

INTRODUCTION

The Institute Mission

The Gary Manuel Aveda Institute will serve with excellence and consistency to...

- Prepare future professionals in the fields of cosmetology, esthetics, and Instructor training.
- Provide the opportunity for Future Professionals to develop technical, communication, and service skills.
- Prepare future professionals to successfully meet the State of Washington licensing requirements to practice in their chosen field of study.
- Educate future professionals on the success skills necessary to gain and maintain employment in their chosen field.

The Gary Manuel Aveda Institute Founders - Gary Howse and Manuel Benevich

The Gary Manuel Aveda Institute and Gary Manuel Salon are owned and operated by Gary Howse and Manuel Benevich. Gary Manuel Salon received the 2004 Global Salon Entrepreneur of the Year Award, due in part to its twenty-plus year commitment to providing top-quality education and services for those pursuing a career in the salon industry. After grooming numerous stylists – including many who now earn annual incomes in the salon industry's top one percent – industry leaders Gary Howse and Manuel Benevich combined their exceptional abilities and leadership skills with Aveda's products and curriculum to deliver incomparable training for aspiring professionals.

Accreditation and Licensing

The school is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, 703-600-7600. All current licenses and certifications may be reviewed at the campus during regular business hours. The school is licensed by the state of Washington, Department of Licensing, Business and Professions Division, PO Box 9026, 405 Black Lake BLVD, Olympia, WA 98507-9026, Phone number 360.664.6626.



BUILDING & FACILITY INFORMATION

Facility

The school is located at 1514 10th Ave Seattle, WA 98122. The Gary Manuel Aveda Institute makes its home in the heart of Seattle's popular and vibrant Capitol Hill Neighborhood. The facility includes: over 14,900 square feet of modern, well equipped space, a modern clinic floor with over 75 stations and 14 spa rooms for serving guests, a student break area with microwaves and lockers for Future Professionals 1:1 ratio, a well equipped color bar and dispensary. There are five classrooms for theory and practical learning that are all equipped with AV for overhead electronic teaching.

Lockers & Workstations

Future Professionals are responsible for all of their belongings. Personal belongings and professional tools and supplies can be stored at the Institute in a designated locker. If Future Professionals leave a program by transfer, withdrawal, or extended leave of absence, they are required to take all of their belongings with them. Items left in the locker and/or workstation will be disposed of after five school days in order to provide space for other incoming Future Professionals.

Each Future Professional will be allotted one locker, which will be the responsibility of the Future Professional to lock with a combination or key lock. Items in unassigned or unlocked lockers will be removed and disposed. If keys are misplaced or lost, Future Professionals may use the facility's lock cutters to remove and replace their lock.

SAFETY INFORMATION

Medical Emergencies and Accidents

It is the goal of the Gary Manuel Aveda Institute to provide and maintain a safe and non-violent academic and working environment. In an effort to consistently reach this goal, we have established the following procedures in the event that a Future Professional witnesses or becomes involved in an occurrence.

All Future Professionals are encouraged to remain calm and to take an active role in maintaining a safe environment. To avoid accidents and injuries, Future Professionals are required to take preventative measures by:

- Using equipment properly
- Following manufacturer's directions when using chemicals and products
- Immediately wiping spills found on the floor
- Assisting elderly and disabled guests
- Keeping all aisles and areas around work stations free from personal items and debris
- Immediately reporting building and equipment safety hazards to Security or Staff

Notify a Gary Manuel Aveda Institute team member immediately, who will call 911, in case of a medical emergency such as:

- Falls
- Cuts/burns
Apparent heart attack
- Unconsciousness
- Chemical product spills (in the eye or swallowing)
- Violent acts, assault, or rape

A Gary Manuel Aveda Institute team member will collect the following information:

- Nature of medical problem
- Location of the person in the building
- Notify the Administrative personnel of the location and nature of the accident
- Stay with the injured person
- Have someone meet the Emergency personnel
- Keep the area clear of bystanders

Future Professionals must assist in documenting the incident and forwarding the paperwork to the relevant administrative offices.

School Closings

In the event the Institute must close during normal business hours due to inclement weather or any other emergency, Future Professionals will be made aware through an all school announcement. Should it be necessary to close the school before the school day begins, Future Professionals should call the Future Professional Attendance line by 6:30 am for notification or utilize the Institute's Facebook page. No clock hours will be accrued during a closure and the hours for the closure will be removed from the future professionals' schedule.

Fire

The Gary Manuel Aveda Institute has an alarm directed to the Seattle Fire Department. Whenever a fire is detected, a continuous siren will sound. In each room of the building there is a floor plan posted that will show a direct evacuation route.

- Evacuate the building immediately;
- Instruct all clients to evacuate the building;
- Assist the clients who need help evacuating;
- Request assistance for disabled clients to evacuate upstairs
- Walk to the far side of Pine Street
- Re-enter the building only when the fire department or security has given clearance.

Fire Drills

From time to time, fire drills will be conducted. Everyone must follow normal procedures in evacuating the building. Only the Institute Director will give clearance to re-enter the building.

Search

- Future Professionals understand and agree that the policies and procedures of the school are clarified with respect to the following limitations on their privacy.
- Lockers and stations furnished for Future Professionals use belong to the school and are subject to search by Institute or police officials at any time for any reason.
- By entering onto the premises of the school, Future Professionals agree that they and any parcels, including handbags, briefcases, purses, or other items and personal belongings they bring with them are subject to reasonable search by school personnel at any time for any reason.

Crime Statistics

As a part of the Gary Manuel Aveda Institute's philosophy, we are dedicated to the advancement and well being of the community we serve. Our school is committed to providing a crime free campus in all possible ways.

The following information is stated to help the Gary Manuel Aveda Institute offer a safe educational environment and to comply with the 1990 Future Professional Right to Know, Campus Security Act.

Any Future Professional or Team Member who has been a victim of a crime on campus is asked to report such an incident and is encouraged to seek a service agency which can be of assistance. Please immediately contact the Institute Director if a crime takes place. At this time, the Future Professional or Team Member may be asked to complete a police report. Police must be contacted to place an arrest.

Information regarding sex offenders who may be present in the area of the Gary Manuel Aveda Institute may be obtained by calling the Seattle Police Department at (206)625-5011 or by logging on to <http://web1.seattle.gov/police/sexoffender/>

POLICY STATEMENTS

Sexual Harassment and Sexual Violence

These policies pertain to all incidents of criminal sexual violence and assault that occur on property owned by Gary Manuel Salon Corporation or Gary Manuel Aveda Institute sponsored activities held off property.

The Gary Manuel Aveda Institute is committed to ensuring an educational environment free of sexual harassment, sexual violence or harassment based on sexual orientation. Gary Manuel Aveda Institute's policy and Washington State's laws against sexual harassment provide that everyone has the right to work and obtain an education of public services free from harassment.

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

The Institute designated Sexual Harassment Officer is responsible for investigating complaints of sexual harassment, sexual violence, harassment based on sexual orientation, and alleged sexual harassment. The Institute designated Sexual Harassment Officer is contacted by using the following information:

Matt Humphrey
Director, Gary Manuel Aveda Institute
1514 10th Ave. Seattle, WA 98122
matt@garymanuel.com 206.302.1048

Once a complaint has been reported the following guidelines will be followed:

1. The Director will document the complaint and review it in a timely manner (not to exceed 7 days).
2. In cases of harassment, the Director will first attempt to resolve the challenge through a mutual agreement of the complainant and the person complained against.
3. The Director will maintain periodic communications with the complainant until the complaint is resolved.
4. The Director will resolve complaints quickly. Barring extenuating circumstance, the Director will complete the investigation and make their recommendation within 30 days from the time the formal investigation is initiated.

Efforts shall be made to protect the privacy of the complainants within the constraints of the law. Complainants shall be protected, to the extent possible, from retaliation. Appropriate and immediate attention will be given to complaints. Future Professionals may also contact the Washington State Department of Human Rights, the Federal Equal Opportunity Commission, or the criminal justice system.

For all formal complaints of sexual harassment, sexual violence or violence based on sexual orientation, the director shall determine the action to be taken, implement the action, and notify both parties of the action. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion from the Gary Manuel Aveda Institute.

If perpetrator of sexual violence/assault, is a Future Professional, will be subject to disciplinary measures by the Institute. In the course of any sexual violence/assault proceedings, the victim, the victim's support person of choice, or attorney may be present.

Gary Manuel Aveda Institute management, in cooperation with the appropriate law enforcement authorities and at the victim's request, shall shield the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternate classes, if alternative classes are available and feasible.

Consensual Romantic/Sexual Relations

Consensual romantic/sexual relations between staff and Future Professional are not allowed. Questions about this policy should be directed to Matt Humphrey, Institute Director, (206)302-1048 or matt@garymanuel.com.

Gary Manuel Aveda Institute Drug-Free School and Work Place

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

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

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

Family Education Rights and Privacy Act (FERPA)

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

- Inspect and review the Future Professionals' education records to ensure they are not inaccurate, misleading or otherwise in violation of the Future Professional's privacy or other rights;
- Request the amendment of the Future Professionals' education records;
- Consent the disclosure of personally identifiable information contained in the Future Professionals' education records, except for the information the regulations in this act authorize disclosure without consent;
- File a complaint with the Department of Education under section 99.64 concerning alleged failure by the school to comply with the requirements of the FERPA; and
- Obtain a copy of the policy.
- The Institute may require a written release, signed and dated by the Future Professional before releasing any information from the Future Professional's academic or financial file.

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

Guest Privacy

We collect personal information about our guests, such as name, e-mail address, phone number and mailing address. This personal information is only to be used by the Gary Manuel Aveda Institute to schedule appointments and communicate with our guests about products and services that may be of interest to them. Their information is private and confidential. While Future Professionals are encouraged to send communications to their guests, such as thank you cards and incentive offers, any Future Professional found to be using guest information for personal gain or solicitation may be dismissed from the Institute. Guest information must not be used to solicit guests post-graduation. Guest information is property of the Gary Manuel Aveda Institute.

Grievance Procedure

GMAI utilizes a formal grievance procedure to ensure student issues are documented and resolved in a timely manner. Future Professionals are encouraged to share solutions to challenges that they observe in their classrooms and on the clinic floor. A Grievance Form can be provided to students by the Student Services Director and turned in to either the Student Services or Institute Director for resolution.

Often improvements are made due to the constructive suggestions that are received on these forms.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the standard by which the Institute evaluates and determines each Future Professional's progression in their respective program. SAP is a dual-accountability measurement of attendance and academic achievement that predicts a Future Professional's eligibility for graduation at the Institute. To be considered 'in SAP' a student must have a minimum of the following:

Attendance: 90 percent overall GPA

Academics: 80 percent overall GPA

Satisfactory Academic Progress applies to every student enrolled in a NACCAS-approved program whether full-time or part-time.

Note: Attendance is evaluated on a cumulative basis. At each evaluation point the scheduled hours of attendance will be determined against the actual hours in attendance to determine whether a Future Professional is meeting the minimum course requirements that will allow them to graduate within the maximum time from established by this policy.

Future Professional Discount Policy

- You must be present, in person, to purchase products with a discount. You may not send a family member or friend to purchase products on your behalf.
- Active Future Professionals at the Institute must show current time card with a valid picture ID.
- Due to quantity availability, you may be limited to no more than 3 of any item at one time.
- The maximum amount of Future Professional discount purchases allowed is \$3,000.00 retail (prior to discount being applied) per year (July 1 - June 30). The maximum amount of weekly Future Professional discount purchases allowed is \$300.00 retail (prior to discount being applied). During the month of December, there is no weekly purchase limit however the maximum annual limit amount of \$3,000.00 continues to apply.
- Payment method can be cash or credit card in that name.
- Product may be purchased for personal use or legitimate gifts only.
- Return of products will be limited to defective goods only, must be accompanied by receipt and must be returned to the store in which it was purchased. Any return items will be credited in the same payment method in which they were purchased.
- Future Professionals are eligible for the discount only at the Institute location in which they are currently enrolled.
- Resale of Aveda product purchased with a Future Professional discount is prohibited.

Future Professional discount is as follows:

- 30% off Men's, Pure-fume and Lifestyle & Air Care Domains
- 30% off Aveda Hair, Body and Skin Care & Makeup Domains

Aveda reserves the right to modify this policy at any time without prior written notice.

Holidays

The Aveda Institute recognizes the following as legal holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day.

Additional days off are published well in advance. Future Professionals may call the school to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather.

Days off due to legal holidays are recorded as such and extend the enrollment contract.

Holiday breaks for 2014: December 22- Jan 3

Summer Holiday 2014: June 30 - July 5

Graduation: March 30, 2014, October 5, 2014

Career Fair: March 31, 2014, October 6, 2014

Late Starts

The Institute will have roughly one day monthly that students may start one-hour past their designated start time. This late start will be announced ahead of time and will not affect a student's absentee hours.

ATTENDANCE

Cosmetology

Students must complete 1600 hours of in-school theory and practical work to be eligible for licensure. Students enrolled in the Cosmetology program at the Institute are scheduled for a contract ending date 1680 hours after their start date. These additional 80 hours (8 days) are added in to account for unforeseen circumstances or planned absences for the student to use at their leisure*.

Esthetics

Students must complete 750 hours of in-school theory and practical work to be eligible for licensure. Students enrolled in the Esthetics program at the Institute are scheduled for a contract ending date 787.5 hours after their start date. These additional 37.5 hours (5 days) are added in to account for unforeseen circumstances or planned absences for the student to use at their leisure*.

Flex Day Program

Cosmetology and Esthetic students will commit to a contract schedule of three days per week attending school, opting for a Monday, Tuesday, Wednesday schedule or a Thursday, Friday, Saturday schedule.

Cosmetology students attend 10 hours per day (30 hours/week) from 8:00 am - 6:30 pm.

Esthetic students attend 7.5 hours per day (22.5 hours/week) from 8:00 am - 5:00 pm.

*The Gary Manuel Aveda Institute has a predetermined amount of space allocated to each new starting class of future professionals. By signing the Institute's program contract, future professionals agree to complete their scheduled program by their contract end date, ensuring the Institute remains within the allotted guidelines of student-to-teacher ratio and building capacity.

If the future professional exceeds their pad of hours built into their contract (80 hours for cosmetology and 37.5 hours for esthetics) the student will be what the Institute considers "over-time" (p. 32) and fees will be assessed for each hour the student attends past 5 percent of their overall scheduled program.

SAP: Attendance

The Gary Manuel Aveda Institute maintains a standard for program success known by the term Satisfactory Academic Progress (SAP), a combined standard for attendance and academic progress. To be considered in SAP and to graduate successfully from the Institute, a student must sustain an attendance record of 90 percent of the student's overall scheduled hours.

- Cosmetology: Students can miss no more than 160 hours in their scheduled program (160 hours = 10 percent of the 1600 = 90 percent attendance).
- Esthetics: Students can miss no more than 75 hours in their scheduled program (75 hours = 10 percent of the 750 needed for licensure = 90 percent attendance).
- Max Time Frame: The maximum amount of time a Future Professional has to complete their contracted program is 111% of the program length.

Schedule

- Time Clock - Students must always clock in and out on a biometric time clock. The clock accounts for hours accrued in increments of .25. If a student clocks in more than five minutes past the quarter hour, they are considered tardy (p. 16) and will only begin to accrue hours at the start of the next quarter hour (e.g. A student clocking in at 8:06 will begin to accrue hours at 8:15).
 - Punch Amendments - Students will have until the close of the week to submit a punch correction form in the envelope outside of the Student Services office. Student Services will post daily punch updates for students who have punch errors or missed punches.
 - Missed Punches - Future Professionals will be allotted one time punch/day appeal per month after the close of the month. If the student exceeds the maximum amount of punches allowed for correction, the student will forfeit any hours lost as a result of excess missed punches.
- Tracking Hours - The Institute maintains a dual-accountability tracking system to ensure students and staff are properly tracking and accounting for student hours. Students are expected to track their hours on the Institute's provided monthly Hours and Operations sheet. Learning Leaders are expected to track student hours through a daily attendance log. Student Services maintains a time-clock record of all student hours. All methods are used to track student hours, ensuring the Institute is consistent in its policies and students are properly documenting their accrued hours.
- Roll Call - Students are expected to be present for roll call at 8:00 am on each scheduled program day to begin logging their hours. This is where they will have their Hours and Operations sheet signed to verify their attendance.
- Breaks/Lunches - Future professionals have a 30-minute lunch built into their scheduled program days. Additionally, students are provided two 15-minute breaks, which are tracked by the Institute's Learning Leaders.
- Late Arrivals - Students must be clocked in by 9:00 am to be eligible to accrue hours for the day. Any student who arrives or clocks in after the 9:00 am cut-off time will be sent home for the day and will be ineligible to accrue hours for the day. If a student arrives to school late, they should immediately clock-in and then find their Learning Leader to be considered in attendance for the day. A student will not be considered present until they have utilized the time clock and checked in with their Learning Leader.

- **Students who arrive past the 9:00 am cut-off time will not be allowed to receive personal services for the day.**
- **Leaving Early** - Students planning to leave before their scheduled end-time for the day must notify their Learning Leader so they may be approved for early dismissal and accounted for with any appointments with Guest Services.
- **Extra Hours** - Students are eligible to accrue additional hours through extracurricular groups such as Editorial Team or Student Council. Other extra hour opportunities may present themselves if a student must work through their lunch with a client appointment, stays late with a client appointment, or participates in additional workshops and other endeavors deemed worthy of curriculum-based learning or practical work.
 - The time clock is set to prevent students from accruing hours beyond their scheduled contract program each day. Any additional hours logged must be tracked on the back of the student's monthly Hours and Operations sheet and signed by a Learning Leader.

Absenteeism

- **Day-of Notification** - Students who will not be able to attend school for the day must call the Institute's voicemail system (206-302-1040) by 7:30 am to report their absence, so their Learning Leader can be notified and any client appointments with that student can be re-scheduled. (p. 16)
- **Advanced Time-Off** - Students who have planned absences should notify the Institute using the provided Advanced Time-Off Request form at least **two weeks prior** to their planned absence. The form must be signed and notated by the student's Learning Leader and Guest Services before filing with Student Services.
- **Minimum Daily Attendance Expectation** - Students must be clocked-in for a minimum of half of their scheduled school day to be considered present and not incur penalties for absenteeism (i.e. Five hours for Cosmetology students, four hours for Esthetics students)
- **Documentation** - Students are encouraged to provide Student Services with any relevant documentation related to an absence. However, documentation does not excuse absences. Excused absences will be determined on a case-by-case basis and only in extraordinary circumstances will absences not subtract from a student's allotted absenteeism allowance.

Leave of Absence (LOA)

Students may encounter times in their contracted program in which they find they cannot attend school and accrue hours due to unforeseen circumstances. Due to the strict nature of attendance, the allotted space in each class and the school, and the understanding that each student signed a contract committing to complete the program in a given amount of time, students must provide sufficient documentation to justify their need for a Leave of Absence from school. To qualify for a Leave of Absence, students must provide the following:

- A written, signed, and dated request prior to the intended leave of absence. In the case of an emergency, students must contact the Student Services Director within three calendar days to make arrangement for a Leave of Absence.
- Documentation supporting the need for a Leave of Absence (e.g. letter from a medical professional, hospital records, court documents)

Leave of Absence: Policies

- No less than six school days (two school weeks) and no longer than 180 calendar days.
- LOA eligibility is based on the status of the Future Professional, the parent/guardian of a Future Professional, or any legal dependents or a spouse/partner of the Future Professional.
- No LOA will be granted for financial hardship.
- A student's academic and attendance standing will freeze during their scheduled LOA time. They will return with the same attendance and academic GPA in which they left for their LOA.
- The student's contract will be extended the same number of days in which they took their LOA.
- Students will not be considered on a Leave of Absence until all their documentation has been approved by the Student Services Director. The student will receive verbal and written confirmation from the Student Services Director that they are on an approved LOA, with copies of all LOA-related documents provided to the Future Professional for their records.
- Any student who is absent and not on a school-sanctioned LOA will lose their pool of hours and their attendance GPA may be affected (p. 10)
- Financial Aid: A Leave of Absence affects a student's in-school status for the purposes of deferring Financial Aid loans. If on an approved LOA, the student is still considered enrolled at the school and will be eligible for an in-school deferment for his/her Financial Aid loans. No financial aid will be disbursed while a student is on an approved LOA and a student may lose their Financial Aid if they are unable to achieve the clock hours needed for disbursement by the end of the award year (p. 30).
- Students will have up to two weeks following their return from an LOA to turn in or perform any outstanding assignments that were due during the course of their LOA.
- Funeral/Bereavement Leave - In the event of the death of an immediate family member (i.e. spouse, child/step-child/foster child, parent, sibling, grandchild, grandparent, mother/father-in-law, sister/brother-in-law), a future professional will be eligible for a maximum three-day Leave of Absence. Any extended need for bereavement should be discussed with Student Services. Students must provide proper documentation to be granted a Funeral Leave (obituary, funeral program, death certificate).

Absenteeism Limitations

Cosmetology

Students who miss more than four Mondays or Saturdays in their contracted program will be terminated without appeal. It is the student's responsibility to be aware of how many Mondays/Saturdays they have missed in their program. Learning Leaders will inform students of their missed Mondays/Saturdays during two occasions - end of phase evaluations and attendance coaching (p. 15).

Esthetics

Students who miss more than three Mondays or Saturdays in their contracted program will be terminated without appeal. It is the student's responsibility to be aware of how many Mondays/Saturdays they have missed in their program. Learning Leaders will inform students of their missed Mondays/Saturdays during two occasions - end of phase evaluations and attendance coaching (p. 15).

Attendance Policies by Phase

Approved Absences

Future Professionals will be given one day each phase to utilize as an employee would utilize PTO/Sick Time. Students must utilize the Advance Time-Off Form and have it signed by a Classroom Lead to approve their absence.

Unapproved Absences

Future Professionals are held to attendance standards for each ten week phase. Students will have a finite amount of allowed attendance issues per phase before they will be subject to the following consequences:

- **First Attendance Strike (Absent, Leave Early/Early Dismissal, Late Arrival) - Learning Leader will record attendance issue and have student initial to their First Strike.**
- **Second Attendance Strike (Absent, Leave Early/Early Dismissal, Late Arrival) - Learning Leader will record attendance issue and have student initial to their Second Strike.**
- **Third Attendance Strike (Absent, Leave Early/Early Dismissal, Late Arrival)**
 - **Students will lose privileges to receive student-rate services during their enrolled schedule at the Institute for the remainder of the phase.**
 - **Students who are on any extra-curricular teams will forfeit their position and will have to reapply during the next scheduled interview session.**
 - **Students will receive a formal write-up from their Learning Leader advising them of future consequences with attendance issues in the phase.**
- **Further Attendance Issues (Absent, Leave Early/Early Dismissal, Late Arrival) - Student will be sent home for any additional attendance issues in the phase. The student MUST attend school to be sent home and receive their formal write-up for each additional issue.**

Phase Repeat

A Future Professional may be required to repeat a phase due to unsatisfactory attendance on two occasions:

1. If the student misses more than three days of Earth phase.
2. If the student misses more three classroom days during any phase (this includes half-days in the classroom).

This rule is a general guideline to enable students to achieve the GPA minimum needed to successfully graduate from GMAI. Tutoring will not be provided to make-up for missed time, but this policy may be waived on a case-by-case basis.

Attendance Policy Breakdown

Contract Attendance	
SAP - Attendance GPA	Student must maintain 90 percent attendance overall through time enrolled in school. Can not miss more than 10 percent of scheduled hours. Once students have missed more than 10 percent of their entire contract, they will be ineligible to graduate from GMAI due to inability to graduate with the needed 90 percent attendance GPA (160 hours and 75 hours missed for Cosmetology and Esthiology students, respectively).
Mondays/Saturdays	Esthetics students can miss no more than three Mondays/Saturdays before being withdrawn. Cosmetology students can miss no more than four Mondays/Saturdays before being withdrawn. <ul style="list-style-type: none">• Approved absences will not excuse missing a Monday/Saturday. Only a Leave of Absence will excuse a missed Monday/Saturday.• Students must be present for at least half of their scheduled day to not be counted absent on a Monday/Saturday (5 hours for Cosmetology/4 hours for Esthetics)
Phase Attendance	
Approved Absences	Students will have one allotted absence/leave early/sick request per 10 week phase which can be approved, without

	<p>repercussion of an attendance coaching. GMAI must be notified one week ahead of intended absence, which must be approved by a Classroom Lead. An approved absence is NOT an excused absence and will still impact a student's attendance GPA. It functions as PTO/Sick Time would in an employment environment.</p>
<p>Attendance Issues (Absences, Leave Early, Tardy)</p>	<p>Attendance is tracked in each phase. Attendance issues that are tracked constitute the following:</p> <ul style="list-style-type: none"> • Absences - Either No Call/No Shows or absences which have not been approved with a Time-Off Request Form (see above) or absences which have exceeded the approved absences per phase allowance. • Leave Early - Students who leave early without prior approval (may use approved absence allowance for a Leave Early). • Tardy - Any student who arrives after 8 am will be marked tardy (Cannot use approved absence allowance).
<p>Excused Absences</p>	
<p>Bereavement Leave</p>	<p>Can be up to a maximum of three school days and must be supported by documentation such as a funeral program, death certificate, or obituary.</p>
<p>Leave of Absence</p>	<p>Must be a minimum of six scheduled school days, up to a maximum of 180 calendar days. Must be supported by official documentation from a licensed helping professional (e.g., doctor, therapist, social worker), justifying need for extended time away from school.</p>

ENROLLMENT

Program Contract

Future Professionals enrolled at the Gary Manuel Aveda Institute are obligated to fulfill the directives laid out in their program contract. By signing their contract for enrollment at the Institute, the student agrees to the following:

- Completing the program in the contracted amount of time
- Adhering to all school policies
- Paying any fees or tuition costs associated with their enrollment (including over-time fees and monies owed after withdrawal)

Satisfactory Academic Progress (SAP)

Students enrolled at the Gary Manuel Aveda Institute are subject to a standard defined by the National Accreditation Commission for Career Arts and Sciences (NACCAS) known as Satisfactory Academic Progress (SAP). NACCAS mandates accredited schools set guidelines for GPA and attendance for students attending their programs. The Institute has chosen to set their guidelines at the following benchmarks:

Attendance - 90 percent overall attendance

All students enrolled at the Institute are expected to maintain 90 percent overall attendance during their program. Students are expected to understand the calculation of their attendance GPA, using the following calculation:

$$\text{Actual Attendance/Scheduled Attendance} = \text{Overall Attendance Percentage}$$

While a 90 percent attendance GPA is the minimum standard to graduate from the Institute, students should be aware that over-time fees are assessed once a student surpasses the allotted 80/37.5 hours built into their program's contract (see attendance, pg). Any student graduating with below 95 percent attendance GPA will accrue over-time fees (p. 32)

Academics - 80 percent overall GPA

All students enrolled at the Institute are expected to maintain an 80 percent overall academic GPA. This GPA is calculated using the weighted averages of all curriculum scores throughout the program. (p. 23)

Phase Repeat

Due to the Institute's academic and attendance standards, students may be required to repeat an academic phase, maintaining their eligibility to graduate from the Institute. Students may petition to repeat a phase for the following reasons:

- Models - Students are expected to complete all assigned models for each phase before the beginning of the next phase. If a student fails to get their model(s) completed before the end of phase, they will have three weeks in their following phase to complete their models; two weeks of normal schoolwork and one week of in-school suspension where they are afforded a full school week of time to complete their model. If the student does not have their model graded by the end of their three week model allowance, they will repeat the phase with outstanding models.
- GPA - If a student's grade point average at the end of a phase is too low to graduate with an 80 percent needed for Satisfactory Academic Progress (p. 8) they will have the option to repeat their most recently completed phase to attain the grades necessary to graduate their academic program. Students may opt out of an advised phase repeat through a meeting with a Classroom Lead and Student Services Director.
- Attendance - A student may be required to repeat a phase if they miss more than three full class days of curriculum (30 hours for cosmetology students, 25.5 hours for esthetics students) in any phase.
- Projects - May be required to repeat a phase due to incompleteness of projects.

Policies

- Cost - There is a fee associated with a phase repeat that is based on the amount of tuition credit-hours the student will be repeating. Students may be able to use Financial Aid to fund all or a portion of their phase repeat. All monies owed for the repeated phase will be added to the student's contracted cost of school. If the student is in Financial Aid Probation (p. 30) they must write an appeal letter to be considered for Financial Aid funding of a phase repeat. Writing an appeal letter does not guarantee a student will be approved for Financial Aid funding.
- Allowance - only one phase repeat will be allowed per enrollment. If a student fails to achieve the progress necessary to fulfill their directives in a phase repeat (i.e. models completed, GPA achieved, attendance) they will be terminated without appeal.
- Contract - A student's contract end date will be amended to reflect the amount of time added to the student's schedule to satisfactorily complete their phase repeat.
- Grades - A student's grades will be erased for the remaining curriculum time in which they are required to repeat.
- Attendance - A student's attendance standing does not change during a phase repeat. Under no circumstances will a student's attendance record be erased for a given phase.

Withdrawal

There are two types of withdrawals from the Institute.

- Official withdrawal: A student submits a formal typewritten letter to the Student Services Director explaining the need for a withdrawal from the Institute. The

letter should be signed and include the student's current phone number, e-mail, address, and social security number. An official withdrawal allows a student to withdraw in good-standing from the Institute, allowing the student to re-enter the program at a later date and resume their hours (p. 19).

- Unofficial Withdrawal/Drop: An unofficial withdrawal will occur when a student has been absent for ten consecutive school days without notifying the Student Services Director in writing of their intent to withdraw (i.e. an official withdrawal).

Program Re-Entry

A student may return to school after withdrawing from the Institute, pending several considerations outlined in this section. Pending approval, students may re-enroll at the Institute without a loss of hours accrued. Academic standing when withdrawing will determine the student's process for re-entering the Institute. All re-entry requests are subject to approval and may be denied. If denied, students can expect to receive the determination of the re-entry request from the Student Services or Institute Director.

Minimum Requirements for Program Re-Entry Consideration

- The student officially withdrew (p. 18)
- The requested re-entry date is a minimum of 180 calendar days up to a maximum of one year after the withdrawal date.
- The student initiated their re-entry request no later than two months prior to their intended return date with the Student Services Director.
- Only one re-entry request will be allowed per contracted enrollment
- If intending to use Financial Aid to fund the remainder of their program, they have contacted the Institute's Financial Aid Director to determine Financial Aid eligibility and submitted all necessary items for Financial Aid processing and consideration.
- The student will return under the same status in which they left, including scheduled hours.
- The student's contract will be amended to reflect an adjusted contract end date.
- All requests for re-entry will be based upon class availability and the Institute reserves the right to deny re-entry without need for explanation or justification.

Funding Program Re-Entry

- Cash paying Future Professionals will be required to pay the full cash balance owed prior to returning to their program.
- Upon Financial Aid funding approval, if the student is determined to have a gap payment (p. 31) the student must pay this amount in full before program re-entry.
- If the student was not in SAP on the withdrawal date, the student will be ineligible to process Financial Aid to pay for their balance owed. They must pay their remaining balance in full, but may still file a FAFSA and receive Financial Aid once they are back in SAP.

Changing Contract Schedule

There are occasions in a Future Professional's education where a change to a different program schedule may be desired. Any student who would like to change their program schedule should submit a formal typed and signed letter to the Student Services Director, Jen Bingaman, listing the reason the Future Professional would like to switch their schedule. Include legal name, floor name, current address and phone number and the signature in the request.

All requests will be considered at each phase change by the Student Services Director and will be based on student's need and class space. Only **ONE** schedule change will be allowed per Future Professional while enrolled at GMAI. There is no guarantee that a schedule change request will be granted, they are based on school resources and class availability.

Termination

The Gary Manuel Aveda Institute may dismiss a Future Professional from the program for violating the Institute's policies. Students should be aware that the following offenses will result in immediate dismissal from the program:

- Using controlled substances/alcohol
- Defacing or destroying company property
- Stealing personal/company property
- Falsifying documents or timekeeping
- Threats
- Committing fraud
- Abusing and/or causing physical harm to others
- Possession or use of handguns or other weapons
- Violating local or federal laws
- Falsifying hours
 - Clocking in and leaving building
 - Arriving late and not clocking in with intent of receiving hours not attended
 - Fraudulent Hours & Operations sheet - either wrong time or forged signatures/stamps
- Missing too many hours to graduate within SAP attendance standards (p. 10)
- Not achieving the GPA necessary to graduate within SAP standards (p. 26)
- If a student has repeated a phase due to unsatisfactory GPA or attendance and fails to meet the criteria necessary to progress in the program in the needed SAP standards for graduation.

If student is terminated from the Institute for any of the above reasons, they will be ineligible to enroll in the future.

Graduation Requirements

Future Professionals must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified final transcript of hours and diploma:

- Successful completion of all phases of study, required tests, practical projects, and clinic assignments for the course;
- Completion of the course of study as required by the state regulatory agency;
- Pass the final written and practical exam for the applicable course;
- Complete all required exit paperwork and attend an exit interview;
- Make satisfactory arrangements for all debts owed to the institution.
- Attend an Exit Loan counseling meeting if the student received Title IV Aid
- Balance must be paid-in-full.

Upon completion of the course of study and all graduation requirements, a diploma for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and file an application for the state-licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

Licensing Requirements

To receive a license in Washington State, a Future Professional is required to:

- Complete the hours in a course of instruction
- Meet the service requirements
- Complete tuition and fee obligations
- Pass the written theory and practical examinations
- Submit the following items:
 - license application
 - written examination results
 - practical examination results

Transcripts

To receive a copy of your academic transcript a Future Professional must submit a written request. The written request must include:

- Full legal name
- Dates of attendance
- Program(s) attended
- \$20.00 card payment or money order payable to Gary Manuel Aveda Institute
- Address(s) you would like your transcripts sent to

Send Requests to:

Gary Manuel Aveda Institute
Attn: Registrar
1514 10th Ave
Seattle WA 98122

Official transcripts will be withheld if tuition or fees are owed. All Future Professionals have the right to view their transcripts with proper notification to the Registrar.

ACADEMICS

Quotas

Future Professionals must complete a designated amount of “quotas” at the Institute to be eligible for graduation and state board testing. The Institute tracks and grades quotas according to the following policies:

- Signed and dated day of service or quota will be forfeited.
- Quotas are to be signed upon completion of each service (not all signed at the end of the day).
- Due at the end of each phase to phase educator. If incomplete, quota book will be returned by Classroom Lead.
- A grade will be given at the end of each phase, an average will be received if incomplete.
- All six(C)/three (E) quota books must be completed to graduate.
- After quota books have been collected, they are tracked by the Classroom Lead and then filed in student’s file.
- If a quota book is not turned in at the end of a phase, the student will be red flagged (p. 25)
- Only one quota can be received per service.
- Quotas can only be received for the service performed.
- Forging signatures is considered fraudulent may result in termination from the program (p. 20)
- If quotas have all been fulfilled before completion of hours, students are still required to take guests for services.

Curriculum

- If a classroom day is missed, it is the sole responsibility of the student to obtain all information and arrange tutoring as needed.
- Advance time off must be given with two week notice to ensure pre-planning of any missed curriculum. The Institute has a designated form for a student to complete.
- Workbooks must be 100% complete prior to test. If incomplete, the test will still be taken but a zero grade will be given.

Grades & Weighting

A minimum GPA benchmark is set at the end of each phase to advance on to the next. This ensures a minimum GPA of 80% is met at the time of graduation.

Grades

Cosmetology

- Earth 70%
- Water 75%
- Fire 80%
- Air 80%

- Infinity 80%
- Salon Life 80%

Esthetics

- 80% must be maintained throughout all phases.

Weighting

Instructor Training

- Projects 10%
- Presentations and Quizzes 30%
- Finals 60%

Cosmetology and Esthetics

- Quotas and Projects 15%
- Quizzes, Models, Photo Shoot 25%
- Finals, Competencies, Career Fair 60%

Finals

- There are no retakes on final examinations. An absence on the day a final exam is administered, will lead to a zero grade. Exemptions will be determined if the Institute is provided documentation for extraordinary circumstances. Finals must be taken to pass each phase but the zero grade will be added to Future Professional's transcript.
- Finals will not be retaken with the exception of the final written in Infinity phase (can receive up to an 80% on the first retake, after that an 80% must still be achieved in order to graduate but the better of the two grades will still stand.)
- If sent home or on suspension the day of finals, student will receive a zero.

Retakes

- There are no retakes on exams or quizzes.
- Students may appeal to retake a final with proper documentation on a case-by-case basis, at the discretion of GMAI leadership.
- All models must be completed, even for a zero grade for phase advancement.

Models

- Students may not be used as models unless they are from a different schedule and are not attending school that day.
- If model guidelines are not met for a specific technique and found unacceptable, a zero grade will be given.
- It is the student's responsibility to schedule their model with Guest Services.

- Models can be made up the following week from the original service date for up to an 80%.
- A chemical charge fee applies to all models receiving a chemical service; it is the student's responsibility to inform their model of this cost.
- Models that arrive later than 30 minutes after the scheduled model arrival time will not be permitted for model eligibility.
- A model can only be taken on a floor day and not on Monday/Saturdays or a classroom day.
- Guests' appointments cannot be moved to accommodate a model.
- Students may appeal to make-up a model for credit with proper documentation.

End of Phase Evaluations

- Given at the end of each phase by classroom educator for that phase.
- Evaluated on personal, academic, and technical performance.
- Students will be notified at this time if they have been red flagged.

Red Flag Evaluations

A meeting with the Classroom Lead in regards to the following:

- Incomplete models
- Incomplete projects
- Incomplete/ missing quota books
- Not in SAP

Student will receive an academic plan if applicable.

- Two week probation will be given to complete any missing models and projects.
- One week in school suspension will be given if models and projects are still incomplete after the two week probation period has ended. Service books will also be closed. If a model isn't present, the student is expected to work on their quota book on the clinic floor. To complete their model, the student will be afforded the opportunity to book a model on a Monday/Saturday.
- Depending on the model that is incomplete, that particular service will be removed from the student's service list until completed.
- If the one week in school suspension deadline is exceeded, the student will automatically have to repeat the phase that they have been red flagged for.
- When a model is complete, it is the student's responsibility to turn in their completed model evaluation paperwork to their Classroom lead.
- If a student is absent or misses their red flag evaluation meeting, their deadline dates will not be extended. They will be notified that they are red flagged during their end of phase evaluation with their phase educator.

Progress Reports

- Progress reports will be given twice throughout each phase.

- If a grade is incorrect, the remainder of the phase will be given to dispute and receive any necessary adjustments.

Tutoring

- Tutoring is available and can be set up with a Classroom Lead and/or the Student Services Director.

Career Fair

- Depending on enrollment dates, students will have the opportunity to participate in one to three Career Fairs.
- Career Fair happens twice a year, once in the fall and once in the spring.
- Career Fair packets are given with a number of required projects. These projects will be graded individually and then an average grade will be given.
- This is a major grade and all students are required to participate.
- Student and model arrival time is 6am.
- Points may be deducted for tardiness up until 6:30am.
- Students arriving after 6:30am will automatically be sent home for the day and will forfeit all points for that day, no exceptions will be made.
- Students are required to be present for the entire day. Leaving the campus and not being accounted for while being clocked in for school hours will result in being sent home and could possibly lead to termination. Points will also be deducted for the day.

Graduation requirement

- Attendance 90% or higher
- GPA 80% or higher
- All phase quota books complete and accounted for in student file.
- All models and projects complete.
- 80% achieved on the state board written and practical exams.

Suspension Worksheets

- At the educator's discretion
- Unable to receive personal services until completed and turned into educator.
- May be given for challenges in professionalism such as: personal items (cell phones, purses, wallets, returning late from break), no call/no shows, profanity, and other issues deemed appropriate by the educator.

Students are not eligible to participate in events for student council or editorial with pending Suspension Worksheet completion.

Phase Advancement

- Must meet minimum GPA guideline for phase (unless otherwise waived).
- Completed all models, projects, quizzes, and finals.
- If red flagged, completed all missing or incomplete models, projects, quizzes, and finals.

EXPECTATIONS

Product & Treatment Protocols

Future Professionals are required to fully participate in all classroom and clinic activities utilizing Aveda products and treatment/service protocols. This includes Career Fair and Photo Shoots.

Dress Code

GMAI reserves the right to maintain an aesthetic standard for all Future Professionals. Future Professionals who, in the reasonable opinion of GMAI, are not dressed or presenting themselves professionally will be dismissed for the day. Time missed will impact the Future Professionals hours.

Will have until 9am to adjust attire or will be sent home for the day.

Professional Attire

Hair

- Clean, styled hair
- No pony tails or messy buns
- No claw clips
- No hats or knit caps that cover the hair

Makeup & Aroma

- Aveda makeup or Aveda-like colors
- Aveda aroma only or you can choose to not wear aroma

Attire

- Apparel is to be 100% black in color
- Accessories can be 10% color, but cannot exceed that (examples: jewelry, belts, ties, shoes)
- Nametags must be worn at all times during school hours. If lost, future professionals can. replace it at the cost of \$10.00
- Approved Aveda logos and GMAI can be worn
- Skirts/dresses must be worn with nude or black tights (no colored tights).
- GMAI reserves the right to coach and/or send home any Future Professional due to inadequate shorts/skirt/dress length
- Professional, well taken care-of shoes (heels, boots, sandals with back and front strap - no flip-flops)

Hygiene

- Clean nails and toenails (must wear gloves when performing color)

- Fresh breath
- Proper daily grooming
- Wash hands after smoking

Unprofessional Attire

Tops

- Hooded shirts/ jackets, fleece, or athletic attire (examples: Lulu Lemon, Juicy Couture, Northface, Victoria's Secret)
- Logos other than GMAI or Aveda
- Exposed skin, such as: stomach, shoulders, cleavage, armpits, and back
- Open back or sheer shirts without a tank top to layer underneath
- Exposed bra straps

Leg Wear

- Washed out black, torn, or highly bleached due to color
- Denim jeans or jeggings
- Leggings as pants. All leggings must have a tunic/ dress that covers to mid thigh
- Exposed skin: thighs and buttocks

Foot Wear

- Athletic shoes
- Toms, Uggs, or rubber boots

Esthetics Future Professionals

Due to the nature of your program, rules and regulations regarding sanitation, you cannot have acrylic nails or nail polish at anytime. You also cannot wear rings, bracelets or watches while performing services.

Professionalism

Future Professionals are expected to conduct themselves in a professional manner at all times and be aware of the following:

- Maintain a safe and professional learning environment for all Future Professionals. Anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language, or other unprofessional behavior), may be dismissed for the day.
- There are to be no personal items, food, or beverages on the clinic floor or in the classrooms (with the exception of water in a stainless steel container).
- Gum is not allowed.
- GMAI is a smoke free facility, smoking is not allowed on school property. There is no smoking in front, behind, or 25 feet within the building.

- Cell phones may not be used in any classroom or on the clinic floor. Their usage is allowed during break periods and in designated areas such as the lunchroom. If a cell phone is present on the clinic floor or in a classroom, it may be confiscated for the duration of the day.
- Future Professionals are expected to communicate with their Learning Leader while on the clinic floor about any client needs/circumstances. This includes the following:
 - Moving appointments when running over time (this includes when a Future Professional exceeds their allotted time to complete a model).
 - The potential for missing a lunch break
 - Consultations, check points & final checks

FINANCIAL

Financial Aid Eligibility

Satisfactory Academic Progress (SAP) will be reviewed at the following time periods to determine eligibility of disbursements for Future Professionals receiving Financial Aid (Title IV Funds).

Esthetics (Day): 30 Days after the class start date;
376 Actual Hours and 15 weeks.

Cosmetology: 30 Days after the class start date;
451 Actual Hours and 15 weeks;
901 Actual Hours and 30 weeks;
1251 Actual Hours and 42 weeks.

For Future Professionals that are failing to meet Satisfactory Academic Progress, the following actions will be taken:

1. Future Professional will be put on a “Financial Aid Warning” Period - Future Professional will be counseled by their Learning Leader that they could be in danger of receiving future Financial Aid Disbursements and will be given direction on what needs to be done to bring their GPA and/or Attendance up to meet Satisfactory Academic Progress by the next schedule disbursement. *The Future Professional is still eligible to receive Title IV disbursements during this disbursement period.*
2. If Future Professional is not in SAP at the next scheduled SAP review the Future Professional will be put on “Financial Aid Probation” and will not be eligible to receive future Title IV Disbursements.

The Future Professional may file a Written Appeal to the Institute Director after receiving notice of their status.

The Written Appeal must meet the following criteria to be accepted:

- TYPED - Maximum one page, Signed and Dated;
- Explain circumstance; reasons for not being in Satisfactory Academic Progress;
- How you will get back into Satisfactory Academic Progress (what habits are you willing to change) and how you can assure that the new habits will be consistent to stay in SAP.

The Financial Aid Advisory Board (Owner and/or Institute Director, Learning Leader & Student Services Director) will make the final decision on whether they will allow future Financial Aid disbursements during this Probationary Period. The decision will be based on following:

- Cumulative performance overall;
- Classroom & clinic floor;

- Phase evaluations;
- Percentage of program completed.

The Financial Aid Advisory Board will notify Future Professional of their decision within ten days of receiving the Written Appeal and Character Reference.

If disbursements are allowed during this payment period, the Future Professional will be informed that if they don't meet SAP before the end of this Probationary Period, they will no longer be eligible to receive Title IV disbursements.

Payment Methods

A student's registration, kit and tuition are due and payable at the time of enrollment. The application fee is nonrefundable.

Students who are not fully-funded by Title IV Financial Aid awards will have a "gap payment". Each student's payment schedule will be broken down within their own individual contract. Students making monthly payments are required to fill out a credit card authorization form for automatic withdrawal for tuition payments.

Payment Plans

- Payments will be withdrawn by on the 10th of the month unless otherwise approved by the Institute Registrar.
- If students choose to make a payment in-person by money order or cashier's check, their payment must be turned in to the Registrar's office on or before the 10th of the month. Personal checks will not be accepted.

Late Payments

If a student fails to make any scheduled tuition payments, they will be notified by the Registrar that their payment was insufficient or not received. Non-payment of monthly gap balance or additional monies owed may lead to suspension or termination from the program.

Hours missed due to non-payment will come out of the student's pool of hours and will be factored into their SAP as hours missed and can result in over-time hours/fees and possible termination.

Final Payment

Students will not be eligible to receive official transcripts or state board referral until all payments are paid in-full, including overtime fees.

Any students with an outstanding balance may have their balance referred for collection.

Over-Time Fees

Students enrolled at the Gary Manuel Aveda Institute are responsible and held accountable for their time and attendance. Any student who is absent more than 5 percent of their overall scheduled program will accrue over-time fees.

Should a Future Professional exceed the additional time built into their contract for expected graduation (80 hours for Cosmetology students, 37.5 hours for Esthetics students) indicated in their Enrollment Agreement, a \$20/hour cost will accrue until the student has completed their required hours, not exceeding the maximum time frame for program completion.

COURSE COSTS					
Cosmetology		Esthetics		Instructor Training	
Application fee:	\$ 50.00	Application fee:	\$ 50.00	Application fee:	\$ 50.00
Orientation fee:	\$250.00	Orientation fee:	\$250.00	Orientation fee:	\$250.00
Kit and Books (w/tax):	\$ 2792.25	Kit and Books (w/tax):	\$2354.25	Kit and Books (w/tax):	\$592.50
Tuition:	\$16000.00	Tuition:	\$9500.00	Tuition:	\$4,250.00
Total:	\$19092.25	TOTAL:	\$12154.25	TOTAL:	\$5142.50

Refund Policy

For applicants/students who cancel or withdraw from enrollment a fair and equitable settlement will apply:

- Applicants not accepted by the school shall be refunded all monies paid to the school.
- If a Future Professional (or in the case of Future Professional under legal age, his/her parent or guardian) cancels enrollment in writing within five business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the Future Professional has begun classes.
- If a Future Professional cancels the enrollment **before their second week of scheduled classes**, all monies paid with the exception of the \$300 administration and enrollment fee will be refunded.
- Cancellation date will be determined by postmark or by date notification delivered in-person or in-writing.

For Future Professionals who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the school applies:

Percent of Scheduled Time Enrolled to Total Course	Total Tuition School Shall Receive/ Retain
.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%

15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

The "formal cancellation date" will be determined by the date of the following:

- Date the school is given notification of intention to withdraw either by the Future Professional or parent/guardian of the Future Professional if a dependant minor.
- Date of expulsion by the school
- Unofficial Withdrawals
 - Ten days after the last day of attendance
 - Leave of Absence - the earlier of the date that the Future Professional informs the school that he or she will not be returning, or the documented date of return.

Any monies due the applicant or Future Professional shall be refunded within 45 days of formal cancellation date. In the case of disabling illness or injury, death in the Future Professional's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a Future Professional has enrolled, the school will provide a pro-rated refund of tuition to the Future Professional. If the course is canceled subsequent to a Future Professional's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

The school does not participate in any teach-out plans with other institutions. A list of all students who were enrolled at the time of school closure including the amount of each pro-rated refund is submitted to NACCAS.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the Future Professional 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.

PROGRAM INFORMATION

Cosmetology Course Outline

Description

The 1600-hour 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 primary purpose of the Cosmetology program is to train the Future Professional in the basic skills, safety judgments, proper work habits, and desirable attitudes necessary to attain licensure and successfully attain entry-level positions in Cosmetology or related fields.

Objectives

Upon course completion, determined graduates have developed:

1. Effective communication skills
2. Understanding of business skills needed for the industry such as rebooking, retention, and retail.
3. A well-rounded technical foundation in cutting, coloring, texture, and styling.
4. The ability to build a clientele through phase models, client appointments, and Institute walk-ins.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Cosmetology and related fields.

Hours	Phase	Description
300 Theory: 150 Practical: 150	Earth	Introduction to Haircutting and Styling
300 Theory: 150 Practical: 150	Water	Introduction to Color and Chemical Services Integration on Clinic Floor for Haircuts

300 Theory: 100 Practical: 200	Fire	Introduction to Esthetics: Waxing and Facials Advanced Chemicals: Relaxers 20hrs. Clinic 10 hrs. Theory
300 Theory: 50 Practical: 250	Air	Development of Business Skills Completion of Job Portfolio Introduction to Technical Tests (must complete 5 for this phase)
300 Theory: 100 Practical: 200	Infinity	State Board Prep 20 hrs. Clinic 10 hrs. Theory
200 hours Theory:30 Practical:170	Salon Life	Salon Prep Focus is on timing for all services
1600	Total Program Hours	

The above hour requirements must be met by each Future Professional in each category in order for the earned hours to be accepted by the state licensing board for examination.

Esthetician Course Outline

750 HOURS - 30 WEEKS

DESCRIPTION	The course incorporates the basic technical skills and the related subjects of skin care, body care, hair removal, treatments, and makeup application for a well-rounded education. The primary purpose of the Esthetician course is to train the Future Professional to pass the State Board examination and become eligible for entry-level positions in the Esthetics field.
OBJECTIVES	Upon course completion, determined graduates have developed: <ol style="list-style-type: none"> 1. Effective communication skills 2. Understanding of business skills needed for the

- industry such as rebooking, retention, and retail.
3. A well-rounded technical foundation in waxing, sugaring, facials, makeup
 4. The ability to build a clientele through phase models, client appointments, and Institute walk-ins.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Esthetics and related fields.

Hours	Subject	Description
255	Earth/Water	Introduction to Facials and Waxing Development of foundation of Esthetics
255	Fire (Advanced tech.)	Advanced Facials and Advanced Waxing Introduction to Makeup
240	Air/Infinity (Business Spa, State board prep)	Development of Business Skills: Interviewing, Job Portfolio, Spa Tours State Board Prep
750 hrs		Total Program Hours

The above hour requirements must be met by each Future Professional in each category in order for the earned hours to be accepted by the state licensing board for examination.

Instructor Course Outline

500 HOURS - 32 WEEKS (Part-Time)

Description

The Instructor Training Program provides comprehensive professional and technical skills training for aspiring Cosmetology and Esthetics instructors. The 500-hour program is designed to provide the essential skills to lead and coach cosmetology and esthetics professionals to becoming licensed education professionals. The primary purpose of the Instructor Training course is to train the ITs in the basic teaching skills,

educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and become eligible for entry-level positions in relevant fields.

Objectives

Upon completion of the course requirements, the determined graduate will be able to:

1. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
2. Perform the basic skills necessary for teaching.
3. Apply theory and technical information to ensure sound judgments, decisions, and follow
4. Continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

Hours	Subject	Description
128	Earth	Introduction to 4-Mat lesson Planning Coaching Aveda Cutting and Styling Techs.
128	Water	Aveda color/texture theory Advanced Presentations
128	Infinity	State Board Prep Milady lesson plan training
116	Institute Life	Student Teaching and final phase of IT
500	Total Program Hours	

The above hour requirements must be met by each Future Professional in each category in order for the earned hours to be accepted by the state licensing board for examination.

Required Practical Experiences

Policy and Regulatory agencies require Future Professionals to complete an established number of practical experiences for satisfactory skills development and graduation. No more than 25 percent of all practical experiences can be on a mannequin. The remaining 75 percent must be on clients or models.

Cosmetology Program Practical Experiences	
Category	Definition
Infection Control	Sanitizing to prevent the spread of disease and bacteria.
Shampooing	Draping, shampooing, scalp treatments, conditioning rinses, temporary color rinses, hot oil treatments.
Wet Hair Styling	Sets with rollers, comb outs, braids, finger waves, pin curls
Thermal Styling	Blow drying, curling iron, pin curls, arranging, dressing, hot combing, hair pressing, thermal waving, crimping, etc
Hair Cutting	All forms of sectioning and/or removing length or bulk from the hair using professional implements such as razor, scissors, clippers, or thinning shears.
Chemical Reformation	All forms of chemically reforming the hair including permanent waving or chemically relaxing/curling the hair.
Hair Coloring	Semi-permanent color, tints, toners, frosts, bleaches, tipping, highlighting, dimensional hair coloring, other forms of creative hair coloring and mixing.
Manicuring	Plain and hot oil manicures, pedicures, tips, overlays, sculptured nails, re-bases, wrapping, polishing
Facials	Skin analysis and care, facials, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting.
Client	Presentation, retention, referrals, & retail per-client

Communications	ticket tracking.
Business Administration	Study of business maintenance required for a successful salon business.

Esthetics Program Practical Experiences	
Facials	Skin analysis and care, facials, exfoliation, makeup application, hair removal, brow arching, waxing, lash/ brow tinting.
Body Procedures	Body exfoliation & back treatments
Waxing	Tweezing, depilatory lotions
Client Communications	Presentation, retention, referrals, & retail per-client ticket tracking.
Business Administration	Study of business maintenance required for a successful salon business.
Infection Control	Sanitizing to prevent the spread of disease and bacteria.

Instructor Program Requirements

Each Instructor trainee will be required to provide their own kit materials for conducting demonstrations and assisting Future Professionals on the clinic floor. Instructor trainees will complete the interactive textbook and workbook, *Milady's Master Educator*. In addition, teaching projects will be completed and evaluated as assigned. As with all other programs, instructor trainees will take a final written and practical evaluation in order to graduate.

ADMISSIONS AND ENROLLMENT

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, race, age, color, ethnic origin, religion, or financial status. The school does not recruit Future Professionals already attending or admitted to another school offering similar programs of study, nor does it accept transfer Future Professionals from another institution. The school requires that each student enrolling in the Cosmetology, Esthetics, or Instructor program have:

- Graduated from high school and/or equivalent
- Is at least 17 years of age
- Instructor applicants must also hold a current license as a practitioner in the field they wish to teach

All applicants must:

- Attend an in-person interview with Admissions
- Provide proof of secondary education or completed post secondary education
- Provide proof of age
- Provide one letter of recommendation
- Provide a letter of intent
- Provide proof of licensure (if applying for the Instructor Training Program)

Scholarship Opportunities

Daymaker Scholarship Application 2014

The Gary Manuel Aveda Institute is proud to offer potential students who embody the spirit of “Daymaking” and are enrolling at Gary Manuel Aveda Institute with a scholarship. Being a Daymaker means making the day of those around you - whether you know them or not. This attitude is one part of being a great service provider.

Applications will be reviewed by the Director(s) of Admissions. The scholarship will be applied toward tuition. The scholarship recipient’s name may be used in marketing and promotional pieces (print and online).

Scholarship Requirements

1. Attend a career planning session with an Admissions Leader by application deadline and have completed all courses for graduation for final consideration.
2. Complete and return the scholarship application.

3. Provide three recommendations from non-related individuals describing how you are a Daymaker.
4. Follow all other Admission Requirements to the program.
5. Applications are due one week before enrollment start date.

IT Pre-Hire Employment Agreement

Student acknowledges that in exchange for tuition the student will work for Gary Manuel Aveda Institute for the minimum amount of time agreed to below. If the Student does not meet the agreed time commitment to Gary Manuel Aveda Institute the student will pay the amount of tuition agreed upon below.

- Student Works full-time (full-time equals three or more days per week)
- Commitment to Gary Manuel Aveda Institute will be two years beginning on date course is completed
- Student works part-time (part-time equals two days per week). Commitment to Gary Manuel Aveda Institute will be three years beginning on date course is completed
- Student works one day per week commitment to Gary Manuel Aveda Institute will be five years beginning on the date the course is completed

Instructor Training Scholarship Application

The Gary Manuel Aveda Institute's commitment to continued education and advanced training in the fields of cosmetology, esthetics, and instructor training has inspired the Instructor Training Program Scholarship. The scholarship enables highly trained, motivated professionals in these fields to pursue a license in cosmetology or esthetics instruction through the institute's Instructor Training Program. This \$5,000 scholarship covers all fees and tuition for the Instructor Training program. All licensed cosmetologists and estheticians who have completed at least 2,000 hours of advanced training and are passionate about utilizing their expertise to mold talented new professionals are welcome to apply. The Gary Manuel Aveda Institute looks forward to awarding these scholarships in order to propel the cosmetology and esthetics professions toward continued greater excellence.

Scholarship Requirements

To be eligible for a Gary Manuel Aveda Institute Instructor Training Program Scholarship, a cosmetology or esthetics professional must:

- Have a Washington state cosmetology or esthetics license.
- Attend a Career Planning Session with an Admissions Leader by the class start date and have submitted all required admissions documents.

- Have completed all required 2,000 hours of advanced training from a single recognized advanced training course. This course must be a 40 hour/week full time program.
- Be enrolled in the Gary Manuel Aveda Institute Instructor Training Program at least 16 hours per week.
- Submit a letter of recommendation from a current employer.
- Submit a three paragraph letter of intent, which highlights your passion for instruction in the field of cosmetology or esthetics, details how you will fit the requirements of this program into your current schedule, and expands upon your future goals and how you will use the Instructor Training license to further your career

Career Placement

The Aveda Institute maintains close lines of communication with many salons, spas, and Aveda Experience Centers nationwide. Although we do not guarantee job placement, we have been successful in assisting Future Professionals in finding employment through career fairs, employer presentations and through self-promotion coaching.

While the Institute cannot guarantee employment for graduates, assistance in finding a suitable employment is provided by posting jobs on the Institute's Facebook page, the bulletin board in the student area and the use of Aveda Pure Pro.

For assistance with career placement, please contact our Career Placement official:

J'keren Sears
1514 10th Ave
Seattle, WA 98122
jkeren@garymanuel.com

I fully understand, have received a copy, and commit to each policy and guideline listed above.

Future Professional Name (printed): _____

Future Professional Signature: _____ Date: _____

Parent/Guardian: _____

(signature needed if under age 18)