



**AVEDA  
FREDRIC'S INSTITUTE**

(Indianapolis Location)

DEVELOPING FUTURE LEADERS IN THE WORLD OF BEAUTY AND WELLNESS™

## Course Catalog



# AVEDA FREDRIC'S INSTITUTE

Aveda Fredric's Institute  
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Aveda Fredric's Institute is licensed by the Indiana Professional Licensing Agency  
402 West Washington Street  
Room W072 Indianapolis, IN 46202  
ph: 317.234.3031  
License number SC41800019

Aveda Fredric's Institute maintains accreditation by the:  
National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin Street Alexandria, VA 22314  
ph. 703.600.7600  
[www.naccas.org](http://www.naccas.org)  
Accreditation Number: 024081-00

Accreditation Status: Aveda Fredric's Institute™ approved by NACCAS, April 2009

Aveda Fredric's Institute is owned and operated by Essential Educational Concepts, LLC.



# AVEDA FREDRIC'S INSTITUTE

fashion | passion | beauty | style | art | expression | wellness | fun

## Develop your Natural Talent

If you are looking for an opportunity to express your creativity and establish a solid professional career, look no further. Come to Aveda Fredric's Institute and let yourself grow.

## Aveda Fredric's Institute Developing future leaders in the world of beauty and wellness.™

NOTICE: The Manicuring program is being postponed until further notice.

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*All courses are taught in English.*

*Aveda Fredric's Institute does not offer courses in Electrology or Barbers.*

## The Institute Mission

The Aveda Fredric's Institute provides a unique post-secondary education learning environment encouraging creativity, teamwork and discipline in preparing students for employment and careers in the pursuit of Cosmetology Arts and Sciences. Inspiring students to exceed expectations and continue their quest for lifelong learning through education, respect and integrity, developing future leaders in the world of beauty and wellness.™

Date of Publication: January 11, 2022



## Areas of Study & Career Opportunities

Your training will encompass three types of learning: 1) Theoretical knowledge, the foundation of your education, 2) Practical experience, the application of your knowledge, 3) Professional business-building skills, vital for your success. Each phase of your education will emphasize a different combination of learning approaches.

### **Cosmetology**

Explore the latest styles and techniques in haircutting, hair coloring, restructuring, styling, skin care, nail care and makeup techniques.

#### **Career Opportunities:**

Hair stylist  
Hair coloring specialist  
Makeup artist  
Manicurist  
Sales representative

### **Manicuring**

Learn the structure of hands, arms and nails and gain knowledge of nail cosmetics in both manicuring and pedicuring.

#### **Career Opportunities:**

Manicurist

### **Esthetics**

Learn specialized techniques to purify, balance and renew the skin using both ancient techniques and state of the art methods and makeup techniques.

#### **Career Opportunities:**

Esthetician  
Makeup artist  
Hair Removal  
Sales representative

### **Instructor Training**

Learn the essentials to obtain an Instructor's license in the State of Indiana with knowledge in lesson planning and teaching methods.

#### **Career Opportunities:**

Cosmetology Educator  
Esthetics Educator  
Manicuring Educator  
Freelance Educator  
Manufacturer Educator  
Distributor Educator

Your training will encompass three types of learning:

1. Theoretical knowledge, the foundation of your education.
2. Practical experience, the application of your knowledge.
3. Professional business, building skills, vital for your success. Each phase of your education will emphasize a different combination of learning approaches

All career opportunities listed are entry level.



# Cosmetology

## **DAYTIME SCHEDULE; Full-Time Schedule | 52 weeks | 1500 Hours**

30 hours of scheduled instruction per week

**Week 1:** Tuesday | Wednesday | Thursday | Friday: 9:00 am – 5:30 pm  
(Orientation Day will be on or before first day of class)

**Weeks 2-12:** Monday | Tuesday | Wednesday | Thursday: 9:00am – 5:30pm

### **Weeks 13-52:**

3-Day Schedule: Monday | Wednesday | Friday: 9:00 am – 8:00 pm; or

4-Day Schedule: Monday | Tuesday | Wednesday | Thursday: 9:00 am – 5:30 pm; or

5-Day Schedule: Monday | Tuesday | Wednesday | Thursday | Friday - 1:15 pm - 8:00 pm

## **EVENING SCHEDULE; Full-Time Schedule | 62 weeks | 1500 Hours**

25 hours of scheduled instruction per week

5-Evening Schedule: Monday | Tuesday | Wednesday | Thursday | Friday - 5:00 pm - 10:00 pm  
(Orientation Day will be on or before first day of class)

Express your creativity and talent in hair, skin, nail care and makeup application. Our cosmetology course incorporates 1,500 hours of theoretical and hands-on learning to provide understanding of beauty and wellness. Upon completion, you will be eligible to take the State of Indiana licensing exam.

### **Culture/Enlighten/Elevate**

Learn the fundamentals of cutting, styling, and chemical restructuring of hair; skin; nail care; makeup; and the related sciences. Lectures, demonstrations, and hands-on workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You will be introduced to retailing, client servicing and personal development skills. This unit also covers State safety, health, and sanitation requirements.

### **Emerge/Express**

Unlock your creativity as you explore the trends and techniques in haircutting, styling, coloring, permanent waving and chemical restructuring. Assigned clinic time allows you to become increasingly confident in your professional abilities. You will learn employment and career skills such as interviewing and resume writing.

### **Engage/Empower**

Get ready to launch your career with training in client service, time management, self-promotion, goal setting, merchandising and entrepreneurship. Fine tune speed, accuracy, concentration, and technical skills. You will demonstrate competency in all tasks required for the skill certification examination, and the theoretical knowledge necessary to pass the written examination required by the Aveda Fredric's Institute and the State of Indiana for licensure.

### **Instructional Methods**

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Pivot Point Learn Aveda Platform, Textbook: Pivot Point Cosmetology Fundamentals Study Guide. iPad supplied in the student kit.

### **Grading Procedures**

Your progress at Aveda Fredric's Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

<b>Grading Scale</b>		
90-100	=	A – Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing



## Cosmetology

### 1500 hour Cosmetology Program Subject Totals

<b>Subject:</b>	<b>THEORY HOURS</b>	<b>PRACTICAL HOURS</b>	<b>TOTAL HOURS</b>
Orientation	8	0	8
Anatomy & Physiology	12.25	0	12.25
Chemistry	13	0	13
Electricity	5	0	5
Facials & Makeup	30	45	75
Hair Trichology	14.5	0	14.5
Hair Coloring	75.5	150	225.5
Hairstyling	77.25	210	287.25
Perms/Chemicals	70.75	250	320.75
Sanitation (includes practical training on cleaning techniques, salon laundry service, and disinfecting salon stations and common areas)	41.5	0	41.5
Laws & Rules	11	0	11
Shampooing	11	30	41
Scalp Treatments	10	10	20
Manicuring	23.5	25	48.5
Pedicuring	13.25	15	28.25
Haircutting	100.75	175	275.75
Salesmanship	11.5	5	16.5
Management	21	0	21
Skin	15.5	0	15.5
Hair Removal	9.75	10	19.75
<b>Total</b>	<b>575</b>	<b>925</b>	<b>1500</b>

- Satisfactory Academic Progress is based on the actual hours of completion at 450, 900 and 1200.
- Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 90% Attendance above stated evaluation to maintain Satisfactory Academic Progress.



## Curriculum Overview | Cosmetology

Aveda Fredric's Institute education is comprehensive and thorough. Throughout the Cosmetology program, you will cover the following topics in varying levels of depth and detail, giving you a foundation for your professional career.

### **Plant Aromatology™**

History of aromatology  
Therapeutic effects  
Custom testing and blending

### **Chemistry**

Scalp and hair analysis  
Bacteriology  
Infection control  
Sanitation/sterilization  
Ingredient analysis  
Anatomy & Physiology Cells, tissue and organs  
Muscular system  
Nervous system  
Circulatory system  
Endocrine system  
Excretory system  
Respiratory system  
Digestive system Nutrition

### **Shampooing/Conditioning**

Product analysis  
Procedures/techniques  
Draping for wet and dry chemical services  
Selecting correct shampoo/conditioner

### **Hair Cutting**

Implements and techniques  
Sectioning  
Scissors  
Clippers  
Razors  
Client consultation

### **Clinic Care**

Cleaning Techniques  
Salon Laundry Service  
Disinfecting salon stations and common areas

### **Hair Styling**

Thermal styling  
Conventional thermal (marcel) irons  
Electric thermal irons  
Blow-dry styling & finishing  
Wet styling  
Fingerwaving  
Pin curl techniques  
Roller curls  
Comb out techniques  
Artistry in hair styling and hairdressing

### **Permanent Restructuring**

History of permanent waving  
Chemistry of solutions  
Pre-perm analysis  
Rod selection  
Perming techniques  
Custom perm design and wrapping

### **Chemical Hair**

#### **Relaxing/Restructuring**

Product analysis  
Client hair analysis  
Application techniques  
Equipment, implements and materials

### **Hair Coloring**

Color theory  
Classifications of hair color  
Product analysis  
Corrective coloring  
Trend techniques  
One dimensional  
Multidimensional Foils  
Bleach/tone

### **Skin Care**

Histology Disorders  
Facials  
Cleansing  
Moisturizing  
Massage - facial, scalp, shoulder, neck for relaxation

### **Makeup**

Color theory  
Contoured and natural makeup application  
Subtle and dramatic application

### **Nail Care**

Manicures/pedicures  
Nail design  
Massage techniques for hands, arms and feet

### **State Rules and Regulations**

Indiana laws and rules  
Safety and sanitation requirements

### **Personal/Career Development**

Time management  
Goal setting  
Team building  
Communication  
Leadership  
Cover letter/resume writing  
Interview techniques  
Job requirements  
Employee benefits and wages  
Retail strategies  
Connect Aveda  
Merchandising  
Salon entrepreneurship  
Marketing



# Esthetics

**DAYTIME | Full-Time Schedule | 25 weeks | 700 Hours**

30 hours of scheduled instruction per week

**Week 1 - Culture Week:** Tuesday | Wednesday | Thursday | Friday: 9:00 am – 5:30 pm  
(Orientation will be on or before Day 1)

**Week 2-25:**

4-Day Schedule: Monday | Tuesday | Wednesday | Thursday: 9:00 am – 5:30 pm

Prepare for a future in skin care with Aveda Fredric's Institute. Our Esthetics curriculum provides 700 hours of skin care, body care and makeup training with an emphasis on using pure flower and plant essences in treatments. Upon completion, you will be eligible to take the Indiana State Board licensing exam.

### **Culture/Enlighten**

Learn the fundamentals of dermanalysis, facial manipulations and equipment and plant aromaology as you study the related sciences of anatomy/histology, and Indiana safety, health and sanitation requirements. Combining theoretical knowledge and hands-on experience, this unit places you on your way to a career in skin care.

### **Emerge/Express**

Apply your knowledge through clinic experiences while you increase your understanding in the classroom. In this unit you will develop skills necessary to meet the Aveda Fredric's Institute's skin care, body care and makeup service standards and Indiana safety, health and sanitation requirements.

### **Empower**

Fine-tune your accuracy, concentration, speed and technical skills. Demonstrate competency required for the skill certification examination, and theoretical knowledge necessary to pass the written examination required by Aveda Fredric's Institute and the State of Indiana for licensure

### **Instructional Methods**

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Pivot Point Learn Aveda Platform, Textbook: Pivot Point Esthetics Fundamentals Study Guide, iPad supplied in the student kit.

### **Grading Procedures**

Your progress at the Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

<b>Grading Scale</b>		
90-100	=	A - Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing





## Esthetics

### 700 hour Esthetics Program Subject Totals

<b>Subject</b>	<b>THEORY HOURS</b>	<b>PRACTICAL HOURS</b>	<b>TOTAL HOURS</b>
Orientation	8	0	8
Chemistry of Skin	15.25	25	40.25
Physiology Dermatology	30	30	60
Bacteriology (includes practical training on cleaning techniques, salon laundry service, and disinfecting salon stations and common areas)	15	20	35
Machines	20.25	30	50.25
Skin Facials	68.75	120	188.75
Make-up	28.25	40	68.25
Hair Removal	15	55	70
Safety	5	15	20
Professional Development	20.75	0	20.75
Management/Salesmanship	25	20	45
Intro to Advanced Spa Safety	20	15	35
Statues	10	0	10
Intro to Skincare	18.75	30	48.75
<b>Total</b>	<b>300</b>	<b>400</b>	<b>700</b>

- Satisfactory Academic Progress is based on the actual hours of completion at 350.
- Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 90% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.



## Curriculum Overview | Esthetics

Aveda Fredric's Institute education is comprehensive and thorough. Throughout the Esthetics program, you will cover the following topics in varying levels of depth and detail, providing you with a foundation for your professional career.

### **Anatomy & Physiology**

- Full body anatomy
- Cells, tissue and organs
- Muscular system
- Nervous system
- Circulatory system
- Endocrine system
- Excretory system
- Respiratory system
- Digestive system
- Lymphatic system

### **Chemistry**

- Bacteriology
- Safety and sanitation procedures
- Ingredient analysis
- Skin disorders AIDS and hepatitis
- Nutrition

### **Skincare**

- Histology
- Facials
- Product analysis
- Balancing imperfections
- Electricity and currents

### **Makeup**

- Color theory
- Contoured and classic makeup applications
- Dramatic and subtle look
- Bridal and makeup for aging skin
- Lash application

### **Plant Aromalogy™**

- History of plant aromalogy
- Psychology of aroma
- Therapeutic effect
- Custom testing and blending
- Methods of application

### **Facial Massage**

- Relaxation massage
- Detoxification massage for lymphatic drainage
- Basic touch
- Facial massage
- Pressure point massage

### **Clinic Practice**

- Clinic set-up
- Sanitation
- Cleaning Techniques
- Salon Laundry Service
- Disinfecting salon stations and common areas
- Time management
- Daily goals

### **Treatments**

- Aveda product systems
- Facial treatments
- Brow and lash tinting
- Face/Body hair removal
- Methods of hair removal
- Microdermabrasion theory
- Hand and arm hot stone massage
- Body treatments with massage

### **Personal/Career Development**

- Time management
- Goal setting
- Team building
- Communication
- Leadership
- Cover letter/resume writing
- Interview techniques
- Job requirements
- Employee benefits and wages
- Retail strategies
- Connect Aveda
- Salon entrepreneurship
- Merchandising
- Marketing



# Manicuring\* \*Federal Student Aid is not available for the Manicuring Program.

**Full-Time Schedule | 13 weeks | 450 Hours**

37 hours of scheduled instructions per week

*(Orientation will be on or before the first day of class).*

*Dates and times to be announced.*

## **Culture/Enlighten**

Learn the fundamentals of manicuring, pedicuring, use of equipment, and related sciences of anatomy and histology along with the study of nail diseases and disorders. Emphasis is placed on the practice of safety and sanitation requirements of the Indiana State Board of Cosmetology. In these phases, you begin to apply your acquired knowledge to practical situations in the clinic.

## **Emerge/Express**

Now that you know how to do it, take this opportunity to sharpen your skills. You will learn management skills, retailing skills, customer care and service skills.

## **Engage/Empower**

Learn the final strategies necessary for career placement and interviewing. Fine-tune your speed, accuracy, concentration, and technical skills. You will demonstrate competency in tasks required for the skill certification examination and theoretical knowledge you need to pass the written examination required by the Aveda Fredric's Institute and the State of Indiana for licensure.

## **Instructional Methods**

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

## **Grading Procedures**

Your progress at the Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, projects, and a final practical and written examination.

<b>Grading Scale</b>		
90-100	=	A – Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing



## 450 Hour Manicuring Program Subject Totals

Subject	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
Orientation	8	0	8
Sanitation (includes practical training on cleaning techniques, salon laundry service, and disinfecting salon stations and common areas)	40	0	40
Anatomy & Disorders	25	0	25
Statutes	11	0	11
Nail Techniques	44	160	204
Manicuring	24.75	50	74.75
Pedicuring	13.5	25	38.5
Chemistry	10	0	10
Salesmanship	8.75	10	18.75
Electric Drill/File	10	10	20
<b>Total</b>	<b>195</b>	<b>255</b>	<b>450</b>

- Satisfactory Academic Progress is based on the actual hours of completion at 450.
- Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 90% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress

## Curriculum Overview | Manicuring

Aveda Fredric's Institute education is comprehensive and thorough. Throughout the program, you will learn the following topics in varying levels of depth and detail, providing you a foundation for your professional career.

### **Anatomy & Physiology**

Cells, tissues, and organs  
Muscular system  
Nervous system  
Circulatory system

### **Chemistry**

Bacteriology  
Safety and sanitation  
Ingredient analysis  
Nail disease and disorder  
AIDS and hepatitis

### **Sculptured Nails**

Tips  
Full sculpture  
Silk wraps  
Nail art  
Gel nails

### **Spa Services**

Natural nail manicures  
Natural nail pedicures  
Customized manicures and pedicures  
Hand and arm massage  
Foot and leg massage

### **Clinic Practice**

Clinic set-up  
Sanitation  
Cleaning Techniques  
Salon Laundry Service  
Disinfecting Salon Stations and Common Areas  
Time management  
Daily goals

### **Treatments**

Aveda product systems  
Hand and arm hot stone massage  
Foot and leg hot stone massage

### **Personal/Career Development**

Time management  
Goal setting  
Team building  
Communication  
Leadership  
Cover letter/resume writing Interview techniques  
Job requirements  
Employee benefits and wages Retail strategies  
Connect Aveda  
Salon entrepreneurship Merchandising  
Marketing



# Instructor Training

**Full-Time Schedule | 25 weeks | 1000 Hours**

(Orientation will be on or before the first day of class.)

## **SCHEDULE**

A 40-hour weekly schedule is assigned between the hours of 9:00 AM and 8:00 PM, Monday through Friday. Students shall confirm their individual schedules with the Director.

## **Curriculum Overview**

Aveda Fredric's Institute Instructor Training course provides knowledge that the State of Indiana requires for Instructors. As a licensed Cosmetologist, Esthetician or Manicurist that has worked in the salon industry for a minimum of 6 months, you can begin to develop a career as an Instructor. Upon completion, you will be eligible to take the State of Indiana licensing exam.

Learn the fundamentals of instruction methods to develop both theoretical and clinical classroom environments. The curriculum includes course outline and development, Indiana Laws & Rules, lesson planning, teaching techniques and aids, administration, record keeping, administering, and grading both theoretical and practical examinations and technical skills assist teaching in both the classroom and clinic service areas under the supervision of a licensed instructor. Upon completion, you will be eligible to take the State of Indiana licensing exam.

## 1000 Hour Instructor Training Program Subject Totals

<b>Subject</b>	<b>THEORY HOURS</b>	<b>PRACTICAL HOURS</b>	<b>TOTAL HOURS</b>
Orientation & Review Curriculum	50	100	150
Intro to Teaching	60	0	60
Course Outline & Development	160	170	330
School Administration Records/Laws	30	20	50
Teaching/Assisting	0	410	410
<b>Total</b>	<b>300</b>	<b>700</b>	<b>1000</b>

- Satisfactory Academic Progress is based on the actual hours of completion at 500.
- Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 90% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.

## **Instructional Methods**

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

## **Grading Procedures**

Your progress at the Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

Grading Scale	=	
90-100	=	A - Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing



## Aveda Fredric's Institute

Developing future leaders in the world of beauty and wellness™

### **Aveda Experience Centers**

A retail center for Aveda hair, skin, flower, and plant Pure-Fume™ opportunity to practice your guest service and retailing skills.

### **Guest Experience Areas**

A diverse array of guests come to the Aveda Fredric's Institute for beauty and wellness services. As a student, you will have the opportunity to perform a spectrum of hair, skin, makeup, nail, and body services in a virtual salon setting, under the supervision of licensed Instructors.

### **Student Classrooms**

Classrooms have been designed to provide the proper environment for different types of learning and activities. Four interactive classrooms are designated for hands-on instruction, demonstration, and theory.

The student salon features advanced technology and learning aids including a 72 station Cosmetology hands-on clinic, 1 hair removal room, 4 manicure and 4 pedicure hands-on stations, stress relieving area, 4 makeup stations, 9 facial beds, and rejuvenating shampoo room.

### **Resource Library and Administrative Offices**

A resource library provides books on styling, motivation, health and wellness for your reference. Aveda Fredric's Institute Team members are also available to respond to your questions and concerns.



## Admissions

### **Are you ready to begin?**

If you are excited about the prospect of training at the Aveda Fredric's Institute, here is how you apply.

### **To be considered for admission each applicant is required to complete the following:**

1. Admissions application.
2. A tour with an Admissions Representative followed by a career planning session to determine admission eligibility.
3. Provide valid proof of high school education. This includes a copy of high school diploma, high school transcript with a graduation date, or a GED with a completion date.
4. Provide a copy of valid driver's license, valid passport or valid identification card.

NOTE: Students offered admission to the Instructor Training program or the Manicuring program are not required to submit a registration fee.

\*If a student, or in the case of a student under legal age, his/her parent or guardian, cancels his/her enrollment agreement and requests his/her money back in writing, within three business days of signing the enrollment contract, then he/she shall be entitled to a refund of all monies paid .

\*If a student cancels his/her contract after three business days of signing the enrollment contract but prior to starting classes; then he/she shall be entitled to a refund of all monies paid.

### **Home-Schooled**

Though Home-Schooled students are not considered to have a high school diploma or equivalent, they are eligible for admission into the Aveda Fredric's Institute. Home-School students must provide a copy of their complete high school transcript. Home-School transcripts must include the following information:

1. Name, Address, and Phone Number of Home-School.
2. Student's personal information (name, address, date of birth, social security number).
3. Itemization of courses and final grades achieved for each grade level accomplished.
4. Date of Graduation.
5. Name and signature of the Home-School Administrator.

Home-School transcripts must be notarized by a Notary Public and sent to the Institute's Admissions Office in an envelope sealed and sent by the Home-School Administrator. Every Indiana home-schooled student must submit written verification from the appropriate school district that student has been excused from compulsory attendance for home education. If the high school information cannot be verified, the student will be required to take and pass a high school equivalency test prior to enrollment.

### **Transfer Students**

Applicants for transfer into Aveda Fredric's Institute are considered on an individual basis. Aveda Fredric's Institute may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. Transfer of earned hours, grades, practicals may be applied based on State requirements and at the discretion of Aveda Fredric's Institute.

**The Aveda Fredric's Institute, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, national origin, ethnic origin, age, veteran status, gender identity, or sexual orientation.**

The Aveda Fredric's Institute does not recruit students who are currently attending or admitted to another school offering a similar program of study.

### **Ability to Benefit**

Aveda Fredric's Institute does not accept Ability to Benefit Students(ATB).

### **Felony Conviction**

Aveda Fredric's Institute does not accept students who have record of a felony conviction.



### **Vaccination Policy**

The Institute requires no information regarding vaccinations from potential students to attend school.

### **Re-Entry Policy**

If a student withdraws in good standing, he or she may return under the same status and without loss of credit, grades or hours. A student may or may not be readmitted at the Institute's discretion if a student's performance was unsatisfactory when he or she withdrew or terminates from school. However, if a student was terminated from his/her program due to failing the Institute's Satisfactory Academic Progress Policy in his/her prior enrollment, the student is not eligible for re-enrollment.

Payment for any prior balance due to the Aveda Fredric's Institute from a previous enrollment must be pre-arranged prior to reentry.

**To schedule an informational interview, call the Admissions Team at 877.AVEDA.ED or 317-578-5500 option 2**

## **MANICURING PROGRAM ADMISSION PROCESS**

In addition to the admissions requirements set forth above, Manicuring program applicants must satisfy the following conditions:

1. Graduated from the Aveda Fredric's Institute Esthetics program.
2. Must be in good financial standing with original/previous program

## **INSTRUCTOR TRAINING PROGRAM ADMISSION PROCESS**

In addition to the admissions requirements set forth above, Instructor Training program applicants must satisfy the following conditions:

1. Must currently hold a Cosmetology license or Esthetician license and have worked in the salon industry for a minimum of six (6) months.

## **SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY**

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

If you would like to request academic adjustment or auxiliary aids, please contact the Institute's Section 504 Compliance Coordinator, Mrs. Julie Ferguson. You may contact Mrs. Ferguson at 2208 East 116<sup>th</sup> Street, Carmel, Indiana 46032, phone 317-578-5500 ext. 5518, email [jferguson@avedafi.edu](mailto:jferguson@avedafi.edu). You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Institute's resources as a whole.

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

1) Notify Mrs. Ferguson, the Institute's Section 504 Compliance Coordinator of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute would accept a verbal request. You may contact Mrs. Ferguson at 2208 East 116<sup>th</sup> Street, Carmel, Indiana 46032, phone 317-578-5500 ext. 5518, email [jferguson@avedafi.edu](mailto:jferguson@avedafi.edu).

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





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

4) If you would like to request reconsideration of the decision regarding your request, please contact the Senior Director of Institutes within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the Senior Director of Institutes by email at [sgreider@nurturaveda.com](mailto:sgreider@nurturaveda.com), or by mail to Mrs. Sara Greider, Senior Director of Institutes, 6281 Tri-Ridge Blvd., Suite 140, Loveland, Ohio 45140. You may contact the Senior Director of Institutes by phone at 513-340-2421.

### **Notice of Arbitration Agreement & Class Action Waiver**

As a condition for enrollment in the Aveda Fredric's Institute ("AFI"), students enter into an agreement which provides that all disputes between a student and AFI will be resolved by binding arbitration.

Students thus give up their right to go to court to assert or defend their rights under their enrollment agreement (except for matters that may be taken to small claims court).

- A student's rights will be determined by a neutral arbitrator and not a judge or jury.
- Students are entitled to a fair hearing, but the arbitration procedures are simpler and more limited than rules applicable in court.
- Arbitrator decisions are as enforceable as any court order and are subject to very limited review by a court.

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Notwithstanding the student's agreement to resolve any disputes with AFI by binding arbitration:

- AFI does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- AFI does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement with AFI tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration with AFI will be conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules.



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You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The enrollment agreement that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: <https://apps.adr.org/webfile>
- Email box: [casefiling@adr.org](mailto:casefiling@adr.org)
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879.

For more information about the AFI's arbitration process please contact:

Sara Greider  
6281 Tri-Ridge Blvd Suite140  
Loveland, OH 45140  
Phone: 513-340-2421  
Email: [sgreider@nurturaveda.com](mailto:sgreider@nurturaveda.com)



## Schedule and Tuition

**Holidays** | Aveda Fredric's Institute recognizes the following days as observed holidays:

New Year's Day	Independence Day
Martin Luther King, Jr. Birthday	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Eve & Christmas Day
Juneteenth Day	

Days off due to observed holidays and closing(s) are recorded as such and extend the enrollment contract.

### **COSMETOLOGY AND ESTHETICS CLASS START DATES\***

*Orientation for all new classes will take place prior to the start date or on the start date.*

Cosmetology and Esthetics scheduled class start dates are shown below.

<b>COSMETOLOGY (Daytime Schedule)</b>		<b>ESTHETICS</b>	
January 18, 2022	July 12, 2022	January 18, 2022	July 12, 2022
February 15, 2022	August 9, 2022	February 15, 2022	August 9, 2022
March 15, 2022	September 13, 2022	March 15, 2022	September 13, 2022
April 12, 2022	October 11, 2022	April 12, 2022	October 11, 2022
May 10, 2022	November 8, 2022	May 10, 2022	November 8, 2022
June 7, 2022	December 6, 2022	June 7, 2022	December 6, 2022

### **COSMETOLOGY (Evening Schedule)**

March 14, 2022  
July 11, 2022  
November 7, 2022

### **MANICURING AND INSTRUCTOR TRAINING PROGRAMS START DATES\*\***

Orientation for all new classes will take place prior to the start date or on the start date.

Students enrolling in these programs will either start on the 4<sup>th</sup> day of the month or the 16<sup>th</sup> day of the month, whichever date falls first after being admitted into the program. Dates upon request.

### **COSMETOLOGY - 1500 HOURS (Day & Evening schedules)**

#### INVESTMENT:

Tuition	\$20,150.00
Student Kit/Books	\$ 2,996.00**
Registration Fee	\$ 100.00
<b>TOTAL</b>	<b>\$23,246.00</b>

### **ESTHETICS - 700 HOURS**

#### INVESTMENT:

Tuition	\$11,900.00
Student Kit/Books	\$ 2,214.90**
Registration Fee	\$ 100.00
<b>TOTAL</b>	<b>\$14,214.90</b>



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## MANICURING - 450 HOURS

### INVESTMENT:

Tuition	\$ No Additional Charge
Student Kit/Books	\$ 513.60**
Registration Fee	<u>\$ No Additional Charge</u>
TOTAL	\$ 513.60

The Manicuring Program is offered at no additional charge, with exception of student kit, only to graduates in good standing from the Aveda Fredric's Institute Esthetics Program.

## INSTRUCTOR TRAINING PROGRAM - 1000 HOURS

### INVESTMENT:

Tuition	\$ No Additional Charge
Student Kit/Books	\$ No Additional Charge
Registration Fee	<u>\$ No Additional Charge</u>
TOTAL	\$ No Additional Charge

The Institute selects a very limited number of individuals to participate in its Instructor Training Program. The Instructor

Training course applies to individuals who currently hold a Cosmetology license or Esthetician license and have worked in the salon industry for a minimum of six (6) months.

\*\*The Program Tools, Equipment, & Supplies Fee includes all professional tools, products/supplies, textbooks and uniforms required for participation in the programs. Fee includes applicable Indiana sales taxes.

**COST OF ATTENDANCE:** Cost of Attendance is exclusive of Tuition and Fees and is based on the national cost of living averages from 2020/21.

**PAYMENT METHODS:** Cash, Check, Credit Card or Sallie Mae Smart Option Loan. VA\* and Federal Aid are available for those who qualify. Cash payments are due before start date or if enrolled after the 6-week deadline the tuition is due ten days from the date of the signed contract or before the 1st day of class whichever is earlier unless there is an acceptable funding plan.

*Observed holidays, school closings, and inclement weather are recorded as such and extend the enrollment contract.*

*\*Prices, course dates and schedules are subject to change without notice.*

## Financial Aid

At the Aveda Fredric's Institute, we believe every student should be able to obtain an education, regardless of financial status. To make this possible, we aid students in resourcing financial assistance to those who qualify.

### Federal Student Aid

Aveda Fredric's Institute is eligible to participate in Title IV Federal Student Aid Program, administered by the US Department of Education, for those who qualify. All prospective students are given the opportunity to meet with the Financial Aid Director at Aveda Fredric's Institute.

Those who qualify may be awarded a Pell Grant, Direct Subsidized and/or Unsubsidized Stafford loans, and/or Direct Parent Plus loan. Additional information can be found at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov), and [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov)



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Federal Student Aid is not available for the Manicuring Program.

## **Veterans Administration**

For those who qualify, please contact the Veterans Administration. VA tuition does not include cost of electronic devices and excludes iPad payment. Please visit [www.gibill.va.gov](http://www.gibill.va.gov) for more information.

Aveda Fredric's Institute will not impose any penalty, including the assessment of late fees, the denial access to classes, libraries and other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

## **Sallie Mae Financial**

Sallie Mae provides education financing for career training. It may provide an ideal education funding solution to qualified student borrowers who still need funds after maximizing grants, scholarships and federal loans. Please visit [www.SallieMae.com/SmartOption](http://www.SallieMae.com/SmartOption) for more information.

## **Financial Aid Office Hours**

Monday –Friday, 9:00 am - 5:00 pm

## Career Placement & Student Services

### **Career Placement Services**

The Aveda Fredric's Institute is primarily an institution of learning and does not guarantee job placement. We do offer personalized assistance for students and graduates that need additional help with placement or transferring a license out of state. Classes are offered to assist the student as they enter the professional salon spa industry. Instruction in resume and cover letter creation, interviewing skills and salon spa career expectations are given to each class. Positions available in the industry are posted on a career board as well as Aveda Fredric's Institutes website.

### **Housing**

The Aveda Fredric's Institute can assist students in finding roommates and suitable housing, though the Institute does not own or operate housing facilities.

### **Placement**

With a network of many salons, spas, health clubs and medical clinics nationwide, the Aveda Fredric's Institute can help you begin your professional career. We will help you gain the knowledge you need with professional development education and self-promotional instruction.

### **Student Opportunities**

While at the Aveda Fredric's Institute, students may be presented opportunities to participate in a variety of educational and creative events/activities such as editorial photo shoots, motion picture hair and makeup work and fashion shows.

### **Academic and Individual Advising**

The Aveda Fredric's Institute provides academic advising to all students. We will help you with tutoring should you experience challenges in meeting the minimum performances standards and course requirements as set by the Institute and the State of Indiana.

If you experience personal challenges, the Aveda Fredric's Institute encourages students to contact First Call for Help, a local crisis hotline staffed by consultants who provide personal advising referrals to a network of professionals by dialing 211 or 317-926-4357.

### **Alumni**

Aveda Fredric's Institute Alumni can visit the Students and Alumni section of our website, <https://avedafi.edu/Indianapolis>, to receive information about advanced training, career opportunities and to view professional development tools.



## Academic Information

**Access to Cumulative Records:** Students, and parents or guardians of dependent minors who are in regular attendance at the Aveda Fredric's Institute, have the right to inspect and review the student's educational, financial and attendance records to ensure they are accurate, factual and do not violate the student's privacy and other rights. Students shall have the right to review his/her education records within 21 days of the day the Institute receives the requests for access. Students and/or parents or guardians of dependent minors should schedule an appointment with the administrative team to review the student's records onsite. No original records may be removed from school premises. Copies are made upon request. Records are remained onsite for 5 years.

**Student Information Release Policy:** The Aveda Fredric's Institute requires written authorization from a student, the parent or guardian of a dependent minor, or a 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. NACCAS reserves the right to inspect student records for any accreditation purposes. The Institute requires written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by the law. Aveda Fredric's Institute does not publish directory information or release such information to unauthorized parties.

**Family Education Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

For additional information or technical assistance, you may contact the following address: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920.

A complete copy of the policy is available upon request from the Admissions office and on the website under the consumer and disclosure policy.



## Graduation & Licensing Requirements

### **Graduation Requirements for Cosmetology/Esthetics/Manicuring**

To receive a diploma for the course of instruction, the Student must:

- a) successfully complete the hours required for the course curriculum;
- b) complete all written and practical tests with a minimum of 80% GPA and 90% attendance;
- c) complete the payment of all tuition and other fees and charges. This requirement will be considered as satisfied if the student has an accepted financial payment plan in place at the time of graduation;
- d) meet satisfactory academic progress requirements;
- e) successfully complete the Aveda Fredric's Institute skill certification examination, and state licensing exam; and
- f) meet practical service quota requirements to complete Indiana State Board Progress Book.

### **Graduation Requirements for Instructor Training**

To receive a diploma for the course of instruction, the Student must:

- a) successfully complete the hours required for the course curriculum;
- b) complete all written and practical tests with a minimum of 80% GPA and 90% attendance;
- c) complete the payment of all tuition and other fees and charges. This requirement will be considered as satisfied if the student has an accepted financial payment plan in place at the time of graduation;
- d) meet satisfactory academic progress requirements;
- e) successfully complete the Aveda Fredric's Institute skill certification examination, and state licensing exam; and

### **Makeup Work**

Students required 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 affecting the cumulative GPA.

### **Licensing Requirements**

To receive a license in the state of Indiana, the student is required to:

1. Complete the required hours in the course of instruction and graduation requirements.
2. Submit the following items to Student Success Office upon completion: Indiana license application and licensing fee.
3. Successfully pass the Indiana written examination at the designated test center (testing fee required).
4. Upon course completion, the application for licensure and passing test scores will be submitted to the Indiana Professional Licensing Agency. (License fee \$40)
5. Upon approval, the Indiana Professional Licensing Agency will issue license for print from their website, [www.in.gov/pla/](http://www.in.gov/pla/)

**NOTE: The State of Indiana no longer issues work permits prior to licensing, effective July 1, 2013.**

### **Transcripts**

Requests for transcripts are protected by federal law and can only be released with the written request of the student. You may request a transcript by submitting a written letter of request. The cost of a transcript is \$10.00. Written requests may take 5-10 business days to process after the request is received. Please remit cash, check, or money order made payable to the Aveda Fredric's Institute.



## Satisfactory Academic Progress Policy

### **AVEDA FREDRIC'S INSTITUTE SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress 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. This Policy is provided to applicants prior to enrollment and is consistently applied to all students enrolled at the Institute. NOTE: Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This Policy is intended to comply with all applicable rules and regulations applicable to students eligible to receive Title IV federal student financial aid. In the event that any provision of this Policy conflicts with any rules or regulations in effect with respect to Title IV federal student financial aid, the rules and regulations of Title IV shall apply.

#### **A. EVALUATION PERIODS**

SAP evaluation periods are based on actual contracted hours and weeks completed at the institution. Students are evaluated for Satisfactory Academic Progress as follows:

- a) Cosmetology Program (1500 Clock Hours) (DayTime Schedule)

*This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.*

1 <sup>st</sup> Evaluation Period Ends:	450 Clock Hours and 15.5 Weeks
2 <sup>nd</sup> Evaluation Period Ends:	900 Clock Hours and 31 Weeks
3 <sup>rd</sup> Evaluation Period Ends	1200 Clock Hours and 41.5 Weeks

- b) Cosmetology Program (1500 Clock Hours) (Evening Schedule)

*This program uses an academic year of 900 clock hours to be completed in 37 academic weeks.*

1 <sup>st</sup> Evaluation Period Ends:	450 Clock Hours and 18.5 Weeks
2 <sup>nd</sup> Evaluation Period Ends:	900 Clock Hours and 37 Weeks
3 <sup>rd</sup> Evaluation Period Ends	1200 Clock Hours and 49.5 Weeks

- c) Esthetics Program (700 Clock Hours)

*This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.*

1 <sup>st</sup> Evaluation Period Ends:	350 Clock Hours and 12.5 Weeks
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- d) Manicuring (450 Clock Hours)

*This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.*

1 <sup>st</sup> Evaluation Period Ends:	225 Clock Hours and 6.5 Weeks
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- e) Instructor Training (1000 Clock Hours)

*This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.*

1 <sup>st</sup> Evaluation Period Ends:	450 Clock Hours and 11.25 Weeks
2 <sup>nd</sup> Evaluation Period Ends:	900 Clock Hours and 22.5 weeks

\*Transfer Students - Midpoint of the contracted hours and weeks or the established evaluation periods and weeks, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint in the course.

#### **B. ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 90% 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





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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 90% 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.

## C. MAXIMUM TIME FRAME

**Full-Time:** MAXIMUM TIME: The maximum time a student has to complete each program at satisfactory academic progress is 111.1% of the program length (90% attendance average).

The regular and maximum time for completion of each program are set forth below.

PROGRAM	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Daytime Schedule) (Full time, 30 hrs/wk, 52 weeks) – 1500 Hours	58	1666
Cosmetology (Evening Schedule) (Full-Time, 25 hrs/wk, 62 weeks - 1500 hours	69	1666
Esthetics (Full time, 30 hrs/wk, 25 weeks) – 700 Hours	28	777
Manicuring (Full time, 37 hrs/wk, 13 weeks) – 450 Hours	15	499
Instructor Training (Full time, 40 hrs/wk, 25 weeks) – 1000 Hours	28	1111

Attendance: In order to be considered making satisfactory progress, all students must be in compliance with the Institute's attendance policy.

A leave of absence extends the student's contract period and maximum time frame by the same number of days of the leave of absence. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 90% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe shall be terminated from the program.

## D. ACADEMIC PROGRESS EVALUATIONS

Theory, practical and clinical work are used to determine academic progress. Your academic progress at the Institute will be evaluated on the basis of written tests, clinical practical experiences, and final exams. Students must maintain a minimum cumulative grade point average of 80% in academic and practical/clinical work in order to be considered making satisfactory progress. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading Scale	=	
90-100	=	A - Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing

## E. 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. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. All periods of the student's enrollment are counted when assessing progress, even periods in which the student did not receive Title IV funds.

## F. WARNING

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



## **G. PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making 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 the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.

Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of 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 required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **H. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

## **I. 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 days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **J. APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student in writing delivered in person at the Institute or by email within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **K. NOTIFICATION AND RECORDS**

Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in the Course Catalog.

## **L. NON-CREDIT, REMEDIAL COURSES, COURSE INCOMPLETES, REPETITIONS**

Non-credit, remedial courses, incompletes and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **M. TRANSFER HOURS**

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

## **N. VA STUDENTS**

Students receiving Veteran Assistance will be evaluated on a non-cumulative basis every 30 days. For students who do not meet the Satisfactory Academic Progress Standards outlined above, they would follow the same course of action as described above (Warning, Appeal, Probation, etc.). After three consecutive unsatisfactory academic progress evaluations, a student will be dismissed from the program.



## Standards & Policies

To help you achieve excellence in Cosmetology, Esthetics, Manicuring and Instructor Training programs, we have established these guidelines to ensure fairness, understanding and positive work habits among our students.

### **Standards**

Because every student is a future employee, manager, or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

1. Maintaining a professional appearance is vital to success. Please see Student Professional Standards of Excellence and Student Professional Attire & Image Sections.
2. 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 in the student salon (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
  - b) Food, candy, and gum are allowed in the comfort area only. Beverages can be consumed in the comfort area and classroom areas only.
  - c) Because the Aveda Fredric's Institute is a smoke-free/ vape-free facility, smoking and vaping is not allowed on school property or surrounding premises. These areas should be kept litter-free.
  - d) So as not to interrupt the educational process, students will be notified of emergency phone calls only.
  - e) Cell phones may be used during breaks in the designated break area, locker area or outside of the building. Cell phones must be silent during classroom/student salon hours.
3. To ensure that each student receives consistent and comprehensive instruction in the classroom and student salon environments, students must remain in assigned areas or receive educator permission to be in unassigned areas.
4. To benefit from the training and technical experience that Aveda Fredric's Institute offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will be terminated.
5. 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 dismissed for the remainder of the day.
6. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.
7. Tips are not expected or accepted. In lieu of tips, guests may donate to our Student Education Fund and ongoing efforts to raise money for grassroots organizations such as Habitat for Humanity, Breast Cancer awareness and Earth Month. Any tips given to student must be given to Guest Care for the education fund.
8. Students are responsible for their own personal property and must store personal property in their lockers. Workstation locker must remain locked when not in use to secure their kit items.
9. 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 three (3) days.
10. Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment will result in termination and require monetary restitution.

### **Students Professional Standards of Excellence**

The Aveda Fredric's Institute's intention is to best prepare students for a successful career in the salon spa industry. Standards that are created by Aveda Fredric's Institute are reflective of the current salon spa environments and expectations. Every student is a future employee, manager, or entrepreneur. Students must learn to demonstrate these standards of professionalism, in preparing for the demands of their future career. Maintaining a professional appearance is vital to success.

- Subject to the following guidelines, Tattoos and/or Brandings may be displayed and be visible. Tattoos or Brandings that are extremist, indecent, sexist, or racist are prohibited. Aveda Fredric's Institute reserves the right to require any student to cover any tattoo or branding at its sole discretion. Refusal to do so will result in dismissal for the day and a loss of hours.



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- Extremist tattoos or brandings are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities; those which advocate racial, gender or ethnic hatred or intolerance, advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, religion or national origin or advocate violence of other unlawful means or depriving individual rights under the U.S. Constitution or Federal and State law.
- Indecent tattoos or brandings are those that are grossly offensive to modesty, decency, or propriety; shock the moral sense because of their vulgar, gross nature, or tendency to insight lustful thought.
- Sexist tattoos or brandings are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of “indecent.”
- Racist tattoos of brandings are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
- Visible piercings are limited to ears and one facial piercing only. The facial piercing is limited to a single stud. Bars, hoops or hanging jewelry, as well as tongue piercings are not permitted and must be removed during school hours and events.

## **Student Professional Attire & Image**

- **Students must reflect a professional and polished look during all school hours and events.**
- **The unified look color is BLACK. All clothing must be clean and wrinkle-free.**
- **Footwear:** All footwear must be professional in appearance and worn at all times in accordance with individual program guidelines.
  - Footwear must have an enclosed toe and an enclosed heel.
  - Footwear must be worn with socks and must cover the entire foot.
  - Footwear and socks can be any color.
  - Pants may be tucked into boots.
  - Footwear considered unacceptable includes, but is not limited to, torn shoes, sandals, open-toe shoes, shoes with a sling back.
- **Pants/Slacks:** Solid black pants, solid black leggings or jeggings may be worn.
  - Apparel considered unacceptable includes, but is not limited to, torn, distressed or embellished pants, blue jeans, black denim, sweatpants/active wear, athletic apparel, yoga pants, capris, shorts pants touching the floor, revealing and unprofessional clothing (as determined by instructors and administrative staff). (During the months of March, April, May and October, for Fundraising Efforts, students may wear blue denim at the Director’s discretion.)
  - Leggings may be permitted if they are solid black in color and fabric, full-length, with no openings, sheer fabric, and worn in conjunction with a top, tunic, sweater or dress that covers the body down to the mid-thigh. Any questions as to whether a student’s appearance complies with the dress code shall be subject to his or her Instructor’s or Director’s sole discretion and interpretation.
  - Pants cannot drag on the floor or be frayed/have holes and be dirty at the hem.
- **Professional Solid Black Shirt/ T-Shirt/Sweater:** The shirt, t-shirt, sweater, must be clean, pressed, neat, not torn, unstained, and unaltered.
  - The solid black shirt, t-shirt, sweater, must have sleeves that cover the entire underarm area.
  - This shirt, t-shirt, sweater, must not be see-through.
  - The shirt, t-shirt, sweater, must cover the student’s entire mid-section when they raise their arms.
  - The shirt, t-shirt, sweater, must appropriately cover any undergarments and cleavage. No Bralettes are permitted.
  - Solid black button down or zip-up sweater or jacket may be worn over the solid black shirt. Please note that the student’s name tag must be visible if they choose to wear a sweater or jacket. The sweater or jacket will be considered unacceptable if it interferes with a service.
  - No Hoodie sweatshirts.
  - Aveda and Aveda Institute shirts may be worn.
- **Skirts/Dresses:** Skirts or dresses may be worn if they are at the knee or longer. Tights, Fashion tights, or Leggings may be won under the skirt or dress. Bare Legs are NOT PERMITTED. **Garments must cover the lower part of the body when bending or kneeling.**
- **Name Tag:** Name Tag must be worn at all times and be visible to guest and Institute team. If Name Tag is lost, damaged, or misplaced, it must be replaced immediately from the Student Success Office.



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- **Accessories:** Students are strongly encouraged to wear accessories that are flattering to their look.
  - Accessories that are acceptable include, but are not limited to, earrings, necklaces, belts, suspenders, neck scarves, and headbands.
  - An accessory considered unacceptable includes, but is not limited to, bangle bracelets (the noise these items make can be very distracting to others), hats, hairnets, caps, bandannas, and scarves.
  - No visible real or faux fur, feathers or animal parts.
- **Products/Hair/Makeup:** Because students receive a discount on the Aveda products, students are strongly encouraged to wear Aveda makeup, aroma and hair care products.
  - Aveda aroma **only** may be worn during scheduled school hours. If a student chooses not to wear Aveda aroma, no other aroma will be permitted.
  - If you choose not to wear Aveda makeup or use Aveda products (other than aroma), you must be able to communicate what Aveda product is comparable to the one being worn. Hair must be styled and makeup (enhancing complexion, eyes and lips) must be worn in an acceptable manner as if employed at a high end salon/spa. Upswept hairstyle such as buns, braids, stylish ponytails, must look professionally styled. If headbands are worn they must be 1" or less in width. Bandanas, hats, hairnets, caps are not permitted.
- **Aprons:** Students must wear a black apron when performing in student salon/student spa. The apron must be clean and neat. It should not be torn, stained or altered. If it does not meet these standards, the student has 24 hours to replace it from Aveda Fredric's Institute at the student's expense.
- Esthetics students- Aveda Institute provided scrubs **MUST** be worn. They must be **CLEAN** and **WRINKLE FREE**.
- No logos, slogans, or statements are permitted on any clothing, with the exception of Aveda or Aveda Institute Company logos.
- Nails must be kept clean and maintained – Chipped nail polish for Cosmetology is not permitted.
- Spa students must have natural unpolished nails during the program- **NO ACRYLICS**.
- Visible piercings are limited to ears and one facial piercing only. The facial piercing is limited to a single stud. Bars, hoops or hanging jewelry, as well as tongue piercings are not permitted and must be removed during school hours and events.
- Students must practice exceptional personal hygiene.
- Students must be well groomed.
- Gum chewing is not allowed. Fresh breath, without the use of gum is necessary while with guest.

Students who are not in black professional attire and/or image according to the standards outlined above, may be dismissed at the Institute's discretion which will result in loss of hours. In lieu of dismissal the student may wear approved clothing provided by the Institute, as a means to correct the violation. If the situation has been corrected, the student may return to school and only lose time for the amount of time clocked out to cure the violation.

## Attendance Policy & Standards

The purpose of this policy is to assert that attendance is crucial for successful completion of the enrolled program and preparation in future career employment. If students encounter situations that mandate missed hours, such as emergencies and illnesses, each field of study has a predetermined amount of allowable time missed that can be used for classroom and/or student salon absence. The allowable time missed has been established as the maximum amount of time that students can be absent and still achieve the quality of skills that will be necessary and course completion as contracted. The Aveda Fredric's Institute does not distinguish between excused or unexcused absences.

### Absence/Late Arrival/Non-Notification

Students must notify Student Success team of absence/late arrival prior to the start of the scheduled day of attendance prior to 9am Monday through Friday and 8am Saturday.

- Notification must be made by leaving a voicemail on the Student Success phone 317-578-5500 x5068 or sending an email to the Student Success email: [afipd@avedafi.edu](mailto:afipd@avedafi.edu).
- If it becomes necessary to contact while en route to school, please obey the laws governing cell phone use.

If a student does not notify Student Success Office by the required time, this will result in a **Non-notification**. Students may have a maximum of 3 non-notifications for the entire program. Beyond 3 Non-notifications will result in a termination with the opportunity for one appeal.



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## **A late arrival may not exceed 3 times during each evaluation period:**

- 450, 900, 1200, and 1500 hours met for Cosmetology
- 350 and 700 hours met for Esthetics
- 225 and 450 hours met for Manicuring
- 500 and 1000 hours met for Instructor Training

For the 4<sup>th</sup> occurrence and each occurrence thereafter of a late arrival in an evaluation period (until the next evaluation period), the student will serve a one-day suspension and the day is recorded as missed hours.

**Late Arrival Time Deadline:** Students may not arrive later than 9:15 am. Students arriving later than the time deadline will not be eligible to receive hours and will be dismissed for the day.

**Early Departure:** If a student leaves during the scheduled school day, the students must complete/submit the Request Off/ Attendance Tracking Form prior to departure. If a student does not return from the scheduled lunch break, the student must call the Student Success hotline or email the Student Success email before the end of the scheduled lunch break. Failure to notify Student Success for either instance will result in a Non-Notification.

For the 4<sup>th</sup> occurrence and each occurrence thereafter of an early departure in an evaluation period (until the next evaluation period), the student will serve a one-day suspension and the day is recorded as missed hours.

**Voluntary Withdrawal due to 14 consecutive day Non-Notifications:** The Institute will consider a student who is absent for 14 consecutive school days without notifying the Institute to have voluntarily withdrawn, unless the Institute, in its sole discretion determines there were extenuating circumstances beyond the student's control.

**Pre-arranged Absence/ Holiday Absence:** Students must request for future expected absence and or holiday absence with Students Services to ensure proper planning for testing/academics/and student salon services two (2) days in advance (subject for approval based on available hours to be absent). All approvals for requested absence are based on total available hours for missed time. Requested absences will not be approved if student falls in suspension/termination status.

## **Time Record Policies**

It is a state requirement that the school provide an accurate system for recording all students' times, services and class hours. Students are ultimately responsible for clocking hours on a daily basis. For on-site instruction, students clock in and out through the use of a bio-metric fingerprint scanning device. The scanning device interfaces and sends the student's attendance directly into their individual profile in the school's student information management records. During distance education, an online, secure cloud-based attendance tracking system is utilized, hours are validated and recorded to the student's records in the student information management system.

Aveda Institute Columbus will honor documented daily time attended. Students must always clock in/out on the time clock, or closed-based time clock system hybrid programs, at the beginning and end of each day, and at the beginning and end of each break.

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

Any student seeking credit for clock hours outside the student's normal schedule **must** obtain prior approval from the Student Success Office. The student is required to complete an Additional Hours Commitment Form and submit it to the Student Success Office. The Additional Hours Commitment Form is available from the Student Success Office. If approved, the student will be allowed to participate in make-up hours outside of the student's normal scheduled hours as set forth therein. As required under the Institute's general attendance policy, the student must clock in and out at the beginning and end of their attendance, as well as for any breaks taken, on the date of their make-up hours. The Additional Hours Commitment Form will include the date of the make-up hours, the student's arrival and departure times, a description of the educational tasks completed by the student, the student's name, signature and date, and the instructor's name, signature and date. This documentation is necessary to demonstrate that students are making up hours with supervised instruction for the time accrued outside the student's scheduled hours.



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

## Leave of Absence Policy

- A. This Policy applies for all student requests for a leave of absence from the Aveda Fredric's Institute (the "Institute").
- B. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.
- C. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the Institute to perform a refund calculation. An LOA may be granted for medical, personal and/or financial reasons.
- D. In order for an LOA to qualify as an approved LOA:
  1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
    - i. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the Institute, the student would not have been able to request the LOA in advance.
    - ii. The Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Institute to be the first date the student was unable to attend the Institute because of the accident.
  2. Leave of Absence Request Process:
    - i. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request For Leave of Absence form found in the Student Success Office.
    - ii. The Request For Leave of Absence form must be submitted to the Student Success Office prior to the Leave of Absence start date.
      - a. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
      - b. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources.  
Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.
    - iii. Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.
    - iv. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date. Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.
    - v. The Institute reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.





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3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
4. All LOA requests are subject to approval by the Institute's Director.
5. The Institute shall not assess the student any additional institutional charges as a result of the LOA.
6. The Institute will grant only one leave of absence within an enrollment period, unless extenuating circumstances can be proved and documented. The LOA must be a minimum of 10 calendar days and not to exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The Institute shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the Institute.
9. In the event that a student takes an unapproved LOA or does not return or call by the expiration of an approved LOA, that student will be considered to be withdrawn. The withdrawal date for the purpose of calculating a refund is the student's last date of attendance, as evidenced by attendance records.

#### **Minor violations include:**

1. Leaving school without notifying and/or approval of an Educator.
2. Not being in assigned area.
3. Refusing to perform guest services during clinic assignments.
4. Not following the supervision of the Educator(s) direction/instruction when servicing guest.
5. Unprofessional behavior, use of foul language towards co-students, guests, and or Aveda Fredric's Institute staff.
6. Disruptive behavior determined by Educators as interrupting and/or preventing the regular operation of the school or preventing the education of other students.
7. Dishonest academic conduct, i.e. cheating.
8. Disregard for school parking standards during school hours.
9. Smoking or Vaping on property premises and/or surrounding plaza properties and behind the building's properties.
10. Out of Professional Image & Attire requirements.
11. Use of cell phone in classroom or on clinic areas must be school related.

A Student Advising Form is completed documenting the minor violation and plan for correction. The Student Advising Form is placed in the student file. Anytime during the student's program, a minor violation may result in lost hours at the discretion of the Educator and/or Administrative Staff.





## Major violations include:

1. Use of illegal drugs and/or alcohol.
2. Defacing or destroying property.
3. Stealing.
4. Falsifying documents, committing fraud, clocking in/out and signing in/out another student.
5. Abusing and/or causing physical harm to others which includes but not limited to: hitting, pinching, scratching, pushing, pulling, kicking, slapping, spitting, punching with intent to harm or initiate fighting
6. Bullying a Co-student/Educator/Staff Member/Guests
7. Violating local, state, and federal laws.
8. Possession of weapons or firearms.
9. Posting on Social Media/texting, use of foul language/negative statements or photos that could be hurtful and harmful towards co-students, guests, and or Aveda Fredric's Institute staff.
10. Services may only be performed under the supervision of a licensed Instructor. An enrolled student is prohibited from performing services outside of Aveda Fredric's Institute prior to Indiana State Board licensure for free, pay or otherwise. Misrepresentation of licensure and/or performing services as a non-licensed professional are considered major violations.

All major violations will be written and documented in the student's file and will result in suspension/termination. A Student Advising Form is completed documenting the major violation. The Student Advising Form is placed in the student file.

## Complaint Procedures

A student may lodge a complaint by communicating orally or in writing to any instructor, administrator, or admissions personnel, who shall attempt to resolve complaints related to the person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the Aveda Fredric's Institute ("AFI" or the "Institute") shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the Institute's complaint procedure.

Written complaints may be submitted by completing a challenge/solution form. The form is available from the Student Success Office. A completed challenge/solution form will be routed to the Institute Director for investigation. The Director will review the complaint with the appropriate Institute Team Members and will issue a written response within 10 days. This response will include a summary of the Institute's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be listed.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

Students or any member of the public may file a complaint against the Institute with the Indiana State Board of Cosmetology and Barber Examiners, 402 West Washington Street W072, Indianapolis, IN 46204, Tel. 317-234-3031, <https://www.in.gov/pla/cosmo.htm>.

Students may also pursue complaints with the National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, VA 22314, Tel. 703-600-7600, [www.naccas.org](http://www.naccas.org). Complaint forms are available through NACCAS.



If a student loan borrower has a dispute relating to the borrower's loans or to the provision of educational services for which the loans were provided, the student may contact:

Sara Greider  
6281 Tri-Ridge Blvd Suite140  
Loveland, OH 45140  
Phone: 513-340-2421  
Email: sgreider@nurturaveda.com

## Notice of Non-Discrimination & Sexual Harassment Policies & Grievance Procedures

### **I. Policy**

It is the policy of Aveda Fredric's Institute (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 <https://avedafi.edu/indianapolis/> or obtained in person from the Title IX Coordinator (see below).

The Institute does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

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

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

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

Julie Ferguson, Title IX Coordinator  
Director  
2208 East 116<sup>th</sup> Street  
Carmel, Indiana 46032  
Phone: (317) 578-5500 ext. 5518  
jferguson@avedafi.edu



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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, Chicago Office  
U.S. Department of Education  
John C. Kluczynski Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604  
Telephone: (312) 730-1560  
Facsimile: (312) 730-1576  
[Email: OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

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

## **II. Sexual Harassment Grievance Procedure**

Reports of sexual harassment should be made to the Institute's Title IX Coordinator or to a Designated Institute Official. As set forth in the Policy, the Institute's Designated Institute Officials are the President, the Director of Institutes and Support Center Operations, and the Campus Directors. The Institute will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

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

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

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



## Cancellation & Refund Policies

In the event that a student withdraws/terminates during their program, the following refund calculations are prepared as follows.

Title IV Students:

1. Title IV Refund Policy applied
2. Institutional Refund Policy applied.

Non-Title IV Students:

1. Institutional Refund Policy applied.

### **Return to Title IV Policy**

Step 1: Return to Title IV Policy applied first.

Step 2: Student account updated.

Step 3: Refund calculation.

Step 4: Returns will be completed within 45 days

The Federal Return of Title IV funds formula (R2T4) 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 the 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. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

For unofficial withdrawals a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined no later than 30 days after the end of the payment period, the academic year, or end of the program, whichever is earlier.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus Loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements may be offered if eligible from Pell Grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post withdrawal disbursement will be credited to the student's account.

Any Pell Grant funds in excess of current educational costs may be offered if eligible to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.



The following Title IV refund distribution is used for all Financial Aid students due a refund:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other Title IV assistance

Refunds will be made to the federal programs within 45 days of the date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

### **Institutional Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment or are terminated by the school, the following refund policy will apply. All monies due to the applicant or student will be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

Cancellation/Official Withdrawal notices must be in writing. The cancellation/official withdrawal date will be determined by the postmark on the written notification, or the date the notice is delivered to the school administration in person.

The school will consider the student withdrawn if the student does not attend class for 14 consecutive days or notify the school of his/her intention to withdraw. The official withdrawal date is determined by the last day attended, as evidenced by attendance records. Attendance is monitored on a weekly basis. All miscellaneous costs that have not yet become due will be void.

- A. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three business days of the signing of the enrollment contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
- C. If a student cancels his/her contract after three business days of signing the enrollment contract but prior to starting classes; then he/she shall be entitled to a refund of all monies paid to the school less the \$350 registration fee. NOTE: There is no registration fee payment required for students admitted to the Instructor Training program.
- D. For students who enroll in and begin classes, but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

<u>% of scheduled time enrolled to total course/program</u>	<u>Tuition Owed</u>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be based on the student's last date of attendance. Any monies due to the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student or formal termination by the school, which shall occur no more than fourteen (14) days from the last day of physical attendance, or in the case of a leave of absence, the scheduled date of return. Attendance is monitored on a weekly basis.



- E. If a course is cancelled and the school ceases to offer instruction subsequent to a student's enrollment, and before instruction has begun, the school shall, at its option:
- Provide a full refund of all monies paid; or
  - Provide completion of the course and/or program.
- F. If a course is cancelled and the school ceases to offer instruction subsequent to a student's enrollment 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
- G. If a student is on an approved leave of absence and notifies the school that he/she will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning; or the date that the student was expelled by the school.
- H. When situations of mitigating circumstances are in evidence, the school may provide a refund that exceeds the amount determined pursuant to the refund schedule set forth in paragraph D, above.
- I. The cost of the kit and supplies is not included in tuition adjustment computations. These items become the property of the student and are non-refundable.
- J. If the school is permanently closed and no longer offers instruction after a student has enrolled and instruction has begun, the school shall, at its option:
- Provide a pro- rata refund of tuition; or
  - Participate in a Teach-Out Agreement.

**Collection Policy**

When a student is terminated/withdraws from the program we inform the student of any balance owed to the school by mailing out a letter with this information. A student's diploma and/or hours will be released once all financial obligations to the school have been fulfilled.

The school is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the school's cancellation and refund policies. In the event that the student's enrollment agreement is sold or discounted to a third party, such third party shall be required to comply with the school's cancellation and refund policy.



## Graduation, Licensure & Job Placement

Aveda Fredric's Institute is committed to providing the highest quality cosmetology and esthetics education and training available. Our curriculum includes an extensive State Board Review designed specifically to prepare you for success with the Indiana State Board of Cosmetology and Barber Examiners licensing exam. Our highly trained educational team and administrative support staff are dedicated to providing you with the skills necessary to be successful in the classroom and as you begin your career.

Each year, the Institute reports its student performance outcomes to its accrediting agency, the National Accrediting Commission of Career Arts and Sciences ("NACCAS"). The following information was reported to NACCAS with respect to students who enrolled at all of the Institute's locations with an expected graduation date falling within calendar year 2019.

Total number of students enrolled (all programs)	192
Total number of students graduated	156
2019 graduation rate	81.25%
Percentage of graduates passing State Board exam	97.42%
Percentage of graduates employed	83.33%

With respect to the individual programs offered at Aveda Fredric's Institute in Indianapolis, Indiana, the graduation, licensure and job placement rates for students with an expected graduation date falling within calendar year 2019 are as follows: Esthetics program: 96.55% licensure rate, 92.11% completion rate, and 67.8% placement rate. Cosmetology program: 97.89% licensure rate, 75.4% completion rate, and 92.63% placement rate. Instructor program: 100% licensure rate, 100% completion rate, and 100% placement rate. There were no students enrolled in the Manicuring program with an expected graduation date falling within calendar year 2019.

For more information on our graduation rates, the median debt of students who completed the program, and other important information, visit <https://avedafi.edu/indianapolis/consumer-information>

## Administrative Staff & Education Team

### Administrative Staff

Patrick J Thompson-President  
Julie Ferguson, Institute Director  
Sara Greider, Senior Director of Institutes  
Marie Boyle, Compliance Director  
Becky Puckett, Chief Financial Officer  
Annie Joerger, Curriculum Specialist

Cortni Barnett, Student Success Team Lead  
Lindsay Wren, Student Success Team Member  
Bethany Cady, Admissions and Financial Aid Manager  
Allyson Whitney, Admissions Representative

### Educational Staff

Katie Hammonds, Education Manager, Cosmetology and Esthetics Educator  
Samantha Williams, Cosmetology Team Lead  
Gwendolyn Davis, Cosmetology and Esthetics Educator  
Amanda Huntsman Hawkins, Cosmetology Educator  
Drake Ashley, Cosmetology Educator  
Megan Mrozinski, Cosmetology Educator  
Lashonda Pipes, Cosmetology Educator  
Stephanie Huntsman, Cosmetology Educator

Marcia Foremen Gillum, Cosmetology Educator  
Rebekah Mezger, Cosmetology Educator  
Allison Behrens, Esthetics Educator  
Latoya Perkins, Esthetics Educator  
Lorena Somers, Esthetics Educator  
Cortni Barnett, Esthetics Educator  
Brittanny Seybold, Cosmetology and Esthetics Educator  
Semou Soumare, Cosmetology and Esthetics Educator



**AVEDA  
FREDRIC'S INSTITUTE**

## DEVELOPING FUTURE LEADERS IN THE WORLD OF BEAUTY AND WELLNESS.™

The Aveda Fredric's Institute was founded to create some of the most successful entrepreneurs in hair, skin and nail esthetics, makeup, and total body wellness. Our students are educated by accomplished professionals, using innovative curriculums that blend professional techniques with retail and business-building skills.

The Institute emphasizes personal well-being as well as environmental responsibility. Using Aveda pure flower and plant essences and plant-based products, we affirm the relationship between personal beauty, wellness, and the environment.

### **Service and Retail Hours**

Monday – Wednesday: 9:30am to 5:30 pm

Thursday – Friday: 9:30am-5:00pm

2208 East 116<sup>th</sup> Street  
Carmel, IN 46032

Phone: 317.578.5500  
Toll- Free: 877.AVEDA.ED  
Fax: 317.284.5592

<https://avedafi.edu/Indianapolis/>

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