



AVEDA INSTITUTE FORT MYERS



INFORMATION CATALOG 2021-2022

Campus Location

**2040 Colonial Boulevard
Fort Myers, FL 33907
Phone: 239-278-1311
Fax: 727-205-4549**

www.beaveda.com

This catalog is an Official Publication of the Aveda Institute – Fort Myers and is subject to revisions at any time. The Aveda Institute -Fort Myers reserves the right to increase tuition and fees, withdraw or revise any course, program of study, provision or requirements described within the Catalog at any time. Following any catalog changes, students will be notified by a catalog addendum. Students should read carefully and fully understand the policies and rules and regulations contained herein, ignorance or lack of familiarity with this information does not serve as an excuse for noncompliance.

EQUAL OPPORTUNITY POLICY

Aveda Institute – Fort Myers is committed to providing equal opportunity for all people and does not unlawfully discriminate in the administration of its admissions policies, educational policies, scholarship and loan programs, and other Academy administered policies.

2021-2022

Volume IV

Published Date: October 2022

AVEDA INSTITUTE – FORT MYERS
ACADEMIC CALENDAR
2021-2022

2021

January 1	New Year's Day- Campus closed
January 11	Class Begins
January 18	MLK Jr. Day- Campus closed
February 22	Class Begins
April 5	Class Begins
May 17	Class Begins
May 31	Memorial Day- Campus closed
June 28	Class Begins
July 5	Independence Day-Campus closed
August 9	Class Begins
September 6	Labor Day- Campus closed
September 27	Class Begins
November 8	Class Begins
November 11	Veteran's Day- Campus Closed
November 12	Faculty and Staff In-Service Campus Closed
November 25-26	Thanksgiving-Campus Closed
December 24-25	Christmas -Campus closed
December 31	New Year's Eve- Campus closed

2022

January 1	New Year's Day- Campus closed
January 10	Class Begins
January 17	MLK Jr. Day- Campus closed
February 21	Class Begins
April 4	Class Begins
May 16	Class Begins
May 30	Memorial Day- Campus closed
July 4	Independence Day-Campus closed
June 20	Juneteenth-Campus closed
August 8	Class Begins
August 22-23	Class Begins
September 5	Labor Day- Campus closed
September 6-7	Class Begins
October 17-18	Class Begins
October 25	Class Begins
November 22	Class Begins
November 24-25	Thanksgiving-Campus Closed
December 5-6	Class Begins
December 12-13	Class Begins
December 19-20	Class Begins
December 25	Christmas -Campus closed
December 26-31	Student Break – Campus Closed

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GENERAL INFORMATION

MISSION

The mission of Aveda Institute – Fort Myers is to instill in every student, through quality education and motivation, to believe in themselves and their ability to succeed. Students set goals and objectives within their reach and with the technical knowledge and skills they receive, our students can become successful in Health, Wellness and Beauty professions.

Aveda Institute – Fort Myers is committed to reviewing this mission at its annual meeting and determining what training programs and student services are needed to train individuals in cosmetology and beauty while respecting the environment and meeting the demands of the community.

HISTORY

Aveda Institute – Fort Myers cosmetology school was established in Fort Myers in 1988. In 2022, TSP Institute, Inc. purchased (from Compass Rose Foundation, Inc.) the Fort Myers campus.

LEGAL CONTROL

TSP Institute, Inc. owns and operates the Aveda Institute – Fort Myers campus. TSP Institute, Inc. maintains its principal place of business at 132 Mirror Lake Dr N #201 St. Petersburg, FL 33701

CORPORATE OFFICERS OF TSP INSTITUTE, INC.

James Petrillo -President, Secretary and Treasurer

BOARD OF DIRECTORS

James Petrillo

Janet Cook

AVEDA INSTITUTE -FORT MYERS – ADMINISTRATION

Denise Herrera, Director of Campus and Compliance

Paul Villeneuve, Director of Education

LICENSURE

Aveda Institute – Fort Myers is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888-224-6684). www.fldoe.org/cie.

ACCREDITATION

Aveda Institute – Fort Myers is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd. Suite 302, Arlington, VA 22201. www.accsc.org
ACCSC is a private, nonprofit, independent accrediting agency whose goal is maintaining educational quality in the career schools and colleges it accredits by striving to assure academic excellence and ethical practices.

INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS

Aveda Institute – Fort Myers is approved for Veterans training. Aveda Institute – Fort Myers is a member of the Florida Association of Postsecondary Schools and Colleges (FAPSC) and the American Association of Cosmetology Schools (AACS).

ADVISORY BOARDS

Aveda Institute – Fort Myers has established programmatic Advisory Boards composed of industry professionals from within the community, graduates, faculty, and members of the administration. Advisory boards assist the school in the ongoing evaluation and improvement of existing programs and provide insightful guidance for the development for new career directions.

CONSUMER INFORMATION

Detailed information regarding Aveda Institute – Fort Myers and its Financial Aid programs, Graduation and Employment rates, and Campus Crime Report can be accessed o Aveda Institute – Fort Myers website at www.beaveda.com and, may be requested from the Campus Director.

CAMPUS SAFETY and SECURITY POLICY:

Providing a safe campus environment for students and employees is important to Aveda Institute – Fort Myers. With cooperation of the administration, faculty, and student body a safe campus environment can be maintained. In compliance with the Federal Government “Crime Awareness and Campus Security Act of 1990”, Title II of Public Law 101-543, Aveda Institute – Fort Myers is required to publish and distribute an Annual Security Report containing campus policies and procedures as well as Campus Crime Statistics. A copy of this report is available on our web page (www.beaveda.com). This report is for the information of the faculty, administration, and students.

LOCATION AND HOURS OF OPERATION

This 17,774 square foot location has 45 styling stations, 6 shampoo chairs, 8 dryers, 10 manicure stations, 4 pedicure stations, a dispensary, retail store, student lounge, and 5 classrooms on the first floor. The second floor has 2 large classrooms, 3 interview rooms, Administration and Faculty offices and a Learning Resource Center. All 5 classrooms are equipped with whiteboards, overhead projectors with laptop hookup, audio podiums and student desks with power outlets, suitable for all practical and theory classroom activities. The Learning Resource Center (LRC) contains references books and DVDs for students use. The LRC also contains 5 computers with internet access and a printer, as well as a television/DVD/VCR system. Teaching aids include televisions with DVD/VCRs, overhead projectors, student computers with Internet access, and reference materials.



Aveda Institute -Fort Myers Campus Salon

Programs offered at this location are Cosmetology, Spa Therapies, Full Specialty, Nail Technician, Barber-Styling/Cosmetology Combination and Massage Therapy.

SCHOOL HOURS OF OPERATION

MONDAY - THURSDAY	8:30 A.M. – 10:00 P.M.
FRIDAY -	8:30 A.M. – 8:00 P.M.
SATURDAY -	8:00 A.M. – 7:00 P.M.

CLINIC HOURS OF OPERATION

MONDAY - THURSDAY	9:00 A.M. – 10:00 P.M.
FRIDAY -	9:00 A.M. – 8:00 P.M.
SATURDAY -	8:30 A.M. – 7:00 P.M.

AVEDA INSTITUTE – FORT MYERS RESERVES THE RIGHT TO CHANGE HOURS.

LEGAL HOLIDAYS

The institute is in session year-round, but does observe the following holidays:

MARTIN LUTHER KING JR. DAY	INDEPENDENCE DAY
MEMORIAL DAY	JUNETEENTH
LABOR DAY	THANKSGIVING DAY
CHRISTMAS EVE	CHRISTMAS DAY
NEW YEAR’S DAY	

ADMISSIONS

ADMISSIONS REQUIREMENTS

The Aveda Institute – Fort Myers requires each applicant to meet with a school official to familiarize the applicant with the facilities and policies of our institute. At that time, the applicant completes a general information sheet and has the opportunity to sign an application for admissions. The minimum requirements for acceptance to all programs are:

1. Evidence of one of the following: High School Diploma, GED equivalent, a home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student’s home state, or a passing grade on the Ability-to-Benefit examination (Nail program only). An applicant to any program who has not yet obtained a GED or who cannot provide proof of graduation may obtain GED testing information from the Admissions Department.
2. For financial aid eligibility purposes and fulfillment of entrance requirements, students without a high school diploma or GED must have attended an eligible program at any Title IV institution prior to July 1, 2012, and gained admission into that institution through the ability to benefit

(ATB) alternatives, then the student would remain eligible if the student can evidence prior enrollment. ATB alternative are as follows:

- a. Passing an independently administered, Department of Education approved ATB test.
 - b. Completion of at least six credit hours, or the equivalent coursework (225 clock hours), that is applicable toward a degree or certificate offered by a postsecondary institution.
3. The Eligible Career Pathways Program (ECP) is a connected and contextualized career pathway program that includes a secondary education level component of the ECP during which progress and attendance is monitored by the Aveda Institute – Fort Myers and a postsecondary Cosmetology program offered by the Aveda Institute – Fort Myers must pass the Ability to Benefit approved Wonderlic Basic Skills examination and submit all prior secondary transcripts for evaluation and meet all other Aveda Institute – Fort Myers admissions requirements. Students must be progressing in the secondary and post-secondary portions of the Eligible Career Pathways Program in order to meet eligibility requirements.
4. The Nail Technician program accepts students with a high school diploma (or its equivalent) or students that are over the age of 16 and demonstrate the ability to benefit from the program as evidenced by a score of 15 on the Wonderlic Scholastic Level examination given by an authorized member of the school's management team. Applicants who fail the Wonderlic Scholastic Level examination can be retested utilizing the procedures established by the test developer. Every student admitted under this provision must meet with the Program Manager or Campus Director at the end of month to review their academic progress, attendance and any other educational or personal matters affecting their academic progress. The Nail Technician Program is not a Title IV eligible program.
5. Students are advised to research licensure requirements or restrictions based on criminal background. The Aveda Institute – Fort Myers is not responsible for reviewing a student's criminal history and making a determination that they meet the standards for licensure in the State of Florida.
6. An applicant must be beyond the compulsory age of attendance (Age 16) and Age 18 for the Massage Therapy and Spa Therapy Programs.
7. Students who possess a high school diploma from a foreign non-English speaking country and wish to enroll must have the diploma translated by an approved agency and must be equivalent to a U.S. High School Diploma.

DUAL ENROLLMENT

Students who are currently enrolled in High School who wish to dual enroll in the Cosmetology, Full Specialty or Barber Styling/Cosmetology Combination Program must be 16 years of age or older and take the Wonderlic Basic Skills Test (minimum passing score of 200 on Verbal and 210 on Quantitative). Dual enrollment in the Nail Technician Program requires that students must be 16 years old or older and take the Wonderlic Scholastic Level examination (minimum passing score of 15). In addition, all dual enrollment applicants must also provide a letter affirming their support for the student to be enrolled in two educational programs simultaneously from both their parents/legal guardians AND an official (Principal, Vice-Principal or Guidance Counselor) from their High School.

ADMISSION PROCEDURES

Admissions procedures for the Aveda Institute – Fort Myers include a personal interview with an Admissions Representative, meeting with a Financial Aid Officer to determine financial responsibilities, completion and submission of all required forms including the enrollment agreement, payment of the application fee, and complete an enrollment confirmation interview. The school will determine an applicant's eligibility on the basis of educational background, personal interview, and commitment to becoming a working graduate.

LATE ADMISSIONS

Students may be eligible for entrance into new group training classes for a period of two weeks following the start of class at the discretion of the Director of the School.

HIGH SCHOOL DIPLOMA

For admittance in accordance with our accrediting commission, ACCSC, the Aveda Institute – Fort Myers requires all students to provide evidence that the applicant possesses one of the following: a High School Diploma, a GED equivalent, a home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student's home state. An applicant to any program who has not yet obtained a GED or who cannot provide proof of graduation may obtain GED testing information from the Admissions Department.

In the event that the validity of a high school diploma is questioned, the following guidelines should be followed to help determine whether the Aveda Institute – Fort Myers may accept the student for admission.

The term “diploma mill” refers to any entity that offers, for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of education or training; and requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency.

The Aveda Institute – Fort Myers keeps a record of any institutions known to be diploma mills and partners with Hart Investigations to ensure its practices result in fair and impartial assessments. If a high school's validity is in question either by the Secretary of Education or the institution, the Aveda Institute – Fort Myers will consider the following factors:

- The institution's website: are there indicators of education for a fee, correspondence (mail-in) training and testing as well as any other unusual inconsistencies? Does the institution require little coursework or little attendance to obtain a credential?
- Does the institution provide information about its corporation's location, its governance, or ownership?
- Does the institution provide little or no contact information other than a telephone number or email address?
- Does the institution publish false or exaggerated claims of external quality review?
- If the institution does not have a website, the institution will need to be contacted by phone. If the institution cannot be contacted by internet or phone, this is an indication that the high school diploma is invalid.
- Review high school transcripts to verify the extent of the coursework involved for the diploma the applicant is presenting.

- Determine the length of time to completion. How does this time frame correlate to the amount of coursework needed to complete high school?

The determination of the validity of a high school diploma is a collective effort based on a variety of factors. The Campus Director will make the final decision after taking into account the results of the research, including the use of outside agencies.

CREDIT FOR PREVIOUS EDUCATION

If a student attended another postsecondary educational institution and would like their prior coursework to be considered for transfer credit, an official academic transcript must be sent to the Admissions Department for evaluation. The grade recorded on the transcript must be the equivalent of a C (75%) or above. Hours not received within the past two years may be granted at the discretion of the Director.

Re-entry students will be awarded credit for previous training for successfully completed portions of the student's program, which must be documented by grade and attendance records.

A minimum of twenty-five percent (25%) of the hours required for a certificate or diploma must be earned at the Aveda Institute – Fort Myers. Every transfer student will have an evaluation before completion of the student's 30th day. In the event training is shortened by virtue of credit granted, the tuition is reduced proportionately. Acceptance of credits from another school/state board is at the sole discretion of the Aveda Institute – Fort Myers. The Aveda Institute – Fort Myers does not accept transfer credits based on life experience or credits obtained from training outside of the United States.

DISCLAIMER FOR TRANSFER OF HOURS

Our programs are designed with a single terminal objective--preparation for entry-level employment in the field of training. A student who desires to further his education after completing training at the Aveda Institute – Fort Myers is advised that acceptance of transfer hours is at the discretion of the receiving institution. Prospective students are advised to obtain information from all institutions they expect to attend in order to understand each institution's transfer acceptance policies. It is the student's responsibility to confirm whether or not hours will be accepted by another school of the student's choice. An institution's accreditation does not guarantee credits earned at that institution will be accepted for transfer.

ARBITRATION AND CLASS ACTION WAIVER DISCLOSURE

The Aveda Institute – Fort Myers requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration, or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Steven Lazzara, steven.lazzara@avedaflorida.edu.

ACADEMIC INFORMATION

ACADEMIC RECORDS

The Campus Director maintains a permanent academic record for all students. The academic record contains, among other things, transcripts, progress reports, and the Application for Admission. Students needing an official transcript of their coursework must submit a transcript request form to the Campus Director with a nominal fee. The Aveda Institute – Fort Myers does not release transcripts or information concerning a student's academic record if the student has any outstanding financial obligations to the Institute or if the student is in default or owes refunds to any Title IV program. The Campus Director will also provide enrollment verification information to insurance companies, banks, and other third parties upon the request of the student.

CONDUCT

The Aveda Institute – Fort Myers is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job.

Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on The Aveda Institute – Fort Myers property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Aveda Institute – Fort Myers documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
2. Theft of, or deliberate destruction, damage, misuse or abuse of the Aveda Institute – Fort Myers property or the property of private individuals associated with the Aveda Institute – Fort Myers.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Aveda Institute -Fort Myers activities.
4. The use of alcoholic beverages or controlled substances on the Aveda Institute – Fort Myers property including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in the Aveda Institute – Fort Myers building(s) and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with the Aveda Institute – Fort Myers officials acting within the scope of their employment responsibilities.
7. Bringing animals onto the Aveda Institute – Fort Myers property. No animals are allowed on the premises unless they are assisting the physically impaired or have been authorized to be on campus by the Institute Director.
8. Bringing children into institute academic areas. The Aveda Institute – Fort Myers does not provide childcare services and cannot assume responsibility for their health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official Aveda Institute – Fort Myers publications but announced as administrative policy by an Aveda Institute – Fort Myers official or other person authorized by the Director of the Aveda Institute – Fort Myers.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto Aveda Institute – Fort Myers property.

12. Violence or threats of violence toward persons or property of students, faculty, staff of the Aveda Institute – Fort Myers.
13. Improper use of e-mail and Internet access. Please see the “Computer and Electronic Communications Policy” section for additional information.
14. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the “off” position while in the classroom.

A student committing any of the violations listed above shall receive a written warning concerning the misconduct and is subject to disciplinary action up to and including immediate suspension or dismissal. Students dismissed for conduct violations will not be readmitted.

ATTENDANCE POLICY

Attendance is important. Students are expected to attend as called for in the Enrollment Agreement. Each tardy and, or absence will be recorded and an in-school suspension may apply. The attendance policy applies to all students attending the Aveda Institute – Fort Myers, whether or not they participate in any federal financial aid programs. Each student is responsible for the completion of academic assignments missed during an absence. Please see “Rules and Regulations” for Campus specific information about attendance, make-up hours and acceleration of a program. Students who miss 14 calendar days without contacting the school and submitting proper documentation will be terminated from their program and will constitute post withdrawal procedures.

Overtime fees will be applied to absences exceeding 10% of the student’s scheduled hours. Overtime fees are charged at the contracted rate on the student’s enrollment agreement for all absent hours exceeding 10% of the student’s scheduled hours.

Every student is expected to communicate with the Administrative office of the institute PRIOR TO THE START OF CLASSES ON THE DAY OF THE ABSENCE.

The school reserves the right to telephone the home or any other contact numbers of any absent student who has not contacted the school.

All STUDENTS enrolled at the Aveda Institute – Fort Myers must complete the number of required hours per their respective state boards (State of Florida, Board of Cosmetology) in order to meet the completion requirements of their program.

LEAVE OF ABSENCE

Permission for a leave of absence must be obtained in writing on a Leave of Absence Request Form. In all cases, the institution must determine that the student has a reasonable expectation of returning to the Aveda Institute – Fort Myers based on the student’s reason for the request for a leave of absence before approving the leave. Permission for a leave will be granted upon an individual case-by-case basis. In the case of a medical necessity, the student is required to present a written recommendation from a physician. Leaves are generally scheduled for 20 to 60 days. A student may not exceed a 180 days of Leave of Absence time during a 12-month period. Returns from leave dates are set at the discretion of the school Director. Course repetition and make-up policies related to official leaves of absence are determined on an individual basis. A student who does not return to class at the scheduled end of an official leave of absence will be terminated from the school. All requests for leave will be considered on an individual basis. Students are required to return to regular attendance at the end of the leave of absence period. Failure to do so will result in termination and could affect the student’s loan repayment terms and grace/repayment period.

Veterans receiving VA benefits must be terminated for VA reporting purposes during a Leave of Absence.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible for Title IV funds and to be enrolled at Aveda Institute – Fort Myers. In order to maintain satisfactory academic progress a student must maintain a specified grade average and proceed through the program of study at a specified minimum pace. Satisfactory academic progress (qualitative and quantitative) will be checked at the end of each payment period for all students, including those who do not participate in financial aid programs, and is determined by the following criteria:

A cumulative grade average of 75% must be maintained. If a student misses an exam, the student will receive a zero and has to retest until a passing grade is achieved. If a student receives a failing grade on a theory exam, the student is required to retest until a passing grade is achieved. The passing grade takes the place of the failing grade. Students must receive a passing grade prior to the satisfactory academic progress checkpoint to assure they are maintaining satisfactory academic progress.

A cumulative attendance average of 67% of scheduled hours must be maintained.

INCOMPLETE/WITHDRAW GRADES AND REMEDIAL COURSES

As an institution, the Aveda Institute – Fort Myers does not assign incomplete or withdrawal grades nor does it offer or recognize remedial course work.

TRANSFER CLOCK HOURS

A student, who has been awarded transfer clock hours from another institution or from a previous enrollment at the Aveda Institute – Fort Myers, will receive the transfer hours as both scheduled and actual clock hours.

MAXIMUM TIME FRAME

Students must complete their program within a specified period. Upon enrollment, each student will be informed of his or her maximum time frame to complete the program. The maximum time frame shall not exceed 1.5 times the number of clock hours required to complete the program. In the event a student must change his/her contracted schedule, the student's maximum time frame will be adjusted accordingly. Students approved for Veterans training must complete the program within the VA approved time frame.

FINANCIAL AID WARNING

Students not meeting either the qualitative or quantitative standards described above when satisfactory academic progress is measured at the end of each payment period will be placed on Financial Aid Warning. During the Financial Aid Warning status, the student is eligible for Title IV funding for the next payment period. Failure to achieve the minimum cumulative grade point average and/or the cumulative attendance average at the end of the Financial Aid Warning period will result in a loss of financial aid eligibility and termination from the Aveda Institute – Fort Myers. The student may follow the procedure outlined below if they wish to appeal the loss of eligibility and termination from the institution.

NOTIFICATION

A student who is not meeting Satisfactory Institute Progress will be notified of his or her status in writing. The notification will be given to the student in person, when possible, and mailed to his or her home address when it is not possible to be delivered in person.

APPEAL PROCESS

A student who loses financial aid eligibility and is terminated from the Aveda Institute – Fort Myers due to lack of satisfactory academic progress following the period of Financial Aid Warning, may appeal the decision. The basis on which to appeal must be due to mitigating circumstances that the student feels deserve further consideration, i.e., death of a relative, injury or illness or other special circumstances.

A student who wishes to appeal must submit a letter, along with documentation to the Campus Director describing the mitigating circumstances and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. The student has five (5) business days to submit the appeal documentation to the Campus Director to be reviewed for consideration.

An appeal decision will be made by the institution within ten (10) business days of the submission of the appeal. The student will be notified in writing of the decision of the appeal. A student who is allowed to return must achieve and maintain satisfactory progress as described above. The circumstances concerning a student's appeal are considered on an individual basis.

REESTABLISHING SATISFACTORY ACADEMIC PROGRESS

To reestablish satisfactory academic progress, the student must bring his or her cumulative grade point average and, or attendance percentage levels up to the satisfactory academic standards by the end of the payment period or the student will lose financial aid eligibility and will be terminated from the Aveda Institute – Fort Myers.

GRADING SYSTEM

GRADE STANDARD NUMERIC

Excellent	90 – 100%
Satisfactory	80 – 89%
Unsatisfactory	74% or below

DEFINITION OF CLOCK HOUR

The Aveda Institute – Fort Myers assumes that when registering for a program, the student accepts responsibility for full participation in all classes and lab activities. A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction.

CLASS SIZE

Classes vary in size between theory and clinical instruction. Theory class ratio is 35 students to 1 instructor. The clinical lab ratio is 25:1. Maximum number of students in theory: Fort Myers 30
Maximum number of students in clinical lab is 60.

COSMETOLOGY

EDUCATIONAL OBJECTIVE

The 1200-hour Cosmetology course is a program of 40 weeks that has instructor-led classroom and clinical training as well as practical hands-on application. Training encompasses three types of learning: theoretical knowledge, the foundation of the student's education; practical experience, the application of knowledge; and professional business building skills, vital for the student's success. Each phase of the student's education emphasizes a different combination of learning approaches. The Cosmetology program is comprised of hair and scalp treatments, hair care rinses, hair shaping, hair arranging, chemical waving and relaxing, hair coloring, facials, skin care, hair removal, manicuring/pedicuring, professional business-building skills in management and career development, and employability skills.

The objectives of this program are to prepare the students for the state licensing examination in cosmetology and give students the advanced training that will prepare them to enter into the field of cosmetology. The program is intended to train students to enter the workforce as an entry-level hair stylist. A student will also learn the technical, personal, and business skills to prepare for the work in a professional salon as a stylist, retail sales specialist, salon manager, or salon owner with a focus on techniques and products.

The Aveda Institute – Fort Myers will pay the cost of the student's first exam if eligible. The student must have an attendance percentage of at least 90%, be in good financial standing with the institution at the completion of 1200 clock hours, and pass the final exam with an 85% or higher in order to be eligible

NUMBER OF CLOCK HOURS

A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction. The 1200-clock hour program required for graduation takes approximately 13 months to complete for 24 hour per week students and 16 months to complete the 20 hour per week program.

TITLE, SCOPE AND SEQUENCE OF PROGRAM

The course is taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overheads, power points, and internet research.

HANDS-ON TRAINING

690 clock hours of hands-on practical experience are required by the school for completion of the minimum number of services. This requirement helps ensure that graduates have adequate hands-on experience in all phases of Cosmetology that will be encountered in a salon work environment. Each student is required to attain a minimum competency in the performance of services.

	Course	Total Clock Hours	Theory	Lab	Services
COS 101	HIV/AIDS Modes of transmission and use of barriers	5	5	0	
COS 102	Florida Laws & Rules/Sanitation - Safety and sanitation techniques and requirements focused on Florida laws and rules and discussed during orientation which outlines the policies of the institute. State licensure exam preparation.	100	75	25	
COS 103	Employability Skills – Overview of job-related issues including resume preparation, interview skills, personal presentation, salon management, and guest relations.	100	50	50	
COS 104	Shampooing and Rinses - Selecting product analysis, procedures, and techniques, draping for wet and dry chemical services, learning the correct shampoo and conditioners.	30	10	20	50
COS 105	Scalp Treatments and Hair Care - The use of conditioners that maintain, improve, and correct the condition of the hair. Chemistry including scalp and hair analysis, bacteriology, infection control, sanitation and sterilization, ingredient analysis.	50	30	20	45
COS 106	Hair Shaping -Hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation.	50	30	20	75
COS 107	Hair Arranging - Hair styling, wet styling, finger waving, pin curl techniques, roller curls, comb-out techniques, artistry in hair styling, thermal styling, conventional thermal (Marcel) irons, electric thermal irons, blow-dry styling.	120	30	90	300
COS 108	Chemical Waving and Relaxing - Permanent restructuring; history of permanent waving and chemical relaxing. Chemistry of solutions and neutralizers. Pre-service analysis, wrapping selection, and chemical blow outs.	70	30	40	65
COS 109	Hair Coloring - Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one-dimensional multidimensional, foils, bleach, and tone.	100	40	60	45
COS 110	Facials/Skin Care/Makeup/Hair Removal - Histology, disorders, facials, cleansing, moisturizer, makeup, and waxing techniques. Plant Aromaology including history of aromaology, therapeutic effects, custom testing and blending.	175	100	75	10
COS 111	Manicuring/Pedicuring - Manicures and pedicures, nail design and artistry, and massage techniques for hands, arms, and feet.	100	20	80	20

COS 112	Precision Trends in Haircutting - Emphasizes trend of professional precision cuts that enhance and contribute to image crafting. Students learn to identify trends and skills needed to develop styles using precision cuts.	100	30	70	50
COS 113	Precision Trends in Hairstyling -Emphasizes trends of professional hairstyling that enhance and contribute to image crafting. Student learns to identify trends and skills needed to develop styles based on length, genre and texture plus creative approach to creating new styles.	100	30	70	50
COS 114	Advanced Hair Coloring - Presents advanced mechanics of hair coloring including use of several techniques. Student stylists learn new trends.	100	30	70	30
	Total Clock Hours	1200	510	690	740

Prerequisites: Meet admissions standards

Award: Diploma

Aveda Institute - Fort Myers Salon





Aveda Institute - Fort Myers Salon

COSMETOLOGY BOARD REQUIREMENTS

To qualify to take the Florida Department of Business and Professional Regulation exam, a student must have completed 1200 clock hours of training and the following number of services:

Shampoos/Rinses (50)

Scalp Treatments/Reconstruction (45)

Hair Shaping/Haircuts (75)

Hair Arranging (300)

Hair Coloring (45)

Precision Trend Haircuts (50)

Precision Trend Hairstyling (50)

Advanced Hair Coloring (30)

Facials /Make-up/Waxing (10)

Chemical Waving (65)

Manicuring/Pedicuring(20)

Clients-(20)

The license which applicants receive upon passing the state exam allows them to work in the field as a Cosmetologist, Nail Technician, or Make-Up Artist or open their own salon throughout the state of Florida.

GRADUATION REQUIREMENTS

Upon meeting the Aveda Institute – Fort Myers graduation requirements which include completion of the required hours and services, passing all tests including a written final with a minimum passing grade of 85%, and fulfilling all financial obligations, students will receive a diploma attesting to the satisfactory completion of the program.



Aveda Institute -Fort Myers Salon

NAIL TECHNICIAN

EDUCATIONAL OBJECTIVE

The Nail Technician Program's educational objective is to prepare students for entry level positions as Nail Technicians. The students will learn how to perform manicure, pedicure, apply nail tips with acrylic overlay, apply sculptured nails using form, perform nail wraps and nail mending, do fill-ins, remove artificial nails, apply polish and perform nail art. Upon graduation and state registration, they will be qualified for an entry-level position as a Nail Technician in a full-service salon, nail salon, or to own/operate a nail salon for nail services. In order to be licensed by the state of Florida, students must pay additional fees such as exam application, licensing fees, and test site fees.

The Aveda Institute – Fort Myers will pay the cost of the student's first exam if eligible. The student must have an attendance percentage of at least 90%, be in good financial standing with the institution at the completion of 240 clock hours, and pass the final exam with an 85% or higher in order to be eligible

NUMBER OF CLOCK HOURS

A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction. The 240- clock hour program required for graduation takes approximately 3 months to complete for 24 hour-per-week students.

TITLE, SCOPE, AND SEQUENCE OF PROGRAM

100 clock hours of theory and lecture are required by the school for the completion of the 240-hour program. In addition to the subjects outlined below, the institute provides instruction in goal setting, developing a positive mental attitude, and professional salesmanship.

HANDS ON TRAINING

140 clock hours of hands-on practical experience are required by the school for the completion of the minimum number of services. This requirement helps ensure that graduates have adequate hands-on experience in all phases of nail technology that will be encountered in a salon work environment. Each student is required to attain minimum competency in the performance of services.

	Course	Total Clock Hours	Theory	Lab	Services
NT 01	HIV/AIDS/Sanitation, & Sterilization. Modes of transmission and use of barriers, which includes 5 hours of HIV/AIDS. Safety, sanitation, and sterilization techniques. Overview of implements, electricity, chemistry, bacteriology, and infection control.	100	50	50	10
NT 02	Manicure and Pedicure – Students will learn how to administer a basic manicure and pedicure including how to properly use the various tools included in the Nail Technical Kit.	100	50	50	40
NT 03	Nail Tips and Acrylics - Students will learn advanced techniques such as the application and removal of nail tips and acrylic nails.	40		40	55
	Total Clock Hours	240	100	140	85

Prerequisites: Meet admissions standards

Award: Diploma

NAIL TECHNICIAN REQUIREMENTS

To qualify for graduation and to be certified by the Florida Department of Business and Professional Regulation, a student must have completed 240 hours of training and the following number of services:

Manicures -20 services
Pedicures -10 services
Tips with Overlay -15 services
Sculpting Using a Form -15 services
Nail Wraps and/or Mending -10 services
Nail Capping / Fill Ins - 10 services
Artificial Nail Removal - 5 services
Polishing and Nail Art -10 services



Aveda Institute -Fort Myers Salon

GRADUATION REQUIREMENTS

Upon meeting the Aveda Institute – Fort Myers graduation requirements which include completion of the required hours and services, passing all tests including a written final with a minimum passing grade of 85%, and fulfilling all financial obligations, students will receive a diploma attesting to the satisfactory completion of the program



Fort Myers Salon

BARBER STYLING/ COSMETOLOGY COMBINATION -

EDUCATIONAL OBJECTIVE

The 1500-hour Barbering Styling/Cosmetology Combination course is a program of 50 weeks that has instructor-led classroom and clinical training as well as practical hands-on application. Training encompasses three types of learning: theoretical knowledge, the foundation of the student's education; practical experience, the application of knowledge; and professional business building skills, vital for the student's success. Each phase of the student's education emphasizes a different combination of learning approaches. The Barbering Styling/Cosmetology Combination is comprised of hair and scalp treatments, hair care rinses, hair shaping, hair arranging, chemical waving and relaxing, hair coloring, facials, skin care, hair removal, shaving, manicuring/pedicuring, professional business-building skills in management and career development, and employability skills.

The objective of the Barbering Styling/Cosmetology Combination program is to prepare the student for the state licensing examination in cosmetology and barbering and give students the training that will prepare them to enter into the field of cosmetology and/or barbering and teach them how to be successful in the field. This program is intended to train students to enter the workforce as an entry-level cosmetologist and/or barber.

The Aveda Institute – Fort Myers will pay the cost of the students' first exam if eligible. The student must have an attendance percentage of at least 90%, be in good financial standing with the institution at the completion of 1500 clock hours, and pass the final exam with an 85% or higher in order to be eligible.

NUMBER OF CLOCK HOURS

A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction. The program is 1500 clock hours. This includes 300 clock hours of theory and lecture and 1200 clock hours of practical hands on clinical/lab work. In addition to the courses listed below, the Aveda Institute - Fort Myers provides instruction in professional salesmanship and business management.

TITLE, SCOPE, AND SEQUENCE OF PROGRAM

The course is taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overheads, power points, and internet research.

	Course	Total Clock Hours	Theory	Lab	Services
CB 101	HIV/AIDS/Sanitation, & Sterilization. Modes of transmission and use of barriers, which includes 5 hours of HIV/AIDS. Safety, sanitation, and sterilization techniques. Overview of implements, electricity, chemistry, bacteriology, and infection control.	325	25	300	0
CB 102	Florida Laws & Rules/Employability Skills – Florida laws and rules, policies of the institute discussed during orientation. State licensure exam preparation. Overview of job-related issues including resume preparation, interview skills, personal presentation, salon management, and guest relations.	150	125	25	0
CB 103	Hair Structure and Chemistry/Shampooing and Rinses/Scalp Treatments and Hair Care - The structure and chemistry of the hair including hair analysis, bone structure and scalp conditions. Selecting product analysis, procedures, and techniques, draping for wet and dry services, learning the correct shampoo and conditioners that maintain, improve and correct the condition of the hair.	125	70	55	95
CB 104	Hair Shaping/Cutting -Hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation. Training in the service of taper cuts, including freehand, shear over comb, and clipper over comb, and style cuts (including blow drying) for men, women, and children. Hair cutting implements including the shears, clippers, razors, and combs.	200	90	110	125
CB 105	Hair Arranging/Styling - Hair styling, wet styling, finger waving, pin curl techniques, roller curls, comb-out techniques, artistry in hair styling, thermal styling, conventional thermal (Marcel) irons, electric thermal irons, blow-dry styling.	100	60	40	350
CB 106	Chemical Waving and Relaxing - Permanent restructuring; history of permanent waving and chemical relaxing. Chemistry of solutions and neutralizers. Pre-service analysis, wrapping selection, and chemical blow outs.	125	30	95	65
CB 107	Hair Coloring - Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one-dimensional multidimensional, foils, bleach, and tone.	225	40	185	75

COS 110	Facials/Skin Care/Makeup/Hair Removal - Histology, disorders, facials, cleansing, moisturizer, makeup, and waxing techniques. Plant Aromaology including history of aromaology, therapeutic effects, custom testing and blending.	160	100	60	10
COS 111	Manicuring/Pedicuring - Manicures and pedicures, nail design and artistry, and massage techniques for hands, arms, and feet.	40	20	20	20
B 106	Shaving, Beard, and Mustache Trimming The art of shaving the face and neck, trimming beards and mustaches, and learning safety precautions of using a straight razor.	50	40	10	10
	Total Clock Hours	1500	600	900	650

Prerequisites: Meet admissions standards

Award: Diploma

HANDS ON TRAINING

900 hours of technical hands- on training are required to complete the minimum number of services. This requirement helps ensure that graduates have adequate hands-on experience in all phases of hair design that will be encountered in a salon/shop work environment. Each student is required to attain minimum competency in the performance of the services.

COSMETOLOGY/BARBER BOARD REQUIREMENTS

To qualify to take the Florida Department of Business and Professional Regulation exam, a student must have completed 1500 clock hours of training and the following number of services:

Shampoos/Rinses (50)
Scalp Treatments/Reconstruction (45)
Hair Shaping/Haircuts (75)
Hair Arranging (300)
Hair Coloring (45)
Precision Trend Haircuts (50)
Precision Trend Hairstyling (50)
Advanced Hair Coloring (30)
Facials /Make-up/Waxing (10)
Chemical Waving (65)
Manicuring/Pedicuring(20)
Shaving/Beard/Mustache Trimming (10)
Clients-(20)

GRADUATION REQUIREMENTS

Upon meeting the Aveda Institute – Fort Myers graduation requirements which include completion of the required hours and services, passing all tests including a written final with a minimum passing grade of 85%, and fulfilling all financial obligations, students will receive a diploma attesting to the satisfactory completion of the program.

MASSAGE THERAPY

EDUCATIONAL OBJECTIVE

The Massage Therapy course is a 600-hour program that is taught over a period of 34 weeks. The curriculum includes theory, practice, and clinical experiences in the study of massage and body care.. Hands-on clinical experience includes massage techniques, business development, wellness, and retail knowledge. Students read assigned texts, take quizzes, mid-term and final exams, watch demonstrations, and practice skills in a lab and clinic setting

Upon graduation from this program students will be qualified to sit for the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) or the Massage Board Licensing Examination (MBLEX), accepted examinations currently for Florida licensure as a Massage Therapist. Once the NCETMB/MBLEX is passed students will be eligible to be licensed in the State of Florida. Once licensed the graduate can seek employment as a Massage Therapist in health spas, doctors' offices, cruise ships, resorts, healthcare field, hotels, and also have the option to be self-employed.

The Aveda Institute – Fort Myers will pay the cost of the student's first exam if eligible. The student must have an attendance percentage of at least 90%, be in good financial standing with the institution at the completion of 600 clock hours, and pass the final exam with an 85% or higher in order to be eligible

NUMBER OF CLOCK /CREDIT HOURS

A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction. The program is 600 clock hours. This includes 329 hours of theory and 271 hours of practical hands on clinical/lab experience.

TITLE, SCOPE, AND SEQUENCE OF PROGRAM

The course is taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overheads, power points, and internet research.

	Course	Total Clock Hours	Theory	Lab	Service
HSC 101	AIDS/HIV	3	3	0	0
HSC 102	Professional Ethics - Liability of health care workers, patients' Bill of Rights, Health Care Code of Ethics, confidentiality, authority and responsibility of the health care worker, recognizing and reporting illegal and unethical practices such as abuse and neglect. Florida Legal and Ethical Responsibilities.	4	4	0	0

HSC 103	Anatomy and Physiology - A basic understanding of the structure and functioning of the human body necessary for competent practice of Massage Therapy and Bodywork. An understanding of basic concepts in chemistry and cell/tissue biology. Knowledge of the basic structure and functions of the muscular, integumentary, skeletal, endocrine, blood, circulatory, respiratory, digestive, and nervous systems of the human body. Specific disorders related to pathology and project research paper on pathology.	150	150	0	0
MAS 102	Massage Theory and History -History and principles of massage, body mechanics, modalities, equipment, professionalism, ethics, and boundaries, proper draping technique, mind body connection, sense of touch, breathing ayurveda, and elemental nature. The clinical practicum is focused on the practice of the foundational techniques of Swedish Massage Therapy. Supervised practice of the basic strokes of Swedish Massage Therapy are defined and demonstrated for both the anterior and posterior of the body until the student is proficient in giving a full application of full body massage techniques and advanced techniques.	100	100	0	0
MAS 103	Clinical Practicum - Students will also learn appropriate documentation methods for treatments performed in preparation for Massage Therapy Clinic including history forms and indications and contraindications.	125	0	125	50
MAS 104	Florida Laws and Rules - Students will learn the purpose of the Massage Practice Act, qualifications for licensure and renewal of licensed, function of the board of Massage Therapy and Department of Health, requirements to take exam, requirements of massage establishments, and grounds for disciplinary actions.	10	10	0	0
MAS 105	Theory and Practice of Hydrotherapy- This course in Hydrotherapy, a natural and non-invasive healing modality, examines the history of hydrotherapy, historical practitioners and the therapeutic and rehabilitative benefits of water hydrotherapy.	15	5	10	0
MAS 106	Allied Modalities - A basic understanding of the philosophy, theory and principles of Asian medicine. A basic overview of the energy system of the human body according to Asian principles and theory. Blood borne pathogens individuals, who are “at risk”, infection control techniques, knowledge of legal aspects of AIDS including testing, also the prevention of medical errors.	76	40	36	0

MAS 107	Prevention of Medical Errors - This course teaches the student of the practices of medical errors, the results, and recognition.	2	2	0	0
MAS 109	Business/Personal/Career Development- Resume writing, interview process, responsibilities of employment, salary plans, benefits and insurance, client retention, retail strategies, incentives, listening communication, and personal development.	15	15	0	0
MAS 110	Advanced Clinic: Students are trained how to properly conduct a consultation with the client, how to drape the client and prepare the client for a massage. Students are taught through discussion, demonstration of classification of massage movement, and application of massage techniques. Demonstrations and application teach the student the proper techniques of facial and scalp massage. In this course the student begins the practice of massage therapy under the supervision of the instructor on fellow students in the classroom setting. Once these techniques have been mastered the student with the instructor's approval will continue the practical application of massage therapy on school clients and is required to complete a minimum of 70 full body massages	100	0	100	20
	Total clock hours	600	329	271	70

Prerequisites: Meet admissions standards Award: Diploma

GRADUATION REQUIREMENTS/CREDENTIAL AWARDED

Upon meeting the Aveda Institute – Fort Myers graduation requirements which include completion of the required hours and services, passing all tests including a written final with a minimum passing grade of 85%, and fulfilling all financial obligations, students will receive a diploma attesting to the satisfactory completion of the Massage Therapy Program.

FULL SPECIALTY

EDUCATIONAL OBJECTIVE

The Full Specialty course is a 600-hour program taught over a period of 27 weeks or part time schedule over the course of 38 weeks. The Full Specialty program covers the following topics in varied levels of depth and detail giving the student a foundation for a professional career: anatomy, physiology, chemistry, make-up, facial massage, clinic practice treatments and personal/career development. Individuals who enroll in this program will learn to perform facials, waxing, make-up application, business development, retail knowledge, and the practice of pedicuring.

The Full Specialty curriculum provides skin care training with an emphasis on using pure plant and plant essences in treatment. Upon completion, students will have the skills to seek employment as a skin care specialist with the knowledge of Aveda products and spa techniques. This program is intended to train students to enter the workforce as an entry-level full specialist. Graduates may register with the Florida Department of Business and Professional Regulation as a Full Specialist upon successful completion. Students desiring to be employed and perform Full Specialist services outside the state of Florida are responsible for reviewing the specific requirements in those states prior to enrollment.

NUMBER OF CLOCK HOURS

A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction. The Full Specialist program consists of 600 clock hours of instruction (300 hours of theory and 300 hours of clinical). The 600- hour program is taught as a full time or part time schedule. The full time course takes approximately six and half (6.5) months to complete, and the part time takes approximately 9 (9) months to complete. A Diploma is awarded to students up successful completion of all graduation requirements listed in the catalog.

TITLE, SCOPE, AND SEQUENCE OF PROGRAM

The course is taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overheads, power points, and internet research.

	Course	Total Clock Hours	Theor y	Lab	Services
EST 101	HIV/AIDS	8	8	0	0
EST 102	Chemistry-Product and principles of chemistry, chemical reactions, psychology of aroma, therapeutic custom testing and blending.	8	8	0	0

EST 103	Make-up -Color theory, contoured and classic makeup applications, lash and brow tinting, and eyelash application.	22	2	20	30
EST 104	Florida Cosmetology Laws and Rules -Qualifications, licensure and continuing education, salon's facilities. Personal safety and sanitation-decontamination requirements.	24	24	0	0
EST 105	Facial Massage -Relaxation through massage, drainage, basic touch and facial massage, benefits, contraindication, and extractions.	107.25	66	41.25	45
EST 106	Ethics / Personal & Career Development -Resume writing, interview process, and responsibilities of employment, salary plans, benefits and insurance, client retention, retail strategies.	4	4	0	0
EST 107	Plant Wax/Hair Removal -The use of wax in all procedures using wax on various parts of the body.	7.5	2.5	5	20
EST 108	Anatomy and Physiology / Pathology -Presents cells, tissue and organs and the following systems: muscular, nervous, circulatory, endocrine, excretory system, respiratory and digestive. Scientific study of the disease and disorders and their causes, processes, development, and consequences in relationship to the skin.	85	85	0	0
EST 109	Electricity-Basic knowledge of electricity, its uses and benefits and contraindications during services.	9.25	8	1.25	5
NLS 101	Nail Theory, Practice, and Related –Overview of basic nail care, diseases/disorders, and application/removal, including sculpting, wrap/mending, fill-ins, and overlay techniques.	190	85	105	55
NLS 102	Manicuring-Manicuring procedures, hand and arm massage, reflexology, and polish applications.	20	0	20	20
NLS 103	Pedicuring -Pedicuring procedures, foot and leg massage, reflexology, and polish applications.	10	0	10	10
NLS 104	Polishing and Nail Art-Advanced polish applications and designs.	5	0	5	10
EST 201	Clinic	100	0	100	50
	TOTAL CLOCK HOURS	600	292.5	307.5	245

Prerequisites: Meet admissions standards

Award: Diploma

HANDS-ON TRAINING

300 clock hour of hands-on practical experience are required by the school for completion of the minimum number of services. This requirement helps ensure that graduates have adequate hands-on experience in all phases of Nail and Skin Care that will be encountered in a salon/clinic work environment. Each student is required to attain a minimum competency in the performance of services.

COSMETOLOGY BOARD REQUIREMENTS

To qualify for a Full Specialist Registration in the State of Florida and graduate from the Full Specialty Program, a student must have completed 600 clock hours of training and the following number of services:

Manicures (20)	Pedicures (10)
Nail Sculpt/Wrap/Fill ins (55)	Hair Removal (20)
Artificial Nail Removal (5)	Make-Up, Lash/Brow (30)
Polishing/Nail Art (10)	Facials (45)
Electrical Devices (5)	Clinic Services (50)

GRADUATION REQUIREMENTS

Upon meeting the Aveda Institute – Fort Myers graduation requirements which include completion of the required hours and services, passing all tests including a written final with a minimum passing grade of 85%, and fulfilling all financial obligations, students will receive a diploma attesting to the satisfactory completion of the program.

SPA THERAPIES

EDUCATIONAL OBJECTIVE

The Spa Therapies program provides training in scientific principles and fundamentals related to the structure and function of the skin and massage. The curriculum also includes the proper procedures behind the use of skin care techniques including hair removal, waxing, basic therapeutic massage techniques, aromatherapy, and make-up artistry. Students learn business and client development techniques and examine the rules and laws essential for the Facial Specialist and Massage Therapist examinations in the state of Florida. The graduate can demonstrate communication skills and can apply professional and appropriate ethics to all areas of the job. The Board of Cosmetology requires a Facial Specialist registration after graduation and the Board of Massage requires a license for employment. The Spa Therapies program prepares the graduate to meet the requirements to take the examinations to become a licensed Massage Therapist and licensed Facial Specialist. The Spa Therapies graduate is prepared for entry-level employment in the massage and skin care fields.

The Aveda Institute – Fort Myers will pay the cost of the students' first exam if eligible. The student must have an attendance percentage of at least 67%, be in good financial standing with the institution at the completion of 600 clock hours, and pass the final exam with an 85% or higher in order to be eligible

NUMBER OF CLOCK HOURS

A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction. The Spa Therapies program consists of 900 clock hours of instruction. The 900 hour program takes approximately ten (10) months to complete for students attending twenty one (21) hours per week. A Diploma is awarded to students upon successful completion of all graduation requirements listed in the catalog.

TITLE, SCOPE AND SEQUENCE OF PROGRAM

The course is taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overheads, power points, and internet research.

	Course	Total Clock Hours	Theory	Lab	Services
ES-01	Sanitation, Professional Image, History of Aesthetics and Anatomy of Skincare (100 clock hours) Students will learn information on career opportunities, professional appearance, ethics, conduct and life skills, methods of sanitation and sterilization, knowledge of cells, tissues, organs and the systems of the body and their functions.	100	50	50	25
ES-02	Cosmetic Chemistry, Basics of Electricity, Physiology (50 clock hours) Students will learn the ingredients in cosmetics and product safety. This module includes information on electrotherapy and light therapy, explains the physiology and PH of the skin, covering subjects of skin nourishment, cell replacement, glands and aging of the skin.	50	50		
ES-03	Skin Analysis, the Treatment Room and Massage (150 clock hours). This module discusses lesions, gland disorders and inflammation of the skin, skin cancer and acne. The student will learn how to perform skin analysis, client consultation, and how to choose a product line. The treatment room segment shows how to create a professional atmosphere and proper equipment necessary for skin care treatments. The massage section teaches students to incorporate massage during facial treatments, various massage movements and procedure for facial massage.	150		150	100
MT-01	INTRODUCTION TO MASSAGE: (150 clock hours) The theory and discussion of massage history, as well as the requirements for the practice of therapeutic massage. This includes: Swedish massage, Esalen massage, Chair massage and, introduction to Anatomy and Physiology.	150	100	50	

MT-02	FLORIDA LAWS & RULES: (10 clock hours) Review of Florida Statutes: Chapter 480, Chapter 456, and Chapter 64B7, and initial licensing requirements, establishment requirements, renewal fees and requirements, and all rules applicable to the Florida Massage Therapist.	10	10		
MT-03	ETHICS: (5 clock hours) Review of: professional boundaries, client interview techniques, when to refer a client to other professionals, and defining transference and counter-transference as well as a review of the National Certification Board for Therapeutic Massage and Bodyworks Code of Ethics and Standards of Practice.	5	5		
MT-04	BUSINESS OPERATIONS: (30 clock hours) Basic business and accounting practices, outsourcing business needs (e.g. insurance billing, bookkeeping) Regulations pertaining to income reporting, need for liability insurance, session record keeping practices, regulations pertaining to income reporting, legal entities (e.g. independent contractor, employee)	30	30		
MT-05	HYDROTHERAPY: (15 clock hours) Benefits of hydrotherapy as therapeutic aids, use of hot and cold body treatments, effects of different water temperatures on the body, contraindications, safety rules, and time limits for various water treatments, apparatus approved for Massage Therapy.	15	5	10	
MT-06	PATHOLOGY: (45 clock hours) Medical terminology, etiology of disease, modes of contagious disease transmission (i.e. blood, saliva), signs and symptoms of disease, factors that aggravate or alleviate disease (biological, psychological, environmental), indications and contraindications/cautions, principle of acute vs. chronic conditions, basic pharmacology, approaches used by other health professionals. This course includes 3hours of HIV/AIDS, and 2 hours of Medical Error required by the Florida Massage Board for licensure. It explains the difference between preventable and unpreventable adverse events.	45	20	25	
MT-07	ALLIED MODALITIES (80 clock hours) Discussion, demonstration and hands-on practicum on Massage therapy in nursing homes and health care, athletic/sports massage, prenatal massage, lymph massage, e-stern basics, Meridians, energy techniques and therapeutic exercise.	80	40	40	10

MT-08	ANATOMY & PHYSIOLOGY (135 clock hours) The theory and discussion of cells, enzymes, tissues, anatomical positioning and regions of the body, anatomical terms and definitions, functioning systems of the human body with emphasis on the musculoskeletal skeletal, and nervous systems. Students also study the abnormal functioning of the body to provide them with an understanding of principles for the safe and effective practice of bodywork and guidelines for contraindications. Deep tissue, neuromuscular therapy massage, and trigger point therapy are also covered in this course.	135	115	20	15
MT-09	CLINICAL PRACTICUM (130 clock hours) Students learn the effects, benefits, indications, contraindications of massage, sanitation and safety procedures, equipment, and products used in massage. Discussions are held on aromatherapy spa settings and body wraps. They are shown through discussion and interaction how to properly conduct a consultation with the client, how to drape the client and prepare the client for a massage. Students are taught through discussion, demonstration of classification of massage movement, and application of massage techniques. Demonstrations and application teach the student the proper techniques of facial and scalp massage. In this course the student begins the practice of massage therapy under the supervision of the instructor on fellow students in the classroom setting. Once these techniques have been mastered the student with the instructor's approval will continue the practical application of massage therapy on school clients and is required to complete a minimum of 50 full body massages.	130	35	95	50
	TOTAL CLOCK HOURS	900	460	440	200

MESSAGE AND COSMETOLOGY BOARD REQUIREMENTS

To graduate from the Spa Therapies Program and be eligible for a Massage Therapy License and Facial Specialist Registration in the State of Florida, a student must have completed 900 clock hours of training and the following number of services:

Massages (50)	Hair Removal (24)
Make-Up (21)	Lash and Brow Tinting (10)
Facials (40)	Eyelash Application (10)
Mechanical Devices (5)	Manual Extractions (5)

GRADUATION REQUIREMENTS

Upon meeting the Aveda Institute – Fort Myers graduation requirements which include completion of the required hours and services, passing all tests including a written final with a minimum passing grade of 85%, and fulfilling all financial obligations, students will receive a diploma attesting to the satisfactory completion of the program

FINANCIAL ASSISTANCE PROGRAMS

The Aveda Institute – Fort Myers is eligible to participate in programs of student financial assistance supported by the U.S. Department of Education. The objective of these programs is to provide funds for students who would not otherwise be able to continue with their education. The amount of student financial assistance available is conditioned on the availability of funds and the student's individual needs. Student loans and grants are available for those students who qualify. Student loans must be paid back after the student leaves school.

FEDERAL PELL GRANT: This is a federal aid program designed to make funds available to those who qualify in approved schools. No repayment is required.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT: This grant is only given to students who qualify with exceptional financial need who received Federal Pell Grant. No repayment is required.

SUBSIDIZED/UNSUBSIDIZED FEDERAL DIRECT STAFFORD/PLUS LOANS: This program enables students/parents to borrow directly from the U.S. Federal Government in order to finance educational expenses. These loans are available for those who qualify and must be paid back after leaving school.

Subsidized Stafford Loans are for students with financial need as determined by federal regulations. No interest is charged while you are in school at least half-time, or during the grace period. The interest rate is fixed at 4.66%

Unsubsidized Stafford Loans are for students and are not based on financial need. Interest is charged during all periods. The interest rate is fixed at 4.66%

PLUS Loans are low-interest loans for graduate/professional students and parents to help their children meet the cost of post-secondary education. The interest rate is 7.21%.

FLORIDA DEPARTMENT OF EDUCATION: Scholarships available include the Florida Bright Futures Scholarship Program and the Children of Deceased or Disabled Veterans or Children of Servicemen Classified as Prisoners of War or Missing in Action Scholarship.

Student can contact their Financial Aid officer or go to <http://studentaid.ed.gov/> to learn more about student financial assistance.

FINANCIAL AID ELIGIBILITY

Student eligibility criteria for all of the federal student aid programs require that a student must:

- Be enrolled or accepted for enrollment as a regular student in an eligible program at an eligible institution of higher education;
- Provide a valid and verifiable social security number;
- Not be simultaneously enrolled in a secondary school;
- Have a high school diploma, or its recognized equivalent (General Education Development

Certificate –GED)

- Been previously enrolled in an eligible program at any Title IV institution prior to July 1, 2012, and gained eligibility through the ability to benefit alternatives.
 - ATB alternatives include evidencing the following:
 - Passing an independently administered, Department of Education approved ATB test.
 - Completion of at least six credit hours, or the equivalent coursework (225 clock hours), that are applicable toward a degree or certificate offered by a postsecondary institution.
- Be a U.S. Citizen or eligible non-citizen;
- Be registered with Selective Service (or exempt) if a male student over 18 years of age;
- For Federal Pell Grants and Federal SEOG, not have previously received a baccalaureate degree;
- Have a need for financial assistance, as defined by the individual program requirements (not required for Unsubsidized and PLUS Loans);
- Maintain satisfactory academic progress;
- Not be in default on any Federal Title IV Loan or owe a repayment on any Federal Title IV Grant received for attendance at any institution;
- Not have borrowed in excess of annual or aggregate limits on any Title IV Loan;
- Not have had been convicted of or have pled nolo contendere or guilty to a crime involving fraud in obtaining Title IV, HEA financial assistance;
- Have signed a statement on the Free Application for Federal Student Aid (FAFSA) certifying that Federal Student Aid will be used only for educational purposes.
- Be enrolled on at least a half-time basis (FFEL and Direct Loan recipients only)
- Not have been convicted of a Federal or State offense involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving Title IV, HEA financial assistance.

Applying for Financial Aid

Individuals interested in applying for Financial Aid must meet with a Financial Aid Officer at the campus. Individuals must fill out the Free Application for Federal Student Aid (FAFSA) and other paperwork required by the Financial Aid Office.

REFUND POLICY

Any student wishing to terminate his/her training should submit a notice of termination either written or orally to the Campus Director. A student's termination will be determined by the last day of actual attendance at the school unless earlier written notice is received.

1. Cancellation can be made in person, by electronic mail, Certified mail or by termination.
2. Applicants refused acceptance by the institute will receive a full refund.
3. Applicants requesting a refund within 3 business days of signing an Enrollment Agreement and making an initial payment shall receive a full refund.

4. Applicants requesting a refund on the 3rd business day or before the class start date shall receive a refund of all monies.
5. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within 3 business days following either regular attendance at a regularly scheduled orientation or following a tour of the school facilities.
6. Students who withdraw or discontinue after entering will have charges computed as follows: The Aveda Institute – Fort Myers calculates a refund by first applying the Federal “Return of Title IV Funds” policy if the student is a Title IV aid recipient (any student who is eligible to receive grants as well as loans) and then, for all students the Institutional Refund Policy will apply. If the Institutional Policy produces a refund amount larger than the Federal “Return of Title IV Funds” policy, the excess amount will be refunded to the non-federal sources as applicable. If the student is not a Title IV recipient, the entire refund will be calculated by the Institutional Policy and any refund due will be returned to source as applicable.

The Federal “Return of Title IV Funds” Policy: For each Title IV aid recipient who terminates/withdraws, the school must calculate the amount of Title IV assistance the student has earned which is determined on a prorata basis. The amount of aid that was disbursed or could have been disbursed for the payment period (or the period of enrollment) is multiplied by the percentage of scheduled clock hours up to the last date of attendance (date of withdrawal) divided by the clock hours in the payment period or period of enrollment. Once the student has completed 60 percent of the payment period or period of enrollment, the student has earned 100 percent of the assistance. If the amount earned is greater than the amount disbursed or could have been disbursed, the student may be eligible for a post-withdrawal disbursement. If a student is eligible for a post-withdraw disbursement, the school will confirm with the student or parent in the case of a PLUS loan, that they want a portion or all of the post-withdraw disbursement of the loan. If the amount earned is less than the amount disbursed or could have been disbursed, then the school and perhaps the student will be required to return Title IV funds back to the federal account(s). If the student is required to return loan funds (or the parent, in the case of a PLUS Loan), the student/parent must repay any unearned funds that the school did not return in accordance with the terms and conditions of the Master Promissory Note. If the student is required to return grant funds, he/she must return any grant funds that are in excess of 50 percent of the amount of grant(s) received. Federal regulations require the return of Title IV funds in the following order, as applicable:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Direct Plus Loans

If any funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for which a return of funds is required
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required.
3. Other assistance under this title for which a return of funds is required.

THE INSTITUTIONAL REFUND POLICY:

- a) Applicants requesting a refund after three business days or before class-starting date shall receive a refund of all monies paid.
- b) If the student has started school but accrued as of the last day attended less than 5% of the academic year, the school refunds 100% of tuition and student service fee. The student is responsible for paying for the student kit.
- c) If the student's scheduled hours accrued as of last day attended is 6%-40% of the academic year, a Pro Rata refund computed on the number of scheduled hours accrued as of the last date attended. The student is still responsible for paying for the student kit and student service fee.
- d) If the student's scheduled hours as of last day attended is 41% or greater of the academic year there is no refund.
- e) All refunds, either to financial assistance programs (if applicable) or to the student, will be made within 30 days of the date the student officially withdraws or is terminated or within 30 days of the date the institution has determined that the student withdrew.

All refunds, either to financial assistance programs (if applicable) or to the student, will be made within 30 days of the date the student officially withdraws or is terminated or within 30 days of the date the institution has determined that the student withdrew.

TUITION AND FEES

Program	Clock Hrs.	App Fee*	Reg. Fee*	Kit Fee (Books and Equipment) *	Tuition	TOTAL
Cosmetology	1200	\$50	\$100	\$3000	\$16,800	\$19,950
*Barber-Styling/Cosmetology Combination	1500	\$50	\$100	\$3635	\$19,375	\$23,160
Full Specialty	600	\$50	\$100	\$1,850	\$9,800	\$11,800
Massage Therapy	600	\$50	\$100	\$2,150	\$9,300	\$11,600
Spa Therapies	900	\$50	\$100	\$1,350	\$13,725	\$15,525
Nail Technician	240	\$50	\$100	\$700	\$3,600	\$4,450

**Denotes non-refundable*

Graduates of any program requiring, either a National Certification examination or a State board examination to become eligible to be employed in this field. The Aveda Institute – Fort Myers will pay the cost of the students' first exam attempt provided the student meets the institutions academic and financial requirements.

COLLECTIONS

In the event an account becomes 30 days past due it may be turned over to a collection agency or referred for legal action. If an account is turned over to a collection agency, the debtor will be responsible for all collection costs and legal fees associated with the collection of the debt.

STUDENT SERVICES

ORIENTATION

An orientation program is held just prior to a class start. Orientation is intended to help students transition into college life and gives them the opportunity to familiarize themselves with the Aveda Institute – Fort Myers policy and meet personally with members of the faculty, staff and administration.

PLACEMENT SERVICES

The institute does not guarantee employment to its graduates; however, we will assist them in locating employment. A current list of available positions is maintained and accessible to our graduates. The Student Care Manager or designated employee will assist in placement.

ADVISING

The institute staff is always available to assist students with academic or personal problems. Students are encouraged to seek help from the staff for any problem. Students in need of professional counseling will be referred to local area agencies. A current list of appropriate agencies is available from the Student Care Manager or Institute Director.

HOUSING

The Aveda Institute – Fort Myers does not provide housing facilities for its students, but apartments are plentiful in the immediate area of each campus.

STUDENT LOUNGE

Vending machines are located in the student lounge and provide drinks and snacks. A microwave is available for student use. In addition, food and beverages must be consumed in the student lounge not in the classroom. Smoking is only permitted outside of the building.

LEARNING RESOURCE CENTER

The Learning Resource Center is available to all students. The LRC provides written and electronic resources to support the academic programs at the Aveda Institute – Fort Myers. The LRC supports the instructional needs of the Aveda Institute – Fort Myers with a core collection of books, DVD's and instructional videos as well as a variety of electronic resources and databases available through internet access.

POLICIES

STUDENT RECORDS

Student records are permanently retained by the institute and are available to students upon written individual request. Requests for transcripts or other documents must be in writing.

PROGRAM CHANGES

After entrance into the Aveda Institute – Fort Myers, changes in the student's program of study may be made only with approval of the Director.

WITHDRAWALS / TERMINATION

In the event of withdrawals/terminations, all information regarding the student's hours, services complete, and theory grades recorded will be retained in the school files indefinitely.

The school reserves the right to suspend or dismiss a student who fails to show satisfactory progress, who fails to maintain continuous attendance, who is in default on tuition, or whose conduct or activities are in violation of the stated rules and regulations.

OFFICIAL WITHDRAWAL

Students who wish to withdraw from the Aveda Institute – Fort Myers must come into the Administrative Office and speak to the Campus Director. If it is not possible for the student to come in, the student may submit a written notice of intent to withdraw. The notice may be received by fax, e-mail or letter and should be sent to the Campus Director.

UNOFFICIAL WITHDRAWAL

A student will be automatically withdrawn when absent for 14 consecutive days without notification to the school or fails to return from a suspension or leave of absence.

FINANCIAL CONSEQUENCES OF WITHDRAWAL

If a student officially or unofficially withdraws from school after the add/drop period, the student will be required to repay all or part of their tuition, fees and books. The Institute Director and/or member of Administration will explain the Return to Title IV calculation and institutional refund policies as they apply to the individual student. These policies are listed in page 37-49 of the catalog.

AVAILABILITY OF COMPARABLE PROGRAM INFORMATION

Comparable program information related to tuition, fees, and program length is available through the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia, 22201 (703) 247-4212.

GRADUATION REQUIREMENTS

Upon meeting the Aveda Institute – Fort Myers graduation requirements which include completion of the required hours and services, passing all tests including a written final with a minimum passing grade of 85%, and fulfilling all financial obligations, students will receive a diploma attesting to the satisfactory completion of the program.

NOTE: The State of Florida requires completion of a state approved HIV/AIDS #104 program (approximate cost \$20.00)

STUDENT UNDER VA TRAINING

Early departures and tardies, for any portion of a class day, will be accumulated in 15 minute intervals. Upon equaling one clock hour they will be counted as one clock hour absence. Class cuts will be treated as a full school day absence (however many clock hours the particular training program would have met for that day).

Students exceeding 20% absent time of their total scheduled hours in a calendar month will be placed on attendance probation for one month then terminated from their VA benefits for unsatisfactory attendance during the probationary month.

Example: 24 Hour per week student: $96 \text{ Average monthly scheduled hours} \times 20\% = 19.2$ (8 hours days)
Student cannot miss more than 2.2 days out of the month.

*Students exceeding 20% total absences in a calendar month will be placed on attendance probation for one month. If the student shows good attendance as defined above then (s)he will be removed from probation. If at any point in time during the probationary period the student again violates the stated attendance policy, then her/his enrollment for GI Bill benefits will be immediately terminated for unsatisfactory attendance.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% each payment period. A VA student whose CGPA falls below 75% at the end of any payment period will be placed on academic probation for a maximum of two consecutive periods of enrollment. If the VA student's CGPA is still below 75% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 75%.

Chapter 31 and 33

All individuals are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the Aveda Institute – Fort Myers a certificate of eligibility (COE) for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

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

The institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

Students are required to:

- Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance
- Provide all additional information necessary to the proper certification of enrollment by the educational institution such as prior training transcripts or proof of transcript request.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

MAKE-UP POLICY

Hours missed by a student must be made up through an arrangement with his/her instructor and the school's Program Manager. VA students are not certified for makeup work, except for failing grades.

REPETITIONS

A student must repeat any test within a program in which a final grade of less than 75% is earned in order to meet graduation requirements.

FIELD TRIPS

Instructors may take students on field trips at appropriate times during the program. Field trips are designed to supplement the curriculum and to introduce the student to situations that cannot be reproduced in the classroom. Students will be notified in advance of any field trips.

COMPUTER AND ELECTRONIC COMMUNICATIONS POLICY

Network Usage Policies

The network is to be used in accordance with the mission of the Aveda Institute – Fort Myers as a tool to enhance education and is not available for unrestricted use for other purposes. The following policies address the proper use of the Aveda Institute – Fort Myers network. These policies are subject to change.

1. Unauthorized networking equipment (such as routers and wireless access points, etc.) is prohibited from use on the network. Network services and wiring may not be modified or extended beyond their intended use. This policy applies to all institutional network infrastructure and services.
2. Users may not manually assign an IP address to any network device. Doing so may disrupt connectivity for other users.

3. Users of the Aveda Institute – Fort Myers network may not provide access to resources on the local network to anyone outside of the Aveda Institute – Fort Myers for any purpose unless accomplished by means approved by the Campus Director.
4. Computer names, computer descriptions, and messages broadcast across the network should not be defamatory, lewd, or obscene.
5. Federal law prohibits the transmission (sharing) of copyrighted materials without express written permission from the copyright holder. Copyrighted works (including but not limited to original writings, software, movies and music) may not be shared on the local network without written permission of the copyright holder. Per Title 17 and Title 18 of US Code, penalties may include up to \$150,000 in civil liability and up to five years in prison for a first offense.
6. The Aveda Institute – Fort Myers prohibits the installation of peer-to-peer software such as but not limited to *KaZaA*, *Napster*, *Gnutella*, *FreeNet*, *WinMX*, *Morpheus*, *AOL Messenger-AIM*, *MSN Messenger*, *ICQ*, on any computing device connected to the institution's network. The Aveda Institute – Fort Myers reserves the right to restrict access to any service detrimental to the institute's technology resources. Attempts to bypass these restrictions will be considered a violation of this policy.
7. The Aveda Institute – Fort Myers does not allow network users to run unauthorized SMTP, DHCP, or directory services on any networks.
8. Defective, malfunctioning, compromised or misconfigured equipment on the network will be disabled without prior notification.
9. Unauthorized registration of a domain to a Aveda Institute – Fort Myers IP address is prohibited. This includes but is not limited to direct DNS resolution and DNS aliasing.
10. Unauthorized hardware and/or software used to detect and/or exploit network vulnerabilities are forbidden on Aveda Institute – Fort Myers networks.
11. Forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited regardless of intent.
12. Violation of these policies will result in penalties up to and including expulsion.

DISCLAIMER From time to time this Technology Systems Usage Policy and related policies may be revised. The latest official copy of this policy is available from the Information Technology Services.

File Sharing and Copyright Infringement

As most students know by now, record and motion picture companies are suing college students across the country for downloading and sharing music and movie files without the copyright holder's permission.

So what does this mean, exactly?

It means that when you download music and movie files from the internet, unless you know for sure that the file isn't copyrighted, or receive permission from the copyright holder, you are taking a big chance, and can safely assume you are committing copyright infringement.

Downloading or distributing copyrighted material without the express permission of the copyright owner is copyright infringement, and is against the law. Unless you receive actual express permission from the copyright owner, assume you do not have permission to download or share the file.

If you illegally download or share copyrighted material such as music or movie files, you could face legal action from the owner of the copyright for the work, which could mean many thousands of dollars in fines, as well as college disciplinary action.

Does it matter that you didn't know you were "sharing" the file?

No, it doesn't. Copyright infringement under federal law does not require intent, or even knowledge, on the part of the alleged infringer. Also, keep in mind that simply downloading a music or movie file without permission, whether it's shared, or not, is illegal. And again, if you share such a file without permission, whether you knew or intended to share it, or not, you can be held liable for copyright infringement under federal copyright law.

Because programs such as Limewire, BitTorrent and Grokster are designed to allow for the sharing of files pretty much automatically-that's why they're called "peer-to-peer" programs-whenver you download a file using their software, it's probably going to be stored so that it can be accessed by anyone else having that software.

Many of the files found on such sites are made available for downloading and sharing without the copyright holder's permission. To protect themselves from liability, Limewire and other such peer-to-peer programs include a disclaimer stating that they do not condone copyright infringement, and disclaiming any liability for downloading and sharing of files in violation of copyright law. In other words, they are making such files available to their users, but disclaim any copyright infringement liability which might result from files being downloaded and shared without the copyright holder's permission.

Again, by downloading and sharing a file you should assume you are committing copyright infringement, unless you have clear and express permission from the copyright holder.

How do people get caught, and why are colleges being targeted?

The Recording Industry of America (RIAA), a trade group made up of record labels such as Sony and RCA, is leading the charge in targeting university and college students in an attempt to curb what it deems to be illegal file sharing.

The RIAA and other copyright holders use automated methods to identify infringements, and even small amounts of sharing can be detected and tracked to students' IP addresses.

The IP (Internet Protocol) address is assigned to each user by the ISP (Internet Service Provider). The Aveda Institute – Fort Myers and other colleges and universities across the country are easy targets for the detection of illegal file sharing. Why? First, university and college ISP's tend to provide internet access at very high speeds, which facilitates quick and easy downloading and sharing of files. Second, college students are the demographic most likely to take advantage of free downloading and sharing of files.

The bottom line is that if you download music and movie files, you're probably breaking the law and setting yourself up for, at best, a costly settlement and, at worst, a very costly civil lawsuit.

How costly will it be if you're caught committing copyright infringement?

Currently, the RIAA is seeking \$750.00 per illegally downloaded file in cases that don't settle before a complaint is filed in federal court. Thus, if you download only ten songs, you may be responsible for \$7,500.00. Then there is the settlement process, which isn't cheap either.

ACADEMIC DISHONESTY

Students must realize that success in their studies depends entirely upon their own efforts. Consequently, plagiarism and any other form of academic dishonesty is not tolerated. Plagiarism is the conscious or unintentional use of the words, phrasing, or ideas of another person without acknowledging the source, thereby attempting to receive undeserved credit. Conscious plagiarism is evidence of intellectual dishonesty; unintentional plagiarism indicates intellectual laziness.

PERSONAL APPEARANCE

Students are required to dress in an appropriate manner while on campus. Students should show concern for the appropriateness of dress while attending the Aveda Institute – Fort Myers and be guided by the principle that what is proper for the workplace is proper for the Aveda Institute – Fort Myers.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

HARASSMENT & SEXUAL MISCONDUCT POLICIES

Anti-Hazing Policy

Florida Statute 1006.63 states: “Hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator including possible expulsion from the institution.

Transgender Students and Employees

The Aveda Institute – Fort Myers is committed to providing equal opportunity regardless of gender, gender identity or expression, sexual orientation, race, color, creed, national origin, religion, marital status, age, or disability. The institution facilitates a welcoming space for students who are exploring their gender identity or who identify as transgender or gender non-conforming. Below you will find an abbreviated list of resources that transgender students may find useful during their time at the Aveda Institute – Fort Myers.

Gender-Neutral Bathrooms

In keeping with the Institution's policy of nondiscrimination on the basis of gender identity, individuals may use facilities that best correspond to their own gender identity. Those who do not identify with the gender binary, (male or female), may determine whichever facility is the most appropriate and safest option for them. No individual will be required to provide documentation of their gender identity in order to have access to any facility that best corresponds to their own gender identity.

In addition, to address access issues, the Institute has single-user restrooms on campus. Please see a member of the faculty or staff for assistance locating the single-user restroom. While single-user restrooms are available, transgender or gender nonconforming students/employees are NOT required to use a separate, nonintegrated space.

Privacy, Confidentiality, and Student Records

Preferred Names and Pronouns

Students should indicate their preferred name and/or pronoun with their Admissions Representative at the time of enrollment or the Campus Director, if the preferred name and/or pronoun changes after enrollment. The Admissions Representative or Campus Director will communicate this information with appropriate faculty and staff. There are some instances where the institute must use the student's legal name. Examples of the places where the student's legal first name must be used are listed below.

Places where legal first name must be used:

Student Accounts Receivable

Financial Aid

Responses to enrollment inquiries such as verification requests

Official Transcripts

International Student Status

Student Employee/Payroll Information

Insurance Information

Name Changes on Official Records

In order to change your name on official legal documents, either an official court document with the legal name change or a valid driver's license or state identification card and a social security card with the new name displayed.

Resources for Transgender Students and Employees

The Aveda Institute – Fort Myers is committed to providing a safe, healthy and nondiscriminatory school climate that fosters respect for all students and employees.

Counseling Resources

Lee County

Equality Florida Action, Inc.
www.eqfl.org

The Trevor Project Phone: 866 4U TREVOR (1-866-488-7386) Website:
www.thetrevorproject.org

Visuality
8359 Beacon Manor Boulevard,
Suite 604
Fort Myers, FL 33907
Phone: (239) 898-6124
www.lgbtcenters.org/Centers/Florida/1419/VisualityCommunity-Center.aspx

Complaints:

Complaints alleging discrimination or harassment based on a person's transgender status or gender nonconformity are to be handled in the same manner as all other discrimination or harassment complaints. Please see the Grievance Policy and/or the Sexual Misconduct Policy for information on how to report a complaint.

Non-Discrimination and Anti-Harassment Policy and Procedure

The Aveda Institute – Fort Myers (the "Institute") is committed to providing prompt and effective resolution of allegations of discrimination and harassment. The Institute's grievance procedures are to be used for complaints of discrimination on the basis of sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. §106.8(b)). These grievance procedures are also to be used for complaints of discrimination on the basis of disability filed under Section 504 of the Rehabilitation Act of 1973 (34

C.F.R. §104.7(b)), and Title II of the Americans with Disabilities Act (28 C.F.R. §35.107(b)) and on the basis of age filed under the Age Discrimination Act of 1975 (34 C.F.R. §110.25(b)).

AVEDA INSTITUTE – FORT MYERS NOTICE OF NON-DISCRIMINATION

&

SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

I. Policy

It is the policy of the Aveda Institute – Fort Myers (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.beaveda.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 persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Steven Lazzara
2040 Colonial Boulevard
Fort Myers, FL 33907
phone 727-498-1470
email:
steven.lazzara@avedaflorida.edu

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, Atlanta Office

61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: (404) 974-9406
Facsimile: (404) 974-9471
Email: OCR.Atlanta@ed.gov

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

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the institute's Title IX Coordinators or Institute President. 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.

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

If during the course of a student's training, a situation should arise that causes a concern, or the student has a complaint about the educational process, the following steps should be taken to ensure the student's concern or complaint is handled effectively:

1. If you have a concern, please see an instructor and get the matter resolved as quickly as possible.
2. If the concern or complaint is not resolved following this meeting, a second conference may be requested with the Director of the Institute concerning the complaint or concern.

If the student has a concern or complaint regarding the administrative functions at the Aveda Institute – Fort Myers the following steps should be taken:

1. If you have a concern, please see the appropriate administrative office to get the matter resolved as quickly as possible, i.e. Financial Aid, Business Office, etc.
2. If the concern or complaint is not resolved following this meeting, a second conference may be requested with the Director of the institute concerning the complaint or concern.

If the concern or complaint is not resolved following the conference with the Director of the institute, students can direct inquiries to the Commission for Independent Education, Florida Department of Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Phone number: (850) 245-3200.

All complaints must be in writing and signed by the student. The following notice is provided to students attending schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Schools accredited by the Accrediting Commission or Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212. (www.accsc.org). A copy of the Commission's complaint Form is available through the school Director.

DRUG FREE AWARENESS

The Drug Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy given to students and employees during their orientation period, the Aveda Institute – Fort Myers prohibits the manufacture and unlawful possession, use, sale or distribution of illegal drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

In compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989, the College requires all students to read and sign the Drug Free Schools statement presented during the application process.

EMERGENCY REPORTING

In case of an emergency, or to report an accident or the observation of a crime or accident, students and employees should notify the campus director. The Director's office is open between the hours of 8:30 am and 6:30 pm. Should an accident occur after 6:30 pm, faculty members are instructed to contact the Campus Director or a member of executive staff immediately.

Students will be notified in the case of an Emergency via text message. Annual tests will be performed.

POLICY REGARDING THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" (FERPA), the Institute has adopted policies and procedures which give students the opportunity to view their educational records upon request. Educational records mean those files, documents, and other material that contains information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person. The College will not permit access to, or the release of, confidential information to any individual or agency without the express written consent of the student except as follows:

- to other school officials who have educational interest in the information

- to officials or another school where the student seeks or intends to enroll or is enrolled, representatives of the Comptroller General of the United States, the Secretary of Education or State and local educational authorities relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce the terms and the conditions of the aid
- to State officials if required by State statute
- to organizations, conducting studies for educational agencies or institutions to develop, validate, or administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study
- to accrediting agency to carry out accrediting functions
- to parents of a dependent student
- to comply with a judicial order or subpoena
- to meet a health or safety emergency
- to an alleged victim of a crime or violence regarding the final results of disciplinary proceedings against the alleged perpetrator of the crime

All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.

Personally identifiable information which is designated as directory information includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency of institution attended.

Such Directory Information may be disclosed by the Institute for any purpose, at its discretion. Currently enrolled students may withhold the disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Campus Director's office prior to the end of the second week in which the student begins classes.

The Aveda Institute – Fort Myers assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure. For additional information regarding the Family Educational Rights and Privacy Act of 1974, please contact the

Family Policy Compliance Office:
U.S Department of Education 400
Maryland Avenue
Washington, D.C 20202-5901

Students may request to inspect and review his or her education records in writing to the Campus Director. They may also request, in writing to the Campus Director, if they are seeking amendments of their student records.

DIRECTORY
AVEDA INSTITUTE – FORT MYERS CAMPUS FACULTY

ADMINISTRATION

Denise Herrera, Campus Director
Paul Villeneuve, Director of Education
Alexandra Loza, Financial Aid
Jenny Hernandez, Operations Manager
Maria Belcher, Admissions

FACULTY

Whitney Jenkins	Cosmetology Diploma, Sunstate Academy	Fort Myers, FL
Nichole Vega Rivera	Cosmetology Diploma, Sunstate Academy	Fort Myers, FL
Margarita Perez	Cosmetology Diploma, Cape Coral Technical	Cape Coral, FL
Mik Moore	Esthiology Diploma, Capitol School of Hairstyling	Omaha, NE
Deanna Tully	Cosmetology Diploma, Centereach High School	Centereach, NY
Boris Ocampo Menendez	Cosmetology Diploma, Sunstate Academy	Fort Myers, FL
Adonis Ynfante	Massage Diploma, Florida Academy	Fort Myers, FL
Shannon Sullivan	Cosmetology Diploma, Sunstate Academy	Fort Myers, FL
Katy Navarro	Cosmetology Diploma, Cozmo Beauty School	Bonita Springs, FL
Jasmine Harvey	Cosmetology Diploma, Cape Coral Technical	Cape Coral, FL
Brittany O'Halloran	Cosmetology Diploma, Summit Salon	Tampa, FL
Ashlee Ragains	Massage Diploma, Florida Metropolitan University	Clearwater, FL