



2017-2018
Student Handbook

Revised June 4, 2017

Aveda Institute New Mexico 1816 Central Ave SW Albuquerque, NM 87104

Aveda Mission

To provide the highest educational standards of training in the arts and sciences of Cosmetology and Esthiology. We will strive to inspire excellence by teaching the skills necessary for obtaining gainful employment and building a successful cosmetology and esthiology career.

Aveda Institute New Mexico

Table Of Contents

Areas of Study Course	5
Course Descriptions	6-11
COSMETOLOGY	
ESTHIOLOGY	
INSTRUCTOR (NOT OFFERED AT THIS TIME)	
BARBERING (NOT OFFERED AT THIS TIME)	
MANICURING/PEDICURING (NOT OFFERED AT THIS TIME)	
MANICURING/ESTHIOLOGY (NOT OFFERED AT THIS TIME)	
Administrative and Instructional Staff	12
Admissions	14
Accreditation / State Agencies	15
Tuition Breakdown	15
Payment Options	16
Payment Schedule for Cosmetology and Esthiology	16
Federal Student Aid	16
Other Financial Resources	17
Veterans Educational Benefits	18
Placement	19
Academic and Individual Counseling	19
Externship Program	19
Schedule Change (Adding a Day)	20
Satisfactory Academic Progress (SAP)	20
Attendance Progress	20
Academic Progress	21
Determination of Progress	22
Student Information Release Policy	23

Absences (Excused / Unexcused)	24
Makeup Work	24
Leave of Absence (LOA)	25
Institutional Refund Policy	25
Return of Title IV Funds	25-27
Handicap Policy	27
Students with Intellectual Disabilities Policy	27
Campus Security Policy	28
Graduation and Licensing Requirements	28
Graduation Requirements	28
Additional Hours	29
New Mexico Licensing Requirements	29
Aveda Institute New Mexico Policies and Standards of Conduct	29
Student Grievance Policy	32
Holidays (Observed)	33
Special Examination Consideration	33
Fire and Fire Drills	33
Physical Demands and Career Considerations	34
Copyright Laws Policy	34
Policy for Safeguarding Customer Information	
Non-public personal information is information which is not publicly available on:	35
Privacy and File Access Policy	36
Student Body Diversity	36

Areas of Study Course

<p style="text-align: center;">COSMETOLOGY 1600 Clock Hours</p> <p>Explore the latest styles and techniques in haircutting, styling, skin care, nail care, makeup, stropping and honing. Program will be taught in English.</p>	<p style="text-align: center;">ESTHIOLOGY 600 Clock Hours</p> <p>Learn specialized techniques to purify, balance, and renew the skin and study trends in makeup. Program will be taught in English.</p>
<p style="text-align: center;">INSTRUCTOR'S COURSE 1000 Clock Hours</p> <p>Learn sound training and teaching principles. Program will be taught in English. (INSTRUCTORS COURSE NOT OFFERED AT THIS TIME)</p>	<p style="text-align: center;">BARBERING 1200 Clock Hours</p> <p>Explore the latest styles and techniques in haircutting, styling, shaving and make-up. Program will be taught in English. (BARBERING COURSE NOT OFFERED AT THIS TIME)</p>
<p style="text-align: center;">MANICURING/PEDICURING 500 Clock Hours</p> <p>Explore the latest techniques in nail care. Program taught in English (MANICURING/PEDICURING NOT OFFERED AT THIS TIME)</p>	<p style="text-align: center;">MANICURING/ESTHIOLOGY 900 Clock Hours</p> <p>Learn specialized techniques to purify, balance, renew the skin, latest techniques in nail care. Program taught in English (MANICURING/ESTHIOLOGY NOT OFFERED AT THIS TIME)</p>

CAREER OPPORTUNITIES

Salon Industry	Education and Other Fields
<p>Hair Stylist Esthetician Barber Makeup Artist Nail Technician Sales Representative Hair Coloring Specialist Salon Manager</p>	<p>Instructor State Board Member State Board Inspector Product Educational Director Manufacturer Product Consultant/Trainer School/Salon Owner Stylist or Makeup Artist for Film, Theater, Fashion, or Print</p>

The training will encompass three types of training:

Theoretical knowledge: The foundation of your education

Practical experience: The application of your knowledge

Professional skills: Vital for your success

Course Descriptions

COSMETOLOGY

EXPRESS YOUR CREATIVITY AND TALENT IN HAIR, SKIN, NAIL CARE, AND MAKEUP APPLICATION. OUR COSMETOLOGY COURSE INCORPORATES 1600 HOURS OF EXTENSIVE HANDS-ON LEARNING TO PROVIDE YOU A COMPLETE UNDERSTANDING OF BEAUTY AND WELLNESS. UPON COMPLETION, YOU WILL BE PREPARED FOR A CAREER AS A HAIR STYLIST OR TECHNICIAN, MAKEUP ARTIST OR SALON OWNER.

Program Schedule:

53 weeks

Days: Monday, Tuesday and Wednesday 9:00 a.m. – 8:00 p.m.

Days: Thursday, Friday 9:00 a.m. – 8:00 p.m. and Saturday 8:00 a.m. – 7:00 p.m.

<p>Weeks: 16</p> <p>Total: 480 hours</p> <p>(Classroom total includes 2 hours of orientation.)</p>	<p>Introduction/Phase I</p> <p>Start by learning the fundamentals of cutting, styling, chemical restructuring of hair; skin & nail care, makeup, and the related sciences. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. This unit also covers state safety requirements.</p>
<p>Weeks: 16</p> <p>Total: 480 hours</p> <p>(Classroom total includes 8 hours of skill evaluation.)</p>	<p>Phase II</p> <p>Explore the latest trends and techniques in coloring, permanent waving, and chemical restructuring. Clinic practice allows you to become increasingly confident in your abilities as you begin to learn vital employment and career-advancing skills.</p>
<p>Weeks: 10</p> <p>Total: 320 hours</p> <p>(Classroom total includes 8 hours of skill certification.)</p>	<p>Phase III</p> <p>Launch your career with in-depth training in client service, time management, self-promotion, goal setting, merchandising and entrepreneurship. You will demonstrate competency in all tasks required for the skill certification exam, and possess the theoretical knowledge to pass the written and practical exams required by this Institute and the state for licensure.</p>
<p>Weeks: 10</p> <p>Total: 320 hours</p>	<p>Phase IV</p> <p>It is time to realize your dreams as a professional. You will continue to increase your speed, accuracy, and concentration by participating in special education featuring industry leaders. Upon completion of all practical and theory exams, you will be prepared to test for the state cosmetology examinations.</p>

ESTHIOLOGY

PREPARE FOR AN EXCITING FUTURE IN SKIN CARE AND MAKEUP. THE ESTHIOLOGY CURRICULUM PROVIDES 600 HOURS OF SKIN CARE TRAINING WITH AN EMPHASIS ON USING PURE FLOWER AND PLANT ESSENCES IN TREATMENTS. UPON COMPLETION, YOU WILL HAVE THE FOUNDATIONS TO SUCCEED AS A LICENSED ESTHETICIAN OR MAKEUP ARTIST.

Program Schedule:

25 Weeks

Days: Monday, Tuesday, Wednesday or Tuesday, Wednesday, Thursday or Thursday, Friday, Saturday

Hours: 9:00 a.m.-5:30 p.m.

<p>Classroom: 120 hours Clinic: 0 hours Total: 120 hours</p> <p>(Classroom total includes 8 hours of orientation.)</p>	<p><i>Introduction/Phase I</i></p> <p>Learn the fundamentals of dermanalysis, facial manipulation and equipment, plant aromaology and makeup, as you study the related sciences of anatomy and histology, along with state safety requirements. You will combine theoretical knowledge and hands-on experience.</p>
<p>Classroom: 82 hours Clinic: 32 hours Total: 114 hours</p> <p>(Classroom total includes 8 hours for skill certification.)</p>	<p><i>Phase II</i></p> <p>Apply knowledge through clinic experiences while you increase your understanding in the classroom. In this session you will refine your skills and gain the expertise you need to meet the Institute’s skin care and makeup service standards and State safety requirements.</p>
<p>Classroom: 128 hours Clinic: 238 hours Total: 366 hours</p>	<p><i>Phase III</i></p> <p>Learn strategies to get a job. Fine-tune your accuracy, concentration and speed. You will have the competency required for the skill certification exam, as well as the theoretical knowledge needed to pass the written and practical exams required by this Institute and the State for licensure. Start your career in skin care and makeup!</p>

INSTRUCTOR COURSE

(Cosmetology and Esthiology)

(NOT OFFERED AT THIS TIME)

FOLLOWING SOUND TRAINING PRINCIPLES, THE 1000-HOUR PROGRAM PROVIDES AN OPPORTUNITY FOR EACH STUDENT INSTRUCTOR TO OBSERVE AND ASSIST EXPERIENCED INSTRUCTORS AS WELL AS TO THOROUGHLY STUDY THE PRINCIPLES OF TEACHING. THE PROGRAM PERMITS TRAINEES TO APPLY, IN A CLASSROOM ATMOSPHERE, THE PRACTICES AND THEORIES TO WHICH THEY ARE EXPOSED AS THE PROGRAM UNFOLDS.

Program Schedule

35 weeks

Days: Monday, Tuesday, Wednesday or Thursday, Friday, Saturday

Hours: 9:00 a.m.-8:00 p.m. (Saturday 8:00 a.m. – 7:00 p.m.)

<i>The allotment of time per subject for the NM Instructor course is as follows:</i>			
Subject	Hours	Subject	Hours
Theory-Classroom Instruction	75	Theory Teaching & Classroom Management	200
Course Development & Lesson Developing	100	Testing & Student Evaluation	50
Teaching Methods	100	Clinic Supervision	300
Teaching Aids	50	Miscellaneous	125
<i>Weeks 1-2</i> Classroom: 80 hours Clinic: 0 Total: 80 hours (Includes 8 hours of orientation.)		<i>Introduction/Phase I</i> The trainee is introduced to the operational procedures of the Institute. The student will learn the scientific reason for procedures used in the industry.	
<i>Weeks 3-5</i> Classroom: 70 hours Clinic: 50 hours Total: 120 hours (Includes 8 hours of skill certification.)		<i>Phase II</i> The student will observe instructors' teaching methods and skills in order to utilize them in their student teaching. The student will observe both classroom and clinical practices, and learn to use visual aids.	
<i>Weeks 6-25</i> Classroom: 380 hours Clinic: 380 hours Miscellaneous: 40 hours Total: 800 hours (Includes 8 hours of skill certification.)		<i>Phase III</i> This unit allows the student to prepare and teach practical and theory classes. You will assist the instructor in clinic supervision, testing, student evaluation, preparing students for skill certification and classroom management. You will prepare for the Institute's skill certification exams and the NM State Board licensing exams.	

BARBERING

(COURSE NOT OFFERED AT THIS TIME)

EXPRESS YOUR CREATIVITY AND TALENT IN HAIR, SKIN, NAIL CARE, AND MAKEUP APPLICATION. OUR BARBERING COURSE INCORPORATES 1200 HOURS OF EXTENSIVE HANDS-ON LEARNING TO PROVIDE YOU A COMPLETE UNDERSTANDING OF BARBERING AND WELLNESS. UPON COMPLETION, YOU WILL BE PREPARED FOR A CAREER AS A BARBER, MAKEUP ARTIST OR SALON OWNER.

Program Schedule:

40 weeks

Days: Thursday, Friday 9:00 a.m. – 8:00 p.m. and Saturday 8:00 a.m. – 7:00 p.m.

<p>Weeks: 16</p> <p>Total: 380 hours</p> <p>(Classroom total includes 2 hours of orientation.)</p>	<p>Introduction/Phase I</p> <p>Start by learning the fundamentals of cutting, styling, chemical restructuring of hair; skin &, makeup, and the related sciences. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. This unit also covers state safety requirements.</p>
<p>Weeks: 16</p> <p>Total: 380 hours</p> <p>(Classroom total includes 8 hours of skill evaluation.)</p>	<p>Phase II</p> <p>Explore the latest trends and techniques in coloring, permanent waving, and chemical restructuring. Clinic practice allows you to become increasingly confident in your abilities as you begin to learn vital employment and career-advancing skills.</p>
<p>Weeks: 11</p> <p>Total: 330 hours</p> <p>(Classroom total includes 8 hours of skill certification.)</p>	<p>Phase III</p> <p>Launch your career with in-depth training in client service, time management, self-promotion, goal setting, merchandising and entrepreneurship. You will demonstrate competency in all tasks required for the skill certification exam, and possess the theoretical knowledge to pass the written and practical exams required by this Institute and the state for licensure.</p>
<p>Weeks: 10</p> <p>Total: 110 hours</p>	<p>Phase IV</p> <p>It is time to realize your dreams as a professional. You will continue to increase your speed, accuracy, and concentration by participating in special education featuring industry leaders. Upon completion of all practical and theory exams, you will be prepared to test for the state cosmetology examinations.</p>

MANICURING/PEDICURING

(COURSE NOT OFFERED AT THIS TIME)

EXPRESS YOUR CREATIVITY AND TALENT IN NAIL CARE. OUR MANICURING/PEDICURING COURSE INCORPORATES 500 HOURS OF EXTENSIVE HANDS-ON LEARNING TO PROVIDE YOU A COMPLETE UNDERSTANDING OF BEAUTY AND WELLNESS. UPON COMPLETION, YOU WILL BE PREPARED FOR A CAREER AS A HAIR STYLIST OR TECHNICIAN, MAKEUP ARTIST OR SALON OWNER.

Program Schedule:

21 weeks

Days: Tuesday , Wednesday and Thursday 9:00 a.m. – 8:00 p.m.

<p><i>Weeks: 16</i></p> <p>Total: 200 hours (Classroom total includes 2 hours of orientation.)</p>	<p><i>Introduction/Phase I</i> Start by learning the fundamentals of nail care and the related sciences. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. This unit also covers state safety requirements.</p>
<p><i>Weeks: 16</i></p> <p>Total: 200 hours (Classroom total includes 8 hours of skill evaluation.)</p>	<p><i>Phase II</i> Explore the latest trends and techniques in nail restructuring. Clinic practice allows you to become increasingly confident in your abilities as you begin to learn vital employment and career-advancing skills.</p>
<p><i>Weeks: 11</i></p> <p>Total: 100 hours (Classroom total includes 8 hours of skill certification.)</p>	<p><i>Phase III</i> Launch your career with in-depth training in client service, time management, self-promotion, goal setting, merchandising and entrepreneurship. You will demonstrate competency in all tasks required for the skill certification exam, and possess the theoretical knowledge to pass the written and practical exams required by this Institute and the state for licensure.</p>

MANICURING/ESTHIOLOGY

(COURSE NOT OFFERED AT THIS TIME)

EXPRESS YOUR CREATIVITY AND TALENT IN SKIN, NAIL CARE, AND MAKEUP APPLICATION. OUR MANICURING/ESTHIOLOGY COURSE INCORPORATES 900 HOURS OF EXTENSIVE HANDS-ON LEARNING TO PROVIDE YOU A COMPLETE UNDERSTANDING OF BEAUTY AND WELLNESS. UPON COMPLETION, YOU WILL BE PREPARED FOR A CAREER AS A HAIR STYLIST OR TECHNICIAN, MAKEUP ARTIST OR SALON OWNER.

Program Schedule:

37.5 weeks

Days: Monday, Tuesday and Wednesday 9:00 a.m. – 8:00 p.m.

<p><i>Weeks: 16</i></p> <p>Total: 400 hours</p> <p>(Classroom total includes 2 hours of orientation.)</p>	<p><i>Introduction/Phase I</i></p> <p>Start by learning the fundamentals of skin, nail care, makeup, and the related sciences. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. This unit also covers state safety requirements.</p>
<p><i>Weeks: 16</i></p> <p>Total: 300 hours</p> <p>(Classroom total includes 8 hours of skill evaluation.)</p>	<p><i>Phase II</i></p> <p>Explore the latest trends and techniques in nail care and skin carer. Clinic practice allows you to become increasingly confident in your abilities as you begin to learn vital employment and career-advancing skills.</p>
<p><i>Weeks: 11</i></p> <p>Total: 200 hours</p> <p>(Classroom total includes 8 hours of skill certification.)</p>	<p><i>Phase III</i></p> <p>Launch your career with in-depth training in client service, time management, self-promotion, goal setting, merchandising and entrepreneurship. You will demonstrate competency in all tasks required for the skill certification exam, and possess the theoretical knowledge to pass the written and practical exams required by this Institute and the state for licensure.</p>

Administrative and Instructional Staff

AVEDA INSTITUTE NEW MEXICO

This is the place! Aveda Institute New Mexico is an AVEDA Share Educational Facility located in Albuquerque, a city called the most culturally diverse city in the country with a balance of prehistoric past and a high-tech present. The facility is 3300 square feet, esthetically modern and conducive to a learning atmosphere. It includes high-tech equipment, access to student lockers, and a peaceful clean working atmosphere.

Client Serviced Areas

A diverse array of clients comes to the Aveda Institute New Mexico for beauty and wellness services. As a student, you will have the opportunity to perform a spectrum of hair, skin, nail and body services in virtual salon settings equipped with the necessary learning tools and equipment, under the supervision of instructors.

Student Classrooms

The classrooms are designed to be a learning atmosphere void of distractions. Audio-visual equipment is readily available.

Administrative Offices

Administrative offices are available for student conferences which offer privacy if the need arises.

Environmental Lifestyle Retail Center

A retail center for hair, skin, body care, accessories and makeup needs is available to assist the student with an opportunity to practice service and retailing skills.

Administrative Staff

Mark Gonzales, Owner/President and
CEO Mark Pardo Institute NM LLC
Education Director
Institute Director/Fiscal Officer
Administrator
Financial Aid Director
School Advisors

Instructional Staff

Lead Cosmetology Instructor
Esthiology Instructor
Cosmetology Instructor
Esthiology Instructor
Lead Clinic Floor Instructor (Cos)

Admissions

The Aveda Institute New Mexico will not discriminate on the basis of sex, age, race, color, religion or ethnic origin.

The Aveda Institute New Mexico does not recruit students already attending or admitted to another school offering a similar program of study.

The Institute admits as students of Cosmetology and Esthetics only persons who are beyond compulsory school age and have either:

- A High School Diploma or GED or Official Transcripts with a High School graduation date
- A certificate demonstrating that you have passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma or
- An academic transcript showing you have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- All applicants must complete an Application for Enrollment and a General Information form. Prior to starting classes, students must:
- Pay the applicable registration fee not to exceed \$100.00, which is non-refundable.
- Provide a money order in the amount of \$25.00, the required fee to register with the NM State Board of Barbers and Cosmetologists (*this fee is refundable should the NM State Board of Barbers and Cosmetologists refuse the application*).
- Provide proof of age in the form of a **government** issued photo ID (e.g., Driver's License, Photo ID, and/or Passport).

Applicants for the Instructor course of study must meet the above criteria and:

- Hold a High School Diploma or the equivalent.
- Have met all requirements for licensure in the respective course of study.

Accreditation / State Agencies

Policy on Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

The Aveda Institute New Mexico may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity.

In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive.

The school makes every reasonable effort to verify the validity of questionable high school diplomas.

Ability to Benefit Applicants

The Aveda Institute New Mexico does not currently admit Ability to Benefit students.

Scheduled Start Dates 2017

The cosmetology classes begin approximately every month depending on holiday breaks; if the Start Date falls on a holiday, the start date will be scheduled for the following week. Cosmetology class schedules are Monday, Tuesday, Wednesday from 9:00am – 8:00pm (1 hour lunch); Thursday, Friday, *Saturday from 9:00am – 8:00pm (1 hour lunch) (**Saturday classes are scheduled from 8:00am – 7:00pm 1 hour lunch*). Exact Start Dates are available from an Admissions Representative and are subject to change.

Esthiology class schedules are Monday, Tuesday, Wednesday or Tuesday, Wednesday, Thursday or Thursday, Friday, Saturday from 9:00am – 5:30pm (1/2 hour lunch) classes begin approximately every ten weeks depending on holiday. If the start date falls on a holiday, the start date will be scheduled for the following week. Exact Start Dates are available from an Admissions Representative and are subject to change.

Barbering, Mani/Pedi, Mani/Esthi, Instructor class times are not offered at this time.

The informational interview will inform applicants of the Cosmetology and Esthiology fields in general, various employment opportunities within the field, potential earnings, physical industry demands and safety requirements, admission and licensing requirements, course content, requirements, class schedules, graduation requirements, financial obligation to the Institute, the refund policy and the student's right to know.

Name and address of the Institute's State Agencies:

- NM Higher Education Department
2044 Galisteo Street, Suite 4

Santa Fe, NM 87505-2100
505-476-8400

- New Mexico State Board of Barbers and Cosmetologist

P.O. Box 25101
 Santa Fe, New Mexico 87504
 505-476-4642

**Name and Address of the Institute's
 Accreditation Agency:**

- NACCAS
 3015 Colvin St
 Alexandria, VA 22314
 703-600-760

Tuition Breakdown

Tuition Effective June 2017

**Prices are subject to change without notice*

Cosmetology			Esthiology		
1600 Hours			600 Hours		
Fees	Tuition	\$14,407.00	Fees	Tuition	\$7,375.00
	Books & Kit	\$1,800.00		Books & Kit	\$1,000.00
	Registration	\$100.00		Registration	\$100.00
	Applicable Tax	\$,1193.00		Applicable Tax	\$620.00
	Total	\$17,500.00		Total	\$9,095.00

Instructor (not offered at this time)			Barbering (not offered at this time)		
1000 Hours			1200 Hours		
Fees	Tuition	\$3,526.00	Fees	Tuition	\$12,000.00
	Books	\$700.00		Books & Kit	\$1,800.00
	Registration	\$100.00		Registration	\$100.00
	Applicable Tax	\$317.00		Applicable Tax	\$1,017.00
	Total	\$4643.00		Total	\$14,917.00

Manicuring/Pedicuring			Manicuring/Esthiology		
400 Hours (not offered at this time)			900 Hours (not offered at this time)		
Fees	Tuition	\$2,789.00	Fees	Tuition	\$9,000.00
	Books & Kit	\$615.00		Books & Kit	\$1,000.00
	Registration	\$100.00		Registration	\$100.00
	Applicable Tax	\$257.00		Applicable Tax	\$673.00
	Total	\$3,761.00		Total	\$10,773.00

Payment Options

Payment Schedule for Cosmetology and Esthiology

We offer an installment plan without interest where a student makes payments directly to the Institute while in school, however, the entire balance must be paid in full completion of the

program. Students will incur miscellaneous costs not to exceed \$200.00; prices are subject to change without notice.

Federal Student Aid

As of February 24, 2011 Aveda Institute New Mexico is approved as an eligible institution for those students who qualify to receive Title IV Federal Financial Aid. Please fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. **Our Federal School Code is 041745.**

The packaging of financial aid is determined according to guidelines set by the US Department of Education.

Students can also access our Net Price Calculator in addition to the College Navigator link located on our website at www.avedanm.com.

Federal Student Aid Programs

Federal Grants: The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received; eligibility is determined by the US Department of Education upon completion and submission of the FAFSA application.

Federal Direct Loan Program: The federal loan program has been made available by the US Department of Education which allows students to borrow funds at a low interest rate. These loans are the Federal Direct Subsidized loan, Federal Direct Unsubsidized loan and the Federal Direct Parent PLUS loans.

Federal Direct Subsidized Loan: This is a need-based-loan for which the federal government pay the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the federal government does not pay the interest. Interest begins to accrue after the loan has been fully disbursed. The recipient has the option to pay the interest or defer payment of the interest until after the grace period; any unpaid, accrued interest will become principal at the end of the grace period.

Federal Direct Parent PLUS Loan: This loan is available to parents of Dependent Undergraduate students to help pay for educational costs; make note that this loan is a credit based loan and the responsibility of repayment is that of the parent who took out the loan.

Federal Direct Loan Consolidation: A student has the ability to consolidate their Federal Direct Subsidized and Unsubsidized student loans. The student's federal loan servicer can advise the best option for the student. ***Parent PLUS loans cannot be consolidated with the student's federal loans.***

Cost of Attendance Budget (COA)

It is a requirement of the US Department of Education that a Cost of Attendance Budget is calculated to determine subsidized loan eligibility. The Cost of Attendance Budget includes an average allowance for room & board, transportation, miscellaneous living expenses, loan fees, and, if applicable, child care and expenses related to disability. Disability expenses will be considered in the budget calculation on a case-by-case basis. Tuition, Fees, Kit and Books are also included in the Cost of Attendance budget when calculating financial aid eligibility; the budget is calculated according to which Program the student is enrolled in.

Other Financial Resources

Private Scholarships

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

Tuition Waiver for Multiple Programs

The Aveda Institute New Mexico offers a \$500 waiver on tuition if you enroll in a second program. You must begin the second program no more than six months from your first graduation date.

Native American Scholarship

There are Native American Education scholarships available. Information can be obtained from tribal officials or through the Bureau of Indian Affairs. Eligibility is determined by the awarding agency.

Financing Services

- The Institute offers a Discount to students, who pay the entire program cost on or before the first day of the Program, please see an Admissions Representative regarding the discount

Veteran's Educational Benefits

If you are an honorably discharged veteran of the armed forces or a dependent of a deceased veteran, you may apply for veteran's educational benefits. Please contact the Veteran's Administration Office to determine eligibility and/or further information.

Holidays (Observed)

Memorial Day	July 4th
Labor Day	Thanksgiving
Christmas	Summer Break is the full week of July 4th Sunday thru Saturday

Scheduled Start Dates 2017

The cosmetology classes begin approximately every month depending on holiday breaks; if the Start Date falls on a holiday, the start date will be scheduled for the following week. Cosmetology class schedules are Monday, Tuesday, Wednesday from 9:00am – 8:00pm (1 hour lunch); Thursday, Friday, *Saturday from 9:00am – 8:00pm (1 hour lunch) (**Saturday classes are scheduled from 8:00am – 7:00pm 1 hour lunch*). Exact Start Dates are available from an Admissions Representative and are subject to change.

Esthiology class schedules are Monday, Tuesday, Wednesday or Tuesday, Wednesday, Thursday or Thursday, Friday, Saturday from 9:00am – 5:30pm (1/2 hour lunch) classes begin approximately every ten weeks depending on holiday. If the start date falls on a holiday, the start date will be scheduled for the following week. Exact Start Dates are available from an Admissions Representative and are subject to change.

Financial and Academic Records

Cumulative academic records, financial records, and advisement records are kept at the school for a period of three (3) years for VA students, Upon written request by the student, transcripts and all other records are available for review.

Satisfactory Academic Progress (SAP)

it is required that VA student maintain SAP in attendance and academic work. Each student will be evaluated at:

Esthiology: 300hours

Cosmetology: 450, 900, 1250 hours

Barber, Mani/Pedi, Mani/Esthi, Instructor: Not offered at this time

Aveda Institute New Mexico does not permit re-certification of courses successfully completed in the past.

Placement

The Aveda Institute New Mexico is primarily an institution of learning, and does not guarantee job placement, however, the Institution regularly invites guest speakers from its network of many salons to provide the students with information regarding job opportunities. The Institution also gives the students the opportunity to take advantage of the Externship Program. Field trips serve as an introduction to the workforce by familiarizing the students with the Salon owners and management. The Institution provides the students with a Job Opportunity Board in each Program.

Academic and Individual Counseling

The Aveda Institute New Mexico provides academic counseling to all students. We will help you with tutoring should you experience challenges in meeting the minimum performance standards and course requirements as set by the Institute and the State of New Mexico.

If you experience personal challenges, Aveda Institute New Mexico encourages students to contact the Crisis Hotlines in Albuquerque for assistance. Consultants, who provide counseling referrals to network of professionals, staff the hotline.

Professionalism is taught in Phase 3 which covers resume development, interview preparation, and job search skills.

The orientation program provides, at a minimum, information about: the instructional course or program; the educational objectives of each course or program; administrative policies affecting students; and support services available to students.

Financial Assistance is available upon request by the student and/or parent. If a parent is requesting information on the student's financial a release of information document is required for any student above the age of 18.

Externship Program

The externship program at Aveda Institute New Mexico begins once a Cosmetology student has completed 1200 clock hours, as required by the NM State Board of Barbers and Cosmetologists. Students must successfully pass the mid-term exam, and successfully pass Mini-Boards in Phase I and Phase II to establish the student's qualifications to participate in the Externship Program. Please see Student Services for full details in participating in the Externship Program. Hours obtained in the salon must be related to the curriculum requirements. Students may train in a licensed establishment not to exceed eight (8) hours per week or not to exceed 10% of the contracted program. The student may only assist the licensee and must be supervised at all times. Certified hours submitted by the student will be included on Official Transcript of Training for the review by the NM State Board of Barbers and Cosmetology. **The student will not train for compensation.**

The student becomes ineligible to participate in the Externship Program if:

- a. Student terminates or withdraws from the course of study
- b. The school elects not to participate in the program
- c. The student completes course of study
- d. The student does not meet requirements as set forth by the Board.

Student externship verification of hours must be turned in on a weekly basis in order to receive credit for hours.

Schedule Change (Adding a Day)

A student may be able to add an extra day to their weekly schedule provided that they have completed 1200 clock hours, maintained an 85% grade point average and an 85% attendance

average. Exceptions to this rule will be reviewed by the Institute Director and be considered on a case-by-case basis. If a student opts to add a day to their schedule they forfeit their eligibility to participate in the Externship Program.

The student become ineligible to add a day to their schedule if they:

- a. Have an unexcused absence on their “added day”
- b. Drop below 85% gpa and/or drop below an 85% attendance rate

The student’s schedule will determine the day that is added, please see below:

M, T, W	Saturday is added to the schedule	(8:00am – 7:00pm 1 hour lunch)
TH, F, S	Monday is added to the schedule	(9:00am – 8:00pm 1 hour lunch)

Graduate Services

The Aveda Institute New Mexico allows graduates of the Institute to take advantage of product discounts; receive advanced training; placement assistance and attend/participate in special events.

Satisfactory Academic Progress (SAP)

The Satisfactory Academic Progress Policy applies to all students whether receiving Federal Title IV funds, partial funding assistance, or Self-Pay. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Academic Progress to continue eligibility for funding. To determine Satisfactory Academic Progress, all students are evaluated in academics and attendance at the end of each evaluation period. Students are advised of their academic and attendance status via a monthly progress report. When a student is due for evaluation each student will receive a document with their progress asked to sign and will be put in their file.

Attendance Progress

Students are expected to attend classes as per their Enrollment Agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. Students who miss 6 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 7th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. Maximum time frame for each course is no longer than 150% which is met by the NACCAS approved length of the educational course or program based on 100 % attendance schedule measured in academic years.

Students must attend a minimum of 70% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum allowed time

frame. The maximum time frame is equal to 1.43 times the published length of the course. Authorized Leaves of Absences (LOA) will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period by the same number of days taken in the LOA.

Academic Progress

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 75% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

Written		Practical	
95-100%	Honor Roll	95-100%	Honor Roll
85-94%	above Satisfactory	85-94%	above Satisfactory
70-84%	Satisfactory	70-84%	Satisfactory
69% or below	Unsatisfactory	69% or below	Unsatisfactory

Determination of Progress

Students meeting requirements at the end of each evaluation period will be considered making Satisfactory Academic Progress. Students will be evaluated at the following actual hours:

Cosmetology	450HRS, 900HRS, 1250HRS
Esthiology	300HRS
Instructor	450HRS, 900HRS
Barbering	450HRS, 450HRS
Manicuring/Pedicuring	300HRS
Manicuring/Esthiology	450HRS

Warning

Students who are not meeting Satisfactory Academic Progress will be put on a warning until the next evaluation period for Title IV funding. At that time they will be evaluated. If the student is meeting SAP they will no longer be on a warning and will receive a satisfactory evaluation. If a student is not meeting SAP they will move on to the Appeal Process.

Appeal Procedure

If a student is on warning upon the next evaluation period and is not meeting the student is determined as NOT making Satisfactory Academic Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school's administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for reevaluation and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation period. An appeal hearing will take place within five (5) business days of receipt of this written appeal. A decision on the appeal will be made within three (3) business days after submitting the appeal, and the outcome will be communicated in writing. This decision will be final and will be submitted in the student's file. Students who prevail upon appeal will have eligibility for Title IV funds reinstated. If a student does not prevail then they will receive a letter of suspension of Title IV funding.

Allowable reasons

Death of a relative, injury or illness of the student or other allowable special circumstances. Each evaluation will be done upon case by case. Documentation must be submitted regarding why the student failed to make SAP.

Re-establish Title IV Funding

Shall a student come to another evaluation period and is now meeting SAP he/she shall be reinstated their Title IV funding moving forward. Any previous hours must be paid out of pocket and may not be collected thru Title IV funding.

Termination from the Institute

The Institute has the right to terminate a student at their discretion. Reasons for terminating a student are, but not limited to, failure to meet Satisfactory Academic Standards; Cheating/Plagiarism; Harassment of another student or an Educator; Falsification of the time clock; Theft/Vandalism; Drug/Alcohol Use; unprofessional behavior.

Determination Date / Withdrawal Date (Official / Unofficial Withdrawal)

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intent to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 6 consecutive school days (10 calendar days) from their last date of physical attendance without notifying the school's administrative office.

Withdrawal

Students who withdraw prior to course completion are required to complete all exit paperwork; Exit Counseling must be completed by all students using Title IV financial aid, and satisfy all debts owed to the Institute or make payment arrangements approved by the Institute Administration.

Only upon completion of the withdrawal requirements will a certified final transcript of hours be forwarded to the state board. There is a \$20 fee for a certified final transcript of hours if a student requests it. If withdrawal requirements are not met, the transcript will not be released. Withdrawal fees may be waived based on documented mitigating circumstances.

Reentry Students/Interruptions

Students who have been terminated or have withdrawn from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges however these students will be responsible to pay any remaining balance from the previous enrollment period that cannot be covered with reinstated federal funds. Students who have been terminated or have withdrawn from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 registration fee and will be charged for contracted hours at the current tuition rate. Re-enrolling students may be required to purchase the current school Tool Kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status provided they have not exceeded 180 days from their last date of attendance. Re-enrollment is at the discretion of the school administration. Upon reentry the student may enter with the same progress status as when they left.

Access to Cumulative Records

Students and parents of students under the age of 18, in regular attendance at Aveda Institute New Mexico, have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate, factual, and do not violate the student's privacy or other rights. Students and/or parents should schedule an appointment with an administrative staff member to review the student's records.

Student Information Release Policy

The Aveda Institute New Mexico requires written authorization from a student or graduate in order to release academic, attendance, enrollment status, financial and/or any other information to agencies, prospective employers or any other party seeking information about the student. Written authorization is required from the student in order to release information regarding enrollment and progress of a dependent minor to the parent or guardian. NACCAS, the accrediting entity, the NM State Board of Barbers and Cosmetologists and other government agencies have access to the Student files.

Absences (Excused / Unexcused)

Guest appointments are scheduled with the intent that students will be present to perform services. In the circumstance that a student will not be present, the staff should be notified in a timely manner.

Upon return to school from being absent a student must complete an Attendance Tracking form, get the required signatures and turn it into the Student Services Office. The students are allotted

hours of unexcused absences. If the student goes over the amount of time allotted there may accrue a fine.

In order for an absence to be considered an Excused Absence proper documentation must be provided when submitting the Attendance Tracking form. The proper documentation proves the reason you were unable to be in school as scheduled.

Upon returning to from an absence, if proper documentation does not accompany your Attendance Tracking form the absence will be considered an Unexcused Absence.

Students who know of an absence in advance must complete an Attendance Tracking Form to be approved and signed by an instructor or an administrator. The notice should be completed at least ten days prior to the anticipated absence.

In case of emergency or other mitigating circumstances, the required Attendance Tracking form may be completed upon the student's return. An explanation of the emergency must be included in the notice.

Makeup Work

Students who are absent, excused and unexcused must make up missed exams and assignments. The exams and/or assignments must be made up no later than one week after the student returns to school. Mitigating circumstances may be discussed with the Instructor or Administrative Staff for additional makeup time if the week presents a hardship to the student. Failure to make up missed assignments, exams, or projects, may place the student on probation if the minimum SAP requirements are not being met.

Leave of Absence (LOA)

A Leave of Absence should be requested with advanced notice, in writing along with the Leave of Absence form and proper documentation. If advanced notice cannot be provided in writing due to unforeseen circumstances than prevent advanced notice.

Should a student not be able to request a LOA, in advance, due to unforeseen circumstances, the Institute will document the reason for its decision to approve, or decline, the LOA; the student will be able to submit the leave request at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. There must be a reasonable expectation that the student will return from the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.

A Leave of Absence will be approved only if it can be properly documented. If the LOA is approved, the LOA extends the contract period by the same number of days designated in the request for leave, additional charges will NOT be assessed to the Student. A Leave of Absence must not exceed a total of 180 days in any 12-month period. A Student granted an LOA that

meets the required criteria is not considered to have withdrawn, and a refund calculation is not due at that time. Failure to return on the designated return day will result in termination from the program; an extension of a LOA must be requested in writing.

Transfer Students

The Institute may recognize credit for all or part of the applicant's previous training provided the NM Board of Barbers and Cosmetologists recognizes it. Transfer-in students must also meet all enrollment and registration requirements. If approved to attend the Institute, tuition will be charged at the hourly rate for the course of study at the time of enrollment, a non refundable registration fee of \$100 plus the applicable tax. The Institute will only evaluate Official Transcripts when considering transfer hours from another Institution; transfer hours accepted will be counted both as hours attempted and hours completed for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institute. Hours accepted will also be based upon an evaluation from the Lead Instructor for the course of study.

Institutional Refund Policy

- (a) should a student's application is rejected by the school or if he/she, or the student's legal guardian, cancels enrollment within three business days of executing the enrollment contract, all money collected by the school shall be refunded, less the \$100.00 Registration Fee, whether or not the student has begun the course of instruction.
- (b) If a student, or legal guardian, cancels his/her enrollment after three (3) business days from the execution date of the contract, but before the student begins the course of instruction, he/she is entitled to a refund of all money paid to the school less the \$100.00 Registration Fee, the price of the books \$75.00. Date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
- (c) If a course is canceled prior to a student's enrollment, and before the instruction in the course and/or program has begun, the school provides a full refund of all monies paid.
- (d) Applies to all terminations for any reason by either party including student decision, course or program or school closure.
- (e) A student who notifies the school in writing of withdrawal. Date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
- (f) If a student is expelled by the institute.
- (g) If the School is permanently closed and no longer offering instruction, after a student has enrolled, the student is entitled to a pro-rata refund of tuition, as set forth in (e) below.
- (h) For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the Institute applies. The amount of tuition earned is applicable and the amount already paid or scheduled to be paid by the student is not considered in the calculation. The calculation refund is based on Scheduled Hours. The school will use the student's last date in attendance for purposes of the refund calculation.

Percent of Completed Enrollment Time

Percent of the Total Tuition

<u><i>out of the Total Course time</i></u>	<u><i>the Institute Shall Receive/Retain</i></u>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

The New Mexico Higher Education Department (NMHED), in accordance with the most recent U.S. Department of Education guidelines, has provided guidelines for the Institution to follow and adhere to. The policy states a student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. The institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro-rata amount according to the following schedule, as outlined by the U.S. department of education:

<u><i>Date of the withdrawal as a Percentage of the Enrollment Period for which the Student was obligated</i></u>	<u><i>Portion of Tuition and Fees obligated and paid that are eligible To be retained by the Institution</i></u>
On 1 st class day	0%
After 1 st day; within 10%	10%
After 10%; within 25%	50%
After 25%; within 50%	75%
50% or thereafter	100%

Enrollment time is defined as the time elapsed between the actual starting date of the course and the date of the student's notice of cancellation is received. In the case of documented mitigating circumstances reviewed and approved by administration, a reasonable and fair refund settlement will be made. The following would be considered mitigating circumstances: disabling illness, death in family, extreme financial hardship, extreme emotional challenges in family, family relocation because of job, pregnancy with medical challenges, and military deployment.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the Institute; i.e., extra kit supplies, books, products, unreturned school property, etc., will be calculated separately at the time of withdrawal. If a student withdraws prior to course completion, any refunds owed by the Institute will be paid, as applicable, first to any program or source which has provided financial assistance for the student and last to the student.

A student on an approved Leave of Absence (LOA) notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the institution that the student will not be returning. Date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

The Institute shall refund any monies due to the student or applicant within thirty (30) days of the last day of the student's Leave of Absence if the student fails to return or within 30 days from the notice from the student on a leave of absence that he/she will not be returning.

The School shall acknowledge in writing any valid notice of cancellation within ten (10) days after the receipt of such notice. Any monies due to the applicant or student shall be refunded within forty-five (45) days of the official withdrawal date or the school discovers that the student has unofficially withdrawn. The official withdrawal date is determined by the postmark date on the written notification or the date said notice is delivered to a school director in person.

All miscellaneous costs which have not yet become due will be void. In the case of a Leave of Absence, the school shall return any monies due the student or applicant within thirty (30) days of the last day of the student's Leave of

Absence if the student fails to return.

1. **Unofficial Withdrawal** – for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. If a student fails to return to school or contact the school after 14 calendar days the school may drop the student as an unofficial withdrawal.
2. **Additional Hours** - If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the School Director. The student will be charged the current contracted hourly rate of tuition.
3. **Leave of Absence** - The school may grant an approved Leave of Absence according to the guidelines established in the student handbook. A student who has not been granted an approved leave of absence by the school will be considered to have withdrawn. The school will use the student's last date in attendance for purposes of the refund calculation.
4. **Transfer Hours** – Aveda Institute New Mexico is willing to consider transfer hours from another Institution, however, an Official Transcript from the Institution that the student is requesting transfer hours from must be provided. If an Official transcript cannot be provided then Aveda Institute New Mexico will not consider transfer hours from another Institution and the student must complete the entire program. The Official Transcript must be received at Aveda Institute New Mexico in a sealed envelope from the former Institution to ensure that the transcript has not been tampered with.
5. **Scope of Agreement** - Student and guarantor, if any, acknowledges having received a copy of this contract and the School handbook. This contract embodies the entire agreement between the parties, except as expressly stated herein, and student acknowledges that there have been no representations, warranties or guarantees made to him/her which are not expressly set forth herein.

Handicap Policy

Aveda Institute of New Mexico complies with the Americans with Disabilities Act of 1990; the school facility is wheelchair accessible.

The Aveda Institute New Mexico does not discriminate in its admissions practices or other policies against physically challenged persons. The licensing requirements for courses offered at the Institute may restrict some applicants.

Students with Intellectual Disabilities Policy

The Institute does not offer a Comprehensive Transition Postsecondary Program for students with intellectual disabilities.

Campus Security Policy

Students and employees of the school are advised to call 911 immediately if they are personally involved in or witness a crime being committed in the immediate building or surrounding parking areas. They are further instructed to immediately report the incident to the School Director at their campus. A Crime Reporting Form is available at the campus for reporting any types of crime, though the Albuquerque Police Department can also be notified directly via calling 911.

The statistics will be made available to any applicant for enrollment or employment upon request and distributed to all employees annually. This information will also be published in the orientation information, which is given to and discussed with all students at orientation. The school does not employ campus law enforcement personnel. The possession, use, and sale of alcoholic beverages and illegal drugs are prohibited on the campus or at any school sponsored function.

If you are the victim of a sexual assault on our campus/parking area, you should report the assault to the School Director. If the assault involves the Director, the incident should be reported to the owner/President of the school. In any case, you should feel free to notify local law enforcement of the assault. Students or staff committing any crime or sexual offense while employed by or enrolled in the Aveda Institute New Mexico face possible suspension or termination at the discretion of the School Director and dependent upon the outcome of the investigation of the crime by law enforcement authorities. In such a case, the accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act. The school reserves the right to impose sanctions following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense.

Victims of sexual assault can call the Albuquerque Rape Crisis Center at 505-266-7711

Graduation and Licensing Requirements

Graduation Requirements

In order to graduate from the course of instruction shown in this contract, the student must (a) successfully complete the number of hours required, (b) achieve satisfactory attendance records, (c) meet service quota requirements, (d) achieve satisfactory academic grades for exams (written and practical) with an 70% average, (e) complete all work projects and complete the payment of all tuition, fees and all charges. Students will graduate with a certificate of completion with the required amount of hours to be licensed.

Additional Hours

If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the Institute's administration.

New Mexico Licensing Requirements

Any person is eligible to be registered as a practitioner and is qualified to receive a license as a registered Cosmetologist or Esthetician who submits proof that he/she:

- Is at least seventeen (17) years of age

- Has an education equivalent to the completion of the second year of high school
- Has completed the course of study for the license in a licensed School of Cosmetology
- Has paid the required fees as set forth in the NM regulations; and
- Has passed the practical and written examination conducted by the NM State Board of Barbers and Cosmetologists

Any person is eligible for initial registration or re-registration as an Instructor and is qualified to receive a license as an Instructor who submits proof that he/she has met all of the above requirements and in addition:

- Has an education equivalent to the completion of four years of high school
- Holds a current license in New Mexico as a practitioner in the field in which the applicant is seeking licensure as an Instructor.

Aveda Institute New Mexico Policies and Standards of Conduct

In keeping with the Institute's Mission Statement, the policies and standards of conduct are established to inspire personal and professional development. They comply with the standards to enhance career opportunities by establishing acceptable, efficient, and professional work habits. **Please read carefully! ALL students must comply with the following:**

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

Dress Code

Black or white professional attire are required (Colors are not permitted); this includes:

- Hair & Make-up must be completed before arriving to school
- Tops, Slacks and Leggings
- You may accessorize in color (e.g. scarves, shoes and/or jewelry)
- Jackets, sweaters, cardigans worn on the clinic floor must be black or white
- There may NOT be any lettering or verbiage of any sort unless it is an AVEDA shirt.
- Patterns are acceptable but ONLY in black or white.
- Gym clothes, Yoga Pants, other athletic garments are not permitted
- Closed-Toe shoes are the **only** permitted

***The only exceptions to the Dress Code policy are Spirit Days and/or Special Occasions**

Unacceptable Clothing

- Denim of any type
- Jeans, Sweatpants
- Tube Tops / Halter Tops
- Short Skirts / Shorts
- Headphones
- Sunglasses

- Shirts without sleeves / Spaghetti Strap Tops
- Revealing Clothing (e.g. low cut tops / bareback tops / midriff tops)

Acceptable accessories are: fashion hats (**NO baseball caps**), scarves, socks, belts and jewelry.
*** The Aveda Institute New Mexico reserves the right to maintain an esthetic standard for all students.**

Students are expected to conduct themselves in an acceptable courteous manner at all times and be mindful of the following:

1. To maintain a learning environment for all students, anyone who is disruptive, in the classroom or the clinic floor (rudeness, foul language or any other unacceptable behavior), may be dismissed for the day.
2. Food and beverages are allowed in the lunchroom area during lunch and break times only. After break times, all food and beverages need to be cleaned from the room; clean the tables and put all food and drinks (other than water) away.
3. The Aveda Institute New Mexico is a smoke-free facility. Smoking is allowed in designated areas only, 40 feet away from the building. Smoking areas, whether school property or public property must be kept litter free.
4. Students will be notified of emergency phone calls so as not to interrupt the educational process.

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 the Instructor's permission to be in an unassigned area.

To benefit from the training and technical experience that the Aveda Institute New Mexico offers, the students need to be mentally alert and have a sober state of mind.

All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an instructor. 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.

Students are responsible for their own personal property and are required to provide locks for their lockers and to secure their property in these locked areas. In order to perform clinical services, student kits are to be complete at all times. If any kit items are missing or damaged, the student will be required to replace the item. Stealing, defacing, or damaging student or school equipment or property can result in termination and require monetary restitution.

The following also applies to all students:

- Attend all classes according to the assigned schedule including theory classes even if all required exams are completed. Students will never be asked to leave a scheduled theory class to perform clinical services.
- Complete all assigned theory, practical and clinic assignments in the designed time frames including assignments required to establish or reestablish satisfactory progress eligibility. It is the **student's responsibility** to contact the instructor in reference to missed assignments.
- Follow the time clock procedures by clocking in/out to accurately reflect attendance hours. **Students are not allowed to clock each other in and out.** Proper time management is critical to the success of a salon/spa professional. Since the school is a clock hour Institution, clocking in and out is extremely important. Students are expected to clock in upon arrival, but no earlier than 8:45 a.m. From Monday through Friday, and 7:45 a.m. on Saturday. They are to clock out for lunch and in after lunch and are also required to clock out at the end of the school day. Tardiness will not be tolerated.

IT IS THE STUDENT'S RESPONSIBILITY TO CLOCK IN AND OUT. THE SCHOOL WILL NOT VERIFY HOURS WHEN THE STUDENT IS NOT PUNCHED IN.

- Should a student leave the building at any time, that student must be clocked out. If a student fails to clock out when he/she leaves the campus, that student will be given a warning.
- Sanitation, sterilization, client safety, and infection control procedures are ALWAYS in effect. The student is responsible for all individual assigned areas, equipment, etc. and will be evaluated by the instructor based on the sanitation criteria daily.
- According to NM Statutes, Rules and Regulations, a student may not perform clinical services until completion of 15% of the course of study. The students must also successfully pass a written and skill competency evaluation.
- Students will discuss only ethical and professional subject matter during school hours and refrain from bringing in any unacceptable printed matter.
- Personal visitors are not allowed. Guests will be asked to leave unless they are scheduled for a clinic service.
- Excessive time in the student lounge/lunchroom is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
- Student parking is restricted to designated student parking areas.
- Provide all the necessary classroom supplies; i.e., writing tools, paper, notebooks, etc., as the Institute does not supply any of these supplies.

- Student Services: In order for students to receive a service, they must be caught up on all exams and assignments. All students who are requesting any type of service must fill out a Service Request Form and approved by the student's Instructor.

Aveda Institute New Mexico Policies and Standards are subject to change based on the Institute's effectiveness and outcomes assessments. Student will be notified of any changes in a timely manner.

Student Grievance Policy

In keeping with the Institute's mission statement, every effort will be made to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the New Student Orientation Packet in order that students understand the order of steps to follow in registering a complaint. Evidence of a final resolution of all complaints will be retained in the Institutes files in order to determine the frequency, nature, and patterns of complaints for the Institute. The information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

- 1) The student should register the complaint in writing on the Student Complaint form provided by the Institute within 30 days of the incident.
- 2) The Student Complaint form may be given to the Institute Director or may be mailed to the Aveda Institute New Mexico, 1816 Central Ave SW, Albuquerque, NM 87104, Attn: Institute Director
- 3) The complaint will be reviewed and a response will be given or mailed to the student within 15 days of receiving the complaint. The initial response may not provide for a final resolution of the problem, but will notify the student of the continued investigation and/or actions being taken regarding the complaint.
- 4) If the nature of the complaint cannot be resolved by the Institute's Director, the student may forward the complaint to one of the agencies noted below.
- 5) If the review of the complaint deems further investigation, it may be necessary to interview staff and other students to reach a final decision and resolution to the complaint.
- 6) In the event of an extreme conflict, it may be necessary to conduct an informal hearing. If necessary, the administration will appoint a hearing committee consisting of
 - The Institute Owner
 - Institute Director
 - Clinic Floor Instructor
 - Student Services Administrator
 - Institute Administrative Assistant

The hearing will occur within 60 days upon receipt of the complaint. The hearing will be informal with the student presenting his/her case. Within 15 days of the hearing the 'committee' will provide a final resolution.

- 7) If the student is not in agreement with the Institute's decision, they may contact these agencies:

NM Board of Barbers and Cosmetologists
PO Box 25101
Santa Fe, NM 87504
505-476-4622

NM Higher Education Department
2044 Galisteo St. Suite 4
Santa Fe, NM 87505-2100
505-476-8416
<http://www.hed.state.nm.us>

NACAAS
3015 Colvin St
Alexandria, VA 22314
703-600-7600

Holidays (Observed)

Memorial Day	July 4th
Labor Day	Thanksgiving
Christmas	Summer Break is the full week of July 4th Sunday thru Saturday

Special Examination Consideration

Students, who require special examination considerations due to impaired sensory, manual, speaking skill or other disability challenges, will be required to provide the Institute proper documentation.

Fire and Fire Drills

In case of fire, students and staff must:

- Evacuate the building immediately.
- Instruct all clients to evacuate immediately.
- Assist the clients who have a physical challenge evacuating.
- Re-enter the building only when the staff or fire department personnel have given clearance.

From time to time, fire drills will be conducted. Everyone must follow procedures in evacuating the facility. There is a fire escape route floor plan diagram posted in several facility areas, including exit areas. Please familiarize yourself with the escape routes.

Physical Demands and Career Considerations

It is important for the student to understand the physical requirements that careers in Cosmetology Arts and Sciences and related fields may demand. Some of the demands are:

- Long intervals of standing
- Continuous exposure to chemicals, water, and cleansing agents. Hand care products are recommended for all service professionals.
- Minor back stress may be caused by long intervals of standing, sitting, or leaning. Consult with a physician if you have experienced back pain or stress in the past.
- Exposure to chemicals and aromas may cause or reactivate allergies or sensitivities. Consult with a physician and give him/her a list of chemicals and products you will be exposed to.

The Aveda Institute New Mexico is an AVEDA Concept facility. The Aveda Institute in Minneapolis, MN, was established by Horst Rechelbacher, whose philosophies and strategies also guided the Aveda Corporation, a leading manufacturer of hair, skin, makeup, plant and lifestyle products created from pure flower and plant ingredients. Aveda is internationally recognized for promoting healthy lifestyles, setting the highest standards in beauty, health, and education, and for utilizing natural resources in a sustainable and responsible manner. Aveda Corporation is now part of the Estee Lauder Corporation.

Voter Registration

The school encourages its students to be registered voters and to exercise their right to vote.

To sign up to vote in New Mexico, you need to visit your local county clerk's office and fill out the voter registration form. You can also call the clerk's office and have them mail you a form.

Copyright Laws Policy

Aveda Institute New Mexico complies with the following copyright and infringement laws and has zero tolerance for violations of them. Students and or Employees may be disciplined up to and including termination for violation of these laws.

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.HEA section 485(a).

Policy for Safeguarding Customer Information

Non-public personal information is information which is not publicly available on:

- 1) name, address, social security number,
- 2) name of your financial institution and account number,
- 3) information provided on your application to enroll
- 4) information provided on your application for a grant or loan,
- 5) information provided on a consumer report, or
- 6) information obtained from a website.

The Aveda Institute New Mexico is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director and or owner/administration shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school shall be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice of this policy.

The Aveda Institute New Mexico shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

Privacy and File Access Policy

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a minor) for each third party request. It is the school's policy that no information is released without written authorization by the student. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records may include academic, financial aid and

advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for the State required amount of time after graduation or termination.

Student Body Diversity

Full time students active during 08/22/2016 were as follows:

Females: 105	African American: 1	Asian: 1	Caucasian: 22
	Hispanic: 56	Pacific Islander: 1	
Males: 5	American Indian: 3	Other Unknown: 26	Pell Grant: 93