



# AVEDA INSTITUTE FORT MYERS



## INFORMATION CATALOG

### Campus Location

**2040 Colonial Boulevard  
Fort Myers, FL 33907  
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**[www.beaveda.com](http://www.beaveda.com)**

This catalog is an Official Publication of the Aveda Institute – Fort Myers and is subject to revision 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.

**2025**

**Volume VII**

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## Academic Calendar

### Start Dates

#### **Cosmetology 1200 (FT) Combination**

12/1/2025, 12/2/2025  
1/26/2026

3/23/2026

5/26/2026  
7/20/2026  
9/14/2026  
11/9/2026, 11/10/2025

#### **Cosmetology 1200 (PM)**

11/10/2025  
5/4/2026

10/19/2026

#### **Barber Styling/Cosmetology**

12/1/2025, 12/2/2025  
1/26/2025

3/23/2026

5/26/2026  
7/20/2026  
9/14/2026  
11/9/2026

#### **Full Specialty (Full time)**

12/22/2025, 12/23/2025  
3/30/2026  
6/29/2026  
9/28/2026  
12/21/2026

#### **Full Specialty (Part time)**

12/8/2025  
4/27/2026  
9/8/2026

#### **Spa Therapies**

See Admissions

#### **Massage Therapy**

12/8/2025  
4/13/2026  
8/10/2026  
12/7/2026

#### **Nail Technician**

12/9/2025  
2/10/2026  
4/7/2026  
6/2/2026  
7/28/2026  
9/22/2026  
11/7/2026

#### **Cosmetology 1200 (Spanish/PM)**

10/6/2025  
3/30/2026  
9/14/2026

### Holidays and Closures

New Year's Day  
Martin Luther King Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Holiday Break (12/25-12/31/2025)

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## **AVEDA MISSION**

“Our mission at Aveda is to care for the world we live in, from the products we make to the ways in which we give back to society. At Aveda, we strive to set an example for environmental leadership and responsibility, not just in the world of beauty, but around the world.” – Horst Rechelbacher, Founder.

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

## **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](http://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](http://www.accsc.org); 703-247-4212

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. The institute is an applicant for Initial Accreditation with the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) 3015 Colvin St. Alexandria, VA 22314. [www.naccas.org](http://www.naccas.org), 703-600-7600.

## **INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS**

Aveda Institute – Fort Myers is approved for Veterans Educational Benefits. 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).

## **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](http://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](http://www.beaveda.com)). This report is for the information of the faculty, administration, and students.

## **LOCATION AND HOURS OF OPERATION**

Our 17,774 square foot location first floor has styling stations, shampoo chairs, portable dryers, manicure stations, pedicure stations, dispensary(s), retail store, student lounge, and classrooms. The massage therapy classroom consists of massage tables, whiteboard, a skeleton showing all muscles and ligaments, and a bookcase for massage reference books. The second floor has several more classrooms, interview rooms, and the Administration and Faculty offices. All classrooms are equipped with whiteboards, TV setups with laptop hookup, audio podiums, and student desks with power outlets, suitable for all practical and theory classroom activities.

Programs offered at this location are Cosmetology, Spa Therapies, Full Specialty, Nail Technician, Barber Styling/Cosmetology Combination and Massage Therapy. All programs are instructed in the English language only with the exception of the Cosmetology program which is also offered in the Spanish language.

### 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.

### PROGRAMS AND SCHEDULES

Program	Weeks to Complete	Hours	Schedule	Hours Per Day	Hours Per Week
Cosmetology	40	1200	Mon, Wed, Fri	9:00am-8:00pm	30
Cosmetology	40	1200	Tue, Thu, Sat	Tues & Thu 9:00am-8:00pm Sat 8:00am-7:00pm	30
Cosmetology	60	1200	Mon, Wed, Thu, Sat	Mon, Wed, Thu 6:00pm – 10:00pm Sat 8:00am – 5:00pm	20
Cosmetology (Spanish)	60	1200	Mon, Wed, Thu, Sat	Mon, Wed, Thu 6:00pm – 10:00pm Sat 8:00am – 5:00pm	20
Barber-Styling/Cosmetology Combination	50	1500	Tue, Thu, Sat	Tues & Thu 9:00am-8:00pm Sat 8:00am-7:00pm	30
Full Specialty	27	600	Mon, Wed, Fri	9:00am-5:30pm	22.5
Full Specialty	27	600	Tue, Thu, Sat	9:00am-5:30pm	22.5
Full Specialty	37.5	600	Mon, Tue, Wed, Thu	6:00pm-10:00pm	16
Massage Therapy	34	600	Tues, Thur, Sat	9:00am-4:00 pm	18
Spa Therapies <i>*Currently not enrolling students</i>	30	900	Tues, Thur, Sat	Tues & Thu 9:00am-8:00pm Sat 8:00am-7:00pm	30
Nail Technician	8	240	Tues, Thur, Sat	Tues & Thu 9:00am-8:00pm Sat 8:00 am-7:00pm	30

## **ADMISSIONS**

### **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 fees, and complete an enrollment confirmation interview.

### **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 Proof of Age – one of the following: Driver License; Passport; Government Issued Photo ID
2. Evidence of High School Completion - one of the following: High School Diploma, GED equivalent, a college degree or transcript showing completion of an associate's degree or higher, 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.
3. An applicant must be beyond the compulsory age of attendance (Age 16) and Age 18 for the Massage Therapy and Spa Therapy Programs.
4. Students who possess a high school diploma from a foreign country and wish to enroll must have the diploma both authenticated and translated by a qualified outside agency that confirms it is the equivalent to a U.S. High School Diploma.
5. 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.

### **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. Applicants for transfer into a program are considered on an individual basis. Requests for transfer of hours must be made prior to the student signing an enrollment agreement. Aveda Institute may, at its discretion refuse transfers if admission requirements, including tuition cannot be met. Aveda Institute does not guarantee the ability to transfer hours to or from another school. If accepted, transfer students will be required to purchase additional kit items to meet the Aveda Institute kit requirement.

Tuition will be adjusted according to the hours needed to complete the course based on the cost of tuition per hour at the time of enrollment. Students will be notified of the hours that are transferrable and the total cost for the approved hours.

## PROGRAM TRANSFERS

Students requesting a transfer between programs must meet the following criteria:

- Must be in good standing and maintain a minimum attendance rate of 90% or higher.
- Must have successfully completed a minimum of 900 clock hours.
- A written request must be submitted to the Director, including a clear explanation for the transfer.
- All supporting documentation must accompany the request.
- Additional Fees may be incurred as part of the transfer process.

All transfer requests are subject to review and approval by the Director and must align with institutional guidelines and program capacity.

## RE-ENTRY

Students who wish to re-enroll and whose enrollment has been terminated, voluntarily or involuntarily, must wait six months (180 calendar days) before applying for consideration of re-entry. Aveda Institute reserves the right to waive the six-month waiting period when extenuating circumstances occur.

**Disclosures:** 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:

- 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 is applicable toward a degree or certificate offered by a postsecondary institution.

The Eligible Career Pathways Program (ECPP) is a connected and contextualized career pathway program that includes a secondary education level component of the ECPP 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.

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.

## 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.

## **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](mailto:steven.lazzara@avedaflorida.edu).

## **ACADEMIC INFORMATION**

### **ACADEMIC RECORDS**

Student records are maintained permanently electronically. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and/or fulfillment of tuition obligations. Additional transcripts are available to students upon written request and notification of permission for a fee of \$5.00. Student records will be provided to potential employers only after receipt of a written request made by the individual student. Student records are maintained in metal, locking cabinets. Computer records including student attendance and grades are backed up weekly and stored off campus on a secure server. Old files are archived by converting key documents into PDF format and storing off campus.

### **STUDENT INFORMATION RELEASE POLICY**

Unless otherwise required by law or NACCAS or any other accreditation process, Aveda Institute requires written authorization for each request from a student, parent/guardian of a dependent minor, or graduate in order to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents/guardians of a dependent minor may deny authority to publish "directory information" such as name, address, phone number, etc.

### **STANDARDS OF CONDUCT AND PROFESSIONALISM**

Standards: Because every student is a future employee, manager or entrepreneur in the beauty industry, standards of professionalism must be met. Students are expected to be in dress code before entering the building.

1. Maintaining a professional appearance is vital to success. A professional appearance at Aveda Institute is:
  - Student dress code is all black.
  - Nametags must be worn at all times.
  - Shirts must be solid black, meaning no logos such as Nike checks, symbols etc. Tops may be sleeveless if the width of the shoulder is at least 4 -fingers wide. No spaghetti straps. Shirts must cover midriff area and lower back. No exposed skin. Complete coverage of cleavage, bare midriff, or stomach and back while raising your arms, stooping, and bending. Writing is not permitted on shirts unless it is an Aveda Institute approved t-Shirt. No hoods or sweatshirts. Jackets, sweaters etc. must be black. No pilled, tattered, cut, or worn-out tops. If wearing sheer or lace tops, an undershirt should be worn to cover arm pits, back, cleavage and torso
  - Pants should not drag the floor, skirts and dresses (fingertip length) must be professional and solid black. Solid unfaded black jeans are allowed. Black unfaded overalls, rompers and jumpsuits are allowed. Black leggings may be worn under skirts and dresses only.
  - Footwear must be professional in appearance and must have a closed toe. Sandals such as flip flops are not permitted. Colored footwear is permitted. Because of noise levels, heels are not permitted for Spa Therapies Students. All shoes must be clean, polished, not scuffed, and in good repair. Fashion sneakers are permitted as long as they are clean, polished, not scuffed and in good repair.
  - Students may accessorize with colored belts, scarves, jewelry, and socks.
  - The following hats are allowed: Aveda branded beanies and baseball hats. Fashion hats and head coverings including wraps.
  - An apron will be supplied in the student kit and should be clean, neat, not torn, unstained, unaltered, and worn at all times when in the building. If it does not meet these standards, the student has 24 hours to replace it from Aveda Institute at the student's expense. If lost, the student must replace it immediately at a cost of \$25 or will be sent home until in compliance.
  - Facial Piercings:

- All facial piercings must be tasteful and professional
  - Limited to one small hoop per face
  - Studs are permitted
- Revealing and unprofessional clothing (determined by Educators) is not permitted. All clothing must be clean, neat, free of bleach stains and reflect professionalism. Jewelry, including piercings, may be worn in moderation. Tattoos must be covered if suggestive, sexual, or offensive in nature.
- 2. Headphones and cell phones must be stored in your locker and may only be used in the lunchroom or outside the building.
  - Synthetic perfumes are not allowed. Pay close attention to your scent. Be aware that certain foods, smoking, personal hygiene, and your health may affect your scent. Gum chewing is not allowed, but breath mints are highly encouraged. You will be working in close proximity of your guests during services. Hands must be washed prior to servicing each guest and all other appropriate times. A very light aroma or Pure Fume is refreshing. Anything heavier will bother other people.
- 3. Aveda products only should be worn – including aromas. Hair/Make-up/Nails should reflect both the taste level of Aveda Institute and enhance your own personal style. Having a current, attractive, well-maintained look expresses your taste level as well as your self-confidence. We are our best advertisement. Hair must be clean and styled, nails should be clean and well-manicured and make- up on prior to arriving. Full Specialty students should not have nails past the fingertips.
- 4. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:
  - a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language, or other unprofessional behavior) may be dismissed for the day.
  - b. Food is allowed in the lunchroom area only. Beverages can be consumed in the lunchroom only.
  - c. Aveda Institutes are smoke-free facilities. Smoking is not allowed on school property or within atwo-block radius.
  - d. To not interrupt the educational process, students will be notified of emergency phone calls only.
- 5. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive Educator permission to be in unassigned areas.
- 6. To benefit from the training and technical experience Aveda Institute offers, students must be mentally alert and have a sober state of mind. The National Drug Prevention Program is strongly supported and does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will be terminated.
- 7. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an Educator within the educational situation. Students who refuse an assigned service will be suspended for three days. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise, or services will be considered professional.
- 8. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their property in these locked areas. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items will have to be replaced by the student within 24 hours. Stealing, cheating, defacing, or damaging student or school equipment will result in termination and require monetary restitution.
- 9. Student Status: Individuals who enroll in a program of study at the Institute are students. Students of the Institute will learn in a variety of settings, including classrooms, practical labs, and in the student clinic. Each learning environment is designed to advance and reinforce students' knowledge of their course of study in a different way.

The student clinic offers students the opportunity to learn by doing in a simulated salon environment. Students will practice their skills on real, paying customers of the clinic under the supervision of instructors. Practical skills learned in the clinic include, but are not limited to, providing cosmetology services for clients relating to hair, skin, and nails; light cleaning and sanitation; laundry related to clientservices; and practicing product knowledge and sales techniques.

Students are not employees of the Institute and will not be paid for any time spent learning by performing tasks in the Institute's clinic. A student's relationship with the Institute can only be changed from student-school to employee-employer by way of a writing signed by the President of the Institute following the Institute's ordinary application, interview, and hiring process. If a student believes that they are performing services for the Institute for which they should be paid, they should immediately contact [Steven Lazzara, Controller at [Steven.Lazzara@avedaflorida.edu](mailto:Steven.Lazzara@avedaflorida.edu) or 727-498-1470].

## **GROUNDINGS FOR TERMINATION**

Unprofessional conduct that discredits the individual or the Aveda Institute will be subject to termination. Students must conduct themselves so they do not interfere with other students or educators. The administrative staff of Aveda Institute reserves the right to terminate a student on any of the following grounds:

- Non-compliance with Aveda Institute rules and regulations.
- Conduct that reflects unfavorably upon Aveda Institute or its students.
- Creating a safety hazard to other students.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of enrollment agreement.
- Disobedient or disrespectful behavior to faculty or other students.
- Unprofessional conduct.
- Entering the Institute while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

## **MINOR STANDARD VIOLATIONS**

Minor standard violations include assigned area violations, property misuses, client service violations, unprofessional behavior, continually violating the standards of the Institute, and any disruptive behaviors determined by educators and team leaders as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. At any time during the student's program the violation of a minor standard may result in lost hours, and repeated violations may result in suspension from the school or termination.

## **MAJOR STANDARD VIOLATIONS**

Major standard violations include: using controlled substances/alcohol, defacing or destroying property, stealing, falsifying documents, committing fraud, abusing and/or causing physical harm to others, and violating local state and federal laws. At any time during a student's program, the violation of a major standard will result in termination.

## 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. All students must complete the number of required clock hours per their enrollment agreement in order to graduate.

The expected attendance rate at all Aveda Institute locations is **90%**. Depending on the student's schedule, **Fridays, Saturdays, and Mondays** are crucial to the student's education. Therefore, students are only allowed to miss **5 Fridays, 5 Saturdays or 5 Mondays** depending on the student's schedule during their course of study. Aveda Esthiology Full Specialist/Massage Therapy (SPA) students are only allowed to miss **3 Fridays, Saturdays or Mondays**. Aveda Esthiology Full Specialist students are only allowed to miss **3 Fridays, Saturdays or Mondays**. Any days missed beyond the above guidelines could result in termination dependent on the circumstances and at the discretion of the school director. Students are expected to attend every class, arrive on time, and stay through class.

Attendance is monitored daily for unofficial withdrawals. 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.

## CONTRACT TIME

Extra Instructional Charges: Students are required to pay the below applicable fee for any hours remaining after the calculated contract end date stated on the enrollment agreement. The calculated contract end date is based upon successful completion of the program and all graduation requirements within this timeframe. The contract end date may only be adjusted with an enrollment agreement addendum.

Program	Hourly Rate
Cosmetology 1200	\$13.17
Barber Styling/Cosmetology Combination	\$12.25
Full Specialty	\$16.33
Massage Therapy	\$15.50
Spa Therapies	\$12.00
Nail Technician	\$15.00

## MAKE-UP WORK & MAKE-UP HOURS

Make-up work is required for any absence. There is no charge for make-up work. Students will be provided with opportunities to make up hours. Students are allowed to make up hours missed in order maintain 100% attendance and/or to avoid paying overtime charges by attending classes on days they are not scheduled. Students' make up schedules are managed and approved by the Aveda Institute staff.

Any student choosing to make up hours must follow these guidelines:

- Report to Student Records by the designated class start time to receive your assignment. If StudentRecords is not available, report to the Director/Assistant Director to receive your assignment.
- Participate in all scheduled theory/practical assignments.
- Stay the duration of the school day. Students may not make up time attending partial days.

**Abuse of the makeup policy may result in disciplinary action and/or termination from the program.**

Students in the intro phase of the program who are absent more than the allowable number of days and/or hours will be evaluated to determine if they are able to enter the next phase or be required to repeat the intro phase. A determination will be made based upon competency in all technical aspects of the intro phase. Decisions are made on a case-by-case basis and at the discretion of the school director.

The following are the guidelines for our programs and the maximum number of allowable absences during the intro phase of the program:

Cosmetology; Barber Styling/ Cosmetology Combination - 5 days or 50 hours

Spa Therapies – 7 days or 63 hours

Full Specialty - 3 days or 22.5 hours

Massage Therapy - 3 days or 18 hours

Nail Technician – 3 days or 24 hours

### **EARLY RELEASE**

Early Releases are not permitted unless an illness or emergency occurs. Students needing to leave early must obtain an Early Release form from the Institute Director or Assistant Director. The form must be submitted 24 hours in advance of the absence. If a student leaves school without giving 24 hours' notice it will result in a violation. The hours missed will have to be made up to avoid overtime charges.

### **TARDINESS**

Students must clock in no later than the start time of their schedule that was agreed upon when signing their enrollment agreement. Schedules for all programs are also stated within this catalog. Students arriving late will not be permitted to clock in.

\*The Educational staff reserves the right to make exceptions for unforeseen circumstances.

### **NOTICE OF EXPECTED ABSENCE**

Students planning to be absent must obtain and complete a notice of Expected Absence form, have the form signed by educator, proceed to the retail appointment area, and drop off the completed form. The student must give 24 hours' notice of an expected absence.

### **TIME RECORDS POLICY**

Students are ultimately responsible for tracking their own hours on a daily basis. Aveda Institute will only honor documented daily time earned. Students are allowed only **three-time** adjustments per phase. Students must clock in and out on the hand scan clock at the beginning and end of each day, and at the beginning and end of each lunch break.

### **LEAVE OF ABSENCE**

This Leave of Absence Policy applies to all students and students must follow this policy in requesting a leave of absence. A student may be granted more than one leave of absence in any 12-month period; however, the total combined leave time may not exceed 180 calendar days. The minimum number of days requested for a leave of absence must be one calendar week. All requests for a leave must be submitted in advance, in writing (unless unforeseen circumstances prevent the student from doing so), include the reason for the student's request, and the student's signature.

Permission for a leave of absence will be evaluated on an individual case-by-case basis and will be granted at the discretion of the Director/Assistant Director only in extenuating circumstances (administrative, medical, or personal). The institution will document the reason for the grant of an emergency LOA. The institute must determine that there is a reasonable expectation that the student will return from the leave, and the date of expected return must be specified in the request. Students will not be assessed additional charges as a result of taking an approved leave of absence.

A student granted a leave of absence meeting these requirements is not considered to have withdrawn, and no refund calculation is required. If the student takes an unapproved leave of absence or does not re-enter within

the specified time and has not notified the institution, the student's enrollment agreement will be terminated and s/he will be granted a refund according to the refund policy. The withdrawal date for the purpose of the refund calculation is determined by the last date the student attended class.

Students who return from a leave of absence must return to the same schedule they were attending prior to the leave. The student's contracted graduation date and maximum time frame will be extended by the same number of calendar days taken in the approved leave of absence. Changes to the enrollment agreement will be initialed by all parties; or an enrollment agreement addendum will be completed and signed by all parties.

If a student must take a leave, the student must:

- The student shall submit a Leave of Absence Request form to the Director or Assistant Director of the Institute.
- The leave must be approved by the Director or Assistant Director. Approval decisions will be made in accordance with this policy.
- If the leave of absence is due to unforeseen circumstances (i.e. accident, etc.) the beginning date of the approved LOA would be the first date the student was unable to attend school. In this case the institution will document the reason for its decision to grant an emergency LOA and the student will submit the LOA request at a later time.

If a student's leave of absence is NOT approved, and the student needs to be absent the student will have to withdraw and apply for reenrollment when the student is able to return. All drop/refund policies will be applied. **Any leave of absence is subject to the approval of the Institute Director or Assistant Director.**

### **NO LEAVE OF ABSENCE SHALL EXCEED 180 CALENDAR DAYS IN ANY TWELVE-MONTH PERIOD.**

The Institute reserves the right to verify authenticity of all doctor's excuses with the healthcare provider. Students must remove their belongings from their assigned locker before taking a leave of absence.

### **SATISFACTORY ACADEMIC PROGRESS**

The Satisfactory Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay, or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

The institution operates its programs according to a 900 clock hour academic year to be completed in:

- 30 academic weeks - Cosmetology; Barber Styling/Cosmetology Combination; Spa Therapies; Nail Technician
- 38 academic weeks - Full Specialty
- 50 academic weeks – Massage Therapy

Students are evaluated based on **actual hours** for Satisfactory Progress as follows:

Course Name	Length in Clock Hours	Evaluation Points (Actual hours) Academic Weeks (Scheduled Weeks)
Cosmetology	1200	450hrs/15wks; 900hrs/30wks
Barber Styling/Cosmetology Combination	1500	450hrs/15wks; 900hrs/30wks; 1200hrs/40wks
Spa Therapies	900	450hrs/15wks
Massage Therapy	600	300hrs/17wks
Full Specialty	600	300hrs/13wks
Nail Technician	240	120hrs/4wks

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first. The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period on a cumulative basis. All evaluations will be completed within seven (7) school business days following each established evaluation period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or course and/or program whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who exceed the maximum time frame shall be terminated from the program or may continue on a cash-pay basis.

Program	Maximum Time Hours
Cosmetology (1200 hours)	1800
Barber Styling/Cosmetology Combination (1500 hours)	2250
Spa Therapies (900 hours)	1350
Massage Therapy (600 hours)	900
Full Specialty (600 hours)	900
Nail Technician (240 hours)	360

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated at the same intervals as attendance.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Comprehensive practical skills evaluations will be conducted during the course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative written grade average of 80% comprised of academic and practical work and pass a FINAL written and practical exam. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

Excellent	90% -100%
Satisfactory	80% - 89%
Unsatisfactory	0% - 79%



## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. School staff will review with students a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. If a student is NOT making satisfactory progress at evaluation time, the student will be placed on warning status. A student who does not achieve the minimum requirements is no longer eligible for Title IV funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

## WARNING

Students who do not meet minimum requirements for attendance and academic progress at an evaluation period are placed on warning until the next scheduled evaluation, and are eligible for financial aid while in the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the warning period, the student has still not met both the attendance and academic requirements, the student may be placed on probation and, if applicable, Title IV financial aid funds may be terminated and the student may be subject to termination from the school.

Students will be notified of any evaluation that impacts eligibility for Title IV financial aid funds, if applicable.

## PROBATION

Students who do not meet minimum requirements for attendance and academic progress at the end of the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet satisfactory progress by the end of the probationary period may be placed on probation. The student will be provided a written academic plan outlining the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements, s/he will be determined as NOT making satisfactory academic progress and, if applicable, will not be eligible to receive Title IV funds, financial aid will be stopped, and the student will become responsible for payment of tuition on a cash pay basis. The student will be terminated from the school if unable to make payment.

## APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school, within 10 days of the negative determination, with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Reasons for which a student may appeal are death of a relative, injury or illness of the student, or other allowable special circumstances. Acceptable supporting documentation includes, but is not limited to: an obituary, death certificate, physician's statement, police report, attorney's letter, or other third-party professional documentation on official letterhead or notarized that covers the period of difficulty. Appeal documents will be reviewed at a hearing within five days of the receipt of the written appeal. The Financial Aid Director will notify the student of the decision within three business days of the hearing. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and eligibility for Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period, at the next SAP evaluation point. Students who are receiving Title IV Funds and who have **not achieved satisfactory progress** by the end of the probationary period in either academics or attendance will **not be eligible for Title IV Aid until satisfactory progress has been achieved**. Once federal monies have been terminated, the balance of the tuition owed is the responsibility of the student.

## INTERRUPTIONS AND WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract

period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and later re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

### **INCOMPLETES, NONCREDIT, AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours from another school will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory progress evaluation periods are based on actual contracted hours at the Institute.

- *End of Satisfactory Academic Progress Policy* -

### **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. The student to instructor ratio is 25:1.

## **COSMETOLOGY**

### **EDUCATIONAL OBJECTIVE**

The 1200-hour Cosmetology course is a program 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.

### **GRADING SYSTEM**

Numerical grades are considered according to the following scale:

Excellent	90% -100%
Satisfactory	80% - 89%
Unsatisfactory	0% - 79%

### **INSTRUCTIONAL METHODS**

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
<b>COS 101</b>	<b>HIV/AIDS -</b> Modes of transmission and use of barriers	5	5	0	
<b>COS 102</b>	<b>Florida Laws &amp; Rules/Sanitation</b> - 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	
<b>COS 103</b>	<b>Employability Skills</b> – Overview of job-related issues including resume preparation, interview skills, personal presentation, salon management, and guest relations.	100	50	50	
<b>COS 104</b>	<b>Shampooing and Rinses</b> - Selecting product analysis, procedures, and techniques, draping for wet and dry chemical services, learning the correct shampoo and conditioners.	30	10	20	50
<b>COS 105</b>	<b>Scalp Treatments and Hair Care</b> - 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
<b>COS 106</b>	<b>Hair Shaping</b> - Hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation.	50	30	20	75
<b>COS 107</b>	<b>Hair Arranging</b> - 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
<b>COS 108</b>	<b>Chemical Waving and Relaxing</b> - 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
<b>COS 109</b>	<b>Hair Coloring</b> - Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one-dimensional multidimensional, foils, bleach, and tone.	100	40	60	45
<b>COS 110</b>	<b>Facials/Skin Care/Makeup/Hair Removal</b> - 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
<b>COS 111</b>	<b>Manicuring/Pedicuring</b> - Manicures and pedicures, nail design and artistry, and massage techniques for hands, arms, and feet.	100	20	80	20

<b>COS 112</b>	<b>Precision Trends in Haircutting</b> - 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
<b>COS 113</b>	<b>Precision Trends in Hairstyling</b> -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
<b>COS 114</b>	<b>Advanced Hair Coloring</b> - Presents advanced mechanics of hair coloring including use of several techniques. Student stylists learn new trends.	100	30	70	30
	<b>Total Clock Hours</b>	<b>1200</b>	<b>510</b>	<b>690</b>	<b>740</b>

Prerequisites: Meet admissions standards

Award: Diploma

## **NAIL TECHNICIAN**

### **EDUCATIONAL OBJECTIVE**

The 240 Clock Hour 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 graduate will be prepared to enter the industry with higher skill levels and employability characteristics than offered by a 180-hour Nail Technician program. Students desiring to be licensed in other states will be advised about requirements in those states.

### **GRADING SYSTEM**

Numerical grades are considered according to the following scale:

Excellent	90% -100%
Satisfactory	80% - 89%
Unsatisfactory	0% - 79%

### **INSTRUCTIONAL METHODS**

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
NT 01	<b>HIV/AIDS/Sanitation, &amp; Sterilization -</b> 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	<b>Manicure and Pedicure</b> – 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	<b>Nail Tips and Acrylics</b> - Students will learn advanced techniques such as the application and removal of nail tips and acrylic nails.	40		40	55
	<b>Total Clock Hours</b>	<b>240</b>	<b>100</b>	<b>140</b>	<b>85</b>

Prerequisites: Meet admissions standards

Award: Diploma

## **BARBER STYLING/ COSMETOLOGY COMBINATION**

### **EDUCATIONAL OBJECTIVE**

The 1500-hour Barbering Styling/Cosmetology Combination course is a program 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.

### **GRADING SYSTEM**

Numerical grades are considered according to the following scale:

Excellent	90% -100%
Satisfactory	80% - 89%
Unsatisfactory	0% - 79%

### **INSTRUCTIONAL METHODS**

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
<b>CB 101</b>	<b>HIV/AIDS/Sanitation, &amp; Sterilization -</b> 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
<b>CB 102</b>	<b>Florida Laws &amp; Rules/Employability Skills –</b> 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
<b>CB 103</b>	<b>Hair Structure and Chemistry/Shampooing and Rinses/Scalp Treatments and Hair Care –</b> 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
<b>CB 104</b>	<b>Hair Shaping/Cutting -</b> 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
<b>CB 105</b>	<b>Hair Arranging/Styling -</b> 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
<b>CB 106</b>	<b>Chemical Waving and Relaxing -</b> 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
<b>CB 107</b>	<b>Hair Coloring -</b> Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one-dimensional multidimensional, foils, bleach, and tone.	225	40	185	75

<b>COS 110</b>	<b>Facials/Skin Care/Makeup/Hair Removal</b> - 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
<b>COS 111</b>	<b>Manicuring/Pedicuring</b> - Manicures and pedicures, nail design and artistry, and massage techniques for hands, arms, and feet.	40	20	20	20
<b>B 106</b>	<b>Shaving, Beard, and Mustache Trimming</b> - 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
<b>Total Clock Hours</b>		<b>1500</b>	<b>600</b>	<b>900</b>	<b>650</b>

Prerequisites: Meet admissions standards

Award: Diploma

## MESSAGE THERAPY

### EDUCATIONAL OBJECTIVE

The curriculum includes theory, practice, and clinical experiences in the study of massage and body care. Using Aveda products in massage and other body treatments, the student learns how to provide a complete "Aveda Spa Experience" utilizing Ayurvedic practices. Students learn specialized Ayurvedic techniques to purify, balance and renew the body. 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.

Aveda massage services and products require special training to use and sell them. Students learn how to use pure flower and plant essences in massage and body treatments. Graduates who complete this program will qualify to take the Massage and Bodywork Licensing Examination (MBLEX) administered by the Federation of State Massage Therapy Boards (FSMTB). Students seeking a license in other states will be advised about requirements in those states. Licensed graduates will be eligible to work in salons and spas that offer full service massage treatments, as well as exclusive Aveda establishments. This program is intended to train students to enter the workforce as an entry-level massage therapist. The Aveda Institute graduate will be prepared to enter the industry with higher skill levels and employability characteristics than offered by a 500- hour massage therapy program. The Aveda Institute – Fort Myers will pay the cost of the student's first exam if eligible.

### GRADING SYSTEM

Numerical grades are considered according to the following scale:

Excellent	90% -100%
Satisfactory	80% - 89%
Unsatisfactory	0% - 79%

### INSTRUCTIONAL METHODS

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.



	<b>Course</b>	<b>Total Clock Hours</b>	<b>Theory</b>	<b>Lab</b>	<b>Service</b>
<b>HSC 101</b>	<b>AIDS/HIV</b>	3	3	0	0
<b>HSC 102</b>	<b>Professional Ethics</b> - 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
<b>HSC 103</b>	<b>Anatomy and Physiology</b> - 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
<b>MAS 102</b>	<b>Massage Theory and History</b> -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
<b>MAS 103</b>	<b>Clinical Practicum</b> - 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
<b>MAS 104</b>	<b>Florida Laws and Rules</b> - 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
<b>MAS 105</b>	<b>Theory and Practice of Hydrotherapy</b> - 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
<b>MAS 106</b>	<b>Allied Modalities</b> - 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	76	40	36	0

	the prevention of medical errors.				
<b>MAS 107</b>	<b>Prevention of Medical Errors</b> - This course teaches the student of the practices of medical errors, the results, and recognition.	2	2	0	0
<b>MAS 109</b>	<b>Business/Personal/Career Development</b> - 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
<b>MAS 110</b>	<b>Advanced Clinic</b>	100	0	100	20
	<b>Total clock hours</b>	<b>600</b>	<b>329</b>	<b>271</b>	<b>70</b>

Prerequisites: Meet admissions standards

Award: Diploma

## FULL SPECIALTY

### EDUCATIONAL OBJECTIVE

The Full Specialty course is a 600-hour program that has instructor led classroom and clinical training as well as practical hands-on application. 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. The Aveda Institute graduate will be prepared to enter the industry with higher skill levels and employability characteristics than offered by a 400-hour Full Specialty program.

### GRADING SYSTEM

Numerical grades are considered according to the following scale:

Excellent	90% -100%
Satisfactory	80% - 89%
Unsatisfactory	0% - 79%

### INSTRUCTIONAL METHODS

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

Prerequisites: Meet admissions standards

Award: Diploma

## SPA THERAPIES

### EDUCATIONAL OBJECTIVE

The 900 clock hour 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. This program includes training in the Aveda "SPA" experience using Aveda products in skin care, make-up, wax techniques, massage, and other treatments. Students read assigned texts, take quizzes, mid-term and final exams, and watch demonstrations and practice skills in a lab and clinic setting. 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. Aveda spa services and products are unique. It takes special training to use and sell them. Individuals who are Aveda

trained can expand their employment opportunities as compared to those trained only in cosmetology, skin care, and massage therapy. Students learn how to use pure flower and plant essences in spa treatments.

Graduates who complete this program will qualify to register as a Full Specialist with the Florida Department of Business and Professional Regulation (DBPR). Students are required to apply for and pass the Massage and Bodywork Licensing Examination (MBLEX) administered by the Federation of State Massage Therapy Boards (FSMTB). Students desiring to be licensed in other states will be advised about requirements in those states. Graduates are prepared to work in salons and spas that offer full service spa treatments. This program is intended to train students to enter the workforce as an entry-level esthetician or massage therapist.

The Aveda Institute – Fort Myers will pay the cost of the students' first exam if eligible.

## GRADING SYSTEM

Numerical grades are considered according to the following scale:

Excellent	90% -100%
Satisfactory	80% - 89%
Unsatisfactory	0% - 79%

## INSTRUCTIONAL METHODS

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	<b>Sanitation, Professional Image, History of Aesthetics and Anatomy of Skincare</b> - 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	<b>Cosmetic Chemistry, Basics of Electricity, Physiology</b> - 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	<b>Skin Analysis, the Treatment Room and Massage</b> - 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

<b>MT-01</b>	<b>Introduction To Massage -</b> 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	
<b>MT-02</b>	<b>Florida Laws &amp; Rules -</b> 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		
<b>MT-03</b>	<b>Ethics -</b> 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		
<b>MT-04</b>	<b>Business Operations -</b> 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		
<b>MT-05</b>	<b>Hydrotherapy -</b> 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	
<b>MT-06</b>	<b>Pathology -</b> 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	
<b>MT-07</b>	<b>Allied Modalities -</b> 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
<b>MT-08</b>	<b>Anatomy &amp; Physiology -</b> 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

<b>MT-09</b>	<b>Clinical Practicum</b> - 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
	<b>TOTAL CLOCK HOURS</b>	<b>900</b>	<b>460</b>	<b>440</b>	<b>200</b>

Prerequisites: Meet admissions standards

Award: Diploma

## 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.

Students can contact their Financial Aid officer or go to <https://studentaid.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.
- Beenrolled 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.



## **INSTITUTIONAL REFUND POLICY:**

**The following policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.**

**Enrollment** is defined as the time elapsed between the student's actual starting date and last day of physical attendance in school.

Any monies due the applicant or student who withdraws from the institution shall be refunded within thirty (30) days of a determination that the student has officially or unofficially withdrawn.

Official cancellation, termination, or withdrawal shall occur no more than fourteen (14) days from the last day of physical attendance, and shall occur on the earlier of the dates that:

1. An applicant is not accepted for enrollment by the school. The applicant shall be entitled to a full refund of all monies paid with the exception of the non-refundable application fee of \$50 and the non-refundable registration fee of \$100.
2. A student (or in the case of a student under legal age, his/her parent or legal guardian) cancels his/her enrollment agreement and requests his/her money refunded, in writing, within three (3) business days of signing an enrollment agreement or contract, regardless of whether the student has actually started training. All monies collected shall be fully refunded with the exception of the non-refundable application fee of \$50 and the non-refundable registration fee of \$100.
3. A student cancels his/her enrollment agreement after three (3) business days after signing, but prior to entering classes. The student shall be entitled to a refund of all monies paid to the school with the exception of the non-refundable application fee of \$50 and the non-refundable registration fee of \$100.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return or the date that the student notifies the institution that he/she will not be returning to school.
6. A student is expelled by the school.

In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information was delivered to the school administrator/owner in person. Notice of cancellation or withdrawal must be in writing.

The following also applies:

- **For students who enroll in and begin classes, refunds are determined by a formula using a percentage of actual time enrolled plus a termination fee of \$150 (see the schedule below). The “% of Actual Clock Hours Completed” is calculated by dividing the total number of clock hours completed between the student's actual start date and the student's last date of actual attendance by the total number of hours in the course. The following schedule of tuition adjustments is used:**
  1. Termination after attendance has begun, but prior to 40% completion of the program will result in a pro rata refund computed on the actual number of hours completed to the total program hours.
  2. Termination after completing 40.01%-49.99% of the program will result in 70% of total tuition owed to the institute.
  3. Termination after completing 50% of the program will result in no refund, and 100% of total tuition owed to the institute.

<b>% of Actual Clock Hours Completed</b>	<b>% of Total Tuition Owed to Institute</b>
0.01% to 40%	Percentage of program hours actually completed
40.01% to 49.99%	70%
50% and over	100%

- The refund will be calculated based on the student’s last day of attendance, regardless of the method of withdrawal or expulsion.
- If a student is absent 14 consecutive calendar days the student will be considered withdrawn. Student attendance is monitored weekly to determine unofficial withdrawals.
- When situations of mitigating circumstances are in evidence, the school may adopt a policy wherein the refund to the student may exceed the “schedule of tuition and adjustment.”
- The cost of the kit is not included in the tuition adjustment computations. These items become the property of the student when issued. Once kit is accepted, it is non-refundable or returnable.
- Students who terminate prior to course completion will be charged a \$150 termination fee and the school will not release the student’s transcript until all balances have been paid in full.
- If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school shall provide a pro-rata refund.
- If a program or course is cancelled subsequent to a student’s enrollment, and before instruction in the program has begun, the school shall, at its option:
  1. Provide a full refund of all monies paid; or
  2. Provide completion of the course.
- If the school cancels the course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school: or
  - Provide completion of the course and/or program; or
  - Participate in a Teach-Out agreement; or
  - Provide a full refund of all monies paid.

## **RETURN TO TITLE IV FUNDS POLICY**

The school participates in federal financial aid. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if those students have received federal student financial aid funds, they are entitled to a refund of the monies not paid to the federal student financial aid program fund. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned.

Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the school.

In compliance with Federal regulations, the school will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from the school. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to the school. Refunds are made within forty-five (45) days of the termination or withdrawal.

### **Withdrawal Before 60%**

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

### **Withdrawal After 60%**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate the Institutional Refund and R2T4 for financial aid recipients.

To calculate the amount earned, the school will determine the percentage by dividing the total number of clock hours the student was scheduled to complete in the payment period as of the last day of attendance by the total number of clock hours in the payment period. If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are refunded to the Title IV Programs in the following federally mandated order: (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS Loan; (4) Federal Pell Grants; (5) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, the school may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student.

If the Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of: the institutional charges multiplied by the percentage of unearned Federal student financial assistance funds; or the entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

## TUITION AND FEES

Program	Clock Hrs.	App Fee*	Reg. Fee*	Kit Fee (Books and Equipment) *	Tuition	TOTAL
Cosmetology	1200	\$50	\$100	\$3600	\$15,800	<b>\$19,550</b>
Barber-Styling/Cosmetology Combination	1500	\$50	\$100	\$4600	\$18,375	<b>\$23,125</b>
Full Specialty	600	\$50	\$100	\$2,350	\$9,800	<b>\$12,300</b>
Massage Therapy	600	\$50	\$100	\$3,100	\$9,300	<b>\$12,550</b>
Spa Therapies	900	\$50	\$100	\$3,100	\$13,725	<b>\$16,975</b>
Nail Technician	240	\$50	\$100	\$1000	\$3,600	<b>\$ 4,750</b>

*\*Denotes non-refundable*

**Payment of Fees:** Student will pay the total Tuition, Kit Fee, and Registration Fee for each selected Program, in accordance with one or more of the payment methods listed below.

Student's obligation to pay these sums is without regard to Student's qualification for financial assistance from any source. Students must pay amounts owed within 30 calendar days after demand by the institute.

Students opting to make monthly or periodic installment payments may be subject to a Late Fee of 1.5% per month or 18% per annum for all payments that are overdue by 30 days. Furthermore, the school may, at its option without notice, prevent me from attending class until the unpaid balance is satisfied.

Student also shall be liable for all costs, including but not limited to reasonable attorneys' fees, incurred by the institute to collect any past due amounts. The Student may select one of the following options (all options are available for those who qualify):

**Option 1:** Pay full amount including Kit Fee (Check, money order, or credit card)

**Option 2:** Title IV funding

**Option 3:** Budget payments

## 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.

**Schedule Change Fee \$250 for all schedule changes after enrollment.**

## **STUDENT SERVICES**

### **ORIENTATION**

An orientation program is held prior to a class and includes information regarding the course outline, educational objectives, school policies, and student support services that may be available.

### **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 Aveda Institute's Learning Resource Center (LRC) is a digital platform accessed through Learn Aveda. This online resource center offers students a comprehensive collection of digital materials related to beauty and wellness education. It includes a wide array of e-books, instructional videos, tutorials, podcasts, and various interactive learning tools. The LRC is designed to provide students with easy 24/7 access to current and relevant information, enhancing their learning experience by integrating technology with traditional educational resources. Through Learn Aveda, students have the flexibility to access these resources anytime and anywhere, supporting their studies and practical application in the field. The Institute's Director assists students with any questions regarding the LRC use.

### **Student Product Discount**

Aveda Institute offers the following discounts to students:

- All retail products      50% off

**Please note that only Aveda products should be worn, including aromas. No more than three of one product can be purchased at one time. \*Discount not applicable to students on probation or leave of absence. \*Discount policy excludes Spa Rituals.**

## **POLICIES**

### **TERMINATION POLICY**

Institute may terminate the Student's enrollment, by written notice to Student, upon the occurrence of any of the following: (a) Student's non-compliance with Aveda Institute rules and policies, including those stated in Institute Catalogue and the Pre-enrollment Materials, such as attendance requirements; (b) conduct that reflects unfavorably upon the Institute or its students, including the failure to promptly pay any amount due under a student loan; (c) creating a safety hazard to other students; (d) unsatisfactory academic progress; (e) excessive absences or tardiness; (f) failure to pay tuition or fees when due; (g) cheating; (h) falsifying records; (i) breach of this Agreement; (j) disobedient or disrespectful behavior to faculty or other students; (k) unprofessional conduct; (l) entering the Institute while under the influence or effects of alcohol, drugs, or narcotics of any kind; (m) carrying a concealed or potentially dangerous weapon; or (n) sexual harassment or harassment of any kind, including intimidation and discrimination.

### **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**

To receive a diploma from Aveda Institute, students must:

- Complete the required number of clock hours.
- Successfully complete all program requirements.
- Satisfy all financial obligations to the school unless other arrangements have been made.

NOTE: The State of Florida requires completion of a state approved HIV/AIDS #104 training program. The Institute pays the cost of this training.

## **Licensing Requirements**

To receive a cosmetology license in the State of Florida, a graduate is required to:

1. Complete the hours in the program requirements.
2. Meet all graduation and program requirements.
3. Apply for licensure as a cosmetologist. Some applicants may be required to appear before the Board of Cosmetology at a regularly scheduled meeting for determination of licensure.
4. Successfully complete the examination required by the Department of Business and Professional Regulation (DBPR).

Cosmetology students will not be scheduled for their exam until the student has reached 1200 hours.

To receive a restricted barber license in the State of Florida, a graduate is required to:

1. Complete the hours in the program requirements.
2. Meet all graduation and program requirements.
3. Apply for licensure as a restricted barber. Some applicants may be required to appear before the Barbers' Board at a regularly scheduled meeting for determination of licensure.
4. Successfully complete the examination required by the Department of Business and Professional Regulation (DBPR).

Barber Styling/Cosmetology Combination students will not be scheduled for their exam until the student has reached 1500 hours.

To receive a license as a massage therapist in the State of Florida, a graduate is required to:

1. Complete the hours in the program requirements.
2. Meet all graduation and program requirements.
3. Apply for and pass a national certification examination.
4. Apply for licensure as a Florida massage therapist. Some applicants may be required to appear before the Board of Massage Therapy at a regularly scheduled meeting for determination of licensure.

To become registered as a Full Specialist in the State of Florida, the graduate must:

1. Complete the hours in the program requirements.
2. Meet all graduation and program requirements.
3. Register with the Department of Business and Professional Regulation.

To receive a Nail Technician license in the State of Florida, a graduate is required to:

5. Complete the hours in the program requirements.
6. Meet all graduation and program requirements.
7. Apply for licensure as a nail technician.
8. Successfully complete the examination required by the Department of Business and Professional Regulation (DBPR).
9. Complete a state-approved HIV/AIDS training course.

Nail Technician students will not be scheduled for their exam until the student has reached 240 hours.

To become licensed in other states, students should inquire about the laws of that state for licensure.

DISCLOSURE: Please be advised that academic achievement hours earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Criminal convictions may affect your ability to become licensed.

**All initial State of Florida licensing examination fees and State of Florida initial license/registration application fees are paid by Aveda Institute.**

**Aveda Institute will not certify a student's hours until he or she has**

- **completed the required hours of the program**
- **has achieved the required academic and practical requirements for graduation**
- **has met all financial obligations to the school and/or is current with their approved extended payment plans (COS only)**

### **Changes Made by the Institution**

If the institution cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the institution is unable to make alternative arrangements that are satisfactory to both parties, the institution will refund all money paid by the student of the program that amount from the total amount paid. Any changes will be stapled to the catalog and/or sent to students

### **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 Average monthly scheduled hours \* 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 80% each payment period. A VA student whose CGPA falls below 80% 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 80% 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 80%.

## **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.

## **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.

## **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. The institute requires proof of marriage documentation also.

### **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](http://www.eqfl.org)

The Trevor Project Phone: 866 4U TREVOR (1-866-488-7386)

Website: [www.thetrevorproject.org](http://www.thetrevorproject.org)

Visuality

8359 Beacon Manor Boulevard, Suite 604

Fort Myers, FL 33907 Phone:

(239) 898-6124

<https://www.visualityswfl.org/>

### **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

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### 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](http://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 prohibits all forms of discrimination and harassment, including discrimination and harassment on the basis of sex, race, age, color, gender, gender identity, ethnic and national origin, religion, disability, or 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](mailto: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 9T10  
Atlanta, GA 30303-8927  
Telephone: (404) 974-9406  
Facsimile: (404) 974-9471  
Email: [OCR.Atlanta@ed.gov](mailto: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 and/or the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) at <https://naccas.org/Complaints>

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](http://www.accsc.org)). A copy of the ACCSC complaint form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

## **JOB DEMANDS OF THE COSMETOLOGY PROFESSION**

### **Physical Demands of the Industry**

Work is generally in “clean” pleasant surroundings with good lighting and ventilation. Good health and stamina are important because these workers are on their feet for most of their shift. Most full-time cosmetologists, facialists, and massage therapists work a 40-hour week. Work schedules may include evenings and weekends. Nearly half of all the profession work part-time or have variable schedules. The Cosmetology profession requires long hours on your feet, which could cause vein problems, and arm and hand movement, which can cause carpal tunnel and back stress. Successful professionals in the cosmetologist field must have hand and finger dexterity, a sense of form and artistry, enjoy dealing with the public, and be willing and able to follow client instructions. “People skills” are considered so integral to job success that most schools have course work in this area. Massage therapists use back and arm movements, and must be able to stand and bend for long periods.

### **Safety Requirements**

The beauty industry has several safety requirements that include blood waste procedures if a client is accidentally cut, OSHA knowledge about the harmful ingredients in different beauty products, and electrical appliances like the use of blow drying and thermal curling. Prolonged exposure to some hair and nail chemicals may be hazardous and cause irritations. Care must be taken when working with chemicals. Cosmetologists must wear latex gloves when applying hair color and permanent waving lotions to avoid skin irritations.

## **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.

### **Non-Smoking Institution and Workplace**

Smoking or vaping of any kind is strictly prohibited in or around the Institute, including within a two-block radius of the building.

### **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, Institute Director  
Paul Villeneuve, VP of Education & Operations  
Alexandra Loza, Financial Aid  
Jenny Hernandez Operations  
Caitlin Cramer, Admissions Manager  
Joanne Cinicollo Staples, Student Care Manager

#### FACULTY

Name of Instructor	Course Taught	Degrees/Diplomas Held & Awarding Institution
Carrie Strider	Full Specialty	Esthiology Facial Specialist Diploma & Dermal Science International Aesthetics & Nail Academy – Renton, VA
Brittany O'Halloran	Cosmetology	Cosmetology Diploma, Summit Salon Academy - Tampa FL
Margarita Perez	Cosmetology	Cosmetology Diploma, Cape Coral Technical – Cape Coral FL
Yamilka Marti Cuevas	Full Specialty	Esthiology Full Specialist Diploma, Sunstate Academy – Fort Myers, FL
Adonis Ynfante	Massage Therapy	Massage Diploma, Florida Academy – Fort Myers, FL
Shannon Sullivan	Cosmetology	Cosmetology Diploma, Sunstate Academy – Fort Myers, FL
Sandra Earle	Cosmetology	Aveda Cosmetology Diploma, Aveda Institute South Florida – Davie, FL
Kimberly Brookover	Cosmetology	Aveda Cosmetology Diploma, Aveda Institute – Atlanta, GA
Elizabeth Malpica	Full Specialty / Massage Therapy	Esthiology Full Specialist/Massage Diploma, Florida Academy – Fort Myers, FL
Lauren Rookstool	Full Specialty	Esthiology Facial Specialist Diploma & Xenon International Academy – Grand Island, NE
Lisa Feliciano	Cosmetology	Cosmetology Diploma, Sunstate Academy – Fort Myers, FL
Yeinara Rodriguez Millares	Cosmetology	Cosmetology Diploma, Sunstate Academy – Fort Myers, FL
Melissa Mercado	Cosmetology	Cosmetology Diploma, Sunstate Academy – Fort Myers, FL
Phara Nelson	Full Specialty	Esthiology Full Specialist Diploma, Florida Academy – Fort Myers, FL
Vixi Yanke	Barber Styling/Cosmetology Combination	Massage Diploma, Paul Mitchell the School – Fort Myers, FL
Luz Coleman	Nail Technician	Nail Specialist Diploma, Bonita Beach Wellness Academy – Estero, FL
Marquisha Howard	Full Specialty	Esthiology Full Specialist Diploma, Sunstate Academy – Fort Myers, FL
Savannah Madding	Cosmetology	Cosmetology Diploma, the Salon Professional Academy – Fort Myers, FL
Matthew Engle	Cosmetology	Cosmetology Diploma & Regency Beauty Institute – Fort Myers, FL