



CASAL AVEDA INSTITUTE

(330)792-6504

6000 Mahoning Avenue,
Austintown, Ohio 44515

SCHOOL CATALOG

Publication: December 31, 2018

Revised June 25, 2019

Licensed by: Ohio State Cosmetology and Barber Board
1929 Gateway Circle, Grove City, Ohio 43123 1-614-466-3834

Accredited by: NACCAS
3015 Colvin Street, Alexandria, Virginia 22314 1-703-600-7600

The U. S. Department of Education recognizes the National Accrediting Commission of Career Arts and Sciences as a national accrediting agency for postsecondary schools and programs of career arts and sciences.

Approved by: State Approving Agency for the training of Veterans

Member of: Ohio Association of Cosmetology Schools

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 MANICURING. WE ARE DEDICATED TO SERVE OUR STUDENTS IN A PROFESSIONAL MANNER WITH RESPECT FOR THE ENVIRONMENT.

A Message from the Team

Thank you for considering *CASAL AVEDA INSTITUTE* for your training in the beauty industry. It is our intention and hope that this catalog will clarify your questions as to the scope of training and the costs to you in terms of your time, efforts, and resources.

CASAL AVEDA INSTITUTE is dedicated to our past and future graduates. We believe it is our responsibility to provide training to each student so he or she can successfully complete his or her desired course of study. Our staff is proud to recognize the diligence, integrity and effort that are constantly being displayed by our many, many successful graduates.

We encourage you to fully read the enclosed material to assist you in this important career decision. The purpose of this catalog to serve as a basic guide for anyone interested in a career in the Cosmetology Arts and Sciences. The world of beauty and hair is larger than ever, and the need for creative, well-trained cosmetologists, estheticians, hair designers and manicurists are growing every day. With your Certificate of Completion from *CASAL AVEDA INSTITUTE*, you can specialize in many areas; from hair design, to makeup artist, to salon owner – just to name a few. Your opportunities are many and varied.

We extend an invitation to you to tour our facilities, meet our instructors, and observe the training our students receive. You will graduate from *CASAL AVEDA INSTITUTE* prepared to confidently enter the beauty industry. Come and visit *CASAL AVEDA INSTITUTE*.

Sincerely,

Casal Aveda Institute Team

Table of Contents

License and Accreditation	Cover
Mission Statement	Cover
Message from the team	1
<u>Introduction</u>	4
About the Founders	4
Objective	4
Goals	4
School Facilities	4
Non-Discrimination	5
Possible Career Opportunities	5
Admissions Requirements	5
Recruitment	5
Physical Demands and Safety Requirements	6
<u>Overview of Courses</u>	6
Cosmetology Course Outline	6
Advanced Cosmetology Course Outline	7
Hair Designer Course Outline	8
Advanced Esthetics Course Outline	8-9
Advanced Manicuring Course Outline	9-10
<u>Student Services</u>	10
Student Placement/Job Search	10
Personal Assistance	10
Student Counseling	10
Student Housing	11
Voter Registration	11
Retail Products	11
Student Requests	11
Client Services	11
Service Desk	11
Team Service	11
Transcripts	11
Access to Cumulative Records	11
Academic Calendar	12
Tuition and Fees	13
Tuition	14
Additional Costs/Fees	14
Consumer Disclosure	15
Scholarships	15
Veteran's Benefits	15
Financial Aid	16
Refund Policy	18
Tuition Adjustment Table	20
Collection Policy	20
Return of Title IV Policy	20
Fee Waiver Policy	24
Transfer Hours	24
Transfer Hours to Other Institutes	24
Transfer Hours from Other Institutes	25
Internal Transfers	25
Program Transfer Fee Policy	25
Standards and Procedures	25
Attendance	25
Intro Withdraw Procedure	25
Attendance/Tardy Policy	26
Attendance Late Voucher Policy	26
Holidays	27
Kit Reward System	27
Make-Up Work policy	27
Standards of Professionalism	27
Section 504 Americans with Disabilities	29
Student Kits	30
Equipment/Supplies	30
Lockers/Workstations/Student Privacy	30

Code of Ethics	30
Conduct Policy-Violation of Standards	31
Student Evaluation	32
Test Retake Policy	32
Satisfactory Academic Progress Policy	33
Evaluation Periods	33
Grades	33
Pace	33
Maximum Timeframe	33
Satisfactory Academic Progress	34
Unsatisfactory Academic Progress	34
Warning	34
Probation	34
Appeal Process	34
Re-enrolling Students	35
Course Incompletes/Withdrawals/Repetitions/Remedial Course	35
Financial Aid Ramifications	35
Withdraw/Termination	35
Withdrawal Policy	36
Re-Entry Policy	36
Dismissal Policy	36
Termination Policy	36
Leave of Absence	37
Safety and Security Procedures	38
Safety	38
Safety Reports	38
Medical Emergencies and Accidents	38
Fire	39
Fire Drills	39
Escape Route	39
Tornado Warnings	39
Bomb Treats	39
Fire Numbers	39
Police Numbers	39
Outside Counseling	39
Constitution Day	39
Casal Aveda Institute Student Policy Statements	40
Equal Education Opportunities	40
Policy on Controlled Substances/Alcohol	40
Weapons	41
Local Sanctions	41
Policy Regarding Misconduct (Title IX)	41
Procedure for Reporting Sexual Misconduct	42
Education and training	46
Policy Statement Addressing Sex Offender Registration Information	46
Consensual Romantic/Sexual Relations	46
Harassment/Bullying	46
Crime and Critical Alerts	47
Family Education Rights and Privacy Act (FERPA)	47
Disability Accommodation & Grievance Policy and Guidelines	48
Student Privacy	50
Copyright Policy	50
Board Standards	50
Grievances/Violations/Complaints	51
NACCAS Violations	51
State of Ohio Violations	51
NACCAS Annual Report Statistics	52
Graduation/Licensing/Testing Requirements	52
Administration	53
Instructors	54

Introduction

About the Founders

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

All our Board Members and Staff have been involved in the hairdressing profession for many years and want to share all 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.

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!

Casal Aveda Institute will provide you a quality education in Cosmetology, Advanced Cosmetology, Hair Designer, Advanced Esthetics and Advanced Manicuring 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. Always, that wellness is the purest form of inner beauty.

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

Objective

Casal 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 our 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.

Casal 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/Objectives

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

School Facilities

Casal Aveda Institute is located at 6000 Mahoning Ave., Austintown, Ohio 44515. The training center has approximately 14,325 square feet of training and office area. The school is centrally air conditioned for your comfort in the summer and gas heated in the winter. All areas are appropriately furnished and well lit. The school consists of classrooms, practical room, facial room, clinical area, lunchroom, locker area, and offices.

Possible Career Opportunities for our Students:

hair stylist / esthetician / makeup artist / manicurist / sales representative / permanent waving specialist / hair coloring specialist / salon manager / salon owner/ educator / state board member or inspector / educational director for a product / manufacturer consultant/trainer / school owner / free-lance makeup artist/ stylist or makeup artist for film, theater, fashion or print

Employment Requirements

Employers can expect:

- Professionalism
- Promptness
- Professional Appearance
- Customer Service Skills
- Ongoing Education

Admissions Requirements

Casal Aveda Institute requires that each student enrolling in the Cosmetology, Advanced Cosmetology, and Hair Designer, Advanced Esthetic or Advanced Manicuring program must:

1. Have an informational interview with an Admissions Representative.
2. Complete application and pay the \$75.00 application fee.
3. Take and pass basic skills evaluation.
4. Submit a statement of intent describing your interest in the program and goals for enrolling in the program.
5. Submit a letter of recommendation.
6. Submit your official high school transcripts showing graduation date, a copy of your General Education Diploma (GED) or a state certification of home-school completion.
7. Submit a copy of a valid driver's license or photo ID.
8. Be at least 18 years of age or older.

Transfer Hours from Other Institutions

Transfer hours accepted from another institution will counted as both attempted and completed hours for Maximum Timeframe purposes.

To schedule an informational interview, call the Admissions Dept. at 330-792-6504 ext 104

Re-Entry Policy

Should student withdraw on a temporary basis (minimum timeframe is 30 days), 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 on 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.

Recruitment

Casal Aveda Institute does not recruit students already attending or admitted to another school offering similar programs of study.

Non-Discrimination

Casal Aveda Institute is committed to a policy of non-discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, physical challenges, pregnancy, veteran status, area of origin or residence, creed or ethnic origin or sexual orientation in respect to students and/or to applicants for admission and to employees and/or to applicants for employment. Casal Aveda Institute is committed to serving persons with documented disabilities. A goal of Casal Aveda Institute is that each qualified student who meets eligibility requirements for enrollment will be given the opportunity to complete their chosen program. To reach that goal Casal Aveda Institute will make academic adjustments and utilize auxiliary

aids, wherever possible to assist such students. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Physical Demands & Safety Requirements

Cosmetologist, Estheticians and Manicurists may be required to stand, sit or lean for long periods of time while providing services to clients. While enrolled at Casal Aveda Institute, students will be exposed to hazardous materials, such as chemicals, and will be working with sharp objects. Students should be cautious when working with these items to avoid injury to themselves or others.

Overview of Courses

Cosmetology Course Outline

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. The 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

Course Objectives:

- ▯ Prepare students in the field of Cosmetology so they may perform and meet the standards set by the institution.
- ▯ Provide the opportunity for students to learn technical, communication and personal and professional business development skills through individualized goal setting and focused training.
- ▯ Prepare students to successfully complete the state of Ohio requirements necessary to practice cosmetology.
- ▯ Educate students to exhibit the kind of professionalism necessary to gain and maintain employment.

The chart below contains the units of study in which the student will engage in theory and practical learning application through lectures, activities, demonstrations and workshops, PowerPoint and assignments and personal and professional development skills.

Total Weeks: 46 weeks Full-Time Schedule Based on Scheduled Hours
79 weeks Part-Time Schedule Based on Scheduled Hours

Core Curriculum		
Subject Area	Clinic	Theory
I. Infection Control & Principles/ Practices	40	20
II. Properties of the Hair and Scalp	74	40
III. Hair Procedures and Practices	310	150
IV. Chemical Procedures & Practices	315	150
V. Manicure & Pedicure Procedures & Practices	74	60
VI. Skin Care Procedures & Practices	70	45
VII. Salon Operations & Communication Skills	70	40
VIII. Cosmetology Laws & Rules (1 hr of Human Trafficking)	<u>30</u>	<u>12</u>
	983	517
Total		1500

The following formula is used to calculate grades: the student’s percentage grade is determined by dividing the number of correct answers divided by the total number of questions. Assigned projects will be scored complete (100%) or incomplete (0%).

Advanced Cosmetology Course Outline

The 1800-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. Students will participate in advanced techniques in haircutting, styling and coloring as well as other chemical services. 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 Public Health and Safety Requirements. The Advanced license is not a requirement to work in a salon however is a requirement to obtain an educator's license in the state of Ohio. A diploma will be awarded upon graduation. The 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

Course Objectives:

- ▯ Prepare students in the field of Advanced Cosmetology so they may perform and meet the standards set by the institution.
- ▯ Provide the opportunity for students to learn technical, communication and personal and professional business development skills through individualized goal setting and focused training.
- ▯ Prepare students to successfully complete the state of Ohio requirements necessary to practice advanced cosmetology.
- ▯ Educate students to exhibit the kind of professionalism necessary to gain and maintain employment.

Total Weeks: 56 weeks Full-Time Schedule Based on Scheduled Hours

Core Curriculum

Subject Area	Clinic	Theory
The chart below contains the units of study in which the student will engage in theory and practical learning application through lectures, activities, demonstrations and workshops, PowerPoint and assignments and personal and professional development skills.		
Infection Control&Principles/Practices	40	20
II. Properties of the Hair and Scalp	74	40
III. Hair Procedures and Practices	310	150
IV. Chemical Procedures & Practices	315	150
V. Manicure & Pedicure Procedures & Practices	74	60
VI. Skin Care Procedures & Practices	70	45
VII. Salon Operations & Communication Skills	70	40
VIII. Cosmetology Laws & Rules (1 Hr. Human Trafficking)	30	12
IX. COSMETOLOGY LAWS & RULES	30	15
X. PUBLIC HEALTH AND SAFETY	30	15
XI. ADVANCED TECHNIQUES	<u>140</u>	<u>70</u>
	1183	617
Total		1800

The following formula is used to calculate grades: the student's percentage grade is determined by dividing the number of correct answers divided by the total number of questions. Assigned projects will be scored complete (100%) or incomplete (0%).

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.

Course Objectives:

- Prepare students in the field of Hair Design so they may perform and meet the standards set by the institution.
- Provide the opportunity for students to learn technical, communication and personal and professional business development skills through individualized goal setting and focused training.
- Prepare students to successfully complete the state of Ohio requirements necessary to practice Hair Design.
- Educate students to exhibit the kind of professionalism necessary to gain and maintain employment.

The chart below contains the units of study in which the student will engage in theory and practical learning application through lectures, activities, demonstrations and workshops, PowerPoint and assignments and personal and professional development skills.

Total Weeks: **37 weeks Full-Time Schedule Based on Scheduled Hours**
 64 weeks Part-Time Schedule Based on Scheduled Hours

Core Curriculum

Subject Area	Clinic	Theory
I. Infection Control & Principles/ Practices	40	20
II. Properties of the Hair and Scalp	74	40
III. Hair Procedures and Practices	294	191
IV. Chemical Procedures & Practices	253	136
VII. Salon Operations & Communication Skills	70	40
VIII. Cosmetology Laws & Rules (1 Hr Human Trafficking)	<u>30</u>	<u>12</u>
Total:	761	439
		1200

The following formula is used to calculate grades: the student’s percentage grade is determined by dividing the number of correct answers divided by the total number of questions. Assigned projects will be scored complete (100%) or incomplete (0%).

Advanced Esthetics Course Outline

The 750-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 curriculum is set up to teach advanced techniques in specialized equipment use and control, product and service sales training and communication skills. Students will participate 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 Public Health and Safety Requirements. 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. The 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

Course Objectives:

- Prepare students in the field of Advanced Esthetics so they may perform and meet the standards set by the institution.
- Provide the opportunity for students to learn technical, communication and personal and professional business development skills through individualized goal setting and focused training.
- Prepare students to successfully complete the state of Ohio requirements necessary to practice advanced esthetics.
- Educate students to exhibit the kind of professionalism necessary to gain and maintain employment.

Total Weeks: 40 Weeks Based on Scheduled Hours.

The chart below contains the units of study in which the student will engage in theory and practical learning application through lectures, activities, demonstrations and workshops, PowerPoint and assignments and personal and professional development skills.

		Core Curriculum	
	Subject Area	Clinic	Theory
I.	Infection Control & Principles/ Practices	35	20
II.	Anatomy	20	15
III.	Specialized Equipment & Treatments	15	15
IV.	Massage	30	30
V.	Chemistry	15	7.5
VI.	Skin Care Procedures & Practices	175	60
VII.	Study of Skin	30	20
VIII.	Make-up	37.5	20
IX.	Salon Operations & Communication Skills	20	15
X.	Cosmetology Laws and Rules (1 Hr Human Trafficking)	10	10
IX.	COSMETOLOGY LAWS & RULES	30	15
X.	PUBLIC HEALTH AND SAFETY	30	15
XI.	ADVANCED TECHNIQUES	45	15
		492.5	257.5
Total		750	

The following formula is used to calculate grades: the student's percentage grade is determined by dividing the number of correct answers divided by the total number of questions. Assigned projects will be scored complete (100%) or incomplete (0%).

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 or spa however is a requirement to obtain an educators license in the state of Ohio. A diploma will be awarded upon graduation. The 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.

Course Objectives:

- Prepare students in the field of Advanced Manicuring so they may perform and meet the standards set by the institution.
- ▯ Provide the opportunity for students to learn technical, communication and personal and professional business development skills through individualized goal setting and focused training.
- ▯ Prepare students to successfully complete the state of Ohio requirements necessary to practice advanced manicuring.
- ▯ Educate students to exhibit the kind of professionalism necessary to gain and maintain employment.

The chart below contains the units of study in which the student will engage in theory and practical learning application through lectures, activities, demonstrations and workshops, PowerPoint and assignments and personal and professional development skills.

Total Weeks: 16 weeks Part-Time Schedule based on scheduled hours

Core Curriculum			
Subject Area		Clinic	Theory
I.	Infection Control & Principles/ Practices	15	15
II.	Anatomy	5	5
III.	Massage	5	10
IV.	Nail Care Procedures & Practices	20	30
V.	Chemistry	5	5
VI.	Nail Enhancements	15	15
VII.	Specialized Equipment	5	5
VIII.	Salon Operations & Communication Skills	5	15
IX.	Cosmetology Laws & Rules (1 Hr Human Trafficking)	10	15
X.	Cosmetology Laws & Rules (Advanced Portion)	20	20
XI.	PUBLIC HEALTH AND SAFETY	15	20
XII.	ADVANCED TECHNIQUES	<u>15</u>	<u>10</u>
		135	165
Total			300

The following formula is used to calculate grades: the student’s percentage grade is determined by dividing the number of correct answers divided by the total number of questions. Assigned projects will be scored complete (100%) or incomplete (0%).

Student Service

Student Placement/Job Search

Staff is available to assist in placement. The Institute holds Career Fairs and posts known job opportunities. The Institute does not guarantee any graduate a job, or an income level. Students may contact the school at any time after graduating to get further employment assistance.

We are dedicated to the success of our graduates; however, Casal Aveda does not have control of local employment conditions or the economy. Although graduating students and alumni are provided employment opportunities with the industry at graduation, and thereafter, this in no way constitutes a promise or guarantee of employment.

Personal Assistance

School personnel are available to help with special needs that arise during the course. The administrative staff is knowledgeable about community resources and will advise students of organizations and agencies that can assist them and their families.

Student Counseling

Throughout the student’s attendance, here at the Institute, a member of our staff will be counseling with each student to discuss any problems, suggestions, or questions that may exist concerning the student’s training. These frequent meetings and communication help both the teacher and the student to determine what may be needed

with respect to the student's progress concerning grades & attendance. Any additional recommendations for improvement or solutions to problems can also be made at that time.

Student Housing

Casal Aveda Institute does not own or operate student housing. We will be happy; however, to assist out-of-town students in finding satisfactory housing at reasonable rates if they desire. Students should be aware that rents vary with demand and availability.

Voter Registration

Casal 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

Retail Products

All active students receive a 20% discount off any full priced retail products for your own personal use. This discount does not apply to discontinued items or any other promotions that the manufacturers do not permit a discount.

Student Requests

Clients may make appointments or walk in for services in our clinic. Clients may also request a particular student for a particular service as long as the student is available and has adequate time to perform the service. That decision will be made at that time by an appropriate staff member on whether we can accommodate the client's request.

Client Services

Casal Aveda Institute operates by pre-booked appointments or walk-ins. Walk-in clients are accepted on a first come, first serve basis. The appointment telephone number is (330) 792-6504, extension 0. Clinic services are to be assigned by an instructor or Director and are done under the supervision of an Instructor. **All work must be checked and graded by an instructor.** Refusing clinic assignments or making the customer feel like the student is not interested in performing the desired service is grounds for dismissal for the day. Repeated refusals may result in suspension or permanent dismissal.

Service Desk

The Service Desk Team is the first impression clients have of Casal Aveda Institute. Our mission is to provide the highest quality customer service while creating a positive friendly environment. Please be advised that Casal 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

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.

Transcripts

Transcripts are available to students at a cost of \$15.00 per transcript. To receive a copy of your academic transcript a student must submit a request and provide payment for the cost of the transcript.

Send request to:

**Casal Aveda Institute, Attention Transcripts
6000 Mahoning Avenue
Austintown, OH 44515**

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

Access to Cumulative Records

Students that are in regular attendance at Casal 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 right. Any student wishing to view his/her records may do so. Parents or guardians of dependent minors may view the student's records. No information regarding students' records will be released or viewed without written permission from student, and if student is a

dependent minor, the parent or guardian. Third parties requiring information must do so in writing. All record viewing must be done under the supervision of the Director or administrative staff.

State and Federal agencies may view students' records according to State and Federal regulations. In order to protect the privacy of students and their families, The Family Educational Rights and Privacy Act (**FERPA**) (20U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. It sets certain conditions on the disclosure of personal information from records kept by schools that participate in the Student Financial Aid programs.

1. A school must give the student the opportunity to inspect and review his/her educational records.
2. Disclosure may be made to authorize representatives of the U.S. Department of Education, National Accrediting Commission of Career Arts and Sciences, the Office of the Inspector General, or State and local educational authorities.
3. Disclosure may be made if it is in connection with financial aid that the student has received or applied for.
4. Disclosure may be made to the student's parent, only if the student is a dependent of the parent, as defined by the Internal Revenue service.
5. Disclosure may be made to an organization that is conducting studies concerning the administration of student aid programs on behalf of an educational agency or institution.
6. When student information has been disclosed to one of the parties listed above, that party may re-disclose that information to additional parties who are authorized to receive this information without prior written consent.
7. An institution may disclose directory information (name, address, telephone number, birth date, major of study, dates of attendance, degrees or awards) if it has given public notice to parents, as appropriate, and students of above directory information to certain parties.
8. In the case of an emergency, personal information to appropriate parties, in connection with the emergency, can be released if knowledge of the information is necessary to protect the health or safety of the student.
9. If someone should make an inquiry about you, the student, we will do our best to take a message and attempt to locate you. This is designed to protect your right to privacy.

2019 Academic Calendar

Start Dates

Cosmetology / Advanced Cosmetology / Hair Designer (FULL TIME):

Tuesday 9:00 am-3:00 pm, Wednesday-Saturday 9:00 am-5:00 pm

January 29, 2019

April 23, 2019

August 6, 2019

November 5, 2019

Advanced Esthetics (DAY TIME PART-TIME):

Tuesday-Thursday 9:00 am-1:00 pm, Friday 9:00 am-5:00 pm

January 29, 2019

August 6, 2019

Advanced Esthetics (Evening PART-TIME):

Tuesday-Thursday 5:30 pm-9:30 pm, Saturday 9:00 am-5:00 pm

April 23, 2019

November 5, 2019

Advanced Manicuring (PART TIME):

Tuesday-Thursday 5:30 pm-9:30 pm, Saturday 9:00 am-5:00 pm

March 5, 2019

July 9, 2019

November 5, 2019

Tuition and Fees

The Institute charges tuition by the academic year, defined as 900 clock hours of attendance. For programs 900 clock hours or less, tuition for the entire program is charged at the beginning of the program. For programs longer than 900 clock hours, the first academic year is the first 900 clock hours of attendance, and the second academic year is the hours in the remainder of the program. The amount of tuition charged each academic year is proportional to the hours in the academic year as compared to the entire program and is charged at the beginning of each academic year, i.e., hour 1 for the first academic year and hour 901 for the second academic year. Charges for the entire program and each academic year are listed below.

Any balance due the school, not paid by financial aid, must be paid according to the cash payment plan based on the unpaid balance for the entire program, not each individual academic year. If a student withdraws and the amount of cash collected exceeds any balance due after completing the institutional refund and Return of title IV (R2T4) calculations, excess cash will be returned to the student/parent.

**Sales Tax on Student Kits, it will be collected at the time the kit fee is due

Cosmetology Course	1500 Hours (Hair, Skin and Nails)
--------------------	-----------------------------------

Program Total Tuition	\$15,500.00	Academic Year 1 (0-900 hours)	\$9300.00	Academic Year 2 (901-1500 hours)	\$6200.00
Kit Fee**	\$1,900.00				
Registration fee	\$200.00				
Application fee*	\$75.00				
Total Cost	\$17,675.00				

Advanced Cosmetology Course	1800 Hours (Hair, Skin, Nails and Advanced)
-----------------------------	---

Program Total Tuition	\$18,200.00	Academic Year 1 (0-900 hours)	\$9100.00	Academic Year 2 (901-1800 hours)	\$9100.00
Kit Fee**	\$2,200.00				
Registration fee	\$200.00				
Application fee*	\$75.00				
Total Cost	\$20,675.00				

Hair Designer Course	1200 Hours (Hair Only)
----------------------	------------------------

Program Total Tuition	\$12,800.00	Academic Year 1 (0-900 hours)	\$9600.00	Academic Year 2 (901-1200 hours)	\$3200.00
Kit Fee**	\$1,800.00				
Registration fee	\$200.00				
Application fee*	\$75.00				
Total Cost	\$14,875.00				

Advanced Esthetics Course	750 Hours (Skin and Advanced)
---------------------------	-------------------------------

Program Total Tuition	\$ 9,000.00	Academic Year 1 (0-750 hours)	\$9000.00		
Kit Fee**	\$1,255.00				
Registration fee	\$200.00				
Application fee*	\$75.00				
Total Cost	\$10,530.00				

Advanced Manicuring Course	300 Hours (Nails and Advanced)
----------------------------	--------------------------------

Program Total Tuition	\$2,545.00	Academic Year 1 (0-300 hours)	\$2545.00		
Kit Fee**	\$615.00				
Registration fee	\$200.00				
Application fee*	\$75.00				
Total Cost	\$3,435.00				

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 Casal Aveda Institute at:

**6000 Mahoning Avenue
Austintown, OH 44515**

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 to the student anytime upon request.

Additional Costs/ Fees

**If the student enrolls in a course of study and changes the original start date, a re-application fee of \$75.00 will apply.

Method of Payments

The Casal Aveda Institute accepts cash (US Currency), Check (personal, bank, or money order), Visa, MasterCard, or Discover and American Express, as well as Title IV funds. Casal Aveda Institute Payment Schedule is as follows:

Cosmetology Full-Time (1500 hours) \$17,675.00

\$9,650.00 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 \$2583.00 each and one installment of \$2584.00. Payments listed above exclude the \$75.00 application fee and \$200.00 registration fee which are due at the time of enrollment.

Cosmetology Part-Time (1500 hours) \$17,675.00

\$9,650.00 is due on the first day of class. The balance is to be paid in three installments during the next six months in two installments of \$2583.00 each and one installment of \$2584.00. Payments listed above exclude the \$75.00 application fee and \$200.00 registration fee which are due at the time of enrollment.

Advanced Cosmetology Full-Time (1800 hours) \$20,675.00

\$11,300.00 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 \$3033.00 each and one installment of \$3034.00. Payments listed above exclude the \$75.00 application fee and \$200.00 registration fee which are due at the time of enrollment.

Hair Designer Full-Time (1200 hours) \$14,875.00

\$8,200.00 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 \$2,133.33 each and one installment of \$2,133.34. Payments listed above exclude the \$75.00 application fee and \$200.00 registration fee which are due at the time of enrollment.

Hair Designer Part-Time (1200 hours) \$14,875.00

\$8,200.00 is due on the first day of class. The balance is to be paid in three installments during the next six months in two installments of \$2,133.33 each and one installment of \$2,133.34. Payments listed above exclude the \$75.00 application fee and \$200.00 registration fee which are due at the time of enrollment.

Advanced Esthetics (750 hours) \$10,530.00

\$5755.00 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 \$1500.00. Payments listed above exclude the \$75.00 application fee and \$200.00 registration fee which are due at the time of enrollment.

Advanced Manicuring (300 hours) \$3,435.00

\$1887.50 is due on the first day of class. The balance is to be paid the next month after the start date in the amount of \$1272.50.

Payments listed above exclude the \$75.00 application fee and \$200.00 registration fee which are due at the time of enrollment.

Extended payment plans are available and require a \$40.00 fee unless the student elects to authorize Electronic Funds Transfers.
Returned Check Fee- Any check returned due to insufficient funds will be assessed a return check fee up to thirty-five (35) dollars.

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

Students may be eligible for Title IV funding in the form of Pell Grants and Student Loans. Students who are eligible and accept Title IV funding may find their payments reduced or even eliminated while attending Casal Aveda Institute. The student is responsible for repaying any loans received from Title IV funds. Alternative payment arrangements may be made

On a case by case basis provided they allow for all tuition and fees to be paid in full prior to a student's estimated completion date.

Scholarships

Scholarships are merit-based awards that do not need to be repaid. If a student withdraws or is dismissed, the scholarship may need to be returned in full or part.

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.

Casal Aveda Scholarships

Casal Aveda Institute hosts an annual scholarship contest that awards one full scholarship to a winner that enrolls in the Cosmetology program and one full scholarship to a winner that enrolls in the Advanced Esthetics Program. When funds are available, partial scholarships may also be awarded.

To apply for a Casal Aveda Scholarship: Please reference our website at www.casalaveda.com for an active application.

The total amount of the scholarship will be posted to the winners' tuition accounts within 30 days of the start date.

A student who fails to complete the program (after three business days of signing the contract) for any reason, by either party will lose the entire scholarship and is responsible for paying the school for any balance due because the scholarship is returned to Casal Aveda Institute.

Contact the Financial Aid Office for application and eligibility information.

Veteran's Benefits

The certifying official at Casal Aveda Institute acts as a liaison with the Department of Veteran Affairs. Each program must be approved by the Ohio State Approving Agency for the training of veterans and other eligible persons. Students applying for Veteran educational benefits should allow eight to ten weeks for processing. The amount of the benefits is determined by the Department of Veteran Affairs. The Department of Veteran Affairs regulations require all persons using any of their programs to follow the Department's Satisfactory Progress Policy. Students should contact the Department of Veteran Affairs for information regarding benefits at 1-888-GI BILL 1 (1-888-442-4551).

It is the student's responsibility to notify the institution's certifying official of any changes in enrollment, program of study, or change of address and any other information that may impact benefits.

Financial Aid

CASAL AVEDA INSTITUTE is approved to participate in the Federal Government Student Aid Programs. Students can apply for financial assistance through Federal Pell Grants and/or the William D. Ford Federal Direct Loans for those who qualify. The U. S. Department of Education offers Federal Pell Grants and Student Loans for eligible students at the CASAL AVEDA INSTITUTE who, otherwise, would be unable to pursue post-secondary education.

There is no charge for assistance concerning financial aid. The following is a brief overview of the aid available at Casal Aveda institute. For more information on financial aid visit <https://studentaid.gov>.

Federal Pell Grant

The Federal Pell Grant is funded by the U.S. Department of Education and does not need to be repaid. The grant is awarded to students who have financial need and who have not earned a bachelor's, graduate or professional degree.

To apply for a Federal Pell Grant, complete the FAFSA (Free Application for Federal Student Aid) at <https://fafsa.gov>. The FAFSA is free to complete, you do not need to pay anyone to complete the FAFSA. If you need help, contact the Financial Aid Office at the school.

The maximum Federal Pell Grant award is \$6,095 for the 2018–19 award year (July 1, 2018, to June 30, 2019) and \$6,195 for the 2019–20 award year (July 1, 2019, to June 30, 2020). The amount a student is awarded depends on the length of the educational program, the cost of attendance and the EFC (Expected Family Contribution), calculated by the U.S. Department of Education using the information provided on the FAFSA. The EFC is displayed on the front page of the Student Aid Report sent the applicant after completing the FAFSA.

The school will determine a student's eligibility for the Federal Pell Grant, award the grant and disburse funds to the student at the appropriate time. The school will notify the student in writing if he/she qualifies for the Pell Grant, how much and when the student can expect to receive funds. A student must maintain required attendance and satisfactory academic progress standards to continue receiving the Pell Grant.

There is a limit to the amount of Pell Grant a student may receive in his/her lifetime, typically 6 years for a fulltime student.

Iraq and Afghanistan Service Grant

The Iraq and Afghanistan Service Grant is funded by the U.S. Department of Education and does not need to be repaid. The grant is awarded to students who are not eligible for a Federal Pell Grant on the basis of their EFC (Expected Family Contribution) but meet the remaining Pell Grant eligibility requirements, and the student's parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11. The student must have been under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death.

To apply for the Iraq and Afghanistan Service Grant, complete the FAFSA (Free Application for Federal Student Aid) at <https://fafsa.gov>. The FAFSA is free to complete, you do not need to pay anyone to complete the FAFSA. If you need help, contact the Financial Aid Office at the school.

The Iraq and Afghanistan Service Grant is equal to the annual maximum Federal Pell Grant amount, except that, the grant awards are reduced to comply with the federal sequester law (*Budget Control Act of 2011*).

The school will determine a student's eligibility for the Iraq and Afghanistan Service Grant, award the grant and disburse funds to the student at the appropriate time. The school will notify the student in writing if he/she qualifies for the grant, how much and when the student can expect to receive funds. A student must maintain required attendance and satisfactory academic progress standards to continue receiving the Iraq and Afghanistan Service Grant.

There is a limit to the amount of Iraq and Afghanistan Service Grant a student may receive in his/her lifetime, typically 6 years for a fulltime student.

Zero EFC Treatment: While not called the Iraq and Afghanistan Service Grant, a Pell-eligible student will be awarded the maximum Pell Grant based on a 0 EFC, regardless of the calculated EFC on the Student Aid Report, if the student's parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11. The student must have been under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death.

The U.S. Department of Education will notify the student on the Student Aid Report when a student appears to meet the criteria for Zero EFC Treatment for children of soldiers or the Iraq & Afghanistan Service Grant, based on a match with a Department of Defense file of eligible dependents. The match will be performed when a student submits a FAFSA or FAFSA correction.

Children of Fallen Heroes Scholarship

The Children of Fallen Heroes Scholarship is funded by the U.S. Department of Education and does not need to be repaid. Under this scholarship, beginning with the 2018-2019 award year, a Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer is eligible to receive a maximum Pell Grant for the award year. To qualify for this scholarship, a student must be Pell-eligible and have a Pell-eligible EFC, and be less than 24 years of age or enrolled at an institution of higher education at the time of his or her parent's or guardian's death.

Note: The Children of Fallen Heroes Scholarship is reflected on the award notification as the maximum Pell Grant. The scholarship is really just an increase in Pell Grant eligibility to an otherwise Pell-eligible student.

To apply for the Children of Fallen Heroes Scholarship, complete the FAFSA (Free Application for Federal Student Aid) at <https://fafsa.gov>. The FAFSA is free to complete, you do not need to pay anyone to complete the FAFSA. If you need help, contact the Financial Aid Office at the school.

The maximum Children of Fallen Heroes Scholarship is equal to the annual maximum Federal Pell Grant amount.

The school will determine a student's eligibility for the Pell Grant, award the grant and disburse funds to the student at the appropriate time. The school will notify the student in writing if he/she qualifies for the Pell Grant, how much and when the student can expect to receive funds. A student must maintain required attendance and satisfactory academic progress standards to continue receiving the Pell Grant.

There is a limit to the amount of Pell Grant a student may receive in his/her lifetime, typically 6 years for a fulltime student.

William D. Ford Federal Direct Loan Programs

The U.S. Department of Education's federal student loan program is the William D. Ford Federal Direct Loan (Direct Loan) Program. Under this program, the U.S. Department of Education is the lender. There are three types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible students who demonstrate financial need.
- Direct Unsubsidized Loans are loans made to eligible students, but eligibility is not based on financial need.
- Direct PLUS Loans are loans made to parents of dependent students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.

CASAL AVEDA INSTITUTE reserves the right to refuse certification of a student loan or to certify a lesser amount of a student loan for cause on a case-by-case basis.

Direct Subsidized and Unsubsidized Loans

Federal Direct Subsidized and Unsubsidized Loans are borrowed from the U.S. Department of Education and must be repaid. Direct Subsidized and Unsubsidized Loans are borrowed by the student. Neither loan is credit based, but the student must meet all student eligibility criteria.

There are two types of federal loans for students, Direct Subsidized Loan and Direct Unsubsidized Loan. A student must demonstrate financial need to qualify for the Direct Subsidized Loan. Financial need is not required to qualify for the Direct Unsubsidized Loan. The other major difference between the Direct Subsidized and Direct Unsubsidized Loans is that the federal government pays the interest on the Subsidized loan while the student is in school, during the grace period and during any periods of deferment. The federal government does not pay the interest on a Direct Unsubsidized Loan at any time.

Both Direct Subsidized and Unsubsidized Loans offer a six (6) month grace period; have a fixed interest rate; can be paid off early without penalty; are eligible for certain types of deferment, forbearance and cancellation; offer a variety of repayment plans; and are subject to a loan origination fee charged by the federal government.

To apply for a Direct Subsidized or Unsubsidized Loan, the student must complete the FAFSA. After completing the FAFSA, the student must also complete the Direct Loan Master Promissory Note and loan entrance counseling at <https://studentloans.gov>.

Loan awards are determined by the Financial Aid Office. Deciding factors include EFC, loan type, cost of attendance, dependency status, program length, grade level and federal loan history. The combined Direct Subsidized and Unsubsidized maximum loan amounts for grade level one are \$5,500 for dependent students and \$9,500 for independent students. Loan amounts will be prorated for loan periods less than one academic year (900 clock hours) in length.

More information about federal student loans including eligibility criteria, loan amounts, repayment, repayment calculations, terms and conditions can be found on <https://studentaid.gov>.

Direct Subsidized and Direct Unsubsidized Loans must be repaid to the U.S. Department of Education. Consequences of defaulting on a federal student loan can be severe. For more information, please visit <https://studentaid.gov>.

Direct PLUS Loan

A Direct PLUS Loan is borrowed from the U.S. Department of Education and must be repaid. A Direct PLUS Loan is borrowed by the parent of a dependent student. These loans are available to biological or adoptive parents or a stepparent required to report information on the FAFSA. The Direct PLUS Loan is credit based, the parent must not have an adverse credit history; has a fixed interest rate; does not require financial need; and is not based on income. The federal government does not pay the interest on a Direct PLUS Loan at any time.

To apply for a Direct PLUS Loan, the student must complete the FAFSA and the parent must complete the Direct PLUS Loan Application and Direct PLUS Loan Master Promissory Note at <https://studentloans.gov>. Some parents may be required to complete PLUS Loan counseling available on the same website.

The maximum Direct PLUS Loan amount may not exceed the cost of attendance minus all anticipated financial aid to the student or parent.

Repayment typically begins sixty (60) days after the final disbursement, but borrowers may request payment be deferred up to six months after the student completes the program. Direct PLUS Loans do not have a six (6) month grace period like the Direct Subsidized and Direct Unsubsidized Loans.

More information about federal student loans including eligibility criteria, loan amounts, repayment, repayment calculations, terms and conditions can be found on <https://studentaid.gov>.

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, or course or program cancellation or school closure.

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

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

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 must be returned to the Department of Education. Payment periods are defined as two 450 – clock hours and two 300 – clock hours for the

Cosmetology Program, four 450 – clock hours for the Advanced Cosmetology Program, two 450 – clock hours and one 300 clock – hour for the Hair Designer Program, two 375 – clock hours for the Advanced Esthetics Program and 300 clock hours for the Advanced Manicuring Program. 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 Federal Direct Loans, Subsidized Federal Direct 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 the student or legal guardian 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 \$75.00 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 \$75.00 will apply.

If a student or legal guardian cancels his/her enrollment after three business days of signing the enrollment contract, but before the student begins course instruction, all money less the \$200 registration fee and the \$75 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 school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the course and/or program; or
- Participate in a Teach-Out Agreement; or
- Provide a full refund of all monies paid.

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 \$75.00 application fee, the \$200.00 enrollment fee, and the student kit fee within forty-five (45) 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.

If a student on an approved leave of absence notifies the school that he/she will not be returning, the date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies the school the student will not be returning.

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 \$75.00 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. All refund calculations are based on scheduled hours. All refunds shall be calculated using the student’s last day of attendance. In the case of a documented disabling illness or injury to the student or death in the student’s immediate family, a reasonable and fair refund settlement will be made.

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

Determine the total scheduled hours offered through the last date of attendance in the academic year.

Divide that number into the number of clock hours the student is scheduled to attend in the academic year.

Calculate the balance the student owes the school by subtracting any unearned tuition credit, adding a \$150.00 withdrawal fee and posting any refunds of financial aid to the student’s account balance at the time of withdrawal.

Students who withdraw or terminate prior to course completion are charged a withdrawal fee of \$150.00. This refund policy applies to tuition 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.

There is no refund of tuition after the student has been offered at least 50% of the hours scheduled in the academic year. There is no refund of tuition for any completed academic year based on attended hours.

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. If a student chooses to withdraw from our school for any reason and later wants to return and is accepted by Casal Aveda™ Institute, a \$150.00 re-enrollment fee will apply. The re-enrollment fee will be charged to any student who re-enrolls in the same or a different program. The re-enrollment fee will be waived for students who transfer programs or for first time students dismissed due to poor attendance during the Intro Phase (see Attendance Policy for applicable time limits.) Unofficial withdrawals are determined by the school through monitoring clock hour attendance on a weekly basis. 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 last day of the student’s leave of absence if the student fails to return.

Tuition Adjustment Table

For students who enroll in and begin classes, the following schedule of tuition adjustment will be followed for refunds based on the scheduled hours offered during the academic year through the last date of attendance:

PERCENTAGE OF SCHEDULED TIME OFFERED TO TOTAL LENGTH OF THE ACADEMIC YEAR	AMOUNT OF ACADEMIC YEAR TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

NON-REFUNDABLE ITEMS INCLUDE APPLICATION FEE, REGISTRATION FEE, STUDENT KIT, UNIFORM, BOOKS AND SUPPLIES. THIS 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 ITEMS, OVER HOUR CHARGES, UNRETURNED SCHOOL PROPERTY, ETC.) WILL BE CALCULATED SEPERATELY AT THE TIME OF WITHDRAWAL.

Collection Policy

Students who have terminated their course of study are expected to pay any balance due to the Institute within 30 days from date of determination. The Institute reserves the right to make reasonable payment arrangements for any balance due to the school. Failure to make arrangements and/or to make payments as agreed will result in the implementation of collection proceedings.

RETURN OF TITLE IV 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 Casal Aveda Institute include: Federal Pell Grant, Subsidized Federal Direct Loan, Unsubsidized Federal Direct Loan and Federal 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 of Title IV Funds (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 Casal 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. Casal 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 Casal 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 of 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 Casal 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, Casal 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. Casal 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 Federal Direct Loan; 2) Subsidized Federal Direct Loan; 3) Federal Direct 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. Federal Grants can be posted to student's accounts for payment of eligible charges. The school has 30 days from last day of attendance to send a written notification to the student of eligibility for a Federal Direct Loan PWD. Student must reply in writing to the Financial Aid Director.

Casal 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 Funds (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 of Title IV Funds (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 Casal Aveda Institute.

Casal 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 of Title IV Funds (R2T4) Policy.

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

Verification

Verification is the process of confirming the accuracy of specific FAFSA information or the student's identity. The U.S. Department of Education selects applications for verification.

Applications are selected for verification based on

- Triggering edits established by the U.S. Department of Education
- What appears to be conflicting information within the application data
- Random selection

Students are assigned to a specific verification group by the U.S. Department of Education. The documentation requirements are different for students depending upon which verification group they are assigned.

Student Notification

A student will be notified in writing when his/her FAFSA is selected for verification. The notification will explain what verification is, what the student must do to complete verification, the consequences of failing to complete verification and applicable deadlines.

As necessary, the Financial Aid Office will contact the student by phone and or in-person to follow-up and provide further information or clarification.

In general, the student and spouse/parents, as applicable, must complete and submit the Verification Worksheet and proof of income information reported to the IRS. IRS data can be automatically retrieved using the Data Retrieval Tool (DRT) via the FAFSA on the Web (FOTW) website. Sometimes it may be necessary for the student to provide a copy of IRS Tax Transcripts or federal tax returns, when permissible. The student will be instructed on how to obtain IRS tax information.

Deadlines

Students must provide verification materials within two weeks following notification.

The institute recognizes a student may not be able to meet this deadline waiting for documents requested from the IRS, other federal and state agencies, employers, etc. It is important to communicate this to the Financial Aid Office when experiencing difficulty in securing needed verification items.

The institute will make repeated attempts to request missing information and documentation. A student who fails to respond to these repeated requests to complete verification will be converted to a cash payment plan.

A student seeking a professional judgment due to special circumstances must complete verification before the Financial Aid Office adjusts any values in the ISIR data.

Under all circumstances, verification must be completed within 120 days of the student's last day of attendance or by the annual deadline established by the US Dept. of Education, whichever is earlier.

Consequences for Failing to Submit Requested Documents and Information

Delays in completing verification within the two-week deadline may require the student to make cash payments or seek other funding sources to meet his/her financial obligation to the institute.

A student's failure to complete verification may result in the loss of all or a portion of his/her financial aid.

Professional Judgment Policy

The school will use professional judgment on a case-by-case basis to adjust a student's cost of attendance or the data used to calculate the EFC. The reason for the adjustment must be documented.

The school will not adjust data elements or the cost of attendance solely because it believes the tables and formula used in need analysis are not adequate or appropriate. The data elements that are adjusted must relate to the student's special circumstances. For example, if a family member is ill, you might modify the AGI to allow for lower earnings in the coming year or might adjust assets to indicate that family savings will be spent on medical expenses.

The school cannot use PJ to waive general student eligibility requirements or to circumvent the intent of the law or regulations.

An FAA's decision regarding PJ adjustments is final and cannot be appealed to the U.S. Department of Education.

As per HEA Sec. 479A(a), nothing shall limit the authority of the aid administrator to make data adjustments in certain circumstances.

Special Circumstances

The law provides examples of special circumstances. The use of the school's professional judgment is neither limited to nor required for the situations mentioned in legislation.

Casal Aveda Institute will, if requested by the student, exercise its professional judgment in the following circumstances:

- Include the number of parents enrolled at least half time in a degree, certificate, or other program leading to a recognized educational credential
- paying elementary or secondary school tuition,
- medical or dental or nursing home expenses not covered by insurance,
- unusually high child care costs,
- being homeless or a dislocated worker,
- converting a regular IRA into a Roth IRA
- recent unemployment of a family member, or
- other changes in the family's income or assets

For professional judgment relating to unemployment benefits as listed in DCL GEN-09-04 and GEN-09-05, please see GEN-11-04 for more information.

Reasonableness Standard

The school will not make decisions contrary to the professional judgment provision's intent. These "unreasonable" judgments may include, for example, the reduction of EFCs based on recurring costs such as vacation expenses, tithing expenses, and standard living expenses (related to utilities, credit card expenses, children's allowances, and the like). The Financial Aid Officer will make "reasonable" decisions that support the intent of the PJ provision.

The school will keep in mind that the income protection allowance (IPA) is included in the EFC calculation to account for modest living expenses. Before adjusting for an unusual expense, it will consider whether it is already covered by the IPA. It is reasonable to assume that approximately 30% of the IPA is for food, 22% for housing, 9% for transportation expenses, 16% for clothing and personal care, 11% for medical care, and 12% for other family consumption. The income protection allowance is one of the intermediate values in the FAA Information section of the ISIR (labeled as "IPA").

Documentation

All requests for the Financial Aid Office to exercise its professional judgment due to the student's special circumstances must be documented.

The student must provide a detailed explanation of his/her special circumstance on the prescribed form. The student must provide third-party, objective documentation to support his/her request for PJ. The type of documentation will depend on the reason for the PJ request. When third-party documentation is not possible, the student will be directed to provide statements from at least two individuals aware of the special circumstance.

After discussing the situation with the student and reviewing all supporting documentation, the Financial Aid Officer will use the prescribed form to document her decision to grant the dependency override explaining his/her reason(s).

Dependency Override Policy

The school will use its professional judgment to do dependency overrides on a case-by-case basis for students with unusual circumstances. The reason for the dependency override must be documented, including the school's determination.

The school will override only a dependent student to independent.

The school will not perform a dependency override in the following circumstances per U.S. Department of Education guidance:

- 1.) Parents refuse to contribute to the student's education.
- 2.) Parents are unwilling to provide information on the FAFSA or for verification.
- 3.) Parents do not claim the student as a dependent for income tax purposes.
- 4.) Student demonstrates total self-sufficiency.

The school may perform a dependency override in the following circumstances:

- 1.) Abandonment by parents,
- 2.) An abusive family environment that threatens the student's health or safety, or
- 3.) The student being unable to locate his/her parents. In such cases a dependency override might be warranted.

Documentation

All requests for the Financial Aid Office to exercise its professional judgment and perform a dependency override must be documented.

The student must provide a detailed explanation of his/her special circumstance on the prescribed form.

A third party that knows the student's situation—e.g., a teacher, counselor, medical authority, member of the clergy, prison administrator, government agency, or court—should establish the unusual circumstances. Evidence can be a signed letter or an official document, such as a court order. The type of documentation will depend on the reason for the DO request.

If third party documentation is not available, the school may accept a signed and dated statement from two or more family members and/or friends detailing the unusual circumstances. Such a statement should be a last resort.

After discussing the situation with the student and reviewing all supporting documentation, the Financial Aid Officer will document her decision on the prescribed form explaining her reason for granting the dependency override.

Dependency overrides do not carry over from one year to the next; the student must request reconsideration each year. The school must reaffirm each year that the unusual circumstances persist, and an override is still justified.

Fee Waiver Policy

In the event a student graduates from one program and enters into another program, CASAL AVEDA INSTITUTE will waive the application fee and the Registration Fee. For any graduate enrolling into another program CASAL AVEDA INSTITUTE, the Institute will then apply a 12% off the cost of tuition only.

Transfer Hours

Transfer Hours to Other Institutions

The transferability of hours you earn at Casal 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 Casal 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 your education goals. This may include contracting an institution to which you may seek to transfer after attending Casal Aveda Institute to determine if your hours or diploma will transfer. Hours will not be released to the Ohio State Board of Cosmetology and Barbering until the Institute certifies that the student has met all of their financial obligations to the Institute.

Transfer Hours from Other Institutions

Transfer hours accepted from another institution will be counted as both attempted and completed hours for Maximum Timeframe purposes.

Internal Transfers

Should a student enrolled in the Cosmetology Program desire to transfer to the Advanced Cosmetology Program, the student must make a written request. This is to be turned in to your Educator who will forward the request to the Administrative staff. The student will meet with the appropriate staff members to determine how the transfer would affect their schedule, course work, academic progress and financial obligations to the Institute. If the transfer is approved, an updated contract will be completed and signed. The same process applies if a student enrolled in the Advanced Cosmetology Program wished to transfer to the Cosmetology Program with the addition of a Program Transfer Fee detailed in the Program Transfer Fee Policy.

Program Transfer Fee Policy

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

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. If you will be absent, please note that it is mandatory to call 30 minutes prior to scheduled start time unless the student has previously notified the Student Services Coordinator.

(330) 792-6504 Ext. 102

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

Intro Withdraw Procedure

Due to the importance placed on attendance, Casal Aveda Institute deems it necessary to evaluate each student's attendance at a time no later than the periods noted below. Should a student miss more than the indicated hours, the student will be withdrawn from the program. Students withdrawn under this circumstance will have withdrawal and reapplication fees waived. Re-admission will be considered for a start date that will permit student to meet a minimally uninterrupted attendance schedule.

<i>Cosmetology / Advanced Cosmetology / Hair Designer Full Time (20 hrs.)-</i>	<i>4 weeks from start date</i>
<i>Cosmetology Part Time / Hair Designer Part Time (12 hrs.)-</i>	<i>4 weeks from state date</i>
<i>Advanced Esthetics Day Time and Evening (7 hrs.)-</i>	<i>2 weeks from start date</i>
<i>Advanced Manicuring Part Time (7 hrs.)-</i>	<i>2 weeks from start date</i>

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 Friday/Saturday, these hours will count against the "Friday/Saturday pool of hours" and the total number of Friday/Saturday hours a student can miss prior to termination.**

Cosmetology Full- Time Saturday Pool of Hours:

Cosmetology students in the full-time program have 42 hours in their "Saturday pool of hours" for their entire program--**After 42 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.**

Cosmetology Part- Time Friday / Saturday Pool of Hours:

Cosmetology students in the part-time program have 70 hours in their "Friday / Saturday pool of hours" for their entire program--**After 70 hours and 15 minutes missed on Fridays / Saturdays, the student will be terminated without appeal.**

Advanced Cosmetology Full- Time Saturday Pool of Hours:

Advanced Cosmetology students in the full-time 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.***

Hair Designer Full- Time Saturday Pool of Hours:

Hair Designer students in the full-time program 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.***

Hair Designer Part- Time Friday / Saturday Pool of Hours:

Hair Designer students in the part-time program have 56 hours in their “Friday / Saturday pool of hours” for their entire program— ***after 56 hours and 15 minutes missed on Fridays / Saturdays; the student will be terminated without appeal.***

Advanced Esthetics Day Time Programs Friday Pool of Hours:

Students enrolled in Advanced Esthetics program have 35 hours in their “Friday pool of hours” for their entire program-- ***After 35 hours and 15 minutes missed on Fridays; the student will be terminated without appeal.***

Advanced Esthetics Evening Programs Saturday Pool of Hours:

Students enrolled in Advanced Esthetics program 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.***

Advanced Manicuring Program Saturday Pool of Hours Part- Time:

Students enrolled in the Advanced Manicuring Program have 14 hours in their “Saturday pool of hours” for their entire program-- ***After 14 hours and 15 minutes missed on Saturdays, the student will be terminated without appeal.***

Attendance/Tardy Policy

In order for a student to avoid probation and possible termination and to continue to receive 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 may be terminated at the discretion of the Director if immediate improvement is not made. 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 30 minutes prior to 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 the Student Services Coordinator 330.792.6504 ext.102.

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 are required to clock in by their start time, clock out and back in when going to and from lunch, and clock out before leaving for the day.

Students who forget to use the time clock should clock in or out as soon as they remember to. 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.

Classes start at 9:00am and 5:30pm respectively and students are expected to have clocked in, signed 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 who do not arrive by their scheduled start time will be considered absent for the day.

Unless proper Disability paperwork has been filed and approved by the institute, doctors’ excuses will not be accepted for missed hours/days. See page 46 Disability Accommodations policy for further details.

With proper documentation (copy of obituary with student’s name listed), a student will be considered excused from the Institute for a day for a funeral of a spouse, child, sibling, parent, or grandparent. Further days may require a leave of absence. See leave of absence policy on page 35 for further details.

Attendance Late Voucher Policy

Each program has a pre-determined number of “Late Vouchers” that could be used for special circumstances that force a student to not be able to arrive at their predetermined start time. The voucher will permit a student to be allowed to arrive within the first 15 minutes of their predetermined start time. It is the student’s responsibility to immediately provide a voucher to a staff member

to be permitted to attend school for the day / evening. These vouchers cannot be used on Major Test dates, are non-transferrable and cancel out Perfect Attendance for a student's phase and the student's program. If student clocks in at :01 -:07 they will get full credit for the day if the student clocks in at :08 - :15- 15 minutes will be deducted from their accrued time for the day.

Holidays

New Year's Day	Martin Luther King Jr.*	Memorial Day*
July 4 th	Thanksgiving	December Holidays (2)

* **For those holidays that fall on Monday, the holiday will be observed on Tuesday. 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 per calendar Year.
2019 Conference Days: 2/12/19, 4/16/2019, 6/11/2019, 9/3/2019, 10/8/2019**

School closures for Extenuating Circumstances: i.e. severe weather conditions, icy roads or any other situation the director feels is necessary, CASAL AVEDA INSTITUTE will appear on the local television stations, will be announced by local radio stations, and will be on our Facebook and Instagram pages as well.

If closure is necessary while the institute is in session, students in attendance will receive hours for the time the institute was open.

No hours will be given when the institute is closed.

Cosmetology / Advanced Cosmetology / Hair Designer Student Kit Reward System Based on Attendance

To receive the entire kit; refer to the handout received in the 1st 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.

Make-up Work Policy

Students not in attendance at testing time must:

- a) Contact educator immediately upon returning to school to schedule make-up examinations.
- b) Accept 80% passing score for make-up exams.
- c) Make arrangements with their educator to take examinations or practical testing prior to absence to be eligible for full score value (applies **only** if student obtained an approved Leave of Absence).
- 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 medical leave)

Standards of Professionalism

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

Maintaining a professional appearance is pertinent to the success of the student. The professional appearance of a student includes the following considerations:

One (1) uniform shirts and one (1) apron are supplied in the Cosmetology, Hair Designer, Esthetic and Manicuring kit. They are to be clean, ironed, not torn, unstained, unaltered and worn during all classroom and clinic-floor hours. If student needs to purchase an additional shirt, notify your educator immediately and the cost to replace will be \$75.00. Aprons must be removed when leaving the building.

No other shirt, jacket or sweatshirt is to be worn over top of your uniform. Please note that any garment worn underneath must be BLACK.

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 do not have your name badge with you, you must purchase a new one at a cost of \$3.00.

Solid black pants are required to be worn by each student. Pants are to be professional in appearance, opaque and non-revealing. These pants should be clean, neat, pressed and free from tears or frays of any kind. Jeans, dresses, shorts and skirts are not permitted.

Students, who in the reasonable opinion of Casal Aveda Institute staff are not dressed professionally, will be sent home.

Revealing clothing, hoodies, scarves (due to safety concerns), hats, head wraps, sunglasses and headphones are not permitted. Headbands are acceptable in any color.

Professional solid black, soft sole footwear, with black socks, nylons or tights; or clean, fashionable, not tattered tennis shoes of any color. No open toed shoes are permitted.

Casal 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. Students are not to wear synthetic fragrances during school hours.

Students may leave the property during lunch but must clock in and out. Please be aware that only students and staff are permitted in our lunch room during school hours.

Students must remain on the property during their break. (State Board requirement)

Services may not be performed on fellow students unless it is for a class demonstration or fashion show and be supervised by an educator.

Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:

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.

Food, candy, and beverages are allowed in the lunchroom only during designated hours. Water in clear, re-usable closed containers will be permitted in the theory classrooms, not in the salon / spa areas.

Casal Aveda Institute is a smoke-free facility. Tobacco in any form on school property is strictly prohibited. Violation of this policy will result in the student being dismissed from the Institute for the day.

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.

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.

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.

To benefit from the training and technical experience Casal Aveda Institute offers, students need to be mentally alert and have a sober state of mind. Casal Aveda Institute is a Drug Free campus and does not permit the use of controlled substances and intoxicants. Students using controlled substances and intoxicants will be terminated.

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.

Should a student be or become disabled (to include pregnancy) during enrollment at Casal Aveda Institute and choose to communicate this to the Administrative Staff, appropriate measures (which may include additional 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 Coordinator for this certification and additional information if necessary.

Student Kits

Student kits are prepared for the student enrolled at Casal Aveda Institute. Students need to inventory their kit. If there are any challenges, the student needs to contact their educator to resolve the incomplete kit. 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. Failure to have your kit with you daily may result in being dismissed from the Institute for the day. If any kit items are missing or damaged, the student will be required to replace the items within 48 hours. The student kit is to be used on clients and is not intended for personal use.

Equipment/Supplies

Once textbooks, workbooks and a complete kit of equipment with carrying case are issued to you during the Introduction Phase, they become your responsibility and you are expected to maintain the kit and books by replacing lost or broken articles so you may practice your work properly. *Books and Equipment are separate from tuition and are non-refundable, non-returnable items.* Any unclaimed personal items and/or equipment and books left at the school at the end of the day will be disposed. CASAL AVEDA INSTITUTE is not responsible for any items or equipment belonging to a student. Students are required to have a full set of equipment and books with them at all times. Failure to do so will result in student dismissal for the day.

Students transferring from another school to CASAL AVEDA INSTITUTE must bring their kit and books to the standards of the Institute's kit. CASAL AVEDA INSTITUTE'S complete equipment and supplies are on display in the admissions office.

Lockers / Workstations/ Student Privacy

Students are provided a locker where they may keep their belongings. Students need to provide their own locks. If students leave Casal 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 5 school days in order to provide space for other incoming students. If a lock is left on a workstation that another student is assigned to during a different shift, the lock will be removed at the start of the other student's shift and any items in the workstation placed in the Student Lounge. We are not responsible for your equipment or personal belongings, so we recommend that you lock them in a locker.

Students have no expectation of privacy with respect to student lockers. Lockers may be searched by Casal Aveda Institute officials if there is a reasonable suspicion.

By entering onto the premises of the school, students agree that they and any parcels, including handbags, briefcases or purses or other items and personal effects they may bring with them (including any vehicle parked on school property) are subject to reasonable search if there is a reasonable suspicion.

Code of Ethics

ANY STUDENT NOT ADHERING TO THE RULES AND REGULATIONS AS OUTLINED IN THE SCHOOL CATALOG AND CONTRACT MAY RECEIVE A WRITTEN OR ORAL WARNING, MAY BE SUSPENDED FOR A PERIOD OF TIME, OR MAY BE TERMINATED FROM THE SCHOOL. REPEATED VIOLATIONS OF RULES AND REGULATIONS WILL RESULT IN TERMINATION.

Students are expected throughout their occupational education to adhere to a firm, professional code of ethics. CASAL AVEDA INSTITUTE'S prime objective is to produce well-rounded entry-level stylists/manicurists/instructors/managers with appropriate work ethics and social habits. The prime objective of the student is to dedicate himself or herself to becoming a well-trained graduate poised for success. Constant focus by each student on his or her course objectives is crucial to maximizing the educational experience. It is the responsibility of each of us in this industry to maintain the highest professional and ethical standards possible.

The following guidelines are examples of appropriate and inappropriate behavior:

Appropriate:

1. An enthusiastic learning desire
2. Emotional control
3. Positive approach
4. Good Manners
5. Effective communication
6. Courteous respect for feelings, beliefs and rights of others
7. Be loyal and cooperative with school personnel and fellow students
8. Stylish, clean, neat, and ironed uniform
9. Respect for school property and staff
10. Respectful communication through proper channels

Inappropriate:

1. Rumors
2. Gossip
3. Criticizing
4. Disputes
5. Disrespectful approach to complaint procedure
6. Unprofessionalism

Violation of this code in any form or a display of poor professionalism may result in an immediate suspension or termination from school. This code cannot cover every ethical concern that may face a person choosing to enter our industry. Truthfulness, trustworthiness, fairness and the following of all school policies and procedures will prepare our students their chosen field. We are here to prepare you for success. Focus on your education and remember it is not the hours you put in but what you put in the hours. In the event a student has a complaint, please follow the Grievance Policy outlined in this catalog.

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: Documented Counseling

Second Offense: Book Report (criteria – topic and length stated by educator)

Third Offense: Possible Suspension

Minor Standard Suspension

Students who are suspended must provide any required documentation to the Review Board within the stipulated time frame. 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 receiving client services once they have been terminated.

Student Evaluation

Your progress at Casal Aveda Institute will be evaluated on the basis of written tests, daily clinic practical experiences, mock practical and written examinations and projects. During your clinic time, you will also be evaluated on the services you perform on the client.

Grading Scale

100 – 96%	A
95 – 86%	B
85 – 80%	C
79 & below	Unsatisfactory

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. A retake must be completed *within one week* of the original 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 the student will have a week to complete a third, and final attempt. A student that does not receive a passing grade by the third attempt will receive the highest tested score.

Failure to retake any exam within the given time frame will result in a zero for that attempt.

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. Failure to not show for the retake will result in a zero. Failure to not pass either practical will result in receiving the higher of the two grades.

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

Satisfactory Academic Progress Policy

All students enrolled in any NACCASS approved program with full or part time schedules must meet the following SAP requirements.

Evaluation Periods

SAP is calculated at the end of each evaluation period based on actual hours attended. 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%. Evaluation periods for students who transfer in hours or re-enroll more than 180 days after they last attended will be the midpoint of the contracted hours or the established evaluation periods below, whichever comes first.

SAP Evaluation Reports are distributed to students within three days of calculation.

Program	Evaluation Points – Attended Hours
Cosmetology	450, 900, 1200
Advanced Cosmetology	450, 900, 1350
Hair Designer	450, 900, 1050
Advanced Esthetics	375
Advanced Manicuring	150

Grades

At each evaluation period, a student must have a minimum cumulative grade average of 80%.

Grades on written tests, practical tests, daily clinic practical experiences, MOCK written and practical exams and final exams are all used to measure academic performance using the grading scale below.

100-96%	A
95-86%	B
85-80%	C
79 & below	D Unsatisfactory

Pace

At each evaluation point, a student must have a minimum cumulative attendance rate of 90%.

Attendance is used to evaluate a student's pace in completing his/her program within the Maximum Timeframe. Pace is calculated by dividing the number of clock hours attended by the number of clock hours scheduled at each evaluation point.

Maximum Timeframe

A student must complete his/her program within 111% of the normal program length.

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 61 weeks for day students based on the 90% attendance requirement. This means a student cannot be scheduled for more than 2000 clock hours of coursework over 61 weeks in which to earn the 1800 clock hours needed to complete the program. The consequence of exceeding Maximum Timeframe is termination. A student may not appeal his/her dismissal from the Institute.

Programs	Hours in the Program	Maximum Timeframe in Hours	Normal Timeframe in Weeks (Days)	Maximum Timeframe in Weeks (Days)	Maximum Timeframe in Weeks (Eve)
Cosmetology	1500	1665	46	51	88
Advanced Cosmetology	1800	1998	56	62	105
Hair Designer	1200	1332	37	41	83
Advanced Esthetics	750	833	40	44	44
Advanced Manicuring	300	333	16	N/A	18

The Institute operates all programs according to a schedule of 900 hours per academic year of instruction.

Satisfactory Academic Progress

A student who meets each of the minimum Grades, Pace and Maximum Timeframe requirements at the end of each evaluation period is making satisfactory academic progress until the next evaluation.

Unsatisfactory Academic Progress

A student who fails to meet one or more of the minimum Grades, Pace, or Maximum Timeframe requirements at the end of any evaluation period is making unsatisfactory academic progress. The consequences for unsatisfactory academic progress may include Warning, Probation (with or without an Academic Plan, loss of Federal Student Aid, and dismissal from the institute. A student will be notified in writing when failing to make satisfactory academic progress and its consequences.

Warning

A student not meeting Pace – Attendance Progress or Grades – Academic Progress requirements will be placed on Warning until the next evaluation point and considered to be making satisfactory academic progress during the Warning period. Students will be notified in writing when being placed on warning, a signature is required on the warning documents.

At the end of the Warning period, a student meeting the minimum Grades and Pace requirements will re-establish satisfactory academic progress; a student not meeting one or more of the minimum Grades and Pace requirements must submit an appeal to remain in school and continue to receive Federal Student Aid, if applicable.

Probation*Without an Academic Plan*

If an appeal is granted at the end of the Warning period, a student is placed on Probation for the next evaluation period. If it is mathematically possible for the student to regain satisfactory academic progress by the end of one Probation evaluation period, no academic plan is necessary.

With an Academic Plan

If an appeal is granted at the end of the Warning period, and the institute determines 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. The student's progress will be reviewed at the end of each evaluation period during the probation.

A student who fails to regain satisfactory academic progress or meet the requirements of the Academic Plan at the end of each evaluation period included in the Probation period will be dismissed. A student may not appeal his/her dismissal.

Appeal Process

A student may appeal if he/she

- Fails to regain satisfactory academic progress by the end of the Warning period.
- Can substantiate that extenuating circumstances existed resulting in unsatisfactory academic progress.

A student may not appeal if he/she is dismissed because

- He/she failed to file an appeal within seven (7) days of written notification; failed to use the form required by the institute; or failed to provide the necessary supporting documentation or information requested.
- He/she failed to meet the conditions of an Academic Plan.
- He/she failed to regain satisfactory academic progress by the end of the Probation period.

Appeal Process

A student wishing to file an appeal must:

- Do so within seven (7) days of receiving written notification from the institute regarding unsatisfactory academic progress.
- Complete the required appeal form(s), provide supporting documentation and information as requested.
- The appeal must outline in detail the circumstances that negatively impacted a student's academic progress and how his/her situation has changed that will allow the achievement of satisfactory academic progress at the next evaluation.
- Submit the appeal (forms, letters, supporting documentation) to the Student Services Coordinator.

As noted above, 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. 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 institute will contact the student within (10) days of receipt of appeal regarding its decision to grant or deny the appeal. A written copy of the appeal and decision will be maintained in the student file.

Re-enrolling Students

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

Course Incompletes, Course Withdrawals, Repetitions and Non-Credit Remedial Course

A student will receive a grade for all coursework, retaking tests, quizzes and assignments as necessary. A student may not withdraw from a course unless withdrawing from the institute entirely. There are no course repetitions. The institute does not offer non-credit remedial coursework.

Transfer Hours

Transfer hours accepted from another institution will be counted as both attempted and completed hours for Maximum Timeframe purposes. SAP evaluation periods will be based on actual contracted hours at the Institute.

Leave of Absence

A leave of absence extends a student's contract date. The Maximum Timeframe is extended by the number of days the student is on a leave. A student who takes a leave of absence will return in the same satisfactory academic progress status as when he/she began the leave.

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, on Warning or on Probation is eligible to receive Federal Student Aid.

A student who is not making satisfactory academic progress at the end of the Warning period loses eligibility for Federal Student Aid. In addition to appealing to remain in school, a Federal Student Aid recipient must also appeal to continue receiving Federal Student Aid. Appeal procedures outlined above should be followed.

A student who fails to make satisfactory academic progress at the end of the Probation period (with or without an Academic Plan) will lose Federal Student Aid unless he/she files an appeal and it is granted.

To regain Federal Student Aid eligibility at the end of the Warning period, a student must appeal the loss of Federal Student Aid. If the appeal is granted, the student regains eligibility for Federal Student Aid. If a student loses Federal Student Aid eligibility at the end of the Probation period, he/she must meet Grade, Pace, and Maximum Timeframe requirements to regain Federal Student Aid eligibility.

In addition to meeting satisfactory academic policy requirements, a Federal Student Aid recipient may only receive subsequent disbursements of aid if he/she successfully completes the hours, weeks and coursework for the prior payment period.

Withdraw/Termination

Withdrawal Policy

If a student chooses to withdraw from our school for any reason, they should notify the institute via letter, email or in person. A student wishing to withdraw on a temporary basis must notify the institute and submit a written letter of intent to the Financial Aid office which includes the reason for withdrawal and return date. Students are permitted a maximum of two (2) withdrawals during their program. There is a \$150.00 Administrative charge for a withdrawal.

Re-Entry Policy

Should student withdraw on a temporary basis (minimum timeframe is 30 days), 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 on 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.

Dismissal Policy

Students may be dismissed from school for failure to adhere to the rules, policies and procedures outlined in the contract, the school catalogue and as may come into effect from time to time. Criminal offenses such as theft, assault, illegal use of drugs, etc. will be reported to the police or other authorities and are grounds for immediate dismissal.

Termination Policy

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

Any student found in violation of the following could be terminated:

Theft, Attendance/Tardiness, violation of the school's code of ethics policy or other general rules and regulations. If a student is terminated from a program for a violation of the Code of Ethics or any of the rules and regulations in the catalog or contract, they will not be considered for re-entry into the same program or any alternative program. In addition, depending on the severity of the offense, student will not be permitted to enter the school campus for any reason, including receiving client services once they have been terminated.

Leave of Absence Policy

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.

In the event a student finds it necessary to be absent from school for an extended period of time, he/she may request an official leave of absence from the institution. Students may request an official leave of absence subject to the following U. S. Department of Education and NACCAS limitations.

- All requests for leaves must be submitted in advance in writing, including the reason for the student's request, and including the student's signature.
- Leaves may be requested for the following reasons:
 - Active military duty
 - Jury duty
 - Medical reasons
 - Financial reasons
 - Travel
 - Personal reasons
 - Bereavement
 - Lack of Transportation
- The school must approve the request for a leave of absence prior to taking the leave unless unforeseen circumstances prevent a leave of absence from being requested in advance. The leave may still be granted if documentation outlining the unforeseen circumstance is provided to the institution. The administration will determine the start of the approved leave of absence as the first day the unforeseen circumstance prevent the student from attending. Because of the unforeseen circumstance, the Institute will collect the request from the student at a later date.
- There must be a reasonable expectation that the student will return from the LOA. A single leave may be granted for up to 180 days in a twelve-month period;
- The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12 – month period. The twelve-month period referenced in these provisions starts on the first day of the first leave.

Casal Aveda Institute's guidelines for a Leave of Absence include the following in addition to the U.S. Department of Education and NACCAS limitations:

- A leave must be requested a week in advance unless unforeseen circumstances prevent a leave of absence from being requested in advance.
- The leave must be scheduled after the introduction phase of the student's program.
- A student may be granted one leave of absence during their program.
- A student may be granted additional leave time (not exceeding 180 days in a 12-month period) for medical emergency situations requiring hospitalization concerning themselves or that of a minor child. Proper documentation will be required for the additional time.
 - The request does not exceed the maximum leave of absence granted during a student's program.
 - The leave of absence extends a student's contract date. The Maximum Timeframe is extended by the number of days the student is on a leave.
 - 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 school does not assess the student any additional institutional charges as a result of the LOA.

The student's contract end date will be extended for the same number of days in the approved leave of absence. A contract addendum with the updated contract end date will be signed and dated by both the student and an Institute representative. A student granted an LOA in accordance with the Institute's policy is not considered to have withdrawn and no refund calculation is required at that time.

If a student's leave of absence is NOT approved or the student fails to return to the school at the end of an approved leave of absence, the student will be considered to have withdrawn from the school as of the of the last day of student's attendance. This policy may affect any grace periods relative to federal student loan repayment schedules.

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 Theresa Rankin or Darla Ferradino prior to the scheduled return date to make extension arrangements, the student will be considered withdrawn from the institution and a refund will be calculated.

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 directions when using chemicals and products, immediately wiping spills found on the floor, assisting elderly and disabled clients, keeping 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 the 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 Casal 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.

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

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:

Fire

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 nearest area of the plaza that is free of fire and emergency personal or equipment re-enter the building only when the fire department or administrative personnel
- ▯ have given 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 Casal 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,

Fire

Youngstown Fire Department: (330) 747-7403

Austintown Fire Department: (330) 792-8584

Police

Youngstown Police Department: (330) 747-7911

Austintown Police Department: (330) 799-9721

Outside Counseling

If students need counseling, please call:

Local Crisis Hotline:

Help Hotline – Mental Health, Victims, and Crisis

Mahoning County: (330) 747-2696 or 1-800-427-3606

Constitution Day

Constitution day is observed on Campus on or about September 17th each year to commensurate the signing of the Constitution on September 17, 1787.

Casal Aveda Institute Student Policy Statements

Equal Educational Opportunities

Casal 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 (including but not limited to the Institute's employment, admission, instruction and graduation policies), 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.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of the Institute
Theresa Rankin
6000 Mahoning Ave.
Austintown, Ohio 44515
330.792.6504 Ext: 106

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. In accordance with federal regulations, 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.

Students or employees with any questions concerning this policy should contact or the Institute's Title IX Coordinator at -

Juliet Pellin, Corporate Director of Financial Aide
(330) 792-6504, Ext. 103, email address: jpellin@casalaveda.com

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs and alcohol anywhere on the Institute's property including grounds, parking areas, anywhere within the building, or while participating in any of the Institute's officially sponsored or related activities. Students and employees are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety, or welfare of the students and employees on the Institutes property or at any of its officially sponsored activities. This includes all forms of marijuana. **Disciplinary Sanctions:** Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, and suspension, participation in a substance abuse rehabilitation program, jail time, and fines. The Institute will impose disciplinary sanctions on students and employees consistent with federal, state, local laws and ordinances. Students who violate the Institute's prohibitions against drug and alcohol are subject to disciplinary actions up to and including termination of their enrollment at the institute. Employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment.

Additionally, the Institute will report to local and / or state law enforcement as Applicable by federal and state laws any student or employee who is found in possession of using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

Drug and Alcohol Laws: 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.

Alcohol and Substance Abuse Education

At least on an annual basis, students, faculty and staff are provided with a copy of the Institute's Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs, in Section VIII, the Institute's alcohol and substance abuse programs, described in Section IX, health and safety concerns with drug abuse, and counseling and assistance resource information. New students, faculty and staff are provided this information during orientation. In addition, annually students are provided this information by means of the current Student Catalog and material posted on campus. Current faculty and staff are provided this information during their annual review. The Institute may also refer students, faculty or staff in violation of the Institute's policy to substance abuse education or rehabilitation programs as a condition of continued enrollment or employment

Weapons

Casal 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 MISCONDUCT (TITLE IX)

Casal Aveda Institute is committed to providing a work and school environment free of unlawful harassment, sexual violence or discrimination. The Institute's policy prohibits harassment or discrimination-based race, religion, creed, color, national origin, ancestry, sex, military or veteran status, physical or mental disability, age, sexual orientation, gender, gender identity, or expression or any other basis protected by federal, state or local law governing these behaviors. In accordance with Title IX of the Educational Amendments of 1972 the Institute prohibits discrimination based on sex, which includes gender-based discrimination, sexual harassment and sexual violence (collectively referred to as "sexual misconduct") and the Institute has jurisdiction over Title IX complaints. In furtherance of this commitment all students and employees are required to take our mandatory Title IX training upon starting with the Institute and generally every year thereafter.

This policy applies to all persons involved in the operation of the Institute and prohibits sexual misconduct by any employee of the Institute, as well as students, customers, vendors or anyone who does business with the Institute. It prohibits sexual misconduct against all students and employees. 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.

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.

This policy shall be disseminated to the Institute community through publications, the Institute website, new employee orientation student orientations and other appropriate channels of communications. The Institute will respond quickly to all reports and will take appropriate action to prevent, to correct, and if necessary, to discipline individuals who violate this policy.

If you believe that you have experienced or witnessed harassment or discrimination on the basis of a protected category other than sex, please follow the procedure outlined in the Discrimination Harassment and Bullying located in the Student Catalog.

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 misconduct to the Title IX Coordinator.

Key Definitions

Sexual Harassment is defined as unwelcome conduct of sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment is conduct that is explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. A hostile environment is created when the alleged conduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education program and activities or employment.

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.

A hostile environment can be created by persistent or pervasive conduct or by a simple severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual Violence including rape, sexual assault and domestic violence is a form of sexual harassment.

Quid pro quo sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits or services, or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion, domestic violence, dating violence, and stalking.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking the advantage of the other person's incapacitation (including voluntary intoxication).

Domestic Violence is defined as a felony or misdemeanor crime of violence committed against an adult or a minor who is a spouse or a former spouse, cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has a former dating or engagement relationship.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Consent is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Procedure for Reporting Sexual Misconduct

Upon observing or involvement in any type of sexual misconduct, notify the Institute's Title IX Coordinator as soon as possible after the incident. The Title IX coordinator is also responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator:

Juliet Pellin, Corporate Director of Financial Aide
(330) 792-6504, Ext. 103, email address: jpellin@casalaveda.com

The Title IX Coordinator is responsible for the Institute's compliance with Title IX of the Education Amendments of 1972.

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

The Title IX Coordinator will evaluate the report and determine whether further action is warranted. If the Title IX Coordinator determines that the report does involve an instance of sexual misconduct, he / she will initiate an investigation in accordance with the investigation procedure described below.

Victims of Sexual Assault/Violence: If you are a victim of a sex assault, 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.

If you are a victim of sexual violence or a sexual assault and you do not want to report it to the police, it is still important to preserve evidence through a forensic examination in case you would like to file a police report at a later time. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations call the National Sexual Assault Hotline at (800) 656-4673. The Institute also utilizes the resources available through the Rape Abuse & Incest National Network (RAINN) to aid victims. Victims can obtain help directly through RAINN by visiting their website www.RAINN.org.

Reporting a Sexual Misconduct Complaint

If you believe that you have experienced or witnessed sexual misconduct, notify 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. There is no specific time frame for individuals who have experienced sexual misconduct to file a complaint pursuant to this policy. Individuals are, however, encouraged to make a report soon after the incident in order to maximize the Institute's ability to investigate and reach a finding.

No employee, contract worker, student, vendor or other person who does business with the Institute is exempt from the prohibitions in this policy. An individual may also notify an instructor, the School Director, a supervisor, Human Resources or any other Institute employee. All complaints involving a student will be referred to the Title IX Coordinator. All complaints involving an employee will be referred to both the Title IX Coordinator and Human Resources department.

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. Individuals may make an anonymous report concerning an instance of sexual misconduct. Depending on the extent of information available about the incident or the individuals involved; the Institute's ability to respond to an anonymous report may be limited.

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

A report may be made to either or both the police and the Title IX Coordinator. In order to ensure availability of witnesses and fresh memories of the alleged sexual misconduct, all reports should be made as promptly as possible after the alleged conduct. Where there is any question about whether an incident of sexual misconduct occurred, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

Reports about sexual misconduct do not have to be formal signed complaints. The Institute is committed to protecting the confidentiality of victims and will work closely with individuals who wish to obtain confidential assistance regarding an incident of sexual misconduct and will maintain the privacy of information to the extent permitted even if the victim does not specifically request confidentiality. 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.

The reporting party(s) should be aware that in an 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 misconduct. Off-campus confidential reporting options are available through local rape crisis counselors, victim advocacy centers, domestic violence resources, local or state agencies and emergency care facilities. Information about these and other resources may be obtained from the Title IX Coordinator.

Reporting Party(s) generally, once the Institute decides to open an investigation that may lead to disciplinary action against the responding party of the allegations constituting the potential violation and the date and location of the alleged incident.

Once the Title IX Coordinator receives a sexual misconduct report, the steps below will be followed whether the incident occurred on or off campus. If a student or employee reports an instance of sexual misconduct (such as dating violence, domestic violence, sexual assault or stalking), the Institute will provide a written explanation of the student's or employee's rights and options:

- 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.

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.

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

Investigation of Complaints

In response to all complaints, the Institute will reach prompt and equitable resolution through a reliable and impartial investigation of complaints. The Title IX Coordinator will communicate with both the reporting party and the responding party. Both parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the Title IX Coordinator to fully evaluate the alleged offense. Both the reporting party and the responding party will be afforded equitable rights and access during the investigation process. The Institute may not require a reporting party to participate in a formal investigation that he or she has initiated.

Generally, an investigation will consist of interviewing the reporting party, the responding party, and any witnesses. The Title IX Coordinator will, barring any extenuating circumstances, complete the investigation and make a determination regarding any necessary discipline of the responding party and remedies to reporting party within sixty (60) days of the date that the report is first received by the Title IX Coordinator and / or Human Resources. Each party will be presented with the results of the investigation before any disciplinary action is finalized giving the parties the opportunity to respond to the investigation report in writing in advance of a decision. In the event of a delay, the Title IX Coordinator will provide written notice to the reporting party and the responding party explaining the reason for the delay. If there is a conflict of interest between the Title IX Coordinator (or Human Resources employee) and the responding party, an alternative trained individual will conduct the investigation and determination (including disciplinary sanctions).

No party may have legal counsel present at any stage of the investigation but may be accompanied in the process by a support person of their choice. 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.

Both parties will receive simultaneous written notification of any disciplinary proceedings, if necessary, and the outcome of the complaint including notification that the investigation results are final. Determination notices and memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student's permanent academic file and an employee's permanent personal file. These documents are maintained in a locked filing cabinet that only applicable administrative staff has access to. The Title IX Coordinator will determine if the incident is indicative of a systemic issue and, if so, work with the Institute staff to recommend changes to the school's policies, procedures or training to prevent re-occurrence.

Interim Measures

Prior to or during an investigation, the Institute will provide interim measures, as necessary. Interim measures are individualized services offered, as appropriate, to either or both the reporting and responding parties involved in an alleged incident of sexual misconduct and may include counseling, extensions of time or other course-related adjustments, modifications to work or class schedule, campus escort services, restrictions on contact between the parties, leave of absence, increased security and monitoring of certain areas on campus and other similar accommodations.

Interim measures should be individualized and appropriate based on the information gathered by the Title IX Coordinator / Human Resources making every effort to avoid depriving any student of his or her education and providing a positive working environment. The measures needed by each reporting party may change over time and the Title IX Coordinator / Human Resources should communicate with each reporting party throughout the investigation to ensure that any interim measures are necessary and effective based on the individual's evolving needs.

Disciplinary Options

Through the investigative process, if the Institute determines that unlawful sexual misconduct has occurred, appropriate corrective action will be taken in accordance with the circumstances involved, and the Institute will take steps to prevent the recurrence. Any employee determined by the Institute to be responsible for an act of sexual misconduct 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, written warning, suspension or expulsion.

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.

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/>. To the extent that an employee or contract worker is not satisfied with the Institute's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

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>

The National Registry of Sex Offenders is available at the following web address:
<https://www.nationalsexoffenderregistry.com>

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.

Harassment and Bullying

Casal Aveda Institute is committed to maintaining a work and learning environment that is free from unlawful discrimination and harassment for all students and employees. Accordingly, the Institute does not authorize and will not tolerate any form of discrimination, 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 race, color, gender, age, sex, ethnic origin, physical and mental disability, pregnancy, sexual orientation, religion, national origin, veteran status or any other basis protected by the federal, state or local law.

Unlawful harassment or discrimination may include racial epithetic, slurs and derogatory remarks, stereotypes, jokes, poster or cartoon based on any of the aforementioned legally protected categories. 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.

The Institute cannot resolve matters that are not brought to our attention. If you believe that you have experience or witnessed discrimination, harassment, immediately report the incident to the School Director your Educator or any member of management. The Institute will promptly investigate all complaint if the Institute determines a violation has occurred, appropriate corrective action will be taken including but not limited to termination from the program. (See Standards and Procedures – Minor/Major Standard Violations)

Complaints of sexual harassment, violence or discrimination should be reported to the Title IX Coordinator in accordance with the Institute’s Policy Regarding Sexual Misconduct (Title IX) located in this catalog.

Local Sanctions

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

Crime and Critical Alerts

To maintain compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and related Higher Education Act (“HEA”) requirements and in an effort to continuously promote and improve safety and security measures on campus, the Institute collects and publishes the information regarding its current safety and security policies, victim services and crime statistics for the three most recent calendar years.

Once collected the information is presented annually (on or before October 1st) in this Annual safety and Security Report (“Report”) to prospective and current students, faculty, staff and the public.

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.casalaveda.com/security-report/>, or if requested, the Institute Director will provide a hard copy of the report. 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 Educational 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, students have the following rights:

- The right to review their educational records.
- The right to seek correction of the contents of those records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the Institute fails to comply with FERPA policies.

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

Students who wish to inspect and review their records may do so by submitting a written request to the Student Service Coordinator. An appointment for the student to review the requested record will be made within 45 days of the request, an Institute official will be present at the time of review. The Institute will not release personally identifiable information without written consent of the student unless the student is under the age of 18 and the request is made by a legal guardian. Legal exceptions may also apply.

The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personal and health staff) a person or company with whom the Institute has contracted as its agent to provide a service instead of using Institute employees or officials (such as an attorney, auditor, information technology, contractor, consultant, or collection agent) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institute.
- Disclosure upon request to officials of another school in which the student seeks or intends to enroll.
- Disclosure to authorized representatives of the U.S. Government state and local authorities where required and accrediting agencies.
- Disclosure of records requested through court order or subpoena.

At the discretion, the Institute may provide “directory information” in accordance with FERPA provisions. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the Institute includes the following: students name, address, Institute email address, photograph, major field of study and degree program., dates of attendance (defined as first and last day of term) grade level, enrollment status, (full-time or part-time) degrees, honors, and awards received. Students may request that such directory information not be released by notifying the Student Service Coordinator in writing.

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.

Disability Accommodation & Grievance Policy and Guidelines

Casal Aveda Institute does not discriminate on the basis of a disability. Individuals with disabilities are entitled to reasonable accommodations to ensure that they have full and equal access to the educational resources at Casal Aveda Institute, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) (“Section 504”) and the Americans with Disabilities Act of 1990 (42 U.S.C. § 12182) (“ADA”) and their related statutes and regulations.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designed to coordinate the efforts of the school to comply with Section 504 and ADA.

Section 504/ADA Coordinator:

Darla Ferradino - Student Service Coordinator
6000 Mahoning Ave
Austintown, OH 44515
330-792-6504 ext. 102
Darla.ferradino@casalaveda.edu

What is a disability?

A disability is defined as a physical, intellectual, or mental impairment that substantially limits one or more major life activities. Accommodations are designed to provide students with disabilities with full access to the educational experience at Casal Aveda Institute. Accommodations are arranged on an individual, case-by-case basis, based on the documentation of limitations and recommendations and an interactive process between the student and the ADA Compliance Coordinator.

Requesting an Accommodation

Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator who will provide a student or applicant with a **Student Request for Accommodations** form, which is also available on Casal Aveda Institute’s website under the Admissions tab.

Since the accommodation process is not a disciplinary and otherwise adversarial process, students are not allowed to invite advocates or legal personnel to any meeting to discuss accommodations (including but not limited to initial meetings, follow up meetings, meetings regarding accommodation concerns, etc.) These discussions provide meaningful opportunity and learning experience for the student to engage in self-advocacy.

What Medical Documentation is Required?

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent, and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, another appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. Casal Aveda Institute may request additional documentation as needed.

Accommodation Process

After the ADA Compliance Coordinator receives the Student Request for Accommodations form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be reasonable. Any information disclosed regarding an accommodation is confidential and shared with the institute personnel on a limited and need to know basis only in accordance with federal and state laws.

If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. Casal Aveda Institute will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

Disclosure/Request Guidelines

Please reach out to the ADA Compliance Coordinator in a timely manner in order to prevent delays in providing accommodations and/or services. A general guideline is at least 2 weeks prior to the beginning of classes. Please keep in mind that Casal Aveda Institute is a special learning environment where students engage in both classroom and applied learning, so it may take additional time to determine and implement appropriate accommodations. The sooner we know of your need for accommodations, the sooner we can work together to identify and implement reasonable accommodations.

A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.

Grievance Policy Relating to Complaints of Disability Discrimination

Casal Aveda Institute has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with:

Section 504/ADA Coordinator:

Darla Ferradino - Student Service Coordinator
6000 Mahoning Ave
Austintown, OH 44515
330-792-6504 ext. 102
Darla.ferradino@casalaveda.edu

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

Casal Aveda Institute will investigate each complaint filed and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, Casal Aveda Institute will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

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's Office for Civil Rights and/or a similar state agency.

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.

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, especially their FAQ's at www.copyright.gov/help/faq.

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 Casal 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.

Casal 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.

Grievances/Violations/Complaints

Grievance Policy

Outline of Grievance Procedures:

In order to address a grievance, the first step is to fill out a challenges/solutions form. You can obtain copies of these forms from the box located on the wall by the time clock. This is also the locked box where you would deposit your completed forms upon completion. Our Administrative Staff empties this box weekly and reviews, evaluates and responds to the student grievances. 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 grievance. If at this time, the grievance cannot be resolved, this grievance shall go before the Complaint Committee. They will meet with you within (21) days of receipt of the grievance. 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
3015 Colvin Street
Alexandria, VA 22314
703 – 600-7600

NACCAS Violations

If students feel Casal 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 and Sciences:
703-600-7600

State of Ohio Violations

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

Ohio State Cosmetology and Barber Board

1929 Gateway Circle
Grove City, OH 43123

1-614-466-3834

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

Ohio Attorney General

Consumer Protection Center
30 E. Broad St., 14th Floor
Columbus, Ohio 43215-3400

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

2017 NACCAS ANNUAL REPORT STATISTICS

Advanced Cosmetology, Cosmetology, Hair Designer, Advanced Esthetics, & Advanced Manicuring Completion Total	81.97%
Advanced Cosmetology, Cosmetology, Hair Designer, Advanced Esthetics, & Advanced Manicuring Licensure Total	82.11%
Advanced Cosmetology, Cosmetology, Hair Designer, Advanced Esthetics, & Advanced Manicuring Placement Total	80.00%

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, 1800 hours for Advanced Cosmetology, 1200 hours for Hair Designer, 750 hours for Advanced Esthetics and 300 hours for Advanced Manicuring
- ☐ earn a cumulative GPA of 80% and cumulative attendance percentage of 90%.
- ☐ complete tuition and fee obligations

Students not meeting all requirements will not be eligible to receive a diploma or have their hours released to the State for licensure or transfer.

Licensing Requirements, as of April 23, 2018 for Ohio State Cosmetology and Barber Board

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

Submit the following items to Administration at an exit interview:

- ◆ Valid Picture ID
- ◆ Register by creating an account: Go to the Ohio eLicense site:
 - <https://elicense.ohio.govaccount/register>

Complete the hours in a course of instruction;

- ◆ Apply for an Examination by logging back into your account and follow the online instructions.
- ◆ Payment- Visa / Master Card / Discover / Pre-Paid Card / Electronic Card

- ✓ 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).

Note: Due to verification of hours, grades, tuition, the processing of student's Certification of Hours can take up to three (3) weeks prior to being available to the student to be uploaded to the Ohio eLicense website after completion of hours.

- ◆ Schedule the examination on your **eLicense.Ohio dashboard**
- Pass the written theory and practical examination conducted by the Ohio State Cosmetology and Barber Board
 - Apply for your license on your **eLicense Ohio dashboard**

NOTICE – 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

Cancellation by phone or voice message will not be accepted- rescheduling is through eLicense.Ohio

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.**

Casal Aveda Institute is licensed by:
Ohio State Cosmetology and Barber Board
1929 Gateway Circle
Grove City, Ohio 43123
614.466.3834
614-644-6880 (fax)

Administration

Edward Brown
Owner

Nancy Brown
Owner

Holly Brown
Owner

Theresa Rankin
Director of Institute

trankin@casalaveda.com

- Licensed as an Advanced Cosmetologist and Instructor by the Ohio State Cosmetology and Barber Board.
- Has worked as a stylist and retail manager prior to her position with CASAL AVEDA INSTITUTE.
- Graduated from the cosmetology program at the Choffin Career Center.
- Aveda In-Salon Coach for Spa

Juliet Pellin
Corporate Director of Financial Aid

jpellin@casalaveda.com

- Graduate of Hiram College with a bachelor's degree in English and Secondary Education Certification
- Previously worked as Front Desk Manager and Inventory Specialist for Casal Aveda Institute

Candi Thomas
Admissions/Placement Coordinator

cthomas@casalaveda.com

- Graduated from YSU with a Bachelor's degree in Psychology

Darla Ferradino
Student Services

dferradino@casalaveda.com

- Licensed as an Advanced Manicurist and Instructor by the Ohio State Cosmetology and Barber Board.
- Worked as a manicurist at Casals Salon for 6 years prior to joining the institute team in 2006.
- Graduate from YSU with a Bachelor's degree in Hospitality Management and an Associate's degree in Dietetics.

Instructors

COSMETOLOGY / ADVANCED COSMETOLOGY / HAIR DESIGNER

Renee Raver-Rubesich, Cosmetology Instructor
Gina Fitzgerald, Cosmetology Instructor
Susan Musolino, Cosmetology Instructor
Sara Orosz, Cosmetology Instructor (Substitute)
Kathleena Irving, Cosmetology Instructor
Jennifer Cross, Cosmetology Instructor
Jill Basile, Cosmetology Instructor
Jennifer Goodrick, Cosmetology Instructor
Carli Jo Dennis, Cosmetology Instructor

ADVANCED MANICURIST / ADVANCED ESTHETICS

Kathleena Irving, Cosmetology Instructor
Miriam Thompson, Esthetics Instructor
Michal Mymo, Esthetics Instructor
Stephanie Gotti, Esthetics Instructor

“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, Av e d a f o u n d e r

**“Become Your Own Masterpiece”
Casal Aveda Institute
(330)792-6504**