CONSUMER BROCHURE

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NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

Financial aid is available for those students that meet the necessary requirements. Aveda Institutes participate in the Pell Grant Program, the Federal Direct Loan Program, and the Federal Supplemental Educational Opportunity Grant (SEOG)* program. In general, financial aid is awarded based on need.

Prospects or students needing assistance in obtaining Institutional and Financial Aid Information can contact the school’s Financial Aid office.

STUDENT LOAN INFORMATION

Assistance Available from Federal, State, Local and Institutional Programs

Federal Pell Grants

Federal Pell Grants are awards of Federal Aid funds, which do not have to be paid back. This grant is available for undergraduates that have not earned a bachelor’s or professional degree. The amount awarded is determined by the U.S. Department of Education, based on the student’s needs. A Federal Pell Grant is an entitlement, which means if a student qualifies for an award, he or she will receive it as long as the student meets the SAP requirements.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG is a campus-based program, which awards federal funds, which do not have to be paid back and are awarded to students with exceptional need. This grant is available for undergraduates that have not earned a bachelor’s or professional degree. Exceptional need is defined as those students having the lowest Estimated Family Contribution (EFC) with priority given to Pell Grant recipients. The school determines the amount of the award based on the annual allocation of funds from the government.

William D. Ford Federal Direct Loan (Direct Loan) Program

A Direct loan is a low-interest loan directly from the U.S. Department of Education (ED).

Federal Direct Subsidized loan is a low-interest (4.66% for loans first disbursed after 7/1/14 and before 7/1/15), fixed-rate loan that MUST be paid back. Interest does not accrue while students are attending school, during the grace period, and during periods of deferment.

Federal Direct Unsubsidized loan is a low-interest (4.66% for loans first disbursed after 7/1/14 and before 7/1/15), fixed-rate loan that MUST be paid back. Interest will accrue on this loan while the student is in school, during the grace period, and periods of deferment. A student can choose to pay the interest while in school.

Federal Direct PLUS loan is a low interest (7.21% for loans first disbursed after 7/1/14 and before 7/1/15) fixed rate loan that MUST be paid back. This loan is only available for parents of dependent students and the parent must complete a credit check prior to obtaining the loan.

Veterans’ Benefits

Veterans’ Benefits are not available in all institute locations, and only to those who qualify. If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.
If you are currently serving in the military, you might be eligible for funding offered through the Department of Defense Tuition Assistance Program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member’s Post-9/11 GI Bill benefits to you.

Borrowers may qualify for Title IV student financial aid. Terms and conditions of Title IV loans may be more favorable than private education loans.

**State Grant Assistance**

**Florida**

The Bright Futures Scholarship (Tallahassee institute only) awards Florida high school graduates who merit recognition of high academic achievement. Visit the Florida Student Scholarship and Grant Program website at http://www.floridastudentfinancialaid.org/SSFAD/bf/bfmain.htm for more information and eligibility requirements.

**Louisiana**

The Go Grant, which is a grant for Louisiana residents, has an award range of $500 to $2,000. Leveraging Education Assistance Partnership (LEAP), which is a grant for full-time students attending Louisiana Postsecondary Schools, has an award range of $200 to $2,000. TOPS (Taylor Opportunity Program for Students) has four different award components: Opportunity, Performance, Honors and Tech Awards.

Visit the Louisiana Office of Student Financial Assistance website at http://www.osfa.la.gov/ for more information and eligibility requirements for these programs.

**Georgia**

HOPE — Helping Outstanding Pupils Educationally — is Georgia's unique scholarship and grant program that rewards students with financial assistance in degree, diploma, and certificate programs at eligible Georgia public and private colleges and universities, and public technical colleges.

**Applying for Aid and Eligibility**

Any student who wishes to apply for federal Title IV financial assistance must complete the *Free Application for Federal Student Aid* (FAFSA). Students can complete the FAFSA online at www.fafsa.gov. The FAFSA information is electronically transmitted to the U.S. Department of Education’s Central Processing Service (CSP). Once processed, the school will receive an Institutional Student Information Record (ISIR) that is used to determine the student’s eligibility for financial assistance. To be eligible for federal aid an applicant must:

- Be enrolled in an eligible program
- Have a valid Social Security Number
- Be a U.S. citizen or eligible non-citizen
Demonstrate need (need is the difference between the cost of education and the amount that you or your family can afford to pay). Need is determined by the information that is supplied on the FAFSA.

- Not be in default on any Federal Title IV student loan
- Not owe a Pell refund at any school
- Have a high school diploma or its equivalency
- Be registered with Selective Services (males only)
- Maintain satisfactory progress towards completion of the course of study

**Initial Loan Counseling for Student Borrowers**
The institution ensures that student loan borrowers of a Federal Direct Loan will receive entrance counseling prior to the first disbursement of the loan. The counseling will include:

- An explanation of the use of the Master Promissory Note
- The effect of the loan on the borrowers eligibility for other forms of aid
- The importance of repayment obligation
- Obligation to repay the full amount of the loan regardless of completion of the program or completing within regular time, inability to obtain employment, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school
- Information on accrual and capitalization of interest
- Option of paying unsubsidized loan interest while in school
- Information on the Borrowers Right and Responsibilities
- Sample of monthly repayment amounts
- Consequences of Default
- Information about NSLDS and how the borrower can access their loan records
- Definition of half-time enrollment and consequences of not maintaining half-time enrollment
- Contact information for individuals the borrower may contact with questions about the borrower’s rights and responsibilities or other terms and conditions of the loan.

**Loan Repayment Obligation and Repayment Options**

Repayment of these loans (excluding PLUS) begins six months after the student’s last day of attendance. If a student leaves school, he or she must contact ED to arrange a repayment schedule. A student is considered to have left school if he or she falls below half-time status as defined by the school, graduates, or drops. The amount of loan repayment depends upon the size of the debt; the larger the loan, the higher the payments. Students should inquire as to the monthly payments before securing the loan. Student loan programs offer many different repayment options; the school Financial Aid Office can provide students information for the different repayment options.

Students who receive federal student loans sign a Master Promissory Note (MPN) which states the borrower is obligated to repay the student loan funds regardless of the student’s graduation, withdrawal from school, or inability to obtain employment.

Failure to repay a Direct Loan can cause your loan to go into default. Defaulting on a loan can result in a court suit; loss of eligibility for other federal student aid, immediate repayment of the entire unpaid amount, garnishment of wages or tax refunds and future credit ratings may be affected.

Students can access information on their loans through the National Student Loan Data System (NSLDS) at www.nslds.ed.gov. The school submits students’ financial aid information to NSLDS and this information is accessible by guaranty agencies, lenders, and institutions as authorized users of the data system.
The method of payment for such awards is electronic transfer to the school; these disbursements are usually made in two or more payments. Aid from Federal programs does NOT automatically continue from one award year to the next; students must re-apply every award year.

**Borrower’s Rights**

- You have the right to receive a copy of your promissory note either before or at the time your loan is made.
- You are entitled to receive a disclosure statement before your loan repayment begins which includes information about interest rates, fees, loan balance, monthly payment amount, and the number of payments.
- If you qualify, you have the right to request a deferment of your loan payments for a specified period of time.
- If you qualify, you have the right to request a forbearance if you are unable to make payments and don’t qualify for a deferment.
- You have the right to a grace period before your loan repayment period begins. However, your parents do not receive a grace period for a PLUS Loan. Your grace period begins when you leave school or drop below half-time status.
- You have the right to prepay all or any part of your loan(s) at any time without penalty.
- You must be notified in writing if your loan is sold to another lender or secondary market or transferred to another financial company for servicing. You must be informed regarding the identity of the new lender or loan holder, the address to which you must make payments and the telephone numbers of both the purchasing and selling lenders and servicers.
- You have the right to receive documentation that your loan(s) is/are paid in full.

**Borrower’s Responsibilities**

- You must repay your student loan(s) including accrued interest and fees even if you do not complete your education, are not satisfied with your education, or are not able to find employment.
- You must make your payments on time, even if you do not receive any notices from your lender or servicer.
- You must immediately notify the lender or servicer if you are unable to make a scheduled payment.
- If you apply for a deferment or forbearance, you must continue making loan payments until you are notified that your request has been granted.
- You must notify the lender regarding any reasons that might change your eligibility for a deferment.
- You must participate in exit counseling before you leave school.
- You must notify the lender in writing within 10 days if any of the following personal information changes:
  - Name
  - Address
  - Telephone Number
  - Social Security Number
  - References
  - Graduation Date
  - Less than half-time enrollment
  - Withdrawal from school
  - Transfer to another school
Termination of Financial Aid

A student will lose all financial aid awards for the following reasons:

- Not making satisfactory progress in his/her attendance and academic studies.
- Being absent from school for a total of fourteen (14) consecutive calendar days.
- Not returning from an official leave of absence.

Reinstatement of Financial Aid

A student may be reinstated for aid after:

- Achieving satisfactory progress.
- Re-entering after being dropped or withdrawn from the school.

Verification

Once students complete and submit the Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS), there is a possibility that the application will be selected for a process called “Verification”. This is an audit/review process in which the student’s school of choice will be required to conduct the review in order to determine the student’s aid eligibility. Generally, CPS will select the application for verification based on conflicting data, a change from the prior year or due to a random selection process. If the application is selected, an asterisk will appear on the Student Aid Report (SAR), next to the Expected Family Contribution (EFC). However, the school’s Financial Aid Office also is authorized to “Institutionally” select applications for this review process in cases of conflicting information.

Although the school has the option of processing one Pell payment without verifying the application, this school does not take that option due to the risk of financial liability. The Aveda Institute verifies those applicants who are selected by the federal processor for Verification and those who have conflicting information and comments. Students who are selected for verification by the processor or Institutionally Selected by the Financial Aid Office must submit the signed and completed verification forms and documents along with supporting documentation such as IRS Tax Return Transcripts, W-2 forms, etc.

Students are to be notified, in a timely manner, of all required documents to submit to the school. The verification process cannot begin and/or be completed until all required documents are submitted. The list below includes the verification items used when reviewing a student’s verification process:

Verification Items:

- Adjusted Gross Income (AGI) U.S.
- Income Tax Paid Education Credits
- Untaxed IRA distributions
- Untaxed Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest Income
- Earned from Work Household Size
- Number in College Supplemental Nutrition
Assistance Program (SNAP, formerly food stamps)
Child Support Paid
High School Completion Status
Identity/Statement of Educational Purpose

**Verification Tracking Groups:**
V1, V3, V4, V5, & V6

**V1: Standard Verification Group ~ Tracking Flag V1:**
*Students in this group must verify the following if they are tax filers:* AGI, U.S. Income Tax Paid, Untaxed portions of IRA distributions, Untaxed portions of pensions, IRA deductions and payments, tax-exempt interest income, education credit, household size, number in college, SNAP, child support paid.
*Students who are non-tax filers must verify the following:* Income earned from work, household size, number in college, SNAP benefits, child support paid.

**V3: Child Support Paid Verification Group ~ Tracking Flag V3:**
Students must verify child support paid by them or their spouse, their parent or both.

**V4: Custom Verification Group ~ Tracking Flag V4:**
Students must verify high school completion status and identify/statement of education purpose in addition to receipt of SNAP benefits and payment of child support.

- Identify Verification – Students are asked to appear in person to present their valid Government issued photo ID (ex. Driver’s License, State ID or Passport).
- In the event the student is unable to appear in person, then he/she must appear before a notary with all required IDs and documents to have his/her identity or educational purpose confirmed.

**V5: Aggregate Verification Group ~ Tracking Flag V5:**
Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.

**V6: Household Resources Group ~ Tracking Flag V6:**
Students must verify items in the Standard Verification Group and Other Untaxed Income received (if applicable).

**Time period to submit verification documents**

Students are notified, in a timely manner, of all required documents to submit to the school. The verification process cannot begin and/or be completed until all required documents are submitted. Generally, from the time we send the student the initial notice, students are given two weeks prior to class start to submit required documents. If the class start is less than two weeks away, then the student is given 3 days to submit the required documentation.
Consequences for failing to submit documents in time

Documents not submitted timely could result in:

1.) The student being responsible for paying his/her fees out of pocket.
2.) The student cannot be processed for a Financial Aid award.
3.) The student not being considered for a Financial Aid Deferment
4.) The program-year ending with the student having an outstanding balance with the school. This could result in late fees and the student’s account being turned over to a collection agency.

Making corrections to the FAFSA data

Once the student receives their SAR, they should review it for accuracy. If changes are needed, the student (and/or parents) should submit changes/corrections to the FAFSA online by using their PIN.

Once all verification documents are received by the Office of Student Financial Aid, the file will be reviewed for accuracy and completeness. Often times, corrections are required if the information indicated on the submitted documents does not match the FAFSA data. The Office of Student Financial Aid will submit corrections on the student’s behalf. The corrections will be sent to the COD via the Department of Education System. Generally, the corrected data is processed and received back in our office within 72 hours after corrected data is submitted.

An email is sent to the student informing him/her once the corrections have been returned. If no additional corrections are needed (pending the student has not also submitted corrections), and the student meets all necessary eligibility requirements, then an award will be processed.

If the Student’s EFC change and Student Aid Amounts Change

- In the event your EFC changes on an initial SAR, prior to the student being awarded, the award will be based on the last valid SAR transaction.
- If the EFC changes after the student have been awarded – the award must be cancelled. The file will be re-evaluated, and additional documentation may be requested from the student. Once that process is completed and pending the student meets all eligibility criteria, the student will be re-awarded based on the last valid SAR transaction and EFC.
- If the EFC changed occurred which caused a change to the Financial Aid award, the student will receive a revised Award Notification.

Office of Inspector General (OIG)

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities (CPS, Judicial Services, IRS and including the Office of Inspector General https://oig.hhs.gov).
Exit Counseling for Student Borrowers

The institution will provide counseling to borrowers of Federal Direct Loans shortly before the student ceases at least half-time enrollment. The exit counseling will provide information on:

- Average anticipated monthly repayment amount
- Repayment plan options
- Options to repay or pay on a shorter schedule
- Debt management strategies
- Use of Master Promissory Note
- Importance of student’s repayment obligations
- Terms and conditions for forgiveness or cancellation
- Terms and conditions for deferment or forbearance
- Consequences of default
- Options and consequences of loan consolidation
- Tax benefits available to borrowers
- Obligation to repay the full amount of the loan regardless of completion of the program or completing within regular time, inability to obtain employment, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school
- Availability of the Student Loan Ombudsman’s office
- Information about NSLDS

Federal Student Financial Aid Penalties for Drug Law Violations

A federal or state drug conviction can disqualify a student for FSA funds.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

The school will provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of drug law violations.

The chart below illustrates the period of ineligibility for Federal Student Aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<table>
<thead>
<tr>
<th>The possession of a controlled substance</th>
<th>First offense</th>
<th>1 year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ineligibility period is</td>
<td>Second offense</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td>Third offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The sale of a controlled substance</th>
<th>First offense</th>
<th>2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ineligibility period is</td>
<td>Second offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

If convicted of an offense involving:
If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify that they have successfully completed the rehabilitation program.

When a student regains eligibility during the award year, the school may award Pell, ACG, SMART, TEACH, and Campus-based aid for the current payment period and Direct loans for the period of enrollment.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Contact the Financial Aid office at your location of interest during regular school hours for assistance with obtaining institutional or financial aid information.

GENERAL INSTUTIONAL INFORMATION

Price of Attendance

<table>
<thead>
<tr>
<th></th>
<th>Cosmetology</th>
<th>Esthiology</th>
<th>Manicuring</th>
<th>Massage/SPA (FL)</th>
<th>Educator Trg.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alabama</strong></td>
<td>$16,000</td>
<td>$10,670</td>
<td>NA</td>
<td>$7,800</td>
<td>$7,580/$16,145</td>
</tr>
<tr>
<td><strong>Florida:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacksonville,</td>
<td>$16,500</td>
<td>Tallahassee only: $11,300</td>
<td>NA</td>
<td>Tallahassee only: $4,500</td>
<td>NA</td>
</tr>
<tr>
<td>Tallahassee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Florida: Orlando,</strong></td>
<td>$18,000</td>
<td>$6,950</td>
<td>NA</td>
<td>$13,300</td>
<td>NA</td>
</tr>
<tr>
<td>South Florida,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tampa Bay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Georgia</strong></td>
<td>$18,500</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>$9,000 Cosm.</td>
</tr>
<tr>
<td><strong>Louisiana</strong></td>
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<td>$6,000</td>
<td>NA</td>
<td>$5,830</td>
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<td>$3,600</td>
<td>NA</td>
<td>$7,000 Cosm. $5,830 Esth. $3,840 Mani</td>
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<td><strong>Texas</strong></td>
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<td>$9,255</td>
<td>NA</td>
<td>$6,000</td>
<td>$5,830 &lt;2 years $8,750 &gt;2 years</td>
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<td>State</td>
<td>Room</td>
<td>Transportation</td>
<td>Personal</td>
<td>Living with parent and no dependents</td>
<td>All others</td>
</tr>
<tr>
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<td>--------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Tennessee</td>
<td>$18,500</td>
<td>$9,255</td>
<td>NA</td>
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<td>NA</td>
</tr>
<tr>
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<td>$18,500</td>
<td>$7,404</td>
<td>NA</td>
<td>NA</td>
<td>$11,660</td>
</tr>
</tbody>
</table>

**Aveda Institute Atlanta**
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,953.00
All others: $2,072.00

**Aveda Institute Austin**
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,511.00
All others: $2,177.00

**Aveda Institute Baton Rouge**
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,522.00
All others: $1,601.00

**Aveda Institute Birmingham**
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,396.00
All others: $2,720.00

**Aveda Institute Charlotte**
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $935.00
All others: $1,692.00

**Aveda Institute Covington**
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,242.00
All others: $1,609.00

**Aveda Institute Dallas**
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,511.00
All others: $2,177.00

**Aveda Institute Hammond**
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,279.00
All others: $2,610.00

**Aveda Institute Houston**
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,028.00
All others: $1,979.00
Aveda Institute Jacksonville
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,017.00
All others: $1,658.00

Aveda Institute Lafayette
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,330.00
All others: $1,425.00

Aveda Institute Nashville
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,266.00
All others: $1,897.00

Aveda Institute New Orleans
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,511.00
All others: $2,177.00

Aveda Institute Orlando
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,154.00
All others: $1,653.00

Aveda Institute South Florida
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,170.00
All others: $2,249.00

Aveda Institute Tallahassee
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,311.00
All others: $1,404.00

Aveda Institute Tampa Bay
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,136.00
All others: $1,928.00

Aveda Institute Washington DC
Room, Transportation and Personal expenses per month
Living with parent and no dependents: $1,396.00
All others: $2,720.00
Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid

Institutional Refund Policy – Florida

If the Student’s enrollment is terminated for any reason, then the Institute will pay any refund owed to the Student within 30 calendar days of the Student’s Termination Date, and will calculate the refund amount pursuant to standard Institute procedures and the following refund provisions.

a. Termination upon Non-acceptance or Within Three Business Days. If the applicant is not accepted by Institute, or if enrollment is terminated and the Termination Date is within three (3) Business Days after Student signs this Agreement and makes an initial deposit (the “Enrollment Date”), then Institute will refund to Student all monies paid by Student, including the $50.00 Application Fee and the $100.00 Registration Fee. This policy applies regardless of whether or not Student has actually started training. “Business Day” means any day that Institute’s administrative offices are open for business.

b. Termination after Three Business Days, but Prior to Starting Class. If the Termination Date is more than 3 Business Days after the Enrollment Date, but before Student begins the first class, Institute will refund all monies paid by the Student, except the $50.00 Application Fee and the $100.00 Registration Fee.

c. Termination after Starting Classes, After Three Business Days. If enrollment is terminated after the Student has started classes, and the Termination Date is not within 3 Business Days after the Enrollment Date, then the Student will be entitled to a refund to the extent that (i) the total amount received and retained by the Institute on the Student’s behalf (and not subject to return pursuant to Section (5)(g) or (5)(h) below or otherwise), exceeds (ii) the total amount to which the Institute is entitled hereunder. In the event of such termination, the Institute will be entitled to receive (or retain, to the extent already paid) the $50.00 Application Fee, the $100.00 Registration Fee, the Kit Fee, and a percentage of the total Tuition, determined as follows:

<table>
<thead>
<tr>
<th>% of Scheduled Clock Hours Completed</th>
<th>% of Total Tuition Owed to Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01% to 4.9%</td>
<td>20%</td>
</tr>
<tr>
<td>5% to 9.9%</td>
<td>30%</td>
</tr>
<tr>
<td>10% to 14.9%</td>
<td>40%</td>
</tr>
<tr>
<td>15% to 24.9%</td>
<td>45%</td>
</tr>
<tr>
<td>25% to 49.9%</td>
<td>70%</td>
</tr>
<tr>
<td>50% or Over</td>
<td>100%</td>
</tr>
</tbody>
</table>

“% of Scheduled Clock Hours Completed” is calculated based on the total number of Clock Hours that were scheduled between the Student’s actual starting date and the Student’s Last Attendance Date, whether or not the Student actually attended the scheduled Clock Hours. The “Student’s Last Attendance Date” means the last date of actual attendance by the Student.

d. Determination Date. Student’s “Termination Date” will be deemed to be the date on which Student or Institute gives notice of termination pursuant to Sections 1 through 4 above, except that: (i) in the event of a Deemed Withdrawal, the Termination Date shall be the date on which Institute determines that a Deemed Withdrawal has occurred; and (ii) in the event that Student is on an approved leave of absence and notifies the school in writing that he or she will not be returning, the Termination Date shall be the earlier of the date of expiration of the leave of absence or the date on which Student gives notice. The termination date, for refund computations purposes, is the last day of actual attendance by the student. If the student is absent 14 consecutive calendar days the student will be considered withdrawn. Attendance is monitored on a bi-weekly basis to determine unofficial withdrawals.
e. **Institute Closure; Program Cancellation.** If the Institute is permanently closed and no longer offers instruction after the Student has enrolled, the Institute shall provide a pro rata refund of all monies paid by the Student. If a Program is cancelled subsequent to a Student’s enrollment, but either before or after beginning instruction, the Institute shall, at its option, either: (i) provide a full refund of all monies paid by the Student; or (ii) provide for completion of the Program.

f. **Withdrawal Fees.** If Student withdraws or is terminated from Institute for any reason, then Student will be charged a $150.00 Withdrawal Fee, unless such withdrawal takes place within three (3) Business Days after the Enrollment Date, as described in Section 5(a) above. Students who withdraw will be charged 18% interest annually, on any unpaid portion of tuition owed.

g. **Return of Unearned Funds From Title IV Programs.** The Institute will determine the amount of any Title IV aid to be returned in accordance with the Department of Education Guidelines. An eligible Title IV aid recipient who fails to complete over 60% of a payment period is considered to have not earned all the federal aid that may have been previously awarded. A required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. In many cases, this policy may also result in the student owing a refund to the Department of Education. The following is the distribution of unearned aid that must be returned: Federal Family Education Loan Programs, Federal Pell Grants, FSEOG, and then the Student.

h. **Return of Unearned Funds From Non-Title IV Loans.** If any portion of the Total Fee is funded through a loan other than a Title IV loan, then Student and any Responsible Guardian hereby authorizes Institute to pay any refund directly to the lender, up to the outstanding loan amount.

**Institutional Refund Policy – Alabama, Georgia, Louisiana, N. Carolina, Tennessee, Washington, D.C.**

The following policy addresses how tuition is refunded to a student who is enrolled and drops out, or, a student whose enrollment is terminated by the school.

**Enrollment** is defined as the time elapsed between the student’s actual starting date and last day of physical attendance in school.

Any monies due the applicant or student shall be refunded within forty five (45) days of formal cancellation.

Formal termination shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the documented date of failure to return or the date that the student notifies the institution that he/she will not be returning to school.

The following also applies:

- An applicant not accepted for enrollment by the school shall be entitled to a full refund of all monies paid.
- If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money refunded, in writing, within three (3) business days of the signing of an enrollment agreement or contract, all monies collected shall be fully refunded. The cancellation date will be determined by the postmark on written notification, or the date said information was delivered to the school administrator/owner in person. Notice of cancellation must be in writing. This policy applies regardless of whether or not the student has actually started training.
- If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less application fee of $100* (*$50 in Alabama and Tennessee).
For students who enroll in and begin classes, refunds are determined by a formula using a percentage of scheduled time enrolled plus a termination fee of $150 (see the schedule below). The percentage of time enrolled is calculated by dividing the number of scheduled hours enrolled by the total number of actual hours in the course. The following schedule of tuition adjustments is used:

<table>
<thead>
<tr>
<th>Percentage of Scheduled Time to Total Course</th>
<th>Amount of Tuition Owed to School</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01% to 4.9%</td>
<td>20%</td>
</tr>
<tr>
<td>5.00% to 9.9%</td>
<td>30%</td>
</tr>
<tr>
<td>10.00% to 14.9%</td>
<td>40%</td>
</tr>
<tr>
<td>15.00% to 24.9%</td>
<td>45%</td>
</tr>
<tr>
<td>25.00% to 49.9%</td>
<td>70%</td>
</tr>
<tr>
<td>50.00% to 100.0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

If a student should be expelled from school, the above policies will be applied based on the student’s last day of attendance.

Student attendance is monitored every 14 days for unofficial withdrawals.

When situations of mitigating circumstances are in evidence, the school may adopt a policy wherein the refund to the student may exceed the “schedule of tuition and adjustment”.

The cost of the kit and supplies is not included in the tuition adjustment computations. These items become the property of the student when issued.

Students who terminate prior to course completion will be charged a $150 termination fee and the school will not release the student’s transcript until all balances have been paid in full.

If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. A list of all students who were enrolled at the time of school closure (including the amount of refund) will be submitted to NACCAS.

This policy applies regardless of whether or not the student has started training.

If a program or course is cancelled subsequent to a student’s enrollment, and before instruction in the program has begun, the school shall, at its option:
1. Provide a full refund of all monies paid; or
2. Provide completion of the course.

**Institutional Refund Policy – Texas**

The following policy addresses how tuition is refunded to a student who (1) fails to enter the course of training; (2) withdraws from the course of training; or (3) is terminated from the course of training before completion of the course.

**Enrollment** is defined as the time elapsed between the student’s actual starting date and last day of physical attendance in school.

Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation, withdrawal, or termination.

**Interest:** If tuition is not refunded within 30 days, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made. If the tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student’s loan. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a
school from retaining money paid by a student. The Department may exempt a school from the payment of interest if
the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to
the department on request documentation of the effort to locate the student.

The refund is based on the period of the student’s enrollment, computed on the basis of course time expressed in
scheduled hours, as specified by the enrollment agreement.

The effective date of termination for refund purposes is the earliest of:

- The last day of attendance if the student is terminated by the school
- The date the school receives the student’s written notice of withdrawal
- 10 school days after the last date of attendance

The following also applies:

- An applicant not accepted for enrollment by the school shall be entitled to a full refund of all monies paid.
- If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment
  and requests his/her money refunded, in writing not later than midnight of the third day after the date the
  contract is signed, all monies collected shall be fully refunded within three business days. The cancellation date
  will be determined by the postmark on written notification, or the date said information was delivered to the
  school administrator/owner in person. Notice of cancellation must be in writing. This policy applies regardless
  of whether or not the student has actually started training.
- If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she
  shall be entitled to a refund of all monies paid to the school less application fee of $100.
- A full refund shall be made if a student enters into an enrollment agreement because of a misrepresentation
  made in the advertising or promotional materials of the school or by an owner or representative of the school.
- For students who enroll in and begin classes, refunds are determined by a formula using a percentage of
  scheduled time enrolled plus a termination fee of $150 (see the schedule below). The percentage of time
  enrolled is calculated by dividing the number of scheduled hours enrolled by the total number of scheduled
  hours in the course. The following schedule of tuition adjustments is used:

<table>
<thead>
<tr>
<th>Percentage of Scheduled Time to Total Course</th>
<th>Amount of Tuition Owed to School</th>
<th>Amount of Tuition refunded to student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 30 hours</td>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>31 – 90 hours</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>91 hours – 25%</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>25.1% - 49.99%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>50.00% to 100.0%</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

- If a student should be expelled from school, the above policies will be applied based on the student’s last day of
  attendance.
- Student attendance is monitored weekly for unofficial withdrawals.
- When situations of mitigating circumstances are in evidence, the school may adopt a policy wherein the refund to
  the student may exceed the “schedule of tuition and adjustment”.
- The cost of the kit and supplies is not included in the tuition adjustment computations. These items become the
  property of the student when issued.
- Students who terminate prior to course completion will be charged a $150.00 termination fee and the school will
  not release the student’s transcript until all balances have been paid in full.
• If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. A list of all students who were enrolled at the time of school closure (including the amount of refund) will be submitted to NACCAS.

• This policy applies regardless of whether or not the student has started training.

• If a program or course is cancelled subsequent to a student’s enrollment, and before instruction in the program has begun, the school shall, at its option:
  1. Provide a full refund of all monies paid; or
  2. Provide completion of the course.

**Return to Title IV Refund Policy**

Students receiving assistance from Federal Title IV programs may be subject to a special refund or **Return to Title IV** requirements per federal regulations, provided they have completed less than 60% of the payment period for which aid was or could have been disbursed. Federal Regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized loans, Subsidized loans, Perkins loans, Plus loans, Pell Grants, SEOG or other Title IV.

If the student is a Financial Aid Recipient*, a **Return to Title IV calculation** (as mentioned above) must first be completed to determine the amount of aid the student and school is eligible to keep. In some cases, a portion of the funds may have to be returned to the government. In such a case, the amount of unearned funds will be returned as soon as possible but no later than 45 days from the date of determination of a student’s withdrawal.

*For purposes of this **Return to Title IV** requirement, the recipient of a grant or loan is a student who has actually received Title IV funds or has met the conditions that entitle the student to a late disbursement. Such conditions would include:

- Student must be in good standing and in SAP
- If the student receives less federal aid than the amount earned, the school will offer a disbursement of the earned aid that was not received (post withdrawal disbursement)

Once a determination is made, the amount of funds the school is eligible to keep is then applied to the institutional refund policy (see chart above) where it is either credit to the student’s tuition balance or refunded to the student.

Any tuition refund due to the student as a result of the Return to Title IV calculation will be paid by check within 30 days of the student’s withdrawal date of determination.

**Date of Determination** is defined as 1) the day that the student notifies the school that he/she will not be returning or 2) in the case of an unofficial withdrawal from the program the school will determine the withdrawal date within 14 calendar days after the student’s last date of attendance.

A Return to Title IV calculation will be performed for students who have not attended within the 14-day period.
**Academic Program**

**COURSE OF STUDY: COSMETOLOGY**
Florida 1600 Hours
Alabama, Georgia, Louisiana, N. Carolina, Tennessee, Texas, Washington, D.C. 1500 Hours

**COURSE OF STUDY: ESTHIOLOGY**
Alabama 1500 Hours
Georgia 1000 Hours
Florida 600 Hours
Louisiana, Tennessee, & Texas 750 Hours
North Carolina & DC 600 Hours

**COURSE OF STUDY: MANICURING**
Georgia 525 Hours
Louisiana 500 Hours
North Carolina 300 Hours
Texas 600 Hours

**COURSE OF STUDY: MASSAGE**
Alabama 650 Hours

**COURSE OF STUDY: SPA (MASSAGE/ESTHIOLOGY)**
Florida 900 Hours

**COURSE OF STUDY: EDUCATOR TRAINING**
Alabama Cosmetology Instructor 650 Hours
Georgia Cosmetology Instructor 750 Hours
Esthiology Instructor 500 Hours
Manicuring Instructor 250 Hours

Louisiana 500 Hours
North Carolina Cosmetology Instructor 800 Hours
Esthiology Instructor 650 Hours
Manicuring Instructor 320 Hours

Tennessee 300 Hours
Texas 250/750 Hours
Washington, D.C. 1000 Hours

**Instructional Facilities**

- **Clinic Service Areas**
A wide variety of clients come to Aveda Institutes for beauty and wellness services. As a student you have the opportunity to perform a full spectrum of hair, skin, nail, and body services in a state of the art virtual salon/day spa setting, under the supervision of your instructors.

Included in each facility is an Aveda Retail Store, which features hair, skin, flower and plant Pure-Fume® and body care, makeup and lifestyle products. The Experience Center gives students the opportunity to practice client service and retailing skills.
- **Student Class Rooms**
  Various sized classrooms have been designed to provide the proper environment for different types of learning and activities.

- **Educator Offices and Resource Library**
  A Resource Library containing books on styling, motivation, health, and wellness is available for your reference. The instructors are available to the students at all times and have designated offices.

**Faculty**

A Faculty list can be obtained from the school director at each institution.

**Accreditation, Approval, and Licensure of Institution and Programs**

**Licensed by:**

**Alabama:**
Alabama Board of Cosmetology
RSA Union Building
100 North Union Street, Suite 320
Montgomery, AL 36130-1750
334.242.1918

**Florida:**
Florida Department of Education, Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
850.245.3200

**Georgia:**
Georgia State Board of Cosmetology
237 Coliseum Dr.
Macon, GA 31217-3858
478.207.1430

**Louisiana:**
Louisiana State Board of Cosmetology
11622 Sunbelt Court
Baton Rouge, LA 70809
225.756.3404

**North Carolina:**
North Carolina State Board of Cosmetic Art Examiners
1201 Front Street, Suite 110
Raleigh, NC 27609
919.733.4117

**Tennessee:**
State Board of Cosmetology and Barber Examiners
500 James Robertson Pkwy
Nashville, TN 37243
615.741.2515
Upon request, the institution will make available to any enrolled or prospective student a copy of the documents describing the institution’s accreditation, approval, or licensing.

Enrolled or prospective students may also use the contact information listed above to file complaints relating to accreditation or licensing that cannot be resolved through Aveda Institute’s internal complaint policy outlined in the Student Handbook.

Facilities and Services for Students with Disabilities

The Institute will work with students or applicants in need of reasonable accommodations to determine whether reasonable accommodations can be effective or are available. Students requesting reasonable accommodations in accordance with the Americans with Disabilities Act should follow the procedures outlined in the Student Handbook. The Institute will make every effort to accommodate students with special needs. All school facilities are handicap accessible.

Privacy of Student Records – Family Education Rights and Privacy Act (FERPA)

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Aveda Institute receives a request for access. A student should submit to the Student Records Administrator a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records
are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should submit a request in writing to the Student Records Administrator, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Aveda Institute in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Aveda Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Aveda Institute. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Aveda Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Aveda Institute whom the school has determined to have legitimate educational interests. A “school official” includes Educators, administrators, staff, counselors, attorneys, clerical staff, advisory board members, members of committees and disciplinary boards, and contractors, volunteers or other parties to whom the school has outsourced institutional services or functions. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
• To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

• To accrediting organizations to carry out their accrediting functions.

• To parents of an eligible student if the student is a dependent for IRS tax purposes.

• To comply with a judicial order or lawfully issued subpoena.

• To appropriate officials in connection with a health or safety emergency.

• Information the school has designated as “directory information.” "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student’s name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, diplomas, certificates, and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time). Eligible students have the right to restrict the disclosure of directory information. Those wishing to do so should inform the School within 14 days of enrollment that he or she does not want any or all of those types of information designated as directory information.

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

• To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.

• To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

More information about FERPA generally may be found on the U.S. Department of Education’s website at ED.gov.
Copyright Infringement – Policies and Sanctions

Computer Use and File Sharing

Illegal downloading of copyrighted material or unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display, and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies. Whether the use of copyrighted material without permission constitutes “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software, and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

Institutional Policy on Copyright Infringement

Students who engage in unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using Aveda Institute’s information technology system can result in termination of network access for the student and/or other appropriate disciplinary action, up to and including termination from the program.

Transfer of Credit Policies and Articulation Agreements

Transfer hours may or may not be accepted from other schools depending on the state board transfer requirements. Please see your Admissions Director for individual school transfer policies.
**Student Diversity**

**Aveda Institute Covington**

**Gender**
- Male: 6%
- Female: 94%

**Ethnicity**
- American Indian: 0%
- Hispanic/Latino: 0%
- Asian: 1%
- African American: 19%
- White: 80%
- Two or more races: 0%
- Race/Ethnicity unknown: 0%

Federal Pell recipients 2012-13: 58%

**Aveda Institute Baton Rouge**

**Gender**
- Male: 8%
- Female: 92%

**Ethnicity**
- American Indian: 0%
- Hispanic/Latino: 1%
- Asian: 0%
- African American: 52%
- White: 46%
- Two or more races: 0%
- Race/Ethnicity unknown: 0%

Federal Pell recipients 2012-13: 62%

**Aveda Institute Lafayette**

**Gender**
- Male: 9%
- Female: 91%

**Ethnicity**
- American Indian: 0%
- Hispanic/Latino: 0%
- Asian: 0%
- African American: 3%
- White: 97%
- Two or more races: 0%
- Race/Ethnicity unknown: 0%

Federal Pell recipients 2012-13: 71%
Aveda Institute South Florida

Gender
Male: 7%
Female: 93%

Ethnicity
American Indian: 0
Hispanic/Latino: 31%
Asian: 2%
African American: 15%
White: 46%
Two or more races: 4%
Race/Ethnicity unknown: 1%

Federal Pell recipients 2012-13: 44%

Aveda Institute Tallahassee

Gender
Male: 5%
Female: 95%

Ethnicity
American Indian: 0
Hispanic/Latino: 8%
Asian: 1%
African American: 9%
White: 76%
Two or more races: 3%
Race/Ethnicity unknown: 1%

Federal Pell recipients 2012-13: 48%

The information on student body diversity was reported on students who enrolled anytime between 7/1/13 and 9/30/13. This information is updated annually as of July 1st.

Textbook Information

The following textbooks are required by curriculum. These textbooks are included in the kit cost but students can choose to purchase their textbooks from another source, in which case we will reduce the kit fee by the applicable cost.

Educator Intern
Milady Master Educator, 2nd Edition
Student Course book bundled with Exam Review
Retail price: $173.95
Learning Journal, © Aveda 2006, $50.00
Hold On, You Lost Me! $27

Cosmetology
Milady’s Standard Cosmetology, 2008
Standard hardcover, Exam Review, and Theory workbook
Retail price: $178.95
The Art & Science of Hair Design – technique guide, © Aveda 2007, $15.00
The Art & Science of Hair Color & Texture – technique guide, © Aveda 2006, $25.00
Design Foundations – participant guide, $4.50
Aveda Institute Cosmetology Curriculum -Technical Foundations – student workbook, © 2002, $89.00

Esthiology
Milady’s Standard Esthetics: Fundamentals, 10th Edition
Standard text, Exam Review, and Workbook
Retail price: $ 210.95
The Art and Science of Esthiology – participant guide,© Aveda 2009, $75.59

HEALTH AND SAFETY

Drug and Alcohol Abuse Prevention

The institution will annually distribute in writing to each student and employee and will biennially review the Drug and Alcohol Abuse Prevention Program, which will include:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Aveda Institute’s property or as part of any of its activities.
- A description of the applicable legal sanctions under Local, State or Federal Law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
- A clear statement that the institution will impose disciplinary sanction against students and employees (consistent, with Local, State, and Federal Law), and a description of those sanctions, up to and including, expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Vaccination Policies

Aveda Institutes does not have a vaccination policy.


By October 1 of each year, the school will publish and distribute the annual campus security report to all current students and employees.

Fire Safety Policies

Aveda Institute does not have any on-campus student housing facilities. However, in the event of a fire educators will direct students and clients out of the building through the nearest exit in an orderly and calm manner. The receptionist will call the fire department (911).
STUDENT OUTCOMES

Aveda Institute is proud of our track record in graduating students, preparing them for the State Board examinations, and assisting them in employment. Please refer to the statistical handout on Graduation, Licensing, and Placement rates for each Institute.

Completion, Licensure, and Employment Rates

The following information is contained in the 2013 Annual Report to the National Accrediting Commission of Career Arts & Sciences (NACCAS).

<table>
<thead>
<tr>
<th>Institute</th>
<th>Graduation</th>
<th>Licensure</th>
<th>Placement</th>
</tr>
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<tbody>
<tr>
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<td>86.61%</td>
<td>100%</td>
<td>77.72%</td>
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<tr>
<td>Aveda Institute Austin</td>
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<td>85.71%</td>
<td>71.43%</td>
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<td>Institute</td>
<td>Graduation</td>
<td>Licensure</td>
<td>Placement</td>
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<tr>
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<tr>
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<td>Aveda Institute Orlando</td>
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<td>Aveda Institute Tampa Bay</td>
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<td>96.91%</td>
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</tr>
<tr>
<td>Aveda Institute Washington D.C.</td>
<td>79.08%</td>
<td>98.68%</td>
<td>69.03%</td>
</tr>
</tbody>
</table>
Career and Job Placement Services

Aveda Institutes do not guarantee employment to our students; however, the schools do assist students in finding employment. The qualities that employers look for and those that the school monitors are:

- Attitude
- Professionalism
- Grooming
- Grade average
- Overall attendance
- Saturday attendance
- Technical skills
- Retail skills

The school routinely receives inquiries from prospective employers and these are posted on the student bulletin board. Additionally, Aveda Institute has the ability to assist students in out-of-state placement subject to licensing transfer. Aveda Institutes hold annual job fairs and invite prospective employers to come in to the school to meet with students. Aveda Institutes' reputation for graduating knowledgeable and productive salon professionals has allowed it to excel in the job placement process.

Transfer-out Rates

Our institutions do not provide substantial preparation for students to enroll in another Title IV, HEA-eligible institution.

VOTER REGISTRATION

Students can visit their local post office to obtain a Voter Registration form and necessary requirements outlined by their state or for a downloadable version of the form visit the U.S. Election Assistance Commission at http://www.eac.gov/voter_resources/register_to_vote.aspx. State voter registration information is also available at:

- Alabama: http://www.sos.state.al.us/elections/voterregistrationinfo.aspx
- Florida: http://election.dos.state.fl.us/voter-registration/voter-reg.shtml
- Georgia: https://registertovote.sos.ga.gov/GAOLVR/#no-back-button
- Louisiana: http://www.sos.la.gov/ElectionsAndVoting/RegisterToVote/Pages/default.aspx
- North Carolina: http://www.ncsbe.gov/ncsbe/registering-to-vote
- Tennessee: http://www.tn.gov/sos/election/registration.htm