



**2018**  
**Student Handbook**

Revised November 2018

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

# **Aveda Institute New Mexico**

## **Our Noble Cause**

**Provide the highest quality of education to the next generation of world-class beauty professionals.**

## **Our Vision**

**Our students graduate from the Aveda Institute New Mexico confident, knowledgeable and inspired; prepared for a promising future and a rewarding career in the beauty industry.**

## **Our Mission**

**We strive to prepare our students to successfully pass the state licensing examinations and find gainful employment in alignment with the Aveda Mission. We facilitate at the highest standards an education in the Arts and Sciences of Cosmetology and Esthiology. Utilizing the latest technology, resources, and techniques, we provide a strong foundation by applying our challenging curriculum. We care for and encourage the growth and development of every student through guidance, motivation, and teamwork. We are dedicated to collaborating with our students in a commitment to Education, Business, and integrity.**

## Table of Contents

<b>Our Programs</b>	<b>5</b>
<b>Program Descriptions</b>	<b>6-17</b>
COSMETOLOGY	
ESTHIOLOGY	
INSTRUCTOR	
BARBERING ( <b>NOT OFFERED AT THIS TIME</b> )	
MANICURING/PEDICURING ( <b>NOT OFFERED AT THIS TIME</b> )	
MANICURING/ESTHIOLOGY ( <b>NOT OFFERED AT THIS TIME</b> )	
<b>Administrative and Instructional Staff</b>	<b>18</b>
<b>Admissions</b>	<b>19</b>
<b>Accreditation / State Agencies</b>	<b>20</b>
<b>Tuition Breakdown / Discounts</b>	<b>21</b>
<b>Kit Agreement</b>	<b>22</b>
<b>Payment Options</b>	<b>22</b>
Federal Student Aid	<b>22</b>
Other Financial Resources	<b>23</b>
<b>Veterans Educational Benefits</b>	<b>24</b>
<b>Placement</b>	<b>24</b>
<b>Academic and Career Advising</b>	<b>24</b>
<b>Externship Program</b>	<b>25</b>
<b>Make-Up Hours</b>	<b>26</b>
<b>Graduate/Alumni Services</b>	<b>26</b>
<b>Satisfactory Academic Progress Policy (SAP); Veterans Advising Policy</b>	<b>26-29</b>
<b>Attendance Policy</b>	<b>30</b>
<b>Student Information Release Policy</b>	<b>30</b>
<b>Make-Up Work</b>	<b>31</b>
<b>Leave of Absence (LOA)</b>	<b>31</b>
<b>Institutional Refund Policy</b>	<b>32</b>

<b>Return of Title IV Funds</b>	<b>34</b>
<b>Campus Security Policy</b>	<b>36</b>
<b>Graduation and Licensing Requirements</b>	<b>36</b>
<b>Aveda Institute New Mexico Policies and Standards of Conduct</b>	<b>37</b>
Student Grievance Policy	<b>40</b>
Special Examination Consideration	<b>41</b>
Fire and Fire Drills	<b>41</b>
<b>Physical Demands and Career Considerations</b>	<b>41</b>
<b>Copyright Laws Policy</b>	<b>42</b>
Policy for Safeguarding Customer Information	<b>42</b>
Privacy and File Access Policy; FERPA	<b>43</b>
<b>Pre-Enrollment Information</b>	<b>44</b>

## Our Programs

<p><b>COSMETOLOGY 1600 Clock Hours</b> 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><b>ESTHIOLOGY 600 Clock Hours</b> Learn specialized techniques to purify, balance, and renew the skin and study trends in makeup. Program will be taught in English.</p>
<p><b>INSTRUCTOR'S COURSE 1000 Clock Hours</b> Learn sound training and teaching principles. Program will be taught in English.</p>	<p><b>BARBERING 1200 Clock Hours</b> Explore the latest styles and techniques in haircutting, styling, shaving and make-up. Program will be taught in English. <b>(BARBERING COURSE NOT OFFERED AT THIS TIME)</b></p>

<p><b>MANICURING/PEDICURING 500 Clock Hours</b> Explore the latest techniques in nail care. Program taught in English <b>(MANICURING/PEDICURING NOT OFFERED AT THIS TIME)</b></p>	<p><b>MANICURING/ESTHIOLOGY 900 Clock Hours</b> Learn specialized techniques to purify, balance, renew the skin, latest techniques in nail care. Program taught in English <b>(MANICURING/ESTHIOLOGY NOT OFFERED AT THIS TIME)</b></p>
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### 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

# Program 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:

54 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><b>Weeks: 12</b> <b>Total: 300 hours</b></p>	<p><b><i>Introduction/Phase I</i></b> Start by learning the fundamentals of cutting, styling, chemical restructuring of hair; skin &amp; nail care, makeup, and the related sciences. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge.</p>
<p><b>Weeks: 2</b> <b>Total: 60 hours</b></p>	<p><b><i>State Board Prep</i></b> Learn to prep for State Board Practical Exam, with expert guidance from our instructors teaching rules and regulations, and packaging instructions.</p>
<p><b>Weeks: 10</b> <b>Total: 300 hours</b></p>	<p><b><i>Phase II</i></b> Become familiar with State Laws and Infection Control to pass all State Board Regulations. Explore the latest trends and techniques in coloring, permanent waving, chemical restructuring and mens cutting. Clinic practice allows you to become increasingly confident in your abilities as a future professional.</p>
<p><b>Weeks: 10</b> <b>Total: 300 hours</b></p>	<p><b><i>Phase III</i></b> Enter into Mens Clipper Cutting techniques, freehand color application, dimensional coloring and color corrections.</p>
<p><b>Weeks: 10</b> <b>Total: 300 hours</b></p>	<p><b><i>Phase IV</i></b> Launch your career with in-depth training in client service, time management, self-promotion, goal setting, merchandising and entrepreneurship as you learn vital employment and career-advancing skills.</p>
<p><b>Weeks: 10</b> <b>Total: 300 hours</b></p>	<p><b><i>Phase V</i></b> 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, learning advanced and up to date techniques and trends.</p>

The 1600 clock hour Cosmetology program is a program that has instructor led classroom and clinical training as well as practical hands-on application. The student will learn the technical, personal and business skills to prepare for the work in a professional salon as a cosmetologist, retail sales specialist, salon manager or salon owner with a focus on Aveda techniques and products.

The objectives of the cosmetology program is to prepare students for the state licensing examination, and give students the advanced training needed to enter into the chosen profession with the knowledge to compete with licensed professionals.

Training encompasses three types of learning; theoretical knowledge, the foundation of the students education, practical experience, the application of knowledge, and professional business building skills, which are vital for the student’s success. Each phase of the students’ education emphasizes a different combination of learning approaches.

All programs at the institution are taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overhead projectors, PowerPoint presentations, and internet research. All programs are offered in the English language only.

### Grading for All Programs

Numerical grades are considered according to the following:

1. Theory – test scores, written assignments and projects
2. Practical – hands-on demonstration of skills, techniques and procedures
3. Clinic – services performed on the clinic/lab

The grading scale is as follows:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
Below 75%	F	Unsatisfactory

The instructional program meets or exceeds the State requirements:

<b>SUBJECT: COSMETOLOGY</b>	<b>HOURS REQUIRED</b>
THEORY	75
STERILIZATION, SANITATION, BACTERIOLOGY	75
SHAMPOO, RINSES, SCALP TREATMENTS	75
CHEMICAL REARRANGING - PERMS AND RELAXERS	200
HAIRSTYLING	150
HAIR COLORING - BLEACHING	125
HAIR CUTTING	200
FACIALS	175
MANICURING/PEDICURING	175
SALON BUSINESS, RETAIL SALES	50
Aveda Techniques	300
<b>TOTAL</b>	<b>1600</b>

## 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><b><i>Introduction/Phase I</i></b></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><b><i>Phase II</i></b></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><b><i>Phase III</i></b></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>



The 600 clock hour Esthiology program has instructor led classroom and clinical training as well as practical hands-on application. Individuals who enroll in this program will learn to perform facials, waxing and sugaring, make-up application, business development, wellness and retail knowledge.

The Esthiology curriculum provides skin care training with an emphasis on using pure plant and plant essences in treatment. Upon completion, students will have the skills to seek employment as a skin care specialist, spa manager or spa owner with the knowledge of Aveda products and spa techniques.

The objectives of the esthetics program is to prepare students for the state licensing examination, and give students the advanced training needed to enter into the chosen profession with the knowledge to compete with licensed professionals.

Training encompasses three types of learning; theoretical knowledge, the foundation of the students education, practical experience, the application of knowledge, and professional business building skills, which are vital for the student’s success. Each phase of the students’ education emphasizes a different combination of learning approaches.

All programs at the institution are taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overhead projectors, PowerPoint presentations, and internet research. All programs are offered in the English language only.

#### Grading for All Programs

Numerical grades are considered according to the following:

1. Theory – test scores, written assignments and projects
2. Practical – hands-on demonstration of skills, techniques and procedures
3. Clinic – services performed on the clinic/lab

The grading scale is as follows:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
Below 75%	F	Unsatisfactory

The instructional program meets or exceeds the State requirements:

<b>SUBJECT: ESTHIOLOGY</b>	<b>HOURS REQUIRED</b>
THEORY	75
STERILIZATION, SANITATION, BACTERIOLOGY	75
FACIALS	350
SALON BUSINESS, RETAIL SALES	50
AVEDA TECHNIQUES	50
<b>Total</b>	<b>600</b>

## INSTRUCTOR

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>			
<b>Subject</b>	<b>Hours</b>	<b>Subject</b>	<b>Hours</b>
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
<b>Weeks 1-2</b> Classroom: 80 hours Clinic: 0 Total: 80 hours (Includes 8 hours of orientation.)		<b>Introduction/Phase I</b> The trainee is introduced to the operational procedures of the Institute. The student will learn the scientific reason for procedures used in the industry.	
<b>Weeks 3-5</b> Classroom: 70 hours Clinic: 50 hours Total: 120 hours (Includes 8 hours of skill certification.)		<b>Phase II</b> 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.	
<b>Weeks 6-25</b> Classroom: 380 hours Clinic: 380 hours Miscellaneous: 40 hours Total: 800 hours (Includes 8 hours of skill certification.)		<b>Phase III</b> 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.	

The 1000 clock hour Instructor program strives to meet the unique needs of those who wish to teach the adult learner. This course gives these licensed professionals the skills needed to educate and guide students to be successful in their chosen careers, hands on practical training with actual students, and theory needed for the written and practical state board exam. Upon completion, students will have the skills to seek employment as an instructor with the knowledge of Aveda products and spa techniques.

The objectives of the instructor program is to prepare students for the state licensing examination, and give students the advanced training needed to enter into the chosen profession with the knowledge to compete with licensed professionals.

Training encompasses three types of learning; theoretical knowledge, the foundation of the students education, practical experience, the application of knowledge, and professional business building skills, which are vital for the student’s success. Each phase of the students’ education emphasizes a different combination of learning approaches.

All programs at the institution are taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overhead projectors, PowerPoint presentations, and internet research. All programs are offered in the English language only.

#### Grading for All Programs

Numerical grades are considered according to the following:

1. Theory – test scores, written assignments and projects
2. Practical – hands-on demonstration of skills, techniques and procedures
3. Clinic – services performed on the clinic/lab

The grading scale is as follows:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
Below 75%	F	Unsatisfactory

The instructional program meets or exceeds the State requirements:

<b>SUBJECT: INSTRUCTOR</b>	<b>HOURS REQUIRED</b>
THEORY	75
COURSE DEVELOPMENT AND LESSON PLANNING	100
TEACHING METHODS	100
TEACHING AIDS	50
THEORY TEACHING AND CLASSROOM MANAGEMENT	200
TESTING AND STUDENT EVALUATION	50
LABORATORY SUPERVISION	300
AVEDA TECHNIQUES	125
<b>TOTAL</b>	<b>1000</b>

## 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><b>Weeks: 16</b></p> <p>Total: 380 hours</p> <p>(Classroom total includes 2 hours of orientation.)</p>	<p><b><i>Introduction/Phase I</i></b></p> <p>Start by learning the fundamentals of cutting, styling, chemical restructuring of hair; skin &amp;, 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><b>Weeks: 16</b></p> <p>Total: 380 hours</p> <p>(Classroom total includes 8 hours of skill evaluation.)</p>	<p><b><i>Phase II</i></b></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><b>Weeks: 11</b></p> <p>Total: 330 hours</p> <p>(Classroom total includes 8 hours of skill certification.)</p>	<p><b><i>Phase III</i></b></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><b>Weeks: 10</b></p> <p>Total: 110 hours</p>	<p><b><i>Phase IV</i></b></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>

The 1200 clock hour Barbering program has instructor led classroom and clinical training as well as practical hands-on application. The student will learn the technical, personal and business skills to prepare for the work in a professional salon as a barber, retail sales specialist, barber shop manager or barber shop owner with a focus on Aveda techniques and products.

The objectives of the barbering program is to prepare students for the state licensing examination, and give students the advanced training needed to enter into the chosen profession with the knowledge to compete with licensed professionals.

Training encompasses three types of learning; theoretical knowledge, the foundation of the students education, practical experience, the application of knowledge, and professional business building skills, which are vital for the student’s success. Each phase of the students’ education emphasizes a different combination of learning approaches.

All programs at the institution are taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overhead projectors, PowerPoint presentations, and internet research. All programs are offered in the English language only.

#### Grading for All Programs

Numerical grades are considered according to the following:

1. Theory – test scores, written assignments and projects
2. Practical – hands-on demonstration of skills, techniques and procedures
3. Clinic – services performed on the clinic/lab

The grading scale is as follows:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
Below 75%	F	Unsatisfactory

The instructional program meets or exceeds the State requirements:

<b>SUBJECT: BARBERING</b>	<b>HOURS REQUIRED</b>
THEORY	75
STERILIZATION, SANITATION, BACTERIOLOGY	75
SHAMPOO, RINSES, SCALP TREATMENTS	75
CHEMICAL REARRANGING - PERMS AND RELAXERS	200
HAIRSTYLING	150
HAIR COLORING - BLEACHING	125
HAIR CUTTING AND BEARD TRIMMING	250
FACIALS	175
SALON BUSINESS, RETAIL SALES	50
Aveda Techniques	25
<b>Total</b>	<b>1200</b>

## 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.

Disclosure: The New Mexico state requirement in hours for the manicuring/pedicuring is 400 clock hours. However, this institution requires students in the manicuring/pedicuring program to complete 500 clock hours of approved training. The additional 100 hours includes advanced training in manicuring and pedicuring Aveda techniques, and more hands experience benefiting the student’s education and career readiness and meeting industry demands.

**Program Schedule:**

21 weeks

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

<p><b>Weeks: 16</b></p> <p>Total: 200 hours</p> <p>(Classroom total includes 2 hours of orientation.)</p>	<p><b>Introduction/Phase I</b></p> <p>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><b>Weeks: 16</b></p> <p>Total: 200 hours</p> <p>(Classroom total includes 8 hours of skill evaluation.)</p>	<p><b>Phase II</b></p> <p>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><b>Weeks: 11</b></p> <p>Total: 100 hours</p> <p>(Classroom total includes 8 hours of skill certification.)</p>	<p><b>Phase III</b></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>

The 500 clock hour Manicuring/Pedicuring program has instructor led classroom and clinical training as well as practical hands-on application. Individuals who enroll in this program will learn to perform nail care, spa pedicures, business development, wellness and retail knowledge.

The Manicuring/Pedicuring curriculum provides manicuring training with an emphasis on using pure plant and plant essences in treatment. Upon completion, students will have the skills to seek employment as a nail care specialist, nail salon manager or owner with the knowledge of Aveda products and spa techniques.

The objectives of the program is to prepare students for the state licensing examination, and give students the advanced training needed to enter into the chosen profession with the knowledge to compete with licensed professionals.

Training encompasses three types of learning; theoretical knowledge, the foundation of the students education, practical experience, the application of knowledge, and professional business building skills, which are vital for the student’s success. Each phase of the students’ education emphasizes a different combination of learning approaches.

All programs at the institution are taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overhead projectors, PowerPoint presentations, and internet research. All programs are offered in the English language only.

**Grading for All Programs**

Numerical grades are considered according to the following:

1. Theory – test scores, written assignments and projects
2. Practical – hands-on demonstration of skills, techniques and procedures
3. Clinic – services performed on the clinic/lab

The grading scale is as follows:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
Below 75%	F	Unsatisfactory

The instructional program meets or exceeds the State requirements:

<b>SUBJECT: MANICURING/PEDICURING</b>	<b>HOURS REQUIRED</b>
THEORY	75
STERILIZATION, SANITATION, BACTERIOLOGY	75
MANICURING/PEDICURING	175
SALON BUSINESS, RETAIL SALES	50
AVEDA TECHNIQUES	125
<b>TOTAL</b>	<b>500</b>

## 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><b>Weeks: 16</b></p> <p>Total: 400 hours</p> <p>(Classroom total includes 2 hours of orientation.)</p>	<p><b>Introduction/Phase I</b></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><b>Weeks: 16</b></p> <p>Total: 300 hours</p> <p>(Classroom total includes 8 hours of skill evaluation.)</p>	<p><b>Phase II</b></p> <p>Explore the latest trends and techniques in nail care and skin care. Clinic practice allows you to become increasingly confident in your abilities as you begin to learn vital employment and career-advancing skills.</p>
<p><b>Weeks: 11</b></p> <p>Total: 200 hours</p> <p>(Classroom total includes 8 hours of skill certification.)</p>	<p><b>Phase III</b></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>

The 900 clock hour Manicuring/Esthiology program has instructor led classroom and clinical training as well as practical hands-on application. Individuals who enroll in this program will learn to perform facials, waxing and sugaring, make-up application, nail care, nail treatments, advanced nail services, business development, wellness and retail knowledge.

The Manicuring curriculum provides manicuring training with an emphasis on using pure plant and plant essences in treatment. Upon completion, students will have the skills to seek employment as a nail care specialist, nail salon manager or owner with the knowledge of Aveda products and spa techniques.



The Esthiology curriculum provides skin care training with an emphasis on using pure plant and plant essences in treatment. Upon completion, students will have the skills to seek employment as a skin care specialist, spa manager or spa owner with the knowledge of Aveda products and spa techniques.

The objectives of the program is to prepare students for the state licensing examination, and give students the advanced training needed to enter into the chosen profession with the knowledge to compete with licensed professionals.

Training encompasses three types of learning; theoretical knowledge, the foundation of the students education, practical experience, the application of knowledge, and professional business building skills, which are vital for the student’s success. Each phase of the students’ education emphasizes a different combination of learning approaches.

All programs are taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overhead projectors, PowerPoint presentations, and internet research. All programs are offered in the English language only.

#### Grading for All Programs

Numerical grades are considered according to the following:

1. Theory – test scores, written assignments and projects
2. Practical – hands-on demonstration of skills, techniques and procedures
3. Clinic – services performed on the clinic/lab

The grading scale is as follows:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
Below 75%	F	Unsatisfactory

The instructional program meets or exceeds the State requirements:

<b>SUBJECT: MANICURING/ESTHIOLOGY</b>	<b>HOURS REQUIRED</b>
THEORY	100
STERILIZATION, SANITATION, BACTERIOLOGY	150
FACIALS	350
MANICURING/PEDICURING	175
SALON BUSINESS, RETAIL SALES	75
AVEDA TECHNIQUES	50
<b>TOTAL</b>	<b>900</b>

# 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

Institute Director/Fiscal Officer

Administrator

Financial Aid Director

Recruiter

Team Lead

Retail Advisors

### **Instructional Staff**

Lead Cosmetology Instructor

Lead Esthiology Instructor

Cosmetology Instructors

Esthiology Instructors

# Admissions

## Notice of Non-Discrimination

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

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

### *The Interview*

An informational interview will inform applicants of the programs 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.

### ***The Admissions Requirements must be met prior to signing the enrollment agreement:***

- All applicants must complete an Application for Enrollment.
- Pay the applicable application fee of \$100.00, which is non-refundable.
- Register with the NM State Board of Barbers and Cosmetologists:
  - money order in the amount of \$25.00 (*this fee is refundable should the NM State Board of Barbers and Cosmetologists refuse the application*).
  - 2 Passport type 2x2 photos (color head & shoulder shots)
- Letter of Intent (including goals, aspirations and intentions for attending)
- Letter of Recommendation (character reference from past employer, teacher, mentor or other authority figure)
- Provide proof of age in the form of a **government** issued photo ID (e.g. Driver's License, Photo ID, and/or Passport).
- Submit evidence of having graduated from a United States high school OR successful completion of the equivalent by providing one of the following:
  - copy of a high school diploma
  - copy of a high school transcript showing completion date
  - copy of a GED or transcript
  - copy of a state issued credential for secondary school completion if homeschooled.
  - Foreign Diplomas: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

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

- Have met all of the above admissions requirements and submit proof licensure as a practitioner license.

### ***Ability to Benefit***

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

### ***Transfers***

We accept transfer students from an Aveda Institute only and after careful evaluation of the student's academic records. The only exception would be in the case of a student transferring in from a closed institution. Each transfer must submit a sealed official transcript from the Aveda Institute attended. Transfer students pay current hourly rate for tuition and fees. Transfer students may begin at the foundation phase of training.

### ***Re-entry students***

Students who have been terminated or withdrew from school may re-enroll after waiting a period of 180 calendar days (if determined eligible), however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, in addition to the current rate of tuition. Students will pay a \$100 non-refundable application fee. All re-enrolling students will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school 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. A determination of Satisfactory Academic Progress was documented at the time of withdrawal. That determination of status will apply to the student at the time they return to school. Students re-entering will begin in the same progress status at the time of withdrawal. Re-enrollment is at the discretion of the school administration.

## **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.

#### **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  
703-600-7600

**Holidays (Observed)**

Memorial Day            July 4th  
Labor Day                Thanksgiving  
Christmas                New Year’s Day

**Scheduled Start Dates**

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, Manicuring/Pedicuring, Manicuring/Esthiology, Instructor class times are not offered at this time.**

## Tuition Breakdown

**Tuition Effective January 2018            *\*Prices are subject to change without notice***

<b>Cosmetology</b>			<b>Esthiology</b>		
<b>1600 Hours</b>			<b>600 Hours</b>		
Fees	Tuition	\$15,450.00	Fees	Tuition	\$7650.00
	Books & Kit	\$2,200.00		Books & Kit	\$1,500.00
	Application Fee	\$100.00		Application Fee	\$100.00
	Applicable Tax	\$1390.00.		Applicable Tax	\$721.00
	<b>Total</b>	<b>\$19140.00</b>		<b>Total</b>	<b>\$9971.00</b>

<b>Instructor</b>			<b>Barbering (not offered at this time)</b>		
<b>1000 Hours</b>			<b>1200 Hours</b>		
Fees	Tuition	\$8031.00	Fees	Tuition	\$12,000.00
	Lab Seat/Ipad	\$520.000		Books & Kit	\$1,800.00
	Application Fee	\$100.00		Application Fee	\$100.00
	Applicable Tax	\$649.00		Applicable Tax	\$1,042.00
	<b>Total</b>	<b>\$9300.00</b>		<b>Total</b>	<b>\$14,942.00</b>

<b>Manicuring/Pedicuring</b>			<b>Manicuring/Esthiology</b>		
<b>400 Hours (not offered at this time)</b>			<b>900 Hours (not offered at this time)</b>		
Fees	Tuition	\$2,789.00	Fees	Tuition	\$9,000.00
	Books & Kit	\$615.00		Books & Kit	\$1,000.00
	Application Fee	\$100.00		Application Fee	\$100.00
	Applicable Tax	\$262.00		Applicable Tax	\$757.00
	<b>Total</b>	<b>\$3,766.00</b>		<b>Total</b>	<b>\$10,857.00</b>

## Kits

The student understands that for sanitary reasons the entire kit they are receiving and using in the first payment period of their enrollment is not returnable or refundable once opened and used by the student and the books once opened, used or written in are also not returnable or refundable. The student is responsible for all charges of their kit. The student should understand that he/she may be required to incur additional costs for miscellaneous supplies, other than those included in the established costs.

## Payment Options

The application fee may be paid anytime up to the day of the signing the enrollment agreement. Methods of payment include cash, check, money orders, credit cards, Title IV funding, or through non-federal, agency or loan programs.

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.

## Federal Student Aid

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](http://www.fafsa.ed.gov). **Our Federal School Code is 041745.**

Students can access our Net Price Calculator in addition to the College Navigator link located on our website at [www.avedanm.com](http://www.avedanm.com) for additional information regarding our programs.

## **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.

### ***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 an in school payment plan with no interest. Please inquire with Student Services.

### ***Veteran Educational Benefits***

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

### ***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.

## **Placement**

The Aveda Institute New Mexico 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. The Institution provides the students with a Job Opportunity Board in each Program.

## **Academic and Career Advising**

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.

Professionalism is taught in Phase 4 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.

## **Professional Referral Policy**

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.



## Externship Program

Students enrolled in the Cosmetology may, at the school's option, participate in an externship program upon completion of seventy-five percent (1200 clock hours) of the contracted course of study. The externship program will allow students to train in a licensed establishment for one day or up to eight hours per week until graduation. The training will be supervised by a designated salon licensee and will include any activity that is routine in a salon except offering complete services on the public. The student will be allowed, for example, to perform receptionist duties, ASSIST stylists with salon services; perform inventory or dispensary activities, sanitation duties, etc. Students will NOT be allowed to take appointments for complete services or apply chemicals (specifically hair color or bleach, perm solution, chemical relaxers, or acrylic nail products) to any client. This program will allow students who are nearing graduation to begin a professional relationship with a salon and increase the graduate's opportunities for successful employment after graduation. In addition, it will allow the salon to perform very valuable "on-the-job" training while the student is still in training. In order to qualify for the externship program, the following requirements must be met:

1. the student must have successfully completed seventy-five percent of the contracted course of study;
2. the student must have taken and passed an interim FINAL written and practical examination establishing the individual's qualifications to assist in the establishment;
3. the establishment must agree to and complete a certification of attendance and training completed during the externship. The training must relate to curriculum requirements;
4. the student must apply for and post a student externship permit in the establishment while training in the establishment;
5. the student must meet any other eligibility requirement established by the school;
6. the establishment must notify and obtain permission from each individual client to allow the student to assist in any manner in providing services to the client.
7. the school must accept the training certified by the establishment and include it on the official transcript of training for state board;
8. a school official must make periodic visits to establishments to observe and verify the program is being followed according to requirements.

Salon Establishments are not required to participate in this program. However, if they elect to participate, they must agree to comply with the requirements of the program.

### **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.
- e. The student does not meet Satisfactory Academic Progress (SAP)

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

## **MAKE UP HOURS**

A student may be able attend an extra day on top of their weekly schedule in order to make-up hours missed provided that they were determined to be not meeting the 75% attendance requirement monthly or have not maintained Satisfactory Academic Progress (75% Attendance)

Students are not permitted to utilize this policy in order to excel through the program at a faster pace and graduate prior to their expected graduation date stated on the enrollment agreement. Additionally, students may not change their schedules and attend makeup hours instead of their regular schedule.

Exceptions to this rule will be reviewed by the Institute Director and be considered on a case-by-case basis.

The student becomes ineligible to attend a make-up day if they:

- a. Have consistently had absent days during the same week as the make-up hour day

The Cosmetology student's schedule will determine the day that make-up hours are provided, please see below:

M, T, W - Friday (9:00am–8:00pm 1 hour lunch) or Saturday (8:00am–7:00pm; 1 hour lunch)  
TH, F, S Tuesday or Wednesday (9:00am – 8:00pm; 1 hour lunch)

Esthiology student make-up day will be determined by their instructor.

## **Graduate/Alumni 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 Policy (SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows on clocked (actual) hours:

Cosmetology	450, 900, and 1250
Barbering	450 and 900
Instructor	450 and 900
Manicuring/Esthiology	450
Esthiology	300
Manicuring/Pedicuring	250

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course and/or program, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

#### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Cosmetology – 1600 clock hours	2128
Barbering – 1200 clock hours	1596
Instructor – 1000 clock hours	1330
Manicuring/Esthiology – 900 clock hours	1197
Esthiology – 600 clock hours	798
Manicuring/Pedicuring – 500 clock hours	665

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

#### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion

only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 75% and pass written and practical exams. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following:

4. Theory – test scores, written assignments and projects
5. Practical – hands-on demonstration of skills, techniques and procedures
6. Clinic – services performed on the clinic/lab

The grading scale is as follows:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
Below 75%	F	Unsatisfactory

#### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. School staff will review with students a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV, HEA Funds interrupted, unless the student is on warning.

#### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, your Title IV, HEA program funds, as applicable, will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV, HEA program funds, as applicable, by meeting minimum attendance (75%) and academic requirements (75%) by the end of the warning period at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed.

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence

will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

#### NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

#### TRANSFER HOURS

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

NOTE: Withdrawal passing/withdrawal failing and appeals are not applicable to this institution.

- **End of SAP Policy** -

#### **VETERANS ADMINISTRATION Satisfactory Progress and Advising Policy**

In addition to the Satisfactory Academic Progress Policy stated above, all students receiving Veterans Administration Benefits will also be subject to this stricter policy.

*All VA students will be evaluated for satisfactory progress and advised on a monthly basis.* If the student fails to meet the minimum cumulative academic requirement of 75% and/or the cumulative attendance requirement of 75% they will be notified in writing and placed on probation. A record of this probation status will be documented in the student's file. If the student does not meet the required 75% cumulative attendance and academic requirement by the end of the next month, the VA will be promptly notified of the probation violation which may result in the termination of VA Benefits. Further, this may result in a student debt with the VA and this institution.

#### **Termination Policy**

The Institute may terminate a student's enrollment for noncompliance with any School Policies; the enrollment contract; or State Laws and Regulations; non-payment of tuition/fees; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; any theft or any illegal act; falsifying attendance records; Cheating/Plagiarism; Harassment of another student or an Educator; Possession or use of Drug/Alcohol on school property; carrying a weapon even with a permit.

## **Withdrawal Policy**

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 funding, 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 official transcript will not be released. Withdrawal fees may be waived based on documented mitigating circumstances.

## **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.

## **Attendance Policy**

There are no excused/unexcused absences. Any and all absences will affect the student's GPA and therefore all academic work must be made up.

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.

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.

### **Attendance**

Attendance at the institution daily is the responsibility of the student. We expect students to attend their full contracted schedule to complete the hours of state-approved training. 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.

If a student finds it necessary to be absent, they are required to notify an instructor by **calling** an instructor at the institution (front desk advising team) of the absence **30 minutes prior to the scheduled start time**. Students should not plan to leave the institution once the day has begun except for meal breaks. \_

Special and emergency absences may be granted by an instructor.

**Tardiness:** Late arrivals may enter school until 15 minutes after class/scheduled shift begins; students who are more than 15 minutes late must meet with their Educator to obtain authorization to remain in school for the day. If a student is going to be more than 15 minutes late, they are required to notify an educator at the institution immediately by calling the school. A student is not permitted to be tardy or leave early more than six times in one month. Continued abuse of this policy may result in disciplinary action including suspension and termination.

While attending phase 1 Cosmetology, no more than 5 school days can be missed or you may be required to retake phase 1.

Please remember that taking time off may affect your eligibility for financial aid if you are not making satisfactory progress.

**NOTE:** Four absences and/or No Call-No Show within a one month period will result in a one-day suspension and will be applied on a non-theory day. Additionally, the student will be placed on a “win-win agreement” whereby they will agree to attend 100% of their scheduled hours.

In the event of additional occurrences, the student will be counseled and may be terminated dependent on the circumstances of the excessive absenteeism.

## **Makeup Work**

Students who are absent, must make up missed exams and assignments. The exams and/or assignments must be made up no later than two weeks 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.

## **Leave of Absence (LOA)**

A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

Medical Issues

Personal or Family Related Matters.

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature on the LOA form. Emergency

LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the institution via mail or in person within reasonable resolution of the emergency. In an emergency instance, the beginning date of the LOA will be determined to be the first date that the student was absent due to the emergency.

A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the institution and a refund calculation is not required.

The maximum time frame for a LOA is 180 calendar days and the minimum is 1 week or 7 calendar days. The institution permits no more than four (4) LOAs provided the total number of days of all LOAs does not exceed 180 calendar days within a 12-month period.

If the student does not return from the LOA by the expiration of the approved leave of absence, the student will be withdrawn from their enrolled program. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Additionally, the student's loans will go into repayment after 180 days from the last date of attendance.

The student's contract end date and maximum time frame will be extended for the same number of days the student was on the LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

## **Institutional Refund and Return to Title IV Funds Policies**

The Return of Title IV Funds policy and the Institutional Refund Policy (as mentioned below) are two separate policies that do not match. The requirements for The Return of Title IV program funds when a student withdraws are separate from, and in addition to, the Institutional Refund Policy for those students who have received Title IV funds. Students who do not receive Title IV funds will only be subject to the Institutional Refund Policy.

For those students who received Title IV HEA funds, it should be noted that once the Return to Title IV funds calculation has been completed the student may still owe funds to the school to cover unpaid institutional charges as a result of the Institutional Refund calculation. The student may also incur charges for any Title IV program funds that the school was required to return as a result of the Return to Title IV funds calculation. For example, if a student withdraws at 50% of their scheduled hours, 100% of tuition will be earned by the institution. However, the institution will be required to refund 50% back to Title IV. If the student used Title IV to pay all of their charges, they will now owe the institution 50% of the charges after the 50% refund is sent back to Title IV funding.

### **Institutional Refund Policy – Notice of Cancellation (as stated on the enrollment contract)**

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



Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the \$100 application fee
  2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except the non-refundable \$100 application fee, regardless of whether or not the student has actually started classes.
  3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee of \$100.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- 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 school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% 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%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student'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 student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course. If the course is cancelled after students have enrolled and

instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kit/books, products, unreturned school property, time cards, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- On the first day the student is issued an iPad, a digital curriculum license and workbook. Should he/she drop within the first 3 days of class they are responsible for the cost of these items. (\$721 Cosmetology/ \$491 Esthiology)
- If promissory notes or contracts for tuition are sold or discounted to third parties, the institution and/or third party must comply with this cancellation and settlement policy.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable. The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

### **Return of Title IV Funds**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants; Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS).

**Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):** The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar 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 intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 14 calendar days from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If the post-withdrawal disbursement includes loan funds, the School must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the School within 14 days.

Any amount of unearned grant funds that you must return is called an overpayment. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

### **Return of Funds by the School**

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

### **Title IV Programs**

Unsubsidized Federal Stafford Student Loan;  
Subsidized Federal Stafford Student Loan;  
Parent Loan for Undergraduate Students (PLUS);  
Federal Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **Disability Policy**

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

## **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 the enrollment contract, the student must (a) successfully complete the number of hours required, (b) have a cumulative GPA and attendance of 75%, (c) complete all practical and theoretical requirements of the Institute (d) 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.

### **New Mexico Licensing Requirements**

Any person is eligible to be registered as a practitioner and is qualified to receive a license as a registered barber, cosmetologist, manicurist, esthetician, or manicurist/esthetician who submits proof that the applicant:

1. is at least 17 years of age;

2. has an education equivalent to the completion of the second year of high school;
3. has completed the course of study for the license in a licensed school within the preceding 12 months; or for a barber license, proof that the applicant has either completed the course of study in a licensed school within the preceding 12 months or has successfully completed a barber apprenticeship program registered by the state apprenticeship agency within the preceding 12 months;
4. has paid the required fees as set forth in these rules; and
5. has passed the practical and written examination conducted by the board.

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 the applicant has met all the above requirements and in addition:

1. has an education equivalent to the completion of four years of high school; and
2. holds a current license in New Mexico as a practitioner in the field in which the applicant is seeking licensure as an instructor.

**Disclosure:** Please refer to the New Mexico Board of Barbers and Cosmetologists; Rules and Laws; Section 61-17A-21. Grounds for refusal to issue, renew, suspend or revoke a license and therefore why an individual may not be able to become licensed and find gainful employment in their chosen field.

## **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 or Mark Pardo shirt.
- Patterns are acceptable but ONLY in black or white.
- Gym clothes, Yoga Pants, other athletic garments are not permitted
- Closed-Toe shoes are **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
- 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.

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.
- Students should be aware that sanitation, sterilization and infection control procedures involve duties including (but not limited to) the following: learning to clean their work areas, dispensary items, utensils; mixing and changing disinfectant; doing laundry; sweeping up the floor; product inventory; sanitizing school and personal equipment; cleaning up after themselves at all times while on school property.
- 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**

## **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](http://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.

## **Family Educational Rights and Privacy (FERPA)**

### **Rights and Privacy**

It is the policy of the Academy to abide by the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records

unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information; you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, D.C. 20202-8520

## **Pre-Enrollment Information**

### **IPEDS STATISTICS**

The College Navigator website (<http://nces.ed.gov/collegenavigator>) provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

Male / Female

Self-identified members of a major racial or ethnic group

Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

**BUREAU OF LABOR STATISTICS – Occupational Outlook Handbook**

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

**O\*NET RESOURCE CENTER**

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

<http://www.onetonline.org>

**NACCAS Annual Report Outcome Rates**

As per the institution's most recent NACCAS Annual Report:

Graduation Rate: **82.73%**                      Placement Rate: **61.74%**                      Licensure Rate: **100%**