onsite Title IX Coordinator
Presley Cockerham
6615 NE 4th Plain Boulevard
Vancouver, WA 98661
(503) 517-2578
Presley.Cockerham@avedapdx.com

Offsite Title IX Coordinator
Tracie Bryant
Corporate Office
22000 Willamette Dr. #108
West Linn, OR 97068
(503) 517-2580
Tracie@avedapdx.com

Inquiries or complaints concerning the Institute's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
Phone: (206) 607-1600
Facsimile: (206) 607-1601
Email: OCR.Seattle@ed.gov

Aveda Institute Portland desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The Institute will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in Institute.

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the Institute's Title IX Coordinator or a designated Institute official. As set forth in the Policy, the Institute's designated Institute officials include the Institute's owners and campus Directors. The Institute will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The Institute will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the Institute investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The Institute's Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the Institute determines that the particular formal complaint is appropriate for such a process, the Institute will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The Institute retains the discretion to determine which cases are appropriate for voluntary resolution.

The Institute will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the school imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

Voter Registration

All Washington 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://www.sos.wa.gov/elections/

Elections & voting
Washington's voting information is on a centralized system where you can search for voting information. Just go to this website (http://www.sos.wa.gov/elections/voters.aspx) and you will be able to:
Update your registration, Find a ballot drop site, Track your ballot, Find election results

Dates & Deadlines Next Election
February 8
Ballots mailed out January 21

January 21
Start of 18-day voting period (through Election Day). Ballots are mailed out and Accessible Voting Units (AVUs) are available at voting centers.

January 31
Online and mail registrations must be received 8 days before Election Day.

February 8
Deadline for Washington State voter registration or updates (in person only).

February 8
Special Election

Student Records and Right to Privacy

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

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Aveda Institute Portland ("School" or "Institution") receives a request for access. A student should submit to the Campus Director a written request that identifies the record(s) the student wishes to inspect. The Campus Director will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask Aveda Institute Portland to amend a record should write the Campus Director, clearly identify the part of the record the student wants changed and specify why it should be changed.

   If the School decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The Aveda Institute Portland discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

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

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

Directory Information

FERPA requires that the school, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately designated "directory information" without written or authorized electronic consent, unless you have advised the school to the contrary in accordance with School procedures. Aveda Institute Portland has designated the following information as directory information:

- student's name
- telephone number
- email address
- date and place of birth
- program of study
- honors and awards
- dates of attendance.

- enrollment status

Requests to have directory information about you withheld should be submitted in writing to the Campus Director.

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the school whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the School has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Safeguarding Customer Information

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

Examples of nonpublic personal information:

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

Information provided on a consumer report
Information obtained from a website

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

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

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

Release of Student Files Policy

Aveda Institute Portland Vancouver Campus will not release any student files to unauthorized people without written approval from a student or court order. Except to the extent that FERPA authorizes disclosure without consent, the Institution requires written consent from the student or guardian each time before releasing any student information in response to a third-party request, other than a request by NACCAS, unless otherwise required by law. A new release must be completed each time a student would like to authorize access to their student file. All students have the right to review their individual files under administrative supervision with an appointment. Files are the property of Aveda Institute Portland Vancouver Campus. All records are kept on-site for a minimum of three years; electronic copies are maintained for 50 years. If a student wishes to receive information from their student records, he or she should submit a student report or contact the appropriate department. Aveda Institute Portland Vancouver Campus has 45 days to fulfill the student's request and people requesting documents will be assessed a fee of $0.50 per copy.

Internal Grievance Policy and Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student grievance that is not frivolous or without merit. Nothing in the following policy prevents the student from contacting the WA Department of Licensing at any time with a concern or a complaint. Grievance procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained in school files in order to determine the frequency, nature, and patterns of grievances for the institution. The state and national accrediting commission policies require students to first seek resolution of school problems within the school. Only if a complaint or problem remains unresolved at the school level will it be considered at the state agency level. The following procedure outlines the specific steps of the grievance process.

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

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

Washington Department of Licensing
Professional Licensing Support Services, Department of Licensing
PO Box 9026, Olympia, WA 98507-9026
Telephone: (360) 664-6626
OR
The National Accrediting Commission of
Career Arts and Science
3015 Colvin Street, Alexandria, Virginia, 22314
Telephone: (703) 600-7600

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials (please see the *Internal Grievance Procedure*). Should this procedure fail students may contact: Washington State Department of Licensing to submit a complaint form by fax: 360.664.2550 or by mail: Professional Licensing Support Services Department of Licensing PO Box 9026 Olympia, WA 98507-9026.

Financial Information

Financial Code of Conduct

Aveda Institute Portland Vancouver Campus and all staff members follow the guidelines listed below:
A. Does not solicit or accept anything of value from any lender, in exchange for any advantage sought by the lender to make private loans to students enrolled at Aveda Institute Portland Vancouver Campus.
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 Vancouver Campus to students or parents.
E. Requires employees of Aveda Institute Portland Vancouver Campus 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 Vancouver Campus and lenders, servicers, or guaranty agencies.
G. Prohibits conflicts of interest between Aveda Institute Portland Vancouver Campus employees and lenders, servicers, or guaranty agencies.

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

Refunds, Cancellations, and Changes

School Withdrawal and Refund Policy

The following refund policy is set forth by the US Department of Education and is acknowledged by the Washington Department of Licensing, as well as used as the Institutional Policy.

1. All refund calculations are based on scheduled program hours.

2. The school must refund all money paid except the non-refundable application fee of $20 if the applicant is not accepted. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

3. The school must refund all money paid except the non-refundable application fee of $20 if the applicant or legal guardian cancels within three business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, regardless of whether the student has actually started training. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

4. The school must refund all money paid except the non-refundable application fee of $20 and registration fee of $100 if the student cancels the contract after three business days of signing, but prior to entering classes. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

5. If, before beginning training, the student is rejected for training by the school, the student will receive a 100% refund of all monies paid, with the exception of the application fee of $20.

6. If training is terminated after the student enters classes, the school may retain the non-refundable application fee of $20, registration fee of $100 established under (3) of this subsection, plus a percentage of the total tuition as described in the following table.

PERCENTAGE LENGTH SCHEDULED TO COMPLETE TO TOTAL LENGTH OF PROGRAM	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

7. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
When the school receives notice of the student's intention to discontinue the training program; or,
When the student is terminated for a violation of a published school policy which provides for termination; or,
When a student, without notice, fails to attend classes for thirty calendar days. In the case of a Leave of Absence the school will use the earlier date of the student's, date of the expiration of the leave or the date the student notifies the school in writing, if the student does not physically return to the school.

8. Unofficial withdrawals are determined by the school through monitoring the clock hour attendance at least every thirty days.

9. If a student is currently enrolled and withdraws, all refunds will be based on the student's last day of attendance.

10. All refunds must be paid within thirty calendar days of the student's official termination date.

11. When situations of mitigating circumstances are in evidence, the school may provide a refund that exceeds this policy.

12. The cost of the kit, books, and some supplies are not included in tuition adjustment computations. The books and some supplies are the property of the student, not included in tuition, and are non-refundable.

13. If a course is cancelled subsequent to a student's enrollment, the school shall at its option:
Provide a refund of all monies paid, or
Provide completion of the course.

14. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun the school shall at its option:
Provide completion of the course and/or program, or;
Participate in a Teach-Out Program, or;
Provide a full refund of all monies paid.

15. If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:
a. Provide a pro-rata refund, or;
b. Participate in a Teach-Out Agreement.

16. An early withdrawal fee of $25.00 will be charged all students who discontinue their training and leave school. Students may request one copy of their official transcript at any time at no cost. A $50.00 transfer transcript fee will apply to any subsequent requests. The refund table is in the Catalog.

17. If after terminating, the student still owes a tuition/fees balance (based on the refund policy), the school has the right to turn the account over to a collection agency for the unpaid balance.

Official and Unofficial Withdrawal

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

To officially withdrawal from the program, the student must submit a student report to set up a meeting with the Manager of Education and/or Director. If the withdrawal 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 Vancouver Campus. 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 **studentaid.gov** . Certificate of completion will be added to their file.

Student Cancellation

A student may cancel enrollment before beginning classes by giving written notice to Aveda Institute Portland Vancouver Campus if notice occurs:

- within three business days of the date of enrollment. All monies paid shall be refunded (excluding non-refundable application fee of $20).

- after three business days of the date of enrollment and prior to the commencement of classes. Aveda Institute Portland Vancouver Campus may retain only the $20 application fee, $100 registration fee, kit fee (if student has received kit), and a $25 withdrawal fee will be issued.

Course Change Policy

Students who wish to change programs after beginning enrollment must initiate the process by submitting a Student Request. The student will first meet with the Education Team to discuss the proposed program change and applicable academic requirements.

Following the meeting with the Education Team, the student must pay a **$300.00 non-refundable course change fee** before a meeting with the Financial Department will be scheduled. This fee is non-refundable regardless of whether the student ultimately proceeds with the program change.

During the financial meeting, the student will review the costs and financial obligations associated with withdrawing from their current program and enrolling in a different program, including applicable withdrawal calculations, tuition, and fees. There is a termination fee of $25 for all program withdrawals.

The financial review will take place before the student withdraws from their current program, allowing the student to make an informed decision about whether to proceed with the course change.

If the student elects to proceed, they must complete the required withdrawal paperwork for their current program, satisfy applicable financial obligations in accordance with the Institute's withdrawal policies, and complete the enrollment requirements for the new program.

The Institute's Transfer Hour Policy applies to all course changes. Previously completed hours will be evaluated for eligibility for transfer into the new program in accordance with that policy and applicable state requirements.

Approval of a course change is not guaranteed and is subject to applicable institutional enrollment requirements and policies.

Collection Policy

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

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

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

Tuition Recovery Trust Fund

In 2018 the State of Washington created a Tuition Recovery Trust Fund [TRTF] in order to provide relief for students impacted by the voluntary or involuntary closure of a school regulated under this chapter. Money from the department of licensing tuition recovery trust fund may be used for:

- Providing refunds to students affected by school closures;
- Securing and administering records; or
- Any other response the director determines necessary to mitigate impacts of a potential or actual school closure.

Students will have three years from the last date of attendance at the school to file a claim. Claims must be submitted in writing to the department of licensing. After verification and review, the department shall disburse funds from the TRTF to settle claims for an amount up to the value of unearned prepaid tuition.

Financial Aid Policy

Accredited by the National Accrediting Commission of Career Arts and Sciences Aveda Institute Portland Vancouver Campus 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.

PLEASE NOTE: The Instructor Cadet Program is not a federally funded program.

Questions about financial aid may be directed to the financial aid administrator, at (360)334-5456 or by email at alicias@avedapdx.com

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

Applying for Title IV Financial Aid

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

- is enrolled in the Cosmetology/Cosmetology DE, Esthiology/Esthiology DE , Barbering/Barbering DE or Hair Design/Hair Design DE program
- is a U.S. citizen or eligible non-citizen
- 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 Vancouver Campus SAP policy)

Step 1: Future students and parents of dependent students (students who are under 24 years old, have no children, and are not married) should apply for an FSA ID and Password by clicking on create account at http://www.studentaid.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.studentaid.gov). This is the fastest and easiest way to apply. **Make sure you list Aveda Institute Portland Vancouver Campus and its Federal School Code: 041714.** Future students and parents can sign the application electronically with a U.S. Department of Education FSA ID and Password. Future students and parents are strongly encouraged to link their financial data directly through the IRS website on their FAFSA application. This can be done in the financial section of the FAFSA application through the FUTURE Act Direct Data Exchange (FA-DDX).

The easiest, fastest, and most accurate way to complete a FAFSA form is using the online application and providing consent and approval for the access, disclosure, and use of federal tax information (FTI). The student and each contributor (spouse or parents) to the FAFSA form must provide consent and approval to the access, disclosure, and use of FTI in evaluating the applicant's eligibility for Title IV aid.
The IRS and FSA worked together to develop the FUTURE Act Direct Data Exchange (FA-DDX) solution, which establishes a secure connection between both agencies. The FA-DDX will be used to import certain FTI into an applicant's FAFSA form.

Why is this helpful?

When FTI is received from the IRS via the FA-DDX, the FTI received is considered verified and no additional documentation is necessary.

The FAFSA is a required document used to determine a future student's eligibility for federal aid, such as Pell grants and Direct Stafford Subsidized, Unsubsidized, and PLUS loans. All future students must complete the FAFSA unless the student is not using Federal Student Aid. Actual federal tax return figures should be used with the FAFSA. If you must file with estimated tax figures, you are required to make changes later. Return to the FAFSA web site (www.studentaid.gov), make changes, and submit those changes. Aveda Institute Portland Vancouver Campus does not assume any responsibility for mistakes on any Department of Education financial aid forms. Complete and file only one FAFSA, although the results may be sent to several schools. The future student should receive an e-mail within 1-3 weeks after submission of the FAFSA telling him/her how to go online and access their Student Aid Report (SAR). If the future student did not provide a valid e-mail address on the FAFSA, the SAR will arrive in the mail. Check the SAR to make sure there are no errors. If you listed Aveda Institute Portland Vancouver Campus on the FAFSA, we will receive the results electronically. Retain the correct SAR for your records. Should we need a copy, we will request it. If the SAR has not been received within four weeks, call 800-4FEDAID (800-433-3243).

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

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

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

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

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

1) Your prior prior year's tax return transcript and W-2's.
2) Your parents' prior prior year's tax return transcript and W-2s

3) Dependent Student Verification Worksheet

To request a tax return transcript from the IRS, you may order directly online at IRS.gov 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 Vancouver Campus and other agencies. If something is lost or misplaced, you will have the information available to resubmit easily. Each student will be provided with a copy of their contract and financial plan upon enrollment. Students requesting additional copies of their paperwork should submit a student report. Please refer to Release of Student File Policy for additional information.

Determining Eligibility

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

When the future student receives his/her SAR, Aveda Institute Portland Vancouver Campus financial aid administrator will also receive the future student's Institutional Student Information Record (ISIR). The student/family's Student Aid Index (SAI) 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.

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 students 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

Acceptable Immigrant Status Documentation	
Citizen Not Born in the United States	
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
Non-citizen National	
U.S. Passport	Must have "Non-citizen National" stamp
Permanent Resident	
"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
Other Eligible Non-Citizen	
"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 Vancouver Campus, the institute will complete the requested portion of the INS Document Verification Request Form, copy front and back sides of all immigration status documents, attach copies to the Form G-845, and submit Form G-845 and attachments to the INS District Office within 10 business days.

Entrance and Exit Counseling

An enrolled student at Aveda Institute Portland Vancouver Campus appropriating federal financial aid must complete the required Entrance Counseling. Aveda Institute Portland Vancouver Campus 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 an MPN on file with the Institution. The MPN can be completed by logging onto the studentloans.gov website with your FSA id and Password. A prospective student will be unable to proceed with enrollment unless an MPN is on file. Senior level students receive an in-person presentation encompassing rights, responsibilities, repayment options, and useful tools to help students on the road to repayment.

To prepare for graduation, the state licensing process and job placement each senior level student must complete a series of 3 exit meetings. The first meeting, the Academic Review Meeting is held with the Director or Assistant Director to review hours, academics and clinic service completion as well as licensure and placement plans. The second meeting, the Financial Planning Meeting is held with the Finance Department at least six weeks prior to completion. Prior to this meeting the student must complete exit counseling online through studentaid.gov, complete a Graduate Exit Form 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 third meeting, the Final Graduation Day Meeting is held with the Student Services Department on the date of completion to ensure that all graduation requirements (please refer to Graduation Requirement Section) have been met prior to leaving the institute.

Verification

Due to possible errors that can occur on FAFSA applications, the Central Processing System selects which applicants are to be verified, in addition to the school's discretion. Aveda Institute Portland Vancouver Campus can request submission of specific documents to validate information supplied by the student and/or parent on the FAFSA application. Aveda Institute Portland Vancouver Campus 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).

You are required to file a return if you have a certain amount of gross income.

Gross income requirements for each filing status for 2023 are:

Filing Status	**Age***	**Minimum Income Requirement**
Single	Under 65	$13,850
	65 and older	$15,700
Head of Household	Under 65	$20,800
	65 and older	$22,650
Married Filing Jointly	Under 65 (both spouses)	$27,700
	65 and older (one spouse)	$29,200
	65 and older (both spouses)	$30,700
Married Filing Separately	Any age	$5
Qualifying Widow(er) with Dependent Children	Under 65	$27,700
	65 and older	$29,200

When a student is selected for verification, the financial aid administrator will contact the student as well as ensure the student has an official verification worksheet. The student (and parent(s)) must complete and return this worksheet within a reasonable time frame. In addition to the verification worksheet, independent students (and their spouse) must submit a copy of their IRS tax return transcript and W-2 statements for the prior prior year. Dependent students must submit this same information for themselves as well as their parents. Tax transcripts may be obtained online at the following web-address: http://www.irs.gov/Individuals/Order-a-Transcript .

Use of the FUTURE Act Direct Data Exchange (FA-DDX) on the FAFSA online application is strongly encouraged. When FTI is received from the IRS via the FA-DDX, the FTI received is considered verified and no additional documentation is necessary and tax transcripts will not be required. Since Aveda Institute Portland Vancouver Campus 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 Student Aid Index (SAI) and ultimately the financial aid award package. If changes are made which affect the SAI, 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.

Fraud Detection and Prevention Policy

Aveda Institute Portland and Aveda Institute Portland Vancouver Campus are committed to maintaining the integrity of federal student aid programs and protecting Title IV funds from fraud, abuse, identity theft, misrepresentation, and unauthorized use.

The institution utilizes internal controls and verification procedures designed to identify and prevent fraudulent activity throughout the admissions, enrollment, academic, and financial aid processes. These measures may include, but are not limited to:

- verification of student identity and educational records,
- review of conflicting or unusual information,
- monitoring for suspicious enrollment or financial aid activity,
- validation of attendance and academic participation,
- review of documentation authenticity,
- use of account holds when potential fraud indicators are identified,
- and additional verification requirements when warranted.

When potential fraud, identity theft, misrepresentation, or other irregularities are identified, the institution may request additional documentation, delay processing, place appropriate administrative holds, withhold disbursements when permitted or required by law, or refer matters for further review. Any determination affecting enrollment, financial aid eligibility, or student disciplinary status will be made in accordance with applicable federal and state requirements and institutional policies.

Any credible information indicating fraud, falsification of records, identity theft, misuse of federal student aid funds, or other potentially criminal misconduct may be referred to the U.S. Department of Education, Federal Student Aid, the Office of Inspector General (OIG), law enforcement agencies, accrediting bodies, state regulatory agencies, or other appropriate authorities as required or permitted by law.

Students who knowingly provide false, altered, misleading, or fraudulent information to the institution may be subject to disciplinary action up to and including dismissal, cancellation of financial aid eligibility, repayment obligations, and referral to appropriate governmental authorities.

The institution maintains internal controls and administrative procedures consistent with applicable federal regulations, including Title IV administrative capability and program integrity requirements, to help prevent errors, fraud, and mismanagement of federal student aid funds.

Cost of Attendance

Cost of Attendance based on Tuition, Fees and Payments **Effective July 2025**

Dependent Student – Under age 24, May be living at home and has NO dependents

Course	Total Clock Hours	Hours per Week	Number of Weeks to Completion	Tuition	Kit Fee	Maximum Living Expense	Total Cost of Attendance
Cosmetology/ Cosmetology DE	1600	35	46	$16,800	$3,900	$28,294.03	$48,994
Cosmetology/ Cosmetology DE	1600	27	60	$16,800	$3,900	$36,905.25	$57,605

Hair Design/ Hair Design DE	1400	35	40	$14,650	$2,700	$24,603.50	$41,954
Hair Design/ Hair Design DE	1400	27	52	$14,650	$2,700	$31,984.55	$49,335
Barbering/ Barbering DE	1000	35	29	$9,400	$2,350	$17,837.54	$29,588
Barbering/ Barbering DE	1000	27	37	$9,400	$2,350	$22,758.24	$34,508
Esthiology/ Esthiology DE	750	35	22	$8,000	$2,200	$13,531.93	$23,732
Esthiology/ Esthiology DE	750	27	28	$8,000	$2,200	$17,222.45	$27,422

Independent Students – Over age 24, Not living at home & may have dependents

Course	Total Clock Hours	Hours per Week	Number of Weeks to Completion	Tuition	Kit Fee	Maximum Living Expense	Total Cost of Attendance
Cosmetology/ Cosmetology DE	1600	35	46	$16,800	$3,900	$40,321.49	$61,021
Cosmetology/ Cosmetology DE	1600	27	60	$16,800	$3,900	$52,593.25	$73,293
Hair Design/ Hair Design DE	1400	35	40	$14,650	$2,700	$35,062.17	$52,412
Hair Design/ Hair Design DE	1400	27	52	$14,650	$2,700	$45,580.82	$62,931
Barbering/ Barbering DE	1000	35	29	$9,400	$2,350	$25,420.07	$37,170
Barbering/ Barbering DE	1000	27	37	$9,400	$2,350	$32,432.50	$44,183
Esthiology/ Esthiology DE	750	35	22	$8,000	$2,200	$19,284.19	$29,484
Esthiology/ Esthiology DE	750	27	28	$8,000	$2,200	$24,543.52	$34,744

All Distance Education Program Cost of Attendance will be the same as the on-site Program Cost of Attendance

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 Student Aid Index (SAI) from Aveda Institute Portland cost of attendance.

Cost of Attendance (COA) – Student Aid Index (SAI) = 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 student aid index (SAI) and thereby make education more affordable.

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

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 SAI 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 student aid index and new award amount(s). You will also be notified if there is **no change** to your SAI or financial aid awards.

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

Additional Funding

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

Students receiving outside scholarships or external payments from any third party submit a completed Third-Party Billing Form which can be obtained from the finance office by request.

The Financial Aid Offer

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

Upon receipt of the Financial Aid Offer Letter, the future student should:

- Read the letter using this handbook as a guide to make sure he/she understands the terms of the awards offered.
- Notify the financial aid administrator of any scholarships.
- If the future student is satisfied with the award and would like to keep all of the funding, he/she should check the "Financial Offer Accepted" box and sign and date accordingly.
- 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 check the "Financial Offer Declined" box, enter the type and amount(s) they would like to decline and sign and date accordingly. If a financial aid offer is declined the student must provide an alternative payment source within 3 days.

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 provides need-based financial assistance to eligible undergraduate students. For the 2026–2027 award year (July 1, 2026–June 30, 2027), the maximum Federal Pell Grant scheduled award is **$7,395**, and the minimum scheduled award is **$740**.

Federal Pell Grant eligibility is determined through the Free Application for Federal Student Aid (FAFSA) and applicable federal eligibility requirements. Students may qualify for a maximum Pell Grant, an SAI-calculated Pell Grant, or a minimum Pell Grant. For the 2026–2027 award year, students with a Student Aid Index (SAI) of **$14,790 or greater** are generally ineligible for a Federal Pell Grant, except as otherwise permitted under federal law. An SAI below this threshold does not guarantee Pell Grant eligibility.

For eligible students, the Pell Grant may serve as a foundation of their financial aid package. Students may also qualify for state grants and other federal or non-federal financial assistance, subject to applicable eligibility requirements. Unlike student loans, Pell Grants generally do not need to be repaid, except in certain circumstances established by federal regulations.

Students seeking federal financial aid must complete the FAFSA and provide any additional documentation required by the U.S. Department of Education or the Institute. The FAFSA may also be used to determine eligibility for certain state financial aid programs. Once the required information and documentation have been received and reviewed, the Financial Aid Department determines the student's eligibility for available financial aid programs.

The Institute administers Federal Pell Grants according to the following procedures:

The Financial Aid Administrator determines the student's enrollment status and applicable program requirements.

Using **Federal Pell Grant Formula 4**, the Financial Aid Administrator calculates the student's Pell Grant award based on the applicable federal methodology, the student's eligibility information, and the Pell Grant Cost of Attendance (COA). The Institute defines its academic year as **26 weeks and 900 clock hours**. Pell Grant calculations for programs or remaining periods that differ from the defined academic year are adjusted as required by federal regulations.

The Financial Aid Administrator reviews the student's Institutional Student Information Record (ISIR), including the Student Aid Index (SAI) and applicable Pell Grant eligibility indicators, to determine the student's scheduled award and payment-period amounts.

Pell Grant funds are generally disbursed by payment period, subject to federal eligibility and disbursement requirements. For clock-hour programs, students must successfully complete the required clock hours and weeks of instructional time before progressing to the next payment period and becoming eligible for the next scheduled disbursement. Refer to the Institute's **Definition of Academic Year Policy** for the payment-period requirements applicable to each program.

Pell Grant payment amounts are calculated using the applicable U.S. Department of Education payment schedules, award-year requirements, and federal regulations. Actual award amounts may vary based on individual eligibility, program length, payment periods, and other applicable limitations.

We are proud to offer Student Federal Aid to our students at Aveda Institute Portland Vancouver Campus. 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 participates in the William D. Ford Federal Direct Loan Program, which provides eligible students and parents with federal loans to assist with educational expenses. The Institute offers Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct Parent PLUS Loans to eligible borrowers.

To apply for federal student loans, students must complete the Free Application for Federal Student Aid (FAFSA) and submit any additional documentation required by the U.S. Department of Education or the Institute. The Financial Aid Administrator determines loan eligibility and award amounts based on applicable federal requirements, the student's financial aid information, enrollment status, program length, cost of attendance, and annual and aggregate loan limits.

Students must be enrolled at least half-time to qualify for Direct Subsidized and Direct Unsubsidized Loans. First-time borrowers must complete entrance counseling and sign a Master Promissory Note (MPN) before loan funds may be disbursed. These requirements can be completed at **https://studentaid.gov**. An eligible borrower may use an existing MPN for additional loans when permitted by federal requirements.

Federal Direct Loan information is reported to the National Student Loan Data System (NSLDS) and is accessible to authorized users in accordance with federal requirements.

Direct Loan funds are disbursed according to the applicable payment periods established for each program. Students enrolled in clock-hour programs must successfully complete the required clock hours and weeks of instructional time before receiving the next payment-period disbursement. Refer to the Institute's Definition of Academic Year Policy for additional information.

First-year, first-time Direct Subsidized and Direct Unsubsidized Loan borrowers are generally subject to a **30-day delayed disbursement requirement**, unless an applicable federal exception or waiver applies.

Federal Direct Loan funds cannot be disbursed during an approved Leave of Absence, except as otherwise expressly permitted under applicable federal requirements.

Subsidized Loans

Federal Direct Subsidized Loans are available to eligible undergraduate students who demonstrate financial need. The amount a student may borrow is determined by the Financial Aid Administrator in accordance with applicable federal loan limits and eligibility requirements.

For Direct Subsidized Loans first disbursed on or after **July 1, 2026, and before July 1, 2027**, the fixed interest rate is **6.52%**. This interest rate remains fixed for the life of the loan.

The federal government generally pays the interest on Direct Subsidized Loans while the student is enrolled at least half-time, during the applicable six-month grace period, and during qualifying deferment periods.

Unsubsidized Loans

Federal Direct Unsubsidized Loans are available to eligible students regardless of financial need. Eligibility and loan amounts are determined by the Financial Aid Administrator based on applicable federal loan limits, the student's cost of attendance, and other financial assistance received.

For Direct Unsubsidized Loans first disbursed on or after **July 1, 2026, and before July 1, 2027**, the fixed interest rate is **6.52%**. This interest rate remains fixed for the life of the loan.

Interest begins accruing when the loan is disbursed and continues to accrue during enrollment, grace periods, deferment, and other applicable periods. Students may choose to pay accruing interest while attending school or allow unpaid interest to accumulate. Unpaid interest may be capitalized when permitted under federal requirements.

Direct Subsidized and Direct Unsubsidized Loan borrowers generally have a six-month grace period after graduating, leaving school, or dropping below half-time enrollment before repayment begins, subject to applicable federal requirements.

Dependent students whose parents are unable to obtain a Direct Parent PLUS Loan may qualify for additional Direct Unsubsidized Loan funds. For eligible first-year undergraduate students, the additional annual amount may be up to **$4,000**, subject to applicable annual and aggregate loan limits, program length, and other federal eligibility requirements.

PLUS Loans

Federal Direct Parent PLUS Loans are available to eligible parents of dependent undergraduate students to help pay educational expenses not covered by other financial assistance.

To qualify, the dependent student must be enrolled at least half-time in an eligible program, and the parent borrower must meet applicable federal eligibility and credit requirements. The student must complete the FAFSA, and the parent must complete the required Parent PLUS Loan application and Master Promissory Note at **https://studentaid.gov**.

For Direct PLUS Loans first disbursed on or after **July 1, 2026, and before July 1, 2027**, the fixed interest rate is **9.07%**. Interest begins accruing when the loan is first disbursed and continues during all periods.

Beginning July 1, 2026, Direct Parent PLUS Loans are generally subject to an annual borrowing limit of **$20,000 per dependent student** and an aggregate borrowing limit of **$65,000 per dependent student**, subject to applicable federal transitional exceptions. The amount borrowed may not exceed the student's cost of attendance minus other financial assistance.

Parent PLUS Loan repayment generally begins after the loan is fully disbursed. Eligible parent borrowers may request a deferment while the dependent student is enrolled at least half-time and for an additional six months after the student graduates, leaves school, or drops below half-time enrollment. Interest continues to accrue during deferment.

Parent PLUS Loan funds are disbursed according to the applicable payment periods and federal disbursement requirements.

Federal Loan Interest Rates and Fees: Interest rates for newly disbursed federal loans are established annually and may differ depending on the loan's first disbursement date. Federal Direct Loans are also subject to origination fees, which are deducted from loan proceeds before disbursement. Students and parents may review current loan interest rates, fees, repayment requirements, and other loan information at **https://studentaid.gov**.

Direct Loan Limits

All Distance Education Program Direct Loan Limits will be the same as the on-site Program Direct Loan Limits.

Federal Direct Loans for the Cosmetology/Cosmetology DE 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)	$5,055—No more than $3,500 of this amount may be in subsidized loans.	$8,166—No more than $3,500 of this amount may be in subsidized loans.

Federal Direct Loans for the Hair Design/Hair Design DE 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)	$3,611—No more than $1,111 of this amount may be in subsidized loans.	$5,833—No more than $3,333 of this amount may be in subsidized loans.

Federal Direct Loans for the Esthiology/Esthiology DE Program

Year	Dependent Students	Independent Students
First-Year (pro-rated)	$4,583—No more than $2,288 of this amount may be in subsidized loans.	$7,917—No more than $2,288 of this amount may be in subsidized loans.

Federal Direct Loans for the Barbering/Barbering DE 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)	$722—No more than $500 of this amount may be in subsidized loans.	$1,167—No more than $500 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.

Students receiving outside scholarships or external payments from any third party submit a completed Third-Party Billing Form which can be obtained from the finance office by request.

Definition of the Academic Year

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

Cosmetology/Cosmetology DE program is divided into two academic years and, therefore, has four draw down periods.

- **First Academic Year**
  - First period is eligible when student completes 35 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 1250 clock hours

Hair Design/Hair Design DE program is divided into two academic years and, therefore, has four draw down periods.

- **First Academic Year**
  - First period is eligible when student completes 35 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 1150 clock hours

Barbering/Barbering DE program is divided into two academic years and has three draw down periods.

- **First Academic Year**
  - First period is eligible when student completes 35 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

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

- **First Academic Year**
  - First period is eligible when student completes 35 days of the program
  - Second period is eligible when student completes 375 clock hours

Disbursements

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

For all first-year, first-time borrowers, the institute may not credit the future student's account or release Direct Loan funds to the future student until 30 days after the first day of the future student's program of study. Once this 30-day period has elapsed, the institute will draw down eligible funds. All subsequent disbursements will come after the future student has completed the required credit clock hours AND Satisfactory Academic Progress (SAP) is verified. 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.

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

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

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

Over award and Recalculation of Pell and Direct Loans

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

- The Institute awards aid to a student who is ineligible for a specific program and/or is ineligible for any FSA program assistance such as a defaulted student loan;
- The student's award exceeds the regulatory maximum, e.g., 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 Student Aid Index (SAI) is revised upward after initial packaging;
- The student's awards exceed his or her cost of attendance (COA);
- The student is receiving Pell grant at multiple schools for the same period.
- The student makes an update or change on their FAFSA application after the awarding period, changing their dependency status.
- The student fails to make attendance at the start of the program

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

Overpayment

If a situation arises where a student has been overpaid the proper excess amount that he/she should receive, a finance representative shall contact the student immediately to discuss the matter. Solutions are based on the student's individual financial situation. If an over payment does occur, Aveda Institute Portland Vancouver Campus 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.

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 Vancouver Campus 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 Vancouver Campus would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal.

Aveda Institute Portland Vancouver Campus 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 Vancouver Campus.
- Report any financial assistance received from sources outside of Aveda Institute Portland Vancouver Campus 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 Vancouver Campus 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 Vancouver Campus 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 Vancouver

Campus financial aid office.

Fiscal Reports and Financial Statements

Aveda Institute Portland Vancouver Campus 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 Vancouver Campus 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 Vancouver Campus and stored with Aveda Institute Portland Vancouver Campus'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.

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AVEDA INSTITUTE PORTLAND

Catalog Acknowledgement

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