



*Chopra*  
**GREATNESS**



**AVEDA INSTITUTES**  
DENVER · TUCSON · PROVO

## The Institute Mission

The Aveda Institute's mission is to provide quality, professional education and training to successfully pass the state licensure exam by:

- creating an environment of trust and respect;
- encouraging a commitment to teamwork;
- promoting personal and professional development and;
- inspiring the continuous quest for knowledge and growth.

By supporting our Future Professionals (students) in this manner, we prepare them for successful careers within their respective field and enable them to provide services that exceed our guest's expectations.

## The 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."



### AVEDA INSTITUTE PROVO

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**WEB** www.avedaschoolprovo.com

**FACEBOOK** facebook.com/pages/  
Aveda-Institute-Provo/256619262021

**TWITTER** twitter.com/avedaprovo

Aveda Institute Provo is approved and regulated by the Utah Division of Occupational and Professional Licensing (DOPL), and the National Accrediting Commission of Cosmetology Arts & Science (NACCAS).

**DOPL**  
Utah Division of Occupational and Professional Licensing  
160 E. 300 S. 1st Floor  
Salt Lake City, UT. 84111  
www.dopl.utah.gov

**NACCAS**  
www.naccas.org  
4401 Ford Ave, Ste 1300  
Alexandria, VA 22302



*Hair and Makeup by Melissa Goodwin,  
AIT Graduate 2010*

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As an Aveda Institute Future Professional you'll experience an extension of education through photo shoots, education workshops from industry masters, leadership, community events, and wellness. Experience Fashion-Beauty-Wellness-Art. Experience the Aveda difference.

**Photoshoots**

During your program you'll work with a model to create hair and makeup themed for your own photo shoot with a professional photographer. Images from this shoot can be used to begin your professional portfolio, setting a foundation for editorial work.

**Leadership**

Be a mentor and inspire yourself and others to become the best. Our leadership program allows students to participate in the Artistic Team, Men's Team and Earth & Community Care. FPs can also interview for the honor roll in the salon/spa life program during the last phase of the program.

**Hair & Makeup Shows**

Be your own fashion designer at our hair & makeup shows which are hosted twice a year to raise proceeds for local charities and our Earth Month partner. From the behind the scenes planning to creating the hair style and makeup for the models, you'll be involved in every aspect of the show.

**Wellness**

Complimentary yoga and fitness classes are offered each week as a way to incorporate balance of mind, body and soul. In addition to fitness classes, each week the Institute huddles together to host a wellness assembly to celebrate successes, honor day makers, review upcoming events and experience a wellness activity to set the tone for a great day at Aveda.

**Workshops**

Each month our education team hosts a workshop for students to hone-in on favorite practices or to improve technical skills. Workshops vary from styling and cutting techniques to makeup lessons, waxing and skin care. Our Experience Center also works closely with students to improve upon retailing, product knowledge and reservations.

**Master Series**

The Institute invites the industry's top professionals to teach a seminar in the field in which they specialize. This includes Hair, Make Up, Skin Care, Spa, Franklin Covey and more.



**This is an organic place!**

Located ....

**Clinic**

A diverse array of guests come to the Aveda Institute for beauty and wellness services. As a Future Professional, you will have the opportunity to perform a spectrum of hair, skin and nail services in a salon setting, under the supervision of your instructors.

**Classrooms**

Classroom size and layout are designed to provide a productive learning experience for all learning styles. Classrooms are designed to incorporate both theoretical education and hands on experience.

**Aveda Experience Center**

A retail center for Aveda hair, skin, flower and plant Pure-Fume™ and body care, make-up and lifestyle products. The store gives you the opportunity to practice your guest service and retailing skills.

**Equipment Inventory**

Our teaching facilities are equipped with state of the art classrooms, clinic floors, cosmetology stations, shampoo stations and spa treatment rooms.

**Lockers / Workstations**

Future Professionals are responsible for all of their belongings. If FPs leave the Aveda Institute by transfer, withdrawal, or extended leave of absence, they need to take all their belongings with them. Items left in the locker and/or workstation will be disposed of after 5 school days in order to provide space for other incoming future professionals.

**Resource Library and Administrative Offices**

A resource library has books on styling, personal development, health and wellness for your reference. Team leaders and admissions personnel are also available to respond to your questions and concerns.

**Student Lounge**

There is a special area designated for Future Professionals to socialize and enjoy their break. FPs are responsible for maintaining the cleanliness of the breakroom area.

“The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather in a lack of will.”  
 – Vincent T. Lombardi

## Areas of Study

### Cosmetology

Explore the latest styles and techniques in hair styling, cutting and color; makeup application; skin care; and nail care.

### Esthiology

Learn specialized Aveda techniques to purify, balance and renew the skin and nails.

### Masters Aesthetics

Learn advanced techniques in the field of skin and nails.

Training will encompass three types of learning:

**Theoretical knowledge**, the foundation of your education.

**Practical experience**, the application of your knowledge.

**Professional business-building skills**, vital for your success.

Each phase of your education will emphasize a different combination of learning approaches.

## Advanced Continuing Education Courses

### MAP Provo Academy of Makeup Technical Education

Grow your ability to market your skills as a makeup artist. Design your future in the world of beauty. Learn from Aveda respected Makeup Artists like Rudy Miles about the evolution of makeup, color theory, intense eye application, makeup for all ages, and makeup for photography. This five day course is offered seasonally at the Institute.

### Study Abroad

Each year the education director will host a week long study abroad opportunity that will be available to all currently enrolled students and alumni in cosmetology and esthiology. Application details will be announced by the director each winter/spring for the summer/fall trip. Students will gain have exposure to global Aveda education as well as personal travel time. Tuition varies based on trip and location.

*(These programs are not accredited through NACCAS but financial aid may be available for those who qualify.)*

## Career Opportunities

### Salon/Spa Industry

hair stylist  
esthetician  
makeup artist  
manicurist  
sales representative  
permanent waving specialist  
hair coloring specialist  
salon/spa manager  
salon/spa owner

### Education & Other Fields

educator  
consultant/trainer  
school owner  
paramedical esthetician  
state board member or inspector  
freelance makeup artist  
educational director for a product manufacturer  
stylist or face color artist for film, theater, fashion or print

## Program Schedule and Information

Please refer to the Program and Tuition Addendum for current program schedule and tuition information.



**"At Aveda I found more than just a career,  
I found a lifestyle,"**

– Meagan George, Aveda Institute Denver Alumna.

### Are you ready to begin?

If you're excited about the prospect of training at the Aveda Institute, here's all you have to do to get started.

### What We're Looking For When We Look At Your Application

The Institute welcomes applications from motivated individuals who seek to fulfill a commitment to personal excellence. Assessment is based on review of the application materials listed above, references, and supplemental information from the interview. We look for the following qualities:

- Evidence of previously demonstrated skills or aptitudes
- Proven ability to work well with others
- Proven ability to set and achieve goals
- Proven communication skills, including comprehension of English

Evidence that your intent to attend the Institute represents a researched choice that fits with your career and personal goals. The Institute reserves the right to review each application on an individual basis. In its admissions, instruction, and graduation policies, it practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic or national origin, age, veteran status, or sexual orientation. The Institute does not recruit students that are currently attending or admitted to another school offering a similar program of study.

### Transfer Students

Applicants for transfer into a program are considered on an individual basis. The Institute may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. The Institute does not guarantee the ability to transfer hours to or from another school.

### Take the next step.

- 1 **One-On-One.** Depending on location, schedule a phone interview or tour and learn why Aveda Institute is one of the top schools in the nation.
- 2 **Prepare your admissions portfolio.** Following your information interview and tour if we feel you're a great candidate for our programs, we'll invite you to take the next steps to become accepted. You'll prepare an admissions portfolio with the following requirements:

**Complete the following and submit within 10 days from your one-on-one:**

- **Personal statement** describing why you should be accepted to become an Aveda Future Professional. Include reasons for applying to Aveda Institute Denver; leadership experiences, relevant skills and qualities, short and long term goals and your environmental philosophy. (Minimum one page, do not exceed two pages). Be creative, show your talent. Go beyond a simple typed paper. Express yourself!

- **Professional Reference Letter** from an individual not related to you. Examples: employer, teacher, member of volunteer organization, religious leader. This may be a professional or a character reference.

- **Personal Reference Letter** from a family member or friend. Both references must include the contact's phone.

- **A video essay or PowerPoint Presentation.** We want to get to know you! In a creative way, introduce yourself to us. We're not looking for the next Oscar winner, rather a fun way for you to give us insight into who you are and why you should be considered to become a future professional in our program. The video essay must be 2-4 minutes in length on a DVD or can be uploaded to YouTube.com or other media Web site. Media will be returned to the prospective student by the first day of class.

- **Copy of High School Diploma, GED or College Diploma, or equivalent.** You must be a high school graduate prior to the official start date of your course. Submit a high school transcript indicating graduation OR a copy of your General Education Diploma (GED) prior to the official start date.

- **Copy of Social Security Card and proof of age** (i.e. driver's license, passport).

3 **If Accepted, you will schedule an appointment to register and enroll into the program!**

### Questions?

Contact the Admissions Department.

**801-448-2683**

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

The Aveda Institute reserves the right to review each applicant on an individual basis. In its admissions, instruction, and graduation policies, it practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic or national origin, age, veteran status, or sexual orientation.

# Program

Required for licensure: 2000 hours

Express your creativity and talent in hair, skin, nail care and make-up application. Our cosmetology course provides 2000 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Upon completion, you'll be prepared to take the practical and theory examinations for The Utah Division of Occupational and Professional Licensing and be ready to succeed as a licensed cosmetologist, esthetician and nail technician.

Each graduate will receive an Aveda Institute Provo diploma, transcript and a state record of completion.

Please refer to catalog addendum for current program schedule or speak with an admissions representative

*(weeks may vary depending on holidays and missed time)*

## Earth

Phase 1 — Weeks 1-12 — 325 Hours

Welcome to the foundations of cosmetology. The emphasis in this phase is to introduce the fundamentals of shampooing, conditioning, hair coloring, haircutting, hair styling, facial makeup application, hair removal, management, ethics, interpersonal skills and salesmanship, disinfection, sanitation, and safe work practices. Future professionals learn state laws, regulations and safety requirements in preparation for the State Board examination.

## Water

Phase 2 — Weeks 13-24 — 325 Hours

Strengthening cutting skills are emphasized in this phase. Reviewing and practicing the basic techniques are the center of training as well as combining the techniques to achieve new results. Future Professionals will learn basic nail care including manicures and Pedicures. Advanced nail techniques will be introduced along with preparation for the State Board examination.

## Fire

Phase 3 — Weeks 25-36 — 325 Hours

PART ONE:

The Focus is Skin Care. Aveda Elemental Nature philosophy will be incorporated into facial treatments. Skin analysis, refinement, treatment and spa rituals will be emphasized. Future Professionals will have training in basic facial techniques as well as preparation for the State Board examination.

PART TWO:

The Focus is the Art and Science of Chemical Texture. Future Professionals will be trained in different perm techniques as well as how to safely and effectively chemically relax highly textured hair. The phase will also help to build strengths in styling and working with all textures of hair.



## Air

Phase 4 — Weeks 37-48 — 325 Hours

Trends in the industry are explored; such as editorial work, make-up and photo styling. FPs will design and prepare for a professional photo shoot that will take place at the end of the phase. An emphasis on professionalism and business is featured giving FPs the skills and information needed to create a great resume and focus on their future success. Future Professionals will have the opportunity to tour area salons and prepare for the interview process as well.

## Infinity

Phase 5 — Weeks 49-60 — 325 Hours

PART ONE:

The focus is to explore advanced techniques in the realm of Color and Cut. Future Professionals will build upon what they have learned in the last four phases and take it to the next level.

PART TWO:

The focus is to prepare the Future Professionals for the Utah State Board theory and practical competency exams.

## Pure Talent

Phase 6 — Weeks 61-74 — 375 Hours

PART ONE:

The focus is to prepare Future Professionals for life in the Salon. They will learn specialized skills that will benefit them once in the Salon environment. Techniques will include; extensions, chemical texture, color, cutting, makeup and business building.

PART TWO:

The focus is to review and prepare the Future Professionals for the Utah State Board theory and practical competency exams and employee benefits and wages. There is in-depth training in Guest servicing, time management, self promotion, communication, goal setting, merchandising and successful salon entrepreneurship.

# Curriculum Overview

Throughout the cosmetology program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Physical and Safety Demands may include standing on your feet for long hours of the day; using your hands, arms and wrists continuously; stretching and bending; possible exposure to chemical odors; possible contact with communicable disease.

## Plant Aromaology™

history of aromaology  
therapeutic effects  
custom testing and blending  
psychology of aroma  
methods of application  
sensory journey and personal blends™

## Chemistry

scalp and hair analysis  
bacteriology  
infection control  
safety, sanitation, and sterilization  
ingredient analysis  
skin disorders  
aids and hepatitis

## Shampooing/Conditioning

product analysis  
procedures/techniques  
draping for wet and dry  
chemical services  
selecting correct shampoo/  
conditioner

## Chemical Hair Relaxing/Restructuring

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

## Anatomy & Physiology

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

## Hair Cutting

implements and techniques  
sectioning  
scissors  
clippers  
razors  
guest consultation

## Nail Care

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

## Make-up

color theory  
contoured and natural application  
lash application  
subtle and dramatic application

## Permanent Restructuring

history of permanent waving  
chemistry of solutions  
pre-perm analysis  
rod selection  
perming techniques  
custom perm design and wrapping

## Hair Styling

wet styling  
fingerwaving  
pin curl techniques  
roller curls  
comb out techniques  
artistry in hair styling  
thermal styling  
conventional thermal (marcel) irons  
oven press curl  
blow-dry styling

## Hair Coloring

color theory  
classifications of hair color  
product analysis  
corrective coloring  
contemporary techniques  
one dimensional  
multidimensional  
foil placement  
enlighten & tone

## Skin Care

histology  
disorders  
facials including:  
· cleansing  
· refinement  
· treatment  
· massage

## State Rules and Regulations

state laws and rules  
safety and sanitation requirements

## Extracurricular Activities

fashion shows  
salon/spa visits  
career fairs  
industry events  
hair competitions  
community involvement

## Personal/Career Development

time management  
goal-setting  
team building  
communication  
cover letter/resume writing  
interview techniques  
job requirements  
employee benefits and wages

## Program

Required for licensure: 600 hours

Prepare for an exciting future in skin and nail care with Aveda Institute Provo. Our Esthiology curriculum provides 600 hours of basic skin care and nail care training with an emphasis on using pure flower and plant essences in treatments. Combining theoretical knowledge and hands-on experience, this course puts our Future Professionals on their way to a career in skin and care. They will have the competency required for the State of Utah Basic Aesthetics licensure.

Each graduate will receive an Aveda Institute Provo diploma, transcript and a state record of completion.

Please refer to catalog addendum for current program schedule or speak with an admissions representative

*(weeks may vary depending on holidays and missed time)*

### Earth

Weeks 1-20 — 300 Hours

#### PART ONE:

Future Professionals will learn the fundamentals of dermanalysis, facial manipulations, makeup, hair removal, plant aromaology™ as they study the related sciences of anatomy and histology, along with state safety requirements.

#### PART TWO:

The focus is nail care; training will include knowledge in diseases and disorders, nail care including manicures and pedicures.

### Infinity

Weeks 21-40 — 300 Hours

Future Professionals apply knowledge through clinic experiences designed to increase understanding in the classroom. The focus of this phase is to refine skills and gain the expertise needed to meet the Aveda Institute's skin care, nail care and makeup service standards and state safety requirements.

Future Professionals learn real-world strategies to get the job of their dreams, from interviewing to resume writing and beyond. At this point, they will have the competency required for the skill certification examination, as well as the theoretical knowledge needed to pass the examination required by Aveda Institute Provo and the Utah State Basic Aesthetics exam required for licensure.



## Curriculum Overview

The following topics will be taught in great depth and detail to give you a deep knowledge of esthetics to build a professional career.

Physical and Safety Demands may include standing on your feet for long hours of the day; using your hands, arms and wrists continuously; stretching and bending; possible exposure to chemical odors; possible contact with communicable disease.

### Plant Aromaology™

history of aromaology  
therapeutic effects  
custom testing and blending  
psychology of aroma  
methods of application  
sensory journey and personal blends™

### Chemistry

bacteriology  
safety, sanitation, and sterilization  
ingredient analysis  
skin disorders

### Anatomy & Physiology

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

### Make-up

color theory  
contoured and natural application  
lash application  
subtle and dramatic application

### Facial Massage

relaxation through massage  
detoxification massage for  
lymphatic drainage  
basic touch  
facial massage

### Clinic Practice

clinic setup  
sanitation  
time management  
daily goals

### Treatments

Aveda product systems  
facial treatments  
full body waxing  
methods of hair removal

### State Rules and Regulations

state laws and rules  
safety and sanitation requirements

### Personal/Career Development

time management  
goal-setting  
team building  
communication  
cover letter/resume writing  
interview techniques  
job requirements  
employee benefits and wages  
Small Business Development Center

### Extracurricular Activities

hair and make up shows  
salon/spa visits  
career fairs  
industry events  
hair competitions  
community involvement

## Program

Required for licensure: 1200 hours

\*Pre-Requisites: Cosmetology License or Basic Esthetics License and/or Basic Esthetics training of 600 hours

Prepare to take your skin care knowledge to the next level, our Master program provides 600 hours of advanced training. In this program, Future Professionals refine their skills and gain the expertise needed to meet the Aveda Institute Provo's skin care and makeup service standards along with state rules, regulations and safety requirements. The program includes instruction in microdermabrasion, chemical exfoliations, body wraps, advanced extraction techniques, manual lymphatic drainage massage and advanced waxing techniques. Future Professionals will learn real-world strategies to get a job in the field, from interviewing to resume writing and beyond. At this point, they will have the competency required for the skill certification examination, as well as the theoretical knowledge needed to pass the examination required by Aveda Institute Provo and the State of Utah Master Aesthetics licensure.

Each graduate will receive an Aveda Institute Provo diploma, transcript and a state record of completion.

Please refer to catalog addendum for current program schedule or speak with an admissions representative

*(weeks may vary depending on holidays and missed time)*

### Earth

Weeks 1-20 — 300 Hours

Review the fundamentals of dermanalysis, facial manipulations, makeup, hair removal, plant aromaology™ as they study the related sciences of anatomy and histology, along with state safety requirements. Advanced techniques will be introduced including microdermabrasion, chemical exfoliations and advanced extraction techniques.



### Infinity

Weeks 21-40 — 300 Hours

The focus will be advanced techniques in the field of Aesthetics, including body wraps, manual lymphatic drainage massage and advanced waxing techniques. Future Professionals will apply their knowledge through clinic and theory experiences designed to refine their skills and gain the expertise needed to meet the Aveda Institute Provo standards and Utah State requirements. Learn real-world strategies from interviewing to resume writing, business building and beyond. At this point, Future Professionals will have the competency required for the skill certification examination, as well as the theoretical knowledge needed to pass the examination required by Aveda Institute Provo and the Utah State Masters Aesthetics exam required for licensure.

## Curriculum Overview

The following topics will be taught in great depth and detail. Curriculum will give the Future Professionals extensive knowledge in the field of Aesthetics all designed to build a professional career.

Physical and Safety Demands may include standing on your feet for long hours of the day; using your hands, arms and wrists continuously; stretching and bending; possible exposure to chemical odors; possible contact with communicable disease.

### Plant Aromaology™

history of aromaology  
therapeutic effects  
custom testing and blending  
psychology of aroma  
methods of application  
sensory journey and personal blends™

### Chemistry

bacteriology  
safety, sanitation, and sterilization  
ingredient analysis  
skin disorders

### Anatomy & Physiology

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

### Make-up

color theory  
contoured and natural application  
lash application  
subtle and dramatic application

### Facial Massage

relaxation through massage  
detoxification massage for  
lymphatic drainage  
basic touch  
facial massage

### Nail Care

Diseases and Disorders  
Anatomy of the hands and feet  
manicures/pedicures  
massage techniques for hands, arms and feet

### Clinic Practice

clinic setup  
sanitation  
time management  
daily goals

### Treatments

Aveda product systems  
facial treatments  
full body waxing  
methods of hair removal  
microdermabrasion (Master)  
chemical exfoliations (Master)  
body wraps (Master)  
advanced extraction techniques (Master)  
manual lymphatic  
drainage massage (Master)

### State Rules and Regulations

state laws and rules  
safety and sanitation requirements

### Personal/Career Development

time management  
goal-setting  
team building  
communication  
cover letter/resume writing  
interview techniques  
job requirements  
employee benefits and wages  
Small Business Development Center

### Extracurricular Activities

fashion shows  
salon/spa visits  
career fairs  
industry events  
editorial photo shoots  
community involvement

## Our Points of Difference

**CURRICULUM** Aveda Institute's programs embody a balanced view of beauty that encompasses nutrition, body care, health and wellness. Our exclusive curriculum sets the trend within the beauty and wellness industry-worldwide.

**BEAUTY IS AS BEAUTY DOES** An Aveda education teaches how to become environmentally responsible by giving you the tools to minimize your global footprint, thus creating a greener planet. Aveda is also one of the largest purchasers of organic ingredients working with indigenous peoples and farmers all over the world. Aveda has also increased its PCR packaging up to 95%.

**LIFESTYLE CAREER** Aveda Institutes offer a large network of global job opportunities. As an Aveda graduate, students have access to our worldwide network of over 7,000 salons and spas in over 20 countries. The average full-time salon salary across the US is \$50,000 per year while Dual-Licensed Spa techniques can expect to earn up to \$60,000 within the four years. In the last two years there's been a 61% increase in the amount of Aveda salons and spas.

**GLOBAL RECOGNITION** Aveda is synonymous with innovation and excellence. Once you have completed your education, your diploma will have international brand name recognition. Employers will recognize the standard of an Aveda education and consider this when offering you employment.

**PRACTICAL EXPERIENCE** At Aveda, students receive practical hands-on experience with a diverse clientele. This allows students the opportunity to work with many different skin, hair, body and personality types while perfecting their skills. Our locations in Denver, Tucson and Provo offer great exposure to potential guests that work, live or visit the area.

**WELLNESS** From Aveda Sensory Journeys to Stress Relieving Rituals, we teach our students to individually pamper our guests to increase retention and offer a unique point of difference. We also strive to set an example by instilling personal wellness with yoga classes, nutrition workshops and health fairs.

**CONNECT AVEDA** Retailing accounts for a large portion of income in a salon/spa. Our students learn retail skills through educating guests on products and services and home care. By doing so, you will be able to retail more effectively and successfully.

**LIVE THE MISSION** Aveda Institutes utilize Aveda's plant-based products exclusively in all activities, educational and merchandising programs. Our brand has always been rooted in environmental sustainability.

**CONTINUING EDUCATION** Learning never ends! As a student, you'll have the opportunity to study abroad in locations like London, Madrid, India and Tokyo. Our Master Series workshops and community events take your education to the next level.

**PROFESSIONAL CONNECTIONS** Aveda is one of the fastest growing worldwide salon networks and the most successful salon business model in the industry. You're a part of the family from the first day of school through continued education and employment.

## Belief Statements

### Vision

Connecting fashion, beauty, wellness and art.

### Beliefs

1. We believe in treating ourselves, each other, and the planet with care and respect.
2. We believe social responsibility is our responsibility.
3. We believe ecological and profit goals are mutually achievable.
4. We believe our authenticity and experience are our points of difference.
5. We believe in inspiring and educating people to integrate wellness and beauty in their lives.
6. We believe in the power of oneness: from our global image to a focused network.
7. We believe learning never ends.
8. We believe in encouraging innovation and empowered decision-making.
9. We believe our actions, products and services should always embody excellence.
10. We believe personal and organizational balance is the key to sustainable business.
11. We believe true leadership is delivered with passion and by example.



*Aveda Men's Purefessional, David Gatt demonstrates cutting techniques as a guest master speaker at Aveda Institute Denver.*

"Environmental responsibility means adopting business strategies and activities that meet the needs of the enterprise today while protecting, sustaining and enhancing the human and natural resources that will be needed in the future"

As we look back over the past 10 to 15 years, we think it's clear that we have come a long way from the time when business thought that environmental measures were simply a cost. Most now recognize that there are many financial, economic, and environmental benefits to cutting waste and pollution. We have seen a growing awareness that responsible corporate environmental stewardship is also smart business practice. The corporate landscape is filled with examples of positive environmental action yielding positive results on the bottom line.

We believe companies that take advantage of environmental opportunities can gain a competitive advantage over their peers through cost reductions, quality improvements, increased profitability, and access to new and growing markets. Sustainable development is good business in itself. It creates opportunities for suppliers, developers of environmentally safer materials and processes, firms that invest in eco-efficiency, and those that engage themselves in social well-being. We strongly believe these companies will have a competitive advantage. They will earn their local economy's goodwill and see their efforts reflected in the bottom line.

Over the last decade, we have seen many polls confirming the importance of the environment to Americans.

Only an irresponsible company would dismiss this trend as a passing fad or fail to recognize the need to integrate environmental considerations into every aspect of its business. Environmental excellence has to become part of strategic thinking. It is in our best economic interests to do so. In fact, whenever we are forced to change, we often find opportunities.

A new study by Winslow Management Company adds to the evidence that companies that are good to the environment are also good to their shareholders, partners, and clients. And in our case students.

So as we face the next generation of environmental challenges, we must do so together. We must engage the many minds and listen to the many voices that share our determination to discover the best solutions to our complex problems. Our business practices impact the environment in several ways. We therefore will seek to conduct our business in a manner that protects and sustains the environment.

We look forward to exploring ways that we can work with Aveda to advance toward our common goals. We want a partnership with someone who shares our same goals and values.

Our institute will be committed to the conservation, sustainable use and enhancement of the local, and global environment for the present and for the future. We will meet our commitment through leadership by example in education, environmentally responsible practices and through equitable and participatory partnerships. The Institute is committed to environmental responsibility in the areas of the natural environment; development, design and management of the built environment, and resource conservation.

Education must strive to honor systems which encourage a public vision of inclusive human societies dedicated to enhancing the social, intellectual and spiritual growth of all people.

It should encourage the celebration, unity and diversity of life, and recognize the need to maintain a balance between the human uses of natural wealth and the regenerative limits of the earth's ecosystem for the benefit of present and future generations.

Cosmetology educational institutions have a pivotal role in the promotion of environmentally sustainable management, i.e. management which is appropriate to the cultural and historical context of the society where

it takes place, and where economic and social objectives are achieved within the limits of ecological systems.

The commitment to environmental sustainability is an ethical commitment. Education for sustainability therefore requires academic staff to consider promoting it where appropriate in their teaching.

Sustainability should be practiced by every member of academic and general staff in each of the areas for which they have responsibility.

The development and operation of the Institute must allow for a clean, safe and healthy environment for members of the Institute and community. This will be achieved through the avoidance, remediation or mitigation of any adverse effects of the Institute's activities upon the natural and built environment and the local community.

The Institute will enhance amenity and aesthetic values at the Institute. This will include efforts to:

- Ensure that buildings are designed to incorporate and enhance the use of open and green space;
- Encourage the use of environmentally responsible transportation and provide facilities for that use; (light rail)

The Institute will minimize waste and other pollution discharges from Institute facilities. This will include efforts to:

- Establish environmentally responsible and appropriate purchasing practice;
- Promote the efficient use of Institute classrooms, clinic floor, equipment, resources, materials and utilities;
- Undertake a comprehensive waste management program to reduce the quantities of waste being generated and, where possible, reuse or recycle wastes which are still produced;
- Energy provider will conduct an audit of facility's energy use
- Use equipment with energy saving features
- Use compact fluorescents
- Insulate pipes and water heaters
- Install lighting controls with occupancy sensors
- Ensure all wastes are properly managed and handled, particularly hazardous materials.
- Integrate environmental considerations into our business planning and decision making processes.
- Comply with all applicable legal and regulatory requirements and, to the extent we determine it appropriate, adopt more stringent standards for the protection of our employees, students, and the community which we live in.
- Provide regular communications to, and training for, employees and students to heighten awareness of, and pride in, environmental issues.

In closing, without the active involvement at the corporate level it would be difficult to implement sustainable business practices. As, Horst Rechelbacher stated, "We are committed to working for these ends by expressing our values and serving as agents of change in our workplaces, with our families and friends, and in our communities. We believe that the microscopic actions of single individuals have the power to change the course of human civilization. We aim to help steer society in a more sustainable direction for our benefit and the benefit of generations to come".

We are excited for you to begin a partnership with a corporate culture that has the same values, beliefs, and philosophies as we do. We look forward to developing an Aveda Institute and bringing our values and beliefs to help our environment.

## Student Services

### Career Placement

The Aveda Institute maintains close lines of communication with many of the 7,000 Aveda Salons, Spas, and Aveda Experience Centers worldwide. Although we do not guarantee job placement, we have been successful in assisting Future Professionals in finding employment through career fairs, employer presentations, and self-promotion techniques.

### Academic and Individual Advising

The Aveda Institute Provo provides academic advising to all Future Professionals. We will help you with tutoring should you experience challenges in meeting the minimum performance

standards and course requirements as set by the Institute and the state board.

If you experience personal challenges, the Aveda Institute encourages Future Professionals to contact Administrative Services for a list of local crisis hotlines, which provide personal counseling referrals to a network of professionals.

### Future Professional Activities

While at the Institute, you will be exposed to a variety of event opportunities including monthly workshops, Master Series guest speakers, community events, hair and makeup shows, career fairs, salon and spa visits, industry competitions, photo

shoots and more. All event opportunities are posted on the communication board.

### Leadership Team

Future Professionals will have the opportunity to audition for leadership teams involving academics, wellness, artistry, men's cutting, community, the environment, and salon & spa life.

### Alumni

The Aveda Institute Alumni allows graduates to keep in touch with classmates, take advantage of product discounts, receive advanced training and career placement assistance.

## Sources of Financial Assistance/Payment Options

### Financing

All Future Professionals are eligible for financing up to 100% of their tuition (for those who qualify) through:

### Private Scholarships

A number of organizations and corporations offer scholarships. Check with your employer or parents' employers for available scholarship programs.

### Sallie Mae Financial

Students may be eligible for financing up to 100% of their tuition (for those who qualify).

### In-House Financing

Monthly payment plans are available.

### Mountain America Credit Union

Mountain America Credit Union Students may be eligible for financing up to 100% of tuition for those who qualify. Student loans department 800-748-4302 or at [www.macu.com](http://www.macu.com)

### Tuition Waiver for Multiple Programs

Aveda Institute Provo offers a \$500 waiver on tuition for FPs that enroll in a second program. To be eligible, FPs must enroll into the second program no more than six months from the first completion date.

### Financial Aid

Financial aid is available to those who qualify through the Free Application for Federal Student Aid "FAFSA" online at [www.fafsa.edu.gov](http://www.fafsa.edu.gov)

## Graduation and Licensing Requirements

### Graduation Requirements

In order to graduate from the program/course of instruction, the student must:

- a meet the minimum course requirements;
- b complete 2,000 hours for Cosmetology, 600 hours for Esthiology, 1,200 hours for Master's Esthetics Program;
- c complete tuition and fee obligations;
- d meet satisfactory progress requirements;
- e meet service quota requirements;
- f complete four extracurricular activities including career fairs, student shows, student recognitions and other activities (one must be a community service project); and g) meet attendance requirements.

### Exit Interviews

Future Professionals will meet with administrative services prior to graduation to review requirements for completion including academics, attendance, financials and

graduation requirements for completion of the program. If a contract extension is necessary, the administrative services coordinator will review the plan of action with the FP.

During an exit interview, FPs will review with student services the following requirements:

- a complete financial aid file (see Financial Aid Team Leader) including:
  - full payment of all tuition and fees
  - a final tuition statement
- b complete course requirements
- c complete academic file

### Licensing Requirements

To receive a license in this state, a cosmetology or esthiology future professional is required to:

- a complete the credits in the course of instruction.

- b meet the service quota minimums.
- c successfully complete the skill certification examination.
- d successfully complete the written and practical theory and state law examination conducted by the state board.

### Make up/Additional Hours

If a future professional does not graduate with the time frame as stated in their contract or needs additional training hours to meet other state requirements, additional training will be provided at the rate of \$10 per hour.

### Make up Work

Future professionals requiring to make up projects, quotas or tests must do so before the end of their phase. Failure to comply will result in receiving a "0" for that assignment.

Students not accepted to the school are entitled to a refund of all moneys paid. Students who cancel this contract by notifying the school within three (3) days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid. Students who withdraw after (3) three days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the table below. The refund is based on all scheduled days of attendance until the last day of attendance.



### Refund Table

FPs are entitled to a refund upon withdrawal or termination based on the table below.

Within .01% to 4.9% of program . . .	20%
<i>student receives 80% and subject to a cancellation charge</i>	
Within 5% to 9.9% of program . . . . .	30%
<i>student receives 70% and subject to a cancellation charge</i>	
Within 10% to 14.9% of program . . . .	40%
<i>student receives 60% and subject to a cancellation charge</i>	
Within 15% to 24.9% of program . . . .	45%
<i>student receives 55% and subject to a cancellation charge</i>	
Within 25% to 49.9% of program . . . .	70%
<i>student receives 30% and subject to a cancellation charge</i>	
After 50% of program . . . . .	No Refund
<i>if paid in full, cancellation charge is not applicable</i>	

- 1 The student may cancel this contract at any time prior to midnight of the third business day after signing this contract but before commencement of class and receive a full refund of any monies paid except kit expenses.
- 2 All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - i The date on which the school receives notice of the student's intention to discontinue the training program; or
  - ii The date on which the student violates published school policy, which provides for termination.
  - iii Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
- 3 The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation, in this case refer to the refund table.
- 4 The policy for granting credit for previous training shall not impact the refund policy.

### School Closure

The original school shall notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting students from the original school.

### Postponement of starting date

Whether at the request of the school or the FP, postponing your start date requires a written agreement signed by the future professional and the school. The agreement must set forth; (a) whether the postponement is for the convenience of the school or future professional, and; (b) a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the FP fails to attend by the new start date set forth in the agreement, the FP will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### Re-Admission

Future Professionals who withdraw or are terminated from their program may reapply for enrollment 30 days after withdrawal or termination. FPs will meet before the board to be considered for reinstatement and will be notified within 48 hours if reinstatement has been granted. Re-registration fees do apply.

### Withdrawals

Any FP who withdrawals from the program or fails to complete his/her training will have a notice placed on his/her file as to progress at the point of withdrawal. Failure to attend the program for 30 consecutive days without notice is considered automatic withdrawal. An FP making satisfactory progress at the point of withdrawal may apply for re-entry and will be considered to be making satisfactory progress at the point of re-entry. An FP failing to meet minimum satisfactory progress at the point of withdrawal will be placed on probation for one phase when accepted for re-entry.

## Satisfactory Academic Policy (SAP)

Satisfactory progress in academics and attendance is a requirement for all future professionals (FPs) enrolled at Aveda Institute Tucson. NOTE: FPs receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. SAP evaluations will be conducted two times throughout the program, once before the mid-point of each program and once before completion of the program

### Overview

Educators will review progress of the FPs periodically throughout the program. FPs must achieve at least 80% in academics and 88% attendance each phase to be in good standing and to earn credit for completion of each phase. FPs that are below passing standards will be evaluated for competency and placed on probation. Course incompletes, repetitions and non-credit remedial courses have no affect upon the school's satisfactory progress standards.

### Academic Progress

FPs must achieve at least 80% in academics in each phase in order to be considered making satisfactory progress. The following factors will be measured to determine academic progress:

- Theory work (tests, homeplay, projects, workbooks)
- Practical work (service quotas, clinic practical, classroom practical)
- Phase final written and practical exams
- Participation

### Academic Grade Scale

97-100 %	A
90-96 %	B
81-89 %	C
80 %	D
≤ 79 %	Fail

### Attendance Grade Scale

96-100 %	A
91-95 %	B
89-90 %	C
88 %	D
≤ 87 %	Fail

### Attendance Progress

FPs must achieve at least 88% in attendance each phase in order to be considered making satisfactory progress and to complete with program within the maximum time frame. FPs that fall below 88% may need to extend his/her contract and pay \$10 per hour for every hour needed to achieve 88% without extending beyond the maximum time frame for enrollment. Maximum time frame of enrollment is 150%.

### Withdrawals

Any FP who withdrawals from the program or fails to complete his/her training will have a notice placed on his/her file as to progress at the point of withdrawal. Failure to attend the program for 30 consecutive days without notice is considered automatic withdrawal. An FP making satisfactory progress at the point of withdrawal may apply for re-entry and will be considered to be making satisfactory progress at the point of re-entry. An FP failing to meet minimum satisfactory progress at the point of withdrawal will be placed on probation for one phase when accepted for re-entry.

### Determination of Progress

Satisfactory academic progress evaluations (also referred to as report cards) will be conducted twice throughout the program, once before the mid-point of each program and once before completion of the program. Educators will also review progress of the FP's periodically throughout the program.

Satisfactory: FPs with a minimum of 80% in academics and 88% in attendance.

FPs meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. FPs are allowed to fail two phases within a program. Upon a third failed phase, the FP will be subject to suspension or termination from the program.

### Leave of Absence

FPs returning from a leave of absence or other official interruption of the program must return to the Institute in the same satisfactory progress status he/she had prior to departure.

### Probation

FPs failing to meet minimum progress requirements will be placed on probation for one phase with the opportunity to meet the requirements for the next evaluation period. Theoretical and practical grades will be used for evaluation of the FP's academic progress. During probation, FPs are considered to be making satisfactory progress and financial aid fund will be disbursed to eligible FPs.

At the end of the probation period, the FP's progress will be re-evaluated. If the FP is meeting minimum requirements in both academics and attendance, he/she will be determined to be making satisfactory progress and will no longer be on probation. If the FP fails to meet minimum requirements, he/she will be terminated from Title IV programs and may be terminated from the Institute. No more than three (3) probationary periods will be allowed during the program.



## Appeal Process

FPs who are terminated after failing to achieve minimum satisfactory requirements may appeal this determination. The FP must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for re-evaluation of the progress. The Director of Education must receive this appeal within five (5) days of the determination. A hearing will be scheduled within five (5) days to conclude if an appeal will be granted. Should a student fail to appeal this decision, the termination will stand.

FPs who are terminated will have the option to re-apply into the program thirty (30) days from termination. FPs will be given a hearing date to meet with the board to be considered for re-enrollment. The board has 48 hours to determine if the FP will be allowed to re-enroll into the program. Title IV FPs will be able to re-instate funding once satisfactory progress is established.

## Exam Eligibility

Future professionals will be tested each week of the phase as well as at the end of the phase to prove competency in theoretical and practical knowledge. Tests may be written or practical. FPs who are unexpectedly absent for a test will be permitted to take the test as scheduled by the phase educator only if proper documentation has been provided regarding the reason for the absence for the following reasons:

- There has been a death in the immediate family
- A Doctor's note is provided stating the FP was incapable of attending class due to illness. Doctor's notes are valid for medical physicians, dental physicians, chiropractors, naturopathic physicians, acupuncturists and other certified alternative practitioners.

FPs with a planned future absence will be able to schedule for the exam prior to the planned absence. This policy also applies to projects.

## Access to Records

FPs and parents of FPs under the age of 18, and FPs age 18 and older and in regular attendance at the Institute have the right to review the FP's educational, financial and attendance records to ensure they are accurate, factual and do not violate the FP's privacy or other rights. FPs and/or parents of FP's under 18 must schedule an appointment with administration to review records.

## Information Release Policy

The Institute requires written authorization from a future professional or graduate in order to release academic, attendance, enrollment, financial and/or any other information to a third party or agency seeking information about the FP.

## Incomplete Work

Incomplete projects, tests, and practical work are recorded as a "0" and averaged into the final grade of each phase. Future Professionals must achieve an average score of 80% in academic attendance to pass a phase or to be considered in compliance with the Satisfactory Progress Policy.

## Future Professional Kits

Professional kits are prepared for each FP enrolled at the Aveda Institute. Future Professionals need to inventory and label their kit. If there are any challenges, the FP needs to contact the Retail Advisor to resolve the challenge. If anything needs to be repaired at the time the future professional receives the kit, items will be sent to the proper vendor for repair by the student.

Each Future Professional is responsible to have their complete kit available and all of its contents maintained during school hours. If any kit items are missing or damaged, the FP will be required to replace the original items within 24 hours. The FP kit is to be used on guests and is not intended for personal use.

The student may be required to purchase additional equipment at their own expense.

## Extracurricular Activities

Future Professionals must participate in 4 events or extracurricular activities to meet graduation requirements. Hours of instruction and type may be modified by the Institute to accommodate special events or training such as career fairs, hair and make up shows, school assemblies, guest speakers and community events. FPs will be notified in advance of any changes to the schedule. All events are posted on the communication board.

## Failed Phases/Unsatisfactory Progress

Future professionals must meet minimum requirements to pass a phase (80% in academics and 88% in attendance) as well as pass each phase final examination. If an FP fails a phase, he/she may need to retake the phase and pay additional money for completion of that phase. FPs that fail more than two phases will be subject to termination. FPs must pass the final phase to complete completion requirements.

**The Aveda Institute is not responsible for missing or stolen items.**

To help you achieve excellence in our programs, we have established these guidelines to ensure fairness, understanding and positive work habits among our future professionals.

## Standards

Future Professionals are students in training to become future employees, managers or entrepreneurs in the industry and therefore are held to a high professional standard to prepare for a career. FPs are expected to maintain a professional appearance at all times.

- To maintain a productive learning environment for all FPs, anyone who is disruptive in the classroom or on the clinic floor may be dismissed for the day and no hours will be earned for the time missed.
- Food, candy and gum are not allowed on the clinic floor at all times. FPs may be given permission to have small snacks during theory only (as permitted by the instructor). Beverages in enclosed containers are allowed in the classrooms and on the clinic floor.
- The Institute is a smoke-free facility. Smoking is not permitted in or around the building. FPs that do smoke during breaks may not be in Aveda uniform.
- Personal phone calls are not accepted at any time in order to not disrupt the educational process. FPs will be notified of any emergency calls.
- Cell phones are not permitted in the Institute at all times, except in designatæd areas. All cell phone usage must be conducted in the breakroom or outside the building.

## Student Services

All services or work done by FPs must be assigned by, performed under the supervision of, and evaluated by an instructor within the educational team of the Institute. FPs who refuse an assigned service or are not properly prepared to perform the service will be dismissed for the remainder of the day.

## Substance Policy

To benefit from the training at The Institute, FPs must be mentally alert and have a sober state of mind. We strongly support the Drug-Free Communities Support Program which does not condone the use of controlled substances and intoxicants. FPs using controlled substances or intoxicants or determined to be under the influence of illegal substances will be terminated.

FPs that are suspected of being under the influence of substance and therefore are not able to perform all capacities of training will be dismissed for the day with no hours earned for the time missed.

## Assigned Areas

To ensure that each FP receives consistent and comprehensive instruction in the classroom and clinic floor, FPs must remain in assigned areas or receive instructor permission to be in unassigned areas.

## Dress code

Future Professionals are required to be in proper dress code at all times. Failure to meet these standards may results in being sent home, loss of participation points or suspension. Dress code is as follows:

- All black clothing including pants, shirts, skirts and dresses.
- Shoes and accessories may be in color.

- Black stockings must be worn with skirts and dresses. Skirts and dresses must be no shorter than two inches above knee-height. Black leggings or tight pants must be accompanied by long shorts, longs skirts or dresses.
- Shoes must be closed-toe and closed-heel and worn with socks or stockings.
- Aveda aroma only-no synthetics allowed at all times.
- Cell phones are not permitted in the classroom or on the clinic floor and must be used in designated areas only.
- Non-reusable containers for beverages (i.e. coffee, tea, water) are not permitted.

## Kits

FP kits are to be used for educational purposes only. For FPs to be able to perform professional services, FP kits are to be complete at all times. Any missing or damaged items must be replaced by the FP within 24 hours. Aveda Institute is not responsible for lost or stolen items.

## Personal Property

FPs are responsible for their own personal property and are required to provide locks for their lockers/stations/cabbies and to secure their property in these locked areas. Aveda Institute is not responsible for lost or stolen items.

Future Professionals must provide a lock for lockers. The Institute is not responsible for lost or stolen items. FPs should take home belongings at the end of each day or lock them in the provided locker.

## Ethics

Stealing, cheating, defacing or damaging property will result in termination and require monetary restitution.

## Student I.D

Future Professionals will be issued an ID during the first phase and must be worn at all times. If an ID is lost or stolen a new ID may be purchased from administrative services.

## Environmental Commitment

FPs are responsible for recycling properly while at the Institute. FPs are also required to use reusable containers for water and hot beverages such as coffee and tea. (Paper cups and plastic water bottles are not permitted).



To help prepare you for the workplace, Aveda Institute operates much like a professional salon and spa environment. Late arrivals, absences and other interruptions in your training have a significant affect on your achievement—just as they would if you were an employee in a salon, day spa or other professional environment. By law, we must keep track of your training hours for licensure or certification.

## Point System

Future Professionals earn a grade in academics and attendance based on a weekly point system. FPs are monitored each phase on the following:

- Written and practical exams
- Projects
- Participation and professionalism
- Clinic Floor performance
- Homeplay
- Attendance

FPs must meet minimum 80% academics and 88% attendance in order to pass a phase. If a student fails the phase in academics, he/she may need to repeat the phase and pay additional fees for completion of the phase. The program team lead will determine whether or not the FP will need to retake the phase. This will be determined based on competency. If the FP fails due to low attendance but is allowed to move on to the next phase, the FP may need to extend his/her contract to get the FP to the 88% standard, and pay additional fees of \$10 per hour.

## Attendance Policy

The minimum attendance requirement to meet satisfactory standards for each phase is 88%. This percentage is based on the amount of days attendance divided into the total amount possible in a phase. A FP's attendance grade will be posted each week so that FPs can track attendance hours, time missed and satisfactory progress for each week of the phase. The FP's attendance will be evaluated mid-phase by the educator to determine satisfactory progress.

- **Attendance Hours** - A day is defined as 9 am to 7 pm Monday–Saturday. This requires a FP to attend 9.25 hours in a day, FPs may not attend class beyond 9:30 Monday–Saturday
- **Tardy Policy** - FPs must be signed in by 9:30 am Monday – Saturday. The time-clock is used to determine official time. A FP is allowed 3 tardies per phase. Once the FP has exceeded 3 tardies he/she is subject to community service or suspension. Excessive tardies could result in termination from the program.
- **Friday/Saturday Policy** - FPs are allowed to miss 4 Fridays or Saturdays (depending on program schedule) during the program (40 hours total). For every hour exceeded beyond the 40 allowed hours, a fee-based penalty will apply, as defined in the enrollment agreement.
- **Early Release** - FPs leaving early need to obtain an “Early Release Form” and have approval from the phase educator and guest services (if on the clinic floor) prior to release. Participation points will be taken for early release.
- **Expected Absence** - FPs planning a future absence should complete an “Expected Absence” form and have the phase educator verify and approve the absence so that planned exams, assignments or class material can be scheduled prior to the absence. Partial participation points will be honored for Expected Absences within minimum 24 hours prior notice.
- **Unexpected Absence** - FPs that miss class due to illness or emergency should contact the school attendance line at 303-567-7500 before 9 am weekly and 8 am on Saturday so that proper scheduling can be done for the clinic floor. Participation points will not be earned for unexpected absences.
- **Time Keeping Guidelines** - Attendance is recorded based on the time-clock. FPs must sign in at the beginning of each day according to the time posted at the sign-in sheets. FPs must also sign in/out for all breaks and then sign out at the end of each day. FPs are responsible for accurately signing in and out. Failure to sign in and out accurately or falsifying documents will result in termination.

## Below Attendance Standards Policy

- FPs who fail to meet the passing requirement in attendance may need to extend his/her contract, and pay \$10 per hour.

## Failed Phase/Repeat Phase Policy

If a FP fails the phase in academics, he/she may need to repeat the phase and pay additional fees for completion of the phase. This will be based on competency, final written and practical exam scores, and quota sheets.

## Complaint Procedure

- 1 Future professional (student) should first discuss the challenge with their phase educator.
- 2 If the FP does not feel the phase educator resolved the challenge the next step is to schedule a meeting with the department team lead.
- 3 If the FP does not feel the team lead resolved the challenge the next step is to write a formal internal complaint to the director of education:
  - a. A complaint form can be received from the administrative services lead.
  - b. Form must be completed by the FP and then placed in the director's box for review.
- 4 The director will then review and respond to the complaint by scheduling a meeting within 30 days of receiving the complaint form.
- 5 The challenge/complaint will go the challenge/complaint review board:
  - a. Board consists of the following members:
    - i. Institute Executive Director
    - ii. Education Director
    - iii. Educator
    - iv. Future Professional (student)
  - b. If the challenge is not satisfied by the FP, the FP may file a complaint with the following:
    - a. Utah Division of Occupational and Professional Licensing, 160 E. 300 S. 1st Floor, Salt Lake City, UT. 84111 www.dopl.utah.gov
    - b. NACCAS at 4401 Ford Ave, Suite 1300, Alexandria, VA 22302

## Minor Standard Suspension

FPs who are suspended for minor violations have up to 30 days to provide the review board documentation that the stipulations have been met. Once the review board has agreed that the FP is prepared to comply with the professional standards of the school, the FP may return to school; however, a record of suspension will be recorded in the FP's permanent file. While a FP is suspended, no days may be earned and the contract graduation date is extended by the number of school days missed. If a FP on suspension fails to respond within 30 days, the FP is automatically terminated. During suspension, the FP is not allowed on the premises unless an appointment with administration has been first approved.

## Minor Standard Violations Policy

Minor violations include assigned area violations, property misuses, guest services violations, unprofessional behavior, and any disruptive or unsafe behavior determined by an instructor or team member as interruptive or preventing the regular operation of the school or preventing the education of another FP. Anytime during the FP's program the violation of a minor standard may result in community service, suspension or termination from the program.

## Major Standard Violation

Major standards 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 anytime during a FP's program, the violation of a major standard will result in termination.

## Termination Policy

For any major or minor violation The Insitute can terminate the future professional from the program.

## Safety

All future professionals are encouraged to take an active role in maintaining a safe environment. To avoid accidents and injuries, FPs are required to take preventative measures by:

- using equipment properly;
- following manufacturer's directions when using chemicals and products;
- immediately wiping spills found on the floor;
- assisting elderly and disabled guests;
- keeping all aisles and areas around work stations free from personal items and debris; and
- immediately reporting building and equipment safety hazards to Administration personnel.

## Safety Reports

For all minor or serious accidents, Security personnel must be called to the scene to gather the following information and submit a written report to the school's administration:

- name, address, phone number of the injured person;
- name of future professional(s) and educator working on the guest (if applicable);
- date and time of accident;
- description of how the accident happened; and
- name, address, phone number of other witnesses to the accident

## Medical Emergencies and Accidents

It is the goal of the Aveda Institute to provide and maintain a safe and nonviolent academic and working environment. In an effort to consistently reach this goal, we have established the following procedures in the event that a future professional witnesses or becomes involved in an occurrence.

## Emergency (medical)

Notify your Team Lead immediately, in case of a medical emergency such as:

- serious fall
- apparent heart attack
- unconsciousness
- chemical product; (spills in the eye or swallowing)
- violent acts, assault, or rape

The staff must provide the following information:

- nature of medical problem
- address of the building
- location of the person in the building
- notify the Administrative personnel of the location and nature of the accident
- stay with the injured person
- have someone meet the Emergency personnel
- keep the area clear of bystanders

When calling 911, emergency personnel will automatically be dispatched. If the injured person wishes to be taken to a specific emergency room, a staff member must tell the emergency personnel when they arrive. Future professionals must assist in documenting the incident and forwarding the paperwork to the administrative offices.

## Non-Emergency (medical)

All accidents must be reported to the Director. The Team Lead or personnel will attend to the injured guest or future professional and determine if professional medical attention is required. If there is any doubt, we recommend the injured person see a doctor.

## Bomb Threat

In case of a bomb threat at the Aveda Institute:

- immediately contact the Police or Administrative personnel;
- evacuate the building when directed by the Police or Administrative personnel; and
- remember in all situations to remain calm.

## Fire Drills

From time to time, fire drills will be conducted to prepare for an emergency. Everyone must follow normal procedures in evacuating the building. Only Security personnel will give clearance to re-enter the building upon completion.

## Fire

The Aveda Institute has an alarm monitored system that is directed to the Fire Department. Whenever a fire is detected, a continuous siren will sound.

In all cases when the fire alarm sounds, future professionals and staff must:

- instruct all guests to evacuate the building;
- assist the guests who need help evacuating;
- request assistance for disabled guests to evacuate down the stairs;
- evacuate the building immediately;
- re-enter the building only when the Fire Department or Security has given clearance.

## Escape Route

Floor plans are posted throughout the Institute. Each plan will show a direct escape route. Please familiarize yourself with the escape routes in designated future professional areas.

## Severe Weather Warnings

Based on weather-service information the building management will make a decision on when to evacuate team members, future professionals, and guests.

## Building Security

The Aveda Institute provides building security for FPs who may need assistance in case of an emergency. Please contact your educator for information on how to contact security.

## Campus Security Policy

By October 1 of each year, every enrolled fp will receive a current campus security information form explaining the updated campus security policies, rules and regulations.

## Drug Free School and Work Place Policy

This institution embraces the spirit of the public law that requires schools to provide a drug-free campus and work place. The school will abide by the law as outlined in the accompanying policy. As part of our institutional philosophy, we are dedicated to the advancement and well being of the population we serve. As such, all Future Professionals and team members are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

Recent federal anti-drug laws could affect a number of areas in the lives of our future professionals and team members. Future professionals could lose eligibility for financial aid, or be denied other federal benefits such as Social Security, retirement, welfare, health, disability, and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict resident members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony conviction in a drug-related crime may prevent a person from entering certain careers.

Drugs and alcohol can be highly addictive to the body and can cause harmful effects to virtually every aspect of a person's life: i.e., relationships, family, job, school, physical and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious or experience sexual indifference, loss of physical coordination and appetite, coma, convulsions or even death. Persons who use drugs and alcohol face not only health risks, but also their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover or feeling "burnt out"; being preoccupied with plans of the next drink or "high" or slowed reflexes that can be especially dangerous while driving. Alcohol-related driving deaths are the top killer of 15 to 24 years olds.



There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- abrupt changes in mood or attitude;
- continuing slump at work or school;
- continuing resistance to discipline at home or school;
- cannot get along with friends or family;
- unusual temper flare-ups;
- increased borrowing of money;
- heightened secrecy; and
- a complete new set of friends.

The school maintains drug and alcohol education information and a list of counseling and support services, which can be obtained from the Student Services Coordinator.

We have also designated a contact person (Institute Director) who is available to listen to Future Professionals regarding drug and alcohol concerns. Issues discussed with the contact person will be kept confidential.

## Substance Policy

To benefit from the training at The Institute, FPs must be mentally alert and have a sober state of mind. We strongly support the Drug-Free Communities Support Program which does not condone the use of controlled substances and intoxicants. FPs using controlled substances or intoxicants or determined to be under the influence of illegal substances will be terminated.

FPs that are suspected of being under the influence of substance and therefore are not able to perform all capacities of training will be dismissed for the day with no hours earned for the time missed.

## FERPA

### Family Education Rights and Privacy Act (FERPA)

Future professionals currently in attendance at The Aveda Institute and parents of Future Professionals under the age of 18 currently in attendance have a right to:

- inspect and review the future professional's education records to ensure they are not inaccurate, misleading or otherwise in violation of the FP's privacy or other rights;
- request the amendment of the FP's education records;
- consent to the disclosure of personally identifiable information contained in the FP's education records, except for the information the regulations in this act authorize disclosure without consent, including disclosure to the school's accrediting agency;
- file a complaint with the Department of Education under section 99.64 concerning alleged failure by the school to comply with the requirements of the FERPA; and
- obtain a copy of the policy.

The Institute may require a written release, signed and dated by the future professional before releasing any information from the FP's academic or financial file.

FPs must allow reasonable time to assemble records. (No more than 45 days)

**AVEDA EDUCATION  
PASSPORT**

**Name :** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Class Start Date:** \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_

**...leadership and responsibility...**

Record your academics and attendance for each phase.:

**Phase 1** \_\_\_\_\_

**Phase 2** \_\_\_\_\_

**Phase 3** \_\_\_\_\_

**Phase 4** \_\_\_\_\_

**Phase 5** \_\_\_\_\_

**Phase 6** \_\_\_\_\_

**Phase 7** \_\_\_\_\_

List any leadership groups you participated in:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**...care for the world we live in...**

Building your clientel is part of your continued success. Events and networking create opportunity to build your clientel and live the Aveda mission. List all events from hair and makup shows to community events you've participated in:

**Community Events** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Hair & Makeup Shows** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Industry Events** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Your passport is  
your guide through  
your education to  
complete requirements  
for graduation and to gain the full  
Aveda Experience.*

**...in which we give back to society.**

Celebrate the difference you make and the change you wish to see in the world:

**Community Service** \_\_\_\_\_

**Community Service** \_\_\_\_\_

**Community Service** \_\_\_\_\_

**Community Service** \_\_\_\_\_

**Community Service** \_\_\_\_\_

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**Community Service** \_\_\_\_\_

**Community Service** \_\_\_\_\_

**Community Service** \_\_\_\_\_

**...we strive to set an example...**

Complete 10 wellness activities receive 50 extra credit points:

**Wellness Practice** \_\_\_\_\_

**Wellness Practice** \_\_\_\_\_

**Wellness Practice** \_\_\_\_\_

**Wellness Practice** \_\_\_\_\_

**Wellness Practice** \_\_\_\_\_

**Wellness Practice** \_\_\_\_\_

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**Wellness Practice** \_\_\_\_\_

**Wellness Practice** \_\_\_\_\_

**Wellness Practice** \_\_\_\_\_

**Wellness Practice** \_\_\_\_\_

...not just in the world of beauty...

Showcase your virtual resume and portfolio.  
Check & date the completed projects:

Charity Hair & Makeup Show

---

Earth Month "H&M" Show

---

Photo Shoot

---

Photo Shoot

---

Photo Shoot

---

Portfolio Project

---

Salon/Spa Project

---

## FOUNDATION EDUCATION *COSMETOLOGY*

*"Greatness is a Journey not a Destination"*

- Connect Aveda
  - Mission
  - Rituals
  - Service
  - Connect
  - Hair Care
  - Styling
  - Skin Care/Aroma/Body
  - Make Up
- Aromaology 1
- Aromaology 2
- 4 Mat
- 7 Habit of Highly Effective People
- Elemental Nature
- Full Spectrum Deep

Phase : \_\_\_\_\_  
Community Service: \_\_\_\_\_

## FOUNDATION EDUCATION *SPA*

*"Greatness is a Journey not a Destination"*

- Connect Aveda
  - Mission
  - Rituals
  - Service
  - Connect
  - Hair Care
  - Styling
  - Skin Care/Aroma/Body
  - Make Up
- Aromaology 1
- Aromaology 2
- 4 Mat
- 7 Habits of Highly Effective People
- Elemental Nature
- Enbrightenment
- Outer Peace
- Tourmaline Botanical Skin Resurfacing
- Green Science
- Perfecting Plant Peel
- Caribbean Therapy
- Chakra

Phase : \_\_\_\_\_  
Community Service: \_\_\_\_\_

Phase : \_\_\_\_\_

Community Service: \_\_\_\_\_

Phase : \_\_\_\_\_

Community Service: \_\_\_\_\_

Phase : \_\_\_\_\_

Community Service: \_\_\_\_\_





# Inspire GREATNESS



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