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**CASAL  
AVEDA INSTITUTE**

5555 Youngstown Warren Road Unit 606  
Niles Ohio 44446  
330-792-6504

## **SCHOOL CATALOG**

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

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

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

**Approved by:** State Approving Agency for the training of Veterans

**Member of:** Ohio Association of Cosmetology Schools

## **EDUCATION TEAM MISSION STATEMENT**

THE EDUCATION TEAM'S MISSION IS TO PREPARE STUDENTS WITH A QUALITY EDUCATION FOR A CAREER IN COSMETOLOGY, HAIR DESIGNER, ESTHETICS AND MANICURING. WE ARE DEDICATED TO SERVE OUR STUDENTS IN A PROFESSIONAL MANNER WITH RESPECT FOR THE ENVIRONMENT.

## A Message from the Team

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

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

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

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

Sincerely,

*Casal Aveda Institute Team*

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## Introduction

### **About the Founders**

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

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

We ask only for your commitment to excellence as we partner students and teachers to share knowledge. We encourage you to experience the techniques rather than just observe them.

Most importantly, to begin your career knowing that there is much left to understand and that your learning begins when you pass the State exam!

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

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

### **Objective**

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

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

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

### **Goals/Objectives**

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

### **School Facilities**

Casal Aveda Institute is located at 5555 Youngstown Warren Rd, Unit 606 Niles, OH 44446. The training center has approximately 10,360 square feet of training and office area. The school is centrally air conditioned for your comfort in the summer and gas heated in the winter. All areas are appropriately furnished and well lit. The school consists of classrooms, practical room, facial room, clinical area, locker area, and offices.

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

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

## **Employment Requirements**

Employers can expect:

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

## **Admissions Requirements**

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

1. Have an informational interview with an Admissions Representative.
2. Complete application and pay the \$50.00 application fee.
3. Take and pass basic skills evaluation.
4. Submit a statement of intent describing your interest in the program and goals for enrolling in the program.
5. Submit a letter of recommendation.
6. Submit your official high school transcripts showing graduation date, a copy of your General Education Diploma (GED) or a state certification of home-school completion.
7. Submit a copy of a valid driver's license or photo ID.
8. Be at least 18 years of age or older.

## **Arbitration and Class Action Waiver Disclosure:**

Casal Aveda Institute (the "Institute") requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the Institute prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Juliet Pellin, Corporate Director of Financial Aid at [jpellin@casalaveda.com](mailto:jpellin@casalaveda.com) or 330-792-6504 ext 103.

## **Tracking Student Location Policy**

The Institute will make a determination for all students regarding the state in which the student is located at the time of application based on the address provided on admissions paperwork. The location (address) the student inputs on their admissions application and enrollment agreement is placed in our electronic (SMART) student information system. Students are required to notify the Administrative staff in writing of any location (address) change while attending the institute. The address the student inputs on their state board application will be the final location placed in the electronic system.

## **Transfer Hours from Other Institutions**

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

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

## **Re-Entry Policy**

Should student withdraw on a temporary basis (minimum timeframe is 30 days), a re-instatement fee of \$150.00 will apply and a date must be given with their anticipated return. If they are unable to return on that date, a phone call in addition to a letter must be sent to our Financial Aid Officer as well as our Admissions Team Leader, with a revised date, at least 3 days in advance. We will consider the student to be permanently withdrawn if we do not hear from them on the anticipated return date. If a student's performance was unsatisfactory when he/she withdrew from school and later wished to re-enter the school, he/she will return

under that same status. If a student withdraws in good standing, he/she may return under that same status without loss of credit, grades or hours. If the school terminates the student for any violation, they are not permitted re-entry.

## **Recruitment**

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

## **Non-Discrimination**

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

## **Physical Demands & Safety Requirements**

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

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

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

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

## Overview of Courses

### **Cosmetology Course Outline**

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

The three primary aspects of training are:

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

#### Course Objectives:

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

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

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

<b>Cosmetology Core Curriculum</b>		
<b>Subject Area</b>	<b>Clinic</b>	<b>Theory</b>
I. Infection Control & Principles/Practices	40	20
II. Properties of hair and scalp	80	40
III. Hair Procedures and Practices	320	140
IV. Chemical Procedures and Practices	310	170
V. Manicure & Pedicure Procedures & Practices	80	40
VI. Skin Care Procedures & Practices	60	30
VII. Artificial Lashes/ extensions	4	4
VIII. Facial Makeup /brow tinting	12	10
IX. Salon Operations & Communication Skills	80	40
X. Cosmetology Laws & Rules ( 1Hr. Human trafficking)	10	10
	<hr/>	<hr/>
	<b>996</b>	<b>504</b>
<b>TOTAL</b>	<b>1500</b>	

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



**Advanced Cosmetology Course Outline**

The 1800-hour Cosmetology course incorporates the basic fundamentals and the related subjects of hair, skin, nail care and color cosmetic applications that are necessary for a well-rounded education. Students will participate in advanced techniques in haircutting, styling and coloring as well as other chemical services. Having advanced skills in these areas will better prepare you for the salon environment.

The course will also cover in-depth research along with an understanding of the Ohio Cosmetology Laws and Rules as Public Health and Safety Requirements. The Advanced license is not a requirement to work in a salon however is a requirement to obtain an educator’s license in the state of Ohio. A diploma will be awarded upon graduation. The program only leads to licensure in the State of Ohio.

The three primary aspects of training are:

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

**Course Objectives:**

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

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

		<b>Core Curriculum</b>	
<b>Subject Area</b>	<b>Clinic</b>	<b>Theory</b>	
I. Infection Control & Principles/Practices	40	20	
II. Properties of hair and scalp	80	40	
III. Hair Procedures and Practices	320	140	
IV. Chemical Procedures and Practices	310	170	
V. Manicure & Pedicure Procedures & Practices	80	40	
VI. Skin Care Procedures & Practices	60	30	
VII. Artificial Lashes/ extensions	4	4	
VIII. Facial Makeup /brow tinting	12	10	
IX.. Salon Operations & Communication Skills	80	40	
X. Cosmetology Laws & Rules (1Hr. Human trafficking)	10	10	
XI. COSMETOLOGY LAWS & RULES	0	10	
XII. PUBLIC HEALTH AND SAFETY	35	15	
XIII. ADVANCED TECHNIQUES	170	70	
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	
<b>TOTAL</b>	<b>1201</b>	<b>599</b>	<b>1800</b>

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

### ***Hair Designer Course Outline***

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

The three primary aspects of training are:

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

Course Objectives:

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

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

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

		<b>Core Curriculum</b>	
<b>Subject Area</b>		<b>Clinic</b>	<b>Theory</b>
I.	Infection Control & Principles/Practices	40	20
II.	Properties of hair and scalp	60	40
III.	Hair Procedures and Practices	300	140
IV.	Chemical Procedures and Practices	300	160
V.	Salon Operations & Communication Skills	80	40
VI.	Cosmetology Laws & Rules (1Hr. Human trafficking)	10	10
		<b>790</b>	<b>410</b>
<b>TOTAL</b>		<b>1200</b>	

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

### ***Advanced Esthetics Course Outline***

The 750-hour Esthetics course is a comprehensive combination of lecture, demonstration, practical experience and professional business-building skills which are vital for success in the growing field of skin care and color cosmetic artistry. The curriculum is set up to teach advanced techniques in specialized equipment use and control, product and service sales training and communication skills. Students will participate in advanced anatomy of skin, advanced muscle, nerve, facial and body treatments. Having advanced skills in these areas will better prepare you for the spa environment. The course will also cover in-depth research along with an understanding of the Ohio Cosmetology Laws and Rules as Public Health and Safety Requirements. The Advanced license is not a requirement to work in a spa however is a requirement to obtain an educators license in the state of Ohio. A diploma will be awarded upon graduation. The program only leads to licensure in the State of Ohio.

The three primary aspects of training are:

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

Course Objectives:

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

**Total Weeks: 40 Weeks Based on Scheduled Hours.**

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

<b>Core Curriculum</b>		
<b>Subject Area</b>	<b>Clinic</b>	<b>Theory</b>
I. Infection Control & Principles/Practices	40	20
II. Anatomy	15	15
III. Specialized Equipment & Treatments	15	15
IV. Massage	40	20
V. Chemistry	22.5	7.5
VI. Skin Care Procedures & Practices	150	50
VII. Study of Skin	35	20
VIII. Make-up/brow tinting	40	27
IX. Artificial Lashes/extensions	4	4
X. Salon Operations & Communication Skills	20	20
XI. Cosmetology Laws and Rules (1 Hr Human Trafficking)	10	10
XII. COSMETOLOGY LAWS & RULES	0	10
XIII. PUBLIC HEALTH AND SAFETY	35	15
XIV. ADVANCED TECHNIQUES	70	20
	<b>496.5</b>	<b>253.5</b>
<b>TOTAL</b>	<b>750</b>	

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

**Advanced Manicuring Course Outline**

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

The three primary aspects of training are:

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

Course Objectives:

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

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

**Total Weeks: 16 Weeks Part-Time Schedule Based on Scheduled Hours**

		<b>Core Curriculum</b>	
	<b>Subject Area</b>	<b>Clinic</b>	<b>Theory</b>
I.	Infection Control & Principles/Practices	15	15
II.	Anatomy	5	5
III.	Massage	5	5
IV.	Nail Care Procedures & Practices	30	25
V.	Chemistry	5	5
VI.	Nail Enhancements	25	10
VII.	Specialized equipment	5	5
VIII.	Salon Operations & Communication Skills	10	10
IX.	Cosmetology Laws and Rules (1 Hr Human Trafficking)	10	10
X.	COSMETOLOGY LAWS & RULES	0	10
XI.	PUBLIC HEALTH AND SAFETY	20	20
XII.	ADVANCED TECHNIQUES	30	20
		<b>160</b>	<b>140</b>
<b>TOTAL</b>		<b>300</b>	

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

### Student Service

#### **Student Placement/Job Search**

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

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

#### **Personal Assistance**

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

#### **Student Counseling**

Throughout the student's attendance, here at the Institute, a member of our staff will be counseling with each student to discuss any problems, suggestions, or questions that may exist concerning the student's training. These frequent meetings and communication help both the teacher and the student to determine what may be needed with respect to the student's progress concerning grades & attendance. Any additional recommendations for improvement or solutions to problems can also be made at that time.

#### **Student Housing**

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

#### **Voter Registration**

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

#### **Retail Products**

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

## Student Requests

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

## Client Services

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

### Service Desk

The Service Desk Team is the first impression clients have of Casal Aveda Institute. Our mission is to provide the highest quality customer service while creating a positive friendly environment. Please be advised that Casal Aveda Institute does not accept tips.

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

### Team Service

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

## Transcripts

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

Send request to:

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

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

## Access to Cumulative Records

Students that are in regular attendance at Casal Aveda Institute have the right to inspect and review educational, financial and attendance records to ensure they are accurate, factual and do not violate the student's privacy or other right.

Any student wishing to view his/her records may do so. Parents or guardians of dependent minors may view the student's records. No information regarding students' records will be released or viewed without written permission from student, and if student is a dependent minor, the parent or guardian. Third parties requiring information must do so in writing. All record viewing must be done under the supervision of the Director or administrative staff.

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

1. A school must give the student the opportunity to inspect and review his/her educational records.
2. Disclosure may be made to authorize representatives of the U.S. Department of Education, National Accrediting Commission of Career Arts and Sciences, the Office of the Inspector General, or State and local educational authorities.
3. Disclosure may be made if it is in connection with financial aid that the student has received or applied for.
4. Disclosure may be made to the student's parent, only if the student is a dependent of the parent, as defined by the Internal Revenue service.
5. Disclosure may be made to an organization that is conducting studies concerning the administration of student aid programs on behalf of an educational agency or institution.
6. When student information has been disclosed to one of the parties listed above, that party may re-disclose that information to additional parties who are authorized to receive this information without prior written consent.

7. An institution may disclose directory information (name, address, telephone number, birth date, major of study, dates of attendance, degrees or awards) if it has given public notice to parents, as appropriate, and students of above directory information to certain parties.
8. In the case of an emergency, personal information to appropriate parties, in connection with the emergency, can be released if knowledge of the information is necessary to protect the health or safety of the student.
9. If someone should make an inquiry about you, the student, we will do our best to take a message and attempt to locate you. This is designed to protect your right to privacy.

**2020 Academic Calendar**

**Start Dates**

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

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

January 28, 2020

April 28, 2020

August 4, 2020

November 3, 2020

**Advanced Esthetics (DAY TIME PART-TIME):**

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

January 28, 2020

August 4, 2020

**Advanced Esthetics (Evening PART-TIME):**

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

April 28, 2020

November 3, 2020

**Advanced Manicuring (PART TIME):**

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

March 3, 2020

July 21, 2020

November 3, 2020

***Holidays and Conference Days***

Casal Aveda Institute will be closed on the following days in 2020:

September 8, 2020

November 26, 2020

December 24, 2020-December 26, 2020 (classes resume December 28, 2020)

December 31, 2020 no evening classes.

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

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

No hours will be given when the institute is closed.

### Tuition and Fees

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

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

Cosmetology Course	1500 Hours (Hair, Skin and Nails)
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Program Total Tuition	\$15,600.00	Academic Year 1 (0-900 hours) \$9360.00	Academic Year 2 (901-1500 hours) \$6240.00
Kit Fee**	\$1,900.00		
Registration fee	\$150.00		
Application fee*	\$50.00		
<b>Total Cost</b>	<b>\$17,700.00</b>		

Advanced Cosmetology Course	1800 Hours (Hair, Skin, Nails and Advanced)
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Program Total Tuition	\$18,300.00	Academic Year 1 (0-900 hours) \$9150.00	Academic Year 2 (901-1800 hours) \$9150.00
Kit Fee**	\$2,200.00		
Registration fee	\$150.00		
Application fee*	\$50.00		
<b>Total Cost</b>	<b>\$20,700.00</b>		

Hair Designer Course	1200 Hours (Hair Only)
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Program Total Tuition	\$12,900.00	Academic Year 1 (0-900 hours) \$9675.00	Academic Year 2 (901-1200 hours) \$3225.00
Kit Fee**	\$1,800.00		
Registration fee	\$150.00		
Application fee*	\$50.00		
<b>Total Cost</b>	<b>\$14,900.00</b>		

Advanced Esthetics Course	750 Hours (Skin and Advanced)
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Program Total Tuition	\$ 9,100.00	Academic Year 1 (0-750 hours) \$9100.00	
Kit Fee**	\$1,255.00		
Registration fee	\$150.00		
Application fee*	\$50.00		
<b>Total Cost</b>	<b>\$10,555.00</b>		

Advanced Manicuring Course	300 Hours (Nails and Advanced)
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Program Total Tuition	\$2,645.00	Academic Year 1 (0-300 hours) \$2645.00	
Kit Fee**	\$615.00		
Registration fee	\$150.00		
Application fee*	\$50.00		
<b>Total Cost</b>	<b>\$3,460.00</b>		

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

The kit fee includes supplies, books, and uniform. The cost of books and supplies for each program are as follows.

**\*\* 1200 Hair Designer book fee-\$1054.99/Supplies \$745.01= \$1800.00**

1500 Cosmetology book fee- \$1054.99/ Supplies \$845.01= \$1900.00

1800 Advanced Cosmetology book fee - \$1054.99/ Supplies \$1145.01=\$2200.00

750 Advanced Esthetics book fee- \$767.00/ Supplies \$488.00= \$1255.00

300 Advanced Manicuring book fee- \$172.30/ Supplies \$442.70=\$ 615.00

### **Tuition**

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

5555 Youngstown Warren Road Unit 606  
Niles Ohio 44446

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

### **Additional Costs/ Fees**

**\*\*If the student enrolls in a course of study and changes the original start date, a re-application fee of \$50.00 will apply.**

#### **Method of Payments**

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

#### **Cosmetology Full-Time (1500 hours) \$17,700.00**

\$9,700.00 is due on the first day of class. The balance is to be paid in three installments during the next three months in three installments of \$2600.00 each. Payments listed above exclude the \$50.00 application fee and \$150.00 registration fee which are due at the time of enrollment.

#### **Cosmetology Part-Time (1500 hours) \$17,700.00**

\$9,700.00 is due on the first day of class. The balance is to be paid in three installments during the next six months in three installments of \$2600.00 each. Payments listed above exclude the \$50.00 application fee and \$150.00 registration fee which are due at the time of enrollment.

#### **Advanced Cosmetology Full-Time (1800 hours) \$20,700.00**

\$11,350.00 is due on the first day of class. The balance is to be paid in three installments during the next three months in three installments of \$3050.00 each. Payments listed above exclude the \$50.00 application fee and \$150.00 registration fee which are due at the time of enrollment.

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

\$8,250.00 is due on the first day of class. The balance is to be paid in three installments during the next three months in three installments of \$2150.00 each. Payments listed above exclude the \$50.00 application fee and \$150.00 registration fee which are due at the time of enrollment.

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

\$8,250.00 is due on the first day of class. The balance is to be paid in three installments during the next six months in three installments of \$2,150.00 each. Payments listed above exclude the \$50.00 application fee and \$150.00 registration fee which are due at the time of enrollment.



**Advanced Esthetics (750 hours) \$10,555.00**

\$5805.00 is due on the first day of class. The balance is to be paid in three installments during the next three months in two payments of \$1516.67 each and one payment of \$1516.66. Payments listed above exclude the \$50.00 application fee and \$150.00 registration fee which are due at the time of enrollment.

**Advanced Manicuring (300 hours) \$3,460.00**

\$1937.50 is due on the first day of class. The balance is to be paid the next month after the start date in the amount of \$1322.50.  
Payments listed above exclude the \$50.00 application fee and \$150.00 registration fee which are due at the time of enrollment.

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

**Consumer Disclosure**

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

*Students may be eligible for Title IV funding in the form of Pell Grants and Student Loans. Students who are eligible and accept Title IV funding may find their payments reduced or even eliminated while attending Casal Aveda Institute. The student is responsible for repaying any loans received from Title IV funds. Alternative payment arrangements may be made  
On a case by case basis provided they allow for all tuition and fees to be paid in full prior to a student’s estimated completion date.*

**Scholarships**

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

*Outside Scholarships*

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

*Casal Aveda Scholarships*

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

To apply for a Casal Aveda Scholarship: Please reference our website at [www.casalaveda.com](http://www.casalaveda.com) for an active application.

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

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

Contact the Financial Aid Office for application and eligibility information.

**Veteran’s Benefits**

The certifying official at Casal Aveda Institute acts as a liaison with the Department of Veteran Affairs. Each program must be approved by the Ohio State Approving Agency for the training of veterans and other eligible persons. Students applying for Veteran educational benefits should allow eight to ten weeks for processing. The amount of the benefits is determined by the Department of Veteran Affairs. The Department of Veteran Affairs regulations require all persons using any of their programs to follow the

Department's Satisfactory Progress Policy. Students should contact the Department of Veteran Affairs for information regarding benefits at 1-888-GI BILL 1 (1-888-442-4551).

Casal Aveda Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under chapter 31 or 33.

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

### **Financial Aid**

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

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

#### ***Federal Pell Grant***

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

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

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

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

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

#### ***Iraq and Afghanistan Service Grant***

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

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

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

The school will determine a student's eligibility for the Iraq and Afghanistan Service Grant, award the grant and disburse funds to the student at the appropriate time. The school will notify the student in writing if he/she qualifies for the grant, how much and when

the student can expect to receive funds. A student must maintain required attendance and satisfactory academic progress standards to continue receiving the Iraq and Afghanistan Service Grant.

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

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

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

### **Children of Fallen Heroes Scholarship**

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

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

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

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

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

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

### **William D. Ford Federal Direct Loan Programs**

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

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

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

### **Direct Subsidized and Unsubsidized Loans**

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

There are two types of federal loans for students, Direct Subsidized Loan and Direct Unsubsidized Loan. A student must demonstrate financial need to qualify for the Direct Subsidized Loan. Financial need is not required to qualify for the Direct

Unsubsidized Loan. The other major difference between the Direct Subsidized and Direct Unsubsidized Loans is that the federal government pays the interest on the Subsidized loan while the student is in school, during the grace period and during any periods of deferment. The federal government does not pay the interest on a Direct Unsubsidized Loan at any time.

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

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

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

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

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

### ***Direct PLUS Loan***

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

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

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

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

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

### **Refund Policy**

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

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

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

Students receiving assistance from Federal Title IV programs may be subject to the following Federal Regulations as outlined below: If the student was scheduled to complete less than 60% of the clock hours in the payment period, unearned Title IV funds must be returned to the Department of Education. Payment periods are defined as two 450 – clock hours and two 300 – clock hours for the

Cosmetology Program, four 450 – clock hours for the Advanced Cosmetology Program, two 450 – clock hours and one 300 clock – hour for the Hair Designer Program, two 375 – clock hours for the Advanced Esthetics Program and 300 clock hours for the Advanced Manicuring Program. This return of Title IV funds, along with the school's refund policy below, may result in charges owed to the school for which the student may be liable. The Institute is required to do a Return to Title IV funds calculation if a student completely withdraws or is terminated from the program for any reason. Federal Regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Perkins Loans, Plus Loans, Pell Grants, SEOG or other Title IV.

The school's refund policy is as follows:

If a student's application is rejected by the school or if the student or legal guardian cancels enrollment within three business days of signing the enrollment contract, all money collected by the school will be refunded (except for the non-refundable \$50.00 application fee), whether or not the student has begun the course of instruction. If student completes the enrollment and decides to change their start date, a re-application fee of \$50.00 will apply.

If a student or legal guardian cancels his/her enrollment after three business days of signing the enrollment contract, but before the student begins course instruction, all money less the \$150 registration fee and the \$50 non-refundable application fee, will be refunded.

If a course or program is cancelled by the school after a student's enrollment, and before instruction in the program has begun, the school will at its option provide a full refund of all money paid or provide completion of the program.

If, for any reason, the school is permanently closed and no longer offers instruction after a student has enrolled and instruction has begun, the student is entitled to a pro rata refund of tuition.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

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

If the student attends the first day of class and withdraws from school before midnight of the third day following the first day of instruction, the student will receive a complete tuition refund minus the \$50.00 application fee, the \$150.00 enrollment fee, and the student kit fee\*\* within forty-five (45) days of cancellation.

If either party cancels the contract after the student begins class and after three business days of signing the enrollment contract, the school will keep the registration fee, the student kit fee (as the kit becomes the property of the student) and the applicable tuition amount.

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

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

A withdrawal fee of \$150.00 will be charged if a student begins attendance and fails to complete the program (after three business days of signing the contract) for any reason, by either party. All refund calculations are based on scheduled hours. All refunds shall be calculated using the student's last day of attendance. In the case of a documented disabling illness or injury to the student or death in the student's immediate family, a reasonable and fair refund settlement will be made.

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

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

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

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

Students who withdraw or terminate prior to course completion are charged a withdrawal fee of \$150.00. This refund policy applies to tuition charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

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

The school shall acknowledge in writing any valid notice of cancellation within 10 days after the receipt of such notice. Any money due to the applicant or student shall be refunded within 45 business days of the official withdrawal date or the date the school discovers that the student has unofficially withdrawn. If a student chooses to withdraw from our school for any reason and later wants to return and is accepted by Casal Aveda™ Institute, a \$150.00 re-enrollment fee will apply. The re-enrollment fee will be charged to any student who re-enrolls in the same or a different program. The re-enrollment fee will be waived for students who transfer programs or for first time students dismissed due to poor attendance during the Intro Phase (see Attendance Policy for applicable time limits.) Unofficial withdrawals are determined by the school through monitoring clock hour attendance on a weekly basis. We will consider a student unofficially withdrawn if that student does not report to school or call for 72 hours (3 consecutive school days). The official withdrawal date is determined by the postmark date on written notification, or the date said written notice is delivered to the school director in person. All miscellaneous costs which have not yet become due will be void.

In case of a leave of absence, the school shall return any money due the student or applicant with 45 days of the last day of the student's leave of absence if the student fails to return.

**Tuition Adjustment Table**

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

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

NON-REFUNDABLE ITEMS INCLUDE APPLICATION FEE, REGISTRATION FEE, STUDENT KIT, UNIFORM, BOOKS AND SUPPLIES. THIS POLICY APPLIES TO TUITION AND FEES CHARGED IN THE ENROLLMENT AGREEMENT, OTHER MISCELLANEOUS CHARGES THE STUDENT MAY HAVE INCURRED AT THE INSTITUTION (EG. EXTRA KIT ITEMS, OVER HOUR CHARGES, UNRETURNED SCHOOL PROPERTY, ETC.) WILL BE CALCULATED SEPERATELY AT THE TIME OF WITHDRAWAL.

**Collection Policy**

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

**RETURN OF TITLE IV POLICY**

The financial aid programs authorized under Title IV of the Higher Education Act are the major source of federal student aid. Title IV federal student aid programs at Casal Aveda Institute include: Federal Pell Grant, Subsidized Federal Direct Loan, Unsubsidized Federal Direct Loan and Federal Direct PLUS (Parent Loan for Undergraduate Students) Loan.

A student is awarded and paid Title IV federal student aid funds on the assumption he/she will complete the payment period for which funds have been paid. A student who withdraws or is dismissed from the institute may not be eligible for all of the Title IV federal funds disbursed. The institute must perform a Return of Title IV Funds (R2T4) calculation to determine if the school and/or the student are required to return a portion of the Title IV federal student aid funds received. The last date of attendance is used to calculate the amount of any Title IV federal student aid that must be returned, regardless of whether or not the withdrawal is official or unofficial.

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

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

For example:

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

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

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

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

If a student has earned more Title IV federal student aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement of federal student aid. Federal Grants can be posted to student's accounts for payment of eligible charges. The school has 30 days from last day of attendance to send a written notification to the student of eligibility for a Federal Direct Loan PWD. Student must reply in writing to the Financial Aid Director.

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

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

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

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

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

### **Verification**

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

Applications are selected for verification based on

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

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

### **Student Notification**

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

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

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

### **Deadlines**

Students must provide verification materials within two weeks following notification.

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

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

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

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

### **Consequences for Failing to Submit Requested Documents and Information**

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

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

### **Professional Judgment Policy**

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



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

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

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

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

### **Special Circumstances**

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

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

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

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

### **Reasonableness Standard**

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

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

### **Documentation**

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

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

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

### **Dependency Override Policy**

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

The school will override only a dependent student to independent.

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

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

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

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

### **Documentation**

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

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

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

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

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

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

### **Fee Waiver Policy**

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

## **Transfer Hours**

### **Transfer Hours to Other Institutions**

The transferability of hours you earn at Casal Aveda Institute is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the hours or diploma that you do earn at Casal Aveda Institute are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this school will meet your education goals. This may include contracting an institution to which you may seek to transfer after attending Casal Aveda Institute to determine if your hours or diploma will transfer. Hours will not be released to the Ohio State Board of Cosmetology and Barbering until the Institute certifies that the student has met all of their financial obligations to the Institute.

### **Transfer Hours from Other Institutions**

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

## Internal Transfers

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

## Program Transfer Fee Policy

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

## Standards and Procedures

### Attendance

Regular attendance gives students the opportunity to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and the extensive and diverse practical experience available. If you will be absent, please note that it is mandatory to call 30 minutes prior to scheduled start time unless the student has previously notified the Student Services Coordinator.

(330) 792-6504      Ext. 102

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

### Intro Withdraw Procedure

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

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

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

### Cosmetology Full- Time Saturday Pool of Hours:

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

### Cosmetology Part- Time Friday / Saturday Pool of Hours:

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

### Advanced Cosmetology Full- Time Saturday Pool of Hours:

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

### Hair Designer Full- Time Saturday Pool of Hours:

Hair Designer students in the full-time program have 35 hours in their "Saturday pool of hours" for their entire program—**after 35 hours and 15 minutes missed on Saturdays; the student will be terminated without appeal.**

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

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

### Advanced Esthetics Day Time Programs Friday Pool of Hours:

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

**Advanced Esthetics Evening Programs Saturday Pool of Hours:**

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

**Advanced Manicuring Program Saturday Pool of Hours Part- Time:**

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

**Attendance/Tardy Policy**

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

Students may be terminated at the discretion of the Director if immediate improvement is not made. We want only to provide a well-rounded education. The institute can only have successful graduates if the students are serious and maintain consistent attendance.

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

Students are required to call in 30 minutes prior to their scheduled start time to the Institute if they are going to be absent on any day, for any reason, unless they have previously notified the Student Services Coordinator 330.792.6504 ext.102.

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

Students will only receive hours for time documented by the time clock. Students are required to clock in by their start time, clock out and back in when going to and from lunch, and clock out before leaving for the day.

Students who forget to use the time clock should clock in or out as soon as they remember to. Additional time will be lost if not all of the time the student was not clocked in can be verified. A student who fails to clock in and out for lunch, will have their hours adjusted for the lunch. Additional time will be lost if an educator cannot verify the student returned from lunch with the allotted hour.

**Classes start at 9:00am and 5:30pm respectively and students are expected to have clocked in, signed in and be at their station or desk ready to begin training at that time.**

Students are encouraged to arrive 15 minutes prior to their scheduled start time to allow sufficient time to prepare for the day.

Students who do not arrive by their scheduled start time will be considered absent for the day.

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

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

**Attendance Late Voucher Policy**

Each program has a pre-determined number of “Late Vouchers” that could be used for special circumstances that force a student to not be able to arrive at their predetermined start time. The voucher will permit a student to be allowed to arrive within the first 15 minutes of their predetermined start time. It is the student’s responsibility to immediately provide a voucher to a staff member to be permitted to attend school for the day / evening. These vouchers cannot be used on Major Test dates, are non-transferrable and cancel out Perfect Attendance for a student’s phase and the student’s program.

If student clocks in at- :01 -:07 they will get full credit for the day if the student clocks in at :08 - :15- 15 minutes will be deducted from their accrued time for the day.

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

To receive the entire kit; refer to the handout received in the 1<sup>st</sup> day packet for the specific kit items.

**After the student graduates they can order kit items based on their final attendance points. Students must also have satisfied any outstanding open balances. Students are responsible for the sales tax on the kit items.**

## **Make-up Work Policy**

Students not in attendance at testing time must:

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

## **Standards of Professionalism**

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

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

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

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

Identification badges are to be worn as issued during all clocked hours to identify students to staff and clients and are to be removed when leaving the building. If you do not have your name badge with you, you must purchase a new one at a cost of \$3.00.

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

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

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

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

Casal Aveda Institute reserves the right to maintain an esthetic standard for all students including professional personal hygiene and grooming and to the extent appropriate, application of color cosmetics, appropriate facial hair and standard dress code adherence. Students are not to wear synthetic fragrances during school hours.

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

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

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

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

To maintain a learning environment for all students; anyone who is disruptive in the classroom or clinic floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.

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

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

Students will only be permitted to receive and make emergency phone calls, so as not to interrupt the educational process during class time. You may use your cell phone on your breaks in the locker room or outside if you need to make a call.

Any visitors that the student might receive are required to enter through the front door and check in with the front desk. Student is only permitted to spend time with the visitor if they are on an approved break.

To ensure that each student receives consistent and comprehensive instruction in the classroom or clinical environment, they need to remain in their assigned areas or receive their educator's permission to be in unassigned areas.

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

All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an educator within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.

Should a student be or become disabled (to include pregnancy) during enrollment at Casal Aveda Institute and choose to communicate this to the Administrative Staff, appropriate measures (which may include additional leave of absences) can be made to accommodate limitations. Please be advised that where a student is unable to perform requirements necessary for completion of the curriculum scheduled for your program with or without reasonable accommodations, a leave of absence or temporary withdrawal may be deemed necessary until such time as student is able to perform requirements necessary for completion. The student's attending physician must complete a "Fitness for Duty Certification." Please see your Student Service Coordinator for this certification and additional information if necessary.

**Student Kits**

Student kits are prepared for the student enrolled at Casal Aveda Institute. Students need to inventory their kit. If there are any challenges, the student needs to contact their educator to resolve the incomplete kit. If anything needs to be repaired at the time the student receives the kit, items will be sent to the proper vendor for repair. Each student is responsible to have their complete kit available and all of its contents maintained during school hours. Failure to have your kit with you daily may result in being dismissed from the Institute for the day. If any kit items are missing or damaged, the student will be required to replace the items within 48 hours. The student kit is to be used on clients and is not intended for personal use.

**Equipment/Supplies**

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

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

### **Lockers / Workstations/ Student Privacy**

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

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

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

### **Code of Ethics**

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

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

The following guidelines are examples of appropriate and inappropriate behavior:

#### **Appropriate:**

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

#### **Inappropriate:**

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

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

### **Conduct Policy-Violations of Standards**

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

## **CODE OF CONDUCT POLICY**

The Review Board Coordinator reviews all allegations of Code of Conduct violations in accordance with this policy and imposes sanctions based on his or her findings. Decisions made by the Review Board Coordinator shall be final, pending the appeal process if applicable.

### **Violations – Prohibited Conduct**

The Code of Conduct applies to behavior that affects the school community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations when the actions in question adversely affect the school community and/or pursuit of its objectives.

Any student found to have engaged in misconduct, including but not limited to the following types of misconduct, may be subject to disciplinary sanctions:

Assigned area violations, such as;

Property misuses, including defacing or destroying property;

Client service violations, such as student intentionally not following the educator’s directive and or required check points;

Unprofessional behavior;

Not being prepared for scheduled classroom or clinic activities;

Any disruptive behaviors interrupting or preventing the regular operation of the school or the education of other students;

Improper documentation of manual sign in times;

Cheating (including plagiarism);

Stealing;

Falsifying or forging any school document, record or instrument of identification (for example: signing someone else in/out for daily hours) or otherwise furnishing false information to the school or a governmental or accrediting agency;

Committing fraud;

Exhibiting violence, threats, abusing and/or causing physical harm to others;

Insubordination, or inappropriate or abusive language toward any school staff, faculty or students;

Hazing, bully or cyberbullying, whether it be a single incident or a series of incidents;

Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer access;

Abuse of computer time, including but not limited to:

1. Unauthorized entry into a file, to use, read or change contents, or for any other purpose,
2. Unauthorized transfer of a file,
3. Unauthorized use of another individual’s identification and password,
4. Use of computing facilities to interfere with work of another student, faculty member or school official,
5. Use of computing facilities to send obscene or abusive messages,
6. Use of computing facilities to interfere with normal operation of the school computing system, or
7. Introduction, reproduction and/or promulgation of any computer virus;

Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor’s order, and the school, or being under the influence of such substances;

Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and the school, or public intoxication;

Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals;

Harassment or Discrimination: unlawful harassment or discrimination based on race, religion, color, sex, gender, gender identity or expression, age, national origin, disability, veteran status or any other characteristic or condition protected by federal, state or local law. Prohibited conduct examples include: inappropriate remarks, jokes, posters or cartoons, any unwelcome touching or physical contact, slurs, derogatory remarks and/or stereotypes;



Violation of published school policies, procedures, rules, or regulations; and

Violation of local, state or federal laws.

### **Conduct Procedures**

Any member of the school community may bring conduct to the Review Board Coordinator's attention for potential filing of Code of Conduct charges. Students may file a complaint using the general grievance procedure located in this Catalog or directly with the Review Board Coordinator. Complaints may be filed on behalf of the school by the Review Board Coordinator regardless of whether the member of the school community who brought the issue forward wishes to proceed. The School encourages complaints regarding Sexual Harassment or sex discrimination be made to the Title IX Coordinator:

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

Upon receiving notice of potential charges, the Review Board Coordinator will conduct a preliminary investigation to determine if the alleged conduct potentially violates the Code of Conduct and, if applicable, whether the situation can be resolved by mutual consent of the complainant and the respondent on a basis acceptable to the Review Board Coordinator. The Review Board Coordinator may issue a written conduct warning to a respondent where the matter is resolved by mutual consent.

The Review Board Coordinator may determine that the conduct alleged either does not violate the Code of Conduct or is not of sufficient severity or seriousness to warrant a sanction. In these cases, the Review Board Coordinator may, as he/she deems appropriate, issue written conduct guidance advising the respondent regarding the behavior and the school's expectations for future conduct.

All charges shall be presented in writing to the respondent and, when appropriate, to the complainant. The respondent shall be provided with at least three (3) days to respond in writing to the charges. Receipt of the charging letter is presumed to be three days after mailing (for letters sent via US mail), or the date of electronic transmission (for email).

The Review Board Coordinator shall determine whether the respondent has violated the Code of Conduct. The Review Board Coordinator's determination shall be made based on whether it is more likely than not that the respondent violated the Code of Conduct. There shall be a single record, which shall be the property of the school.

The Review Board Coordinator shall notify the respondent of the outcome in writing, and in appropriate cases, shall also notify the complainant.

### **Interim Suspension**

In certain circumstances, the Review Board Coordinator may impose an interim suspension. Interim suspension may be imposed:

1. To ensure the safety and well-being of members of the school community; or
2. The Review Board Coordinator deems that the respondent poses a threat of disruption of or interference with the normal operation of the school.

During the interim suspension, the respondent may be denied access to school premises and/or all other school activities or privileges for which the respondent might otherwise be eligible. In appropriate cases, the Review Board Coordinator may notify the complainant of a respondent's interim suspension status.

### **Sanctions**

The sanctions listed below may be imposed upon any student found to have violated this Code of Conduct. The sanctions may be used in any order and/or combination that the school deems appropriate for the conduct in question.

1. Lost hours -
2. Warning – A verbal or written notice that the student has not met the school's conduct expectations.
3. Probation – A written reprimand with stated conditions in effect for a designated period, including the probability of more severe disciplinary sanctions if the student does not comply with the school's policies or otherwise does

not meet the school's conduct expectations during the probationary period. A book report may also be required – topic and length clearly stated by the staff member.

4. Suspension – Separation of the student from the school for a defined period, typically up to 30 days, after which the student may be eligible to return. A student on suspension who fails to provide the Review Board Coordinator with documentation that the stipulations for return have been met within the designation timeframe is automatically expelled. For the period of suspension, the student may earn no clock hours and the school will not charge tuition.
5. Termination – Permanent separation of the student from all school locations and ineligibility to receive all school services, including client services. An expelled student will not be considered for re-entry into the same program or any alternative program at the Institute.

The Review Board Coordinator shall advise the student in writing of the determination, the sanction(s) imposed, if any, and appeal procedures as appropriate.

Other than suspension and termination, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Upon graduation or permanent separation from the school, a student may petition the Review Board Coordinator to have his/her disciplinary record expunged or partially expunged of disciplinary actions. Whether to grant the request to expunge or partially expunge shall be at the school's discretion.

#### **Written Appeals**

In cases resulting in suspension or termination only, the decision as to a Code of Conduct violation or sanctions imposed by the Review Board Coordinator may be appealed by the student to the Review Board. Such appeals shall be in writing and must be submitted within seven (7) days of the date of the student's receipt of the determination letter. Receipt of the determination letter is presumed to be three (3) days after mailing (for letters sent via US mail), or the date of electronic transmission (for email).

The Review Board shall consist of Edward Brown, CFO; Juliet Pellin, Corporate Director of Financial Aid, Susan Partin, Corporate Direct of Admissions; Barbara Bader, Corporate Director of Student Services, or their designee. The results of the appeal to the Review Board shall be final.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record for one or more of the following purposes:

1. To determine whether the decision reached regarding the student was based on reasonable evidence; that is, without substituting its judgment for that of Review Board Coordinator, the Review Board shall consider whether the facts in the case were reasonably sufficient to establish that it was more likely than not that a violation of the Code of Conduct did or did not occur.
2. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the student was found to have committed.
3. To consider new evidence sufficient to alter the decision or sanction which was not previously considered because such evidence was not known or available.

the Review Board shall notify the student, in writing, of the outcome of the appeal. If the Review Board rules favorably on the appeal, the matter shall be remanded to the Review Board Coordinator for action to be taken in response to the appeal findings. If the ruling on the appeal is negative, then the decision of the Review Board Coordinator is upheld and finalized.

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

## Student Evaluation

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

### Grading Scale

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

### Test Retake Policy

If a student does not achieve a passing score of 80% or higher on a written exam they are then required to retake the exam. A retake must be completed *within one week* of the original exam. If a passing score is still not obtained a written report over the tested subject matter must be completed within one week of the retake exam. Once the report has been submitted the student will have a week to complete a third, and final attempt. A student that does not receive a passing grade by the third attempt will receive the highest tested score.

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

One retake date will be scheduled for each practical mock exam for students who miss their scheduled mock practical or do not receive a passing score. Failure to not show for the retake will result in a zero. Failure to not pass either practical will result in receiving the higher of the two grades.

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

### Satisfactory Academic Progress Policy

All students enrolled in any NACCASS approved program with full or part time schedules must meet the following SAP requirements. The Satisfactory Academic Progress Policy is provided to all students prior to enrollment.

#### Evaluation Periods

SAP is calculated at the end of each evaluation period based on actual hours attended. Conventional rounding to the nearest whole percentage is used for all SAP calculations. For example, 89.5% is rounded up to 90%, 89.49% is rounded down to 89%. Evaluation periods for students who transfer in hours or re-enroll more than 180 days after they last attended will be the midpoint of the contracted hours or the established evaluation periods below, whichever comes first.

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

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

#### Grades

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

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

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

#### Pace

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

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

**Maximum Timeframe**

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

Maximum Timeframe is measured in clock hours scheduled and expressed in weeks. For example, if the program is 1800 clock hours in length, the Maximum Time Frame is 2000 hours (1800 X 111%) or 61 weeks for day students based on the 90% attendance requirement. This means a student cannot be scheduled for more than 2000 clock hours of coursework over 61 weeks in which to earn the 1800 clock hours needed to complete the program. The consequence of exceeding Maximum Timeframe is termination. A student may not appeal his/her dismissal from the Institute.

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

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

**Satisfactory Academic Progress**

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

**Unsatisfactory Academic Progress**

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

**Warning**

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

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

**Probation***Without an Academic Plan*

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

*With an Academic Plan*

If an appeal is granted at the end of the Warning period, and the institute determines the student will require more than one evaluation period to meet satisfactory academic progress standards, the student will be placed on Probation with an Academic Plan. The student's progress will be reviewed at the end of each evaluation period during the probation.

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

**Appeal Process**

A student may appeal if he/she fails to regain satisfactory academic progress by the end of the Warning period.

Can substantiate that extenuating circumstances existed resulting in unsatisfactory academic progress.

A student may not appeal if he/she is dismissed because he/she failed to file an appeal within seven (7) days of written notification; failed to use the form required by the institute; or failed to provide the necessary supporting documentation or information requested.

He/she failed to meet the conditions of an Academic Plan.

He/she failed to regain satisfactory academic progress by the end of the Probation period.

#### *Appeal Process*

A student wishing to file an appeal must:

Do so within seven (7) days of receiving written notification from the institute regarding unsatisfactory academic progress.

Complete the required appeal form(s), provide supporting documentation and information as requested.

The appeal must outline in detail the circumstances that negatively impacted a student's academic progress and how his/her situation has changed that will allow the achievement of satisfactory academic progress at the next evaluation.

Submit the appeal (forms, letters, supporting documentation) to the Student Services Coordinator.

As noted above, a student who can document extenuating circumstances may be allowed to continue in school despite failing to make satisfactory academic progress. The student must appeal the academic progress determination in writing. Valid reasons for submitting an appeal include, but are not limited to, illness or injuries, children's illness or injuries, family emergencies, pregnancies, maternity/paternity leave, disabilities or legal matters.

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

#### **Re-enrolling Students**

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

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

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

#### **Transfer Hours**

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

#### **Leave of Absence**

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

#### **Financial Aid Ramifications**

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

If otherwise eligible, a student making satisfactory academic progress, on Warning or on Probation is eligible to receive Federal Student Aid.

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

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

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

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

### Withdraw/Termination

#### **Withdrawal Policy**

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

#### **Re-Entry Policy**

Should student withdraw on a temporary basis (minimum timeframe is 30 days), a re-instatement fee of \$150.00 will apply and a date must be given with their anticipated return. If they are unable to return on that date, a phone call in addition to a letter must be sent to our Financial Aid Officer as well as our Admissions Team Leader, with a revised date, at least 3 days in advance. We will consider the student to be permanently withdrawn if we do not hear from them on the anticipated return date. If a student's performance was unsatisfactory when he/she withdrew from school and later wished to re-enter the school, he/she will return under that same status. If a student withdraws in good standing, he/she may return under that same status without loss of credit, grades or hours. If the school terminates the student for any violation, they are not permitted re-entry.

#### **Dismissal Policy**

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

#### **Termination Policy**

A Withdrawal Fee of \$150.00 will be charged if a student begins attendance and fails to complete the program (after three business days of signing the contract) for any reason, by either party  
Any student found in violation of the following could be terminated:  
Theft, Attendance/Tardiness, violation of the school's code of ethics policy or other general rules and regulations. If a student is terminated from a program for a violation of the Code of Ethics or any of the rules and regulations in the catalog or contract, they will not be considered for re-entry into the same program or any alternative program. In addition, depending on the severity of the offense, student will not be permitted to enter the school campus for any reason, including receiving client services once they have been terminated.

### Leave of Absence Policy

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

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

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

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

- A leave must be requested a week in advance unless unforeseen circumstances prevent a leave of absence from being requested in advance.
- The leave must be scheduled after the introduction phase of the student's program.
- A student may be granted one leave of absence during their program.
- A student may be granted additional leave time (not exceeding 180 days in a 12-month period) for medical emergency situations requiring hospitalization concerning themselves or that of a minor child. Proper documentation will be required for the additional time.
  - The request does not exceed the maximum leave of absence granted during a student's program.
  - The leave of absence extends a student's contract date. The Maximum Timeframe is extended by the number of days the student is on a leave.
  - A student who takes a leave of absence will return in the same satisfactory academic progress status as when he/she began the leave.

The school does not assess the student any additional institutional charges as a result of the LOA.

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

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

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

**If a student does not return to the Institution at the expiration of the approved leave of absence or contact Theresa Rankin or Megan Simcox to the scheduled return date to make extension arrangements, the student will be considered withdrawn from the institution and a refund will be calculated.**

### Safety and Security Procedures

#### **SAFETY**

All students are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries or falls, students are required to take preventative measures by using equipment properly, following manufacturer directions when using chemicals and products, immediately wiping spills found on the floor, assisting elderly and disabled clients, keeping aisles and areas around work stations free from personal items and debris and immediately reporting building and equipment safety hazards to administration personnel.

#### **SAFETY REPORTS**

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

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

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

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

##### ***Emergency (medical)***

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

- ☐ Serious fall;
- ☐ Apparent heart attack;
- ☐ Unconsciousness;
- ☐ Chemical product; (spills in the eye or swallowing); or
- ☐ Violent acts, assault, or rape.

The staff must provide the following information:

- ☐ Nature of medical problem;
- ☐ Address of the building; and
- ☐ Location of the person in the building.

The staff should:

- ☐ Notify the administrative personnel of the location and nature of
- ☐ the accident; stay with the injured person;
- ☐ Have someone meet the emergency personnel; and
- ☐ Keep the area clear of bystanders.

##### ***Non-Emergency (medical)***

All accidents must be reported to a staff member. The staff member will attend to the injured client or student and determine if



client is not able to make arrangements to go to the doctor themselves, the school administration should be contacted for assistance. Document the incident and forward the forms to the administrative offices. Non-emergency numbers are as follows:

## **Fire**

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

- Evacuate the building immediately through the nearest, SAFE, exit door (please familiarize yourself with these)
- Instruct all clients to evacuate the building;
- Assist the clients who need help evacuating
- Request assistance for disabled clients to evacuate
- Once you exit, walk to the nearest area of the plaza that is free of fire and emergency personal or equipment re-enter the building only when the fire department or administrative personnel
- have given clearance.

## **Fire Drills**

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

## **Escape Route**

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

## **Tornado Warnings**

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

## **Bomb Threat**

In case of a bomb threat at Casal Aveda Institute:

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

## **Fire**

Niles Fire Department (Non-Emergency): (330) 652-4321

## **Police**

Niles Police Department (Non-Emergency): (330) 652-9944

## **Outside Counseling**

**If students need counseling, please call:**

Local Crisis Hotline:

Help Hotline – Mental Health, Victims, and Crisis

Trumbull & Mahoning County: (330) 747-2696

Ohio Cares Crisis Hotline: 800-273-8255

Ohio Domestic Violence Shelter and Program Referral: 800-934-9840

Ohio Department of Mental Health & Addiction Services: text “4hope” to 741-741

National Suicide Prevention Hotline: 800-273-TALK (8255) press 1 (text 828255)

National Domestic Violence Hotline: 800-799-SAFE (7233)

The Trevor Project: 866-488-7386 or text “START” to 678-678

## **Constitution Day**

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

## Casal Aveda Institute Student Policy Statements

### **Equal Educational Opportunities**

Casal Aveda Institute is committed to providing a learning environment conducive to the personal and professional development of each individual student free of harassment, discrimination and retaliation. No student will be discriminated against (including but not limited to the Institute's employment, admission, instruction and graduation policies), excluded from participation in, or denied the benefits of, any program or activity sponsored or conducted at the Institute on the basis of race, color, gender, age, sex, ethnic origin, physical or mental disability, pregnancy, sexual orientation, gender identity, religion, national origin, veteran status or any other basis protected by the federal, state or local law.

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

**Director of the Institute**  
**Theresa Rankin**  
**6000 Mahoning Ave.**  
**Austintown, Ohio 44515**  
**330.792.6504 Ext: 106**  
[TRANKIN@CASALAVEDA.COM](mailto:TRANKIN@CASALAVEDA.COM)

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

All Institute property has been designated "drug free" and the Institute is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. In accordance with federal regulations, the Institute conducts reviews at least biennially to determine the effectiveness of this policy to ensure consistent enforcement of applicable drug and alcohol related statutes, ordinances, and institutional policies against students and employees found to be in violation. Annual Review reports and supporting documents will be maintained by the Institute and made available upon request.

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

**Juliet Pellin, Corporate Director of Financial Aide**  
**(330) 792-6504, Ext. 103, [jpellin@casalaveda.com](mailto:jpellin@casalaveda.com)**

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs and alcohol anywhere on the Institute's property including grounds, parking areas, anywhere within the building, or while participating in any of the Institute's officially sponsored or related activities. Students and employees are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety, or welfare of the students and employees on the Institutes property or at any of its officially sponsored activities. This includes all forms of marijuana.

**Disciplinary Sanctions:** Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, and suspension, participation in a substance abuse rehabilitation program, jail time, and fines. The Institute will impose disciplinary sanctions on students and employees consistent with federal, state, local laws and ordinances. Students who violate the Institute's prohibitions against drug and alcohol are subject to disciplinary actions up to and including termination of their enrollment at the institute. Employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment.

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

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

### **Alcohol and Substance Abuse Education**

At least on an annual basis, students, faculty and staff are provided with a copy of the Institute's Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs, in Section VIII, the Institute's alcohol and substance abuse programs, described in Section IX, health and safety concerns with drug abuse, and counseling and assistance resource information. New students, faculty and

staff are provided this information during orientation. In addition, annually students are provided this information by means of the current Student Catalog and material posted on campus. Current faculty and staff are provided this information during their annual review. The Institute may also refer students, faculty or staff in violation of the Institute's policy to substance abuse education or rehabilitation programs as a condition of continued enrollment or employment

### **Weapons**

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

### **Local Sanctions**

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

## **TITLE IX POLICY**

Casal Aveda Institute (the "Institute") is committed to providing a work and educational environment free of unlawful harassment, discrimination, and retaliation. In accordance with Title IX of the Education Amendments of 1972, the Institute does not discriminate on the basis of sex in its education programs or activities, which extends to admission and employment. The Institute also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its education programs or activities.

If you believe that you have experienced or witnessed other incidents of sexual misconduct or discrimination, please follow the procedures outlined in the Institute's Code of Conduct Policy.

The Institute reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

### Title IX Coordinator

The Title IX Coordinator coordinates the Institute's efforts to comply with its Title IX responsibilities.

#### **Title IX Coordinator:**

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

The Title IX Coordinator is responsible for implementing the Institute's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing supportive measures and maintaining accurate Clery Act crime statistics.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

### Key Definitions

**Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Institute conditioning educational benefits or participation on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institute's education Program or Activity; or

3. Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA) (collectively referred to as “Sexual Violence”)\*:

- **Sexual Assault:** As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation<sup>1</sup>.
- **Dating Violence:** As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence:** As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- **Stalking:** As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

\* Please note: In accordance with the Violence Against Women Reauthorization Act of 2013 (“VAWA”), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the Institute’s Annual Safety and Security Report (“ASR”). VAWA crimes are reported in the ASR based on the definitions above.

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim’s behalf.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

**Parties:** include the Complainant(s) and Respondents(s) collectively.

**Advisor:** An individual chosen by a party to accompany the party to meetings related to the resolution process, to advise the party on that process and to conduct cross-examination for the party at any hearing, if any. If a party does not have an Advisor at the hearing portion of the Grievance Process, the Institute will appoint an advisor.

**Formal Complaint:** A document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the Institute investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the Institute’s education Program or Activity with which the Formal Complaint is filed.

**Program or Activity:** On or off campus locations, events, or circumstances over which the Institute exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

**Mandatory Reporter:** Designated Institute employees who must share knowledge, notice and/or reports of Sexual Harassment, discrimination and/or retaliation with the Title IX Coordinator.

**Discretionary Reporter:** Designated Institute employees who may, with the Complainant’s consent, report instances to the Title IX Coordinator.

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<sup>1</sup> The FBI’s Uniform Crime Reporting Program (FBI UCR) includes forcible and nonforcible sex offenses such as rape, fondling, and statutory rape, which contain elements of “without the consent of the victim.”

**Clery Act:** Meaning the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46). In accordance with the Clery Act, the Institute publishes required crime statistics and policy statements in its Annual Safety and Security Report (ASR) on or before October 1<sup>st</sup> of each year. The Institute's most recent ASR is located:

<https://www.casalaveda.com/safety-security-report>

**Clery Geography:** As defined in the Clery Act, includes (A) buildings and property that are part of a the Institute 's campus; (B) the Institute 's noncampus buildings and property; and (C) public property within or immediately adjacent to and accessible from the campus.

**VAWA:** Meaning the Violence Against Women Act (34 CFR Part 668).

#### Procedure for Reporting

If you believe that you have experienced or witnessed Sexual Harassment, discrimination or retaliation, the Institute encourages you to notify the Title IX Coordinator as soon as possible after the incident. A report may be made to either or both the police and the Title IX Coordinator. The criminal process is separate from the Institute's Title IX Grievance Process.

In order to make informed choices, it is important to be aware of confidentiality and reporting requirements when consulting Institute resources.

Institute Directors and the Director of Admissions have been designated by the Institute as Mandatory Reporters who will share knowledge, notice and/or reports of Sexual Harassment, discrimination and/or retaliation with the Title IX Coordinator.

Educators and the Student Services department have been designated by the Institute as Discretionary Reporters and will only report instances of Sexual Harassment, discrimination, or retaliation to the Title IX Coordinator with the Complainant's consent.

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. The Institute does not have confidential reporting resources, such as pastoral or professional counselors on campus. Crisis, mental health, and victim resource hotline information is available from Student Service Coordinators or within the Course Catalog / Student Manual.

The Institute will keep confidential the identity of the Complainant, Respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX Grievance Process.

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the Institute's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

#### Supportive Measures

The Title IX Coordinator will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect safety or deter prohibited conduct. Supportive Measures are available, as appropriate, to either or both the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the Parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodation.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a

Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant's wishes with respect to Supportive Measures.

The Institute will maintain the privacy of the Supportive Measures, provided that privacy does not impair the Institute's ability to provide the Supportive Measures.

### Dismissal of a Formal Complaint

Dismissal of a Formal Complaint may occur under several circumstances. The Institute must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in the Institute's education Program or Activity, or did not occur against a person in the United States.

The Institute may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by the Institute; or if specific circumstances prevent the Institute from gathering sufficient evidence to reach a determination.

If a Formal Complaint is dismissed, the Parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by the Institute under Code of Conduct Policy.

### Grievance Process

The Institute utilizes a prompt, equitable and impartial Grievance Process to evaluate Formal Complaints. Title IX personnel (Title IX Coordinator, Investigators, Decision-Makers, individuals who facilitate Informal Resolution process) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent, or witness.

Both Parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both Parties will be afforded equitable rights and access during the Grievance Process. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process.

Generally, the Grievance Process consists of a Formal Complaint, investigation, Live Hearing, determination, Disciplinary Actions, Remedies, and appeal (if applicable). The Grievance Process, barring extenuating circumstance, will conclude within 90 days from the date a Formal Complaint is filed.

### *Advisor*

A party may be accompanied by an Advisor of their choice during the Grievance Process. The Parties may choose Advisors from inside or outside the Institute community. If the Complainant or Respondent does not have an Advisor present at the Live Hearing, the Institute will select and provide an Advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. A party may reject an Institute appointed Advisor and choose their own Advisor, but they may not proceed without an Advisor. The Complainant and Respondent may not conduct cross-examination.

Choosing an Advisor who is a witness in the Grievance Process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The Parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the Grievance Process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address Institute officials in a meeting or interview unless invited to. An Advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a Live Hearing, during cross-examination. If an Advisor is disruptive or otherwise fails to respect the limits of the Advisor role, the meeting or interview may be ended.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third Parties, disclosed publicly, or used for purposes not explicitly authorized by the Institute. The Institute may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the Institute's privacy expectations.

### *Investigation of Formal Complaints*

The Institute will investigate Sexual Harassment allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator. The Title IX Coordinator will respect the Complainant's wishes as to whether the Institute investigates an allegation of Sexual Harassment unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the Institute community. The Institute may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, written notice will be sent to the Parties. The Notice of Investigation will include: details of the allegations (including identities of the Parties involved, specific section of the policy alleged to have been violated, the conduct that would be considered Sexual Harassment, the date of the incident(s) and the location of the incident(s)); a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to the Institute's Grievance Process; a statement that the Parties may have an Advisor of their choice; and a reminder of the expectation of truthfulness including consequences for submitting false information. The Parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

Formal Complaints involving employees will also be referred to Human Resources and simultaneously evaluated under employee conduct policies and procedures.

During the investigation, the Title IX Coordinator or his/her designee ("Investigator") will conduct interviews and gather evidence. No unauthorized audio or video recording of any kind is permitted during investigation interviews/meetings. The Parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The Parties (and their Advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the Parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the Parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the Parties (and their Advisors) at least 10 days prior to a Live Hearing. The Parties may provide a written response to the investigative report.

### *Informal Resolution*

If the Complainant and Respondent voluntarily consent in writing, Formal Complaints can be resolved through Informal Resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate Informal Resolution process depending on the nature of the allegations, the Parties involved, and the overall circumstances. Informal Resolution will be conducted by a facilitator, who may or may not be the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to pursue the Institute's Grievance Process. At any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Grievance Process. Informal Resolution is unavailable to resolve allegations that an employee sexually harassed a student.

### *Live Hearing*

If a Formal Complaint is not or cannot be resolved through Informal Resolution, the Institute will conduct a Live Hearing. Live Hearings are facilitated by designated Decision-Maker, separate from the Title IX Coordinator or Investigator. The Decision Maker will be selected by the Title IX Coordinator.

Live Hearings will be conducted directly, orally, and in real time by the party's Advisor and not by a party personally. The Decision-Maker will permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's Advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

If a party or witness does not submit to cross-examination at the Live Hearing, the Decision-Maker will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the Live Hearing or refusal to answer cross-examination or other questions.

At the request of either party, the Institute will provide for the entire Live Hearing (including cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other. Live Hearings may be conducted with all Parties physically present in the same geographic location or, at the Institute's discretion, any or all Parties, witnesses, and other participants may appear at the Live Hearing virtually. An audio or audiovisual recording, or transcript, of any Live Hearing will be created and maintained for seven (7) years.

During the Grievance Process, the Institute will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The Institute will not access or use a party's medical, psychological, and similar treatment records unless the party provides voluntary, written consent.

#### *Standard of Evidence*

For all Formal Complaints of Sexual Harassment (including where employees are Respondents), the Institute utilizes the preponderance of the evidence standard, meaning the Institute will evaluate whether it is "more likely than not" that the alleged conduct occurred.

#### *Disciplinary Actions and Remedies*

Disciplinary Actions against the Respondent will not be imposed before completion of the Institute's Grievance Process. Following a determination of responsibility, appropriate corrective action will be taken, and the Institute will take steps to prevent recurrence. Disciplinary Actions taken will be determined on a case-by-case basis. Factors considered when determining Disciplinary Action may include but are not limited to: Nature, severity of, and circumstances surrounding the violation(s); Respondent's disciplinary history; Previous allegations or allegations involving similar conduct; Need for disciplinary action to bring an end/prevent future reoccurrence of the violation; Need for disciplinary action to remedy the effects on the Complainant and the Institute community; Impact on the parties; Any other information deemed relevant by the Decision-Maker.

Any employee determined by the Institute to be responsible for an act of Sexual Harassment will be subject to appropriate Disciplinary Action, up to and including termination. Employees are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process. Disciplinary Action for student-related claims may include, but are not limited to, additional training, a restriction on contact, warning, suspension, or termination.

Failure to abide by imposed Disciplinary Actions (whether by refusal, neglect, or any other reason), may result in additional Disciplinary Action, including suspension or termination.

Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and may include supportive measures.

Individuals who make a materially false statement in bad faith in the course of a Title IX Grievance Process will be subject to the Institute's Code of Conduct Policy.

#### *Written Determination*

The Decision-Maker will issue a Written Determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, a description of the procedure from Formal Complaint



through the Live Hearing, Disciplinary Actions imposed on the Respondent and whether Remedies will be provided to the Complainant. The determination will be sent simultaneously to the Parties along with information on how to file an appeal.

### *Appeal*

Both Parties have the right to appeal a determination regarding responsibility, the Institute's dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; and/or (3) Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

An appeal must be submitted in writing to the Title IX Coordinator within 10 days of the delivery of the Written Determination.

### Retaliation Prohibited

Retaliation (including intimidation, threats, coercion, or discrimination) against an individual for raising an allegation of Sexual Harassment, for cooperating in the Grievance Process is prohibited.

If you believe you have been retaliated against, you should notify the Title IX Coordinator.

### Training

The Institute ensures that its Title IX personnel have adequate training. The Title IX Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of the Institute's Education Program or Activity, how to conduct an investigation, the Institute's Grievance Process (including Live Hearings, appeals, and Informal Resolution processes, as applicable) and how to serve impartially by avoiding prejudice of the facts at issue, conflicts of interest, and bias. Decision-Makers are trained on the definition of Sexual Harassment, the Live Hearing process, technology to be used in Live Hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal Resolution facilitators are trained on the Informal Resolution process.

Materials used to train Title IX personnel are posted on the Institute's website:

<https://www.casalaveda.com/title-ix-training>

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), the Institute will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students (during new student orientation) and new employees (upon hire) and generally every year thereafter.

### Bias/Conflict of Interest

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact:

**Ed Brown, Owner, 7009 Center Street, Mentor OH 44060, (440)255-9494 Ext 112, [ebrown@brownaved.com](mailto:ebrown@brownaved.com)**

Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.

### Clery Act Reporting

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

Personally, identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

### Emergency Removal

The Institute can remove a Respondent entirely or partially from the Education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with Institute Director.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The Institute will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.

### Disability Accommodations

The Institute is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the Institute's Grievance Process. Anyone needing an accommodation should contact the ADA Compliance Coordinator (contact information below) to request an accommodation:

Megan Simcox - Student Service Coordinator  
6000 Mahoning Ave  
Austintown, OH 44515  
330-792-6504 ext. 102  
[msimcox@casalaveda.com](mailto:msimcox@casalaveda.com)

### Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the Parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/>. To the extent that an employee or contract worker is not satisfied with the Institute's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## **POLICY STATEMENT ADDRESSING SEX OFFENDER**

### **REGISTRATION INFORMATION.**

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

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

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

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

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

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

### **Harassment and Bullying**

Casal Aveda Institute is committed to maintaining a work and learning environment that is free from unlawful discrimination and harassment for all students and employees. Accordingly, the Institute does not authorize and will not tolerate any form of discrimination, harassment or bullying. This includes any physical, verbal or written contact or behavior demonstrating hostility towards a person for any reason, specifically including but not limited to actions based upon a person's race, color, gender, age, sex, ethnic origin, physical and mental disability, pregnancy, sexual orientation, religion, national origin, veteran status or any other basis protected by the federal, state or local law.

Unlawful harassment or discrimination may include racial epithetic, slurs and derogatory remarks, stereotypes, jokes, poster or cartoon based on any of the aforementioned legally protected categories. Disability, personal characteristics, or otherwise. Cyber-bullying is also not tolerated. This includes use of phones, emails, web sites, social media sites, and any other written material or photographs used for the purpose of harassing or bullying another.

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

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

#### **Local Sanctions**

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

#### **Crime and Critical Alerts**

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

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

A memorandum is provided to all current and prospective students and staff advising them that this Report can be viewed on our school's website at <http://www.casalaveda.com/security-report/>, or if requested, the Institute Director will provide a hard copy of the report. For critical and emergency issues including school closures, students will be advised through local television stations or other appropriate local media, email or text message and/or verbal or written notice.

#### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." In accordance with FERPA, students have the following rights:

- The right to review their educational records.
- The right to seek correction of the contents of those records.

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

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

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

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

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

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

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

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

### ***Disability Accommodation & Grievance Policy and Guidelines***

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

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

Section 504/ADA Coordinator:

Megan Simcox- Student Service Coordinator  
6000 Mahoning Ave  
Austintown, OH 44515  
330-792-6504 ext. 102  
msimcox@casalaveda.com

### What is a disability?

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

### Requesting an Accommodation

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

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

### What Medical Documentation is Required?

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

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

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

### Accommodation Process

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

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

### Disclosure/Request Guidelines

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

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

### **Grievance Policy Relating to Complaints of Disability Discrimination**

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

Section 504/ADA Coordinator:

Megan Simcox - Student Service Coordinator  
6000 Mahoning Ave  
Austintown, OH 44515  
330-792-6504 ext. 102  
msimcox@casalaveda.com

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

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

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

### **Student Privacy**

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

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

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

### **Copyright Policy**

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

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

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

### **Board Standards**

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

It shall be the general procedure at the Institute to assist and cooperate with local law enforcement agencies. The Administrator of the Institute shall promptly report any incident of sexual violence involving any student to local law enforcement officials.

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

### **Grievances/Violations/Complaints**

#### **Grievance Policy**

##### **Outline of Grievance Procedures:**

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

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

A written copy of the resolution will be maintained along with the complaint and filed in the Director's Office.

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

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

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
**703 – 600-7600**

#### **NACCAS Violations**

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

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

#### **State of Ohio Violations**

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

##### **Ohio State Cosmetology and Barber Board**

1929 Gateway Circle

Grove City, OH 43123

**1-614-466-3834**

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

##### **Ohio Attorney General**

Consumer Protection Center

30 E. Broad St., 14th Floor

Columbus, Ohio 43215-3400

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

**2018 NACCAS ANNUAL REPORT STATISTICS\***

**Outcome Rates for Casal Aveda Institute**

<b>Advanced Cosmetology, Cosmetology, Hair Designer, Advanced Esthetics, Advanced Manicuring Combined</b>	
<b>Completion Rate</b>	<b>80.77%</b>
<b>Licensure Rate</b>	<b>94.55%</b>
<b>Placement Rate</b>	<b>73.33%</b>

**Outcome Rates by Program**

<b>Advanced Cosmetology Completion Rate</b>	<b>70.27%</b>
<b>Advanced Cosmetology Licensure Rate</b>	<b>97.92%</b>
<b>Advanced Cosmetology Placement Rate</b>	<b>88.46%</b>
<b>Cosmetology Completion Rate</b>	<b>81.25%</b>
<b>Cosmetology Licensure Rate</b>	<b>100.00%</b>
<b>Cosmetology Placement Rate</b>	<b>61.54%</b>
<b>Hair Designer Completion Rate</b>	<b>60.00%</b>
<b>Hair Designer Licensure Rate</b>	<b>100.00%</b>
<b>Hair Designer Placement Rate</b>	<b>83.33%</b>
<b>Advanced Esthetics Completion Rate</b>	<b>87.80%</b>
<b>Advanced Esthetics Licensure Rate</b>	<b>88.89%</b>
<b>Advanced Esthetics Placement Rate</b>	<b>66.67%</b>
<b>Advanced Manicuring Completion Rate</b>	<b>92.31%</b>
<b>Advanced Manicuring Licensure Rate</b>	<b>97.37%</b>
<b>Advanced Manicuring Placement Rate</b>	<b>70.83%</b>

\*All rated are calculated based on student scheduled to graduate in 2018

**Graduation / Licensing / Testing Requirements**

**Graduation Requirements**

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

- ☐ meet minimum course requirements
- ☐ complete 1500 hours for Cosmetology, 1800 hours for Advanced Cosmetology, 1200 hours for Hair Designer, 750 hours for Advanced Esthetics and 300 hours for Advanced Manicuring
- ☐ earn a cumulative GPA of 80% and cumulative attendance percentage of 90%.
- ☐ complete tuition and fee obligations

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

***Licensing Requirements, as of August 1, 2020 for Ohio State Cosmetology and Barber Board***

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

**Submit the following items to Administration at an exit interview:**

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

**Complete the hours in a course of instruction;**

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

- ✓ **Application fee - Written & Practical - \$40.00 / & Work Permit - \$50.00**
- ✓ **Application fee - Written, Practical & Advanced - \$80.00 / & Work Permit - \$90.00**



**(Licensing fees are subject to change without notice).**

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

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

**NOTICE – COSMETOLOGY EXAMINATION “NO SHOW” POLICY**

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

Practical/Theory/Advanced \$90.00      Practical/Theory \$45.00      Advanced Only \$45.00

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

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

**WORK PERMIT POLICY**

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

**Disclosure for Programs Leading to Licensure or Certification**

Casal Aveda Institute has determined that the curriculum for the following programs meets the Ohio State Cosmetology and Barber Board curriculum requirements for licensure within the state of Ohio.

Program	State Licensure
Advanced Cosmetology (1800 clock hours)	Ohio
Cosmetology (1500 clock hours)	Ohio
Hair Designer (1200 clock hours)	Ohio
Advanced Esthetics (750 clock hours)	Ohio
Advanced Manicuring (300 clock hours)	Ohio

Casal Aveda Institute has not yet made a determination as to whether our program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Casal Aveda Institute has made a determination that the program curriculum in the Advanced Cosmetology, Cosmetology, Advanced Esthetics and Advanced Manicuring programs meet the educational requirements for the State of Pennsylvania. The Hair Designer program does not meet the State of Pennsylvania education requirements. Students graduating from the Hair Designer program will not be able to seek licensure within the State of Pennsylvania.

**Brown Institute Austintown Inc. /Casal Aveda Institute is licensed by:**

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

## **ADMINISTRATION**

**Edward Brown**

**Owner**

**Nancy Brown**

**Owner**

**Holly Brown**

**Owner**

**Theresa Rankin**

**Director of Institute**

[trankin@casalaveda.com](mailto:trankin@casalaveda.com)

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

**Juliet Pellin**

**Corporate Director of Financial Aid**

[jpellin@casalaveda.com](mailto:jpellin@casalaveda.com)

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

**Candi Thomas**

**Admissions/Placement Coordinator**

[cthomas@casalaveda.com](mailto:cthomas@casalaveda.com)

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

**Megan Simcox**

**Student Services**

[msimcox@casalaveda.com](mailto:msimcox@casalaveda.com)

- Graduated from CAI and is licensed as an Advanced Cosmetologist and Instructor by the Ohio State Cosmetology and Barber Board
- Works as a stylist with Casals de Spa and Salon since 2015
- Graduate of Kent State University with a Bachelors degree in Applied Business

## **Instructors**

### **COSMETOLOGY / ADVANCED COSMETOLOGY / HAIR DESIGNER**

**Gina Fitzgerald, Cosmetology Instructor**

**Sara Orosz, Cosmetology Instructor (Substitute)**

**Jill Basile, Cosmetology Instructor**

**Jennifer Goodrick, Cosmetology Instructor**

**Carli Jo Dennis, Cosmetology Instructor**

**Natasha Gray, Cosmetology Instructor**

### **ADVANCED MANICURIST / ADVANCED ESTHETICS**

**Miriam Thompson, Esthetics Instructor**

**Michal Mymo, Esthetics Instructor**

**Stephanie Gotti, Esthetics Instructor**

**Carrie Greene, Manicuring Instructor**

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

**- Horst Rechelbacher, Av e d a f o u n d e r**

**“Become Your Own Masterpiece”**

**Casal Aveda Institute**

**(330)792-6504**