



**AVEDA INSTITUTE
LAS VEGAS**



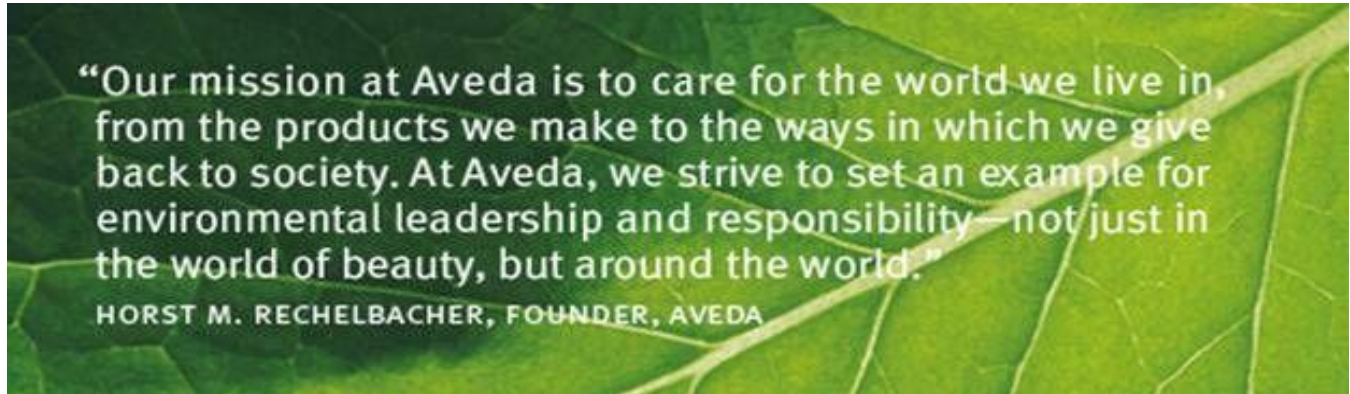
**2024
COURSE CATALOG**

Effective Date 1/1/2024

Aveda Institute Las Vegas Mission (Hereinafter, also referred to as the “Institute.”)

Our mission at Aveda Institute Las Vegas is to provide quality training and education that extends beyond passing the state licensure exam. With an emphasis on teamwork, business and time management, and an artistic approach, Aveda Institute Las Vegas will help set you up for success and career longevity. It is our mission to inspire the continuous quest for knowledge and growth along the different avenues your license can take you within the beauty industry.

The Aveda Mission



Horst Rechelbacher

World renowned hair stylist, artist, entrepreneur and educator, Horst Rechelbacher was a master of innovation moved by keen intelligence, artistic talent and a quest for knowledge. After years of extensive travel and study of ayurveda and natural healing, Horst came to the realization that the beauty industry was toxic and somewhat criminal. With an innovative thought process and mission to change the industry, Horst felt compelled to develop Aveda as his way of giving back to society. Horst was passionate about the power of nature and preserving the environment. He believed what you put on your body, you should be able to put in your body. For this reason, it was his mission to use naturally derived ingredients.

Reflected in Aveda’s expanding global network of educational institutes, salons, spas and Environmental Lifestyle Stores, the Aveda concept of beauty encompasses a complete system of care using plant based products, treatments and simple rituals to enhance appearance, well-being and the quality of life. In turn, this approach also advocates more environmentally responsible business practices and lifestyles.

Horst’s dynamic vision and ideas are embodied in the Aveda Institutes. Under his vital leadership, the Aveda Institutes have become an internationally acclaimed center of learning for professionals in all aspects of the beauty industry. Horst’s dedication to the beauty industry and beauty professionals has changed the evolution of the beauty industry.

The Aveda Network

Become a proud member of the Aveda Network. The Aveda Network is an integrated team of more than 6,500 salons, spas, institutes and stores in over twenty countries worldwide. The Aveda brand inspires social consciousness in our environment, community and the world of beauty.

We provide more than excellence in education; we are a culture and community of leaders with a passion for creativity and an eye for style. Join a team committed to artistic, business and environmental excellence.

OUR CULTURE

Credible Education

Aveda Institute Las Vegas is the only Aveda Institute in the state of Nevada. Our governing bodies include NACCAS, State Board of Nevada, Department of Education, Veterans Affairs and the Commission on Postsecondary Education.

Teaching Methods

Aveda Institute Las Vegas embraces the art of teaching by engaging all learning styles. The curriculum includes creative and activity based learning in classrooms and on the clinic floor. 4MAT provides a common language for understanding the way individuals move through the process of experiencing and integrating knowledge.

Real Salon/Spa Environment and Experience

Our clinic floor provides the opportunity to perfect your skills on diverse clientele with distinctive skin, hair, nail, body and personality types.

Student to Instructor Ratio

Our class sizes allow for a low student- to-instructor ratio that provides more individual learning opportunities for our students.

Aveda Institute Las Vegas Green Team

Living green can be easier than you think! Aveda Institute's Green Team is recognized as leaders who strive to make a difference in the school and community's ecological footprint as well as other local and global fundraising and service initiatives.

Career Fairs

Students are introduced to prospective employers during career fairs and learn interviewing skills and other social skills required in the beauty and wellness fields.



Aveda Institute Las Vegas Student Cosmetology Clinic Floor

COSMETOLOGY

Course Hours | 1600 hours | 54 weeks

Full-Time Schedule | Monday, Wednesday & Friday from 8:30am-7pm or
Tuesday, Thursday & Saturday from 8:30am-7pm.

Connect with beauty, fashion, wellness and art in our hands-on cosmetology program. Explore styles and techniques in hair cutting and styling, skin care, nail care and makeup. You will learn technical skills as well as professional business skills to enhance the guest experience preparing you for fulfilling careers in the beauty industry.

Introduction: 300 Hours

You will start by learning the fundamentals of cutting, styling and chemical restructuring of hair, skin, nail care, makeup and the related sciences. Lectures, demonstrations and workshops concentrate on developing skills and accuracy and reinforcing classroom knowledge. You will learn retailing, client servicing and personal development skills as well as state safety requirements. You will be introduced to the mock state board examination at the conclusion of the Introductory period.

Advanced 1: 301-600 Hours

Advanced 2: 601-900 Hours

Advanced 3: 901-1200 Hours

Unlock your creativity as you explore trends in hair cutting, styling, coloring, permanent waving and chemical restructuring. Time on the clinic floor allows you to become increasingly confident in your professional abilities and to learn vital employment and career advancing skills such as successful interviewing and resume writing. During these advancements you will apply your knowledge on the clinic floor and continue to build on theory and practical application in the classroom. You will participate in an editorial and fantasy photoshoot where you will have the opportunity to create your own masterpiece. A state board written and aptitude test will be administered at the completion of these 3 advancements.

Advanced 4/ Salon Life: 1201-1600 Hours

Get ready to launch your career! During this advancement you will receive training in guest experience, time management, self- promotion, goal-setting, merchandising and entrepreneurship. You will be coached to perfect your speed, accuracy and concentration and become ready for the salon. By completion, you will be ready to demonstrate competency in all skills necessary to complete the state board practical and written tests and eligible to become a licensed cosmetologist.

State Requirements

Blow Drying	80
Finger Waving and Skip Waving	60
Infection Control and Prevention	50
Permanent Waving and Chemical Straightening	80
Shampoo and Rinses	25
Hair Cutting	230
Hair Coloring	225

Scalp Treatment	50
Facials, Arching, Skin and Make-Up	50
Extensions and Wrapping	20
Manicuring	75
Pedicuring	25
Thermal Straightening, Curling and Marcelling	100
Wet Hairdressing	50
Wigs and Hairpieces	25
Miscellaneous Practical and Technical Instruction	50
Modeling	30
Theory	250
Nevada Laws and Regulations	50
Reception Desk	25
Salon Management	25
Dispensary	25
TOTAL	1600

Program Objective: Inspire. Create. Change. In our hands-on Cosmetology program you will explore techniques in hair, skin care, makeup, hair removal and nail care. You will develop technical, professional and business and time management skills in order to strive for an exceptional guest experience preparing you for a fulfilling career in the beauty industry.

Instructional Methods of Training: Our educators use many different instructional methods including; activities, visual aids, hands on workshops, guest speakers, models, digital platforms and projects.

Evaluation: Progress at the Aveda Institute Las Vegas will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, projects, attendance, daily participation and mock state board examinations. An overall cumulative grade point average of 80% is required for graduation.

*The Nevada State Cosmetology Board regulates the Cosmetology, Esthiology and Nail technology programs and are not under the jurisdiction of the Nevada Commission on Postsecondary Education.

ESTHIOLOGY

Course Hours | 600 hours | 20 weeks

Full-Time Schedule | Monday, Wednesday & Friday from 8:30am-7pm or
Tuesday, Thursday & Saturday from 8:30am-7pm.

Refine your passion and talent in the skincare industry. Our Esthiology course incorporates 600 hours of hands-on learning to provide you with an understanding of skin care, beauty and wellness. You will learn technical skills, as well as professional business skills to enhance the guest experience preparing you for fulfilling careers in the beauty industry.

Introduction: 150 Hours

Learn the fundamentals of theory including state law, safety and sanitation requirements, anatomy, skin physiology, hair removal, ecology and chemistry along with practical education on the following: Skincare, facials, hair removal and overall wellness. Students will also learn and practice guest services skills in a classroom setting and retailing to prepare them for the next phase of the program. Lectures, demonstrations and workshops concentrate on developing skills and accuracy and reinforcing classroom knowledge. You will be introduced to the mock state board examination at the conclusion of the Introductory period.

Advanced 1: 151-300 Hours

Advanced 2: 301-450 Hours

Apply your practical knowledge through clinic experiences in a real spa environment and continue to build on theory and practical application in the classroom. You will refine your skills and gain the expertise you need to meet skincare standards and state safety requirements. In this phase there is a focus on professional development such as industry job requirements and resume writing. You will also learn advanced treatments, makeup artistry and hair removal techniques. You will be introduced to medical esthetics. A state board written and aptitude test will be administered at the completion of these advancements.

Advanced 3/ Spa Life: 451-600 Hours

Learn strategies and achieve skills necessary to become an esthetician from guest services, business and time management, self promotion, marketing and networking, professional development and beyond. You will be coached to perfect your speed and accuracy to meet industry requirements. By completion, you will be ready to demonstrate competency in all skills necessary to complete the state board practical and written tests and eligible to become a licensed esthetician.

State Requirements

Massaging of the Face and Body	90
Hair Removal of the Face and Body	40
Infection Control and Prevention	45
Treatment of the Skin	75
Packs and Masks	15
Application of Make-Up	45

Application of False Eyelashes	5
Arching of Eyebrows	35
Tinting of Eyelashes and Eyebrows	5
Hair Lightening of the Face and Body	5
Use of Electrical Devices	10
Theory	170
Nevada Laws and Regulations	40
Salon Management	10
Dispensary	10
TOTAL	600

Program Objective: Inspire. Create. Change. In our hands-on Esthiology program you will explore techniques in skin care, makeup, hair removal and spa. You will develop technical skills as well as professional business and time management skills to strive for an exceptional guest experience preparing you for a fulfilling career in the beauty industry.

Instructional Methods of Training: Our educators use many different instructional methods including; activities, visual aids, hands on workshops, guest speakers, models, digital platforms and projects.

Evaluation: Progress at the Aveda Institute Las Vegas will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, projects, attendance, daily participation and mock state board examinations. An overall cumulative grade point average of 80% is required for graduation.

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Massage Therapy

Course Hours | 600 hours | 20 weeks

Full-Time Schedule | Monday, Wednesday & Friday from 8:30am-7pm or
Tuesday, Thursday & Saturday from 8:30am-7pm

Learn how to create wellness through the power of touch. A balanced study of anatomy, physiology, aromaology, spa treatments and body movement techniques add depth to the massage techniques you'll use to address the individual needs of your guests. Upon completion of the program (600 hours), you'll prepare to take the MBLEx Exam.

Anatomy, Physiology, Kinesiology:

Students learn to understand anatomical terms, cells & tissue organs, muscular system, skeletal system, kinesiology, nervous system, endocrine system, blood & circulator systems, immune system, respiratory system and digestive system.

Pathology:

Students learn to understand guest health, history forms, contraindications, indications, skin concerns, musculoskeletal conditions, nervous system conditions, respiratory conditioning and case studies.

Business:

Students learn to understand time management, goal setting, team building, communication, cover letter/ resume writing, interview techniques, job requirements, employee benefits and wages and small business development.

Ethics:

Students learn to understand how industry risks will help uphold proper standards of conduct that define ethical behavior for a massage therapist.

Massage Therapy, Techniques & Practice:

Refinement of massage techniques, clinic setup, sanitation, time management, spa experience, retail, guest relations, Aveda rituals.

Theory & Clinical Application:

Students to understand history, principles of massage, body mechanics, modalities, equipment, professionalism, ethics, boundaries, proper draping techniques, mind-body connection, sense of touch, breathing, Ayurveda, hydrotherapy, Swedish Massage techniques, deep tissue introduction, reflexology, trigger points, lymphatic massage, polarity, energy balancing, acupressure and elemental nature.

Aveda Methods & Standards:

Explore how to implement what you have learned from your study of the sciences of anatomy, physiology and pathology and implement the ancient philosophy of Ayurveda.

State Requirements: A minimum of 550 hours of instruction in the following courses are required.
Aveda Institute Las Vegas offers 50 additional hours of Aveda Methods and Standards.

Anatomy, Physiology, Kinesiology	125
Pathology	40
Business	20
Ethics	20
Massage Therapy, Technique and Practice	125
Theory & Clinical Application	220
Aveda Methods and Standards	50
	Total Hours: 600

Instructional Methods of Training: Our educators use many different instructional methods including; activities, visual aids, hands on workshops, guest speakers, models, digital platforms and projects.

Evaluation: Progress at the Aveda Institute Las Vegas will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, projects, attendance, daily participation and mock state board examinations. An overall cumulative grade point average of 80% is required for graduation.

*Massage Therapy students will be evaluated, before they are permitted to touch a client, to determine if they have completed the required curriculum (identified in NAC 394.526) at 210 hours.

*The Massage Therapy program is regulated by Nevada Commission on Postsecondary Education and does not fall under the jurisdiction of The Nevada State Cosmetology Board.

NAIL TECHNOLOGY

Course Hours | 600 hours | 20 weeks

Full-Time Schedule | Monday, Wednesday & Friday from 8:30am-7pm or
Tuesday, Thursday & Saturday from 8:30am-7pm.

This course offers training in the art of nail technology. It entails instructor led classroom and clinical training as well as practical hands-on experience.

Introduction: 150 Hours

Learn the fundamentals of theory including state law, safety and sanitation requirements, anatomy and chemistry along with practical education on the following: History of Nail Care, Personal Hygiene and Public Health, Professional Ethics, Sterilization and Disinfection, Bacteriology, Disorders of the Nails, Cells, Metabolism and Body Systems and Technical Application of Chemicals. Students will also learn and practice guest services skills in a classroom setting and retailing to prepare them for the next phase of the program. Lectures, demonstrations and workshops concentrate on developing skills and accuracy and reinforcing classroom knowledge. You will be introduced to the mock state board examination at the conclusion of the Introductory period.

Advanced 1: 151-300 Hours

Advanced 2: 301-450 Hours

Apply your practical knowledge through clinic experiences in a real salon environment and continue to build on theory and practical application in the classroom. You will refine your skills and gain the expertise you need to meet skincare standards and state safety requirements. In this phase there is a focus on professional development such as industry job requirements and resume writing. A state board written and aptitude test will be administered at the completion of these advancements.

Advanced 3/ Salon Life: 451-600 Hours

Learn strategies and achieve the necessary skills to become a nail technician from guest services, business and time management, self promotion, marketing and networking, professional development and beyond. You will be coached to perfect your speed and accuracy to meet industry requirements. At this point you will have the competency required for the state board examination.

State Requirements

General Theory and Practical Application	80
Practice and Procedures	480
Sanitation and Infection Control	40
TOTAL	600

Program Objective: The objective of this course is to prepare students for careers in the diversified areas of nail care. In our hands on Nail Technology Program you will explore techniques in nail care and nail art. You will develop technical skills as well as professional business and time management to strive for an exceptional guest experience preparing you for a fulfilling career in the beauty industry.

Instructional Methods of Training: Our educators use many different instructional methods including; activities, visual aids, hands on workshops, guest speakers, models, digital platforms and projects.

Evaluation: Progress at the Aveda Institute Las Vegas will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, projects, attendance, daily participation and mock state board examinations. An overall cumulative grade point average of 80% is required for graduation.

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ADMISSIONS

Are you ready to begin?

If you are excited about a career in the beauty industry? Here is how we can help you get started:

Aveda Institute Las Vegas, also known as the institute, requires a high school diploma or high school equivalency certificate awarded after successfully completing the GED® test. GED® is a registered trademark of American Council on Education and may not be used without permission. The GED® and GED Testing Service® brands are administered by the GED Testing Service LLC.

Students must be at least 18 years of age for admission. Students under the age of 18 who are high school graduates and otherwise eligible for licensure upon completion of the program may be admitted at the discretion of the Institute Administrative Team with the signed written consent of the student's parent or legal guardian.

All prospective students must complete a Career Planning Session and tour of the facility with an admissions representative. This process allows you to understand our programs and the expectations of our students. Prospective students may enroll Monday- Saturday from 10am- 5pm.

Admissions Process & Requirements

- All prospective students must schedule and complete a Career Planning Session and tour.
 - During the CPS, prospective students must demonstrate communication skills, including comprehension of English. Students must have the ability to read and write English at the level of a graduate of an American high school.
- Following the Career Planning Session, if we feel you are a good candidate for our programs, we will invite you to take the next steps to become accepted.
- Complete the Admissions Application and submit required documentation including:
 - \$25 application fee
 - Completed Application found in admissions packet or at avedalasvegas.com
 - Copy of High school diploma or equivalent, GED or Official High School Transcript showing high school completion
 - Foreign Diplomas: Must have evidence that verification of foreign students' high school diploma has been performed by an outside agency that is qualified to translate documents to English and confirm the academic equivalence to a US high school diploma.
 - Drivers license, government-issued Identification, passport
 - Social Security Card
 - Letter of Intent
 - Massage Therapy Applicants must complete a background check prior to acceptance.

The Institute does not accept Ability to Benefit students.

HOME-SCHOOLED STUDENTS

Home-schooled students are eligible for admission into the Aveda Institute Las Vegas. Home-schooled students must provide a copy of their complete high school transcript. Home-school transcripts must include the following information:

- Name, Address, and Phone Number of the Home-School
- Student's personal information (name, address, date of birth)
- Itemization of courses and final grades achieved for each grade level accomplished
- Date of graduation
- Name and signature of Home-School administrator

Home-School transcripts must be notarized by a Notary Public and sent to the Institute's Admissions Office by the Home-School administrator. Every Nevada home-schooled student must submit a copy of the Notice of Intent to Home-School filed by the student's parent with the superintendent of schools of the school district in which the student resides. For home-schooled students outside of Nevada, students must submit verification provided by that state. If high school completion can't be verified, the student will be required to take and pass the GED® test prior to enrollment.

NOTIFICATION OF ACCEPTANCE

Enrollment is on a first come first serve basis. If a student does not complete the Admissions Application in its entirety, they will not be eligible to enroll. If accepted, you will schedule an appointment to enroll into the program.

TRANSFER STUDENTS

Aveda Institute Las Vegas does not accept transfer students.

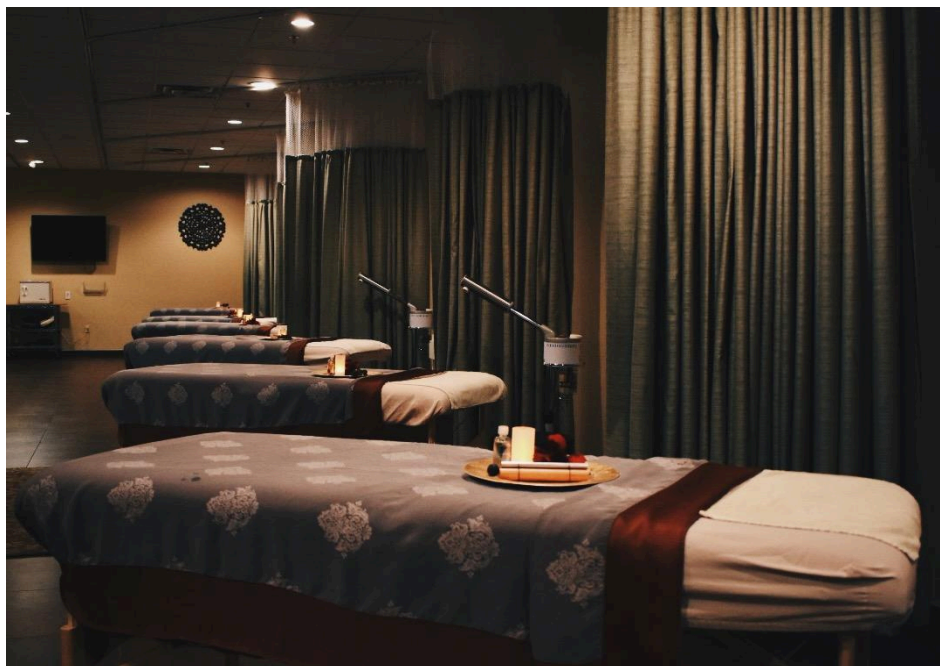
RE-ENROLLMENT

Students who withdraw or are terminated from their program may reapply for enrollment. Students will meet with the Director to be considered for readmission. Administrative fees may apply.

CLASSES

The Institute reserves the right to combine or cancel classes as enrollment demands.

Students with a Felony must be cleared and approved for licensure with the respective state board prior to start date.



Aveda Institute Las Vegas Student Esthiology Clinic Floor

FACILITIES AND EQUIPMENT

AVEDA INSTITUTE LAS VEGAS

Aveda Institute Las Vegas' main entrance is located at 4856 S. Eastern Ave. Las Vegas Nevada, 89119. The institute also occupies contiguous space with the address, 4850 S. Eastern Ave. Las Vegas Nevada, 89119. Business hours are 8:30am to 7pm Monday-Saturday. The Institute has 20,000 square feet of training and office space. The Institute is centrally air conditioned for student comfort in the summer and gas heated in the winter.

CLIENT SERVICE AREA

Aveda Institute Las Vegas provides all students the opportunity to perform services on a diverse clientele. We provide a quality salon and spa setting where students can perform hair, skin, nails, and massage services under supervision of licensed instructors.

AVEDA EXPERIENCE CENTER

Aveda Institute Las Vegas has an Aveda lifestyle retail center that provides all Aveda products to include hair care, skin care, body care and makeup. Product knowledge and retail success are two ways that you can increase your value in the salon/spa industry. The retail center gives you the opportunity to practice your client services and business skills with guests.

STUDENT CLASSROOMS

Classrooms have been designed to provide the proper environment for different types of learning and activities. The classrooms are equipped with technology in audio-visual equipment and access to learnaveda.net, Aveda's online curriculum portal. Classrooms are equipped with adequate chairs and writing surfaces for each student.

LUNCHROOM

All food items must remain in the lunchroom. Food, candy and gum are not allowed on the clinic floor. Beverages must be in enclosed, eco- friendly containers are allowed in the classroom and on the clinic floor.

SMOKING

Because Aveda Institute Las Vegas is a smoke-free facility, smoking is not allowed on school property or surrounding premises.

STUDENT EQUIPMENT

Student equipment consists of iPads, textbooks, workbooks and a complete kit with a carrying case that will be issued during the first week of school. Items become the student's responsibility and they are expected to maintain the kit and all supplies by replacing lost or broken articles to ensure the student may practice their work properly. Kits and Equipment are separate from tuition and are non-refundable and non-returnable items. Aveda Institute Las Vegas is not responsible for any supplies or equipment belonging to the student.

Aveda Institute Las Vegas is not responsible for missing or stolen items.

PROFESSIONAL TOOLS CODE OF CONDUCT

- Each student must have a complete kit every day and all the supplies needed to complete assignments and/or services. Any student that does not have a complete kit with them will be sent home for the day at the discretion of the Institute Administrative Team.
- In the event that a student needs to purchase replacement tools for his or her kit, items must be replaced within 48 hours.
- All professional tools must be kept in proper working order and are the responsibility of the students to maintain.
- Students will keep their stations clean and presentable at all times.
- Only items from the student kit can be placed on the student station. Students cannot place any personal items on their workstation.

TUITION

PAYMENT PLANS

Full payment of tuition, fees, and kit and supplies are due at the beginning of the course unless there is an acceptable funding plan in place including but not limited to Federal Title IV financial aid. Aveda Institute Las Vegas accepts cash, check, money order, credit cards, and payments by third party providers. Exceptions to these payment options must be approved by the Institute Owner.

Cosmetology - Full Time

Application Fee (non-refundable)	\$25
Enrollment Fee	\$150
Kit & Supplies Fee (non-refundable) includes 8.150% sales tax	\$2,599
Tuition	\$21,126
TOTAL	\$23,900

Esthiology- Full Time

Application Fee (non-refundable)	\$25
Enrollment Fee	\$150
Kit & Supplies Fee (non- refundable) includes 8.150% sales tax	\$1,599
Tuition	\$10,509
TOTAL	\$12,283

Massage Therapy- Full Time

Application Fee (non-refundable)	\$25
Enrollment Fee	\$150
Kit & Supplies Fee (non- refundable) includes 8.150% sales tax	\$1,495
Tuition	\$10,800
TOTAL	\$12,470

Nail Technology- Full Time

Application Fee (non-refundable)	\$25
Enrollment Fee	\$150
Kit & Supplies Fee (non- refundable) includes 8.150% sales tax	\$1,195
Tuition	\$8,100
TOTAL	\$9,470

***All kit and supplies are mandatory and non- refundable/ non-returnable for sanitary purposes. Students have the option to purchase the exact kit items elsewhere. Kit items may be substituted with products of equal to or greater value.**

OVER CONTRACT CHARGES

If the student exceeds the allotted contracted absent hours, over contract charges will occur at \$15 per hour.

MONTHLY STATEMENTS

Monthly statements may be provided as an added convenience but are not guaranteed. Payments are expected on the due date regardless of the receipt of a statement.

LATE PAYMENT

If a student fails to make any payment within one week after it is due then a) the total tuition may become automatically due and payable, and b) the Institute may suspend the student's attendance and/or certificate until new arrangements have been made with the Director.

FINANCIAL ASSISTANCE

Aveda Institute Las Vegas participates in the Federal Student Aid Program for those who qualify.

TITLE IV FUNDING

Aveda Institute Las Vegas is approved to participate in the Federal Government Title IV Student Aid programs. Students can apply for financial aid through Federal Pell Grants and/or the William D. Ford Federal Direct Loans for those who qualify. The U.S. Department of Education offers Federal Pell Grants and Student Loans for eligible students at the Aveda Institute Las Vegas.

There is no charge for assistance concerning Title IV funding. For more information please visit the FAFSA website at www.fafsa.ed.gov

Aveda Institute reserves the right to certification of a student loan or to certify a lesser amount of a student loan on a case-by-case basis.

Students may contact the Financial Aid Office with questions and/or general inquiries regarding student financial aid.

Professional Judgment Policy can be found on our website, at this web address:

chrome-extension://efaidnbmninnbpcajpcglclefindmkaj/https://avedalasvegas.com/wp-content/uploads/2023/06/Professional-Judgment-Policy-1.pdf

VETERAN'S BENEFITS

Aveda Institute Las Vegas programs have been approved by the State Approving Agency of Nevada for the training of veterans and other eligible persons. Students should contact the Department of Veterans Affairs for information regarding educational benefits at 1-888-GI BILL 1 (1-888-442-4551).

Students using VA education benefits must provide transcripts for ALL college, university, military and apprenticeship education.

Aveda Institute will not impose any penalties including the assessment of late fees, the denial of access to classes or institutional facilities, or the requirement that a covered individual borrow additional funds, while awaiting payment of VA funds under Chapter 31 and 33. The individual must submit a COE before the first day of class along with all documents required to certify enrollment.

(for Cosmetology, Esthiology, Nail Technology programs)

REFUND POLICY

- If a student (or in the case of a student under legal age, his/her parent or legal guardian) cancels his/her contract and demands their money back in writing, within three business days of signing the enrollment agreement or contract, all monies collected by the Institute can be refunded, less the \$25.00 application fee. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Institute administrator/owner in person. This policy applies regardless of whether the student has started training.

- If a student cancels his/her enrollment after the three business days after this signing, but prior to entering class, he/she shall be entitled to a refund of all monies paid to the Institute, less the application fee of \$25.00.

- If a course is canceled by the Institute subsequent to a student's enrollment, and before instruction in the course has begun, the Institute will provide a full refund of monies paid.

- If the Institute cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the Institute shall provide a pro-rata refund for all students transferring to another Institute based on the hours accepted by the receiving Institute.

- If the Institute closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the Institute will make arrangements for a pro-rata refund of tuition.

- An applicant rejected by the Institute shall be entitled to a full refund of all monies, less the \$25.00 application fee.

- Notifications of withdrawal or cancellation and requests for a refund must be in writing and addressed to the Director of Aveda Institute Las Vegas. Official withdrawals or cancellations, the withdrawal or cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Director in person.

- Overall, enrollment time is defined as the scheduled time to elapse between the actual starting date and the date of the student's last day of physical attendance at the Institute. Enrollment time, for the purpose of calculating refunds, is defined by the time elapsed between the starting date and the student's last day of physical attendance in the payment period. Prior payment periods will be included in a tuition refund cancellation if applicable. The Institutional Refund Policy is based on scheduled hours of attendance in a payment period. Therefore, a refund may account for any absence time that occurs during the student's payment period. Any monies due to the applicant or student shall be refunded within 15 days of official/unofficial cancellation or withdrawal.

- The application fee of \$25.00 is not included in the tuition refund computations. It is a non-refundable/non-returnable fee. The \$150 enrollment fee and costs of equipment (kit & supplies) are not included in the cost of tuition. Therefore, enrollment fee, and kit & supplies are not included in the tuition refund computations. The kit & supplies become

property of the student when issued and are non-refundable/non-returnable items due to health and sanitary reasons.

- If a student is expelled from the Institute, within 48 hours a refund calculation is generated, and the student is notified to sign all required documentation. Expelled students would adhere to the same schedule of tuition as a withdrawn student.
- For students who enroll and begin classes, the following schedule of tuition adjustment is authorized (below).
- Unofficial withdrawals for clock hour students are determined by the Institute through monitoring clock hour attendance at least every thirty days.
- If a student on an approved LOA informs the school they will not be returning, the date of withdrawal

determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

- When situations of mitigating circumstances are in evidence, the refund to the student may exceed the schedule of tuition adjustment (below).

TUITION ADJUSTMENT SCHEDULE

Percentage Time To	Amount Of Total Tuition
Total Time Of Payment Period**	Owed To The Institute
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%

**Payment Periods are defined as two 450 hour periods and two 350 hour periods for the Cosmetology program.

**Payment Periods are defined as two 300 hour periods for the Esthiology and Nail Technology programs.

The school determines a student's constructive notice of withdrawal by monitoring clock hour attendance at least every thirty calendar days and a determination is made to withdraw a student who has been absent without notice or explanation for 14 or more consecutive days. The date of the Institute's determination that a student withdrew is the date that written notification of withdrawal was received or would revert back to 14 calendar days after the students last day of attendance.

The school shall acknowledge in writing a student's withdrawal within 10 business days of the withdrawal determination date. Any refund of money due to the student shall be refunded within 15 business days of the withdrawal determination date.

RETURN OF UNEARNED TITLE IV FUNDS (EFFECTIVE 9/2/2020)

Federal Regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they are enrolled.

Please reference 34 C.F.R. 668.22 at <https://www.law.cornell.edu/cfr/text/34/668.22> for federal regulations pertaining to the Return of Title IV Funds policy.

For both official and unofficial withdrawals, the institution will use students' last date of attendance to determine their withdrawal date.

The institution will determine the percentage of Title IV funds that a student has earned based on the % of hours they have completed per payment period.

The institution will return Title IV programs funds to the Department no later than 45 days after determining the student has withdrawn.

A credit balance will be disbursed within 45 days if the R2T4 calculation results in a credit balance on the student's account.

The institution will disburse any Title IV funds that the student has earned but that have not yet been disbursed to the student.

If the R2T4 calculation results in an amount to be returned to the Department that exceeds the school's portion, the student must repay some funds. Students who owe a repayment of **Pell or FSEOG Grant** funds to the U.S. Department of Education as a result of the R2T4 calculation are only required to return **50%** of the Grant funds received (*after* the institution has paid its share of the returns).

VETERANS REFUND POLICY

Notifications of withdrawal or cancellation must be made in writing and addressed to the Director of Aveda Institute Las Vegas. For students who enroll and begin classes, the following schedule of tuition adjustment is authorized.

SECTION 1:

- If the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all money he or she has paid.
- If the program or course is canceled subsequent to a student enrollment and before instruction in the program, or course has begun, the Institute shall provide a full refund of all monies paid or provide completion of the program or course.
- If a student cancels his or her enrollment agreement before the start of the training program, the institution shall refund to the student all the money he or she has paid, minus 10% of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
- If a student withdraws or is expelled by the institution after the start of training program and before completion of more than 60% of the

program, the institution shall refund to the student a pro-rata amount of the tuition agreed upon in the enrollment agreement, minus 10% of the tuition agreed upon in the enrollment agreement or \$100, whichever is less. If a student is expelled, within 48 hours a refund calculation is generated by the Institute and the student is notified to sign all required documentation.

- If a student withdraws or is expelled by the institution after completion of more than 60% of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement

SECTION 2:

- If a refund is owed in accordance to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - Date of cancellation by a student of his or her enrollment;
 - Date of termination by the institution of the enrollment of a student;

- Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- Last day of attendance of a student, whichever is applicable.
- Unofficial withdrawals for clock hour students are determined by the Institute through monitoring clock hour attendance at least every 30 days.

SECTION 3:

•Books, educational supplies or equipment for individual use are not included in the policy for required refund in subsection 1. The items become property of the student when issued and are non-refundable/non-returnable items due to health and sanitary reasons. A separate refund must be paid by the institution to the student if those items are not used by the student. The student understands that he/she must purchase the kit/books directly from the institution. Disputes must be resolved by the Director or Administrator for refunds required by this subsection on a case-by-case basis. The application fee is not included in the tuition refund computations. It is a non-refundable/non-returnable fee.

SECTION 4:

- The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- The period of time for a training program is the period set forth in the enrollment agreement.
- Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that are listed separately from the tuition and fees.

SECTION 5: Upon canceling or changing a training program agreed upon in the enrollment agreement, students will be offered a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost.

Massage Therapy Refund Policy

1. (a) If the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

(b) If a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus \$150.

(c) If a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- (a) Date of cancellation by a student of his or her enrollment;
- (b) Date of termination by the institution of the enrollment of a student;
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- (d) Last day of attendance of a student,
- (e) Whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required.

4. (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

5. Upon canceling or changing a training program agreed upon in the enrollment agreement, students will be offered a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost.

Institutional Refund Example

If the program is 20 days long, and the student attends 3 days, the pro rata calculation 3 days divided by 20 days, 3/20 equals 15% which requires an 85% refund, minus 10% or \$100 (whichever is less).

COLLECTION PROCEDURES

ALL students who have terminated their course of study are expected to pay any balance due to Aveda Institute Las Vegas 10 business days from the date of termination or withdrawal. The Institute will reserve the right to make reasonable payment arrangements for any balance due to the Institute. Failure to make arrangements and/or to make agreed payments will result in the student to be sent to collections.

NOTICE OF CANCELLATION

Aveda Institute Las Vegas encourages but does not require students who want to terminate their enrollment to provide the school a written notice of cancellation. If a student misses the entire first day of their program, then he/she is deemed to have provided constructive notice of cancellation. In case of cancellation, the previously stated "Refund Policies" will determine the amount of refund to the student.

VISITORS POLICY

All Visitors must check in/ sign in at reception. Prior notice is preferred.

CHALLENGES & GRIEVANCES

Students, staff or other interested parties may file a complaint against the Institute. The complaint must be in writing to the school owner or Director and should outline the allegation or nature of the complaint. A school representative will meet with the complainant within 10 days of the receipt of the written complaint. The meeting between the complainant and the school representative will be documented in writing. The complainant will receive a copy of the documentation at time of meeting. If after careful evaluation the problem cannot be resolved through discussion, the complaint will be reviewed by the Institute Administrative Team.

If the complainant wishes to further pursue the matter, a complaint form is available through the accreditation agency; NACCAS 703-600-7600. This process should take place only if the complaint could not be resolved through the Institute procedure.

Grievances need to be handled in a professional manner and the administration will not tolerate cursing, belligerence, confrontational behavior or negative attitudes, physical confrontations, derogatory language or any unprofessional conduct. If such behavior occurs, individuals will be sent home for the day or terminated from the program.

Executive Director: Gail Renzi: gail@avedalasvegas.com

Institute Owner: John Gronvall: johngronvall@gmail.com

Program Dates

2024 MWF Esthiology			
<i>Start Date</i>	<i>Grad Date</i>	<i>Contract End Date</i>	<i>Max Time Frame</i>
1/22/2024	6/10/2024	6/19/2024	8/19/2024
3/4/2024	7/22/2024	7/31/2024 Wed	10/2/2024
4/15/2024	9/4/2024	9/13/2024	11/13/2024
5/20/2024	10/9/2024	10/18/2024	12/18/2024
6/24/2024	11/11/2024	11/20/2024	1/24/2025
8/5/2024	12/23/2024	1/7/2025	3/7/2025
9/16/2024	2/5/2025	2/14/2025	4/16/2025
10/28/2024	3/19/2025	3/28/2025	5/30/2025
12/9/2024	4/30/2025	5/9/2025	7/14/2025
2024 TTHS Esthiology			
<i>Start Date</i>	<i>Grad Date</i>	<i>Contract End Date</i>	<i>Max Time Frame</i>
1/23/2024	6/8/2024	6/18/2024	8/13/2024
3/5/2024	7/23/2024	8/1/2024	10/1/2024
4/16/2024	9/3/2024	9/12/2024	11/12/2024
5/21/2024	10/8/2024	10/17/2024	12/19/2024
6/25/2024	11/12/2024	11/21/2024	1/28/2025
8/6/2024	12/26/2024	1/7/2025	3/8/2025
9/17/2024	2/8/2025	2/18/2025	4/19/2025
10/29/2024	3/22/2025	4/1/2025	5/31/2025
12/10/2024	5/1/2025	5/10/2025	7/10/2025
2024 Massage Therapy MWF			
<i>Start Date</i>	<i>Grad Date</i>	<i>Contract End Date</i>	<i>Max Time Frame</i>
1/8/2024	5/24/2024	6/5/2024	8/5/2024
3/18/2024	8/5/2024	8/14/2024	10/16/2024
6/3/2024	10/21/2024	10/30/2024	1/3/2025
8/12/2024	1/3/2025	1/13/2025	3/14/2025
10/21/2024	3/12/2025	3/21/2025	5/21/2025

2024 Massage Therapy TTHS			
<i>Start Date</i>	<i>Grad Date</i>	<i>Contract End Date</i>	<i>Max Time Frame</i>
1/9/2024	5/25/2024	6/4/2024	8/6/2024
3/19/2024	8/6/2024	8/15/2024	10/15/2024
6/4/2024	10/22/2024	10/31/2024	1/7/2025
8/13/2024	1/4/2025	1/14/2025	3/15/2025
10/22/2024	3/18/2025	3/27/2025	5/27/2025
2024 Nail Technology MWF			
1/29/2024	6/17/2024	6/26/2024	8/26/2024
4/8/2024	8/26/2024	9/6/2024	11/6/2024
6/17/2024	11/4/2024	11/13/2024	1/17/2025
8/26/2024	1/17/2025	1/27/2025	3/28/2025
11/4/2024	3/26/2025	4/4/2025	6/6/2025
2024 Nail Technology TTHS			
1/30/2024	6/15/2024	6/25/2024	8/27/2024
4/9/2024	8/27/2024	9/5/2024	11/5/2024
6/18/2024	11/5/2024	11/14/2024	1/21/2025
8/27/2024	1/18/2025	1/28/2025	3/29/2025
11/5/2024	3/29/2025	4/8/2025	6/7/2025
2024 Cosmetology MWF			
2/12/24	2/26/2025	3/26/2025	9/8/2025
5/6/2024	5/21/2025	6/20/2025	12/1/2025
7/15/2024	8/1/2025	8/29/2025	2/9/2026
9/23/2024	10/10/2025	11/7/2025	4/20/2026
12/2/2024	12/19/2025	1/21/2026	6/8/2026
2024 Cosmetology TTHS			
1/2/2024	1/16/2025	2/13/2025	7/22/2025
3/26/2024	4/10/2025	5/8/2025	10/14/2025
6/11/2024	6/26/2025	7/24/2025	1/6/2026
8/20/2024	9/2/2025	9/30/2025	3/14/2026
10/29/2024	11/11/2025	12/11/2025	5/23/2026

STUDENT SERVICES

HOUSING & TRANSPORTATION

Aveda Institute Las Vegas does not provide housing or transportation to and from the Institute. However, we are located on the corner of Eastern Ave. and Tropicana Ave. which is a public transportation stop. <https://www.rtcnv.com>

PLACEMENT

Aveda Institute Las Vegas is primarily an institution of learning and does not guarantee job placement.

There is a bulletin board that has names, addresses, and phone numbers of the salons & spas in our local area who are currently hiring. This information is also posted on our Learn Aveda platform. Our staff is available to assist in placement. Aveda Institute Las Vegas holds biannual Career Fairs. Aveda Institute Las Vegas does NOT GUARANTEE any graduate a job or an income level. Students may contact the Institute any time after graduating for employment assistance.

GRADUATION/LICENSURE/PLACEMENT RATES 2021

Cosmetology Graduation Rate – 72.2%

Cosmetology Licensure Rate – 95.4%

Cosmetology Placement Rate – 71.8%

Esthiology Graduation Rate – 92.1%

Esthiology Licensure Rate – 93.6%

Esthiology Placement Rate – 57.9%

Massage Therapy Graduation Rate- 83.3%

Massage Therapy Licensure Rate- 100%

Massage Therapy Placement Rate- 40%

Institution Graduation Rate- 82.5%

Institution Licensure Rate- 96.3%

Institution Placement Rate- 56.5%

***For the period of 01/01/2021 – 12/31/2021**

The Nail Technology program was not offered in the 2021 calendar year; therefore, no rates are available for this program.

OCCUPATIONS AVAILABLE FOR GRADUATES

In the Cosmetology field, a graduate can expect to find a wide range of employment opportunities including but not limited to a colorist, cutting specialist, platform artist, salon manager, hair stylist, technical educator, in salon coach, retail product educator, distribution manager, show coordinator, celebrity stylist, makeup artist, photo and movie stylist, wedding stylist, beauty magazine contributor, Aveda advisor. A graduate of the Esthiology program may find positions available in the area of esthetics including but not limited to makeup artist, waxing specialist, esthiology instructor, spa education director, spa manager or owner, body care specialist, paramedical esthetician, spa therapist, photo or movie stylist, image consultant, and Aveda advisor. Massage Therapy graduates can find employment in a spa, health club, medical chiropractic clinic, spa or salon owner or manager, distribution manager, or Aveda advisor. Nail Technology graduates can find employment in a salon or spa as a nail technician, nail technology educator, celebrity artist, salon owner, etc.

ACADEMIC COUNSELING

Aveda Institute Las Vegas provides academic counseling to all students. Students will receive guidance should you experience challenges in meeting the minimum performance standards and course requirements as set by Aveda Institute Las Vegas. If you experience personal challenges, Aveda Institute Las Vegas encourages

students to contact professional resources. A list of professional agencies can be found on student boards posted around the Institute as well as on the Learn Aveda platform.

POLICIES AND STANDARDS

To help you achieve excellence in our school, we have established these guidelines to ensure fairness, understanding and positive work habits among our students. Violation of any of these policies and standards may lead to counseling, letter(s) of warning and termination of enrollment. To resume the course of instruction after suspension or dismissal for unsatisfactory progress, attendance or conduct, the student must interview with the Director. In some cases, resuming instruction may require waiting for the next available course of instruction. If a student wishes to resume a course of instruction after a withdrawal and has satisfactory progress, the student must interview with the Director. Each case will be handled individually.

STANDARDS

- Never refuse an assigned service. If this occurs, the student may be excused for the day.
- Be responsible for daily cleaning/ sanitation duties, which may include laundry and other \general duties.
- Cell phones are permitted for professional use only while in the building.
- Any additional product used for personal use shall be charged a per product fee.

STUDENT LAWS AND REGULATIONS

Pursuant to NRS and NAC students are prohibited from advertising, working or practicing in connection with any branch or combination of branches of services pertaining to their program OUTSIDE OF SCHOOL.

- Students can only provide services within the school
- Advertising services could lead to disciplinary action
- Certifications do not give you authority to provide services
- Citations can be costly and prevent your licensure

STUDENT SERVICE/ STYLING POLICY

Each student will receive 50% off all services on non-scheduled school days. Services on a school day are not permitted unless approved by Aveda Institute Staff. Student service discounts are non transferable.

SOCIAL MEDIA POLICY

This policy provides guidance concerning the use of social media through the Institute's network, systems or equipment and/or the use of social media to represent or discuss matters related to the 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, Tumblr, LinkedIn, YouTube, Vine and Flickr. 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 provided 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.

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 privacy or publicity rights of others, or otherwise harmful, unlawful or illegal.
- Insulting, disparaging, disrespecting or defaming the Institute or members of the Institute community.
- Students are prohibited from advertising services via social media while in school. Advertising services could lead to disciplinary action from State Board and could prevent licensure.

PHYSICAL DEMANDS EXPECTATIONS

It is extremely important that a student is provided with the facts about the physical requirements that their future career demands. The following is a list of physical demands a student may encounter in the salon and spa industry:

- Repetitive motion for hands, arms and wrists.
- Long intervals of standing, sitting or leaning.
- Stretching and bending.
- Possible hazards with use of sharp objects.
- Possible contact with communicable disease.
- Possible exposure to chemical smells.

Nevada Account for Student Indemnification

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
 - (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
 - (b) The violation by such an institution of any provision of [NRS 394.383](#) to [394.560](#) , inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to [NRS 394.480](#) , the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

DRESS CODE AND APPEARANCE

Students are required to be in proper dress code at all times. Students must arrive in the morning ready for the day. Failure to meet the standards may result in being sent home and/or loss of participation points.

- Students must be in uniform at all times unless otherwise approved by the Aveda Institute Las Vegas.
 - Aveda Institute Las Vegas allows the option to participate in “dress for success” and/or “spirit week” periodically. Guidelines will be provided and must be followed in order to participate.
- Name tags must be worn at all times. If your name tag is lost or stolen, a new one may be purchased.
- Shoes must be closed toe and all black.
- Observe personal hygiene and grooming.
- Only Aveda aromas are to be worn. Synthetic aroma is not permitted.
- No hats or head coverings.

LOCKER POLICY

Students are responsible for all personal items. Lockers are available for your use.

HOLIDAYS/ School Closings

Aveda Institute is closed on the following Holidays:

New Year's Day

Labor Day

Christmas Eve

Memorial Day

Thanksgiving Day

Christmas Day

Fourth of July

New Year's Eve

FIRE PLAN

In the event of a fire, students should stay calm, leave all personal belongings behind and evacuate immediately. All emergency exits are clearly marked. If the fire alarm has not sounded, activate the fire alarm before calling 911. Once safely outside and out of harm's way, educators will take attendance to account for all students' whereabouts in order to provide a detailed report to fire responders.

EMERGENCY ACTION PLAN

How to respond in the event of an active shooter:

1. Evacuate. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view

- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to respond when law enforcement arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

The Institute will conduct periodic fire and other drills at the discretion of the Institute Staff.

CELL PHONE POLICY

Cell phones are permitted for professional use only while in the building. Cell phones are only permitted during breaks and are not permitted on the clinic floor.

LIVE MODEL POLICY

Students will be required to bring live models throughout the program for specific projects. If the students fail to bring a model they will receive a zero and be dismissed for the day. If a student is absent on any day that requires a live model they will receive a zero.

MOCK STATE BOARD/ PRACTICAL SKILLS EVALUATION

Mock State Board evaluations will be given periodically to evaluate competency required in order to pass the State Board Examination.

ATTENDANCE

To help prepare you for the workplace, Aveda Institute Las Vegas operates like a professional salon or spa. Late arrivals, absences and other interruptions in your training have a significant effect on your achievement.

Regular attendance gives students the opportunity to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and practical

experience available. Aveda Institute Las Vegas does not have excused absences. Absences are recorded in the schools attendance tracking system.

Students must maintain a minimum of 67% attendance record.

The Aveda Institute Las Vegas is dedicated to providing hands-on professional training in the fields of cosmetology, esthetics, nail technology and massage therapy. Part of the Institute's responsibility to the student and to our professional colleagues is to provide prospective employers with a true evaluation of the student's ability, behavior and attitude. To do this Aveda Institute Las Vegas must witness student responsibility during training. A responsible student, like a valued employee, is at school at the assigned time. A responsible student plans ahead for child-care, back-up child-care, weather conditions, etc. Patrons and fellow students are inconvenienced when a student does not meet his/her responsibility of being on time.

In order for a student to avoid probation and possible termination, and to continue to receive Title IV funding and/or VA educational benefits, they must attend regularly to comply with the following requirements. The Institute will review the student's attendance records to ensure compliance. Aveda Institute Las Vegas can only have successful graduates if the students are serious and maintain consistent attendance.

TARDY & EARLY OUT POLICY

Cosmetology Program:

Students are not to exceed 5 tardies per their enrollment. Tardy period is from 8:38-8:45am. Students are not to exceed 5 early outs per their enrollment agreement.

Esthiology Program:

Students are not to exceed 3 tardies per their enrollment. Tardy period is from 8:38-8:45am. Students are not to exceed 3 early outs per their enrollment agreement.

Massage Therapy Program:

Students are not to exceed 3 tardies per their enrollment. Tardy period is from 8:38-8:45am. Students are not to exceed 3 early outs per their enrollment agreement.

Nail Technology Program:

Students are not to exceed 3 tardies per their enrollment. Tardy period is from 8:38-8:45am. Students are not to exceed 3 early outs per their enrollment agreement.

ABSENCES IN INTRO AND PER ADVANCEMENT

Students must make every effort to be in attendance according to his/her enrollment agreement schedule. If a student misses any classroom theory days during the student's evaluation period, the instructor will determine if the student will need to return to the current advancement or proceed onto the next advancement. Theory is required for all intro students. If a student is absent more than 3 scheduled days in intro (Cosmetology) or 2 scheduled days in intro (Esthiology/ Massage Therapy/ Nail Technology), they will need to set up a meeting with their instructor and an administrative staff member to determine if the student is required to repeat the advancement.

TIME RECORD

It is a state requirement that the school provides an accurate system for recording all students' time, services and class hours. Students are expected to arrive on time and clock in and out accurately. In addition to clocking in and out, Aveda Institute Las Vegas is required to have redundancy in our time keeping records. Therefore, our educators also maintain accountability folders and students must check in and out with their educator throughout their time in attendance.

CLOCKING IN AND OUT

Daily attendance is critical, as proper time management is crucial to the success of a salon/spa professional. The Institute is a clock hour school, therefore clocking in and out is extremely important. Students are expected to clock in upon arrival, out and back for lunch, and out at the end of the day.

Aveda Institute Las Vegas can only issue credit for hours that are properly documented. Aveda Institute Las Vegas will honor documented daily time earned. IT IS THE STUDENT'S RESPONSIBILITY TO CLOCK IN AND OUT to ensure they are credited with their attendance hours.

Students failing to clock in or out are responsible for reporting time discrepancies with the Registrar within 48 hours. Students who fail to correct their discrepancies within 48 hours understand that the recorded hours will become a part of their individual student record.

Students are required to clock in no later than the exact minute school begins for the day. Students are not permitted to clock in unless they are in adherence with the Institute dress code and prepared to begin training for the day.

LUNCH AND BREAK POLICY

Students get two 15 minute breaks and one 30 minute lunch in their 10 hour day as determined by the instructor.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy (SAP) complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal guidelines established by the U.S. Department of Education. This policy is provided to applicants prior to enrollment and is consistently applied to all students enrolled at Aveda Institute Las Vegas. NOTE: Students receiving funds under any federal Title IV financial aid program must maintain SAP to continue to be eligible for such funds. This policy is intended to comply with all applicable rules and regulations to students eligible to receive Title IV financial aid. In the event any provision of the SAP policy conflicts with any rules or regulations in effect with respect to Title IV financial aid, the rules and regulations of Title IV financial aid shall apply.

ACADEMIC POLICY

Students must meet a minimum 80% GPA. Attendance, level of cooperation, attitude and professionalism, as well as completing the necessary homework, projects and tests is an absolute necessity to your professional success.

GRADING PROCEDURES

Progress at the Aveda Institute Las Vegas will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, projects, participation and a mock state board examination. Student's receive a numeric grade in both their theory and clinic work. An overall cumulative grade point average of 80% is required for graduation. The following represent the equivalencies of the grades assigned:

- 97-100 = Excellent
- 96-85 = Good
- 90-84 = Average
- 85-80 = Satisfactory
- 79- below = Unsatisfactory/Failing

Students must maintain 80% to be considered making satisfactory academic progress.

EVALUATION PERIODS

The institution's academic year is 900 clock hours over 30 weeks. Students are evaluated for SAP as follows:

Cosmetology : 450 actual clock hours and 15 weeks, 900 actual clock hours and 30 weeks, and 1250 actual clock hours and 41 weeks.

Esthiology : 300 actual clock hours and 10 weeks.

Massage Therapy : 300 actual clock hours and 10 weeks

Nail Technology: 300 actual clock hours and 10 weeks

Grades will be determined by but not limited to assignment per program syllabus. Grading progress reports will be reviewed per advancement.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining SAP. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

MAXIMUM TIME FRAME

The maximum time (which cannot exceed 150% of the published course length) allowed for students to complete each program at SAP is stated below:

Program	Maximum Time Allowed (Weeks)	Scheduled Hours
Cosmetology (30hrs/wk) 1600 hrs	80 weeks	2400
Esthiology (30hrs/wk) 600 hrs	30 weeks	900
Massage Therapy (30hrs/wk) 600 hrs	30 weeks	900
Nail Technology (30hrs/wk) 600 hrs	30 weeks	900

If the maximum time frame is exceeded, the student will be terminated. The student would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy. SAP evaluation periods are based on actual contracted hours at the Institute.

DETERMINATION OF PROGRESS

To determine Satisfactory Academic progress, all students' quantitative (attendance) and qualitative (academic performance) elements are evaluated on a cumulative basis and on designated evaluation periods throughout their program. Students who do not achieve Satisfactory Progress may no longer be eligible for Title IV program funds. Students have access to a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations.

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next evaluation. Students deemed not making SAP may have their Title IV funding, and/or VA educational benefits interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation. All periods of the student's enrollment are counted when assessing progress, even periods in which the student did not receive Title IV funds and/or VA educational benefits.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress during any evaluation period, the student will be placed on warning and considered to be making SAP while during the warning period. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will become ineligible to receive Title IV funds and/or VA educational benefits. See "PROBATION" and "APPEAL PROCEDURE" below.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making SAP during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only the students who have the ability to meet SAP standards by the next evaluation period may be placed on probation. For students who prevail upon appeal, the Institute will develop an individual academic plan with the student. The goal of the academic plan is to develop a plan for the student to meet SAP by the next evaluation period. Students placed on an academic plan must be able to meet the requirements set forth in the academic plan, including the attainment of SAP, by the next evaluation period. Students who are progressing according to their specific academic plan will be considered to be making SAP. The academic plan shall advise the student in writing of the actions required to attain SAP by the next evaluation. The academic plan will include specific attendance and academic requirements to be attained by the student during the probationary period. The student must meet SAP requirements by the next evaluation period in order to be removed from probation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP as required by the policy, he/she will be determined as NOT making SAP and, if applicable, students will not be eligible for Title IV funding and/or VA educational benefits.

APPEAL PROCESS

If a student is determined to not be making SAP, the student may appeal the determination within ten calendar days. Reasons for which a student 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 Institute on the designated form describing why they failed to meet SAP standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 10 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the SAP determination will be reversed and federal financial aid will be reinstated, if applicable.

INTERRUPTIONS AND WITHDRAWALS

If enrollment is temporarily interrupted for an LOA, the student will return to the Institute in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to the completion of the course and wish to re-enroll will return in the same SAP status at the time of withdrawal. Students dismissed for unsatisfactory progress and who seek to re-enter the Institute must be able to demonstrate that they have the ability to meet SAP standards by the next scheduled evaluation period. This shall be documented in an academic plan that includes the specific academic and attendance requirements to be attained by the student during the evaluation period in order for the student to demonstrate the ability to meet SAP by the next evaluation period.

RE-ESTABLISHMENT OF SAP

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

NOTIFICATION AND RECORDS

Students shall be provided with copies of all SAP evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in this Institute catalog.

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the Institute's SAP policy.

ABSENTEE POLICY

The Institute does not recognize excused or unexcused absences. Cosmetology students will be given a total of 120 hours missed time per enrollment agreement. Esthiology, Massage Therapy, and Nail Technology students will be given a total of 40 hours missed time per enrollment agreement.

CONTRACT LENGTH

The contract length of a student's course is shown on the front of the student enrollment agreement. The contract ending date is calculated and shown to indicate when a student must complete their training in order to avoid overtime tuition charges. Time has been added to the contract ending date to allow the student a limited number of absences for situations such as bad weather, illness, transportation problems, legal holidays, Institute closings, etc. before overtime tuition would begin to be charged. The published course length, the related 150% maximum time frame requirement and the per month hourly minimum attendance requirements, are NOT, however, affected by and/or extended by this time which has been added to the enrollment agreement.

LEAVE OF ABSENCE POLICY

If a Student desires to take a leave of absence from his/her studies, then the following policy will be in effect:

1. The request must be made in advance of the leave. The Student provides requested documentation to the Director and will be reviewed on an individual basis.
2. The request must be made in writing and the reason(s) for the leave must be specified. Acceptable reasons for requesting a LOA are including but not limited to sickness, injury or hospitalization for any reason including a planned surgery or childbirth, a death in the family, interruption with childcare, car accidents or other unforeseen circumstances including personal reasons.
3. The leave request must contain the Student's signature.
4. The leave of absence, together with any additional leaves previously granted, does not exceed 180 calendar days in a 12-month period.
5. In the event the Student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the Institute may still allow a leave. The beginning of the leave will be determined as the first date the Student was unable to attend the institution because of the accident and an end date will be noted that will not exceed the 180 day maximum. The Institute will document the reason(s) for its decision and collect the request from the Student at a later date.
6. There must be a reasonable expectation that the Student will return from the LOA.
7. The Student shall not owe any additional fees during any approved leave of absence and will not be granted any additional financial aid assistance as a result of any extension of the term of this contract as a result of any approved leave of absence.
8. If enrollment is temporarily interrupted for a leave of absence, the Student will return to class in the same progress status as prior to the leave of absence.
9. Hours elapsed during a leave of absence will extend the Student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the Student's cumulative attendance percentage calculation. Changes to the contract period on the Enrollment Agreement must be initiated by all parties or an addendum must be signed and dated by all parties.
10. A leave of absence will be granted at the discretion of the administrative team. Students who withdraw prior to the completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as the time of withdrawal.
11. A Student granted a LOA that meets these criteria is not considered withdrawn, and no refund calculation is required at that time;
12. A student who takes an unapproved LOA or does not return by the expiration of an approved LOA will be withdrawn. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

MAKE-UP DAYS

Students are scheduled according to their enrollment agreement. Each month the student is contracted for the possible hours in that month. Makeup hours may be provided by the Institute. Students **MUST** sign up in advance AND commit to the whole 10 hour make up day. If you do not show up or if you leave early on your designated make up day you will forfeit the privilege to sign up for make-up days in the future. In the event of emergency situations, makeup days may be suspended or prohibited.

DISMISSAL POLICY

Students may be dismissed from the Institute for failure to adhere to the rules, policies and procedures outlined in the Institute Catalog. Criminal offenses such as theft, assault, illegal use of drugs, etc. will be reported to the police or other authorities and are grounds for immediate dismissal.

CONDUCT & TERMINATION POLICY

Unprofessional conduct which discredits the individual of Aveda Institute Las Vegas will be subject to termination. Students must conduct themselves so they do not interfere with all parties associated with Aveda Institute Las Vegas. The administrative staff of Aveda Institute Las Vegas reserves the right to terminate a student for committing any of the following infractions:

- Non- compliance with Aveda Institute rules and regulations
- Conduct that reflects unfavorably upon Aveda Institute Las Vegas or it's students
- Creating a safety hazard
- Unsatisfactory academic progress
- Excessive absences or tardiness
- Failure to pay fees when due
- Cheating
- Falsifying records
- Breach of enrollment agreement
- Disobedient or disrespectful behavior to faculty, other students or guests
- Unprofessional conduct. This includes refraining from the use of offensive and discriminatory or derogatory language
- Unprofessional social media behavior
- Entering the Aveda Institute Las Vegas while under the influence of alcohol, drugs or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment
- Harassment of any kind including intimidation and discrimination
- Absent 14 consecutive days
- Destroying or defacing Institute property

DRUG-FREE SCHOOL AND WORKPLACE POLICY

Aveda Institute Las Vegas embraces the spirit of the public law that requires schools to provide a drug-free campus and workplace.

WEAPONS POLICY

In order to maintain a safe and peaceful learning environment we do not allow any weapons to be on your person at any time while on school grounds.

SERVICES TO THE PUBLIC

Part of the student curriculum is performing services to the public. Students are not employees and will not receive compensation for any aspect of their education including when providing services to members of the public who pay a fee for services.

GRADUATION POLICY

In order to graduate from the program and receive a Certificate of Completion, the student must successfully complete the required number of clock hours as specified for their program in this Institute Catalog and on their enrollment agreement. The student will be required to achieve satisfactory attendance records, achieve satisfactory academic grades for exams and work as described in this Institute Catalog. Students will be issued a Certificate of Completion for their course upon satisfying all academic and attendance requirements.

LICENSURE POLICY

After graduation, and once the student has completed all contractual obligations including being financially current, the Institute will then certify to the Nevada State Board of Cosmetology or the Nevada State Board of Massage Therapy all necessary records for the student to take a State Board Examination or National Exam for Massage Therapy including: MBLEX, NCETM, NCETMB, IASI, ITEC, ARCB, IIR or NCBTMB-R. The Nevada State Board of Cosmetology and Nevada State Board of Massage Therapy require a fee for the appropriate paperwork and licensure. The State examination consists of a written test and practical exam for Cosmetology, Esthiology and Nail Technology. In order to sit for the state licensing exam, The Nevada State Board of Cosmetology requires completion of the 10th grade, High School Diploma or GED® and one of the following:

- A photocopy of the birth certificate of applicant;
- A copy of a current passport issued to the applicant; or
- A copy of a current driver's license or identification

PERSONAL ASSISTANCE

Institute personnel are available to help with special needs that arise during the course. The administrative staff are knowledgeable about community resources and will advise students of organizations and agencies that can assist them and their families. Agency contact information is posted in the lunchroom and on Learn Aveda platform.

SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

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

If you would like to request academic adjustment or auxiliary aids, please contact the school's Section 504 Compliance Coordinator, Gail Renzi, 4856 S. Eastern Ave., Las Vegas, Nevada 89119, phone: (702) 459-2900 ext 303, email: gail@avedalasvegas.com. You may request academic 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 school 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 school's resources as a whole.

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

1) Notify Gail Renzi, the School's Section 504 Compliance Coordinator, 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 school would accept a verbal request. You may contact Gail Renzi at 4856 S. Eastern Ave., Las Vegas, Nevada 89119, phone: (702) 459-2900 ext 303, email: gail@avedalasvegas.com.

2) Gail Renzi will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the school is obtaining adequate information and understanding of your individual needs.

3) Gail Renzi will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.

4) If you would like to request reconsideration of the decision regarding your request, please contact John Gronvall, CEO, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to John Gronvall by email at johngronvall@gmail.com, or by mail to John Gronvall, 4856 S. Eastern Ave., Las Vegas, Nevada 89119. You may contact John Gronvall by phone at (702) 459-2900.

DISCRIMINATION GRIEVANCE PROCEDURE

The School 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, 915 Second Avenue Room 3310, Seattle, WA 98174-1099.

Step 1: A person who believes that he/she has been discriminated against by the school is encouraged, but is not required, to discuss the matter informally with the Section 504 Coordinator, Gail Renzi, 4856 S. Eastern Ave., Las Vegas, Nevada 89119, phone: (702) 459-2900 ext 303, email: gail@avedalasvegas.com. If the 504 Coordinator is the subject of the complaint, the grievant may, instead, contact the school'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 school'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 school'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 school 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 school's President within 10 business days after receipt of the written disposition. The school 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 School 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 School's Section 504 Coordinator: Ms. Gail Renzi, 4856 S. Eastern Ave., Las Vegas, Nevada 89119, phone: (702) 459-2900 ext 303, email: gail@avedalasvegas.com.

FEE WAIVER AND ADDITIONAL PROGRAM POLICY

A graduate of Aveda Institute Las Vegas who chooses to enroll into an additional program at Aveda Institute Las Vegas, the Institute will waive the application and enrollment fee and offer a \$1,000 discount on tuition for the Nail Technology, Massage Therapy and Esthiology programs and a \$2,500 discount for the Cosmetology program. Credit for hours received in the initial program may apply if relevant.

RECORD RETENTION

All student financial aid and academic records are maintained a minimum of five (5) years as required by the U.S. Department of Education.

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 Las Vegas ("School" or "Institution") receives a request for access. A student should submit to the Executive Director a written request that identifies the record(s) the student wishes to inspect. The Executive 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 Las Vegas to amend a record should write to the Executive 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 Las Vegas 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:

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 Las Vegas has designated the following information as directory information:

- student’s name
- address
- 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 Executive 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))

INSTITUTE EVALUATION PROCESS

Aveda Institute Las Vegas regularly receives feedback from current students by way of surveys, focus groups, exit interviews, and employing a full time Director that students have access to on a regular basis. Aveda Institute Las Vegas receives feedback from graduates in a graduate survey. Every year, Aveda Institute Las Vegas has an advisory board committee meeting. Based on the feedback received, the Institute implements improvements and changes, as applicable, to maintain compliance with the State Board of Cosmetology, NACCAS and U.S. Department of Education regulations.

GRADUATION CELEBRATION

Your Graduation Celebration will be discussed and approved prior to graduation at the time of exit interview, survey and checklist. Strict guidelines apply.

STUDENT INCENTIVE

Aveda Institute Las Vegas offers a perfect attendance incentive of \$100 for 600 hour programs and \$200 for 1600 hour programs. Students will receive money upon completion of the program. Additionally, students receive a product incentive in the amount of \$25 for 600 hour programs and \$50 for 1600 hour programs for perfect attendance per advancement.

REVIEW INCENTIVE

Students receive an Aveda pin for every 5 star review posted to Google, Yelp or Facebook. Once students receive 15 5 star reviews/pins the student is eligible for additional advanced education at the discretion of the institute leadership.

DISTANCE LEARNING

Aveda Institute Las Vegas does not offer distance learning at this time. In the event of an emergency, Aveda Institute Las Vegas may apply for emergency approval to teach via distance learning in a limited capacity for a limited period of time in order to maintain our commitment to a hands on, well rounded education.

REPORTING OF CRIMES & ANNUAL SECURITY REPORTS

Campus safety and security are important issues at Aveda Institute Las Vegas. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about

campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual harassment under this Policy.

Each year the Institute prepares an annual security report to comply with the Clery Act. The full text of this report can be located on the Institute's web site at www.avedalasvegas.com. This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the Executive Director or by phone at (702) 459-2900. All prospective employees may also obtain a copy from the Executive Director.

NOTICE OF NON-DISCRIMINATION & SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

I. Policy

It is the policy of Aveda Institute Las Vegas (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.avedalasvegas.com or obtained in person from the Title IX Coordinator (see below).

The Institute does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of 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. 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 coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The Institute also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated as the Institute's Title IX Coordinator to handle inquiries regarding the non-discrimination policies, including Title IX:

Gail Renzi
4856 S. Eastern Ave.
Las Vegas, Nevada 89119

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.

Office for Civil Rights
U.S. Department of Education
Seattle Office
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Telephone: 206-607-1600
FAX: 206-607-1601; TDD: 800-877-8339
Email: OCR.Seattle@ed.gov

Aveda Institute Las Vegas 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 school.

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 are the President and the Executive Director. 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 Institute imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

Commission on Postsecondary Education Grievance Procedure

Students enrolled in licensed, private postsecondary educational institutions, have the right to register a legitimate complaint with the Commission on Postsecondary Education. Prior to filing a complaint, you must attempt to resolve the issue with school officials according to the policies of the school which you are attending. If you are unable to reach a solution, you may contact the Commission (see below) and we will attempt to resolve the issue. If a resolution cannot be reached, you will be required to complete a formal complaint form; Formal complaints are investigated by staff and a decision by the administrator of the Commission. If either party does not agree with that decision, an appeal to the full Commission may be requested: NRS 394.520 allows for the following: 1. A full refund can be ordered if it is determined that the school substantially failed to furnish the education agreed to in the enrollment contract; 2. One-half of all monies paid can be ordered if it is determined that the school substantially furnished the education stated in the enrollment contract but the conditions were substandard to the point the student could not be expected to complete the training.

More information, including complaints forms, is available at www.cpe.nv.gov.

Or contact: Commission on Postsecondary Education 2800 E. St. Louis Avenue Las Vegas, NV 89104
702-486-7330 (Ph)
702-486-7340 (Fax)

LICENSED BY:

Nevada State Board of Cosmetology
8945 W. Russell Rd. Suite 100
Las Vegas, Nevada 89148
702-486-6542

Nevada Commission on Postsecondary Education
2800 E. St. Louis
Las Vegas, Nevada 89104
702-486-2878

ACCREDITATION

Aveda Institute Las Vegas is accredited by:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES

3015 Colvin Street
Alexandria, VA 22314
(703)600-7600

The U.S. Department of Education recognizes the National Accrediting Commission of Career Arts & Sciences as a national accrediting agency for postsecondary school and programs of cosmetology arts and sciences.

OWNERSHIP

Casal Institute of Nevada, LLC

MANAGEMENT

Gail Renzi Executive Director

ADMINISTRATION

Lauren Moody Director of Operations

Anthony Delaimo Operations/ Financial Aid Administrator

Jasmine Despeine-Goncalves Admissions Advisor

Maria Landry Admissions Advisor

Sharon Walker Lead Financial Aid Advisor

Fran O'Donnel Registrar

Sasha Ness Front Desk Lead

Gavin Williams Front Desk

Tiana Jackson Front Desk

EDUCATION ADMINISTRATION

Marianne Richter Lead Cosmetology Education Supervisor I-869

Briana McCollough Lead Esthiology Education Supervisor I-44492

Dej'Sheron Alston Lead Massage Therapy Educator NVMT 7263

Cosmetology Instructors:

Heather Fleming I-46402

Dezarae Valente CI-1046

Ryan Withey I-46428

Dulce Pixabaj I-1008

Dicky Montoya I-46495

Valerie Presser I-46516

Mary Banks PI-44100

Juanita Evans I-46497

Gabbi Stelzer PI-707303

Laqwin Chapman I-46670

Lorien Johnson I-46711

Esthiology Instructors:

Allie Fort I-46464

Meredith Oflaherty I-46440

Kristin Harris PI-44121

Paris Brown SI-100599

Claire Reno SI-10065

Eden Klein PI-707403

Claire Scarpelli I-46756

Massage Therapy Instructors:

Dejsheron Alston NVMT 7263

Johnny Crouse NVMT 10072

Nail Technology Instructors:

Marianne Richter I-869

Trini Baca I-46747

Sasha Ness SI-100571