



# WELCOME TO BROWN AVEDA INSTITUTE

## Course Catalog / Student Manual

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***Mentor Main Campus  
Strongsville Branch Campus***

## **THE EDUCATION TEAM MISSION STATEMENT**

**The Education Team's mission is to prepare students with a quality education for a career in Cosmetology, Hair Designer, Esthetics and Advanced Manicuring. We are dedicated to serve our students in a professional manner with respect for the environment.**



ACCREDITED BY THE NATIONAL ACCREDITING COMMISSION OF  
CAREER ARTS AND SCIENCES, INC.

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## **Introduction**

### ***About the Founders***

The owners of Brown Aveda Institute are Nancy Brown, Ed Brown and Holly Brown. Brown Aveda Institute is proud to introduce you, the prospective student, to a bright new exciting career in Cosmetology, Hair Designer, Esthetics, Nail Esthetics and our Advanced Courses.

All of our Board Members and Staff have been involved in the hairdressing profession for many years and want to share all of our lessons learned with you in the hope that you will receive all the rewards that a challenging yet fulfilling career offers.

We ask only for your commitment to excellence as we partner students and teachers to share knowledge. We encourage you to experience the techniques rather than just observe them. And, most importantly to begin your career knowing that there is much left to understand and that your learning begins when you pass the State exam!

Brown Aveda Institute will provide you a quality education in Cosmetology, Hair Designer, Esthetics, Nail Esthetics and Advanced courses while teaching the principles of self-mastery, motivational people skills and appreciation for the arts from which hair, make-up and nail art is born, and always that wellness is the purest form of inner beauty.

Thank you for considering us in this journey into the world of Cosmetology, Hair Designer, Esthetics, Nail Esthetics and our Advanced Programs. At Brown Aveda Institute we put your education and career first.

### ***Objective***

Brown Aveda Institute was founded to help create the most successful entrepreneurs in the professional beauty and body care industry. Our curriculum entails practical knowledge gained from today's most successful masters in hair care, skincare, color cosmetics, total body care and retail service.

We have created an atmosphere of excellence where students are able to flourish under the guidance of licensed educators. Our faculty draws from many years of professional experience in the beauty industry. The educators maintain their expertise with intensive educational seminars where they are updated with the latest information and techniques, utilizing today's most advanced methodologies.

Brown Aveda Institute places great emphasis on well being, which relates to the individuals' self as well as the environment. This is reflected in our exclusive use of Aveda pure flower and plant essences. Students are taught the relationship between personal beauty and well being, and that of the environment.

### ***Goals***

- Prepare students in the field of Cosmetology, Hair Designer, Esthetics and Nail Esthetics so they may perform and meet the standards set by the institution.
- Provide the opportunity for students to learn technical, communication and servicing skills through individualized goal setting and focused training.
- Prepare students to successfully complete the state of Ohio requirements to practice cosmetology, esthetics and/or nail esthetics.
- Educate students to exhibit the kind of professionalism necessary to gain and maintain employment.

## **AVEDA MISSION STATEMENT:**

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

***“The quality of a person’s life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.” -- Vincent T. Lombardi***

### **Locations**

**Brown Aveda Institute Mentor Campus** is located at: 8816 Mentor Avenue, Mentor, Ohio 44060

Brown Aveda Institute is located on Mentor Avenue, between Interstate 90 and Route 2 in Mentor, Ohio. The city of Mentor is twenty-one miles east of Cleveland and only five miles from the shores of Lake Erie. The community provides a safe, yet fast-paced environment for your education.

**Brown Aveda Institute Strongsville Campus** is located at: 17901 Southpark Center- Space 160, Strongsville, Ohio 44136

Brown Aveda Institute is located in Strongsville Ohio 10 miles south of Cleveland Hopkins Airport and approximately 15 miles from the shores of Lake Erie. This quiet suburb with small town charm is part of a great community which offers a variety of shopping experiences. Strongsville also offers public transportation to the surrounding areas. The school is right off State Route 1-71 taking the OH-82 W/Royalton Rd exit (231B). It is adjacent to the Southpark Mall.

### **Possible Career Opportunities for our Students:**

hair stylist / esthetician / manicurist / hair coloring specialist / salon manager / salon owner

Education and other fields:

educator / sales consultant for a product / free-lance makeup artist / stylist or makeup artist for film, theater, fashion or print

## Overview of Courses

### **Cosmetology Course Outline - Full Time**

The 1500-hour Cosmetology course incorporates the basic fundamentals and the related subjects of hair, skin, nail care and color cosmetic application that are necessary for a well-rounded education. The basic license will permit you to work in a salon without additional supervision and can lead to obtaining an independent contractors license. A diploma will be awarded upon graduation. This program only leads to licensure in the state of Ohio.

The three primary aspects of training are:

- Theoretical knowledge, the foundation of all learning;
- Practical experience, the application of the acquired knowledge; and
- Professional business-building skills that are vital for success.

**Total Weeks:           46 weeks**  
Days:                    Tuesday - Saturday  
Hours:                   9 a.m. - 5 p.m.

#### **Introduction Unit**

**Total Weeks:           12**  
Classroom:            404.00 hours\*\*  
Clinic:                 16.00 hours  
**Total:                   420.00 hours**

#### **Alpha Unit**

**Total Weeks:           12**  
Classroom:            70.00 hours\*\*  
Clinic:                 315.00 hours  
**Total:                   385.00 hours**

\*\* Hours may fluctuate depending on Holidays.

The emphasis of the Introduction and Alpha units are to introduce the fundamentals of haircutting; hairstyling, hair coloring, chemical hair restructuring, skin and nail care, as well as the related sciences. Students learn state safety requirements, and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops. Students also learn retail merchandising, color cosmetic artistry, client servicing and personal development skills to further their professional achievement.

Upon the completion of this unit, students have the primary skills and experience to meet Brown Aveda Institute's hair and skin care retail servicing concepts.

**Week:                   24       \*Wellness Week - No school**

**Beta Unit**

<b>Total Weeks:</b>	<b>12 Weeks</b>
Classroom:	70.00 hours**
Clinic:	350.00 hours
<b>Total:</b>	<b>420.00 hours</b>

The purpose of the Beta Unit is to teach students the skills necessary for gaining and maintaining employment. Students receive instruction in job requirements, interviewing techniques, resume writing, employee benefits and wages. During the Beta Unit, students are introduced to contemporary techniques in haircutting, hairstyling, hair coloring, permanent waving, chemical restructuring and hair care. This unit expands upon the student's practical skills that will now become standard behavior.

Through the review of theoretical and practical experience in hair and nail care, students improve in confidence, dexterity and technical performance.

During this phase of your education, based on your attendance and GPA, you will have the opportunity to participate in a State approved internship program at a pre-selected salon.

**Gamma Unit**

<b>Total Weeks:</b>	<b>8 Weeks</b>
Classroom:	56.00 hours**
Clinic:	219.00 hour
<b>Total:</b>	<b>275.00 hours</b>

In the Gamma Unit there is in-depth training in client servicing, time management, self-promotion, communication, goal-setting, merchandising and successful salon entrepreneurship.

Students are directed to fine-tune their coordination, speed, accuracy and concentration to meet entry-level salon requirements. Students demonstrate competency in all tasks required for the practical examination, as well as the theoretical knowledge necessary to pass the written examination required by the State of Ohio for licensure.

**Salon Lifestyle**

Classroom and Clinic Hours are dependent upon time missed from their regular schedule.

COSMETOLOGY PHASE TOTALS- Full Time

SUBJECT	INTRO Wks 1-12	INTRO CLINIC	ALPHA Wks 13-24	ALPHA CLINIC	BETA Wks 25-36	BETA CLINIC	GAMMA Wks 37-44	GAMMA CLINIC	Non-Clinic Subject Total	Clinic Subject Total	Total
Infection Control & Principles /Practices	10	.50	2	12.50	2	14	3	4	17	31	48
Properties of the Hair & Scalp	31.25	2	2.50	34	2.50	22	3.75	14	40	72	112
Hair Procedures & Practices	149.75	5	11	97	10	121	6.50	29	177.25	252	429.25
Chemical Procedures & Practices	108.50	3	35.50	79	32.50	129.75	26.25	109.25	202.75	321	523.75
Manicure & Pedicure Procedures & Practices	22.50	1.50	8	29.50	10	22	3.50	13	44	66	110
Skin Care Procedures & Practices	31.75	.50	7.50	23.50	7.50	14.25	5.25	17.75	52	56	108
Salon Operations & Communication Skills	46.75	3	2.50	34	4.50	23	6.25	30	60	90	150
Cosmetology Laws & Rules (1 Hour Human Trafficking)	3.50	.50	1	5.50	1	4	1.50	2	7	12	19
<b>PHASE TOTALS</b>	<b>404.00</b>	<b>16</b>	<b>70</b>	<b>315</b>	<b>70</b>	<b>350</b>	<b>56</b>	<b>219</b>	<b>600</b>	<b>900</b>	<b>1500</b>

### **Cosmetology Course Outline- Part Time Schedule**

The 1500-hour Cosmetology course incorporates the basic fundamentals and the related subjects of hair, skin, nail care and color cosmetic applications that are necessary for a well-rounded education. The basic license will permit you to work in a salon without additional supervision and can lead to obtaining an independent contractors license. A diploma will be awarded upon graduation. This program only leads to licensure in the state of Ohio.

The three primary aspects of training are:

- Theoretical knowledge, the foundation of all learning;
- Practical experience, the application of the acquired knowledge; and
- Professional business-building skills that are vital for success.

### **Part Time Schedule**

**Total Weeks: 95**

**Days: Monday -Thursday**

**Hours: 5:45 pm – 9:45 pm**

**Introduction Unit**

<b>Total Weeks:</b>	<b>26</b>
Classroom:	384.00 hours**
Clinic:	32.00 hours
<b>Total:</b>	<b>416.00 hours</b>

**Alpha Unit**

<b>Total Weeks:</b>	<b>26</b>
Classroom:	88.00 hours**
Clinic:	312.00 hours

Total: 400.00 hours

\*\* Hours may fluctuate depending on Holidays.

The emphasis of the Introduction and Alpha units are to introduce the fundamentals of haircutting; hairstyling, hair coloring, chemical hair restructuring, skin and nail care, as well as the related sciences. Students learn state safety requirements, and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops. Students also learn retail merchandising, color cosmetic artistry, client servicing and personal development skills to further their professional achievement.

Upon the completion of this unit, students have the primary skills and experience to meet Brown Aveda Institute's hair and skin care retail servicing concepts.

**Week: 52 \*Wellness Week - No school**

**Beta Unit**

<b>Total Weeks:</b>	<b>26 Weeks</b>
Classroom:	88.00 hours**
Clinic:	328.00 hours
<b>Total:</b>	<b>416.00 hours</b>

The purpose of the Beta Unit is to teach students the skills necessary for gaining and maintaining employment. Students receive instruction in job requirements, interviewing techniques, resume writing, employee benefits and wages. During the Beta Unit, students are introduced to contemporary techniques in haircutting, hairstyling, hair coloring, permanent waving, chemical restructuring and hair care. This unit expands upon the student's practical skills that will now become standard behavior.

Through the review of theoretical and practical experience in hair and nail care, students improve in confidence, dexterity and technical performance.

During this phase of your education, based on your attendance and GPA, you will have the opportunity to participate in a State approved internship program at a pre-selected salon.

## Gamma Unit

**Total Weeks:            17 Weeks**

Classroom:                40.00 hours\*\*

Clinic:                    228.00 hour

**Total:                    268.00 hours**

In the Gamma Unit there is in-depth training in client servicing, time management, self-promotion, communication, goal-setting, merchandising and successful salon entrepreneurship. Students are directed to fine-tune their coordination, speed, accuracy and concentration to meet entry-level salon requirements.

Students demonstrate competency in all tasks required for the practical examination, as well as the theoretical knowledge necessary to pass the written examination required by the State of Ohio for licensure.

One copy of each evaluation is given to the student at the end of each phase.

\*\*Due to emergency shutdown(s) caused by inclement weather, holidays, and/or unforeseen events, these hours may be adjusted.

### COSMETOLOGY (part-time evening) PHASE TOTALS

SUBJECT	INTRO Wks 1- 26	INTRO CLINIC	ALPHA Wks 27-52	ALPHA CLINIC	BETA Wks 53-78	BETA CLINIC	GAMMA Wks 79-95	GAMMA CLINIC	Non-Clinic Subject Total	Clinic Subject Total	Total
Infection Control & Principles /Practices	10	1	4	12.50	2	12.75	1	4.75	17	31	48
Properties of the Hair & Scalp	26.25	4	9	35.00	2.50	26	2.25	7	40	72	112
Hair Procedures & Practices	128.75	9	25	83.50	21	94	2.50	65.50	177.25	252	429.25
Chemical Procedures & Practices	107	6.50	36	86.50	32.50	138	28.25	90	202.75	321	523.75
Manicure & Pedicure Procedures & Practices	30	3	3	33	7	12	4	18	44	66	110
Skin Care Procedures & Practices	38	3	7.50	24	5.50	11	1	18	52	56	108
Salon Operations & Communication Skills	40.50	4.50	3	32.50	16.50	31		22	60	90	150
Cosmetology Laws & Rules- (1 Hr Human Trafficking)	3.50	1	.50	5	1	3.25	2	2.75	7	12	19
<b>PHASE TOTALS</b>	<b>384</b>	<b>32</b>	<b>88</b>	<b>312</b>	<b>88</b>	<b>328</b>	<b>40</b>	<b>228</b>	<b>600</b>	<b>900</b>	<b>1500</b>

### Cosmetology Course Overview

#### **Infection Control & Principles/Practices**

Bacteriology

#### **Properties of the Hair & Scalp**

Trichology

Shampoos / Rinses / Treatments

Chemistry (Basics / pH)

Dispensary Requirements & Operations

Draping Techniques & Client protection

Diseases / Disorders / Conditions

**Hair Procedures & Practices**

- Styling & Finishing (Roller Setting / Hair Molding)
- Thermal Styling (Thermal Iron/Straightening/Blow-dry Techniques)
- Formal Styling (Braiding/Wigs/Hair Pieces/ Hair Additions)
- Haircutting Basics
- Haircutting Techniques & Tools (Shears/ Razor/ Texturizing / Clippers / Trimmers)

**Chemical Procedures & Practices**

- Chemical Texturizing (Permanent Wave/Chemical Relaxers/Curl-Re-forming/ Corrections)
- Hair Coloring (Dimensional Coloring Techniques/ Corrections)

**Manicure & Pedicure Procedures & Practices**

- Structure of Nails (Anatomy of Bones, Skin, and Muscles) Diseases, Disorders and Conditions
- Basic Manicure & Pedicure Manicure / Pedicure (Tools/Equipment)
- Hand/ Arm/ Foot/ Leg Massage Artificial Nail Enhancements/ Maintenance

**Skin Care Procedures & Practices**

- Skin Theory (Anatomy of the Skin/Body Systems/Cells/Tissues)
- Diseases, Disorders, and Conditions
- Basic Facials (Techniques/Treatments/Facial Make-up/Hair Removal)
- Relaxation Treatments / Health History
- Electricity (Principles/safety/Effects/Therapies)

**Salon Operations & Communication Skills**

- Salon Operation & management (Sales Consultation/Career Development/Professional Image)
- Communication Skills (Listening Skills/Product & Service Education/Consultation)

**Cosmetology Laws & Rules**

- Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement
- Continuing Education / Policies & Procedures Human Trafficking (1 Hour)

**Development**

- Business of Being time management
- goal setting team building
- communication leadership
- resume/cover letter writing interview techniques
- job requirements employee benefits and wages
- retail merchandising salon entrepreneurship

**Advanced Cosmetology Course Outline**

The 1800-hour Advanced Cosmetology course incorporates the basic fundamentals and the related subjects of hair, skin, nail care and color cosmetic applications that are necessary for a well-rounded education. The combined 1800 hour course will allow you to complete this program on a continuous basis. The curriculum is set up to teach advanced techniques in haircutting, styling, and coloring as well as other chemical services such as permanent waving and chemical hair relaxing. Having advanced skills in these areas will better prepare you for the salon environment.

The course will also cover in-depth research along with an understanding of the Ohio Cosmetology Laws and Rules as well as Public Health and Safety Requirements. Our goal is to continue to raise the bar for the industry and help to prepare our graduates to be successful and knowledgeable staff members.

The Advanced license is not a requirement to work in a salon however is a requirement to obtain an educators license in the state of Ohio. A diploma will be awarded upon graduation. This program only leads to licensure in the State of Ohio.



The three primary aspects of training are:

- Theoretical knowledge, the foundation of all learning;
- Practical experience, the application of the acquired knowledge; and
- Professional business-building skills that are vital for success.

### **Full Time Schedule**

**Total Weeks:** 55 weeks

Days: Tuesday - Saturday

Hours: 9 a.m. - 5 p.m.

### **Introduction Unit**

**Total Weeks:** 12

Classroom: 404.00 hours\*\*

Clinic: 16.00 hours

**Total:** 420.00 hours

### **Alpha Unit**

**Total Weeks:** 12

Classroom: 70.00 hours\*\*

Clinic: 315.00 hours

Total: 385.00 hours

\*\* Hours may fluctuate depending on Holidays.

The emphasis of the Introduction and Alpha units are to introduce the fundamentals of haircutting: hairstyling, hair coloring, chemical hair restructuring, skin and nail care, as well as the related sciences. Students learn state safety requirements and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops. Students also learn retail merchandising, color cosmetic artistry, client servicing and personal development skills to further their professional achievement.

Upon the completion of this unit, students have the primary skills and experience to meet Brown Aveda Institute's hair and skin care retail servicing concepts.

**Week: 24 \*Wellness Week - No school**

### **Beta Unit**

<b>Total Weeks:</b>	<b>12 Weeks</b>
Classroom:	70.00 hours**
Clinic:	350.00 hours
<b>Total:</b>	<b>420.00 hours</b>

The purpose of the Beta Unit is to teach students the skills necessary for gaining and maintaining employment. Students receive instruction in job requirements, interviewing techniques, resume writing, employee benefits and wages. During the Beta Unit, students are introduced to contemporary techniques in haircutting, hairstyling, hair coloring, permanent waving, chemical restructuring and hair care. This unit expands upon the student's practical skills that will now become standard behavior.

Through the review of theoretical and practical experience in hair and nail care, students improve in confidence, dexterity and technical performance.

During this phase of your education, based on your attendance and GPA, you will have the opportunity to participate in a State approved internship program at a pre-selected salon.

### **Gamma Unit**

<b>Total Weeks:</b>	<b>8 Weeks</b>
Classroom:	56.00 hours**
Clinic:	219.00 hour
<b>Total:</b>	<b>275.00 hours</b>

In the Gamma Unit there is in-depth training in client servicing, time management, self-promotion, communication, goal-setting, merchandising and successful salon entrepreneurship.

Students are directed to fine-tune their coordination, speed, accuracy and concentration to meet entry-level salon requirements.

### **Advanced Unit**

<b>Total Weeks:</b>	<b>9 Weeks</b>
Classroom:	100.00 hours**
Clinic:	200.00 hour
<b>Total:</b>	<b>300.00 hours</b>

In the Advanced Unit you will be participating in advanced techniques in haircutting, styling and coloring as well as other chemical services. Students demonstrate competency in all tasks required for the practical examination, as well as the theoretical knowledge necessary to pass the written examination required by the State of Ohio for licensure.

One copy of each evaluation is given to the student at the end of each phase.

\*\*Due to emergency shutdown(s) caused by inclement weather, holidays, and/or unforeseen events, these hours may be adjusted.

ADVANCED COSMETOLOGY PHASE TOTALS

SUBJECT	INTRO Wks 1-12	INTRO CLINIC	ALPHA Wks 13-24	ALPHA CLINIC	BETA Wks 25-36	BETA CLINIC	GAMMA Wks 37-44	GAMMA CLINIC	ADVANCED Wks 45-53	ADVANCED CLINIC	Non-Clinic Subject Total	Clinic Subject Total	Total
Infection Control & Principles /Practices	10	.50	2	12.50	2	14	3	4			17	31	48
Properties of the Hair & Scalp	31.25	2	2.50	34	2.50	22	3.75	14			40	72	112
Hair Procedures & Practices	149.75	5	11	97	10	121	6.50	29			177.25	252	429.25
Chemical Procedures & Practices	108.50	3	35.50	79	32.50	129.75	26.25	109.25			202.75	321	523.75
Manicure & Pedicure Procedures & Practices	22.50	1.50	8	29.50	10	22	3.50	13			44	66	110
Skin Care Procedures & Practices	31.75	.50	7.50	23.50	7.50	14.25	5.25	17.75			52	56	108
Salon Operations & Communication Skills	46.75	3	2.50	34	4.50	23	6.25	30			60	90	150
Cosmetology Laws & Rules- (1 Hr Human Trafficking)	3.50	.50	1	5.50	1	4	1.50	2			7	12	19
Cosmetology Laws & Rules									15	30	15	30	
Public Health and Safety									15	30	15	30	
Advanced Tech.									70	140	70	140	
<b>PHASE TOTALS</b>	<b>404.00</b>	<b>16</b>	<b>70</b>	<b>315</b>	<b>70</b>	<b>350</b>	<b>56</b>	<b>219</b>	<b>100</b>	<b>200</b>	<b>700</b>	<b>1100</b>	<b>1800</b>

**Advanced Cosmetology Course Overview**

**Infection Control & Principles/Practices**

Bacteriology

Dispensary Requirements & Operations

**Properties of the Hair & Scalp**

Trichology

Draping Techniques & Client protection

Shampoos / Rinses / Treatments

Diseases / Disorders / Conditions

Chemistry (Basics / pH)

**Hair Procedures & Practices**

Styling & Finishing (Roller Setting / Hair Molding)

Thermal Styling (Thermal Iron/Straightening/Blow-dry Techniques)

Formal Styling (Braiding/Wigs/Hair Pieces/ Hair Additions)

Haircutting Basics

Haircutting Techniques & Tools (Shears/ Razor/ Texturizing / Clippers / Trimmers)

**Chemical Procedures & Practices**

Chemical Texturizing (Permanent Wave/Chemical Relaxers/Curl-Re-forming/ Corrections)

Hair Coloring (Dimensional Coloring Techniques/ Corrections)

**Manicure & Pedicure Procedures & Practices**

Structure of Nails (Anatomy of Bones, Skin, and Muscles) Diseases, Disorders and Conditions  
Basic Manicure & Pedicure Manicure / Pedicure (Tools/Equipment)  
Hand/ Arm/ Foot/ Leg Massage Artificial Nail Enhancements/ Maintenance

**Skin Care Procedures & Practices**

Skin Theory (Anatomy of the Skin/Body Systems/Cells/Tissues)  
Diseases, Disorders, and Conditions  
Basic Facials (Techniques/Treatments/Facial Make-up/Hair Removal)  
Relaxation Treatments / Health History  
Electricity (Principles/safety/Effects/Therapies)

**Salon Operations & Communication Skills**

Salon Operation & management (Sales Consultation/Career Development/Professional Image)  
Communication Skills (Listening Skills/Product & Service Education/Consultation)

**Cosmetology Laws & Rules**

Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement  
Continuing Education / Policies & Procedures Human Trafficking (1 Hour)

**Development**

Business of Being time management  
goal setting team building  
communication leadership  
resume/cover letter writing interview techniques  
job requirements employee benefits and wages  
retail merchandising salon entrepreneurship

**Cosmetology Laws and Rules**

Ohio Revised Code Statutes, Ohio Administrative Rules, License and Permit Policy Procedures, Continuing Education Policies & Procedures, Inspection and Enforcement Policy and Procedures.

**Public Health and Safety**

Sanitation Practices & Procedures, Sterilization Practices & Procedures, Dispensary Operations & Procedures, Bacteriology, Contagious and Communicable Disease Control, Salon Operations & Procedures, Consumer and Product Safety.

**Advanced Techniques**

Advanced Anatomy of Hair &Scalp, Advanced Haircutting & Styling, Advanced Chemical Services, Salon Supervision & Management, Specialized Equipment Use and Control, Product and Service Sales Training, Communication Skills.

**Cosmetology Advanced (offered at Brown Aveda Institute Mentor Campus only)**

The prerequisite of the additional **300 hour** Cosmetology Advanced course is to have completed 1500 hours in the Brown Aveda Institute Cosmetology Program. An advanced license is required to be an Educator. You will also be participating in advanced techniques in haircutting, styling and coloring as well as other chemical services. The Advanced license is a requirement to obtain an educators license in the state of Ohio. A diploma will be awarded upon graduation. This program only leads to licensure in the State of Ohio.

**Total Weeks: 9 Weeks**

Classroom: 100 hours\*\*

Clinic: 200 hours

**Total: 300 hours**

One copy of each evaluation is given to the student at the end of each phase.

\*\*Due to emergency shutdown(s) caused by inclement weather, holidays, and/or unforeseen events, these hours may be adjusted.

COSMETOLOGY ADVANCED PHASE TOTALS

SUBJECT	Wks 1-4 Non-Clinic	Wks 1-4 Clinic	Wks 5-9 Non-Clinic	Wks 5-9 Clinic	Non-Clinic Subject Total	Clinic Subject Total	Total
Cosmetology Laws & Rules	10	12	5	18	15	30	45
Public Health & Safety	10	12	5	18	15	30	45
Advanced Techniques	36	60	34	80	70	140	210
WEEK TOTALS	56	84	44	116	100	200	300

**Cosmetology Laws and Rules**

Ohio Revised Code Statutes, Ohio Administrative Rules, License and Permit Policy Procedures, Continuing Education Policies & Procedures, Inspection and Enforcement Policy and Procedures.

**Public Health and Safety**

Sanitation Practices & Procedures, Sterilization Practices & Procedures, Dispensary Operations & Procedures, Bacteriology, Contagious and Communicable Disease Control, Salon Operations & Procedures, Consumer and Product Safety.

**Advanced Techniques**

Advanced Anatomy of Hair & Scalp, Advanced Haircutting & Styling, Advanced Chemical Services, Salon Supervision & Management, Specialized Equipment Use and Control, Product and Service Sales Training, Communication Skills.

**Hair Designer Course Outline**

This 1200-hour course provides instruction in all aspects of cosmetology, which includes product knowledge, haircutting, styling, coloring and other chemical services such as permanent waving, chemical hair relaxing and reformation curls. We will go in depth on the training of our client’s best experience. We will also review information on career and employment to include professional ethics, effective communication and human relations, financial data, licensing requirements and regulations and fundamentals of business management. The basic license will permit you to work in a salon without additional supervision and can lead to obtaining an independent contractors license. A diploma will be awarded upon graduation. This program only leads to licensure in the state of Ohio.

The three primary aspects of training are:

- Theoretical knowledge, the foundation of all learning;
- Practical experience, the application of the acquired knowledge; and
- Professional business-building skills that are vital for success.

## **Full Time Schedule**

**Total Weeks:** 36 weeks  
Days: Tuesday - Saturday  
Hours: 9 a.m. - 5 p.m.

### **Introduction Unit**

**Total Weeks:** 12  
Classroom: 360.00 hours\*\*  
Clinic: 25.00 hours  
**Total:** 485.00 hours

**Week:** 12 \*Wellness Week - No school

### **Alpha Unit**

**Total Weeks:** 12  
Classroom: 63.00 hours\*\*  
Clinic: 357.00 hours  
Total: 420.00 hours

\*\* Hours may fluctuate depending on Holidays.

The emphasis of the Introduction and Alpha units are to introduce the fundamentals of haircutting; hairstyling, hair coloring, chemical hair restructuring, as well as the related sciences. Students learn state safety requirements, and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops. Students also learn retail merchandising, client servicing and personal development skills to further their professional achievement.

Upon the completion of this unit, students have the primary skills and experience to meet Brown Aveda Institute's hair care retail servicing concepts.

### **Beta Unit**

**Total Weeks:** 12 Weeks  
Classroom: 52.00 hours\*\*  
Clinic: 343.00 hours  
**Total:** 395.00 hours

The purpose of the Beta Unit is to teach students the skills necessary for gaining and maintaining employment. The Beta Unit there is in-depth training in client servicing, time management, self-promotion, communication, goal-setting, merchandising and successful salon entrepreneurship.

Students receive instruction in job requirements, interviewing techniques, resume writing, employee benefits and wages. During the Beta Unit, students are introduced to contemporary techniques in haircutting, hairstyling, hair coloring, permanent waving, chemical restructuring and hair care. This

unit expands upon the student’s practical skills that will now become standard behavior and are directed to fine-tune their coordination, speed, accuracy and concentration to meet entry-level salon requirements.

Through the review of theoretical and practical experience in hair care, students improve in confidence, dexterity and technical performance.

One copy of each evaluation is given to the student at the end of each phase.

\*\*Due to emergency shutdown(s) caused by inclement weather, holidays, and/or unforeseen events, these hours may be adjusted.

HAIR DESIGNER PHASE TOTALS

SUBJECT	INTRO Wks 1-12	INTRO CLINIC	ALPHA Wks 13-24	ALPHA CLINIC	BETA Wks 25-36	BETA CLINIC	Non-Clinic Subject Total	Clinic Subject Total	Total
Infection Control & Principles /Practices	12.50	2.50	2.50	16.00	2.00	12.50	17	31	48
Properties of the Hair & Scalp	29.00	3.00	3.00	30.00	3.00	29.00	35	62	97
Hair Procedures & Practices	145.00	8.00	18.00	123.00	14.00	119.00	177	250	427
Chemical Procedures & Practices	130.00	6.50	30.00	138.50	20.00	135.00	180	280	460
Salon Operations & Communication Skills	40.00	4.00	8.00	43.00	12.00	43.00	60	90	150
Cosmetology Laws & Rules (1 Hr Human Trafficking)	3.50	1.00	1.50	6.50	1.00	4.50	6	12	18
<b>PHASE TOTALS</b>	<b>360.00</b>	<b>25</b>	<b>63</b>	<b>357</b>	<b>52</b>	<b>343</b>	<b>475</b>	<b>725</b>	<b>1200</b>

**Hair Designer Course Outline-Part Time Schedule**

This 1200-hour course provides instruction in all aspects of cosmetology, which includes product knowledge, haircutting, styling, coloring and other chemical services such as permanent waving, chemical hair relaxing and reformation curls. We will go in depth on the training of our client’s best experience. We will also review information on career and employment to include professional ethics, effective communication and human relations, financial data, licensing requirements and regulations and fundamentals of business management. The basic license will permit you to work in a salon without additional supervision and can lead to obtaining an independent contractors license. A diploma will be awarded upon graduation. This program only leads to licensure in the state of Ohio.

The three primary aspects of training are:

- Theoretical knowledge, the foundation of all learning;
- Practical experience, the application of the acquired knowledge; and
- Professional business-building skills that are vital for success.

**Part Time Schedule**

**Total Weeks: 76**

**Days: Monday -Thursday**

**Hours: 5:45 pm – 9:45 pm**

**Introduction Unit**

**Total Weeks: 26**

Classroom: 320.00 hours\*\*

Clinic: 80.00 hours

**Total: 400.00 hours**

**Week: 26 \*Wellness Week - No school**

**Alpha Unit**

**Total Weeks: 26**

Classroom: 80.00 hours\*\*

Clinic: 336.00 hours

Total: 416.00 hours

**Beta Unit**

**Total Weeks: 24 Weeks**

Classroom: 75.00 hours\*\*

Clinic: 309.00 hours

**Total: 384.00 hours**

One copy of each evaluation is given to the student at the end of each phase.

\*\*Due to emergency shutdown(s) caused by inclement weather, holidays, and/or unforeseen events, these hours may be adjusted.

HAIR DESIGNER (part-time evening) PHASE TOTALS

SUBJECT	INTRO Wks 1-26	INTRO CLINIC	ALPHA Wks 27-53	ALPHA CLINIC	BETA Wks 54-78	BETA CLINIC	Non-Clinic Subject Total	Clinic Subject Total	Total
Infection Control & Principles /Practices	9.50	2.50	3.50	13.00	4.00	15.50	17	31	48
Properties of the Hair & Scalp	25.25	10.00	4.00	32.50	5.75	19.50	35	62	97
Hair Procedures & Practices	136.75	34.50	23.00	129.00	17.25	86.50	177	250	427
Chemical Procedures & Practices	105.50	25.00	45.00	116.00	29.50	139.00	180	280	460
Salon Operations & Communication Skills	39.50	6.50	3.00	39.00	17.50	44.50	60	90	150
Cosmetology Laws & Rules (1 Hr Human Trafficking)	3.50	1.50	1.50	6.50	1.00	4.00	6	12	18
<b>PHASE TOTALS</b>	320.00	80	80	336	75	309	475	725	1200



## **Hair Designer Course Overview**

### **Infection Control & Principles/Practices**

Bacteriology

Dispensary Requirements & Operations

### **Properties of the Hair & Scalp**

Trichology

Draping Techniques & Client protection

Shampoos / Rinses / Treatments

Diseases / Disorders / Conditions

Chemistry (Basics / pH)

### **Hair Procedures & Practices**

Styling & Finishing (Roller Setting / Hair Molding)

Thermal Styling (Thermal Iron/Straightening/Blow-dry Techniques)

Formal Styling (Braiding/Wigs/Hair Pieces/ Hair Additions)

Haircutting Basics

Haircutting Techniques & Tools (Shears/ Razor/ Texturizing / Clippers / Trimmers)

### **Chemical Procedures & Practices**

Chemical Texturizing (Permanent Wave/Chemical Relaxers/Curl-Re-forming/ Corrections)

Hair Coloring (Dimensional Coloring Techniques/ Corrections)

### **Manicure & Pedicure Procedures & Practices**

Structure of Nails (Anatomy of Bones, Skin, and Muscles) Diseases, Disorders and Conditions

Basic Manicure & Pedicure

Manicure / Pedicure (Tools/Equipment)

Hand/ Arm/ Foot/ Leg Massage

Artificial Nail Enhancements/ Maintenance

### **Skin Care Procedures & Practices**

Skin Theory (Anatomy of the Skin/Body Systems/Cells/Tissues)

Diseases, Disorders, and Conditions

Basic Facials (Techniques/Treatments/Facial Make-up/Hair Removal)

Relaxation Treatments / Health History

Electricity (Principles/safety/Effects/Therapies)

### **Salon Operations & Communication Skills**

Salon Operation & management (Sales Consultation/Career Development/Professional Image)

Communication Skills (Listening Skills/Product & Service Education/Consultation)

### **Cosmetology Laws & Rules**

Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement

Continuing Education / Policies & Procedures

Human Trafficking (1 Hour)

### **Development**

Business of Being

time management

goal setting

team building

communication

leadership

resume/cover letter writing

interview techniques

job requirements

employee benefits and wages

retail merchandising

salon entrepreneurship

## **Esthetics Course Outline**

The 600-hour Esthetics course is a comprehensive combination of lecture, demonstration, practical experience and professional business-building skills which are vital for success in the growing field of skin care and color cosmetic artistry. The basic license will permit you to work in a spa without additional supervision and can lead to obtaining an independent contractors license. A diploma will be awarded upon graduation. This program only leads to licensure in the state of Ohio.

The three primary aspects of training are:

- ◆ Theoretical knowledge, the foundation of all learning;
- ◆ Practical experience, the application of the acquired knowledge; and
- ◆ Professional business-building skills that are vital for success.

**Total Weeks: 25 weeks**

Days: Tuesday- Saturday

Hours: 9 a.m. – 2:30 p.m. Tuesday - Friday

8:15 a.m. – 1:45 p.m. Saturday

### **Introduction Unit**

<b>Weeks:</b>	<b>1 through 6</b>
Classroom:	122 hours**
Clinic:	30 hours
<b>Total:</b>	<b>152 hours</b>

The emphasis of weeks 1 through 6 is to introduce the fundamentals of dermanalysis, facial manipulation procedures, aromaology and color cosmetics, correct use of facial equipment as well as the related sciences (Anatomy and Histology). Students also learn retail merchandising, color cosmetic artistry, client servicing and personal development skills to further their professional achievement.

Upon the completion of week 6, students have the primary skills and experience to meet Brown Aveda Institute's skin care retail servicing concepts.

### **Alpha Unit**

<b>Weeks:</b>	<b>7 through 12</b>
Classroom:	60 hours
Clinic:	90 hours
<b>Total</b>	<b>150 hours</b>

The main focus in weeks 7 through 12 is the refinement of students' practical skills. Clinic and classroom activities will reinforce and improve the previously acquired knowledge.

Upon completion of week 12, students have the primary skills and experience to meet Brown Aveda Institute's skin care and color cosmetic service standards and state safety requirements.

**Beta Unit**

**Weeks: 13 through 18**

Classroom: 60 hours

Clinic: 90 hours

**Total: 150 hours**

During weeks 13 through 18, students will expand upon the practical skills, which have now become standard behavior. Strong emphasis is placed on color cosmetics, aromaology, the art of retailing, and client servicing.

Through the review of theoretical and practical experience in skin care and color cosmetics, students improve in dexterity, confidence, timing and technical performance.

**Gamma Unit**

**Weeks: 19 through 24**

Classroom: 58 hours

Clinic: 90 hours \*\*

**Total: 148 hours**

The purpose of weeks 19 through 24 are to teach students the skills necessary for gaining and maintaining employment. Students receive instruction in job requirements, interviewing techniques, resume writing, employee benefits and wages. Students are directed to fine-tune their accuracy, speed and concentration to meet entry-level employment requirements. Students demonstrate competency in the tasks required for the Skill Certification Examination required by Brown Aveda Institute and the State of Ohio for licensure.

\*\* Hours may fluctuate depending on Holidays

ESTHETICS PHASE TOTALS

SUBJECT	Wks 1-6 INTRO NON-CLINIC	INTRO CLINIC	Wks 7-12 ALPHA NON-CLINIC	ALPHA CLINIC	Wks 13-18 BETA NON-CLINIC	BETA CLINIC	Wks 19-24 GAMMA NON-CLINIC	GAMMA CLINIC	Non-Clinic Subject Total	Clinic Subject Total	Total
Infection Control & Principles /Practices	21.00	3.00	2.00	9.00	3.00	9.00	4.00	9.00	30.00	30.00	60.00
Anatomy	12.00	1.50	0.00	4.50	2.00	4.50	1.00	4.50	15.00	15.00	30.00
Specialized Equipment	2.00	1.50	0.00	4.50	12.00	4.50	1.00	4.50	15.00	15.00	30.00
Massage	9.00	3.00	13.00	9.00	2.00	9.00	6.00	9.00	30.00	30.00	60.00
Chemistry	1.00	1.50	0.00	4.50	14.00	4.50	0.00	4.50	15.00	15.00	30.00
Skin Care Procedures & Practices	49.00	10.00	22.00	30.00	16.50	30.00	12.50	30.00	100.00	100.00	200.00
Study of Skin	8.00	3.00	18.00	9.00	1.50	9.00	0.00	6.50	27.50	27.50	55.00
Make-Up	7.00	3.50	5.00	10.50	7.00	10.50	18.50	13.00	37.50	37.50	75.00
Salon Operations & Communication Skills	11.00	2.00	0.00	6.00	2.00	6.00	7.00	6.00	20.00	20.00	40.00
Cosmetology Laws & Rules- (1 Hr Human Trafficking)	2.00	1.00	0.00	3.00	0.00	3.00	8.00	3.00	10.00	10.00	20.00
<b>PHASE TOTALS</b>	122.00	30.00	60.00	90.00	60.00	90.00	58.00	90.00	300.00	300.00	600.00

**Esthetics Course Overview**

**Infection Control & Principles/Practices**

Bacteriology

Dispensary Requirements & Operations

**Anatomy & Physiology**

Head

Bones (Full Body)

Muscles, Nerves, Cells Tissues (Full Body)

**Specialized Equipment**

Electricity (Principles/Safety/Effects/Therapies)

Ultra-Violet & Infrared Light Therapies

Safety & Effects

**Massage**

Client Health Issues & Pre-Screening

Preparation

Manipulations

Relaxation Treatments

**Chemistry**

Compounds and Mixtures

Water, Chemistry and Effects

Ingredients

Cosmetics

**Skin Care Procedures & Practices**

Skin Theory (Anatomy of Skin/Body Systems/Cells/Tissues)

Diseases, Disorders, and Conditions

Basic Facials (Techniques/Treatments/Facial Make-up/Hair Removal)

Health History

Brow Tinting

Hair Removal

**Study of Skin**

Skin Theory (Histology, Structure, Functions)

Nutrition

Skin Analysis

Diseases and Disorders

**Makeup**

Equipment, Implements and Products

Artificial lashes / Extensions

Theory

Application (Corrective, Day/Night, Theatrical)

### **Clinic Practice**

clinic set-up	sanitation
time management	daily goals
Aveda product systems	facial treatments

### **Salon Operations & Communication Skills**

Salon Operation & management (Sales Consultation/Career Development/Professional Image)

Communication Skills (Listening Skills/Product & Service Education/Consultation)

### **State Rules and Regulations**

Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement

Continuing Education / Policies & Procedures      Human Trafficking (1 Hour)

### **Personal/Career Development**

Business of Being	resume writing
interview process	responsibilities of employment
salary plans, benefits and insurance	building a business
client retention	retail strategies
merchandising	incentives
listening and communication	personal development
daily self motivation	nutrition

## **Advanced Esthetics Program Course Outline**

The 750-hour Advanced Esthetics course is a comprehensive combination of lecture, demonstration, practical experience and professional business-building skills which are vital for success in the growing field of skin care and color cosmetic artistry. The combined 750 hour course will allow you to complete this program on a continuous basis. The curriculum is set up to teach advanced techniques in specialized equipment use and control, product and service sales training and communication skills. You will also be participating in advanced anatomy of skin, advanced muscle, nerve, facial and body treatments. Having advanced skills in these areas will better prepare you for the spa environment.

The course will also cover in-depth research along with an understanding of the Ohio Cosmetology Laws and Rules as well as Public Health and Safety Requirements. Our goal is to continue to raise the bar for the industry and help to prepare our graduates to be successful and knowledgeable staff members.

The Advanced license is not a requirement to work in a spa however is a requirement to obtain an educators license in the state of Ohio. A diploma will be awarded upon graduation. This program only leads to licensure in the State of Ohio.

The three primary aspects of training are:

- ◆ Theoretical knowledge, the foundation of all learning;
- ◆ Practical experience, the application of the acquired knowledge; and
- ◆ Professional business-building skills that are vital for success.

**Total Weeks: 30 weeks**

Days: Tuesday- Saturday

Hours: 9 a.m. – 2:30 p.m. Tuesday - Friday

8:15 a.m. – 1:45 p.m. Saturday

### **Introduction Unit**

<b>Weeks:</b>	<b>1 through 6</b>
Classroom:	122 hours**
Clinic:	30 hours
<b>Total:</b>	<b>152 hours</b>

\*\* Hours may fluctuate depending on Holidays

The emphasis of weeks 1 through 6 is to introduce the fundamentals of dermanalysis, facial manipulation procedures, aromaology and color cosmetics, correct use of facial equipment as well as the related sciences (Anatomy and Histology). Students also learn retail merchandising, color cosmetic artistry, client servicing and personal development skills to further their professional achievement.

Upon the completion of week 6, students have the primary skills and experience to meet Brown Aveda Institute's skin care retail servicing concepts.

### **Alpha Unit**

<b>Weeks:</b>	<b>7 through 12</b>
Classroom:	60 hours
Clinic:	90 hours
<b>Total</b>	<b>150 hours</b>

The main focus in weeks 7 through 12 is the refinement of students' practical skills. Clinic and classroom activities will reinforce and improve the previously acquired knowledge.

Upon completion of week 12, students have the primary skills and experience to meet Brown Aveda Institute's skin care and color cosmetic service standards and state safety requirements.

### **Beta Unit**

<b>Weeks:</b>	<b>13 through 18</b>
Classroom:	60 hours
Clinic:	90 hours
<b>Total:</b>	<b>150 hours</b>

During weeks 13 through 18, students will expand upon the practical skills, which have now become standard behavior. Strong emphasis is placed on color cosmetics, aromaology, the art of retailing, and client servicing.

Through the review of theoretical and practical experience in skin care and color cosmetics, students improve in dexterity, confidence, timing and technical performance.

### **Gamma Unit**

<b>Weeks:</b>	<b>19 through 24</b>
Classroom:	58 hours
Clinic:	90 hours **
<b>Total:</b>	<b>148 hours</b>

\*\* Includes 3 hours for skill certification

The purpose of weeks 19 through 24 are to teach students the skills necessary for gaining and maintaining employment. Students receive instruction in job requirements, interviewing techniques, resume writing, employee benefits and wages. Students are directed to fine-tune their accuracy, speed and concentration to meet entry-level employment requirements. Students demonstrate competency in the tasks required for the Skill Certification Examination required by Brown Aveda Institute and the State of Ohio for licensure.

### **Advanced Unit**

<b>Weeks:</b>	<b>25 through 30</b>
Classroom:	65 hours
Clinic:	85 hours
<b>Total:</b>	<b>150 hours</b>

In the Advanced Unit you will be participating in advanced anatomy of skin, advanced muscle, nerve, facial and body treatments. Students demonstrate competency in all tasks required for the practical examination, as well as the theoretical knowledge necessary to pass the written examination required by the State of Ohio for licensure.

ADVANCED ESTHETICS PHASE TOTALS

SUBJECT	INTRO Wks 1-6	INTRO CLINIC	ALPHA Wks 7-12	ALPHA CLINIC	BETA Wks 13-18	BETA CLINIC	GAMMA Wks 19-24	GAMMA CLINIC	ADVANCED Wks 25-30	ADVANCED CLINIC	Non-Clinic Subject Total	Clinic Subject Total	Total
Infection Control & Principles / Practices	21.00	3.00	2.00	9.00	3.00	9.00	4.00	9.00			30.00	30.00	60.00
Anatomy	12.00	1.50	0.00	4.50	2.00	4.50	1.00	4.50			15.00	15.00	30.00
Specialized Equipment	2.00	1.50	0.00	4.50	12.00	4.50	1.00	4.50			15.00	15.00	30.00
Massage	9.00	3.00	13.00	9.00	2.00	9.00	6.00	9.00			30.00	30.00	60.00
Chemistry	1.00	1.50	0.00	4.50	14.00	4.50	0.00	4.50			15.00	15.00	30.00
Skin Care Procedures & Practices	49.00	10.00	22.00	30.00	16.50	30.00	12.50	30.00			100.00	100.00	200.00
Study of Skin	8.00	3.00	18.00	9.00	1.50	9.00	0.00	6.50			27.50	27.50	55.00
Make-Up	7.00	3.50	5.00	10.50	7.00	10.50	18.50	13.00			37.50	37.50	75.00
Salon Operations & Communication Skills	11.00	2.00	0.00	6.00	2.00	6.00	7.00	6.00			20.00	20.00	40.00
Cosmetology Laws & Rules- (1 Hr Human Trafficking)	2.00	1.00	0.00	3.00	0.00	3.00	8.00	3.00			10.00	10.00	20.00
Cosmetology Laws & Rules									17.50	22.50	17.50	22.50	40.00
Public Health & Safety									17.50	22.50	17.50	22.50	40.00
Advanced Techniques									30.00	40.00	30.00	40.00	70.00
<b>PHASE TOTALS</b>	<b>122.00</b>	<b>30.00</b>	<b>60.00</b>	<b>90.00</b>	<b>60.00</b>	<b>90.00</b>	<b>58.00</b>	<b>90.00</b>	<b>65.00</b>	<b>85.00</b>	<b>365.00</b>	<b>385.00</b>	<b>750</b>

**Advanced Esthetics Course Overview**

**Infection Control & Principles/Practices**

Bacteriology

**Anatomy & Physiology**

Head

Muscles, Nerves, Cells Tissues (Full Body)

**Specialized Equipment**

Electricity (Principles/Safety/Effects/Therapies)

Safety & Effects

**Massage**

Client Health Issues & Pre-Screening

Manipulations

**Chemistry**

Compounds and Mixtures

Ingredients

Dispensary Requirements & Operations

Bones (Full Body)

Ultra-Violet & Infrared Light Therapies

Preparation

Relaxation Treatments

Water, Chemistry and Effects

Cosmetics



### **Skin Care Procedures & Practices**

Skin Theory (Anatomy of Skin/Body Systems/Cells/Tissues)

Diseases, Disorders, and Conditions

Basic Facials (Techniques/Treatments/Facial Make-up/Hair Removal)

Health History

Brow Tinting

Hair Removal

### **Study of Skin**

Skin Theory (Histology, Structure, Functions)

Nutrition

Skin Analysis

Diseases and Disorders

### **Makeup**

Equipment, Implements and Products

Artificial lashes / Extensions

Theory

Application (Corrective, Day/Night, Theatrical)

### **Clinic Practice**

clinic set-up

sanitation

time management

daily goals

Aveda product systems

facial treatments

### **Salon Operations & Communication Skills**

Salon Operation & management (Sales Consultation/Career Development/Professional Image)

Communication Skills (Listening Skills/Product & Service Education/Consultation)

### **State Rules and Regulations**

Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement

Continuing Education / Policies & Procedures

Human Trafficking (1 Hour)

### **Personal/Career Development**

Business of Being

resume writing

interview process

responsibilities of employment

salary plans, benefits and insurance

building a business

client retention

retail strategies

merchandising

incentives

listening and communication

personal development

daily self motivation

nutrition

### **Cosmetology Laws and Rules**

Ohio Revised Code Statutes, Ohio Administrative Rules, License and

Permit Policy Procedures, Continuing Education Policies & Procedures, Inspection and Enforcement Policy and Procedures.

### **Public Health and Safety**

Sanitation Practices & Procedures, Sterilization Practices & Procedures, Dispensary Operations & Procedures, Bacteriology, Contagious and Communicable Disease Control, Salon Operations & Procedures, Consumer & Product Safety.

### **Advanced Techniques**

Advanced Anatomy of the Skin, Advanced Treatment of Muscles & Nerves, Advanced Facial & Body Treatments, Salon Supervision & Management, Specialized Equipment Use & Control, Product & Service sales & Training, Communication Skills

### **Microdermabrasion System**

Brown Aveda Institute is certified to teach Microdermabrasion in our Esthetics Program. This is a non-invasive, exfoliation of the skin with specialized equipment. Students will only be certified upon completing their 600 hours and passing the State Board Exam.

One copy of each evaluation is given to the student at the end of each phase.

\*\*Due to emergency shutdown(s) caused by inclement weather, holidays, and/or unforeseen events, these hours may be adjusted.

**Esthetics Advanced Course**

The prerequisite of the additional **150 hour** Esthetics Advanced course is to have completed 600 hours in the Brown Aveda Institute Esthetics Program. An advanced license is required to be an Educator. The **150 hour** Esthetics Advanced course provides instruction in all specialized equipment use and control, product and service sales training and communication skills. You will also be participating in advanced anatomy of skin, advanced muscle, nerve, facial and body treatments.

The Advanced license is a requirement to obtain an educators license in the state of Ohio. A diploma will be awarded upon graduation. This program only leads to licensure in the State of Ohio.

Classroom:                   65.0 hours  
 Clinic:                        85.0 hours  
**Total:                       150.0 hours**

ESTHETICS SDVANCED PHASE TOTALS

SUBJECT	Wks 1-3 Non-Clinic	Wks 1-3 Clinic	Wks 4-6 Non-Clinic	Wks 4-6 Clinic	Non-Clinic Subject Total	Clinic Subject Total	Total
Cosmetology Laws & Rules	8	11.75	9.50	10.75	17.50	22.50	40
Public Health & Safety	7	12	10.50	10.50	17.50	22.50	40
Advanced Techniques	15	21.25	15	18.75	30.00	40.00	70
WEEK TOTALS	30	45	35	40	65.00	85.00	150

**Advanced Manicuring Course Outline**

The 300-hour course provides instruction in all aspects of nail esthetics, which includes massage, manicure, pedicure, and artificial nails. During this course, you will also be provided with advanced training in the above techniques. We will also review information on career and employment to include professional ethics, effective communication and human relations, financial data, licensing requirements and regulations and fundamentals of business management. You will also receive in-depth research along with an understanding of the Ohio Cosmetology Laws and Rules as well as Public Health and Safety requirements. The Advanced license is not a requirement to work in a salon however is a requirement to obtain an educators license in the state of Ohio. A diploma will be awarded upon graduation. This program only leads to licensure in the State of Ohio.

**Total Weeks:               22**

Days:   Wednesday and Thursday 5:30pm – 9:00pm; Saturday - 9:00am - 5:00pm

The first week schedule is Monday, Tuesday 5:30pm to 9:00pm and Saturday 9:00am – 5:00pm

**Introduction / Alpha Phase**

**Total Weeks: 7**

Classroom 77 hrs.\*\*  
Clinic 21.5 hrs.  
Total 98.5 hrs.

**Beta / Gamma Phase**

**Total Weeks: 7**

Classroom 23 hrs.\*\*  
Clinic 78.5 hrs.  
Total 101.5 hrs.

**Advanced Unit**

**Total Weeks: 8**

Classroom 50 hrs.\*\*  
Clinic 50 hrs.  
Total 100 hrs.

\*\* Hours may fluctuate depending on Holidays.

**Salon Lifestyle**

Classroom and Clinic Hours are dependent upon time missed from their regular schedule.

ADVANCED MANICURING PHASE TOTALS

SUBJECT	Wks 1-7 INTRO/ALPHA NON-CLINIC	INTRO/ALPHA CLINIC	Wks 8-13 BETA/GAMMA NON-CLINIC	BETA/GAMMA CLINIC	Wks 14-18 ADVANCED NON-CLINIC	Wks 19-26 ADVANCED CLINIC	Non-Clinic Subject Total	Clinic Subject Total	Total
Infection Control & Principles /Practices	11.00	2.00	4.00	13.00			15.00	15.00	30.00
Anatomy	4.50	1.50	0.50	3.50			5.00	5.00	10.00
Massage	4.00	1.50	1.00	3.50			5.00	5.00	10.00
Nail Care Procedures & Practices	25.00	4.50	2.50	23.00			27.50	27.50	55.00
Chemistry	4.00	1.50	1.00	3.50			5.00	5.00	10.00
Nail Enhancements	8.50	5.50	9.00	12.00			17.50	17.50	35.00
Specialized Equipment	5.00	1.50	0.00	3.50			5.00	5.00	10.00
Salon Operations & Communication Skills	8.00	2.00	2.00	8.00			10.00	10.00	20.00
Cosmetology Laws & Rules- ( 1 Hr Human Trafficking)	7.00	1.50	3.00	8.50			10.00	10.00	20.00
Cosmetology Laws & Rules					20.00	20.00	20.00	20.00	40.00
Public Health & Safety					20.00	20.00	20.00	20.00	40.00
Advanced Techniques					10.00	10.00	10.00	10.00	20.00
<b>PHASE TOTALS</b>	77.00	21.50	23.00	78.50	50.00	50.00	150.00	150.00	300.00

## **Advanced Manicuring Course Overview**

### **Infection Control & Principles/Practices**

Bacteriology

Dispensary Requirements & Operations

### **Anatomy & Physiology**

Bones, Muscles & Systems

Nervous System

Joints, Cartilage

Ligaments of the hand, Arm, Foot & Leg

### **Massage**

Client Health Issues & Pre-Screening

Preparation

Manipulations

Relaxation Treatments

### **Nail Care Procedures & Practices**

Safety Precautions

Basic & Advanced Manicure

Basic & Advanced Pedicures

Polish Application Techniques

Structure of the Nail

Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg)

### **Chemistry**

Compounds and Mixtures

Nail Enhancement Compositions

Ingredients

Nail Cosmetics

### **Nail Enhancements**

Application Procedures

Artificial Nail Structure

Preparation

Application

Removal

Nail Repairs

### **Specialized Equipment**

Curing Methods

Drills / Advanced Tools

Safety & Effects

### **Salon Operations & Communication Skills**

Salon Operation & management (Sales Consultation/Career Development/Professional Image)

Communication Skills (Listening Skills/Product & Service Education/Consultation)

### **State Rules and Regulations**

Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement

Continuing Education / Policies & Procedures

Human Trafficking (1 Hour)

### **Personal/Career Development**

Business of Being

resume writing

interview process

responsibilities of employment

salary plans, benefits and insurance

client retention

retail strategies

merchandising

incentives

listening and communication

personal development

daily self motivation

nutrition

state and federal tax

### **Cosmetology Laws and Rules**

Ohio Revised Code Statutes, Ohio Administrative Rules, License and

Permit Policy Procedures, Continuing Education Policies & Procedures, Inspection and Enforcement Policy and Procedures.

### **Public Health and Safety**

Sanitation Practices & Procedures, Sterilization Practices & Procedures, Dispensary Operations & Procedures, Bacteriology, Contagious and Communicable Disease Control, Salon Operations & Procedures, Consumer and Product Safety.

### **Advanced Techniques**

Advanced Anatomy of Nails and Skin, Advanced Muscles and Massage Techniques, Advanced Pedicure and Services, Salon Supervision & Management, Specialized Equipment Use and Control, Product and Service Sales Training, Communication Skills.

## **Admission Requirements:**

1. Have an informational interview with an Admissions Representative.
2. Take and pass a basic skills evaluation.
3. Submit a letter of intent describing your reasons and goals for enrolling in the program.
4. Submit a letter of recommendation.
5. Submit your high school transcripts showing graduation date or a copy of your General Education Diploma (GED). For those students who are home schooled, we will review the necessary documentation. Brown Aveda Institute, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, gender, financial status, sex, ethnic origin, age, veteran status, physical or mental challenges, or sexual orientation. Ohio State Board of Cosmetology requires all candidates to be at least 16 years old.
6. Complete an Admissions Application and submit a \$50 non-refundable application fee.

To schedule an informational interview, call the Admissions Department at 440.255.9494 (ext. 208 for Mentor and ext. 402 for Strongsville)

### **Withdrawals/Re-Entry**

If a student chooses to withdraw from our school for any reason, they must first submit a letter of intent to our Financial Aid Officer. The letter must state whether they are withdrawing permanently or temporarily because of some hardship. Students are permitted a maximum of two (2) withdrawals during their program. A second withdrawal may be scheduled in the case of a hardship and a letter along with substantiating documentation must be provided to the Financial Aid Officer. There is a \$150.00 Administrative charge for a withdrawal. Should student withdraw on a temporary basis (minimum timeframe is two weeks), a re-instatement fee of \$150.00 will apply and a date must be given with their anticipated return. If they are unable to return on that date, a phone call in addition to a letter must be sent to our Financial Aid Officer as well as our Admissions Team Leader, with a revised date, at least 3 days in advance. We will consider the student to be permanently withdrawn if we do not hear from them within 72 hours (3 consecutive school days) of the anticipated return date. If a student's performance was unsatisfactory when he/she withdrew from school and later wished to re-enter the school, he/she will return under that same status. If a student withdraws in good standing, he/she may return under that same status without loss of credit, grades or hours. If the school terminates the student for any violation, they are not permitted re-entry. (See pages 36 and 37 for further information.)

### **Transfer Hours To Other Institutions**

- The transferability of hours you earn at Brown Aveda Institute is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the hours or diploma that you do earn at Brown Aveda Institute are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this school will meet you education goals. This may include contracting an institution to which you may seek to transfer after attending Brown Aveda Institute to determine if your hours, or diploma will transfer.

**Transfer Hours From Other Institutions**

Brown Aveda Institute considers hours for transfer from other institutions on a case by case basis.

**Internal Transfers**

Should a student enrolled in the Cosmetology Evening (part-time) program desire to switch to an Advanced Program, student must request and complete a Sign Up for Advanced Program form. This is to be turned in to your Educator who will forward to the Admissions staff. Once a meeting is scheduled, student will be informed. The Admissions staff member will at this time advise student of any further requirements to be met for said transfer.

**Graduation, Licensure, & Placement Rates for 2015:**

**Cosmetology, Combined Cosmetology Managers, Esthetics, Combined Esthetics Managers & Managing Manicure Graduation Rates – 80.75%**

**Cosmetology, Combined Cosmetology Managers, Esthetics, Combined Esthetics Managers & Managing Manicure Licensure Rates - 99.50%**

**Cosmetology, Combined Cosmetology Managers, Esthetics, Combined Esthetics Managers & Managing Manicure Placement Rate – 84.11%**

**\*The OSBC changed “Managers” to “Advanced” on 9/13/2016**

## Course Start Dates Currently Offered for Mentor and Strongsville:

Cosmetology, Advanced Cosmetology, Esthetics, Advanced Esthetics, Advanced Manicuring

**2017: April 25<sup>th</sup>, July 18<sup>th</sup>, Oct 10<sup>th</sup>**

**\*\*Cosmetology (Evening Part-Time) and Advanced Manicuring course is only available at the Mentor Main Campus:**

**January 30<sup>th</sup> and July 17<sup>th</sup>, 2017**

**Tuition Costs 2017** (There is a Sales Tax on Student Kits, it will be collected at the time the kit fee is due)

### Cosmetology 1500 Hours (Hair, Skin and Nails)

Full time-46weeks		Tuesday – Saturday 9am-5pm
Evening – 95 weeks		Monday – Thursday 5:45 – 9:45pm
Registration fee	\$250.00	
Application fee*	\$50.00	
Kit Fee**	\$1,900.00	
Tuition	\$15,700.00	
<b>Total Cost</b>	<b>\$17,900.00</b>	

### Advanced Cosmetology 1800 Hours (Hair, Skin, Nails and Advanced)

Full Time ONLY -55 weeks		Tuesday- Saturday 9am-5pm
Registration Fee	\$250.00	
Application Fee*	\$50.00	
Kit Fee**	\$2,200.00	
Tuition	\$18,400.00	
<b>Total Cost</b>	<b>\$20,900.00</b>	

### Esthetics 600 hours (Skin Care)

Part time -25 weeks		Tuesday-Friday: 9am-2:30pm	Saturday: 8:15am-1:45pm
Registration fee	\$250.00		
Application fee*	\$ 50.00		
Kit fee**	\$1,700.00		
Tuition	\$8,900.00		
<b>Total Cost</b>	<b>\$10,900.00</b>		

### Advanced Esthetics 750 hours (Skin Care and Advanced)

Part time 31 weeks		Tuesday-Friday: 9am-2:30pm	Saturday: 8:15am-1:45pm
Registration fee	\$250.00		
Application fee*	\$ 50.00		
Kit fee**	\$1,900.00		
Tuition	\$10,500.00		
<b>Total Cost</b>	<b>\$12,700.00</b>		

## Advanced Manicuring 300 hours (Nail Care and Advanced)

Part time- 22 weeks Wednesday and Thursday 5:30pm to 9:00pm Saturday 9:00am-5:00pm

**(First week schedule is Monday, Tuesday 5:30pm to 9:00pm and Saturday 9:00am – 5:00pm)**

Registration Fee	\$250.00
Application Fee*	\$50.00
Kit Fee**	\$ 650.00
Tuition	\$ 2,545.00
<b>Total Cost</b>	<b>\$ 3,495.00</b>

\*If the student enrolls in a course of study and changes the original start date, a re-application fee of \$50.00 will apply. \*\*The kit fee includes supplies, books, and uniforms for the class and payment will be due 2 weeks prior to start date.

## Programs that we are licensed for but are not currently offering

### Hair Designer 1200 Hours (Hair Only)

Full Time -36 weeks	Tuesday- Saturday 9am-5pm
Evening- 76 weeks	Monday-Thursday 5:45-9:45
Registration Fee	\$250.00
Application Fee*	\$50.00
Kit Fee**	\$1,800.00
Tuition	\$12,800.00
<b>Total Cost</b>	<b>\$14,900.00</b>

### Cosmetology Advanced 300 Hours (Advanced) \*

Full Time ONLY - 9 weeks **(This program is only available at the Mentor Campus and only to graduates from Brown Aveda Institute from the 1500 hr. program)**

Registration Fee	\$250.00 waived
Application Fee	\$50.00 waived
Kit Fee**	\$300.00
Tuition	\$2,700.00
<b>Total Cost</b>	<b>\$3,000.00</b>

### Esthetics Advanced 150 hours (Advanced) \*

Part time- 6 weeks **(This program is only available to graduates from Brown Aveda Institute from the 600 hr. program)**

Registration Fee	\$250.00 waived
Application Fee*	\$50.00 waived
Kit Fee**	\$200.00
Tuition	\$1,600.00
<b>Total Cost</b>	<b>\$1,800.00</b>

\*If the student enrolls in a course of study and changes the original start date, a re-application fee of \$50.00 will apply. \*\*The kit fee includes supplies, books, and uniforms for the class and payment will be due 2 weeks prior to start date.

Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes Federal grant, loan, or work-study assistance. For more information on applying for Federal student aid, go to <http://www.fafsa.ed.gov/>.



\* The Cosmetology Advanced, Esthetics Advanced and Advanced Manicuring programs are not eligible for Title IV Financial Aid.

## **Method of Payments**

The Brown Aveda Institute accepts cash (US Currency), Check (personal, bank, or money order), Visa, MasterCard, or Discover and American Express or Electronic Fund Transfer. Students may also apply for Title IV Financial Aid or private loans. Brown Aveda Institute Payment Plan is as follows:

### **Cosmetology (1500 hours) \$17,900.00**

\$7700.00 is due on the first day of class. The balance is to be paid in three installments during the next three months in two installments of \$2667.00 and one installment of \$2666.00. Total cost listed above excludes the \$300.00 enrollment/application fee which is due at the time of registration and the kit fee of \$1900.00 plus sales tax which is due on the first day of class.

### **Advanced Cosmetology (1800 hours) \$20,900.00**

\$9200.00 is due on the first day of class. The balance is to be paid in three installments during the next three months in two installments of \$3067.00 and one installment of \$3,066.00. Total cost listed above excludes the \$300.00 enrollment/application fee which is due at the time of registration and the kit fee of \$2200 plus sales tax which is due on the first day of class.

### **Hair Designer (1200 hours) \$14,900.00**

\$6400.00 is due on the first day of class. The balance is to be paid in three installments during the next three months in two installments of \$2133.00 and one installment of \$2134.00. Total cost listed above excludes the \$300.00 enrollment/application fee which is due at the time of registration and the kit fee of \$1800 plus sales tax which is due on the first day of class.

### **Esthetics (600 hours) \$10,900.00**

\$4450.00 is due on the first day of class. The balance is to be paid in three installments during the next three months in payments of \$1484.00. Total cost listed above excludes the \$300.00 registration/application fee which is due at the time of registration and the kit fee of \$1700.

### **Advanced Esthetics (750 hours) \$12,700.00**

\$5250.00 is due on the first day of class. The balance is to be paid in three installments during the next three months in three installments of \$1750.00. Total cost listed above excludes the \$300.00 enrollment/application fee which is due at the time of registration and the kit fee of \$1900 plus sales tax which is due on the first day of class.

### **Advanced Manicuring (300 hours) \$3,495.00**

\$849.00 is due the first day of class. The balance is to be paid the next 3 months after the start date in two installments of \$565.33 and one installment of \$565.34. The total cost listed above excluded the \$300.00 enrollment/application fee which is due at the time of registration and the kit fee of \$650.00 plus sales tax which is due on the first day of class.

***\*If the student enrolls in a course of study and changes the original start date, a re-application fee of \$ 50.00 will apply. \*\*The kit fee includes supplies, books, and uniforms for the class.***

## **Physical Demands & Safety Requirements**

It is extremely important that you are provided with all the facts about the physical requirements that your future career demands. The following is a list of physical demands you may encounter in the field of:

**Cosmetology, Advanced Cosmetology & Hair Designer:** Body position: Long intervals of standing are required for cosmetologists. Hands: Your hands will need protection from chemicals and continuous exposure to water and cleaning agents. Hand care products are recommended for all service professionals. Back: Minor back stress may be caused by long intervals of standing, sitting, or leaning. Please consult your physician or chiropractor if you have experienced back pain or stress in the past. Chemicals: As a cosmetologist, you will be required to work with many different types of chemicals. If you are currently having allergies or sensitivities to other chemicals, please consult your physician with a list of chemicals you will be exposed to. Sanitation: Communicable diseases can be easily transmitted from one individual to another. Special attention must be paid to yourself and your clients to avoid spreading any disease. Trade Tools: There are obvious hazards when working with sharp objects such as scissors, razors, clippers, etc., caution when handling such items. General Safety: On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from the hair dryer, hot water, harmful vapors, or fumes, injury to the eyes, and physical injury resulting from spilled liquid.

**Esthetics & Advanced Esthetics:** Body position: Esthetician's are required to sit or stand and lean forward while providing most services. Hands: Your hands will need protection from chemicals and continuous exposure to water and cleaning agents. Hand care products are recommended to all service professionals. Back: Minor back stress may be caused by long intervals of standing, sitting, or leaning. Please consult your physician or chiropractor if you have experienced back pain or stress in the past. Chemicals: As an esthetician, you will be required to work with many different types of chemicals. If you currently have allergies or sensitivities to other chemicals, please consult with your physician with a list of chemicals you will be exposed to. Sanitation: Communicable disease can be transmitted from one individual to another. Special attention must be paid to your clients to avoid spreading any diseases. Trade Tools: There are obvious hazards when working with sharp objects such as lancets or extractors, etc., caution must be used when handling. General Safety: On a daily basis, we use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, hot water, harmful vapors, or fumes, injury to the eyes, and physical injury resulting from spills.

**Advanced Manicuring:** Body position: Long hours of sitting and leaning forward while providing most services. Hands: Your hands will need protection from chemicals and exposure to water and cleaning agents. Hand care products are recommended for all service professionals. Back: Minor back stress may be caused by long intervals of sitting or leaning. Please consult your physician or chiropractor if you have experienced back pain or stress in the past. Chemicals: As a nail technician, you will be required to work with many different types of chemicals. If you currently have allergies or sensitivities to other chemicals, please consult with a physician list of chemicals you have been exposed to. Sanitation: Communicable diseases can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading any disease. Trade Tools: There are obvious hazards when working with sharp objects such as Nippers, cuticle scissors, etc., caution must be used when handling. General Safety: On a daily basis, use caution and common sense to avoid entering into any of the following situations: Chemical burns, cuts and abrasions, hot water, harmful vapors or fumes, injury to the eyes and physical injury resulting from spilled liquids.

**Consumer disclosure:** If you are interested in receiving tuition and fee information from other NACCAS Accredited Institutions in the State of Ohio, you may request this by sending a self-addressed stamped envelope to NACCAS, 3015 Colvin Street Alexandria, Virginia 22314 Phone: 703-600-7600

## Graduation / Licensing / Testing Requirements

### Graduation Requirements

In order to be considered a graduate of his/her program of study, a student must:

- meet minimum course requirements
- complete 1500 hours for Cosmetology, 300 for Cosmetology Advanced or 1800 hours for Advanced Cosmetology; 1200 hours for Hair Designer; 600 hours for Esthetics, 150 for Esthetics Advanced or 750 hours for Advanced Esthetics; 300 hours for Advanced Manicuring.
- meet satisfactory progress and attendance requirements
- complete tuition and fee obligations

### *Licensing Requirements, as of July 1, 2010 for Ohio State Board of Cosmetology*

To receive a license in the State of Ohio, a student is required to:

- Complete the hours in a course of instruction;
- Submit the following items to Administration at an exit interview:
  - ◆ License application
- License fee (check or money order)
  - \* Application fee - Written & Practical - \$31.50 / & Work Permit - \$39.00
  - \* Application fee - Written, Practical & Advanced - \$63.00 / & Work Permit - \$70.50

(Licensing fees are subject to change without notice).
- ◆ Valid Picture ID

Note: Due to verification of hours, grades, tuition, the processing of student's State Board Application can take up to three (3) weeks prior to being mailed to Ohio State Board of Cosmetology after completion of hours.

- Pass the written theory and practical examination conducted by the State Board of Cosmetology

### **NOTICE – OHIO STATE BOARD OF COSMETOLOGY EXAMINATION “NO SHOW” POLICY**

Applicants that fail to attend their scheduled examination date must pay a reschedule fee in order to be rescheduled. Failure to provide at minimum a **24 hour notice of cancellation** will increase the reschedule fee as follows:

Practical/Theory/Advanced \$80.00      Practical/Theory \$40.00      Advanced Only \$40.00

Cancellation of a scheduled examination MUST be emailed to [examcancellation@cos.state.oh.us](mailto:examcancellation@cos.state.oh.us)

**Cancellation by phone or voice message will not be accepted**

### **WORK PERMIT POLICY**

Applicants scheduling for an examination will only be issued one (1) Work Permit. The work permit will expire on the date of the originally scheduled examination. **Rescheduling of an examination date does not extend the date of work permit. Applicant is only eligible for one (1) work permit.**

**Brown Aveda Institute is licensed by:**

**Ohio State Board of Cosmetology  
1929 Gateway Circle  
Grove City, Ohio 43123  
614.466.3834 / 614-644-6880 (fax)**

**Brown Aveda Institute is accredited by:**

**NACCAS  
3015 Colvin Street  
Alexandria, Virginia 22314  
703-600-7600 / 703-379-2200 (fax)**

**Student Kits**

Student kits are prepared for the student enrolled at Brown Aveda Institute. \*The student will receive all or part of the kit as needed within the first six weeks. Students need to inventory their kit. If there are any challenges, the student needs to contact their educator to resolve the challenge. If anything needs to be repaired at the time the student receives the kit, items will be sent to the proper vendor for repair.

Each student is responsible to have their complete kit available and all of its contents maintained during school hours. If any kit items are missing or damaged, the student will be required to replace the items within 48 hours. Student is not permitted to take kit items out of the building unless permission is received from educator. The student kit is to be used on clients and is not intended for personal use.

\*Subject to change due to items back ordered, or delayed shipments from manufacturers.

**Tuition**

Each student will receive a completed copy of his or her contract, which will outline his or her payment schedule. Please refer to your contract for due dates of your payments. Tuition payments are to be either delivered to the administrative office or mailed to the Brown Aveda Institute Campus at which you attend:

8816 Mentor Ave.  
Mentor, OH 44060

17901 Southpark Center- Space 160  
Strongsville, Ohio 44136

A receipt is produced for each payment and is hand delivered or mailed to the student, parent, or other responsible person. A tuition statement of account is also available anytime upon request.

**Cancellation and Refund Policies**

Enrollment can be terminated only by written notice of cancellation from one party to the other. Said notice shall be mailed, postage prepaid, either registered or certified, or return receipt requested, to the other party, or delivered to the other party in person.

Mentor Campus: Attn: Barb Bader      Strongsville Campus: Attn: Tashena Harris

The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person. This Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure and complies with the mandated policy.

Students receiving assistance from Federal Title IV programs may be subject to the following Federal Regulations as outlined below: If the student was scheduled to complete less than 60% of the clock hours in the payment period, unearned Title IV funds have to be returned to the Department of Education. This return of Title IV funds, along with the school's refund policy below, may result in charges owed to the school for which the student may be liable. The Institute is required to do a Return to Title IV funds calculation if a student completely withdraws or is terminated from the program for any reason. Federal Regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized Loans, Subsidized Loans, Perkins Loans, Plus Loans, Pell Grants, SEOG or other Title IV.

The school's refund policy is as follows:

- If a student's application is rejected by the school or if he/she cancels enrollment within three business days of signing the enrollment contract, all money collected by the school will be refunded (except for the non-refundable \$50.00 application fee), whether or not the student has begun the course of instruction. If student completes the enrollment and decides to change their start date, a re-application fee of \$50.00 will apply.
- If a student cancels his/her enrollment after three business days of signing the enrollment contract, but before the student begins course instruction, all money less the \$250 registration fee and the \$50 non-refundable application fee, will be refunded.
- If a course or program is cancelled by the school after a student's enrollment, and before instruction in the program has begun, the school will at its option provide a full refund of all money paid or provide completion of the program.
- If, for any reason, the school is permanently closed and no longer offers instruction after a student has enrolled and instruction has begun, the student is entitled to a pro rata refund of tuition.
- If the student attends the first day of class and withdraws from school before midnight of the third day following the first day of instruction, the student will receive a complete tuition refund minus the \$50.00 application fee, the \$250.00 enrollment fee, and the student kit fee within thirty (30) days of cancellation.
- If either party cancels the contract after the student begins class and after three business days of signing the enrollment contract, the school will keep the registration fee, the student kit fee (as the kit becomes the property of the student) and the applicable tuition amount.

After the student attends the first day of school, the following items are considered non-refundable: kit, books, supplies, and uniform unless a student or legal guardian cancels enrollment within three business days of signing the enrollment contract, in which case, all money collected by the school will be refunded except for the non-refundable \$50.00 application fee).

- A Withdrawal Fee of \$150.00 will be charged if a student begins attendance and fails to complete the program (after three business days of signing the contract) for any reason, by either party

The refund calculation for students whose date of withdrawal from the school is before the 50% point (in time) in the period of enrollment for which the student has been charged, is determined as follows:

- Determine the total scheduled hours in the enrollment period for which the student has been charged.
- Divide that number into the number of clock hours remaining to be completed by the student in that period as of the last day of physical attendance at the school. Round down to the nearest 10 percent of that period.
- Subtract any unpaid charges owed by the student for the period of enrollment for which the student has been charged and a \$150.00 administrative fee. Students who withdraw or terminate prior to course completion are charged a withdrawal or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

The refund calculation does not apply to a student whose date of withdrawal is after the 50% point in time in the period of enrollment for which the student has been charged. At this point, the student will be charged 100% of all tuition and fees.

The school shall acknowledge in writing any valid notice of cancellation within 10 days after the receipt of such notice. Any money due to the applicant or student shall be refunded within 45 business days of the official withdrawal date or the date the school discovers that the student has unofficially withdrawn. Clock hour attendance is monitored by staff on a weekly basis. If a student chooses to withdraw from our school for any reason and later wants to return and is accepted by Brown Aveda™ Institute, a \$150.00 reinstatement fee will apply. We will consider a student unofficially withdrawn if that student does not report to school or call for 72 hours (3 consecutive school days). The official withdrawal date is determined by the postmark date on written notification, or the date said written notice is delivered to the school director in person. All miscellaneous costs which have not yet become due will be void.

In case of a leave of absence, the school shall return any money due the student or applicant with 45 days of the date of withdrawal determination which shall be the scheduled return date if the student fails to return as scheduled or the date the student notifies the Institution that the student will not be returning, whichever is earlier.

**Tuition Adjustment Table**

For students who enroll in and begin classes, the following schedule of tuition adjustment will be followed for refunds:

<b>PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL PROGRAM</b>	<b>PERCENTAGE OF TUITION OWED TO THE SCHOOL</b>
<b>0.01% to 4.9%</b>	<b>20%</b>
<b>5% to 9.9%</b>	<b>30%</b>
<b>10% to 14.9%</b>	<b>40%</b>
<b>15% to 24.9%</b>	<b>45%</b>
<b>25% to 49.9%</b>	<b>70%</b>
<b>50% and over</b>	<b>100%</b>

**RETURN TO TITLE IV (R2T4) POLICY**

The financial aid programs authorized under Title IV of the Higher Education Act are the major source of federal student aid. Title IV federal student aid programs at Brown Aveda Institute include: Federal Pell Grant, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan and Direct PLUS (Parent Loan for Undergraduate Students) Loan. A student is awarded and paid Title IV federal student aid funds on the assumption he/she will complete the payment period for which funds have been paid. A student who withdraws or is dismissed from the institute may not be eligible for all of the Title IV federal funds disbursed. The institute must perform a Return to Title IV (R2T4) calculation to determine if the school and/or the student are required to return a portion of the Title IV federal student aid funds received. The last date of attendance is used to calculate the amount of any Title IV federal student aid that must be returned, regardless of whether or not the withdrawal is official or unofficial.

The date Brown Aveda Institute determines that the student withdrew depends upon the type of withdrawal, official or unofficial. If a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the date of determination that the student withdrew would be the date the student began the official withdrawal process or the date of the student’s notification, whichever is later. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of determination is the date that the school becomes aware that the student ceased attendance. Brown Aveda Institute considers a student to have unofficially withdrawn if he or she fails to report to school or call for three consecutive school days. Brown Aveda Institute returns unearned Title IV federal student aid to the U.S. Department of Education within 45 calendar days of the date of determination, i.e., the date the school becomes aware the student is no longer enrolled.

A student should contact the Financial Aid Officer to officially withdraw. The school encourages the student to withdraw in person, but accepts written or verbal notification.

The percentage of Title IV federal student aid a student has earned at the time of withdrawal is equal to the percentage of the payment period completed. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period. If the number of hours scheduled to complete in the payment period, as of the last date of attendance, is greater than 60% of the clock hours in the payment period, the student has earned 100% of the Title IV federal student aid, and no return is due. If the number of clock hours scheduled to complete in the payment period is less than 60% of the clock hours in the payment period, a return of Title IV federal student aid may be necessary.

For example:

# of hours scheduled through the last date of attendance	225	
		----- = 50%
# of hours scheduled in the payment period	450	
% of the program completed		50%
Title IV funds received (or could have been)		\$6,000
Earned Title IV funds	(50% X \$6,000 = \$3,000)	\$3,000
Return to Title IV Amount	(\$6,000 - \$3,000 = \$3,000)	\$3,000

The amount of Title IV federal student aid to be returned is calculated by subtracting the amount of earned Title IV federal student aid from the total amount of Title IV federal student aid received.

The student is required to return any unearned Title IV federal student aid less the amount returned by Brown Aveda Institute. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment terms. If the student is required to return federal grant aid, Brown Aveda Institute will notify the student of the repayment amount within thirty days of determining the student withdrew. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for any additional Title IV federal student aid at any school until that amount is repaid to the U.S. Department of Education or satisfactory repayment arrangements are agreed to by the student and the U.S. Department of Education. Brown Aveda Institute will report overpayments to the U.S. Department of Education for collection if the student does not return the funds to the school within 45 days of notification.

Title IV federal student aid funds are returned in the following order: 1) Unsubsidized Stafford Loan; 2) Subsidized Stafford Loan; 3) PLUS Loan; 4) Federal Pell Grant; 5) Federal Supplemental Educational Opportunity Grant (FSEOG); 6) Other Title IV federal student aid programs.

If a student has earned more Title IV federal student aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement of federal student aid. The post withdrawal disbursement is first used by the school to pay outstanding charges; any remaining amount is offered to the student or parent borrower.

Brown Aveda Institute will send the borrower a written notice of any loan funds returned to the lender as a result of the withdrawal calculation. A student borrower who fails to attend in-person exit counseling prior to or at the time of withdrawal will be mailed loan counseling materials.

The Return of Title IV (R2T4) Policy applies only to the Title IV federal student aid programs. Assistance received from other aid programs will be returned to those programs in accordance with the funding source's refund policies.

The Return to Title IV (R2T4) calculation is performed to determine the amount of Title IV federal student aid to be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student owes the school upon withdrawal. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed Brown Aveda Institute.

Brown Aveda Institute will send an invoice to withdrawn students if a balance is owed the school. Any balance due will be calculated by determining earned charges using the institutional refund policy, and then subtracting the amount of earned aid in accordance with the Return to Title IV (R2T4) Policy.

Additional information on the Return to Title IV (R2T4) federal student aid funds calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Office.



## Satisfactory Academic Progress Policy

A student must meet satisfactory academic progress requirements as outlined below. This policy is provided to all applicants prior to enrollment and is applicable to all students.

### A. *Maximum Time Frame for Course Completion*

Maximum Timeframe is measured in clock hours scheduled and expressed in weeks. For example, if the program is 1800 clock hours in length, the Maximum Time Frame is 2000 hours (1800 X 111%) or 57 weeks for full-time students based on the 90% attendance requirement. This means a student cannot be scheduled for more than 2000 clock hours of coursework over 57 weeks in which to earn the 1800 clock hours needed to complete the program.

A student must complete his/her program within the maximum time frame or 111% of the normal program length as listed below.

Program	Hours in the Program	Maximum Timeframe in Hours	Maximum Timeframe in Weeks (Days)	Maximum Timeframe in Weeks (Evenings)
Advanced Cosmetology	1800	2000	57	
Cosmetology	1500	1667	48	104
Cosmetology Advanced*	300	333	10	
Hair Designer	1200	1333	38	83
Advanced Esthetics	750	833	33	
Esthetics	600	667	27	
Esthetics Advanced	150	167	7	
Advanced Manicuring	300	333	24	

### B. *Evaluation Periods*

Academic progress is evaluated at each evaluation period based on actual hours attended at the established evaluation periods below. Conventional rounding to the nearest whole percentage is used for all SAP calculations. For example, 89.5% is rounded up to 90%, 89.49% is rounded down to 89%. Evaluations are done and distributed to students according to the schedule below. Evaluation periods for students who transfer in are based on actual contracted hours at the institution. Students who re-enroll will be evaluated at the midpoint of the contracted hours or the established evaluation periods below, whichever comes first.

Cosmetology Full-Time and Part-Time Schedules At 450, 900 and 1200 attended hours	3 Evaluations
Advanced Cosmetology Program At 450, 900 and 1350 attended hours	3 Evaluations
Cosmetology Advanced 300 Hour Program* and Advanced Manicuring Program At 150 attended hours	1 Evaluation
Hair Designer Full-Time and Part-Time Schedules At 450, 900 and 1050 attended hours	3 Evaluations
Esthetics At 300 attended hours	1 Evaluation
Advanced Esthetics Program At 375 attended hours	1 Evaluation
Esthetics Advanced 150 Hour Program At 75 attended hours	1 Evaluation

\*(Program offered only at the Mentor Campus)



**C. Pace - Attendance Progress Evaluation**

At the evaluation point, a student must have a 90% cumulative attendance rate.

**D. Grades - Academic Progress Evaluation**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Written tests, practical tests and final exams are all used to measure academic performance. At the evaluation point, a student must have an 80% cumulative grade average.

**Grading Scale**

100 – 96%	A	Dean’s List
95 – 86%	B	
85 – 80%	C	
79 & below	D	Unsatisfactory

**E. Meeting Satisfactory Academic Progress Requirements**

A student who meets the Maximum Time Frame, Pace - Attendance Progress, and Grades - Academic Progress requirements as outlined in this policy is making satisfactory academic progress until the next scheduled evaluation.

**F. Failure to Meet Satisfactory Academic Progress Requirements**

The consequences for failing to make satisfactory academic progress may include Warning, Probation, Probation with an Academic Plan, loss of federal student aid, and dismissal from the Institute. Students will be notified in writing when failing to make satisfactory academic progress and its consequences.

**Warning**

A student not meeting Pace – Attendance Progress, Grades - Academic Progress or Maximum Time Frame requirements will be placed on Warning until the next evaluation point and considered to be making satisfactory academic progress while during the Warning period.

A student meeting the minimum attendance and academic requirements by the end of the Warning period will re-establish satisfactory academic progress.

A student not meeting the minimum academic or attendance standards at the end of the Warning period must appeal and have the appeal granted to remain in school. Failure to appeal within seven (7) days of notification of unsatisfactory academic progress will result in the student’s dismissal. A student may not appeal his/her dismissal from the Institute.

**Appeal Process**

A student who can document extenuating circumstances may be allowed to continue in school despite failing to make satisfactory academic progress. The student must appeal the academic progress determination in writing and must outline in detail the extenuating circumstances that negatively impacted his/her academic progress and how the student’s situation has changed that will allow the achievement of satisfactory academic progress at the next evaluation. Valid reasons for submitting an appeal include, but are not limited to, illness or injuries, children’s illness or injuries, family emergencies, pregnancies, maternity/paternity leave, disabilities or legal matters. The student should submit any documentation supporting his/her appeal at this time. If the appeal is approved, the student is permitted to remain in school on Probation or on Probation with an Academic Plan.

A student wishing to file an appeal of his/her satisfactory progress status should request the appropriate form from the Student Services Coordinator and submit it in writing within seven (7) days of notification. The student will be contacted within (10) days of receipt of appeal with the institute’s decision. 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.

**Probation**

A student whose appeal is granted and who is able to meet satisfactory academic progress standards by the end of the subsequent evaluation period is placed on Probation (no academic plan) status. The student’s progress will be reviewed at the end of the probation period. A student who fails to make satisfactory

academic progress at the end of the probation period will be dismissed. A student may not appeal his/her dismissal from the Institute.

***Probation with an Academic Plan***

If the Institute determines that the student will require more than one evaluation period to meet satisfactory academic progress standards, the student will be placed on Probation with an Academic Plan status. An academic plan will be created that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student to return the student to satisfactory academic progress. The student's progress will be reviewed at the end of each evaluation period during the probation period. A student who fails to meet the requirements of the academic plan at the end of each evaluation period included in the academic plan will be dismissed. A student may not appeal his/her dismissal from the Institute.

**G. *Leave of Absence***

A leave of absence extends a student's contract date by the number of days student is on a leave of absence.

A student who takes a leave of absence will return in the same satisfactory academic progress status as when he/she began the leave. The maximum time frame is extended by the number of days the student is on a leave of absence. A student should request a leave using the form provided by the institute which documents all of the information needed.

**H. *Academic Progress Status for Re-enrolling Students***

A student who re-enters the Institute will return in the same satisfactory academic progress status as when training was interrupted.

**I. *Course Incompletes, Course Withdrawals, Repetitions and Non-Credit Remedial Course***

A student will receive a grade in all coursework. A student may not withdraw from a course unless withdrawing from the Institute entirely. There are no course repetitions at the Institute, nor does it offer non-credit remedial coursework.

**J. *Transfer Hours***

Should transfer hours from another institution be accepted toward a student's educational program, these hours would be counted as both attempted and completed hours for maximum time frame purposes.

**K. *Financial Aid Ramifications***

Evaluation periods are determined using the definition of a payment period for all students regardless of whether or not they receive federal student aid.

If otherwise eligible, a student making satisfactory academic progress or on Financial Aid Warning is eligible to receive federal student aid. A federal student aid recipient may only receive aid during the warning period if he/she successfully completes the hours, weeks and coursework in the prior payment period. Students will be notified in writing of any evaluation that impacts his/her eligibility for financial aid.

A student who is not making satisfactory academic progress at the end of the warning period loses eligibility for federal student aid. A student who loses federal student aid eligibility may appeal to have it reinstated. A student must file the appeal within seven (7) days of notification that aid was lost. A student whose financial aid appeal is granted, and is able to meet satisfactory academic progress standards by the end of the subsequent evaluation period is placed on Financial Aid Probation without an academic plan. If the Financial Aid Office determines that the student will require more than one evaluation period to meet satisfactory academic progress standards, the student will be placed on Financial Aid Probation with an Academic Plan status and an academic plan created to return the student to satisfactory academic progress. A student is eligible for federal student aid while on Probation or Probation with an Academic Plan.

A student who fails to make satisfactory academic progress at the end of the probation period will lose federal student aid. A student who fails to meet the requirements of the academic plan at the end of each evaluation period included in the Academic Plan will lose federal student aid. A student may not appeal his/her loss of federal student aid. A federal student aid recipient may only receive aid during the probation period, if he/she successfully completes the hours, weeks and coursework for the prior payment period.

## Student Services

### Academic and Individual Advising

Brown Aveda Institute may provide, at their discretion, academic advising, as well as tutoring for students who experience challenges in meeting the minimum performance standards and course requirements set by the institution and the State Board of Cosmetology.

### Advanced Cosmetology / Cosmetology Student Kit Reward System

To receive the entire kit, refer to the handout received in the 1<sup>st</sup> day packet for the specific kit items. After the student graduates they can order kit items based on their final attendance points. Students must also have satisfied any outstanding open balances. Students are responsible for the sales tax on the kit items.

### Student Celebration

Student celebration ceremonies are held two times a year. In order to participate in the ceremony and/or receive a diploma from Brown Aveda Institute, students need to complete all units, projects, and assignments and hold satisfactory grade requirements. Students must also have satisfied any outstanding open balances.

Students may receive awards for the following achievements:

- Outstanding Achievement Award; perfect attendance\*\*/\*\*
- Achievement of Excellence Award; 99% attendance\*\*\* and 96% GPA / Deans List or higher; and
- Outstanding Sales Achievement Award; Aveda Benchmark- Retail to Service

Esthetics -\$16.00 / Nails- \$12.00 / Cosmetology- \$10.00 / Hair Designer- \$10.00

- Masters Award; if achieved the above 3

\*\*perfect attendance includes no time missed

\*\*\* Attendance Awards are not applicable to the Advanced Cosmetology or Cosmetology students due to the Kit Reward System

### Exit Interviews/Transcripts

The student will be given an exit interview date and time prior to their anticipated graduation date. The Admissions Team Leader will be meeting with the student and will assist in completing the paperwork necessary for license application and graduation.

Prior to reporting to this exit interview, please be sure that you are aware of all tuition and fees that are still outstanding as well as any course requirements that still need to be met. Please note that you will receive one copy of your transcript with your Diploma after passing of the Ohio State Board of Cosmetology test for your records at no charge. Be sure to keep this in a safe place as additional copies will be charged to you at a fee of \$5.00 each or \$60 if they have to be requested from our offsite storage company. To receive a copy of your academic transcript a student must submit a written request and cash, check or money order payable to Brown Aveda Institute. Send request to :

**Brown Aveda Institute, Attention Transcripts** at either the Mentor or Strongsville Campus of attendance:

**8816 Mentor Avenue  
Mentor, OH 44060**

**17901 Southpark Center- Space 160  
Strongsville, Ohio 44136**

**NOTE: Official transcripts will be withheld if tuition or fees are owed. All students have the right to view their transcripts.**

### **Career Placement**

Career Placement is a service offered to the Brown Aveda Institute graduates. Our Institute is part of the Aveda School Program and supports a network of many salons and spas nationwide. During the exit interview, we will discuss what options are available for the student upon graduation. Our career services include assistance with career fairs, career days and resume preparation. We are dedicated to the success of our graduate, Brown Aveda Institute does not guarantee employment.

### **Library**

Brown Aveda Institute Library is located in the hallway next to the Locker Room at the Mentor Campus and the Educator Office at the Strongsville Campus. Students may check out one item at a time by choosing from a posted library list located inside the cabinet. Notify an educator or an Office Administrator to check out all materials. Other guidelines are as follows:

- Items may be checked out during school hours only.
- Item due one week from the checked out date.
- If item is lost or overdue, a notice will be given to the student stating the charges owed.
- REMEMBER- If you check out any materials from the library, you are the one responsible for those items. DO NOT LET OTHER STUDENTS BORROW FROM YOU.

### **Lockers / Workstations**

Students are provided a locker and a combination lock that they must use to keep their belongings in. There is a \$10.00 refundable fee for this lock that will be returned when we receive your lock back. If students leave Brown Aveda Institute by transfer, drop out, or extended leave of absence, they must take all their belongings with them. Items left in the locker and/or workstation will be disposed of after 10 school days in order to provide space for other incoming students. We are not responsible for your personal belongings, so we recommend that you lock them in your designated locker.

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

**Housing**- Brown AVEDA Institute does not own or operate student housing.

### **Student Evaluation**

Your progress at Brown Aveda Institute will be evaluated on the basis of weekly written tests, daily clinic practical experiences, daily quota experiences, a final practical and written examination and projects. During your clinic time, you will also be graded on the services you perform on the client. This grade is comprised from the survey the guest completes at the end of their service.

#### **Grading Scale:**

<b>100 – 96%</b>	<b>A</b>	<b>DEAN’S LIST</b>
<b>95 – 86%</b>	<b>B</b>	
<b>85 – 80%</b>	<b>C</b>	
<b>79 &amp; below</b>	<b>D</b>	<b>UNSATISFACTORY</b>

### **Access to Cumulative Records**

Students that are in regular attendance at Brown Aveda Institute, have the right to inspect and review educational, financial and attendance records to ensure they are accurate, factual and do not violate the student's privacy or other rights. Students may schedule an appointment with the student services coordinator to review these records. Please refer to the Family Education Rights and Privacy Act and the Student Information Release Policy as it relates to parental/guardian access to records.

### **Student Information Release Policy**

Brown Aveda Institute requires written authorization from a student/guardian or graduate in order to release academic, attendance, enrollment status, financial and/or any other information to agencies, prospective employers or any other party seeking information about the student. The student information cannot be released without written consent from the student each and every time a request for information is made. 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 educational 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." Certain agencies would be exempt from these policies (NACCAS, U.S. Dept. of Education, Ohio State Board of Cosmetology, authorized staff and law enforcement agencies).

### **Make-up Work Procedure**

Students not in attendance at testing time must:

- a) Contact educator immediately upon returning to school to schedule make-up examinations.
- b) Accept no higher than an 80% passing score for make-up exams with up to three attempts if necessary.
- c) Make arrangements with their educator to take examinations or practical testing prior to absence (if absence is known ahead of time) to be eligible for full score value (applies **only** if student obtained an approved Leave of Absence or approved time away from school).
- d) Arrange with their educator to take missed examinations or practical testing immediately upon their return to receive full score value (applies **only** for students on emergency and/or medical leave)

### **Major Test Policy**

If a student does not arrive on time or ready for their clinic release testing or Phase Mock State Board they will be sent home with loss of hours. Please see our specific Guidelines for Major Test; Intro Clinic Release Test and Mock State Board Procedures.

### **Test Retake Policy**

If a student does not achieve a passing score of 80% or higher on a written exam they are then required to retake the exam.

If a passing score is still not obtained a written report over the tested subject matter must be completed within one week of the retake exam. Once the report has been submitted a third attempt will be scheduled. A student that does not receive a passing grade by the third attempt will receive the highest tested score. One retake date will be scheduled for each practical mock exam for students who miss their scheduled mock practical or do not receive a passing score.

No student will receive higher than an 80% on a retake exam.

### **Project Policy**

1. Projects will be administered (refer to unit outline for value of project grade).
2. Project must be turned in by the end of day on the assigned due date.
3. Projects turned in after assigned due date will be given an automatic score of 0%.

### **Scholarship Opportunities**

A \$1000/\$500 Scholarship is awarded for the following:

- 1) Toward the advanced program for those students who have maintained the dean's list and a minimum of 95% attendance throughout each phase.
- 2) Towards the advanced program if you are student council president.

### **Outside Scholarships**

Students may be eligible for a scholarship from companies and agencies based on specific scholarship eligibility requirements. Students are encouraged to research scholarship opportunities that may be available to assist in funding their education.

### **Service Desk**

The Service Desk Team is the first impression clients have of Brown Aveda Institute. Our mission is to provide the highest quality customer service while creating a positive friendly environment. The desk manual is located in the cabinet at the front desk.

Please be advised that Brown Aveda Institute does not accept tips.

- Acronym for “To Insure Promptness”
- Plays favorites
- Customer decides how much to pay you for your services
- Professionals don’t take tips (Doctors, Lawyers, Accountants)
- Not legal based on Department of Labor Wage and Hour regulations

### **Client Services**

Brown Aveda Institute operates by pre-booked appointments or walk-ins. Walk-in clients are accepted on a first come, first serve basis. Students are assigned clients on a rotation style each day, where the next student on the list receives the next client. The appointment telephone number is (440) 255-9494, extension 5.

### **Student Requests**

Clients may make appointments or walk in for services in our clinic. They may also request a particular student at the time the appointment is made or upon walking in. After investigating on whether that student needs those particular services to meet their quotas, a decision will be made at that time on whether we can accommodate the client’s request.

### **Team Service**

Students are encouraged to educate the clients about Aveda products and additional services available. Students are responsible for completing the traveler, obtaining a signature from an educator, and bringing the Service Ticket to the Front Desk.

### **Attendance Slips**

In the circumstance that a student will not be present on a particular day, the Experience Area personnel needs to be notified immediately. These students will be taken off the rotation list for the day or days that they are not present. Students are required to provide advance notice and complete the Student Absenteeism form for time missed with your Educator if pre-planned. Forms will be completed with your Educator upon return if advance notice is not available.

### **Host / Hostess**

Cosmetology, Esthetics and Advanced Manicuring students will experience working at the Service Desk to prepare for future salon work assignments. This is a valuable learning opportunity in customer service.

## Standards and Procedures

### Attendance

Regular attendance gives students the opportunity to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and the extensive and diverse practical experience available. Brown Aveda Institute's attendance policy requires all students to be in attendance for a **minimum of three (3) hours to receive any hours for the day**. If you will be absent, please note that it is mandatory to call:

(440) 255-9494            Ext. 268 for Mentor students /    Ext. 468 for Strongsville students  
                                 Ext. 229 for Mentor Cosmetology Evening and Hair Designer Evening  
                                 (Part-time) students

**Note: We will consider a student unofficially withdrawn if student does not report to school or call for 72 hours (3 consecutive school days).**

**For students receiving Veterans Benefits: If a Veteran's absences exceed 20% of the scheduled program hours, he/she will be reported to the VA which will interrupt the payment of benefits at that point (per VA 4/10/02).**

***Due to the importance placed on attendance, Brown Aveda Institute deems it necessary to evaluate each student's attendance at a time no later than the periods noted below. Should a student's attendance percentage fall at or below 85%, student may be withdrawn from the program during the Introduction phase. Re-admission will be considered for a start date that will permit student to meet a minimally uninterrupted attendance schedule.***

***Cosmetology, Advanced Cosmetology and Hair Designer Programs-***

***(21 hrs.) - 4 weeks from start date***

***Cosmetology Evening (Part-Time) and Hair Designer Evening (Part-Time) Programs-***

***(12 hrs.)- 4 weeks from start date***

***Esthetics, Advanced Esthetics and Advanced Manicuring Programs-***

***(7.5 hrs.) - 2 weeks from start date***

### **Cosmetology /Advanced Cosmetology / Cosmetology Advanced Programs Saturday Pool of Hours:**

***\*Cosmetology*** students have 35 hours in their "Saturday pool of hours" for their entire program. ***After 35 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.***

Students enrolled in the **Advanced Cosmetology Program** have 49 hours in their "Saturday pool of hours" for their entire program. ***After 49 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.***

\*Students enrolled in the **Cosmetology Advanced Program** have 8 hours in their "Saturday pool of hours" for their entire program. ***After 8 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.***

**Hair Designer Program Pool of Hours:** Students enrolled in the Hair Designer Program have 28 hours in their "Saturday pool of hours " for their entire program. ***After 28 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.***



### **Esthetics / Advanced Esthetics / Esthetics Advanced Programs Saturday Pool of Hours:**

**\*Esthetics** students have 15 hours in their “Saturday pool of hours” for their entire program. **After 15 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.**

Students enrolled in **the Advanced Esthetics Program** have 20 hours in their “Saturday pool of hours” for their entire program. **After 20 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.**

\*Students enrolled in the **150 hour Esthetics Advanced Program** have 5 hours in their “Saturday pool of hours” for their entire program. **After 5 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.**

### **Advanced Manicuring Program Saturday Pool of Hours:**

Students enrolled in **the Advanced Manicuring Program** have 15 hours in their “Saturday pool of hours” for their entire program. **After 15 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.**

### **Attendance**

In order for a student to avoid probation and possible termination and to continue receiving Federal Financial Aid Funds, they must attend regularly and comply with the following requirements. The Institute will review the students’ attendance records to ensure compliance.

Students will be counseled to determine whether this is the appropriate time to be attending school and if this profession is a career they can focus on and excel in. We want only to provide a well-rounded education. The institute can only have successful graduates if the students are serious and maintain consistent attendance.

Students are required to meet the scheduled hours as defined in our Satisfactory Academic Progress policy, as outlined in the Rules and Regulations, and as indicated on their contract. Students must make every effort to be in school according to his/her contract schedule.

Students are required to call in within 1 hour of their scheduled start time to the Institute if they are going to be absent on any day, for any reason, unless they have previously notified their Instructor. \*Cosmetology Evening (Part-Time) students please refer to your Attendance Policy Form for your specific requirement.

Students are required to use the time clock every day of attendance. Students must clock in upon arrival, clock in and out for lunch (when applicable) and clock out at the time of departure on a daily basis. In case of any dispute regarding hours of attendance, the student’s time clock data will be used to determine the actual hours of attendance the student has earned for the day. Students will only receive hours for time documented by the time clock.

Students who forget to use the time clock should clock in or out as soon as they remember to. In order to receive hours for the time they were not clocked in, a “Time Clock Challenge” form must be filled by the student and signed by an educator that can verify the student was on clinic or in the classroom during the time the student was not clocked in. Additional time will be lost if not all of the time the student was not clocked in can be verified. A student who fails to clock in and out for lunch, will have their hours adjusted for the lunch. Additional time will be lost if an educator cannot verify the student returned from lunch with the allotted hour.

All time clock challenge forms must be turned into the designated staff member with 3 scheduled days of the error. After 3 days, hours logged by the time clock are permanent and will not be adjusted. All hours missed as a result of time clock challenges do go against the student's pre-calculated time allowed in the building.

### **Late Arrival / Leave Early Policy**

Each program has predetermined **start times. Students are expected to have clocked in and be at their station or desk ready to begin training at that time.** Students are encouraged to arrive 15 minutes prior to their scheduled start time to allow sufficient time to prepare for the day. **Students not clocked in by their scheduled start time will be considered absent and will not be permitted to attend the Institute or receive hours for the day.**

Students are expected to complete their scheduled hours for every day of attendance. **If a student chooses to leave prior to their scheduled dismissal time on a Saturday, these hours will count against the "Saturday pool of hours" and the total number of Saturday hours a student can miss prior to termination.**

#### **Leave of Absence Standard**

A leave of absence may be granted for medical or personal emergency situations.

- To request a leave of absence, students are required to complete and submit a Student Request for Appointment form two weeks prior to the intended leave of absence. (Forms may be obtained from and turned in to an Educator for submittal.) An Administrative Staff member will contact you to discuss scheduling this.
- the leave consists of a minimum of 14 school calendar days\*;
- the leave of absence does not exceed 180 school calendar days in any 12 month period;
- the leave must be approved by the Administrative Staff

Brown Aveda Institute may grant only one leave of absence during the student's program.

If a student's leave of absence is not approved, the student is considered to have withdrawn and the refund requirements are applied.

Students must submit a written request to the responsible staff as noted on the Resource Guide (last page of Student Manual) to request a leave of absence. All leave of absences are subject to the approval of the Brown Aveda Institute Administrative Staff.

\*Due to the length of the Advanced Manicuring program, consideration for a leave of absence for no longer than 7 school calendar days may be considered under emergency situations only.

**NOTE: Any service obtained or products purchased during a Leave of Absence will be charged at full price – student discounts do not apply at this time.**

**If a student does not return to the Institution at the expiration of the approved leave of absence or contact Barb Bader at the Mentor Campus or Maggie Dauenhauer at the Strongsville Campus within 72 hours (3 consecutive school days) of return date to make extension arrangements, the student will be considered withdrawn from the institution and a refund will be calculated.**

**Withdrawals/Re-Entry** If a student chooses to withdraw from our school for any reason, they must first submit a letter of intent to our Financial Aid Officer. The letter must state whether they are withdrawing permanently or temporarily because of some hardship. Students are permitted a maximum of two (2) withdrawals during their program. A second withdrawal may be scheduled in the case of a hardship and a letter along with substantiating documentation must be provided to the Financial Aid Officer. There is a

\$150.00 Administrative charge for a withdrawal. Should student withdraw on a temporary basis (minimum timeframe is two weeks), a re-instatement fee of \$150.00 will apply and a date must be given with their anticipated return. If they are unable to return on that date, a phone call in addition to a letter must be sent to our Financial Aid Officer as well as our Admissions Team Leader, with a revised date, at least 3 days in advance. We will consider the student to be permanently withdrawn if we do not hear from them within 72 hours (3 consecutive school days) of the anticipated return date. If a student's performance was unsatisfactory when he/she withdrew from school and later wished to re-enter the school, he/she will return under that same status. If a student withdraws in good standing, he/she may return under that same status without loss of credit, grades or hours. If the school terminates the student for any violation, they are not permitted re-entry.

For students enrolled in the Advanced Cosmetology Program, at any time during this program, a student wishes to transfer back to the 1500 hour Cosmetology Program, a \$1,500 transfer fee will be incurred. \*

For students enrolled in the Advanced Esthetics Program, at any time during this program, a student wishes to transfer back to the 600 hour Esthetics Program, a \$900 transfer fee will be incurred. \*

\*Fees are not covered under Aid and must be paid upon transfer. The student will also be subject to the Cancellation and Refund Policies.

### **Standards of Professionalism**

Students at Brown Aveda Institute must meet the following standards of professionalism in order to ensure successful practices in their future careers:

1. Maintaining a professional appearance is pertinent to the success of the student. The professional appearance of a student includes the following considerations:
  - a. One (1) uniform shirt. They are to be clean, ironed, not torn, unstained, unaltered and worn during all classroom and clinic-floor hours. If it does not meet these standards, or if the student comes to school without it, he/she may rent one for a cost of \$5.00 per day. If student needs to purchase an additional shirt, notify your educator immediately and the cost to replace will be \$75.00.
  - b. Please note that any garment worn over OR underneath your uniform shirt must be solid BLACK and NO hoodie. (no screen print / no prints)
  - c. Identification badges are to be worn as issued during all clocked hours to identify students to staff and clients, and are to be removed when leaving the building. If you report your name badge lost, we will replace it once at no charge; the second time it is missing, you will be charged a fee of \$5.00 to replace it.
  - d. Solid black dress pants are required to be worn by each student. These slacks should be clean, neat, pressed and free from tears or frays of any kind and ankle length. Suspenders, revealing clothing, hoodies, scarves (due to safety concerns), hats, headwraps, sunglasses and headphones are not permitted. Headbands are acceptable in any color.
  - e. Shoes should be footwear designed for comfort and support, clean, fashionable of any color; tennis shoes or athletic shoes should not be tattered or torn; socks are recommended for

athletic shoes or shoes designed to be worn with socks, No open toed shoes are permitted due to hair penetrating the skin of the foot and causing irritation.

Note: *The only exception with tennis shoes being worn during school clock hours is as follows:*

**All students during their phase practical exams are required to wear professional black dress shoes with above the ankle socks. This coincides with the requirements that the State Board of Cosmetology requires for your state exam.**

- f. Brown Aveda Institute reserves the right to maintain an esthetic standard for all students including professional personal hygiene and grooming and to the extent appropriate, application of color cosmetics, appropriate facial hair and standard dress code adherence.
  - g. Students, who in the reasonable opinion of Brown Aveda Institute staff are not dressed professionally, will be sent home to obtain appropriate clothing.
  - h. Students may leave the property during lunch, but must clock in and out and remove ID badge. Please be aware that only students and staff are permitted in our lunch room during school hours.
  - i. Students must remain on the property and inside the building during their break. (State Board requirement)
  - j. Services may not be performed on fellow students unless it is for a class demonstration or fashion show and be supervised by an Educator.
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 clinic floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
  - b. Food, candy, and beverages are allowed in the lunch room only during designated hours. Gum is not allowed in any area of the building.
  - c. Brown Aveda Institute is a smoke-free facility. Tobacco in any form on school property is strictly prohibited. Smoking is also prohibited on the grounds of the Mentor Heinen's Plaza. You must drive off property and be clocked out (lunch time permits adequate time).
  - d. Students will only be permitted to receive and make emergency phone calls, so as not to interrupt the educational process during class time. You may use your cell phone on your breaks in the locker room or outside if you need to make a call. Please see our specific cell phone standard that is handed out during orientation.
  - e. Any visitors that the student might receive are required to enter through the front door and check in with the front desk. Student is only permitted to spend time with the visitor if they are on an approved break.

3. To ensure that each student receives consistent and comprehensive instruction in the classroom or clinical environment, they need to remain in their assigned areas or receive their educator's permission to be in unassigned areas.
4. To benefit from the training and technical experience Brown Aveda Institute offers, students need to be mentally alert and have a sober state of mind. Brown Aveda Institute strongly supports the National Drug Prevention Program that does not condone the use of controlled substances and intoxicants. Students using controlled substances and 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. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.
6. Students are responsible for their own personal property and are provided a combination lock for a \$10.00 refundable fee for their lockers and/or lockable stations and are to secure their property in these locked areas. In order to perform professional services, student kits are to be complete at all times. If any kit items are missing or damaged, the student will be required to replace the item in 48 hours. Stealing, defacing or damaging student or school equipment or property can result in termination and require monetary restitution.
7. Should a student be or become disabled (to include pregnancy) during enrollment at Brown Aveda Institute and choose to communicate this to the Administrative Staff, appropriate measures (which may include various leave of absences) can be made to accommodate limitations. Please be advised that where a student is unable to perform requirements necessary for completion of the curriculum scheduled for your program with or without reasonable accommodations, a leave of absence or temporary withdrawal may be deemed necessary until such time as student is able to perform requirements necessary for completion. The student's attending physician must complete a "Fitness for Duty Certification." Please see your Student Service Representative for this certification and additional information if necessary.

**Conduct Policy-Violations of Standards**

A student found to have committed violations of the school's policy will be subject to a range of penalties up to and including termination and legal prosecution at the discretion of the administration.

***Minor Standard Violations***

Minor violations include but are not limited to: assigned area violations; property misuses; client service violations; unprofessional behavior; cheating in the classroom; not being prepared for scheduled classroom or clinic activities; any disruptive behaviors determined by the educators or administrative staff as interrupting or preventing the regular operation of the school or the education of other students; and improper documentation of manual sign in times.

Anytime during the student's program, the violation of a minor standard may result in lost hours. Repeated violations may result in suspension from the school or termination. After every 90 days, the period renews. All offenses are documented, reviewed and discussed with the student.

- |                 |   |
|-----------------|---|
| First Offense:  | Verbal  |
| Second Offense: | Book report (report criteria – topic and length clearly stated by Educator) |
| Third Offense:  | Documented and presented to Review Board for possible suspension.           |

### ***Minor Standard Suspension***

Students who are suspended have up to 30 days to provide the Board documentation that the stipulations have been met. Once the Review Board has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of suspension will be recorded in the student's permanent file. While a student is suspended, no clock hours may be earned, and tuition charges are suspended.

If a student on suspension fails to respond in 30 days, the student is automatically terminated.

### ***Major Standard Violations***

Major standards include but are not limited to: using controlled substances/alcohol; defacing or destroying property; stealing; falsifying documents (for example: signing someone else in/out for daily hours); committing fraud; abusing and/or causing physical harm to others and violating local, state and federal laws; or exhibiting violence, insubordination, or inappropriate language toward any school staff, faculty or students.

Anytime during the student's program, the violation of a major standard will result in suspension pending review of this alleged violation. Depending on the outcome of this investigation, if a student is terminated from a program for this, they will not be considered for re-entry into the same program or any alternative program. In addition, student will not be permitted to enter the school campus for any reason, including to receive client services once they have been terminated.

### **Time Sheet Standards**

Time sheets are used in conjunction with the SMARTTIME TIME CLOCK to record hours of training. These time sheets are a very important part of your daily tasks and must be completed accurately. Each morning, the first 15 minutes of your time is dedicated to quietly reviewing these timesheets. Please ask your educator for assistance if you have any questions. Any time sheet challenges must be indicated on a Time Sheet Challenge form and submitted to your educator within 3 days of occurrence for review. Upon review, should documentation be confirmed as accurate, hours will be adjusted accordingly.

### **Time Record Section**

- Enter name, date, ID# and daily dates in appropriate areas. Confirm prior day's hours for accuracy and initial. Sign off for completion of week under appropriate column.
- Time sheets must be signed by the educator daily for each one-month reporting period.

### **Time Clock Procedures**

- You will be clocking in and out each day and at lunch time using your fingerprint or passcode.
- Please leave your name badge in the holder after clocking out for the evening
- If you report your name badge lost, we will replace it once at no charge; the second time it is missing, you will be charged a fee of \$5.00 to replace it.

### **Daily Break Sheet Requirements**

Student must remain inside the building during their break, leaving the building will be considered a minor standard violation and will be sent home for the day with loss of hours.

- Enter time of departing
- Enter time of returning

You do not have to clock out to take your break, but you must sign out. When doing this, you will still be accruing time. Please refer to the Student Break Procedure sheet furnished with your First Day paperwork for specifics.

### **Copyright Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov) , especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Brown Aveda Institute Facilities**

Our modern facilities incorporate areas for student clinics, classrooms, dispensary, and separate designated areas for the study of spa services, including skin care and nail care. Classrooms of all sizes have been designed to provide the proper environment for different types of learning and activities. The Mentor Campus is 10,000 square feet. The Strongsville Campus is 10,672 square feet.

### **Parking**

Students are not permitted to leave their car in an unauthorized parking area to clock in and then leave the building to park in the designated areas. This is a violation. Students at the Mentor Campus are provided parking passes in the form of a window cling. These must be placed in the passenger side front upper window on any vehicle registered.

### **Mentor Campus Parking**

The Main Campus is located at 8816 Mentor Avenue Mentor, Ohio 44060.

Our school provides student parking on the West and South sides of our building (Yellow Lined Spaces Only). Please do not park in the front of the building, as that is reserved for clients. Additional parking is available in the Heinen’s parking lot. Entrance to the parking lot is on Mentor Avenue, west of Ohio Savings Bank. Driving through the Ladies and Gentlemen Salon and Day Spa’s parking lot is **not permitted**.

### **Strongsville Campus Parking**

The Strongsville Campus is located at 17901 Southpark Center – Space 160 Strongsville, Oh 44136 adjacent to the Southpark Center Mall.

Student parking is primarily along the front of the building facing Royalton Rd/OH-82 and wraps around and faces South Park Drive.

### **Recycling**

Brown Aveda Institute is committed to the role of a corporate environmental leader and strives to promote the health and sustainability of the earth through education, commitment, action and accountability throughout our entire network.

At work and at home, most U.S. citizens generate approximately 4 pounds of materials each day or 1,460 pounds per year that go into the municipal solid waste stream. Presently, 40% of everything in a land fill is paper. While each of us is responsible for the existing ecological damage, only through a combined effort can we turn the situation around and influence positive environmental change.

### **Voter Registration**

Brown Aveda Institute encourages its students to be registered voters and to exercise their right to vote. The school maintains information for students on Voter Registration in Ohio, an online process. This information is made available to all students.

### **Safety and Security Procedures**

#### **Safety**

All students are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries or falls, students are required to take preventative measures by:

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

#### **Safety Reports**

For all minor or serious accidents, a staff person must be called to the scene to gather the following information on a written Incident Report for the files or have injured party submit report on document provided to include:

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

#### **Medical Emergencies and Accidents**

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



**Emergency (medical)**

Notify staff immediately, who will call 911, in case of a medical emergency such as:

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

The staff must provide the following information:

- nature of medical problem;
- address of the building; and
- location of the person in the building.

The staff should:

- notify the administrative personnel of the location and nature of the accident;
- stay with the injured person;
- have someone meet the emergency personnel; and
- keep the area clear of bystanders.

Mentor Campus: If the injured person is able to communicate his wishes, they can request to be taken to Lake Health Tri-Point Medical Center. If they chose an emergency room other than Tri-Point, a staff member must tell the emergency personnel when they arrive. Students must assist in documenting the incident and forwarding the paperwork to the administrative offices.

Strongsville Campus: If the injured person is able to communicate his wishes, they can request to be taken to the Southwest General Health Center. Students must assist in documenting the incident and forwarding the paperwork to the administrative offices.

**Non-Emergency (medical)**

All accidents must be reported to a staff member. The staff member will attend to the injured client or student and determine if professional medical attention is required. If there is any doubt, we recommend the injured person see a doctor. If the student or client is not able to make arrangements to go to the doctor themselves, the school administration should be contacted for assistance. Document the incident and forward the forms to the administrative offices. Non-emergency numbers are as follows:

	<b>Mentor</b>	<b>Strongsville</b>
<b>Fire</b>	<b>(440) 974-5765</b>	<b>(440) 580-3210</b>
<b>Police</b>	<b>(440) 974-5760</b>	<b>(440) 238-7373</b>

## Counseling

If students need counseling, please call:

	Mentor	Strongsville
❖ Crisis Hotline Referral -	440-953-8255	216- 436-2000
❖ Mental Health Crisis Hotline -	440-357-7300	216-623-6888
❖ Victim Resource Hotline –	440-350-2691	216-391-4357

## NACCAS Violations

If students feel Brown Aveda Institute is in violation of NACCAS requirements, students may call the number below to receive information about filing a formal complaint:

National Accrediting Commission of Career Arts and Sciences:  
703 – 600-7600

## State of Ohio Violations

If students feel Brown Aveda Institute is in violation of State requirements, students may contact the following:

Ohio State Board of Cosmetology  
1929 Gateway Circle  
Grove City, OH 43123  
1-614-466-3834

Ohio Attorney General  
Consumer Protection Section  
30 E. Broad St., 14<sup>th</sup> Floor  
Columbus, OH 43215-3400

<http://www.cos.ohio.gov/>

<http://www.ohioattorneygeneral.gov/consumercomplaint>

### Fire

Mentor Campus: In all cases during a fire, students and staff *must*:

- ◆ evacuate the building immediately through the nearest, SAFE, exit door (please familiarize yourself with these)
- ◆ instruct all clients to evacuate the building;
- ◆ assist the clients who need help evacuating
- ◆ request assistance for disabled clients to evacuate
- ◆ once you exit, walk to the front of the building to the west end by the fence
- ◆ re-enter the building only when the fire department or administrative personnel have given clearance.

Strongsville Branch Campus: We have (3) exit doors at our Strongsville Campus. Please familiarize yourself with these and exit through the nearest, SAFE outside door. Instruct all clients to evacuate building and assist those or get assistance for those that are disabled or need help. Once you exit,

walk to the farthest area of the shopping complex where there is no sign of fire. Re-enter the building only when the fire department or staff give you clearance.

### **Fire Drills**

From time to time, for your safety, fire drills may be conducted. These may be in conjunction with the local Fire Department. Everyone must follow the above procedures in evacuation and re-entering of the building.

### **Escape Route**

Please familiarize yourself with the escape routes (exit signs) in designated student areas.

### **Tornado Warnings**

Our staff will notify you if there is danger of a tornado touchdown. Based on the weather service information, we will make a decision on when to evacuate the students and staff to protected areas of the building where there are no windows, such as restrooms, dispensary, shampoo room and clinic.

### **Bomb Threat**

In case of a bomb threat at Brown Aveda Institute:

- immediately contact administrative personnel who will call 911 for assistance;
- evacuate the building when directed by administrative personnel, or the police; and
- remember in all situations to be calm, courteous, and listen.

### **Building Security**

The back door entrance at the Mentor Campus and the Strongsville Campus are to be used for students and staff to enter and leave the building. You can only gain access to this door by use of a key fob that you will receive on your first day of class. This system was implemented as a safety feature so that no one can gain access to the buildings without a key fob. *Please do not lend or give your key fob to anyone else.* In the instance that you lose, or do not return your fob prior to graduation, a \$10.00 replacement fee will be charged to you.

## **Brown Aveda Institute Student Policy Statements**

### **Equal Educational Opportunities**

Brown Aveda Institute is committed to providing a learning environment conducive to the personal and professional development of each individual student free of harassment, discrimination and retaliation. No student will be discriminated against, excluded from participation in, or denied the benefits of, any program or activity sponsored or conducted at the Institute on the basis of race, color, gender, age, sex, ethnic origin, physical or mental disability, pregnancy, sexual orientation, religion, national origin, veteran status or any other basis protected by the federal, state or local law.

### **POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

All Institute property has been designated “drug free” and the Institute is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on the Institute’s property including grounds, parking areas, anywhere within the building, or while participating in any school sponsored or school related activities.

The use and abuse of alcohol and other drugs can seriously impair performance. Students or employees who violate this standard will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the standards contained in this policy or the Institute will take one or more of the following actions within thirty days with respect to any student or employee who violates this standard:

- reporting the violation to law enforcement officials;
- taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment; and
- requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.

The possession, sale or the furnishing of alcohol and/or illegal drugs on the Institute’s campus or during Institute sponsored activities is also governed by state and federal laws. The unauthorized possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal under state law. The enforcement of federal and state alcohol/illegal drugs laws on-campus is the primary responsibility of the local police department and violators may be subject to arrest, criminal prosecution, fine and/or imprisonment.

In accordance with law, the Institute conducts reviews at least biennially to determine the effectiveness of this policy to ensure consistent enforcement of applicable drug and alcohol related statutes, ordinances, and institutional policies against students and employees found to be in violation.

Annual Review reports and supporting documents will be maintained by the Institute and made available upon request.

### Weapons

Brown Aveda Institute also prohibits bringing guns, weapons, tasers, explosives or any other deadly or dangerous device on its premises. No student, employee, contractor or visitor of such is permitted at any time to enter the building with a handgun, firearm, explosive or other deadly or dangerous device. Violation of this policy by any student or employee will lead to immediate discipline, including termination from our school.

### Local Sanctions

Additional sanctions may be applicable within the jurisdiction of the State of Ohio.

## POLICY REGARDING SEXUAL HARRASSMENT AND SEX OFFENSES

Brown Aveda Institute does not discriminate on the basis of sex in its education programs and is committed to ensuring an educational environment free of sexual harassment, sexual violence or harassment based on sexual orientation and to full compliance with the federal and state laws governing these behaviors. The Institute has jurisdiction over Title IX complaints.

In accordance with 34 C.F.R. § 668.46 and the Violence Against Women Reauthorization Act of 2013 (Pub. Law 113-4), this policy addresses the Institute's procedures for reporting and responding to sex offenses and the Institute's sexual violence education programs.

It is the responsibility of all persons within the Institute to work to ensure an educational environment free from sexually violent and/or harassing behavior. All members of the Institute (student and staff) are expected to report incidents of sexual harassment, sexual violence or assault and harassment based on sexual orientation.

The Institute's anti-harassment policy applies to all persons involved in the operation of the Institute, and prohibits unlawful harassment by any employee of the Institute, as well as students, customers, vendors or anyone who does business with the Institute. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the Institute does business engages in unlawful harassment or discrimination, the Institute will take appropriate corrective action.

For grievances other than those related to Title IX, students should follow the general grievance procedure located on page 73.

### **Key Definitions**

**Sexual Harassment** is defined as unwelcome is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.

3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching and promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.

**Sexual Violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at the Institute as such acts are inappropriate and create an environment contrary to the goals and mission of the Institute. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

**Sexual Assault** includes rape, acquaintance rape, fondling, incest, and statutory rape, as well as other forms of nonconsensual sexual activity.

**Domestic Violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

**Stalking** means "engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Consent** means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

## Reporting Sexual Offenses

Upon observing or involvement in any type of sexual harassment, violence or assault (“sex offense”) on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, the Institute encourages students, faculty and staff to promptly report the incident to the local police and/or the Institute’s Title IX Coordinator at -  
**Mentor Campus: 8816 Mentor Ave., Mentor, OH 44060 – Barbara Bader, Corporate Director of Student Services, (440)255-9494, Ext. 122, email address: [bbader@brownaveda.com](mailto:bbader@brownaveda.com)**  
**Strongsville Campus: 17901 Southpark Center, Space 160, Strongsville, OH 44136 – Rachel Carr, Institute Director, (440)255-9494, Ext. 109, email address: [rcarr@brownaveda.com](mailto:rcarr@brownaveda.com)**

The Title IX Coordinator is responsible for the Institute’s compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation and resolution procedures for reports of sexual misconduct. Where there is any question about whether an incident is a sex offense, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

**Victims of Sexual Assault/Violence:** If you are a victim of a sex assault at this institution, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Institute’s Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

A student who misses hours as a result of being a victim of a violent crime, including assault or sexual violence, shall not have Saturday Pool Hours deducted if that student presents a police report or other evidence sufficient to document the incident that caused the missed hours. Please advise your Title IX Coordinator listed above.

The Institute strongly advocates that a victim of sexual assault or violence report the incident to police in a timely manner and, if requested to do by the victim, the Institute will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a victim contacts the Police Department, the local Police Sex Crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. A representative from the Institute will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

**Mentor Campus: 8816 Mentor Ave., Mentor, OH 44060 – Barbara Bader, Corporate Director of Student Services, (440)255-9494, Ext. 122, email address: [bbader@brownaveda.com](mailto:bbader@brownaveda.com)**

**Strongsville Campus: 17901 Southpark Center, Space 160, Strongsville, OH 44136 – Rachel Carr, Institute Director, (440)255-9494, Ext. 109, email address: [rcarr@brownaveda.com](mailto:rcarr@brownaveda.com)**

### **Prohibited Conduct**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment;**
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual’s education or employment; or**
- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student’s or ability to participate or benefit from the student’s education program.**

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Responding to Sex Offenses**

The Institute’s Title IX Coordinator has primary responsibility for receiving, evaluating and investigating sex offense reports. The Title IX Coordinator is responsible for informing the School Director and the Campus Security Survey Administrator within 24 hours after receiving a sex offense report for purposes of maintaining accurate Clery Act crime statistics.

### **Complaint/Grievance Procedure**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the Institute is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.



All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Institute ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the Institute's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the Institute's grievance procedures and any other procedures used for investigating reports of sexual harassment.

### **Reporting Requirements**

Victims of sexual misconduct should be aware that Institute administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The Institute will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The Institute reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

### **Investigation of Complaints**

In response to all complaints, the Institute promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The Institute shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the Institute will weigh the student's request for confidentiality against the impact on Institute safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the Institute will evaluate whether it is more likely than not that the alleged conduct occurred.

Once the Title IX Coordinator receives a sex offense report, the following steps will be followed:

- a) The Title IX Coordinator will immediately assess whether the information in the sex offense report warrants a timely warning and, if so, will contact the School Director immediately to execute that procedure.
- b) The Title IX Coordinator will, within 24 hours of receipt of the report, provide the individual making the report of an alleged sex offense with:
  - a. a copy of this policy;
  - b. information on counseling and other available victim resources;
  - c. information on the right to report the incident to local police and the fact that the Institute procedure and criminal proceeding may occur simultaneously;
- c) During the investigation, the Institute will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

- d) The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the accused, Institute employees, witnesses and others as necessary to gather facts about the alleged incident.
  
- e) The time necessary to complete the investigation will vary depending on complexity but will generally be completed within 60 days of the date that the report is first received by the Title IX Coordinator.
  
- f) The Institute will inform both parties of its final determination in writing. The Institute does not provide for an appeal of final determinations.
  
- g) The Title IX Coordinator will determine if the incident is indicative of systemic issue related to the sex offense and, if so, work with Institute employees, including the Campus Security Survey Administrator and School Director, to recommend changes to Institute policies, procedures or training to prevent re-occurrence.

### **Retaliation Prohibited**

The Institute will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

### **Disciplinary Options**

If the Institute determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the Institute will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the Institute to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the Institute’s disciplinary process. To the extent that an employee or contract worker is not satisfied with the Institute’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### **Education and Training**

The Institute educates the student community about sex offenses, violence prevention and Institute policies during all orientations held for new students upon the onset of a class or annually. The Title IX Coordinator is responsible for training all Institute employees about the Institute’s Title IX policies and conducting the new student training.

### **Additional Information**

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of

students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

The Institute will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim.

## **POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION.**

In accordance with the Campus Sex Crimes Prevention Act of 2000, the Clery Act and the Family Educational Rights and Privacy Act of 1974, the local Police Department provides a link to the Ohio State Police Sex Offender Registry. The Institute is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Ohio, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police. The Ohio State Police is responsible for maintaining this registry. Follow the link below to access the registry: <http://www.drc.ohio.gov/OffenderSearch/Search.aspx>

### **Consensual Romantic/Sexual Relations**

Consensual romantic/sexual relations between staff and students are strongly discouraged.

Substantial risks are involved even in seemingly consensual/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded an employee by a student, as well as the power exercised by the Educator in giving grades, advice, praise, recommendations, opportunities for further study or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the staff member who will bear the burden of accountability because of his/her special power and responsibility, and it will be exceedingly difficult to use mutual consent as a defense.

### **Board Standards**

These standards pertain to all incidents of criminal sexual violence and assault that occur on property owned by E.R.B.N. Inc. DBA Brown Aveda Institute sponsored activities held off the property.

It shall be the general procedure at the Institute to assist and cooperate with local law enforcement agencies.

The Administrator of the Institute shall promptly report any incident of sexual violence involving any student to local law enforcement officials.

### **Victim's Rights**

Brown Aveda Institute authorities, at the direction of law enforcement authorities, shall provide prompt and complete assistance in obtaining, securing, and maintaining evidence in connection with an incident of sexual violence or assault. Institute authorities may also preserve those materials that will be relevant to later disciplinary proceedings.

### **Harassment/Bullying**

Brown Aveda Institute does not tolerate any form of harassment or bullying. This includes any physical, verbal or written contact or behavior demonstrating hostility towards a person for any reason, specifically including but not limited to actions based upon a person's age, race, sex, color, religion, national origin, disability, personal characteristics, or otherwise. Cyber-bullying is also not tolerated. This includes use of phones, emails, web sites, social media sites, and any other written material or photographs used for the purpose of harassing or bullying another. Any incidents, concerns, or complaints should be reported immediately to your Educator or any member of management and/or the Title IX Coordinator. Violations will be investigated and dealt with accordingly, including but not limited to termination from the program. (See Standards and Procedures – Minor/Major Standard Violations and the Institute's policy regarding Sexual Harassment and Sex Offenses for further information.)

### **Crime and Critical Alerts**

The Federal Law and Department of Education requires Title IV Institutes to provide our present students, prospective students and staff with a copy of our Annual Security Report. The Report includes the Crime Statistics and our Policy Statements for compliance with the Clery Act.

The Crime Statistics Report can be viewed on line at <http://ope.ed.gov/security>. An updated Annual Security Report is completed each year prior to October 1<sup>st</sup>. A memorandum is provided to all current and prospective students and staff advising them that this Report can be viewed on our school's website at <http://www.brownaveda.com/security-report/>, or if requested, a hard copy will be provided. For critical and emergency issues including school closures, students will be advised through local television stations or other appropriate local media, email or text message and/or verbal or written notice.

### **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." In accordance with FERPA, the students at Brown Aveda Institute have the right to gain access to their files and review their educational records. All documents are placed in filing cabinets that are locked and/or in a locked room. Three years of files are kept on-site. They are then transported by Iron Mountain to their facility for safeguarded storage.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may write to the following address:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW,  
Washington, DC 20202-5920

A complete copy of the policy is available upon request from the administrative office.

**Third Party Requests.** In order for our school to release any student information to a third party, such as an insurance company, potential employer, parent, etc., we will need your signature on a Release Form. Please ask your educator or the Administrative Office at your campus for this form, fill out completely and return to the office or your educator. Please plan ahead and allow 14 - 21 business days for this information to be released. This will be taken care of out of our Corporate Office on Center Street in Mentor.

**Section 504 of the Rehabilitation Act of 1973 (Section 504)/Americans with Disabilities Act of 1990 and Amendments Act of 2008 (ADAAA)**

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Section 504/ADA Coordinator. You may request academic adjustments or auxiliary aids at any time. The Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. A student who misses hours due to a disability shall not have Saturday Pool Hours deducted for hours missed if that student presents a Physician's Notice that meets the requirements contained in "Information and Requirements Relative to Disabilities During Student's Enrollment at Brown Aveda Institute" a copy of which is available at your Campus Main Office (see Coordinator listed below).

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

1) Notify the Section 504/ADA Coordinator in writing 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. The request should be made at least four weeks in advance of the date needed.

Section 504/ADA Coordinator:

Mentor Campus: Barb Bader, Corp. Student Service Coordinator  
8816 Mentor Ave., Mentor, OH 44060  
(440) 255-9494, ext. 122

Strongsville Campus: Maggie Dauenhauer  
17901 Southpark Center, Space 160, Strongsville, OH 44136  
(440) 255-9494, ext. 408

2) The Coordinator will respond within two weeks of receiving the request.

3) If you would like to request reconsideration of the decision regarding your request, please contact the School President within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

**SECTION 504 INTERNAL GRIEVANCE PROCEDURE**

It is the policy of Brown Aveda Institute (the "Institute") not to discriminate on the basis of disability. The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Barb Bader in the Mentor Campus Administration Office or Tashena Harris at the Strongsville Campus Admissions Office who have been designated to coordinate the efforts of the Institute to comply with Section 504. Contact information is as follows:

Mentor Campus - Barb Bader

Strongsville Campus – Maggie Dauenhauer

Phone number: (440)255-9494, Ext. 122

Phone number: (440)255-9494, Ext. 408

Email address: [bbader@brownaveda.com](mailto:bbader@brownaveda.com).

Email address: [mdauenhauer@brownaveda.com](mailto:mdauenhauer@brownaveda.com)

Any person who believes she/he has been subjected to discrimination on the basis of disability may file a grievance pursuant to the procedure outlined below. The Institute will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

**Procedure:**

Grievances must be submitted to the contact as indicated above for the Mentor or Strongsville Campus, the Section 504 Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Section 504 Coordinator (or her/his designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Coordinator will maintain the files and records relating to such grievances.

The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the School Administrator, at Brown Aveda Institute, 8816 Mentor Avenue, Mentor, Ohio 44060 within 15 days of receiving the Section 504 Coordinator’s decision. The School Administrator shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

The Institute will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

The Institute will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Coordinator will be responsible for such arrangements.

**Student Privacy**

Students understand and agree that the standards and procedures of the school are clarified with respect to the following limitations on their privacy.

Lockers furnished for student use belong to the school and are subject to search by school or police officials at any time for any reason. Students should not expect privacy in their use of school lockers/roll carts.

By entering onto the premises of the school, students agree that they and any parcels, including handbags, briefcases and purses or other items and personal effects they may bring with them (including any vehicle parked on school property) are subject to reasonable search by school personnel at any time for any reason.

**Challenges/Solutions - Student Grievance Procedure**

At Brown Aveda Institute we like to refer to the complaints brought forth by students as “Challenges and Solutions.” Students are encouraged to share their own solutions to challenges that they observe in any area of the school that they challenge or feel could be improved.

In order to file a formal grievance, the first step is to fill out a grievance form. We provide these forms on your first day of class. You can also obtain copies of these forms from the box located on the wall by the locker room. This is also the locked box where you would deposit your completed forms upon completion. Our Administrative Staff empties this box twice weekly and reviews, evaluates and responds to the student. Therefore, please be sure to put your name on this form as we cannot respond without a name. The information you write on this form is kept confidential within certain members of the Administrative Staff that have to review them.

The next step in this process is that a response will be given in writing if applicable or a school representative will meet with you within 15 days of receipt of the written complaint. If at this time, the complaint cannot be resolved, this complaint shall go before the Complaint Committee. They will meet with you within (21) days of receipt of the complaint. If no additional information is needed, this committee will act on the allegations and a letter will be sent to the student within 15 days, stating what steps are being taken or information that shows that the allegations were not warranted or based on fact.

If the student has exhausted the methods above and is still not satisfied with the action taken, or believe that the school is in violation of accreditation requirements, you can pursue this matter by contacting our accreditation agency below.

**Students may call this number to receive information about filing a formal complaint:**

National Accrediting Commission of Career Arts and Sciences  
4401 Ford Ave., Ste 1300  
Alexandria, VA 22302  
**703 – 600-7600**

**Holidays**

January 1 <sup>st</sup>	Martin Luther King Jr.*	Memorial Day*
July 4 <sup>th</sup>	Thanksgiving	December Holidays (2)

**Cosmetology Evening also includes**

Labor Day

**(Part Time) to include:**

**\* For those holidays that fall on Monday, the holiday will be observed on Tuesday except in the case of the Cosmetology Evening (Part-Time) program in which case Monday holidays are observed on Monday. Days off due to a legal holiday are recorded as such and extend the enrollment contract.**

**\*\* School may be closed for (5) Staff Conference Days (up to 10 for the Cosmetology Part-Time Evening program) to be determined when you start school.**

## **Resource Guide Mentor and Strongsville Campuses**

<b>Resource Guide</b>	<b>Mentor</b>	<b>Strongsville</b>
Address Changes	Administrative Staff	
Administrator, School	Ed Brown	
Admissions and Placement Director	Susan Partin	
Alumni	Susan Partin	
Career Fair	Susan Partin	
Challenge and Solution Box	Barb Bader	Rachel Carr
Client Bookings	Amy Hoegler	Connie Dobrow
Clinic Goal Setting	Barb Bader	Connie Dobrow
Customer Service Challenges	Amy Hoegler / Anna Hyatt	Connie Dobrow / Kristen Krause
Diplomas	Susan Partin	
Corporate Director Student Services	Barb Bader	
Cosmetology Educators	Cece Augustine, Brenda Brown, Jessica Gaia, Amy Hoegler, Mary Hudson, Kelly Kucinski, Elizabeth MacWilliams, Berni Marcotte, Cynthia Raines, Nicole Minniti, Lisa Bevis, Tionna Ross, Brittany Lachina	Rose Benietz, Rachel Carr, Caitlin Kuczynski, Tracy Jolley, Alina Kohut, Kristen Krause, Gabriella Kutkut, Shawndah Leuenberger, Aja McCullough, Kate League
Apprentice Educator		Kristen Pratt- COS
Institute Director	Jill Nolan	Rachel Carr
Institute Assistant Director	Amy Hoegler	Kristen Krause
Director of Evening Program	Monica Camp	
Esthetics Educators	Jill Nolan, Mary Graziano, Kara Marra, Candice Bauer	Shimeaker Hampton, Rachel Bosak Sierra Sellers
Esthetics Lead Educator	Christin Ryan	Christin Ryan
Esthetics Educator/Student Challenges	Ed Brown	
Exit Interviews	Susan Partin	Tashena Harris
Financial Aid	Tori Gibson	Laura Beier
Financial Aid	Juliet Pellin / Kristin Wagner	
Front Desk Issues, Coordinator	Anna Bjornholm	Connie Dobrow
Front Desk Staff	Anna Bjornholm, Mary Newcomb, Ashley Salberg, Dawn Levak, Hannah Blakeley, Candice Baker	Kate Billie, Jennifer Cottrell, Mallory Escobar, Elina Santarelli, Karen Zarefoss, Mary Beth Zingale
Graduation Dates	Barb Bader	
Identification Badges	Dawn Levak	Maggie Dauenhauer / Denise Pyle
Insurance Letters	Barb Bader	Tashena Harris
Leave of Absence	Barb Bader	Maggie Dauenhauer
Library	Mary Graziano	Educators
License Information	Barb Bader	
Payments	Tori Gibson / Kristen Wagner	Laura Beier
Nail Instructor	Cynthia Raines, Lauren Vernon	
Notary	Tori Gibson	Tashena Mack
Placement	Susan Partin	Tashena
Probation	Barb Bader / Tori Gibson	Maggie Dauenhauer / Laura Beier
Retail Goal Tracking	Mary Newcomb / Dawn Levak	Maggie Dauenhauer
Review Board Coordinator	Susan Partin	
Section 504 ADA Coordinators	Barb Bader	Maggie Dauenhauer
Security	Ed Brown	
Student Council	Mary Newcomb	



Student Files/Records	Barb Bader	Maggie Dauenhauer
Student Uniforms	Susan Partin	Tashena Harris
Student Kits / Backpacks	Shawna McKenzie	Beth Word
Ticket Coordinator	Ashley Salberg	Marybeth Zingale
Time Sheets	Dawn Levak	Maggie Dauenhauer / Denise Pyle
Title IX Coordinator	Barb Bader	Rachel Carr
Transcripts	Barb Bader	Maggie Dauenhauer / Denise Pyle
Tuition Payments	Tori Gibson / Kristen Wagner	Laura Beier
Withdrawals	Tori Gibson / Barb Bader	Tashena Harris

**CONSUMER INFORMATION:**

For any questions or information requiring financial aid or the consumer disclosures required to be provided by the school by the U.S. Department of Education, please contact one of the following Monday – Friday 9am-5pm  
Mentor Campus: Tori Gibson (440)255-9494, Ext. 246  
Strongsville Campus: Laura Beier (440)255-9494, Ext. 403

***“The future belongs to those who believe in the beauty of their dreams” -- -Eleanor Roosevelt***