



AVEDA INSTITUTE  
MAINE

## catalog/handbook

**capilo.com**

Aveda Institute Maine a Capilo School Handbook Vol. 13 – 09/09/16

43 Bridge Street, Augusta ME 04330

207-621-9941 Fax 207-623-9462

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## Mission Statement

To provide an education to future professionals in the arts and science of Cosmetology, Barbering, Esthetics and Nail Technology. Our training will prepare our students to successfully pass the state exam and help our graduates reach their career and life goals through knowledge, skills and hard work.

This catalog is to help prospective students make an informed decision regarding the training opportunities that Aveda Institute Maine a Capilo School offers. This school catalog/handbook is designed to state the responsibilities and obligations of both the school and the student.

## **CAREER OPPORTUNITIES**

If you're creative and enjoy fashion and beauty, this could be a career choice for you. It's a job seeker's market in a growing industry that needs more salon professionals than can be supplied! Aveda Institute Maine has been growing to meet the demand for these entry-level professionals. With a large, new campus, it has never been a better time to get an education in these fields.

We extend an open invitation for you to visit our new facility. You will note busy clinics where students get much-hands on practical experience. While bookwork and lectures are very important, our experience and reputation has proven there is no substitute for actually performing the services on real models (clients). Under supervision of our licensed instructors students at Aveda Institute Maine are getting the training to become future professionals. We combine our years of offering the highest level of education with Aveda's mission into our programs and culture. This blend of training produces a graduate not only knowledgeable but also skilled to compete and succeed in their field of work.

## **General Information**

The location is 43 Bridge Street Augusta Me 04330. The phone number for the school, clinic and offices is 207-621-9941. The web site listing all the Institute's information can be found at [www.capilo.com](http://www.capilo.com). Aveda Institute Maine a Capilo School is licensed by Maine Barbering and Cosmetology. Aveda Institute Maine a Capilo School is accredited by: National Accrediting Commission of Career Arts and Sciences (NACCAS) 4401 Ford Avenue, Suite 1300 Alexandria, VA 22032-1432 and members of CEA (Cosmetology Educators of America) and AACS (American Association of Cosmetology Schools) Aveda Institute Maine opens at 9:00 AM Tuesday thru Saturday. Tuesday and Thursday the school closes at 7:30 PM and Wednesday, Friday and Saturday the school closes at 4:00 PM. The Admissions office is open Tuesday thru Friday from 8:00 AM to 4 PM. Any questions regarding financial aid, consumer information, and information regarding enrollment can be answered by someone in our admissions office. If you are interested in learning more or want to become an Aveda Institute Maine student you may make an appointment with us by calling 207-621-9941. Current students that have questions in regards to student records or financial aid may submit an office request form to schedule an appointment or request documents.

## **EDUCATIONAL OBJECTIVES**

Aveda Institute Maine is excited that you are considering a career in the beauty industry and that you are possibly choosing to attend Aveda Institute Maine. The educational objective is to start your career off with a proven path of success.

To provide a student with theory & practical training and to enable a student to do the following:

- Complete the course
- Pass the State Exam
- Obtain a license
- Secure entry-level employment
- Assist future professionals to reach their career goals

At Aveda Institute Maine, we are dedicated to working with you as you achieve your career goals. We combine our years of offering the highest level of education with Aveda's mission into our programs and culture.

## **Facilities**

Aveda Institute Maine has more than 30,000 square feet of space devoted to creating the ultimate learning environment for our staff and students.

**Retail Area:** Located at the entrance of the school is a welcoming environment for guests looking for clinic services with students. The retail area features Aveda hair, skin, body care, makeup, and lifestyle products. Our dedicated retail area helps provide students the skills to learn the retail and customer service side of the beauty industry. All Aveda Institute Maine students may purchase Aveda retail products at a discount of 30%.

**Clinic Areas:** The school has several separate clinic areas: Cosmetology Clinic, Barber Clinic, Skin Care Clinic, and Nail Clinic. These separate clinics offer our students the opportunity and atmosphere for the different types of services being offered to the guests.

**Auditorium/Event Center:** The school's 300-seat auditorium allows students the opportunity and thrill of participating in events such as fashion shows, competitions, graduations and advanced education classes.

**Classrooms:** The institute has 8 classrooms devoted to theory classes. All classrooms are set up to accommodate the different phases and programs being offered at the institute. Many classrooms are equipped with Smart-Boards for an interactive learning experience. Some of the classrooms are additionally equipped with workspace for learning hands on practical skills.

**Break rooms and School Cafe:** The school has 2 break rooms for student's breaks and lunches. Aveda Institute Maine has a School Cafe for students, staff and guests. The School Cafe offers fresh made salads, wraps, sandwiches, pizza, soup and other items all made fresh daily. The cafe also serves local roasted organic coffee.

**Offices and Admissions:** The school offices and admissions department is located adjacent to the entrance area of the school. The school also has 3 conference rooms, one located on each level.

The school's main entrance is located at 43 Bridge Street and has ADA access. The second level has an outside ramp to our facility and ADA bathrooms. There is no handicapped parking for any guests or students. For any specific needs or questions on physical abilities, please speak to the School Director for assistance.

## **FINANCIAL AID**

Financial aid or assistance is available to those who qualify for loans, school-sponsored Scholarships, Tuition Awards and private aid. Information regarding eligibility, the procedures by which students may apply for financial assistance, and the forms used to make application, are available at our Admissions Department. Aveda Institute Maine a Capilo School offers federal financial aid to those who qualify.

## **Admission Requirements**

Aveda Institute Maine has set class starting dates throughout the calendar year. These dates are set up at the end of each year for the following year and are posted in the admissions office. Each student that applies for admission to Aveda Institute Maine must provide the following:

- Valid proof of a 12 grade high school education or its equivalency. If the transcript is not in English it must be translated and verified by a third party and have an accompanying translated copy. Home school certificates have to be approved and validated to ensure that they meet the standards set for schools offering financial aid.
- , Proof of being 17 years old or over. This can be a copy of a driver's license or birth certificate.
- A copy of a valid social security card.

Please note: Aveda Institute Maine does not participate in the Ability-To-Benefit Program. For more information, please call the admissions office at 207-621-9941 ext. 204.

Following meeting all enrollment requirements, you will receive a written letter of acceptance within 10 business days. If enrollment is denied, you can reapply after six (6) months.

The admissions office recommends a prospective student apply for enrollment and pay the registration fee three weeks before the class starting date to secure a place in class. Student not using financial aid must have payment schedules arranged with the admission office prior to beginning classes.

A student requesting a transcript must pay all school charges in full before a transcript can be issued.

## **STATEMENT OF NON-DISCRIMINATION**

In accordance with the Title VI of the Civil Rights Act of 1964, and Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973 and the Rules and Regulations promulgated by the Secretary of Health, Education and Welfare, it is the policy of Aveda Institute Maine that no person, upon the basis of race, color, ethnic origin, national origin, religion, creed or faith, sex or age shall be excluded from participation in, denied privileges of, or be subjected to discrimination in any educational program in the school.

## **Registration & How to Enroll**

**Step 1:** Attend an informational interview with an Admissions Representative. Receive Information about the Institute

**Step 2:** Upon acceptance meet with Financial Department

- Fill out and submit the student Registration Form
- Complete the free fasfa application
- Submit all the documents listed in the Admission Requirements

**Step 3:** Upon acceptance meet with Financial Department

- Complete Financial Plan
- Sign Contract
- Submit the \$100 registration fee

**Step 4:** Attend the mandatory orientation. Orientation is held the morning of the class starting date.

## **ENROLLMENT AGREEMENT**

Each student must complete an enrollment agreement with the school prior to starting. If a student does not complete the program before the ending date specified in the enrollment agreement a \$10.00 an hour charge will be assessed. A student who is over their enrollment date that has not made their hourly payment will not be allowed into school or clock in any hours.

## **CREDIT FOR PREVIOUS TRAINING**

Aveda Institute Maine does not recruit current students enrolled at any other schools offering similar programs of study. Transfer hours will be counted as both attempted and completed hours for purposes of determining when the allowable maximum time-frame has been exhausted and establishing Satisfactory Academic Progress. Transfer students will be accepted at the sole discretion of the school and may have certain written stipulations. This is done on a case-by-case basis. Transfer hours must have been completed within the last 3 years. Aveda Institute Maine requires an **official** school transcript with an official signature from the prior school. Once the transcript is received, the student must be evaluated in order to validate the hours. A written and practical test is administered. Any student accepted for transfer may receive partial or full credit of hours depending on the evaluation. A \$150.00 transfer fee must be submitted with the written request or interview for transfer. Applicants terminated from other school programs for drug/alcohol offenses or acting unprofessional will not be accepted into the school.

## 2016 Class Starting Dates

### Barber

February 2, 2016  
April 12, 2016  
June 21, 2016  
September 13, 2016  
November 8, 2016

### Cosmetology

February 2, 2016  
April 12, 2016  
June 21, 2016  
September 6, 2016  
November 8, 2016

### Nail Tec

February 16, 2016  
April 12, 2016  
June 14, 2016  
September 13, 2016

### Esthetician

September 13, 2016

## CONSTITUTION AND CITIZENSHIP DAY (SEPTEMBER 17TH)

Constitution Day is held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution.

However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. The National Archives has a Web site with a scan of the U.S. Constitution available online at:

[http://www.archives.gov/national\\_archives\\_experience/charters/constitution.html](http://www.archives.gov/national_archives_experience/charters/constitution.html)

## Vaccinations

Aveda Institute Maine does not require vaccinations for admission. If you are interested in getting more information about vaccinations you should contact your local public health department or consult a health care provider.

## Physical Demands Regarding the Beauty Industry

It is very important that Aveda Institute Maine provides you with all the facts about the physical demands/requirements that this career demands. Listed below are some of the physical demands you may encounter in this industry

- Most salon positions require standing for long periods bending at the waist, and keeping arms raised.
- Professionals working with nail or skin care will spend most of their workdays seated.
- Much of the work involves close-up detail, requiring good corrected vision and reasonable hand eye coordination.
- Estheticians are required to sit and lean forward while providing most services and stand while leaning over others.
- Working with Chemicals as a cosmetologist or esthetician will be required. If you currently have allergies or sensitivities to chemicals, please talk with your physician.
- Certain tools of the trade such as scissors, razors, razor blades, clippers, files, lancets, extractors could all be a hazard if caution is not used with these items.
- Minor back stress may be caused by long periods of standing, leaning or sitting. You should consult your physician if you have experienced back pain in the past.
- Your hands will be exposed to chemicals and continuous exposure to water and cleaning products. Hand protection and hand care products are recommended.
- Special attention must be paid to yourself and your client to avoid spreading disease. Communicable disease can be easily transmitted from one individual to the next.

Some individuals find the beauty professions physically tiring but proper work habits and tools can help reduce fatigue and injury.

## U.S. VOTER REGISTRATION

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements outline by their state or for a downloadable version of the form may visit the U.S. Election Assistance Commission at <http://www.eac.gov/voter/Register%20to%20Vote>.

## **PRIVACY RIGHTS AND STUDENT ACCESS POLICY**

The School will provide any student (or in case of a dependent minor student who is under the age of 18, the student's parent or legal guardian), the opportunity to review the student's records, and to seek correction of information contained in those records, and will deny disclosure of information from the records to unauthorized persons without the signed, specific written consent of the student (or the student's parent or legal guardian, if the student is not of legal age). Authorized persons include, the school staff, Maine Barbering and Cosmetology Program, National Accrediting Commission of Cosmetology Arts and Sciences staff and representatives, and other individuals permitted to access student records in accordance with FERPA. All current student records are kept in fire-resistant file cabinets at our Administrative Office. Past graduate records are additionally kept for a period of five years. Any student (or eligible parent or guardian) wishing to review the appropriate file may schedule an appointment by making a written request to the Administrative Office. The review will be scheduled at a mutually convenient time within 48 hours of the written request, at which time the reviewer may request correction of, add a statement to, or request copies of any or all of the records. A charge of 50 cents per page will be made for copying such records.

## **STUDENT SERVICES**

The Administrative Staff is available to students to assist with financial assistance counseling regarding school and personal concerns, etc. Any student may schedule a conference with their teacher advisor or any member of our staff.

## **TEACHER ADVISOR PROGRAM (TAP)**

Students are assigned a Teacher Advisor to counsel and assist students in getting the most out of their course. Guidance is a crucial component in creating a supportive learning environment. The teacher advisor program (TAP) is designed to give student guidance or assistance on a regular monthly basis.

The Teacher Advisor Program (TAP) is also a very effective way to directly involve teachers with the students in developing informed and wise career decisions.

## **HOUSING**

Although the School does not offer housing, information for housing is available in the admission office.

## **SCHOOL CLOSURES**

The school is closed for Memorial Day weekend (Saturday) ; Independence Day and Labor Day weekend (Saturday); Thanksgiving weekend (Thursday, Friday, & Saturday); and Christmas/Winter Break. Other official school closures are announced in writing in advance. The School may also be closed in the event of national, state or local declaration, extremely inclement weather, or unavoidable circumstance.

Such closures will be announced on local radio stations, TV stations, and the Internet.

### **Postings can be found at:**

#### **TV Stations**

WGME 13 Storm Team, WMTW 8 Storm Center, WCSH 6 Storm Center, WLBZ 2 Storm Center

#### **Radio Stations**

92.3 The Moose

98.5 B-98

#### **Internet**

The official Aveda Institute Maine Facebook page

Each student also has the responsibility of making a reasonable judgment about slippery or bad weather conditions. Some of our students travel a significant distance throughout various areas of the state and may be experiencing different weather conditions than the state capitol area. If the school is not closed and a student does not feel safe with the road conditions in the town they live in they should stay home. If a student misses time due to bad weather it will be their responsibility to make up the time missed.

In the event of school closing due to bad weather it is the student's responsibility to find out if school will be in session.

## **RE-ENTRY POLICY**

Any student considered withdrawn whom subsequently requests readmission shall forfeit any scholarships, discounts or tuition waivers previously awarded by the school, but shall retain full credit for all monies paid to the school individually or by any other external sources. After re-applying for enrollment and paying the registration fee a student will be readmitted without loss of previous hours clocked, provided the hours are current in accordance with State Law. A student will be given the remaining time to their finish based on the last day of attendance according to the original enrollment agreement. Student re-entry requests will be reviewed on an individual basis.

## Tuition, Fees, and Costs 2016

Course	Total Clock Hours	Clock Hours Per Week	Number of Weeks to Completion	Tuition	Kit & Book Fee	Registration Fee	Total Program Cost
Cosmetology	1500	32.5	46	\$15,900	\$2,095	\$100	\$20,700
Esthetician	600	32.5	18	\$ 9,600	\$1,000	\$100	\$16,100
Limited Barbering	800	32.5	25	\$11,900	\$1,500	\$100	\$16,100
Nail-Tec	200	32.5	6	\$2,000	\$500	\$100	\$9,400

Students are scheduled to attend school 32.5 hours per week for all programs at Aveda Institute Maine. Clinic hours are Tuesday and Thursday from 9am - 7:30pm and Wednesday, Friday & Saturday 9am -4pm.

### **CLOCK PROCEDURE**

All students are responsible for clocking in at the beginning of the day and at the end of the day.

Students will be assigned a time card. The first time card will be given to a student at no charge. In the case of a student losing their card a replacement charge of \$10 will be required for a new card. If a student fails to clock in or out they will not receive hours for that day.

Students looking to make up missed hours will need to visit the attendance office to request prior approval to attend make up hours beyond their regular schedule. Students will not be credited make up hours without approval and filling out the required form in the attendance office.

### **BREAKS AND LUNCHES**

All students are required to take a scheduled 30-minute lunch break if they are attending school for more than 6 hours. Students are entitled to a scheduled 15-minute morning break and a scheduled 15-minute afternoon break. If a student arrives late and class has already started, a student will not be allowed to sign in and enter the class until the class goes on a break.

While students are on the time clock they are not allowed to leave the facility during their 15-minute morning and afternoon breaks.

### **Student Books and Kit**

All students are required to bring books and materials every day to ensure that they are prepared with the needed tools for class each day. If a student fails to bring the required books, devices and materials they need for that day they will be sent home. A student will not get credit for hours missed and will be responsible to make up any hours lost for being sent home not prepared. Students are responsible for maintaining their kit including any items that may break or misplaced. After receiving and verifying kit items a student must immediately notify an Aveda Institute Maine representative of any missing or broken items.

The school is not responsible for warranty issues after receipt and confirmation that kits are complete. If an item does not work or malfunctions after receipt, it is the student's responsible to contact the manufacturer for any warranty problems. All other products and supplies are provided by Aveda Institute Maine and are considered school property unless specified in the enrollment agreement. Taking or removing any school supplies or products without a school representative's approval is prohibited.

### **PERSONAL PROPERTY**

All personal items must be taken home each day or stored in a student's locker/rollabout. Any items not taken home will be disposed of at the end of the day. The school is not responsible for lost or stolen items. Lost or misplaced items may be purchased from the school.

### **ITEMS LEFT BEHIND**

The school is not responsible for any personal items within the school. Personal property, kits, and kit items left on school grounds or in a locker beyond 30 days of a student's last date of attendance will be disposed of by the school.

**MAINE STATE EXAM.** After completing the required course hours, you are entitled to apply and take the Maine State Examination. The Maine State Examination is a two part test: 1) a written test; 2) and a practical examination.

**MAINE STATE BARBERING & COSMETOLOGY PROGRAM.** Aveda Institute Maine tries to maintain a standard higher than that required by the Maine State Barbering & Cosmetology Program. Aveda Institute Maine follows all the rules and laws required by the State of Maine. Anyone wishing to file a complaint may do so in writing to the Barbering & Cosmetology Program at State House Station #35, Augusta, Maine 04333-0035 or they may call (207) 624-8579. Aveda Institute Maine is nationally accredited through NACCAS, 4401 Ford Avenue, Suite #1300, Alexandria, VA 22302 (703) 600-7600.

### **MATERIALS PURCHASED BY STUDENT**

Each program requires some additional items or supplies that a student will need to purchase that are not included in the student kit such as pens, notebooks, highlighters, smock, hand sanitizer, styling products, etc. that students will use personally. Each course description listed in the catalog has a list of extra items that a student will need to purchase. Most of these items can be purchased directly from the school.

### **OUTCOMES INFORMATION 2014**

Schools are required to publish vital information which may have an impact on an individual student choosing to attend their institution. This information includes the outcomes of the school including completion, licensing and employment rates. The National Accrediting Commission of Cosmetology Arts & Sciences, which is recognized by the Federal Department of Education, and accredits schools, has established minimum standards for these three areas, of 50% completion (Aveda Institute Maine 69%), 70% licensing (Aveda Institute Maine 82%), and 60% placement (Aveda Institute Maine 99%).

### **EXIT INTERVIEW**

After course completion a student will need to schedule an exit interview with the Administrative Office. At that time a student will have assistance in completing the paperwork necessary to apply for the state exam and a temporary license. Before the exit interview is scheduled a student must have met their tuition obligation as outlined in their enrollment agreement and completed all the course requirements.

### **JOB PLACEMENT**

The School cannot guarantee placement to any particular student, as there are many factors involved in what it takes to obtain a job and to keep it.

The School provides a list of available job openings, as well as counseling assistance and we will assist individuals in finding employment upon graduation. All students are encouraged though out their program to talk with their teacher advisor, keep a current watch of the job posting boards, all jobs posted on the official Aveda Institute Maine facebook page, and the current job posting binder held by the school secretary. Additionally, Aveda Institute Maine also presents Career Fairs and regular visits from salon owners & managers looking to recruit Aveda Institute Maine students.

### **COMPENSATION**

Success requires a good attitude, hard work and perseverance. Compensation varies with each job, and most salon positions begin with a minimum wage salary, which may be augmented with a commission based upon the gross income provided to the salon/spa by the Stylist, Esthetician, Barber or Nail-Tec. It is important to realize that our industry is a career-growth industry, and you must expect it will take time to develop a large clientele and the substantial compensation for which our industry is noted. Other forms of compensation include booth rental, salary, or commission.

### **MAKE-UP WORK POLICY**

A student has 5 school days to make-up any tests missed or failed. If a student fails to make-up any tests missed or failed, they will receive a zero and will not be allowed to enter the next phase of their program until they have completed all the phase requirements. If a student misses a theory class they have 5 days to turn in a hand written outline of the material missed.

Student looking to make up hours absent will need to visit the attendance office to request prior approval to attend make up hours beyond their regular schedule. Student will not be credited make up hours without approval and filling out the required form in the attendance office.



## **ATTENDANCE**

Good attendance is vital to success in our professions. Therefore, attendance is monitored closely and students are advised when attendance falls below normal. An attendance conference will be held after the student has been absent from class for more than 30% of the scheduled first Phase and the student may be required to restart the Phase. After the first Phase is completed and a student fails to meet the attendance requirements for the month they will be put on a 30-day probation period. An attendance conference may be scheduled for students exhibiting a cause for concern regarding attendance. All absences are totaled on an hour basis at the end of the month. Students will be deemed tardy if they do not appear on time for class or clinic by 9:00 am. A student who arrives after 9:00 on a class day will not be allowed to sign in until the scheduled morning break (usually 10:30). Exceptions are made only at the discretion of the instructor or the director.

## **ATTENDANCE POLICIES:**

All students are expected to be in attendance as specified in the enrollment contract. Aveda Institute Maine's training is aggressive, whereas any absences or late reporting interferes with daily course work and reflects upon the student's performance. All students must maintain 70% of their agreed-upon contracted hours each month. If a student does not maintain 70% of their agreed-upon contracted hours they will be put on a 30 day probation and will receive a written warning. If a student does not make the 70% of their agreed-upon contracted hours while on probation it will automatically result in a 2-week suspension. A student on suspension will be allowed to attend school and clock in hours on class days only. A student will be returned to good standing upon their completion of the suspension period and/or successful completion of any assignments and/or tests owed.

1. Students are expected to call (207) 621-9941 ext 200 before 9:00 a.m. Tuesday through Saturday each day that they are late or absent.
2. Medical documentation for absences will be accepted, but time has been added to the Contract graduation date to accommodate sick and personal days. Exceptional and emergency medical conditions will be reviewed individually by the Director on a case by case basis. The Director's decision will be final.
3. If a student is late (after 9:00 am), absent on a class day or has to leave early (before 3:00pm) they must complete an attendance tracking form, available at the Admission Office.
4. A student has 5 school days to make-up any tests missed or failed. If a student fails to make-up any tests missed or failed, they will receive a zero and will not be allowed to enter the next phase of their program until they have completed all the phase requirements. If a student misses a theory class they have 5 days to turn in a hand written outline of the material missed.
5. All students have the right to view or have copies of all their records in their file. Parents or guardians of students under 18 may also view records. No information or student records will be released without written permission from the student. All record viewing will be done under the supervision of the administrator and copies are available for 50 cents each. Students should set up an appointment during school hours.

## **LATE ARRIVAL:**

All students arriving late after 9:00 am must: proceed to the office to and sign in. Each student is allowed 3 Late-Arrivals each month. After a student has used their 3 Late-Arrivals and they come in late they will not be allowed to clock in for that day.

## **EARLY RELEASE:**

All students are expected to give adequate notice when it may be necessary to request for early dismissal. If you leave early (before 3:00) you must sign out in the office before swiping out for the day. Each student is allowed 3 Early Releases each month. If a student needs to leave early after using their 3 Early Releases they will have to schedule an appointment with the director for an Attendance Conference. The director may consider disciplinary action.

## **PRE-ARRANGED ABSENCES:**

At least 10 days prior to the expected absence, the student must: (1) Complete a "**Pre-arranged Absence Form**" and have approval from the director; and (2) The Director will notify you upon approval of request. (Pre-arranged absence is not an excused absence.)

It is vital that if a student does not meet the course required hours for the month because of being absent or not putting in full days that they make this time up. Each course cost is based on a student being in school for a certain period of time. The required hours each month for each course is set up so a student does not go over their scheduled graduation/contract date. If a student does not complete the program before the graduation/contract date specified in the enrollment agreement there is an additional tuition charge of \$10.00 an hour which will be assessed.

## **MEDICAL LEAVE**

A medical leave of absence may be requested for documented medical reasons. A written request by the student and a Physician's certification must specify the illness and the anticipated time of absence required. The administration reserves the right to deny or approve each request. A Physician's certification confirming that the student is able to continue their education is required prior to the student's re-entering their program. The student is responsible for his/her own expenses in case of injury, ambulance calls, illness or hospitalization

## **PROFESSIONAL SAFETY**

Safety in the work place is very important. Students at Aveda Institute Maine are trained in safety and sanitary procedures for their own protection and that of their clients. Safety and sanitary rules include: reading and following manufacturers' directions; wearing protective gloves, masks, etc. when necessary; keeping floors clear and dry; securing sharp or hot tools; keeping a first aid kit available; preventing the spread of disease through proper disinfection techniques; and maintaining good posture. Students are responsible for any medical expenses incurred while in school.

## **ADMINISTRATIVE WAIVER**

The School reserves the right to waive certain specific portions of the Catalog/ Student Handbook, for good cause, provided doing so is not in violation of laws, regulations or criteria with which the School must comply. In no event shall such waiver be construed to represent precedent or to negate the full force and effect of any portion of the Student Catalog/Handbook.

## **CLEANING**

The student is expected to keep his/her area clean at all times. When performing services on a patron, the student must make sure that his/her area is clean before proceeding to the next patron. The styling chair and counter must be wiped down completely and all hair swept and disposed of after each service. The student's area must be cleaned before clocking out for the day. Failure to do so may result in disciplinary action. This is a Maine State law.

All students must assist in cleaning up prior to leaving at the end of the day. Students work as a team to ensure sanitary and safety precautions are met in accordance with Maine State law. Each student will be assigned specific cleaning tasks (sweeping, washing towels, folding towels, cleaning mirrors, etc.) Failure to assist in cleaning will result in disciplinary action

## **STUDENT CONDUCT / DISMISSAL POLICY REGARDING RULES & REGULATIONS**

We are committed to providing a calm, organized training environment for our students. All students are expected to be courteous and helpful to our guests and to one another. Unnecessary personal and/or negative comments about fellow students, employees, guests, or any individual associated with the school is unacceptable. All students and staff should refrain from any conduct which is illegal, fraudulent, dishonest, negligent or otherwise unethical in all their dealings connecting them to the school.

To protect all students, the School reserves the right to suspend, or terminate the training of any student unable or unwilling to abide by the rules of the school. Specific disciplinary codes and hearing procedures are outlined in this catalog/handbook. Failure to maintain Satisfactory Academic Progress or default in the monthly tuition payment may also be reason for termination.

Any student or staff member has the right to bring a grievance to the school's attention. This enables students & staff to be heard without fear of retribution or prejudice, and to help identify and eliminate legitimate causes for dissatisfaction. This procedure is separate from and applies to all issues other than grades.

- a) Complaints should first be brought to your teacher advisor.
- b) If the teacher advisor is unable to satisfy the complaint, it should be brought in writing to the Director.
- c) A committee will meet with the person filing the grievance and a determination will be made in writing.
- d) After going through the school's complaint process, a student or staff member has the right to pursue the matter further through NACCAS, 4401 Ford Avenue, Suite #1300, Alexandria, VA 22302 (703) 600-7600.

## **Code of Conduct/Professional Standards:**

To help all of our students achieve excellence we have established these guidelines to ensure fairness, understanding and positive work habits among our students. To help prepare you for the workplace the Institute operates much like a professional salon environment.

- 1. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (gossip, rudeness, foul language or other unprofessional behavior) may be dismissed for the day with a written warning resulting in a loss of hours and may be considered cause for suspension or termination.**
- 2. Food, candy, gum and beverages are allowed in the break room areas only during the assigned breaks and lunch period.**
- 3. Because the school is a smoke-free facility, smoking is not allowed inside the building. Smoking is permitted only during the assigned breaks in the designated smoking area. The smoking area should be kept clean and litter free at all times.**
- 4. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students need to remain in assigned areas or receive instructor permission to be in unassigned areas.**
- 5. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an instructor and/or student instructor within the educational situation. Students who refuse an assigned service or fail to complete an assigned service will be dismissed for the remainder of the day with a written warning resulting in a loss of hours. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.**
- 6. Students cannot receive personal calls at the school. Under no circumstances are students allowed to use the phones at the front desk.**
- 7. Students are not permitted to have visitors during school hours.**
- 8. Students are not allowed to leave school during regular hours without permission from an instructor, and students must sign in and out when leaving the building.**
- 9. Students are subject to random bag searches as they leave school property.**
- 10. To benefit from the training and technical experience the school offers, students need to be mentally alert and have a sober state of mind. Students using controlled substances or intoxicants will be terminated.**
- 11. Each student is responsible for his or her equipment. All kit items required by the student's curriculum must be in the student's possession at all times during school hours.**
- 12. Students are responsible for their own personal property. In order to perform professional services, student kits are to be complete at all times. If any kit items are missing or damaged, the student will be required to replace the item within 24 hours. If a student leaves their kit or any personal property on school grounds beyond seven days of their last date of attendance these items will be disposed of by the school. Stealing, defacing or damaging student or school equipment or property can result in termination and require monetary restitution. Aveda Institute Maine is not responsible for any lost, damaged or stolen personal property.**
- 13. Any student that performs services outside of school or misleads a client regarding their student status will be terminated. It is a Class E crime in the State of Maine.**
- 14. Lack of preparation, not having necessary items for class, and sleeping in class will result in a student being sent home for the day.**
- 15. Inappropriate bodily contact or conversation will result in termination. Bodily contact or conversation that makes others uncomfortable because of its sexual or sensual quality is unacceptable.**
- 16. Students cannot bring children to school while they are clocking hours.**
- 17. Students who earn a personal service voucher may receive a service at the instructor's discretion and approval. Students will receive a 50% discount off all services with the exception of haircuts and blowouts, which are at no cost to the student. The service that the student is receiving must be educationally beneficial to the student. Students must be in good standing, which includes regular attendance as well as good academic and clinic performance. All services will be paid for and a receipt given to an instructor before the service begins.**

**18. Any bullying or inappropriate behavior towards a staff member or students on any social media outlets will result in immediate disciplinary action congruent with Aveda Institute Maine's violation procedure.**

**19. Cellular Phone Policy:** Cell phones must be put in silent mode upon arrival to Aveda Institute Maine. Personal use of cell phones is prohibited on the clinic floor and in the classrooms. Aveda Institute Maine phones are for business only and may not be used for personal calls. We are not able to take messages for staff /students at the front desk.

**20. Copyright infringement occurs when a copyright is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. Students are unable to copy or download copyrighted materials via the school internet.**

**21. Aveda Institute Maine reserves the right to change any policies or procedures. In the event of a policy change, any new information is conveyed to students by posting a memo on the student bulletin board, and/or posted on the student site. It is the responsibility of each student to read messages posted on the student bulletin board or student site on a daily basis.**

### **Violation Procedure**

If any student is in direct violation of school policies or the code of conduct, the following actions may occur.

1. Verbal Warning
2. Written Warning
3. Written Warning

After Second written warning warning a meeting with Director

- 5 Day Out of School Suspension
- 5 Day Out of School Suspension
- Termination

### **Investigation Procedure**

If an investigation is deemed necessary, the student will be placed on a two week leave of absence suspension. The student will not accrue any additional charges due to an investigational suspension. The student will be required to meet with the institute representative to receive the results of the investigation. It may result in the following:

- 5 Day Out of School Suspension served during initial two week leave of absence suspension
- Termination

## **Major Standard Violations**

Major standards include using controlled substances/alcohol, defacing or destroying property, stealing, cheating, falsifying documents, committing fraud, abusing and/or causing physical harm to others and violating local, state and federal laws. **A violation of a major standard will result in termination.**

## **Termination**

Students who are terminated have up to 3 school days to provide the School with a letter of intent to continue their education. Once the Director has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of termination will be recorded in the student's permanent file. During termination, no clock hours may be earned. If a student fails to respond in 3 school days, the student is automatically terminated.

### **GRADING POLICY:**

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 79% is considered failing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

#### **Grading Scale**

99-100 =A ,97-98 =A- ,95-96 =B+,93-94 =B,89-92 =B-,86-88 =C+,84-85 =C,81-83 =C-,80 =D,79 =F (Failing)

It is extremely vital to stay current with any missed assignments or tests. A student who does not complete all phase requirements will not be able to enter the next phase and clock in hours.

**Progress Reports.** A student will receive a monthly progress report emphasizing academic, practical and clinical areas. All students are required to maintain a minimum grade point average of 80% for each month.

# Models

On occasion during your education at Aveda Institute Maine you will need to provide live models to complete assignments. Each student is responsible to provide their own models. A student without a model for certain assignments will not be allowed to participate in the class project and may result in the student being sent home for the day with an incomplete grade.

## Student Appearance & Dress Code

Aveda Institute Maine is committed to preparing each student for their new career in the fashion and beauty industry. Guests in the clinic look to us for advice about beauty and their image. All students represent Aveda Institute Maine and are expected to project an image of professionalism when it comes to dress, style and hair fashion. A student's appearance is vital to creating a professional environment.

Students must dress in all black. Good personal hygiene is essential. Students are expected to arrive at school groomed and in compliance with the dress code policy. If a staff member feels a student's hygiene is found to be offensive or their appearance does not conform to the dress code policy, the student will be sent home. Any loss of clock hours due to failing to meet these requirements will be the responsibility of the student to makeup.

All black clothes must be clean, neat, and worn during all classroom and clinic-floor hours. Clothes should not be torn or stained. Clothes must be professional in appearance.

### **BOTTOMS**

Solid black dress pants, skirts or dresses. No shorts.

Black denim jeans are allowed but not recommended because of fading.

Capri pants are acceptable but must be at mid-shin.

### **TOPS**

Must be solid black.

No logos other than Aveda may be worn.

Tank tops must have a 2 strap—no spaghetti straps and no tube tops.

No excessively low cut tops that show excessive cleavage.

Only Aveda Institute Maine hoodies are allowed.

### **FOOTWEAR**

Secure footwear must be worn at all times and be professional in appearance. Students are not permitted to wear any type of flip-flops, any type of footwear between the toes, crocs or any other type of inappropriate footwear.

Colored footwear is allowed. It must be professional in appearance. Sneakers are allowed but must be professional & clean.

### **MISCELLANEOUS**

Accessories such as headbands, jewelry and scarves may be colored or patterned.

## **GRADUATION REQUIREMENTS**

A Certificate of Graduation will be awarded to the student upon compliance with the following requirements:

7. Complete the course hour requirement and the required number of services.
8. Have a grade point average of 80% or above.
9. The student must attend all required classes, and pass all required tests.
10. The student must meet all obligations of any signed agreements with the School, including payment of all amounts due for tuition.
11. Pass the final exam and the practical Mock State Exam with at least 80%.
12. Schedule an exit interview.

After meeting these requirements a student will be awarded an Official Affidavit of Hours verifying completion. The school holds a graduation ceremony for the graduating students on the last Friday of every other month at 3:00 pm. Students that cannot attend or do not show up for the graduation can pick up their awards and graduation certificate from the Admissions Office the following week.

## **Visitor Policy**

Students are not allowed to have visitors in the classroom or clinic during school hours. Only visitors that have an appointment or are being used as a model will be allowed in the clinic/classroom areas. Students are not allowed to have children present at the school while clocking in hours. Students with minor children coming into the school for an appointment must have an accompanying adult for supervision.

A visitor who is providing transportation for a student must wait in the retail lobby area.

## **Insurance/Workman's Comp.**

Aveda institute Maine does not provide medical insurance for students. Because students are not employees of Aveda Institute Maine, they are not eligible for workman's compensation. It is the current law in the US for all citizens to provide their own medical insurance.

## **Drug and Alcohol Abuse Policy**

Aveda Institute Maine's campus is a Drug Free Environment. Alcohol, non-prescription drugs, marijuana, or any other mood-altering drugs are strictly forbidden by Aveda Institute Maine and are not allowed. The distribution or possession of any controlled substance is prohibited. Any violation of this policy is a major offense for which the employee or student could be terminated on the first offense. Please notify the Director immediately if you have been prescribed a mood-altering drug by a physician. Aveda Institute Maine will not illegally discriminate on the basis of this information.

Serious health risks can be associated with use of illicit drugs and alcohol abuse. Excessive alcohol consumption can affect your heart, liver and brain. Alcohol abuse can also lead to cancer.

Students must agree to abide by the terms of this policy. Students who appear to have a chemical dependency that affects or interferes with their performance of assigned duties will be encouraged to pursue professional treatment. If treatment is not successful or refused, termination may occur. Seeking help or treatment will not preclude disciplinary action as a policy violation. A list of Agencies for assistance and help are listed on the information boards.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in the areas of attendance and academic work is a requirement for all enrolled Aveda Institute Maine students. Students receiving federal Title IV financial aid funds must maintain satisfactory progress in order to maintain eligibility for such funds. Aveda Institute Maine's Satisfactory Academic Progress Policy is consistently applied to all enrolled students. This policy is printed in the handbook/catalog to guarantee that all students receive a personal copy prior to starting. The Satisfactory Academic Progress (SAP) Policy has been established to meet the guidelines set by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### Satisfactory Academic Progress (SAP) Evaluations Periods

Students are evaluated for Satisfactory Academic Progress as follows: (At the point when the student successfully completes the scheduled clock hours for that payment period.)

Cosmetology 450, 900, 1200, clock (actual) hours

Esthetics 300 clock (actual) hours

Limited Barbering 400 clock (actual) hours

Nail Tec 100, clock (actual) hours

Instructor 450, 900 clock (actual) hours

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

The scheduled evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The scheduled evaluation will also ensure that each student has a sufficient opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

**Attendance Progress:** The maximum time a student has to complete is 143% of the program length (70% minimum overall attendance average). The regular and maximum time for completion of each program are set forth below. (The regular time schedule is offered at 32.5 hours per week.)

	<u>Regular Time</u>	<u>Scheduled Clock Hours</u>	<u>Maximum Time</u>	<u>Scheduled Clock Hours</u>
Cosmetology	46.2 weeks	1500	66 weeks	2145
Esthetician	18.5 weeks	600	26.4 weeks	858
Limited Barbering	24.6 weeks	800	35.2 weeks	1144
Instructor	30.7 weeks	1000	44 weeks	1430
Nail Tec	6.2 weeks	200	8.8 weeks	286

In order to be considered making satisfactory progress, all students must be in compliance with Aveda Institute Maine's attendance policy and complete the program within the maximum time frame. If a student takes a Medical Leave of Absence the leave extends the student's contract period and maximum time frame by the same number of days of the leave of absence.

### Academic Progress

The following academic and practical areas will be measured to determine academic progress: Academic work (test, homework, etc.), Practical Work and Clinic Work. Academic and practical work will be graded according to the Grading Policy below:

#### Grading Scale

99-100 =A, 97-98 =A-, 95-96 =B+, 93-94 =B, 89-92 =B-, 86-88 =C+, 84-85 =C, 81-83 =C-, 80 =D, 79 =F (Failing)

Students must maintain a cumulative 80% grade average in order to be considered making satisfactory progress.

A= Excellent, B = Very Good, C = Satisfactory, D = Needs Improvement, F = Failing

**Warning**

A student failing to meet the minimum requirements for attendance or failing to meet academic progress will be placed on warning and considered to be making satisfactory academic progress while on the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will become ineligible to receive Title IV funds.

**Probation**

A student who fails to meet minimum requirements for attendance or academic progress after the warning period may appeal the decision. If the student prevails upon appeal, they will be placed on probation and considered to be making satisfactory academic progress during the probationary period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds

**Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

**Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

**Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days of notification of the failed period. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.



## Transfer Hours

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours.

## Notification and Records

All students will be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in the Course Catalog. Incompletes, repetitions and non-credit courses have no effect upon the satisfactory progress policy.

## INSTITUTIONAL REFUND POLICY:

A. An applicant rejected by the school shall be entitled to a refund of all monies paid.

B. If a student (or in case of a dependent minor student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing, within three business days of the signing of an enrollment agreement or contract, all tuition money collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

C. If a student cancels his/her enrollment after three business days after the signing but prior to entering classes, they shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00. If a student cancels his/her enrollment after 3 business days, after signing a contract and after entering classes, such items as kits, books and supplies are Non-Refundable. The school shall retain all fees plus a share of earned tuition as outlined below as well as any reasonable collection fees, housing fees (if applicable), attorneys' fees and court costs incurred and the maximum interest as allowed by the State of Maine on any unpaid balance. The following schedule of tuition adjustment will be:

<b>PERCENTAGE TIME TO TOTAL TIME OF COURSE:</b>	<b>AMOUNT OF TOTAL 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>

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due to the applicant of student shall be refunded within 45 days of termination by the student of formal cancellation in writing, or if a student is terminated by the school, in writing, which shall occur no more than 30 days from the last day of physical attendance, or in case of a leave of absence, the documented date of return. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. The school will consider a student withdrawn from the program if the student fails to respond to the school's 30 day letter requesting notification from the student of their intention to complete the program. All refunds are performed in a timely fashion as outlined more fully below.

In the case of a student being in a disabling accident or the death of a spouse or child the school can make a settlement, which is reasonable and fair to both.

If the school is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. If a course is canceled subsequent to a student's enrollment, the school shall at its' option:

1. Provide a full refund of all monies paid; or 2. Provide completion of the course. Any monies due to the applicant or student shall be refunded within 45 calendar days of official cancellation or unofficial withdrawal, whichever shall occur on the earlier date.

Upon completion of the required number of hours, required number of services, ALL senior phase requirements, a passing grade average of at least '80' and payments of all monies due the school, the student will be awarded a Certificate and Affidavit of Hours. (Senior phase requirements include Portfolio, Resume, all practical requirements, senior final and scheduled exams, including the senior mock state examination).

## **Veterans Educational Benefits**

The Cosmetology, Esthetician and Nail Technician programs of Aveda Institute Maine are approved by the Maine State Approving Agency for Veterans' Education Programs for persons eligible for educational benefits from the U.S. Department of Veterans Affairs. Students who have questions about their eligibility should visit the Veterans Administration web site at [www.gibill.va.gov](http://www.gibill.va.gov) or call (toll free) 1-888-442-4551. Students who request veteran's educational assistance are required to have all previous post secondary experience evaluated for possible transfer credit in order to be eligible for benefits. For more information contact Aveda Institute Maine's Admissions Office.

## **Refund Policy for Recipients of Veterans Education Benefits**

Aveda Institute Maine complies with the VA requirement for a pro rata refund of the unused portion of tuition, fees and charges if the veteran or eligible person fails to enter the course, withdraws, or is terminated before completion. (38 CFR 21.4254(C)(13); 21.4255). For more information contact the President of Aveda Institute Maine. Aveda Institute Maine complies with the Pro Rata Refund Policy (38 CFR 21.4255) that is applicable to veterans and other persons who are eligible for Veterans Administration benefits.

### **Return to Title IV Funds**

#### **Title IV Refund Policy**

When a student enrolls at Aveda Institute Maine and begins the program, but either withdraws from the selected program, or the Institute dismisses the student from the selected program for a violation of the rules and/or regulations, this may result in a return of federal student financial assistance (Title IV funds). The law specifies how Aveda Institute Maine must determine the amount of Federal Student Assistance (FSA) that can be earned if a student withdraws. The FSA programs covered by this law are: federal Pell Grant and Stafford Loans.

Once a student has completed more than 60% of the payment period, the student earns all the assistance that was scheduled to be received. If a student did not receive all the funds earned, the student may be due a post withdrawal disbursement. If the post withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so as not to incur additional debt. Aveda Institute Maine may automatically use all or a portion of any post withdrawal disbursement (including loan funds) for tuition, fees, and / or additional charges. It is in the student's best interest to allow the Institute to keep the funds in order to reduce the student's debt. If a student (or parents on the student's behalf) receives excess FSA program funds, the Institute may return the portion of excess equal to the lesser of: (1) institutional charges multiplied by the unearned percentage of the fund; (2) the entire amount of excess funds. The Institute must return this amount even if it didn't keep this amount of the student's FSA program funds. Any amount of unearned grant funds that must be returned is called an overpayment.

The requirements for FSA program refunds when withdrawn are separate from any refund policy that the Institute may have. Therefore, the student may still owe funds to the Institute to cover unpaid institutional charges. Aveda Institute Maine may also charge for any FSA program funds that the Institute was required to return. Aveda Institute Maine's Refund Policy is printed in this catalog and is also in the Enrollment Agreement. Also printed in this Catalog are the requirements and procedures for officially withdrawing from the Institute.

#### **Institution Refund Policy and Cancellation Policy**

\*If a student does not complete a course of study, the following cancellation and settlement policies will be in effect. The policies apply to all termination for any reason, by either party, including student decision, course or program cancellation, or school closure, and comply with the mandated state refund policy.

\*For a student on an approved Leave of Absence who notifies the Institute in writing that he / she will not be returning, the date of withdrawal shall be the earlier date of expiration of the Leave of Absence, or the date the student notifies the Institute in writing that he / she will not be returning;

\*For students who do not return from Leaves of Absence, the documented date of return will be used as the termination date;

\*If the Institute closes, cancels, or discontinues a program, the student who has not started classes will receive a full refund of all monies paid. If the Institute is permanently closed and no longer offering instruction after a student has enrolled and started attendance, the student will be entitled to a prorated refund of tuition;

\*If the student notifies the Institute of his / her cancellation in a written and signed document, the document must be received within 5 business days of the student's last day of attendance;

\*Based on Department of Education regulations, if a student does not attend for 14 consecutive calendar days, and the Institute and/ or student does not make verbal or written confirmation to continue training, the student will be terminated. The Institute will determine status of the student after at least 14 consecutive days from his / her last day of attendance;

\*All extra costs of textbooks, kits and training materials are non-refundable items. Institutional refund calculations will be based on **actual hours**;

\*The Institute shall mail a written acknowledgment of a student's cancellation, written withdrawal, or refund to the student within 15 calendar days of the date of notification. Students who terminate enrollment prior to completion are charged a \$150 termination fee.

**\*The Title IV Refund Policy is based on the scheduled hours, and not on the attendance hours.** "Total time" means the total hours of scheduled instruction time for the program in which the student is enrolled. Examples of the Refund Policy are available in the Financial Aid Office. Refunds due will first be made to the source that provided funding before any refunds may be paid to the students. Please be aware that the person or company that made the payment is the one that receives the refund check.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Stafford Loan, 2. Subsidized Federal Stafford Loan, 3. Federal Perkins Loan, 4. Federal Parent (Plus) Loan, 5. Federal Pell Grant, 6. Federal Supplemental Opportunity Grant, 7. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day.

Students reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

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

## Campus Security and Safety Policies

Aveda Institute Maine publishes a security report by October 1st to every student, prospective student, and staff member upon request. This report includes statistics for the three previous years concerning reported crimes that have occurred on the school's campus, within, or immediately adjacent to and accessible from, the campus. This report also includes policies concerning campus security, such as policies concerning sexual assault and other matters. You can receive a copy of this report by contacting the Administrative office.

Aveda Institute Maine recommends the following precautions in order to ensure the safety of students, staff, and patrons: No one should leave the building at night alone. After the clinic floor is closed, all doors shall be locked and no one will be permitted to re-enter or remain in the building alone. All students should store any personal property in their lockers or caddies, and staff should keep their valuables items in a secure place.

If a student is dismissed, graduates or fails to return from a leave of absence it is his/her responsibility to empty his/her locker. Failure to do so will result in the lock being cut and contents boxed and held for 10 days. All locker contents held after 10 days will be disposed of.

## **Section 504/Americans with Disabilities Act Policy**

If you would like to request information regarding an academic adjustment or auxiliary aids, please contact us at Aveda Institute Maine and Section 504 Compliance Coordinator in the admissions office. You may request adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Aveda Institute Maine will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Aveda Institute Maine's resource as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow the procedure below:

- 1) Notify the 504 Coordinator, Anthony Coco in the admission office.
- 2) Mr. Coco will schedule a time to meet with the student after receiving the student report. The purpose of this meeting is to ensure that the Institute obtains adequate information and understanding of the student's individual needs.
- 3) Mr. Coco will review the request and provide the student with a written determination as soon as practically possible but in no event no more than two weeks after receiving the request.
- 4) If the student would like to request reconsideration of the decision regarding the request, they may request to do so via student report.
- 5) Appeals may be made to the Office for Civil Rights. The student may also contact the Office for Civil Rights at any time throughout this process.

## **Emergency Response**

In the event of an emergency the following procedure will be used to notify all staff and students of any dangerous situations on the school campus. Staff members have received training on how to handle a pending emergency.

Thru our paging/intercom system the following codes will be used for the following situations:

**Code 1:** Evacuate all classrooms and immediately follow the exit plan on the back of each door and follow the designated paths

**Code 2:** Evacuate and exit only through the front doors

**Code 3:** Evacuate and exit only through the back and side doors

**Code 4:** Dangerous situation outside and no one is allowed to leave the building

The staff will require that everyone stays calm and follows the staff's instructions. The manager or the director will initiate the emergency alert. School personnel will notify the police or fire department of any danger or an immediate threat.

## **Disaster Procedures**

In the event of an emergency notify a staff member or the Director immediately. If no staff member is available, call 911 immediately.

In case of a fire staff members will direct students and clients to the emergency exits nearest to you. Fire drills will be conducted on a regular basis.

**ADMINISTRATIVE STAFF**

President/Owner .....Anthony Coco  
Director .....Frank Coco  
Administrative Office..... Sabrina Coco  
Administrative Office..... Julie Lothrop  
Front Desk Manager .....Sancia Coco

**FACULTY**

Instructors :

Janice Bartlett  
Frank Coco, Sr.  
Lisa Gilbert  
Angela Knight  
Jennifer Leonard  
Kathleen Merrill  
Kerry Parker  
Rebecca Buck  
Lorraine Robinson  
Wanda Saucier  
Rebecca Papsis  
Elizabeth McDonald  
Frank Coco Jr.  
Kathie Jermyn  
Leah Cross  
Angelina Paradis

**School Cafe Staff**

Ruth Cushing  
Marino Coco  
Guy Hamel

**Maintenance Staff**

Justin Jones

# COSMETOLOGY COURSE

**REQUIRED HOURS:** 1500 Clock Hours

**COST:** Registration Fee: \$ 100.00

Tuition: \$15,900.00

Kit & Books: \$2095.00

**TOTAL:** \$18,095.00

**Payments: Registration Fee, Kit & Books Due By First Day:** \$2195.00 (non-refundable after training begins)

The first day fees cover enrollment agreement, processing, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class. There is an additional tuition charge of \$10.00 an hour (based on 30 hours a week) charged after the expiration of the enrollment agreement, until the completion of the program. Any student who is dismissed from school or who voluntarily terminates his/her course of study will be charged a \$150.00 termination fee. The testing company used by the State of Maine for the State examination charges a fee of \$107.00. If a student fails the State Exam the testing company will charge an additional \$107.00 retesting fee.

**DESCRIPTION OF PROGRAM AND STATE REQUIREMENTS:** Taught in English. The primary purpose of the cosmetology program is to train the student in the basic manipulative skills, safety judgments, proper work habits and desirable professional attitudes necessary to obtain licensure in the State of Maine and to achieve competency in job entry level positions as a stylist, spa technician, hair colorist and/or salon manager. The course is measured in clock hours and a total of 1500 hours is required by the State of Maine. Upon completion of the 1500 clock hour program the graduated student will be eligible to apply for the State of Maine examination.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate who has applied himself/herself throughout the program will be able to:

- 1) Project a positive professional attitude along with a sense of personal integrity and self-confidence;
- 2) Practice effective communication skills, visual poise and proper grooming to enable a graduate to pursue a career in the cosmetology field;
- 3) Understand and respect the need to deliver worthy service for value received in an employer-employee relationship;
- 4) Perform the basic manipulative skills in the areas of hair styling, hair shaping, haircoloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and sculpture nails;
- 5) Perform the basic analytical skills needed in order to determine proper makeup, hairstyle and color application for the client's overall image;
- 6) Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

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

**REFERENCES:** A comprehensive library of references, periodicals, books, texts and audio/video tapes is available to support the course of study and supplement student training. In addition, high-speed, internet access is available to students. Students are encouraged to avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state test preparation, graduation and job entry level skills. Clinic equipment, implements and products contained within the school are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lectures, demonstrations and student participation. Audio-visual aids, guest speakers, projects, activities and other related learning methods are used throughout the course.

## **GRADING PROCEDURES & POLICY:**

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 79% is considered failing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

### **Grading Scale**

99-100 =A, 97-98 =A-, 95-96 =B+, 93-94 =B, 89-92 =B-, 86-88 =C+, 84-85 =C, 81-83 =C-, 80 =D, 79 =F (Failing)

It is extremely vital to stay current with any missed assignments or tests. A student who does not complete all phase requirements will not be able to enter the next phase and clock in hours.

### **Satisfactory Academic Progress (SAP)**

Students will also be evaluated in academics and attendance at 450 hours, 900 hours and 1200 hours. Students will need to have at least 80% in academics and 70% in attendance to be in good standing. Students that are below the required standards and owe or need to make-up tests or assignments will not be able to clock in hours and move on to the next phase

**MATERIALS PURCHASED BY STUDENT:**

Additional items that a student will need to purchase that are not included in the student kit include the following: pens, notebooks, highlighters, smock, hand sanitizer, styling products for their practical homework, a box of rubber or latex gloves, a roll of aluminum foil, some form of a camera, lock for your locker, index cards, and other items that students will want to have for personal use.

**COSMETOLOGY COURSE BREAKDOWN OF CONTENT:**

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
75	SHAMPOO
225	PERMANENT WAVING
200	FINGER WAVING, MOLDING, ROLLER PLACEMENT AND PIN CURLS
130	HAIR COLORING AND BLEACHING
300	HAIR CUTTING (ALL IMPLEMENTS)
100	COSMETIC THERAPY; SCALP TREATMENT, USE OF COSMETICS/ART OF MAKEUP/FACIAL MASSAGE
80	MANICURING AND PEDICURING
40	ELECTRICAL DEVICES
120	HYGIENE, SANITATION, DECONTAMINATION, ANATOMY & CHEMISTRY
20	WIGGERY
80	CHEMICAL HAIR RELAXING
80	SHOP MANAGEMENT, LAWS AND RULES
50	STUDY OF THEORY; SUBJECTS IN WHICH AN INDIVIDUAL STUDENT MAY BE DEFICIENT AND ELECTIVE COSMETOLOGY SUBJECTS

It is required that the following minimum hours of instruction and number of services of the course are included and will be divided throughout the course.

<p><b>Cosmetology Kit:</b>            4- Long Hair Mannequins            1-Lockable Rollerbout            1- 5.5 shears            1- 5.5 Thinning Shears            1- Straight Razor w/case            1-Box of Shaper Blades            1-Black Cutting Cape            1-Comb-out Cape            1-Pkg. of Duckbill Clips            1-Metal Vent Brush            2-Ceramic Round Brushes            1-Paddle Brush            2-Combout Brushes            6-All purpose combs            6-Rat tail combs            1-Set of gloves            1-Wiretail Comb            1-Box of pin curl clips            1-Box of all purpose clips            1-Box of perm papers            1-Dry sanitizer            1-Color applicator bottle            16-Dozen perm rods            1-Maniquin stand            1-Color kit            1-Blowdryer            1-Ceramic Flat Iron            1-12 dozen roller pack            1-3/4 Curling Iron            Make-up Kit/Portfolio</p>	<p><b>Cosmetology Kit Book List:</b>            1 - Milady Cosmetology 2015            1 – Milady Online Course Mate            1 – Tablet            1- Apple I Pad Mini            1- Connect Aveda            1- Learn Aveda</p> <hr/> <p><b>Cosmetology Barbering Kit List:</b>            1-Mens Mannequin            6-Barbering Comb            1-Wahl Clippers            1-Set of Clipper Guards            1-Bottle of Clipper Oil            1-Flat Top Comb            1-Wahl Trimmers            1- Aveda Institute Maine T-Shirt</p>	<p><b>Cosmetology Nail Kit:</b>            N-A-S '99'® 2 Fl. Oz.            Swiss Guard Hand Sanitizer 4 Fl. Oz.            Linear™ Nail Tips 20 Assorted            Dimension™ Nail Tips 20 Assorted            Nail Adhesive 3 Gm.            Bondex® 1/4 Fl. Oz. &amp; Bond-Aid® 1/2 Fl. Oz.            Clarite Odor Free Acrylic Systems            Glass Eyedropper &amp; Reusable Nail Forms 3            Cut-Away Disposable Nail Forms (5 each size)            American Round Sable Brush*            Brush Cleaner 1 Oz. &amp; Dappen Dishes (2)            The Fluffy &amp; Wooden Dowels (5)            Finger Nail Clipper/ Toe Nail Clipper            OPI Mini Cuticle Nipper            Diamond Coated File            White Cloth File &amp; White Board File            Silver Cushion File            OPI Nail Smoother &amp; 1-2-3 Luster Buff Board            Avoplex Exfoliating Treatment            Avoplex® Nail &amp; Cuticle Replenishing Oil            Avoplex® Moisture Replenishing Lotion            Manicure Bowl &amp; Nail Manicure Brush            Toe Separators &amp; Foot File            OPI Polish Remover 4 Fl. Oz.            RapiDry Spray Nail Polish Dryer 2 Oz.            Start to Finish, Base Coat, Top Coat &amp; Strengtheners            2 Assorted OPI Lacquers including OPI Red            Nail Wipes (50)/ Expert Touch Table Towels (5)            Carrying Case</p>
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# ESTHETICIAN COURSE

**REQUIRED HOURS:** 600 Clock Hours

**COST:** Registration Fee: \$ 100.00

Tuition: \$9,500.00

Kit & Books: \$ 1000.00

**TOTAL:** \$10,600.00

**Payments: Registration Fee, Kit & Books Due By First Day:** \$1100.00 (non-refundable after training begins)

The first day fees cover enrollment agreement, processing, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class. There is an additional tuition charge of \$10.00 an hour (based on 30 hours a week) charged after the expiration of the enrollment agreement, until the completion of the program. Any student who is dismissed from school or who voluntarily terminates his/her course of study will be charged a \$150.00 termination fee. The testing company used by the State of Maine for the State examination charges a fee of \$107.00. If a student fails the State Exam the testing company will charge an additional \$107.00 retesting fee.

**DESCRIPTION OF PROGRAM AND STATE REQUIREMENTS:** Taught in English. The primary purpose of the esthetician program is to train the student in the basic manipulative skills, safety judgments, proper work habits and desirable professional attitudes necessary to obtain licensure in the State of Maine and to achieve competency in job entry level jobs as an esthetician, spa technician, spa manager and/or owner. The course is measured in clock hours and a total of 600 hours is required by the State of Maine.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate who has applied himself/herself throughout the program will be able to:

- 1) Project a positive professional attitude along with a sense of personal integrity and self-confidence;
- 2) Practice effective communication skills, visual poise and proper grooming to enable a graduate to pursue a career in the esthetic field;
- 3) Understand and respect the need to deliver worthy service for value received in an employer-employee relationship;
- 4) Perform the basic manipulative skills in the areas of skin care, massage techniques, facial treatments, make-up and hair removal;
- 5) Perform the basic analytical skills needed in order to determine proper skin treatment, makeup, and proper health and nutrition of the skin for the client's overall image;
- 6) Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

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

**REFERENCES:** A comprehensive library of references, periodicals, books, texts and audio/video tapes is available to support the course of study and supplement student training. In addition, high-speed, internet access is available to students. Students are encouraged to avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state test preparation, graduation and job entry level skills. Clinic equipment, implements and products contained within the school are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lectures, demonstrations and student participation. Audio-visual aids, guest speakers, projects, activities and other related learning methods are used throughout the course.

## **GRADING PROCEDURES & POLICY:**

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 79% is considered failing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

### **Grading Scale**

99-100 =A , 97-98 =A- , 95-96 =B+, 93-94 =B, 89-92 =B-, 86-88 =C+, 84-85 =C, 81-83 =C-, 80 =D, 79 =F (Failing)

It is extremely vital to stay current with any missed assignments or tests. A student who does not complete all phase requirements will not be able to enter the next phase and clock in hours.

### **Satisfactory Academic Progress (SAP)**

Students will also be evaluated in academics and attendance at 300 hours. Students will need to have at least 80% in academics and 70% in attendance to be in good standing. Students that are below the required standards and owe or need to make-up tests or assignments will not be able to clock in hours and move on to the next phase



**MATERIALS PURCHASED BY STUDENT:**

Additional items that a student will need to purchase that are not included in the student kit include the following: pens, notebooks, highlighters, smock, hand sanitizer, cosmetic dictionary, products for their practical homework, a box of rubber or latex gloves, lock for your locker and other items that students will want to have for personal use.

**ESTHETICIAN COURSE BREAKDOWN OF CONTENT:**

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
5	HISTORY OF SKIN CARE/USE OF COSMETICS
25	STERILIZATION, SANITATION AND DECONTAMINATION
100	CHEMISTRY, BACTERIOLOGY, CELLS, METABOLISM & BODY SYSTEM, ANATOMY
90	PHYSIOLOGY & HISTOLOGY OF SKIN, SKIN DISORDERS, SKIN ANALYSIS, HEALTH AND NUTRITION OF THE SKIN
30	CLEANSING OF SKIN/CLIENT PREPARATION
50	MASSAGE TECHNIQUES/MASK THERAPY IN FACIAL TREATMENTS
75	SKIN TREATMENTS W/O USE OF MACHINES; SKIN TREATMENTS WITH MACHINES
30	SUPERFLUOUS HAIR REMOVAL
50	MAKE UP TECHNIQUES
45	ELECTRICITY, MACHINES AND APPARATUS
35	BUSINESS MANAGEMENT
10	PSYCHOLOGY AND HUMAN RELATIONS
20	TESTING AND EVALUATION
35	LAWS AND RULES

It is required that the following minimum hours of instruction and number of services of the course are included and will be divided throughout the course.

<p><b>Esthetician Kit</b></p> <ul style="list-style-type: none"> <li>1 – Pivot Point Esthetics Textbook</li> <li>1 – Pivot Point Esthetics Study Guide</li> <li>1 – Pivot Point State Board Review Book</li> <li>Tote Bag</li> <li>Spa Headband</li> <li>Make-up Wedges</li> <li>Box of Q-tips</li> <li>Disposable Mascara Brushes</li> <li>Disposable Lip Brushes</li> <li>Disposable Applicators</li> <li>Body Wrap Cover-up</li> <li>Sharpener</li> <li>Cosmetic Rounds</li> <li>Cosmetic Pads</li> <li>Make-up Kit</li> <li>Make-up Brushes</li> <li>Tweezers</li> </ul>	<p><u>Aveda Skin Care Products</u></p> <ul style="list-style-type: none"> <li>Cleanser</li> <li>Moisture Cleanser</li> <li>Skins Equalizer</li> <li>Restorative Clay</li> <li>Cream Therapy</li> <li>Essential Oils</li> <li>Make-up Remover</li> <li>Treatment Brush</li> <li>Mixing Glasses</li> <li>Nu-Gauze</li> <li>Vinyl Gloves</li> <li>Aveda Institute Maine T-Shirt</li> <li>Make-Up Kit</li> </ul>
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## **BARBERING COURSE**

**REQUIRED HOURS:** 1500 Clock Hours

**COST:** Registration Fee: \$ 100.00

Tuition: \$11,900.00

Kit & Books: \$900.00

**TOTAL:** \$12,900.00

**Payments: Registration Fee, Kit & Books Due By First Day:** \$1000.00 (non-refundable after training begins)

The first day fees cover enrollment agreement, processing, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class. There is an additional tuition charge of \$10.00 an hour (based on 30 hours a week) charged after the expiration of the enrollment agreement, until the completion of the program. Any student who is dismissed from school or who voluntarily terminates his/her course of study will be charged a \$150.00 termination fee. The testing company used by the State of Maine for the State examination charges a fee of \$107.00. If a student fails the State Exam the testing company will charge an additional \$107.00 retesting fee.

**DESCRIPTION OF PROGRAM AND STATE REQUIREMENTS:** Taught in English. The primary purpose of the barbering program is to train the student in the basic manipulative skills, safety judgments, proper work habits and desirable professional attitudes necessary to obtain licensure in the State of Maine and to achieve competency in job entry level positions as a barber, men's stylist, barbershop manager or owner. The course is measured in clock hours and a total of 1500 hours is required by the State of Maine.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate who has applied himself/herself throughout the program will be able to:

- 1) Project a positive professional attitude along with a sense of personal integrity and self-confidence;
- 2) Practice effective communication skills, visual poise and proper grooming to enable a graduate to pursue a career in the barbering field;
- 3) Understand and respect the need to deliver worthy service for value received in an employer-employee relationship;
- 4) Perform the basic manipulative skills in the areas of hair shaping, beard and mustache trimming, haircoloring, texture services, shaving, scalp and hair conditioning, and manicures;
- 5) Perform the basic analytical skills needed in order to determine proper hairstyle and color application for the client's overall image;
- 6) Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

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

**REFERENCES:** A comprehensive library of references, periodicals, books, texts and audio/video tapes is available to support the course of study and supplement student training. In addition, high-speed, internet access is available to students. Students are encouraged to avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state test preparation, graduation and job entry level skills. Clinic equipment, implements and products contained within the school are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lectures, demonstrations and student participation. Audio-visual aids, guest speakers, projects, activities and other related learning methods are used throughout the course.

### **GRADING PROCEDURES & POLICY:**

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 79% is considered failing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

#### **Grading Scale**

99-100 =A , 97-98 =A- , 95-96 =B+, 93-94 =B, 89-92 =B-, 86-88 =C+, 84-85 =C, 81-83 =C-, 80 =D, 79 =F (Failing)

It is extremely vital to stay current with any missed assignments or tests. A student who does not complete all phase requirements will not be able to enter the next phase and clock in hours.

#### **Satisfactory Academic Progress (SAP)**

Students will also be evaluated in academics and attendance at 450, 900 and 1200 hours. Students will need to have at least 80% in academics and 70% in attendance to be in good standing. Students that are below the required standards and owe or need to make-up tests or assignments will not be able to clock in hours and move on to the next phase

## **MATERIALS PURCHASED BY STUDENT:**

Additional items that a student will need to purchase that are not included in the student kit include the following: pens, notebooks, highlighters, smock, hand sanitizer, styling products for their practical homework, a box of rubber or latex gloves, some form of a camera, lock for your locker, index cards, and other items that students will want to have for personal use.

## **BARBERING COURSE BREAKDOWN OF CONTENT:**

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
5	HISTORY AND FUNDAMENTALS OF BARBERING
20	ELEMENTARY CHEMISTRY RELATING TO STERILIZATION, SANITATION, BACTERIOLOGY AND HYGIENE
5	USE OF BARBER IMPLEMENTS USED FOR HONING, SHAVING, BEARD TRIMMING, HAIRCUTTING AND STYLING
20	HAIRPIECE FITTING, SALES AND SERVICE
100	HAIR COLORING, TINTING, BLEACHING AND CHEMICAL HAIR STRAIGHTENING
40	HAIR STRUCTURE
30	ANATOMY, PHYSIOLOGY AND SYSTEMS, STRUCTURE OF THE HEAD AND FACE INCLUDING MUSCLES AND NERVES
15	FACIAL MASSAGE AND TREATMENT
15	DISORDERS OF THE SKIN, SCALP AND HAIR
555	HAIR CUTTING
50	SHAVING, TRIMMING BEARDS AND MUSTACHES
40	SHAMPOO, SCALP AND HAIR TREATMENTS
450	STYLING AND PERMANENT WAVING
40	MANICURING
75	GENERAL REVIEW; TO BE APPLIED TO STUDY OF THEORY, SUBJECTS IN WHICH AN INDIVIDUAL STUDENT MAY BE DEFICIENT
40	BUSINESS MANAGEMENT, LAWS AND RULES

It is required that the following minimum hours of instruction and number of services of the course are included and will be divided throughout the course.

## LIMITED BARBERING COURSE

**REQUIRED HOURS:** 800 Clock Hours

**COST:** Registration Fee: \$ 100.00

Tuition: \$11,900.00

Kit & Books: \$1500.00

**TOTAL:** \$13,500.00

**Payments: Registration Fee, Kit & Books Due By First Day:** \$1600.00 (non-refundable after training begins)

The first day fees cover enrollment agreement, processing, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class. There is an additional tuition charge of \$10.00 an hour (based on 30 hours a week) charged after the expiration of the enrollment agreement, until the completion of the program. Any student who is dismissed from school or who voluntarily terminates his/her course of study will be charged a \$150.00 termination fee. The testing company used by the State of Maine for the State examination charges a fee of \$107.00. If a student fails the State Exam the testing company will charge an additional \$107.00 retesting fee.

**DESCRIPTION OF PROGRAM AND STATE REQUIREMENTS:** Taught in English. The primary purpose of the barbering program is to train the student in the basic manipulative skills, safety judgments, proper work habits and desirable professional attitudes necessary to obtain licensure in the State of Maine and to achieve competency in job entry level positions as a barber, men's stylist, barbershop manager or owner. The course is measured in clock hours and a total of 800 hours is required by the State of Maine.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate who has applied himself/herself throughout the program will be able to:

- 1) Project a positive professional attitude along with a sense of personal integrity and self-confidence;
- 2) Practice effective communication skills, visual poise and proper grooming to enable a graduate to pursue a career in the barbering field;
- 3) Understand and respect the need to deliver worthy service for value received in an employer-employee relationship;
- 4) Perform the basic manipulative skills in the areas of hair shaping, beard and mustache trimming, texture services, shaving, scalp and hair conditioning, and manicures;
- 5) Perform the basic analytical skills needed in order to determine proper hairstyle for the client's overall image;
- 6) Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

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

**REFERENCES:** A comprehensive library of references, periodicals, books, texts and audio/video tapes is available to support the course of study and supplement student training. In addition, high-speed, internet access is available to students. Students are encouraged to avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state test preparation, graduation and job entry level skills. Clinic equipment, implements and products contained within the school are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lectures, demonstrations and student participation. Audio-visual aids, guest speakers, projects, activities and other related learning methods are used throughout the course.

### **GRADING PROCEDURES & POLICY:**

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 79% is considered failing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

#### **Grading Scale**

99-100 =A , 97-98 =A- , 95-96 =B+, 93-94 =B, 89-92 =B-, 86-88 =C+, 84-85 =C, 81-83 =C-, 80 =D, 79 =F (Failing)

It is extremely vital to stay current with any missed assignments or tests. A student who does not complete all phase requirements will not be able to enter the next phase and clock in hours.

#### **Satisfactory Academic Progress (SAP)**

Students will also be evaluated in academics and attendance at 400 hours. Students will need to have at least 80% in academics and 70% in attendance to be in good standing. Students that are below the required standards and owe or need to make-up tests or assignments will not be able to clock in hours and move on to the next phase

## **MATERIALS PURCHASED BY STUDENT:**

Additional items that a student will need to purchase that are not included in the student kit include the following: pens, notebooks, highlighters, smock, hand sanitizer, styling products for their practical homework, a box of rubber or latex gloves, some form of a camera, lock for your locker, index cards, and other items that students will want to have for personal use.

## **LIMITED BARBERING COURSE BREAKDOWN OF CONTENT:**

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
8	HISTORY AND FUNDAMENTALS OF BARBERING
60	ELEMENTARY CHEMISTRY RELATING TO STERILIZATION, SANITATION, BACTERIOLOGY AND HYGIENE
60	USE OF BARBER IMPLEMENTS USED FOR HONING, SHAVING, BEARD TRIMMING, HAIRCUTTING AND STYLING
16	HAIRPIECE FITTING, SALES AND SERVICE
16	HAIR STRUCTURE
40	ANATOMY, PHYSIOLOGY AND SYSTEMS, STRUCTURE OF THE HEAD AND FACE INCLUDING MUSCLES AND NERVES
24	FACIAL MASSAGE AND TREATMENT
16	DISORDERS OF THE SKIN, SCALP AND HAIR
420	HAIR CUTTING
60	SHAVING, TRIMMING BEARDS AND MUSTACHES
20	SHAMPOO, SCALP AND HAIR TREATMENTS
8	MANICURING
28	GENERAL REVIEW; TO BE APPLIED TO STUDY OF THEORY, SUBJECTS IN WHICH AN INDIVIDUAL STUDENT MAY BE DEFICIENT
24	BUSINESS MANAGEMENT, LAWS AND RULES

It is required that the following minimum hours of instruction and number of services of the course are included and will be divided throughout the course.

## **NAIL TECHNICIAN COURSE**

**REQUIRED HOURS:** 200 Clock Hours

**COST:** Registration Fee: \$ 100.00

Tuition: \$2,000.00

Kit & Books: \$ 500.00

**TOTAL:** \$2,600.00

**Payments: Registration Fee, Kit & Books Due By First Day:** \$600.00 (non-refundable after training begins)

The first day fees cover enrollment agreement, processing, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class. There is an additional tuition charge of \$10.00 an hour (based on 30 hours a week) charged after the expiration of the enrollment agreement, until the completion of the program. Any student who is dismissed from school or who voluntarily terminates his/her course of study will be charged a \$150.00 termination fee. The testing company used by the State of Maine for the State examination charges a fee of \$107.00. If a student fails the State Exam the testing company will charge an additional \$107.00 retesting fee.

**DESCRIPTION OF PROGRAM AND STATE REQUIREMENTS:** Taught in English. The primary purpose of the nail technician program is to train the student in the basic manipulative skills, safety judgments, proper work habits and desirable professional attitudes necessary to obtain licensure in the State of Maine and to achieve competency in job entry level positions as manicurist, pedicurist, spa nail technician and acrylic nail artist. The course is measured in clock hours and a total of 200 hours is required by the State of Maine.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate who has applied himself/herself throughout the program will be able to:

- 1) Project a positive professional attitude along with a sense of personal integrity and self-confidence;
- 2) Practice effective communication skills, visual poise and proper grooming to enable a graduate to pursue a career in the manicuring field;
- 3) Understand and respect the need to deliver worthy service for value received in an employer-employee relationship;
- 4) Perform the basic manipulative skills in the areas of manicuring, including sculptured nails, and pedicuring;
- 5) Perform the basic analytical skills needed in order to determine proper manicuring and pedicuring for the client's overall image;
- 6) Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

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

**REFERENCES:** A comprehensive library of references, periodicals, books, texts and audio/video tapes is available to support the course of study and supplement student training. In addition, high-speed, internet access is available to students. Students are encouraged to avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state test preparation, graduation and job entry level skills. Clinic equipment, implements and products contained within the school are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lectures, demonstrations and student participation. Audio-visual aids, guest speakers, projects, activities and other related learning methods are used throughout the course.

### **GRADING PROCEDURES & POLICY:**

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 79% is considered failing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

#### **Grading Scale**

99-100 =A , 97-98 =A- , 95-96 =B+, 93-94 =B, 89-92 =B-, 86-88 =C+, 84-85 =C, 81-83 =C-, 80 =D, 79 =F (Failing)

It is extremely vital to stay current with any missed assignments or tests. A student who does not complete all phase requirements will not be able to enter the next phase and clock in hours.

#### **Satisfactory Academic Progress (SAP)**

Students will also be evaluated in academics and attendance at 150 hours. Students will need to have at least 80% in academics and 70% in attendance to be in good standing. Students that are below the required standards and owe or need to make-up tests or assignments will not be able to clock in hours and move on to the next phase.

**MATERIALS PURCHASED BY STUDENT:**

Additional items that a student will need to purchase that are not included in the student kit include the following: pens, notebooks, highlighters, smock, hand sanitizer, styling products for their practical homework, artificial rubber hand, box of sandwich bags, index cards, and other items that students will want to have for personal use.

**NAIL TECHNICIAN COURSE BREAKDOWN OF CONTENT:**

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
<b>30</b>	<b>HYGIENE, BACTERIOLOGY &amp; SANITATION</b>
<b>20</b>	<b>ANATOMY &amp; PHYSIOLOGY</b>
<b>13</b>	<b>EQUIPMENT &amp; IMPLEMENTS</b>
<b>63</b>	<b>MANICURING, INCLUDING ARTIFICIAL NAILS</b>
<b>52</b>	<b>PEDICURING</b>
<b>22</b>	<b>SHOP MANAGEMENT, LAWS AND RULES</b>

**It is required that the following minimum hours of instruction and number of services of the course are included and will be divided throughout the course.**

- NAIL TECHNICIAN KIT**
- 1 – Pivot Point Nail Textbook
  - 1 – Pivot Point Nail Tech Study Guide
  - N-A-S ‘99’® 4 Fl. Oz.
  - Swiss Guard Hand Sanitizer 4 Fl. Oz.
  - Swiss-Blue™ Liquid Hand Soap 4 Fl. Oz.
  - Safety Glasses
  - Linear™ Nail Tips 50 Assorted
  - Expansion™ Nail Tips 50 Assorted
  - Dimension™ Nail Tips 50 Assorted
  - Nail Adhesive 3 Gm.
  - Mach 5 Nail Adhesive 1/4 Oz.
  - Bondex® 1/4 Fl. Oz. & Bond-Aid® 1/2 Fl. Oz.
  - Clarite Odor Free Acrylic Systems\*
  - Glass Eyedropper & Reusable Nail Forms 3
  - Cut-Away Disposable Nail Forms (5 each size)
  - American Round Sable Brush\*
  - Kolinski Sable Acrylic Brush\*
  - Brush Cleaner 1 Oz. & Dappen Dishes (3)
  - The Fluffy & Wooden Dowels (5)
  - Pusher Plus Nail Plate Preparation Tool
  - Finger Nail Clipper & Toe Nail Clipper
  - OPI Mini Cuticle Nipper
  - Diamond Coated File
  - Clarite Curing Resin
  - White Cloth Files\* & 12 White Board Files
  - 6 Silver Cushion Files & 6 OPI Nail Smoothers
  - Brilliance Block
  - Avoplex Exfoliating Treatment
  - Avoplex® Nail & Cuticle Replenishing Oil 1/4 Fl. Oz.
  - Avoplex® Moisture Replenishing Lotion 4 Fl. Oz.
  - Manicure Bowl & Nail Manicure Brush
  - Toe Separators & Foot File
  - OPI Polish Remover 4 Fl. Oz.
  - RapiDry Spray Nail Polish Dryer 2 Oz.
  - Acrylic Nail Base Coat
  - Ridge Filler
  - Nail Envy Natural Nail Strengthener
  - RapiDry Top Coat
  - 4 Assorted OPI Lacquers including OPI Red
  - Nail Wipes (100)
  - Expert Touch Table Towels (10)
  - On the Go Carrying Case
    - OPI Product & Procedures Workbook
    - OPI Acrylic System Table-Top Instructions

## **INSTRUCTORS COURSE**

**REQUIRED HOURS:** 1000 Clock Hours

**COST:** Registration Fee: \$ 100.00

Tuition: \$3200.00

Books: \$ 500.00

**TOTAL:** \$3,800.00

**Payments: Registration Fee, Kit & Books Due By First Day:** \$600.00 (non-refundable after training begins)

The first day fees cover enrollment agreement, processing, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class. There is an additional tuition charge of \$10.00 an hour (based on 30 hours a week) charged after the expiration of the enrollment agreement, until the completion of the program. Any student who is dismissed from school or who voluntarily terminates his/her course of study will be charged a \$150.00 termination fee. The testing company used by the State of Maine for the State examination charges a fee of \$107.00. If a student fails the State Exam the testing company will charge an additional \$107.00 retesting fee.

**DESCRIPTION OF PROGRAM AND STATE REQUIREMENTS:** Taught in English. The primary purpose of the cosmetology student instructor program is to instruct a student teacher in basic methods and techniques, proper work habits and desirable professional attitudes necessary to obtain licensure in the State of Maine and to achieve competency in job entry level positions as instructor, demonstrator and educator. The course provides an opportunity for each student instructor to observe and assist experienced instructors in the performance of their duties to perform skill demonstrations. The course is measured in clock hours and a total of 1000 hours is required by the State of Maine.

**REQUIREMENTS:** The student must possess an active cosmetology license in the State of Maine and have worked at least 1500 hours within the last three years in the field of cosmetology.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate who has applied himself/herself throughout the program will be able to:

- 1) Teach the principles necessary for a licensed cosmetologist to become a licensed cosmetology instructor;
- 2) Train student instructors to create an environment conducive for learning for cosmetology students;
- 3) Project a positive professional attitude along with a sense of personal integrity and self-confidence;
- 4) Practice effective communication skills, visual poise and proper grooming to enable a graduate to pursue a career in the cosmetology instruction field;
- 5) Understand and respect the need to deliver worthy service for value received in an employer-employee relationship;
- 6) Perform the basic manipulative skills in order to instruct cosmetology students in the areas of hair styling, hair shaping, haircoloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and sculpture nails;
- 7) Perform the basic analytical skills needed in order to instruct cosmetology students to determine proper makeup, hairstyle and color application for the client's overall image;
- 8) Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts and audio/video tapes is available to support the course of study and supplement student training. In addition, high-speed, internet access is available to students. Students are encouraged to avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state test preparation, graduation and job entry level skills. Clinic equipment, implements and products contained within the school are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lectures, demonstrations and student participation. Audio-visual aids, guest speakers, projects, activities and other related learning methods are used throughout the course.

### **GRADING PROCEDURES & POLICY:**

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 79% is considered failing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

#### **Grading Scale**

99-100 =A , 97-98 =A- , 95-96 =B+, 93-94 =B, 89-92 =B-, 86-88 =C+, 84-85 =C, 81-83 =C-, 80 =D, 79 =F (Failing)

It is extremely vital to stay current with any missed assignments or tests. A student who does not complete all phase requirements will not be able to enter the next phase and clock in hours.



**Satisfactory Academic Progress (SAP)**

Students will also be evaluated in academics and attendance at 450 and 900 hours. Students will need to have at least 80% in academics and 70% in attendance to be in good standing. Students that are below the required standards and owe or need to make-up tests or assignments will not be able to clock in hours and move on to the next phase

**INSTRUCTORS COURSE BREAKDOWN OF CONTENT:**

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
225	General Education/Milady’s Instructor Book
25	Cosmetology Laws (Maine) and Rules
100	Principles of Teaching
325	Teaching Techniques
325	Practice Teaching
1000	Total Hours

It is required that the following minimum hours of instruction and number of services of the course are included and will be divided throughout the course.

Required Textbooks: Milady’s Professional Instructor for Cosmetology, Barber-Styling & Nail Technology & Milady’s Workbook for the Professional Instructor