



**AVEDA
FREDRIC'S INSTITUTE**

DEVELOPING FUTURE LEADERS IN THE WORLD OF BEAUTY AND WELLNESS™

COURSE CATALOG



AVEDA
FREDRIC'S INSTITUTE

Aveda Fredric's Institute
7664 Voice of America Centre Drive
West Chester, OH 45069
ph: 513-533-0700
fx: 513-522-0275

Aveda Fredric's Institute is licensed by the Ohio State Cosmetology and Barber Board
1929 Gateway Circle, Grove City, OH 43123
ph. 614.466.3834
License #000716

Aveda Fredric's Institute maintains accreditation by the:
National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
ph. 703.600.7600
www.naccas.org
Accreditation Number: 045106-00

Accreditation Status: Aveda Fredric's Institute™ approved by NACCAS December 2003

Aveda Fredric's Institute is owned and operated by Essential Educational Concepts, LLC.



fashion | passion | beauty | style | art | expression | wellness | fun

Develop your Natural Talent

If you are looking for an opportunity to express your creativity and establish a solid professional career, look no further. Come to Aveda Fredric's Institute and let yourself grow.

Aveda Fredric's Institute Developing future leaders in the world of beauty and wellness.™

Table of Contents

1. Licensing, Accreditation & Owner Information
2. Institute Mission
3. Areas of Study & Career Opportunities
4. Cosmetology Program
7. Cosmetology Hybrid Program
11. Advanced Cosmetology Program
12. Advanced Esthetics Program
15. Advanced Esthetics Program (with distance education)
19. Advanced Manicuring Program
22. Instructor Training Programs
24. About the Institute
25. Admissions
27. Americans with Disabilities Act Policy
28. Notice of Arbitration Agreement & Class Action Waiver
30. Schedule and Tuition
32. Additional Hour Charges
33. Financial Assistance
33. Career Placement & Student Services
34. Academic Information
35. Graduation & Licensing Requirements
36. Satisfactory Academic Progress Policy
39. Standards and Policies
43. Leave of Absence Policy
46. VA Student Recipient Attendance Policy
48. Complaint Procedures
49. Notice of Non-Discrimination & Sexual Harassment Policies and Grievance Procedures
51. Cancellation and Refund Policies
53. School Closure and School Collections Policy
53. Graduation, Licensure & Job Placement
54. Administrative Staff & Education Team
54. Service & Retail Hours

All courses are taught in English.

The Institute Mission

The Aveda Fredric's Institute provides a unique post-secondary education learning environment encouraging creativity, teamwork and discipline in preparing students for employment and careers in the pursuit of Cosmetology Arts and Sciences. Inspiring students to exceed expectations and continue their quest for lifelong learning through education, respect and integrity. Developing future leaders in the world of beauty and wellness.™

Date of Publication: March 27, 2025 (Covers calendar years 2024 and 2025)



Areas of Study & Career Opportunities

Your training will encompass three types of learning: 1) Theoretical knowledge, the foundation of your education, 2) Practical experience, the application of your knowledge, and 3) Professional business-building skills, vital for your success. Each phase of your education will emphasize a different combination of learning approaches.

Cosmetology

Cosmetology Hybrid

Explore styles and techniques in haircutting, hair coloring, restructuring, styling, skin care, nail care and makeup techniques.

Career Opportunities:

Hair stylist
Hair coloring specialist
Makeup artist
Manicurist
Sales representative

Advanced Manicuring

Learn the structure of hands, arms and nails and gain knowledge of nail cosmetics in both manicuring and pedicuring.

Career Opportunities:

Manicurist
Sales representative
Salon manager
Salon owner

Cosmetology Apprenticeship

Instructor

Esthetics Apprenticeship Instructor:

Teach and share your knowledge in the Cosmetology/Esthetics fields to prepare our students for success in the beauty industry.

Career Opportunities:

Cosmetology Instructor
Esthetics Instructor
Education Manager

Advanced Esthetics

Advanced Esthetics (with distance education)

Learn specialized techniques to purify, balance and renew the skin using both ancient techniques and state of the art methods and makeup techniques.

Career Opportunities:

Esthetician
Makeup artist
Sales representative
Salon manager
Salon owner

Advanced Cosmetology

Learn the essentials to obtain an Advanced License in the State of Ohio with knowledge in laws and rules, salon ownership and day to day operation.

Career Opportunities:

Hair stylist
Hair coloring specialist
Makeup artist
Manicurist
Sales representative
Salon manager
Salon owner

Your training will encompass three types of learning:

1. Theoretical knowledge, the foundation of your education.
2. Practical experience, the application of your knowledge.
3. Professional business, building skills, vital for your success. Each phase of your education will emphasize a different combination of learning approaches

All career opportunities listed are entry level.



Cosmetology

DAYTIME SCHEDULE; Full-Time Schedule | 52 weeks | 1500 Hours

30 hours of scheduled instruction per week

Weeks 1- 10: Monday | Tuesday | Wednesday | Thursday: 9:00 am – 5:30 pm

(Orientation will take place on or before the first day of class.)

****For the May 27, 2025 Class Start:** Week 1 of class will be Tuesday – Friday 9:00 am – 5:30 pm & Weeks 2-10 will be M-Th 9:00 am -5:30 pm *(Orientation will take place on or before the first day of class.)*

Weeks 11-52:

3-Day Schedule: Monday | Wednesday | Friday: 9:00 am – 8:00 pm; or

3-Day Schedule: Tuesday | Thursday: 9:00 am – 8:00 pm; | Saturday: 8:00 am – 7:00 pm

Cosmetology students starting classes in 2025 in January, March, June, and October will be on a Monday | Wednesday | Friday schedule starting week 11.

Cosmetology students starting classes in 2025 in February, April, July, and December will be on a Tuesday | Thursday | Saturday schedule starting week 11.

Cosmetology classes starting in 2025 in **August and September** will be enrolling for the following schedules concurrently:

Weeks 1-52*(Orientation will take place on or before the first day of class.):*

3-Day Schedule: Monday | Wednesday | Friday: 9:00 am – 8:00 pm; or

3-Day Schedule: Tuesday | Thursday: 9:00 am – 8:00 pm; | Saturday: 8:00 am – 7:00 pm

EVENING SCHEDULE; Full-Time Schedule | 62 weeks | 1500 Hours

25 hours of scheduled instruction per week

Weeks 1 – 62: Monday | Tuesday | Wednesday | Thursday | Friday: 5:00 pm – 10:00 pm

(Orientation will take place on or before the first day of class.)

Express your creativity and talent in hair, skin, nail care and makeup application. Our cosmetology course incorporates 1,500 hours of extensive hands-on learning to provide you an understanding of beauty and wellness. Upon completion, you will be eligible to take the State of Ohio licensing exam.

This program includes full instruction on-site in the physical building. Theory instruction is implemented using the Learn Aveda online learning platform via an iPad. An iPad is included as part of your student kit.

ENLIGHTEN/ELEVATE/EXPRESS

Learn the fundamentals of cutting and styling of hair; skin; nail care; makeup; and the related sciences. Lectures and practical work, demonstrations and hands-on workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You will be introduced to retailing, client servicing and personal development skills. This unit also covers State safety, health and sanitation requirements.

EMERGE/ENGAGE

Unlock your creativity as you explore the trends and techniques in coloring, permanent waving and chemical restructuring. Time in the clinic allows you to become increasingly confident in your professional abilities and you begin to learn vital employment and career- advancing skills such as interviewing and resume writing.

EMPOWER

Get ready to launch your career with in-depth training in client service, MUD makeup, time management, self-promotion, goal setting, merchandising and entrepreneurship. Fine tune your speed, accuracy, concentration and technical skills. You will demonstrate competency in all tasks required for the skill certification examination and possess the theoretical knowledge you need to pass the written examination required by the Aveda Fredric's Institute and the State of Ohio for licensure.

Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Google Classroom manages the different components, including Pivot Point Learn Aveda Platform, Textbook: Pivot Point Cosmetology Fundamentals Study Guide (2016). iPad supplied in the student kit.

Grading Procedures

Your progress at the Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

Grading Scale		
90-100	=	A – Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing



Cosmetology

1500 hour Cosmetology Program Subject Totals

Subject Area	CORE HOURS 1500	CLINIC HOURS 900	THEORY HOURS 600
Orientation & General Sciences Infection Control Principles/Practices Universal Precautions Anatomy Electricity Basics & Chemistry Basics	70	40	30
Properties of Hair & Scalp/Trichology Diseases & Disorders Hair Texture/Wave Patterns Chemistry	60	40	20
Hair Procedures / Practices / Styling Client Protection Shampoos/Rinses/Treatments Wet/Finish/Formal Hair Styling Thermal Styling Techniques Braiding Wigs & Hair Additions	123	70	53
Haircutting Haircutting Basics Haircutting Techniques Tools (Shears/Razor/Texturizing/Clippers/Trimmers)	264	190	74
Chemical Procedures/Practices/Products Chemical Texturizing Permanent Wave Chemical Relaxers Curl Re-forming/Corrections Hair Color Single Process Lightening Toner/Special Effects	390	270	120
Nail Procedures & Practices Nail Anatomy Diseases/Disorders/Conditions Tools/Equipment Basic Manicure & Pedicure Nail Enhancements/Maintenance Massage	90	60	30
Skin Care Procedures & Practices Skin Anatomy Diseases/Disorders/Conditions Basic Facial Procedures/Skin Type/Products Hair Removal Tools/Equipment Makeup- MUD Certification	301	185	32 MUD - 84
Artificial Lashes/Extensions	10	5	5
Salon Operations & Communication Skills Salon Operation & Management Career Dev/Professional Image/Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/Procedures Continuing Education Human Trafficking – One (1) Hour Required	192	40	152
TOTAL	1500	900	600

* Satisfactory Academic Progress is based on the actual hours of completion at 450, 900 and 1200.

* Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 67% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.



Curriculum Overview | Cosmetology

Aveda Fredric's Institute education is comprehensive and thorough. Throughout the Cosmetology program, you will cover the following topics in varying levels of depth and detail, giving you a foundation for your professional career.

<p>Plant Aromaology™ History of aromaology Therapeutic effects Custom testing and blending</p> <p>Chemistry Scalp and hair analysis Bacteriology Infection control Sanitation/sterilization Ingredient analysis</p> <p>Anatomy & Physiology Cells, tissue and organs Muscular system Nervous system Circulatory system Endocrine system Excretory system Respiratory system Digestive system Nutrition</p> <p>Shampooing/Conditioning Product analysis Procedures/techniques Draping for wet and dry chemical services Selecting correct shampoo/conditioner</p> <p>Hair Cutting Implements and techniques Sectioning Scissors Clippers Razors Client consultation</p> <p>Salon Operation Inventory Management Cleaning techniques Salon laundry service Disinfecting salon stations and common areas</p>	<p>Hair Styling Thermal styling Conventional thermal (marcel) irons Electric thermal irons Blow-dry styling & finishing Wet styling Fingerwaving Pin curl techniques Roller curls Comb out techniques Artistry in hair styling and hairdressing</p> <p>Permanent Restructuring History of permanent waving Chemistry of solutions Pre-perm analysis Rod selection Perming techniques Custom perm design and wrapping</p> <p>Chemical Hair Relaxing/Restructuring Product analysis Client hair analysis Application techniques Equipment, implements and materials</p> <p>Hair Coloring Color theory Classifications of hair color Product analysis Corrective coloring Trend techniques One dimensional Multidimensional Foils Bleach/tone</p>	<p>Skin Care Histology Disorders Facials Cleansing Moisturizing Massage/body treatment for relaxation</p> <p>Makeup Color theory Contoured and natural makeup application Subtle and dramatic application</p> <p>Nail Care Manicures/pedicures Nail design Massage techniques for hands, arms and feet</p> <p>State Rules and Regulations Ohio laws and rules Safety and sanitation requirements</p> <p>Personal/Career Development Time management Goal setting Team building Communication Leadership Cover letter/resume writing Interview techniques Job requirements Employee benefits and wages Retail strategies Connect Aveda Merchandising Salon entrepreneurship Marketing</p>
---	--	---



Cosmetology Hybrid Program (with distance education)

HOURS REQUIREMENTS-DAYTIME SCHEDULE

Full-Time Schedule | 52 weeks | 1500 hours

30 hours of scheduled instruction per week

PROGRAM HOURS BREAKDOWN

Distance Education: 300 hours*

On campus, in the physical building: 1200 hours

Weeks 1-4:

Monday | Tuesday | Wednesday | Thursday - 9:00 am - 5:30 pm

*Orientation will occur on Monday of Week 1

Monday and Thursday - on campus

Tuesday and Wednesday - online

Weeks 5-8:

Monday | Tuesday | Wednesday | Thursday - 9:00 am - 5:30 pm

Monday, Wednesday, and Thursday - on campus

Tuesday - online

Weeks 9-20:**

<p>3-Day Schedule Monday Wednesday Friday 9:00am to 8:00pm</p> <p>Monday, Wednesday, Friday - on campus</p>	<p>3-Day Schedule Tuesday Thursday 9:00am to 8:00pm Saturday 8:00am – 7:00pm</p> <p>Tuesday, Thursday, Saturday - on campus</p>
--	---

**Any class start on or after December 1, 2023, will be fully on campus for this portion of the program

Weeks 21-52:

<p>3-Day Schedule Monday Wednesday Friday 9:00am to 8:00pm</p> <p>Monday, Wednesday, Friday - on campus</p>	<p>3-Day Schedule Tuesday Thursday 9:00am to 8:00pm Saturday 8:00am – 7:00pm</p> <p>Tuesday, Thursday, Saturday - on campus</p>
--	---

***NOTE: All online hours via distance education will be 20% (or 300 hours) of the total 1,500 program hours. Once a student completes 300 hours of online distance education, all remaining instruction shall be provided on campus.**

Program Description

Express your creativity and talent in hair, skin, nail care and makeup application. Our cosmetology course incorporates 1,500 hours of extensive hands-on learning to provide you an understanding of beauty and wellness. Upon completion, you will be eligible to take the State of Ohio licensing exam.

The Cosmetology Hybrid program includes the same curriculum, and number of clocked hours as the Cosmetology Program. However, this program is unique in that it is a combination of distance education and learning on-site, in our physical building. Instruction for theory coursework utilizes distance learning for 300 hours of the total program hours. The remaining program instruction will take place on-site in the physical building.

ENLIGHTEN/ELEVATE/EXPRESS

Learn the fundamentals of cutting and styling of hair; skin; nail care; makeup; and the related sciences. Lectures and practical work, demonstrations and hands-on workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You will be introduced to retailing, client servicing and personal development skills. This unit also covers State safety, health and sanitation requirements.



EMERGE/ENGAGE

Unlock your creativity as you explore the trends and techniques in coloring, permanent waving and chemical restructuring. Time in the clinic allows you to become increasingly confident in your professional abilities and you begin to learn vital employment and career-advancing skills such as interviewing and resume writing.

EMPOWER

Get ready to launch your career with in-depth training in client service, MUD makeup, time management, self-promotion, goal setting, merchandising and entrepreneurship. Fine tune your speed, accuracy, concentration and technical skills. You will demonstrate competency in all tasks required for the skill certification examination and possess the theoretical knowledge you need to pass the written examination required by the Aveda Fredric's Institute and the State of Ohio for licensure.

Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. For the distance education component, these methods of instruction are executed by Educators through video conferencing to keep real time, live instruction throughout each scheduled day of distance learning. For theory coursework, a distance learning platform is utilized to effectively administer these methods of instruction stated above. Google Classroom manages the different components, including Pivot Point Learn Aveda Platform, Textbook: Pivot Point Cosmetology Fundamentals Study Guide. An iPad is included as part of your student kit.

Grading Procedures

Your progress at the Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

Grading Scale		
90-100	=	A – Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing

NOTICE REGARDING DISTANCE EDUCATION.

- A. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in states other than Ohio.
- B. Wi-fi connectivity is required for the student to participate in the Cosmetology Hybrid program. Student is provided an iPad as part of the student kit, but it is the Student's obligation to provide their own wi-fi connection.
- C. The School shall verify the identity of distance-learning students at each session, in accordance with federal, state, and accreditation standards. There is no additional Student charge associated with the School's verification of student identity.



Cosmetology Hybrid Program (with distance education)

1500 hour Cosmetology Hybrid - 30 hour Schedule Program Subject Totals

Subject Area	CORE HOURS 1500	CLINIC HOURS 900	THEORY HOURS 600
Orientation & General Sciences Infection Control Principles/Practices Universal Precautions Anatomy Electricity Basics & Chemistry Basics	70	40	30
Properties of Hair & Scalp/Trichology Diseases & Disorders Hair Texture/Wave Patterns Chemistry	60	40	20
Hair Procedures / Practices / Styling Client Protection Shampoos/Rinses/Treatments Wet/Finish/Formal Hair Styling Thermal Styling Techniques Braiding Wigs & Hair Additions	123	70	53
Haircutting Haircutting Basics Haircutting Techniques Tools (Shears/Razor/Texturizing/Clippers/Trimmers)	264	190	74
Chemical Procedures/Practices/Products Chemical Texturizing Permanent Wave Chemical Relaxers Curl Re-forming/Corrections Hair Color Single Process Lightening Toner/Special Effects	390	270	120
Nail Procedures & Practices Nail Anatomy Diseases/Disorders/Conditions Tools/Equipment Basic Manicure & Pedicure Nail Enhancements/Maintenance Massage	90	60	30
Skin Care Procedures & Practices Skin Anatomy Diseases/Disorders/Conditions Basic Facial Procedures/Skin Type/Products Hair Removal Tools/Equipment Makeup- MUD Certification	301	185	32 MUD - 84
Artificial Lashes/Extensions	10	5	5
Salon Operations & Communication Skills Salon Operation & Management Career Dev/Professional Image/Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/Procedures Continuing Education Human Trafficking – One (1) Hour Required	192	40	152
TOTAL	1500	900	600

* Satisfactory Academic Progress is based on the actual hours of completion at 450, 900 and 1200.

* Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 67% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.



Curriculum Overview | Cosmetology Hybrid Program (with distance education)

Aveda Fredric's Institute education is comprehensive and thorough. Throughout the Cosmetology program, you will cover the following topics in varying levels of depth and detail, giving you a foundation for your professional career.

<p>Plant Aromaology™ History of aromaology Therapeutic effects Custom testing and blending</p> <p>Chemistry Scalp and hair analysis Bacteriology Infection control Sanitation/sterilization Ingredient analysis</p> <p>Anatomy & Physiology Cells, tissue and organs Muscular system Nervous system Circulatory system Endocrine system Excretory system Respiratory system Digestive system Nutrition</p> <p>Shampooing/Conditioning Product analysis Procedures/techniques Draping for wet and dry chemical services Selecting correct shampoo/conditioner</p> <p>Hair Cutting Implements and techniques Sectioning Scissors Clippers Razors Client consultation</p> <p>Salon Operation Inventory Management Cleaning techniques Salon laundry service Disinfecting salon stations and common areas</p>	<p>Hair Styling Thermal styling Conventional thermal (marcel) irons Electric thermal irons Blow-dry styling & finishing Wet styling Fingerwaving Pin curl techniques Roller curls Comb out techniques Artistry in hair styling and hairdressing</p> <p>Permanent Restructuring History of permanent waving Chemistry of solutions Pre-perm analysis Rod selection Perming techniques Custom perm design and wrapping</p> <p>Chemical Hair Relaxing/Restructuring Product analysis Client hair analysis Application techniques Equipment, implements and materials</p> <p>Hair Coloring Color theory Classifications of hair color Product analysis Corrective coloring Trend techniques One dimensional Multidimensional Foils Bleach/tone</p>	<p>Skin Care Histology Disorders Facials Cleansing Moisturizing Massage/body treatment for relaxation</p> <p>Makeup Color theory Contoured and natural makeup application Subtle and dramatic application</p> <p>Nail Care Manicures/pedicures Nail design Massage techniques for hands, arms and feet</p> <p>State Rules and Regulations Ohio laws and rules Safety and sanitation requirements</p> <p>Personal/Career Development Time management Goal setting Team building Communication Leadership Cover letter/resume writing Interview techniques Job requirements Employee benefits and wages Retail strategies Connect Aveda Merchandising Salon entrepreneurship Marketing</p>
---	--	---



Advanced Cosmetology

300 hour Advanced Cosmetology Program Subject Totals

UNIT		THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
	Orientation	8	0	8
1	Cosmetology Laws & Rules - Ohio Revised Code Statutes - Ohio Administrative Rules - License & Permit Policy & Procedures - Inspection & Enforcement Policy & Procedures	29.75	15	44.75
2	Public Health and Safety - Sanitation Practices & Procedures - Sterilization Practices & Procedures - Dispensary Operations & Procedures - Bacteriology, Contagious & Communicable Disease Control - Salon Operations & Procedures Consumer & Product Safety (includes practical training on cleaning techniques, salon laundry service, and disinfecting salon stations and common areas)	17.25	25	42.25
3	Advanced Techniques - Advanced Anatomy of Hair & Scalp - Advanced Haircutting & Styling - Advanced Chemical Services - Salon Supervision & Management - Specialized Equipment Use & Control - Product & Service Sales Training - Communication Skills	81.75	123.25	205
	TOTAL	136.75	163.25	300

* Satisfactory Academic Progress is based on the actual hours of completion at 150.

* Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 67% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.

Full-Time Schedule | 10 weeks | 300 hours

30 hours of scheduled instruction per week

Monday | Wednesday | Friday 9:00 am – 8:00 pm, or

(Orientation is first day of class.)

Monday | Tuesday | Wednesday | Thursday: 9:00 am – 5:30 pm

Pre-requisite: -Offered only to eligible graduates in good standing from the 1500-hour Cosmetology/Cosmetology Hybrid Programs.

The Aveda Fredric's Institute Advanced Cosmetology program provides knowledge that the Ohio State Board requires for the Advanced Cosmetology license. Upon completion you will be eligible to take the Ohio State Board licensing exam.

Throughout the 10-week Advanced Cosmetology program, you will learn the following topics in varying levels of depth and detail:

Ohio State Board Laws & Rules	Utilities	Desk Management
Salon Ownership	Repairs	Ethics
Laws	Salon Location	Problem Solving
Tax Requirements	Supplies	Salon Operation
Permits	Inventory	Customer Service
Insurances	Personal Development	Safety, Health & Sanitation
	Interviewing	Disease & Disorders

Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, trainee presentations, and student teaching.

Grading Procedures

Your progress at the Institute will be evaluated on the basis of classroom work, homework assignments, tests, teaching assignments, daily clinic practical experiences, projects and professionalism.

Grading Scale	
90-100	= A – Honor Roll
85-89	= B
80-84	= C
79 and BELOW	= Failing



Advanced Esthetics

Full-Time, Daytime Schedule | 26 weeks | 750 hours

30 hours of scheduled instruction per week

Weeks 1-5:

Tuesday | Wednesday | Thursday | Friday - 9:00 am - 5:30 pm

*Orientation will occur on or before the first day of class

******For the June 30, 2025 Class Start: Week 1 of class will be Monday – Thursday 9:00 am – 5:30 pm & Weeks 2-5 will be T-F 9:00 am -5:30 pm

Weeks 6-26:

Monday | Wednesday | Friday 9:00 am to 8:00 pm **OR** Tuesday | Thursday 9:00 am to 8:00 pm & Saturday 8:00 am to 7:00 pm

Advanced Esthetics students starting classes in 2025 in January, March, June, August, and October will be on a Tuesday | Thursday | Saturday schedule starting week 6.

Advanced Esthetics students starting classes in 2025 in February, April, July, September, and December will be on a Monday | Wednesday | Friday schedule starting week 6.

Prepare for a future in skin care with Aveda Fredric's Institute. Our Advanced Esthetics curriculum provides 750 hours of skin care, body care and makeup training with an emphasis on using pure flower and plant essences in treatments. Upon completion, you will be eligible to take the Ohio State Board Esthetics licensing exam, which requires the completion of 600 Esthetics hours, and the Ohio State Board Advanced Esthetics licensing exam, which requires completion of 600 Esthetics hours and 150 Advanced Esthetics hours.

Culture/Enlighten

Learn the fundamentals of derm analysis, facial manipulations and equipment and plant aromaology as you study the related sciences of anatomy and histology, along with Ohio State safety, health and sanitation requirements. Combining theoretical knowledge and hands-on experience, this unit puts you on your way to a career in skin care.

Emerge/Express

Apply your knowledge through clinic experiences while you increase your understanding in the classroom. In this unit, you will refine your skills and gain the expertise you need to meet the Aveda Fredric's Institute skin care, body care and makeup service standards and Ohio State safety, health and sanitation requirements.

Empower

Prepare for your career from interviewing to resume writing and beyond. Fine tune your speed, accuracy, concentration and technical skills. You will demonstrate competency in all tasks required for the skill certification examination and possess the theoretical knowledge you need to pass the written examination required by the Aveda Fredric's Institute and the State of Ohio for licensure. This unit will encompass the Ohio State Board laws and rules, safety, health and sanitation and all aspects of salon spa ownership including operations and professional development.

Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Google Classroom manages the different components, including Pivot Point Learn Aveda Platform, Textbook: Pivot Point Esthetics Fundamentals Study Guide, iPad supplied in the student kit.

Grading Procedures

Your progress at the Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

Grading Scale		
90-100	=	A – Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing



Advanced Esthetics

750 hour Advanced Esthetics Program Subject Totals

UNIT		THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
1	Orientation & General Sciences Infection Control Principles/Practices Universal Precautions Anatomy Electricity Basics Chemistry Basics	46.5	45	91.5
2	Skin Sciences Diseases and Disorders Skin Analysis Physiology and Histology of the Skin Skin Care Products/Chemistry/Ingredients	30	30	60
3	Skin Care Practices & Procedures Basic Facials Massage Mask Chemical Peels Chemistry Products	10	160	270
4	Hair Removal	30	20	50
5	MakeUp Products Application Color Theory Brow Tinting	30	15	45
6	Facial Machines & Equipment	15	20	35
7	Artificial Lashes/Extensions	15	5	20
8	Salon Operations & Communication Skills Salon Operation & Management Career Development/Profession al Image Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/P rocedures Continuing Education License and Permit Policy and Procedures Human Trafficking - One (1) Hour Required	38.5	45.5	84
9	Advanced Techniques Advanced techniques/services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	22.5	72	94.5
	TOTALS	337.5	412.5	750
	TOTAL PROGRAM HOURS		750	

* Satisfactory Academic Progress is based on the actual hours of completion at 375.

* Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 67% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.



Curriculum Overview | Advanced Esthetics

Aveda Fredric's Institute education is comprehensive and thorough. Throughout the Advanced Esthetics program, you will learn the following topics in varying levels of depth and detail, providing you with a foundation for your professional career.

Anatomy & Physiology Full body anatomy Cells, tissue and organs Muscular system Nervous system Circulatory system Endocrine system Excretory system Respiratory system Digestive system Lymphatic system Chemistry Bacteriology Safety and sanitation procedures Ingredient analysis Skin disorders AIDS and hepatitis Nutrition Skincare Histology Facials Product analysis Balancing imperfections Electricity and currents Makeup Color theory Contoured and classic makeup applications Dramatic and subtle look Bridal and makeup for aging skin Lash application Salon Operation Inventory Management Cleaning techniques Salon laundry service Disinfecting salon stations and common areas	Plant Aromaology™ History of plant aromaology Psychology of aroma Therapeutic effect Custom testing and blending Methods of application Facial Massage Relaxation through massage Detoxification massage for lymphatic drainage Basic touch Facial massage Pressure point massage Clinic Practice Clinic set-up Sanitation Time management Daily goals Treatments Aveda product systems Facial treatments Brow and lash tinting Face/body hair removal Methods of hair removal Microdermabrasion theory	Personal/Career Development Time management Goal setting Team building Communication Leadership Cover letter/resume writing Interview techniques Job requirements Employee benefits and wages Retail strategies Connect Aveda Salon entrepreneurship Merchandising Marketing Advanced Ohio State Board Laws & Rules Salon Ownership, Laws & Tax Requirement Permits, Insurances, Utilities & Repairs Salon Location, Supplies & Inventory Personal Development, Desk Management & Interviewing Ethics, Problem Solving & Customer Service Safety, Health & Sanitation Diseases & Disorder
--	--	--



Advanced Esthetics (with distance education)

HOURS REQUIREMENTS

Full-Time, Daytime Schedule | 26 weeks | 750 hours

30 hours of scheduled instruction per week

PROGRAM HOURS BREAKDOWN

Distance Education: 150 hours*

On campus in the physical building: 600 hours

Weeks 1 - 4: Monday | Tuesday | Wednesday | Thursday: 9:00 am – 5:30 pm

(Orientation will take place on campus Monday of week 1)

Wednesday - on campus

Monday, Tuesday, and Thursday - online

Week 5-8: Tuesday | Wednesday | Thursday | Friday: 9:00 am – 5:30 pm

Tuesday, Wednesday, Thursday, and Friday - on campus

Week 9-26:** Tuesday | Wednesday | Thursday | Friday: 9:00 am – 5:30 pm

Tuesday, Thursday, and Friday - on campus

Wednesday - online*

****All online hours via distance education will be 20% (or 150 hours) of the total 750 program hours. Once a student completes 150 hours of online distance education, all remaining instruction shall be provided on campus.***

*****Any class start on or after December 1, 2023, will be fully on campus for this portion of the program***

IT requirements: Wi-Fi Connectivity

Prepare for a future in skin care with Aveda Fredric's Institute. Our Advanced Esthetics Hybrid curriculum provides 750 hours of skin care, body care and makeup training with an emphasis on using pure flower and plant essences in treatments. Upon completion, you will be eligible to take the Ohio State Board Esthetics licensing exam, which requires the completion of 600 Esthetics hours, and the Ohio State Board of Cosmetology Advanced Esthetics licensing exam, which requires completion of 600 Esthetics hours and 150 Advanced Esthetics hours.

This Advanced Esthetics program (with distance education) includes the same curriculum, and number of clocked hours as the original Advanced Esthetics Program. However, this program is unique in that it is a combination of distance education and learning on-site, in our physical building. Instruction for theory coursework utilizes distance learning for 150 hours of the total program hours. The remaining program instruction will take place on-site in the physical building.

Culture/Enlighten

Learn the fundamentals of derm analysis, facial manipulations and equipment and plant aromaology as you study the related sciences of anatomy and histology, along with Ohio State safety, health and sanitation requirements. Combining theoretical knowledge and hands-on experience, this unit puts you on your way to a career in skin care.

Emerge/Express

Apply your knowledge through clinic experiences while you increase your understanding in the classroom. In this unit, you will refine your skills and gain the expertise you need to meet the Aveda Fredric's Institute skin care, body care and makeup service standards and Ohio State safety, health and sanitation requirements.

Empower

Prepare for your career from interviewing to resume writing and beyond. Fine tune your speed, accuracy, concentration and technical skills. You will demonstrate competency in all tasks required for the skill certification examination and possess the theoretical knowledge you need to pass the written examination required by the Aveda Fredric's Institute and the State of Ohio for licensure. This unit will encompass the Ohio State Board laws and rules, safety, health and sanitation and all aspects of



salon spa ownership including operations and professional development.

Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. For the distance education component, these methods of instruction are executed by Educators through video conferencing to keep real time, live instruction throughout each scheduled day of distance learning. For theory coursework, a distance learning platform is utilized to effectively administer these methods of instruction stated above. Google Classroom manages the different components, including Pivot Point Learn Aveda Platform, Textbook: Pivot Point Esthetics Fundamentals Study Guide. An iPad is included as part of your student kit.

Grading Procedures

Your progress at the Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, daily quota experiences, projects, and a final practical and written examination.

Grading Scale		
90-100	=	A - Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing

NOTICE REGARDING DISTANCE EDUCATION.

- A. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in states other than Ohio.
- B. Wi-fi connectivity is required for the student to participate in the Advanced Esthetics program (with distance education). Student is provided an iPad as part of the student kit, but it is the Student's obligation to provide their own wi-fi connection.
- C. The School shall verify the identity of distance-learning students at each session, in accordance with federal, state, and accreditation standards. There is no additional Student charge associated with the School's verification of student identity.



Advanced Esthetics (with distance education)

UNIT		THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
1	Orientation & General Sciences Infection Control Principles/Practices Universal Precautions Anatomy Electricity Basics Chemistry Basics	46.5	45	91.5
2	Skin Sciences Diseases and Disorders Skin Analysis Physiology and Histology of the Skin Skin Care Products/Chemistry/Ingredients	30	30	60
3	Skin Care Practices & Procedures Basic Facials Massage Mask Chemical Peels Chemistry Products	10	160	270
4	Hair Removal	30	20	50
5	MakeUp Products Application Color Theory Brow Tinting	30	15	45
6	Facial Machines & Equipment	15	20	35
7	Artificial Lashes/Extensions	15	5	20
8	Salon Operations & Communication Skills Salon Operation & Management Career Development/Profession al Image Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/P rocedures Continuing Education License and Permit Policy and Procedures Human Trafficking - One (1) Hour Required	38.5	45.5	84
9	Advanced Techniques Advanced techniques/services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	22.5	72	94.5
	TOTALS	337.5	412.5	750
	TOTAL PROGRAM HOURS		750	

* Satisfactory Academic Progress is based on the actual hours of completion at 375.

* Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 67% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.



Curriculum Overview | Advanced Esthetics (with distance education)

Aveda Fredric's Institute education is comprehensive and thorough. Throughout the Advanced Esthetics program, you will learn the following topics in varying levels of depth and detail, providing you with a foundation for your professional career.

Anatomy & Physiology Full body anatomy Cells, tissue and organs Muscular system Nervous system Circulatory system Endocrine system Excretory system Respiratory system Digestive system Lymphatic system Chemistry Bacteriology Safety and sanitation procedures Ingredient analysis Skin disorders AIDS and hepatitis Nutrition Skincare Histology Facials Product analysis Balancing imperfections Electricity and currents Makeup Color theory Contoured and classic makeup applications Dramatic and subtle look Bridal and makeup for aging skin Lash application Salon Operation Inventory Management Cleaning techniques Salon laundry service Disinfecting salon stations and common areas	Plant Aromaology™ History of plant aromaology Psychology of aroma Therapeutic effect Custom testing and blending Methods of application Facial Massage Relaxation through massage Detoxification massage for lymphatic drainage Basic touch Facial massage Pressure point massage Clinic Practice Clinic set-up Sanitation Time management Daily goals Treatments Aveda product systems Facial treatments Brow and lash tinting Face/body hair removal Methods of hair removal Microdermabrasion theory Hand and arm hot stone massage Body treatments with massage	Personal/Career Development Time management Goal setting Team building Communication Leadership Cover letter/resume writing Interview techniques Job requirements Employee benefits and wages Retail strategies Connect Aveda Salon entrepreneurship Merchandising Marketing Advanced Ohio State Board Laws & Rules Salon Ownership, Laws & Tax Requirement Permits, Insurances, Utilities & Repairs Salon Location, Supplies & Inventory Personal Development, Desk Management & Interviewing Ethics, Problem Solving & Customer Service Safety, Health & Sanitation Diseases & Disorder
--	---	--



Advanced Manicuring

Full-Time Schedule | 10 weeks | 300 hours

30 hours of scheduled instructions per week

Monday | Wednesday | Friday 9:00 am – 8:00 pm, or
Monday | Tuesday | Wednesday | Thursday: 9:00 am – 5:30 pm

(Orientation is first day of class)

Pre-requisite: -Offered only to eligible graduates in good standing from the 750-hour Advanced Esthetics/Advanced Esthetics (with distance education) programs. Students are not automatically enrolled in the Nail Esthetics course after they graduate from the Advanced Esthetics Program. The Advanced Manicuring course is not offered to the general public at this time.

Culture/Enlighten

Learn the fundamentals of manicuring, pedicuring, use of equipment, plant essentials and related sciences of anatomy and histology along with the study of nail diseases and disorders. Emphasis is placed on the practice of safety, health and sanitation requirements of the Ohio State Cosmetology and Barber Board.

Emerge/Express

Now that you know how to do it, take this opportunity to sharpen your skills. You will learn management skills, retailing skills, customer care and service skills. In the Express phase, you begin to apply your acquired knowledge to practical situations in the clinic.

Engage/Empower/Salon Lifestyle

Learn strategies necessary for career placement and interviewing. Fine tune your speed, accuracy, concentration and technical skills. You will demonstrate competency in all tasks required for the skill certification examination and possess the theoretical knowledge you need to pass the written examination required by the Aveda Fredric's Institute and the State of Ohio for licensure. Upon completion, you will be eligible to take the Ohio State Board Manicuring licensing exam, which requires the completion of 200 Manicuring hours, and the Ohio State Board of Cosmetology Advanced Manicuring licensing exam, which requires completion of 200 Manicuring hours and 100 Advanced Manicuring hours.

Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

Grading Procedures

Your progress at the Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, projects, and a final practical and written examination.

Grading Scale		
90-100	=	A – Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing



Advanced Manicuring

300 hour Advanced Manicuring Program Subject Totals

UNIT		THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
	Orientation	8	0	8
1	Infection Control & Principles/Practices - Bacteriology - Dispensary Requirements & Operations - Sanitation Practices & Procedures - Sterilization Practices & Procedures - Consumer & Product Safety (includes practical training on cleaning techniques, salon laundry service, and disinfecting salon stations and common areas)	23.75	33	56.75
2	Anatomy - Bones, Muscles & Systems - Nervous System - Joints, Cartilage - Ligaments of the Hand, Arm, Foot & Leg - Advanced Anatomy of Nails & Skin	13.25	12.75	26
3	Massage - Client Health Issues & Pre-Screen - Manipulations (Hand/Arm, Feet/Legs) - Relaxation Treatments - Advanced Muscles & Massage Techniques	8.5	15.25	23.75
4	Nail Care Procedures & Practices - Safety Precautions - Basic & Advanced Manicures - Basic & Advanced Pedicures - Polish Application Techniques - Structure of the Nail - Diseases, Disorders, & Conditions (Hand, Arm, Foot & Leg)	29	36.75	65.75
5	Chemistry - Compounds & Mixtures - Nail Enhancement & Composition - Ingredients - Nail Cosmetics	8	5	13
6	Nail Enhancements - Application Procedures - Artificial Nail Structure - Preparation - Application - Removal - Nail Repairs	20	17.5	37.5
7	Specialized Equipment - Curing Methods - Drills/Advanced Tools - Safety & Effects - Use & Control	11	15.25	26.25
8	Salon Operations & Communication Skills - Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) - Salon Supervision & Management - Communication Skills (Listening Skills/Product & Service Education/Consultation)	5	12	17
9	Cosmetology Laws & Rules - Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement - Continuing Education/Policies & Procedures - Human Trafficking (1 Hour)	15	11	26
	TOTAL	141.50	158.5	300

* Satisfactory Academic Progress is based on the actual hours of completion at 150.

* Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 67% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.



Curriculum Overview | Advanced Manicuring

Aveda Fredric's Institute education is comprehensive and thorough. Throughout the program, you will learn the following topics in varying levels of depth and detail, providing you a foundation for your professional career.

Anatomy & Physiology

Cells, tissues and organs
Muscular system
Nervous system
Circulatory system

Chemistry

Bacteriology
Safety and sanitation
Ingredient analysis
Nail disease and disorder
AIDS and hepatitis

Sculptured Nails

Tips
Full sculpture
Silk wraps
Nail art
Gel nails
Manicuring and pedicuring

Salon Operation

Inventory Management
Cleaning techniques
Salon laundry service
Disinfecting salon stations and common areas

Spa Services

Natural nail manicures
Natural nail pedicures
Customized manicures and pedicures
Hand and arm massage
Foot and leg massage
Reflexology
Clinic Practice
Clinic set-up
Sanitation
Time management
Daily goals

Treatments

Aveda product systems
Hand and arm hot stone massage
Foot and leg hot stone massage

Personal/Career Development

Time management
Goal setting
Team building

Communication

Leadership
Cover letter/resume writing
Interview techniques
Job requirements
Employee benefits and wages
Retail strategies / Connect Aveda
Salon entrepreneurship
Merchandising
Marketing

Advanced

Ohio State Board Laws & Rules
Salon Ownership
Laws & Tax Requirement
Permits, Insurances, Utilities & repairs
Salon Location
Supplies & Inventory
Personal Development
Desk Management & Interviewing
Ethics, Problem Solving &
Customer Service
Safety, Health and Sanitation
Diseases & Disorders



Apprentice Instructor Training Programs

ARE YOU INTERESTED IN TAKING YOUR CAREER TO THE NEXT LEVEL?

The Aveda Fredric's Institute selects a very limited number of graduates to participate in its Cosmetology and Esthetics Apprentice Instructor Training Programs. The Apprentice Instructor Training Programs consist of both advanced training and hands-on experience. Trainees work with the Director and with experienced educators who hold a variety of advanced Aveda certifications. Training includes the study of adult learning styles and education techniques, presentation skills, and classroom management. Trainees also learn and practice lesson planning and test creation and security. The understanding and application of rules and laws governing cosmetology in the state of Ohio are the foundation of both the theory and practice components of the program.

Program Goals

Participants in the Apprentice Instructor Training Programs at the Aveda Fredric's Institute demonstrate a passion for education and a desire to contribute to the professional development of others. Through a comprehensive theory curriculum and extensive practical experience, trainees are well prepared to become licensed cosmetology or esthetics instructors in the state of Ohio.

Program Content

Course units required by the Ohio State Cosmetology and Barber Board and the number of associated classroom hours are listed below. The cosmetology apprentice instructor course consists of a minimum of 1,000 hours of instruction in theory and practical application and the esthetics apprentice instructor course consists of a minimum of 500 hours.

Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

Grading Procedures

Your progress at the Aveda Fredric's Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, mode assignments, daily clinic practical experiences, projects, and a final practical and written examination.

Grading Scale		
90-100	=	A – Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing



COSMETOLOGY APPRENTICE INSTRUCTOR PROGRAM

Our cosmetology apprentice instructor training program consists of 1,000 hours of classroom and hands-on training combined. Students completing the cosmetology instructor training program will receive the education necessary to become licensed as cosmetology instructors.

Hours Requirements

26 weeks, 1,000 hours

UNIT		THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
1	Cosmetology Laws & Rules - Ohio Revised Code Statutes - Ohio Administrative Rules - License and Permit Policy & Procedures - Continuing Education Policies & Procedures - Inspection & Enforcement Policy & Procedures	83	82	165
2	Curriculum Development - Lesson Planning - Presentation Skills - Educational Aids - Use of Technology - Distance Learning - Grading - Assessment	134	201	335
3	Learning Styles - Learning Modalities - Special Learning Needs - Learner Accommodations	48	117	165
4	Classroom Management - Structuring the Learning Environment - Communication Skills - Professional Ethics - Conflict Management	150	185	335
	TOTAL	415	585	1000

Schedule

A 40-hour weekly schedule is assigned between the hours of 8:00 AM to 9:00 PM, Monday through Saturday. Students shall confirm their individual schedules with the Director.

Pre-requisite

Must have graduated from the Cosmetology program and must have graduated from the Advanced Cosmetology program. Please see Admissions section of this course catalog for further details.

ESTHETICS APPRENTICE INSTRUCTOR PROGRAM

Our esthetics apprentice instructor training program consists of 500 hours of classroom and hands-on training combined. Students completing the esthetics apprentice instructor training program will receive the education necessary to become licensed as an esthetics instructor. Instruction on teaching methods and the laws governing skin care to include the topics listed below.

Hours Requirements

13 weeks, 500 hours

UNIT		THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
1	Cosmetology Laws & Rules - Ohio Revised Code Statutes - Ohio Administrative Rules - License and Permit Policy & Procedures - Continuing Education Policies & Procedures - Inspection & Enforcement Policy & Procedures	42	53	95
2	Curriculum Development - Lesson Planning - Presentation Skills - Educational Aids - Use of Technology - Distance Learning - Grading - Assessment	66	101	167
3	Learning Styles - Learning Modalities - Special Learning Needs - Learner Accommodations	24	46	70
4	Classroom Management - Structuring the Learning Environment - Communication Skills - Professional Ethics - Conflict Management	78	90	168
	TOTAL	210	290	500

Schedule

A 40-hour weekly schedule is assigned between the hours of 8:00 AM to 9:00 PM, Monday through Saturday. Students shall confirm their individual schedules with the Director.

Pre-requisite

Must have graduated from the Advanced Esthetics program. Please see Admissions section of this course catalog for further details.



Aveda Fredric's Institute

Developing future leaders in the world of beauty and wellness.

FACILITIES/EQUIPMENT

Aveda Experience Centers

A retail center for Aveda hair, skin, flower and plant Pure-Fume™ and body care, makeup and lifestyle products. The store gives you the opportunity to practice your guest service and retailing skills.

Guest Experience Areas

Guests come to the Aveda Fredric's Institute for beauty and wellness services. As a student, you will have the opportunity to perform a spectrum of hair, skin, makeup, nail and body services in a virtual student salon setting, under the supervision of licensed educators.

Student Classrooms

Classrooms have been designed to provide the proper environment for different types of learning and activities. Four interactive classrooms and auditorium are designated for hands-on instruction, demonstration, theory and lecture.

The student salon features the most advanced technology and learning aids including a 73 station Cosmetology hands-on student salon, 1 hair removal room, 3 manicure and 6 pedicure hands-on stations, 8 facial beds, stress relieving area, 4 makeup stations and rejuvenating shampoo room.

Resource Library and Administrative Offices

A resource library provides books on styling, motivation, health and wellness for your reference. Aveda Fredric's Institute team members, including Admissions personnel are also available to respond to your questions and concerns.



Admissions

Are you ready to begin?

If you are excited about the prospect of training at the Aveda Fredric's Institute, here is how you apply.

To be considered for admission each applicant is required to complete the following:

1. Admissions application.
2. An interview and tour with an Admissions Representative to determine admission eligibility.
3. Provide valid proof of high school completion. This includes a copy of high school diploma, high school transcript, GED, GED equivalent, or otherwise, proof of which must be acceptable to the Institute and must contain a graduation date.
4. Provide a copy of valid driver's license, valid passport, or valid identification card.
5. Must be at least 16 years of age (Ohio Administrative Code 4713-3-12)

*If a student, or in the case of a student under legal age, his/her parent or guardian, cancels his/her enrollment agreement and requests his/her money back in writing, within three business days of signing the enrollment contract, then he/she shall be entitled to a refund of all monies paid.

*If a student cancels his/her contract after three business days of signing the enrollment contract but prior to starting classes; then he/she shall be entitled to a refund of all monies paid to the school less the registration fee.

Home-Schooled Students

Homeschooled students are eligible for admission into the Aveda Fredric's Institute. Homeschool students must provide a copy of their complete high school transcript. In place of a transcript, Ohio homeschooled students may provide a copy of their diploma granted by the student's parent, guardian, or other person having charge or care of the student. Homeschooled transcripts **must include** the following information:

1. Name, Address, and Phone Number of Homeschool.
2. Student's personal information (name, address, date of birth, social security number).
3. Itemization of courses and final grades achieved for each grade level accomplished.
4. Date of Graduation.
5. Name and signature of the Home-School Administrator.

Home-School transcripts **must be** notarized by a Notary Public and sent to the Institute's Admissions Office in an envelope sealed and sent by the Home-School Administrator.

Every Ohio home-schooled student must submit written verification from the appropriate school district that student has been excused from their final year of compulsory attendance for home education.

If the high school information cannot be verified, the student will be required to take and pass a GED test prior to enrollment.

Transfer Students

Applicants for transfer into Aveda Fredric's Institute are considered on an individual basis. Aveda Fredric's Institute may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. Transfer of earned hours, grades, practicals may be applied based on State requirements and at the discretion of Aveda Fredric's Institute.

The Aveda Fredric's Institute, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, national origin, ethnic origin, age, veteran status, gender identity, or sexual orientation.

The Aveda Fredric's Institute does not recruit students who are currently attending or admitted to another school offering a similar program of study.

Ability to Benefit

Aveda Fredric's Institute does not accept Ability to Benefit Students (ATB).

Felony Conviction

Aveda Fredric's Institute does not accept students who have record of a felony conviction.

Vaccination Policy

The Institute requires no information regarding vaccinations from potential students to attend school.



Re-Entry Policy

Former students seeking re-enrollment to the institute should contact the Student Success Office to begin the re-enrollment process. Student Success team will investigate the reasons the student previously withdrew or was terminated from the Institute.

If a student was terminated from his/her program due to failing the Institute's Satisfactory Academic Progress Policy in his/her prior enrollment, the student is not eligible for re-enrollment.

If a student was terminated for behavioral issues, then he/she must meet with the Student Success Team Lead and the Director to determine the eligibility for re-enrollment. The student may need to satisfy conditions specified by the Student Success Team Lead and Director before he/she will be re-admitted to the Institute. If the former student is eligible to re-enroll then the Student Success team will inform Financial Aid of the student's interest in returning and a Financial Aid Coordinator will contact the student to begin the financial packaging process.

If a student withdrew for medical, personal or financial reasons, the Student Success team will counsel the student on expectations and policies and will inform Financial Aid of the student's interest in returning. Financial Aid will contact the student and begin the financial packaging process.

Once the student finishes the financial packaging process, the Student Success team will coordinate a return date for the student based on the progress he/she made before withdrawing. As part of this analysis the Student Success team will work with the Institute's instructor team to determine the number of the student's previously earned hours that will be accepted upon re-enrollment. Payment for any prior balance due to the Aveda Fredric's Institute from a previous enrollment must be pre-arranged prior to re-entry. The student must sign a Re-Enrollment Agreement prior to returning to his/her program.

ADVANCED COSMETOLOGY & ADVANCED MANICURING PROGRAMS ADMISSION PROCESS

In addition to the admissions requirements set forth above, Advanced Cosmetology and Advanced Manicuring program applicants must satisfy the following conditions:

1. Graduated from the Aveda Fredric's Institute Cosmetology or Advanced Esthetics program. (Prospective Advanced Cosmetology students would have graduated from the Cosmetology program. Prospective Advanced Manicuring students would have graduated from the Advanced Esthetics program.)
2. Must be in good financial standing with original/previous program

COSMETOLOGY & ESTHETICS APPRENTICE INSTRUCTOR PROGRAMS ADMISSION PROCESS

In addition to the admissions requirements set forth above, Cosmetology Apprentice Instructor or Esthetics Apprentice Instructor program applicants must satisfy the following conditions:

1. Graduated from the Aveda Fredric's Institute Cosmetology or Advanced Esthetics program, as well as the Advanced Cosmetology program for prospective Cosmetology Apprentice Instructor program students (prospective Cosmetology Apprentice Instructor students would have graduated from the Cosmetology program and the Advanced Cosmetology program and prospective Esthetics Apprentice instructor students would have graduated from the Advanced Esthetics program)
2. Must be in good financial standing with original program (Cosmetology or Advanced Esthetics)



Section 504/Americans with Disabilities Act Policy

The Aveda Fredric's Institute does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, financial status, veteran status, gender identity, or national origin.

If you would like to request academic adjustment or auxiliary aids, please contact the Institute's Section 504 Compliance Coordinator, Sara Greider. You may contact Ms. Greider at 7664 Voice of America Centre Dr., West Chester, Ohio 45069, phone 513-533-0700, email sgreider@avedafi.edu. You may request academic 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. The Institute 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 Institute's resources as a whole.

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

- 1) Notify Ms. Greider, the Institute's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute would accept a verbal request. You may contact Ms. Greider at 7664 Voice of America Centre Dr., West Chester, Ohio 45069, phone 513-533-0700, email sgreider@avedafi.edu.
- 2) Ms. Greider will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the Institute is obtaining adequate information and understanding of your individual needs.
- 3) Ms. Greider will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact the Senior Director of Institutes within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the Senior Director of Institutes by email at sgreider@nurturaveda.com, or by mail to Mrs. Sara Greider, Director of Institutes, 6281 Tri-Ridge Blvd., Suite 140, Loveland, Ohio 45140. You may contact the Senior Director of Institutes by phone at 513-340-2421.



Notice of Arbitration Agreement & Class Action Waiver

As a condition for enrollment in the Aveda Fredric's Institute ("AFI"), students enter into an agreement which provides that all disputes between a student and AFI will be resolved by binding arbitration.

Students thus give up their right to go to court to assert or defend their rights under their enrollment agreement (except for matters that may be taken to small claims court).

- A student's rights will be determined by a neutral arbitrator and not a judge or jury.
- Students are entitled to a fair hearing, but the arbitration procedures are simpler and more limited than rules applicable in court.
- Arbitrator decisions are as enforceable as any court order and are subject to very limited review by a court.

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Notwithstanding the student's agreement to resolve any disputes with AFI by binding arbitration:

- AFI does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- AFI does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement with AFI tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration with AFI will be conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules.

You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The enrollment agreement that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee



When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: <https://apps.adr.org/webfile>
- Email box: casefiling@adr.org
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at www.adr.org or 1-800-778-7879.

For more information about the AFI's arbitration process please contact:

Sara Greider
6281 Tri-Ridge Blvd Suite140
Loveland, OH 45140
Phone: 513-340-2421
Email: sgreider@nurturaveda.com



Schedule and Tuition

Holidays | Aveda Fredric's Institute recognizes the following days as observed holidays:

New Year's Day

Martin Luther King, Jr. Birthday

President's Day

Memorial Day

Juneteenth Day

Independence Day

Labor Day

Thanksgiving Day & the Day After

Christmas Eve & Christmas Day

New Year's Eve (2025 only)

Days off due to observed holidays and school closing(s) are recorded as such and extend the enrollment contract.

COSMETOLOGY/COSMETOLOGY HYBRID AND ADVANCED ESTHETICS (with distance education) CLASS START DATES*

Orientation for all new classes will take place prior to the start date or on the start date. Cosmetology Hybrid (daytime), Cosmetology (Evening) and Advanced Esthetics (with distance education) scheduled class start dates are shown below.

The Cosmetology Hybrid (Evening) program is not currently offered at the Institute. Beginning January 1, 2024 the Institute will no longer offer any Hybrid programs.

COSMETOLOGY (Day Schedule)		ADVANCED ESTHETICS	
Start Date	Contract Graduation Date	Start Date	Contract Graduation Date
1/6/2025	1/2/2026	1/7/2025	7/5/2025
2/10/2025	2/7/2026	2/11/2025	8/8/2025
3/17/2025	3/13/2026	3/18/2025	9/13/2025
4/21/2025	4/18/2026	4/22/2025	10/17/2025
5/27/2025	5/26/2026	5/27/2025	11/25/2025
6/30/2025	6/29/2026	6/30/2025	12/29/2025
8/11/2025	8/7/2026	8/12/2025	2/7/2026
9/15/2025	9/12/2026	9/16/2025	3/13/2026
10/20/2025	10/16/2026	10/21/2025	4/18/2026
12/1/2025	11/28/2026	12/2/2025	5/29/2026

ADVANCED COSMETOLOGY, ADVANCED MANICURING, COSMETOLOGY APPRENTICE INSTRUCTOR & ESTHETICS APPRENTICE INSTRUCTOR START DATES**

Orientation for all new classes will take place prior to the start date or on the start date.

Dates upon request.

Days off due to legal holidays are recorded as such and extend the enrollment agreement. Observed holidays are noted in this course catalog.

***Course dates and schedules are subject to change.*



Tuition

COSMETOLOGY for all classes starting PRIOR to December 16, 2024*

INVESTMENT:

Tuition:

Academic Year 1 Tuition	\$12,885.00
Academic Year 2 Tuition	\$ 8,590.00

Total Tuition: **\$21,475.00**

Registration Fee: \$ 100.00

Program Tools, Equipment & Supplies:

Program Tools & Equipment (incl iPad) \$ 1,567.11

Digital Curriculum/Study Guides \$ 925.00

MUD Makeup, Marianna Products
& Exclusive Aveda Items \$ 1,457.89

**Total Cost for Program, Tools,
Equipment & Supplies** **\$ 3,950.00**

Ohio Sales Tax (6.5%) \$ 256.75

TOTAL COST: **\$ 25,781.75**

Advanced Esthetics for all classes starting PRIOR to December 16, 2024*

INVESTMENT:

Tuition: **\$13,960.00**

Registration Fee: \$ 100.00

Program Tools, Equipment & Supplies:

Program Tools & Equipment (incl iPad) \$ 446.00

Digital Curriculum/Study Guides \$ 625.00

MUD Makeup, Marianna Products
& Exclusive Aveda Items \$ 1,429.00

**Total Cost for Program, Tools,
Equipment & Supplies** **\$ 2,500.00**

Ohio Sales Tax (6.5%) \$ 162.50

TOTAL COST: **\$ 16,722.50**

ADVANCED MANICURING - 300 HOURS * (Includes 100 Hour Advanced Program)

INVESTMENT:

Tuition \$ No Additional Charge

Program Tools, Equipment & Supplies Fee
\$ 511.20**

TOTAL COST **\$ 511.20**

The Advanced Manicuring Program is offered at no additional charge, with exception of the Program Tools, Equipment & Supplies Fee, only to graduates in good standing from the Aveda Fredric's Institute Advanced Esthetics or Advanced Esthetics (with distance education) Program.

COSMETOLOGY for all classes starting ON OR AFTER December 16, 2024*

INVESTMENT:

Tuition:

Academic Year 1 Tuition \$13,614.00

Academic Year 2 Tuition \$ 9,076.00

Total Tuition: **\$22,690.00**

Registration Fee: \$ 100.00

Program Tools, Equipment & Supplies:

Program Tools & Equipment (incl iPad) \$ 2,019.68

Digital Curriculum/Study Guides \$ 758.00

MUD Makeup & Exclusive Aveda Items \$ 1,172.32

**Total Cost for Program, Tools,
Equipment & Supplies** **\$ 3,950.00**

Ohio Sales Tax (6.5%) \$ 256.75

TOTAL COST: **\$ 26,996.75**

Advanced Esthetics for all classes starting ON OR AFTER December 16, 2024*

INVESTMENT:

Tuition: **\$14,750.00**

Registration Fee: \$ 100.00

Program Tools, Equipment & Supplies:

Program Tools & Equipment (incl iPad) \$ 1,360.90

Digital Curriculum/Study Guides \$ 525.00

MUD Makeup & Exclusive Aveda Items \$ 1,014.10

**Total Cost for Program, Tools,
Equipment & Supplies** **\$ 2,900.00**

Ohio Sales Tax (6.5%) \$ 188.50

TOTAL COST: **\$ 17,938.50**

ADVANCED COSMETOLOGY PROGRAM

INVESTMENT:

Tuition \$ No Additional Charge

Program Tools, Equipment & Supplies Fee
\$ No Additional Charge

TOTAL COST
\$ No Additional Charge

The Advanced Cosmetology Program is offered at no additional charge only to graduates in good standing from the Aveda Fredric's Institute Cosmetology or Cosmetology Hybrid Program.



COSMETOLOGY APPRENTICE INSTRUCTOR

PROGRAM INVESTMENT:

Tuition \$ No Additional Charge
Program Tools, Equipment & Supplies Fee
\$ No Additional Charge
TOTAL COST \$ No Additional Charge

ESTHETICS APPRENTICE INSTRUCTOR PROGRAM

INVESTMENT:

Tuition \$ No Additional Charge
Program Tools, Equipment & Supplies Fee
\$ No Additional Charge
TOTAL COST \$ No Additional Charge

The Cosmetology & Esthetics Apprentice Instructor programs are offered at no additional charge only to a very limited number of Institute graduates. Individuals interested in participating in the Apprentice Instructor programs are encouraged to contact the Director. Please see Apprentice Instructor program course outlines and Admissions section of this course catalog for more details.

****The Program Tools, Equipment, & Supplies Fee includes all professional tools, products/supplies, textbooks and uniforms required for participation in the programs.**

COST OF ATTENDANCE

Cost of Attendance is exclusive of Tuition and Fees and is based on the national cost of living averages from 2023/2024 fiscal year.

PAYMENT METHODS

Cash, Check, Credit Card, Sallie Mae Smart Option Loan, VA* and Federal Aid are available for those who qualify. Cash payments are due before start date, or if enrolled after the 6 week deadline, the tuition is due ten days from the date of the signed contract or before the 1st day of class whichever is earlier unless there is an acceptable funding plan.

Observed holidays, school closings, and inclement weather are recorded as such and extend the enrollment contract.

**Prices, course dates and schedules are subject to change without notice.*

Contract Time and Additional Hour (Overtime) Charges

Cosmetology students begin incurring charges at 1,650 scheduled hours (approximately 55 weeks). Advanced Esthetics students begin incurring charges at 825 scheduled hours (approximately 28 weeks). Esthiology students begin incurring charges at 660 scheduled hours (approximately 22 weeks) to cover any day(s) the Aveda Fredric's Institute may be closed and to allow students time off for scheduled events and/or sickness. If a student passes the designated number of scheduled hours for their program (see above) the student will be charged an Additional Hours (Overtime) fee as specified in the enrollment agreement, for each hour of instruction required to complete the program. The current fee per clock hour is \$15.00. The Additional Hour fee must be paid in full for a student to clock hours after they pass the designated number of scheduled hours for their program (see above). Payments collected for additional hour charges are refunded if the student terminates their enrollment. Students must clock 100% of their contracted total hours to graduate.



Financial Assistance

At the Aveda Fredric's Institute we believe every student should be able to obtain an education, regardless of financial status. To make this possible, we aid students in resourcing financial assistance to those who qualify.

Federal Student Aid

Aveda Fredric's Institute is eligible to participate in Title IV Federal Student Aid Program, administered by the U.S. Department of Education, for those who qualify. All prospective students are given the opportunity to meet with the Financial Aid Director at Aveda Fredric's Institute.

Those who qualify may be awarded a Pell Grant, Direct Subsidized and/or Unsubsidized Stafford loans, and/or Direct Parent Plus loan. Please visit www.FAFSA.ed.gov, and www.federalstudentaid.ed.gov.

Federal Student Aid is not available for the Advanced Manicuring program or Advanced Cosmetology Program.

Veterans Administration

For those who qualify, please contact the Veterans Administration. Students eligible for Veterans Education benefits may be able to use these funds to help finance their education. For more information, visit www.va.gov or www.gibill.va.gov. Any students whose tuition and/or fees are covered by the VA will be permitted to attend the school during the period beginning on the date the individual provides the school a VA Certificate of Eligibility or a Statement of Benefits and ending on the earlier of the following dates: 1. The date on which payment from the VA is made to the institution; 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. The school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other instructional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA under Chapter 31 or 33.

Sallie Mae Financial

Sallie Mae provides education financing for career training. It's an ideal education funding solution if you still need funds after maximizing grants, scholarships and federal loans. Please visit www.SallieMae.com/SmartOption for more information.

Financial Aid Office Hours

Monday – Friday, 9:00 a.m. - 5:00 p.m.

Career Placement & Student Services

Career Placement Services

The Aveda Fredric's Institute is primarily an institution of learning and does not guarantee job placement. We do offer personalized assistance for students and graduates that need additional help with placement or transferring a license out of state. Classes are offered to assist the student as they enter the professional salon spa industry. Instruction in resume' and cover letter creation, interviewing skills and salon spa career expectations are given to each class. Positions available in the industry are posted on a career board as well as Aveda Fredric's Institute website.

Housing

The Aveda Fredric's Institute can assist students in finding roommates and suitable housing, though the Institute does not own or operate housing facilities.

Placement

With a network of many salons, spas, health clubs and medical clinics nationwide, the Aveda Fredric's Institute can help you begin your professional career. We will help you gain the knowledge you need with professional development education, and self-promotional instruction.

Student Opportunities

While at the Aveda Fredric's Institute, students may be presented opportunities to participate in a variety of educational and creative events/activities such as editorial photo shoots, motion picture hair and makeup work and fashion shows.



Academic and Individual Advising

The Aveda Fredric's Institute provides academic advising to all students. We will help you with tutoring should you experience challenges in meeting the minimum performances standards and course requirements as set by the Institute and the State of Ohio.

If you experience personal challenges, the Aveda Fredric's Institute encourages students to contact First Call for Help, a local crisis hotline staffed by consultants who provide personal advising referrals to a network of professionals by dialing 211 or 513.721.7900.

Alumni

Aveda Fredric's Institute Alumni can visit the Students and Alumni section of our website to receive information about advanced training, career opportunities and to view professional development tools. Please visit <https://avedafi.edu> for more information.

Academic Information

Access to Cumulative Records: Students, and parents or guardians of dependent minors who are in regular attendance at the Aveda Fredric's Institute, have the right to inspect and review the student's educational, financial and attendance records to ensure they are accurate, factual and do not violate the student's privacy and other rights. Students shall have the right to review his/her education records within 21 days of the day the Institute receives the requests for access. Students and/or parents should schedule an appointment with the administrative team to review the student's records onsite. No original records may be removed from school premises. Copies are made upon request. Records remain onsite for 6 years.

Student Information Release Policy: The Aveda Fredric's Institute requires written authorization from a student, parents or guardians of dependent minors or graduate in order to release academic, attendance, enrollment status, financial and/or any other information to agencies, prospective employers, or any other party seeking information about the student. NACCAS reserves the right to inspect student records for any accreditation purposes. The Institute requires written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by the law. Aveda Fredric's Institute does not publish directory information or release such information to unauthorized parties.

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

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

For additional information or technical assistance, you may contact the following address: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920.

A complete copy of the policy is available upon request from the Admissions office and on the website under the consumer and disclosure policy.

Graduation & Licensing Requirements

Graduation Requirements

To receive a diploma from the Aveda Fredric's Institute, you must:

1. Complete 1500 hours for Cosmetology/Cosmetology Hybrid, 300 hours for Advanced Cosmetology, 750 hours for Advanced Esthetics/Advanced Esthetics (with distance education), and 300 hours for Advanced Manicuring, 500 hours for Esthetics Apprentice Instructor, and 1,000 hours for Cosmetology Apprentice Instructor.
2. Complete tuition and fee obligations. This requirement will be considered as satisfied if the student has an accepted financial payment plan in place at the time of graduation.



3. Meet satisfactory academic progress requirements.
4. Meet practical service quota requirements.

Makeup Work

Students required to make up projects, quotas or tests must do so before the end of their phase. Failure to comply will result in receiving a "0" for that assignment affecting the cumulative GPA.

Licensing Requirements

To receive a license in the state of Ohio, a Cosmetology/Cosmetology Hybrid, Advanced Cosmetology, Advanced Esthetics, Advanced Esthetics (with distance education), Advanced Manicuring, Esthetics Apprentice Instructor, or Cosmetology Apprentice Instructor student is required to:

1. Complete the hours in the course of instruction and graduation requirements.
2. Successfully complete the Aveda Fredric's Institute skill certification examination.
3. Submit the following items to administration: complete Ohio State Board of Cosmetology "Course Application for Examination", examination fee, and work permit application (optional).

Upon passing both the written and practical examinations the license will be issued by the Ohio State Board of Cosmetology.

Transcripts

Requests for transcripts are protected by federal law, and can only be released with the written request of the student. You may request a transcript by submitting a written letter of request. The cost of a transcript is \$10.00. Written requests may take 5-10 business days to process after the request is received. Please remit cash, check, or money order made payable to the Aveda Fredric's Institute.



Satisfactory Academic Progress Policy

Aveda Fredric's Institute Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. This Policy is provided to applicants prior to enrollment and is consistently applied to all students enrolled at the Institute. NOTE: Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This Policy is intended to comply with all applicable rules and regulations applicable to students eligible to receive Title IV federal student financial aid. In the event that any provision of this Policy conflicts with any rules or regulations in effect with respect to Title IV federal student financial aid, the rules and regulations of Title IV shall apply.

A. Evaluation Periods

SAP evaluation periods are based on actual contracted hours and weeks completed at the institution. Students are evaluated for Satisfactory Academic Progress as follows:

- a) Cosmetology/Cosmetology Hybrid Program (1500 Clock Hours) (Daytime Schedule)

This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.

1 st Evaluation Period Ends:	450 Clock Hours and 16 Weeks
2 nd Evaluation Period Ends:	900 Clock Hours and 31 Weeks
3 rd Evaluation Period Ends:	1200 Clock Hours and 42 Weeks

- b) Cosmetology Program (1500 Clock Hours) (Evening Schedule)

This program uses an academic year of 900 clock hours to be completed in 37 academic weeks.

1 st Evaluation Period Ends:	450 Clock Hours and 19 Weeks
2 nd Evaluation Period Ends:	900 Clock Hours and 37 Weeks
3 rd Evaluation Period Ends:	1200 Clock Hours and 50 Weeks

- c) Advanced Esthetics/Advanced Esthetics (with distance education) Program (750 Clock Hours)

This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.

1 st Evaluation Period Ends:	375 Clock Hours and 13 Weeks
---	------------------------------

- d) Advanced Cosmetology Program (300 Clock Hours)

This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.

1 st Evaluation Period Ends:	150 Clock Hours and 5 Weeks
---	-----------------------------

- e) Advanced Manicuring Program (300 Clock Hours)

This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.

1 st Evaluation Period Ends:	150 Clock Hours and 5 Weeks
---	-----------------------------

- f) Cosmetology Apprentice Instructor (1000 Clock Hours)

This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.

1 st Evaluation Period Ends:	500 Clock Hours and 13 weeks
---	------------------------------

- g) Esthetics Apprentice Instructor (500 Clock Hours)

This program uses an academic year of 900 clock hours to be completed in 31 academic weeks.

1 st Evaluation Period Ends:	250 Clock Hours and 7 weeks
---	-----------------------------

*Transfer Students- Midpoint of the contracted hours and weeks or the established evaluation periods and weeks, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.



B. Attendance Progress Evaluation

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

C. Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

PROGRAM	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology/Cosmetology Hybrid (Daytime) (Full time, 30 hrs/wk. 52 weeks) – 1500 Hours	78	2250
Cosmetology (Evening Schedule) (Full time, 25 hrs/wk. 62 weeks) – 1500 Hours	93	2250
Advanced Cosmetology (Full time, 30 hrs/wk, 10 weeks) – 300 Hours	15	450
Advanced Esthetics/Advanced Esthetics (with distance education) (Full time, 30 hrs/wk, 26 weeks) – 750 Hours	39	1125
Advanced Manicuring (Full time, 30 hrs/wk, 10 weeks) – 300 Hours	15	450
Cosmetology Apprentice Instructor (Full time, 40 hrs/wk, 26 weeks – 1000 Hours	39	1500
Esthetics Apprentice Instructor (Full time, 40 hrs./wk, 13 weeks – 500 Hours	20	750

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

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe shall be terminated from the program.

For Veterans and eligible VA Student Educational Benefit recipients, please refer to the VA section of this course catalog for further provisions regarding the Attendance and Academic Policy for enrolled students receiving Veteran's Administration Educational Benefits.

D. Academic Progress Evaluation

Theory, practical and clinical work are used to determine academic progress. Your academic progress at the Institute will be evaluated on the basis of written tests, clinical practical experiences, and final exams. Students must maintain a minimum cumulative grade point average of 80% in academic and practical/clinical work in order to be considered making satisfactory progress. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading Scale		
90-100	=	A – Honor Roll
85-89	=	B
80-84	=	C
79 and BELOW	=	Failing

E. Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

F. Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing



on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will become ineligible to receive Title IV funds. See "Probation" and "Appeal Procedure" below.

G. Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. 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 (via electronic delivery or hand delivery) 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.

H. 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.

I. Interruptions, 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.

J. Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. 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 in writing delivered in person at the Institute or by email 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.

K. Notification and Records

All evaluations will be completed within seven school business days following the evaluation period. Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports via electronic delivery or hand delivery. 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.

L. Non-Credit, Remedial Courses, Course Incompletes, Repetitions

Non-credit courses, remedial courses, incomplete grades and courses and repeated courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

M. Transfer Hours

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



Standards & Policies

To help you achieve excellence in the Cosmetology, Advanced Cosmetology, Advanced Esthetics, and Advanced Manicuring, we have established these guidelines to ensure fairness, understanding and positive work habits among our students.

Standards

The Aveda Fredric's Institute intention is to best prepare students for a successful career in the salon spa industry. Every student is a future employee, manager, or entrepreneur, students must learn to demonstrate these standards of professionalism, in preparing for the demands of their future career.

1. Maintaining a professional appearance is vital to success. Please see Student Professional Standards of Excellence and Student Professional Attire.
2. Students are expected to conduct themselves in a professional manner at all times, and be mindful of the following:
 - a) To maintain a learning environment for all students, anyone who is disruptive in the classroom or in the student salon (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
 - b) Food, candy, and gum are allowed in the comfort area only. Beverages can be consumed in the comfort area and classroom areas only.
 - c) Because the Aveda Fredric's Institute is a smoke-free/ vape-free facility, smoking and vaping is not allowed on school property or surrounding premises. These areas should be kept litter-free.
 - d) So as not to interrupt the educational process, students will be notified of emergency phone calls only.
 - e) Cell phones may be used during breaks in the designated break area, locker area or outside of the building. Cell phones must be silent during classroom/student salon hours.
3. To ensure that each student receives consistent and comprehensive instruction in the classroom and student salon environments, students must remain in assigned areas or receive educator permission to be in unassigned areas.
4. To benefit from the training and technical experience Aveda Fredric's Institute offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will be terminated.
5. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an educator within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day.
6. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.
7. Tips are not expected or accepted. In lieu of tips, guests may donate to our Student Education Fund and ongoing efforts to raise money for grassroots organizations such as Habitat for Humanity, Breast Cancer awareness and Earth Month. If any tips given to student must be given to Guest Care for the education fund.
8. Students are responsible for their own personal property and must store personal property in their lockers. Workstation locker must remain locked when not in use to secure their kit items.
9. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items will have to be replaced by the student within three (3) days.
10. Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment will result in termination and require monetary restitution.

Students Professional Standards of Excellence

The Aveda Fredric's Institute's intention is to best prepare students for a successful career in the salon spa industry. Standards that are created by Aveda Fredric's Institute are reflective of the current salon spa environments and expectations. As every student is a future employee, manager, or entrepreneur, students must learn to demonstrate these standards of professionalism, in preparing for the demands of their future career. Maintaining a professional appearance is vital to success.



- Subject to the following guidelines, Tattoos and Branding can be displayed and visible. Tattoos or Brands that are extremist, indecent, sexist or racist are prohibited. Aveda Fredric's Institute reserves the right to require any student to cover any tattoo or brand at its sole discretion. Refusal to do so would result in dismissal for the day and a loss of hours.
 - Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations or activities; those which advocate racial, gender or ethnic hatred or intolerance, advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, religion or national origin or advocate violence of other unlawful means or depriving individual rights under the U.S. Constitution or Federal and State law.
 - Indecent tattoos or brands are those that are grossly offensive to modesty, decency, or propriety; shock the moral sense because of their vulgar, gross nature, or tendency to insight lustful thought.
 - Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of "indecent."
 - Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
- Visible piercings are limited to ears and one facial piercing only. The facial piercing is limited to a single stud. Bars, hoops or hanging jewelry, as well as tongue piercings are not permitted and must be removed during school hours and events.

Student Professional Attire & Image

- **Students must reflect a professional and polished look during all school hours and events.**
- **The unified look color is BLACK. All clothing must be clean and wrinkle-free.**
- **Footwear:** All footwear must be professional in appearance and worn at all times in accordance with individual program guidelines.
 - Footwear must have an enclosed toe and an enclosed heel.
 - Footwear must be worn with socks and must cover the entire foot.
 - Footwear and socks can be any color.
 - Pants may be tucked into boots.
 - Footwear considered unacceptable includes, but is not limited to, torn shoes, sandals, open-toe shoes, shoes with a sling back, UGG® or similar style boot, slippers and any style footwear with exposed fur.
- **Pants/Leggings/Denim/Jeggings:** Solid black pants, solids black leggings/jeggings or solid black denim may be worn.
 - Apparel considered unacceptable includes, but is not limited to, torn, distressed or embellished pants, blue jeans, sweatpants/active wear, athletic apparel, yoga pants, capris, shorts, pants touching the floor, revealing and unprofessional clothing (as determined by instructors and administrative staff). (During the months of March, April, May and October, for Fundraising Efforts, students may wear blue denim at the Director's discretion.)
 - Leggings may be permitted if they are solid black in color and fabric, full-length, with no openings, sheer fabric, and worn in conjunction with a top, tunic, sweater or dress that covers the body down to the mid-thigh. Any questions as to whether a student's appearance complies with the dress code shall be subject to his or her Instructor's or Directors sole discretion, interpretation.
 - Pants cannot drag on the floor or be frayed/holes and dirty at the hem.
 - Black denim may be permitted, as long as it is black, not faded, no holes and not frayed or dirty at the hem.
- **Professional Solid Black Shirt/ T-shirt/Sweater:** The shirt, t-shirt, sweater must be clean, pressed, neat, not torn, unstained, and unaltered.
 - The solid black shirt/shirt/sweater must have sleeves that cover the entire underarm area.
 - This shirt/t-shirt/sweater must not be see-through.
 - The shirt/t-shirt/sweater must cover the students' entire mid-section when they raise their arms.
 - The shirt/t-shirt/sweater must appropriately cover any undergarments and cleavage. No Bralettes are permitted.
 - Solid black button down or zip-up sweater or jacket may be worn over the solid black shirt/t-shirt. Please note that the student's name tag must be visible if they choose to wear a sweater or jacket. The sweater or jacket will be considered unacceptable if it interferes with a service.
 - No Hoodie sweatshirts.



- Aveda and Aveda Institute shirts may be worn.
- **Skirts/Dresses:** Skirts or dresses may be worn if they are at the knee or longer. Tights, Fashion Tights, Leggings may be worn under the skirt or dress. Bare legs are NOT PERMITTED. **Garments must cover the lower part of the body when bending or kneeling.**
- **Name Tag:** Name Tag must be worn at all times and be visible to guests and Institute team. If Name Tag is lost, damaged, or misplaced, it must be replaced immediately from the Student Success Office.
- **Accessories:** Students are strongly encouraged to wear accessories that are flattering to their look.
 - Accessories that are acceptable include, but are not limited to, earrings, necklaces, belts, suspenders, neck scarves, and headbands.
 - An accessory considered unacceptable includes, but is not limited to, bangle bracelets (the noise these items make can be very distracting to others), hats, hairnets, caps, bandannas, and scarves.
 - No visible real or faux fur, feathers, or animal parts.
- **Products/Hair/Makeup:** Because students receive a discount on the Aveda products, students are strongly encouraged to wear Aveda makeup, aroma and hair care products.
 - Aveda aroma **only** may be worn during scheduled school hours. If a student chooses not to wear Aveda aroma, no other aroma will be permitted.
 - If you choose not to wear Aveda makeup or use Aveda products (other than aroma), you must be able to communicate what Aveda product is comparable to the one being worn. Hair must be styled, and makeup (enhancing complexion, eyes and lips) must be worn in an acceptable manner as if employed at a high-end salon/spa. Upswept hairstyle such as buns, braids, stylish ponytails, must look professionally styled. If headbands are worn, they must be 1" or less in width. Bandanas, hats, hairnets, caps are not permitted.
- **Aprons:** Students must wear a black apron when performing in student salon/student spa. The apron must be clean and neat. It should not be torn, stained, or altered. If it does not meet these standards, the student has 24 hours to replace it from Aveda Fredric's Institute at the student's expense.
- Esthetics students- Aveda Institute provided scrubs **MUST** be worn. They must be CLEAN and WRINKLE FREE.
- No logos, slogans, or statements are permitted on any clothing, with the exception of Aveda or Aveda Institute Company logos.
- Nails must be kept clean and maintained – Chipped nail polish for Cosmetology is not permitted.
- Spa students must have natural unpolished nails during the program- NO ACRYLICS.
- Visible piercings are limited to ears and one facial piercing only. The facial piercing is limited to a single stud. Bars, hoops or hanging jewelry, as well as tongue piercings are not permitted and must be removed during school hours and events.
- Students must practice exceptional personal hygiene.
- Students must be well groomed.
- Gum chewing is not allowed. Fresh breath, without the use of gum is necessary while with guest.

Students who are not in black professional attire and/or image according to the standards outlined above, may be dismissed at the Institute's discretion which will result in loss of hours. In lieu of dismissal, the student may wear approved clothing provided by the Institute, as a means to correct the violation. If the situation has been corrected, the student may return to school and only lose time for the amount of time clocked out to cure the violation.



Attendance Policy & Standards

The purpose of this policy is to assert that attendance is crucial for successful completion of the enrolled program and preparation in future career employment. If students encounter situations that mandate missed hours, such as emergencies and illnesses, each field of study has a predetermined amount of allowable time missed that can be used for classroom and/or student salon absence in accordance with the Institute's Satisfactory Academic Progress policy. The allowable time missed has been established as the maximum amount of time that students can be absent and still achieve the quality of skills that will be necessary and course completion as contracted. The Aveda Fredric's Institute does not distinguish between excused or unexcused absences.

Absence/Late Arrival/Non-Notification:

Students must notify the Student Success team of absence/late arrival prior to the start of the scheduled day of attendance prior to 9am Monday through Friday and 8am Saturday.

- Notification must be made by leaving a voicemail on the Cincinnati Student Success phone #513-345-3847 or sending an email to the Cincinnati Student Success email: cincinnatiattendance@avedafi.edu.
- If it becomes necessary to contact while in route to school, please obey the laws governing cell phone use.

If a student does not notify Student Success by the required time, this will result in a **Non-notification**. Students may have a **maximum of 3 non-notifications** for the entire program. **Beyond 3 Non-notifications** will result in a termination with the opportunity for one appeal.

A late arrival may not exceed 3 times during each evaluation period:

- 450, 900, 1200, and 1500 hours met for Cosmetology
- 375 and 700 hours met for Advanced Esthetics
- 150 and 300 hours met for Advanced Manicuring
- 150 and 300 hours met for Advanced Cosmetology

or the 4th occurrence and each occurrence thereafter of a late arrival in an evaluation period (until the next evaluation period), the student will serve a one-day suspension and the day is recorded as missed hours.

Late Arrival Time Deadline: Students may not arrive later than 9:15 am. Students arriving later than the time deadline will not be eligible to receive hours and will be dismissed for the day.

Early Departure: If a student leaves during the scheduled school day, the students must complete/submit the Request Off/Attendance Tracking Form prior to departure. If a student does not return from the scheduled lunch break, the student must call the Student Success hotline or email the Student Success email before the end of the scheduled lunch break. Failure to notify Student Success for either instance will result in a Non-Notification.

For the 4th occurrence and each occurrence thereafter of an early departure in an evaluation period (until the next evaluation period), the student will serve a one-day suspension and the day is recorded as missed hours.

Voluntary Withdrawal due to 14 consecutive Non-Notifications: The Institute will consider a student who is absent for 14 consecutive school days without notifying the Institute to have voluntarily withdrawn, unless the Institute, in its sole discretion determines there were extenuating circumstances beyond the student's control.

Pre-arranged Absence/ Holiday Absence: Students must request for future expected absence and or holiday absence with Student Success to ensure proper planning for testing/academics and student salon services two (2) days in advance (subject for approval based on available hours to be absent). All approvals for requested absence are based on total available hours for missed time. Requested absences will not be approved if student falls in suspension/termination status.

Time Record Policies

It is a state requirement that the school provide an accurate system for recording all students' times, services and class hours. Students are ultimately responsible for clocking hours on a daily basis. For on-site instruction, students clock in and



out through the use of a student app on their smart device (tablet or phone). The student app allows students to securely clock in and out for attendance tracking and the student's attendance is then uploaded directly into their individual profile in the school's student information management records. During distance education, an online, secure cloud-based attendance tracking system is utilized through the student app, and hours are validated and recorded to the student's records in the student information management system.

The school will honor documented daily time attended. Students must always clock in/out on the time clock, or closed-based time clock system hybrid programs, at the beginning and end of each day, and at the beginning and end of each lunch break.

Each student enrollment agreement includes the student's scheduled hours for participation in program instruction. In accordance with applicable federal, state and accreditation standards, **the Institute cannot count time that a student has clocked in before or after the official start and end times of the student's scheduled hours**, unless the Institute can document that supervised instruction activities as required for completion of the student's program was provided.

Any student seeking credit for clock hours outside the student's normal schedule **must** obtain prior approval from the Student Success Office. The student is required to complete an Additional Hours Commitment Form and submit it to the Student Success Office. The Additional Hours Commitment Form is available from the Student Success Office. If approved, the student will be allowed to participate in make-up hours outside of the student's normal scheduled hours as set forth therein. As required under the Institute's general attendance policy, the student must clock in and out at the beginning and end of their attendance, as well as for any lunch breaks taken, on the date of their make-up hours. The Additional Hours Commitment Form will include the date of the make-up hours, the student's arrival and departure times, a description of the educational tasks completed by the student, the student's name, signature and date, and the instructor's name, signature and date. This documentation is necessary to demonstrate that students are making up hours with supervised instruction for the time accrued outside the student's scheduled hours.

The on-site time clock system has been programmed to limit the clock hours that a student may earn on any particular day to the number of hours for which the student was scheduled on such day. However, the Institute recognizes there may be legitimate times when a student is required to stay beyond the student's official scheduled hours. For example, the student may need to stay late in order to complete a service being provided in the clinic classroom. In that case, the student and instructor are required to submit an Extended Hours Form, which shall include the date of the extra hours, the student's arrival and departure times, a description of the educational tasks completed by the student, the student's name, signature and date, and the instructor's name, signature and date. The Extended Hours Form must be submitted to the Student Success Office, which will review the form for completeness and accuracy and determine whether the proposed extra clock hours may be credited to the student's attendance records.

Leave of Absence Policy

- A. This Policy applies for all student requests for a leave of absence from the Aveda Fredric's Institute (the "Institute").
- B. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.
- C. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the Institute to perform a refund calculation. An LOA may be granted for medical, personal and/or financial reasons.
- D. In order for an LOA to qualify as an approved LOA:
 - 1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
 - i. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so.



For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the Institute, the student would not have been able to request the LOA in advance.

- ii. The Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Institute to be the first date the student was unable to attend the Institute because of the accident.

2. Leave of Absence Request Process:

- i. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request For Leave of Absence form found in the Student Success Office.
 - ii. The Request For Leave of Absence form must be submitted to the Student Success Office prior to the Leave of Absence start date.
 - iii. Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.
 - iv. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date. Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.
 - v. The Institute reserves the right to require documentation from outside sources in order to substantiate an LOA request.
3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
 4. All LOA requests are subject to approval by the Institute's Director of Education. If a student's LOA is not approved, the student is considered to have withdrawn, and the refund requirements are applied.
 5. The Institute shall not assess the student any additional institutional charges as a result of the LOA.
 6. An LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
 7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
 8. The Institute shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the Institute.
 9. In the event that a student does not return or call from his/her leave of absence at the expiration of an approved LOA, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.



Minor violations include:

- Leaving school without notifying and/or approval of an Educator.
- Not being in assigned area.
- Refusing to perform guest services during clinic assignments.
- Not following the supervision of the Educator(s) direction/instruction when servicing guest.
- Unprofessional behavior, use of foul language towards co-students, guests, and or Aveda Fredric's Institute Staff.
- Disruptive behavior determined by Educators as interrupting and/or preventing the regular operation of the school or preventing the education of other students.
- Dishonest academic conduct, i.e. cheating.
- Disregard for school parking standards during school hours.
- Smoking or Vaping on property premises and/or surrounding plaza properties and behind the building's properties.
- Out of Professional Image & Attire requirements.
- Use of cell phone in classroom or on clinic areas. Cell phones are only permitted during scheduled lunch and breaks in designated areas.

A Student Advising Form is completed documenting the minor violation and plan for correction. The Student Advising Form is placed in the student file. Anytime during the student's program, a minor violation may result in lost hours at the discretion of the Educator and/or Administrative Staff.

Major violations include:

- Use of illegal drugs and/or alcohol.
- Defacing or destroying property.
- Stealing.
- Falsifying documents, committing fraud, clocking in/out and signing in/out another student.
- Abusing and/or causing physical harm to others which includes but not limited to: hitting, pinching, scratching, pushing, pulling, kicking, slapping, spitting, punching with intent to harm or initiate fighting
- Bullying a Co-student/Educator/Staff Member/Guests
- Violating local, state, and federal laws.
- Possession of weapons or firearms.
- Posting on Social Media/texting, use of foul language/negative statements or photos that could be hurtful and harmful towards co-students, guests, and or Aveda Fredric's Institute staff.
- Services may only be performed under the supervision of a licensed Instructor. An enrolled student is prohibited from performing services outside of Aveda Fredric's Institute prior to Ohio State Board licensure for free, pay or otherwise. Misrepresentation of licensure and/or performing services as a non-licensed professional are considered major violations.

All major violations will be written and documented in the student's file and will result in suspension/termination. A Student Advising Form is completed documenting the major violation. The Student Advising Form is placed in the student file.



Attendance & Academic Policy for Veterans & Eligible VA Student Educational Benefit Recipients

The following provisions apply exclusively to enrolled student recipients receiving Veterans Administration Educational Benefits.

The purpose of this policy is to assert that attendance is crucial for successful completion of the enrolled program and preparation in future career employment. Students must be in attendance for a minimum of 3 hours per day. If students encounter situations that mandate missed hours, such as emergencies and illnesses, each field of study has a predetermined amount of allowable time missed that can be used for classroom and/or student salon absence. The allowable time missed has been established as the maximum amount of time that students can be absent and still achieve the quality of skills that will be necessary and course completion as contracted. The Aveda Fredric's Institute does not distinguish between excused and unexcused absence.

The Aveda Fredric's Institute monitors attendance weekly. An enrolled VA student attendance standard must be achieved at a minimum 80% attendance of scheduled time to maintain VA student recipient benefits. Achieving good attendance & GPA standards will enable success in completing the enrolled program as contracted.

- **Attendance** for students will be taken daily and evaluated every 2 weeks by Student Success.
- **Academic** standards for students will be evaluated at the end of each evaluation period by Student Success.

Attendance Standards

- The first time a student has a percentage of attended clock hours below 80% of their program's scheduled clock hours at an evaluation point they will be placed on **Attendance Warning** and notified in writing.
- A student on Warning who has a percentage of attended clock hours below 80% of their programs scheduled clock hours at the next evaluation point will be placed on **Attendance Probation** and notified in writing.
- A student on Attendance Probation who has a percentage of attendance clock hours below 80% of their program's scheduled clock hours at the next evaluation point must be totally **withdrawn** from the program and no longer permitted to continue to class. A report will be submitted to the VA to terminate their VA Educational Benefits at this point, which may create a debt with VA for the student.

NOTE: If, at any point, it is mathematically impossible for the student to regain good attendance standing by the following evaluation point, they will be withdrawn from the program at that point and no longer permitted to continue class. A report will be submitted to the VA to terminate their VA Educational Benefits at this point, which may create a debt with VA for the student. Also, VA will not pay benefits for any make-up hours. Students not completing all their required hours by the original program's term ending date must pay out-of-pocket any additional charges for these make-up hours.

Cosmetology Satisfactory Academic/Attendance Standards (Institutional SAP Evaluation Periods)

80% Attendance & 80% GPA Minimum Requirements:

Evaluation Period 1 = 450 Scheduled Hours

Evaluation Period 2 = 451-900 Scheduled Hours

Evaluation Period 3 = 901- 1200 Scheduled Hours

Evaluation Period 4 = 1201-1500 Scheduled Hours

Advanced Esthetics Satisfactory Academic/Attendance Standards (Institutional SAP Evaluation Periods):

Evaluation Period 1 = 1-375 Scheduled Hours

Evaluation Period 2 = 376-750 Scheduled Hours

- The first time a student has a GPA below the academic minimum standards of 80% at an evaluation point they will be placed on **Academic Warning** and notified in writing. Student Success will outline the steps needed to be removed from this status before the next evaluation point.



- If the student on Academic warning failing to meet the minimum GPA standards by this following evaluation point will be placed on **Academic Probation** and notified in writing by Student Success. An Academic Plan, showing the steps needed to be removed from this status before the next evaluation point, will be outlined for the student.
- If the student on Academic Probation does not reach the minimum GPA by the following evaluation point, they will be **Withdrawn**, from the program and no longer permitted to continue classes. A report will be submitted to the VA to terminate their VA Educational Benefits at this point, which may create a debt with VA for the student.

NOTE: If, at any point, it is mathematically impossible for the student to regain good Academic Standing by the second following evaluation point, they will be withdrawn from the program at that point and no longer permitted to continue classes. A report will be submitted to the VA to terminate their VA Educational Benefits at this point, which may create a debt with VA for the student.

Corrective Action Plan: In the event a VA student recipient's attendance drops below 80% at the determined evaluation period as outlined above, the student will be notified in written warning. An opportunity will be given with a Corrective Action Plan to improve the attendance for a period of two weeks (14 calendar days) or the end of the specified probationary period to bring the attendance/academics in good standing. Should a student fail to meet the specified corrective action plan as established, the student will be withdrawn from the enrolled program and Aveda Fredric's Institute will notify the Veterans Administration which will result in the VA benefits to be withdrawn immediately.

Probation Appeal: A student may appeal their Attendance/Academic Probation by submitting a letter of explanation to Professional Development along with any needed supporting documentation within 2 business days of their Probation. This appeal will be reviewed by Student Success and, in special circumstances, an Attendance/Academic Probation status may be lowered to Warning status. The decision will be made within one week (7 calendar days) and is final. Appeals for Attendance/Academic standards will be limited to two per program.

Cosmetology Classes:

Cosmetology Students may be absent up to and no more than a total of **150** hours. Beyond 150 hours of absence, the student will be terminated with the opportunity for one appeal.

Advanced Esthetics Classes:

Advanced Esthetics Students may be absent up to and no more than a total of **75** hours. Beyond 75 hours of absence, the student will be terminated with the opportunity for one appeal.

Absence/Late/Arrival/Non-Notification: Students must notify Student Success of absence/late arrival prior to the start of the scheduled day of attendance prior to 9am Monday through Friday and 8am on Saturday.

- Notification must be made by leaving a voicemail on the Cincinnati Student Success Phone # 513-345-3847 or sending an email to the Cincinnati Student Success email: cincinnatiattendance@avedafi.edu.
- If it becomes necessary to contact while enroute to school, please obey the laws governing cell phone use.

If a student does not notify Student Success by the required time, this will result in a **Non-Notification**. Student may have a **maximum of 3 Non-Notifications** for the entire program. **Beyond 3 Non-Notifications** will result in a termination with the opportunity of one appeal.

Late Arrival May not exceed 3 times during each evaluation period:

- 450, 900, 1200, 1500 hours for Cosmetology
- 375 and 750 hours for Advanced Esthetics

Late Arrival Time Deadline: Student may not arrive any later than 9:15 am. Students arriving later than the time deadline will not be eligible to receive hours and will be dismissed for the day.

Pre-arranged Late Entry: Student may arrive later than the scheduled deadline if a Request Off/Attendance Tracking Form has been completed/submitted to Student Success two (2) days prior to the requested date (subject for approval based on available missed hours to be absent).



Early Departure: If a student leaves during the scheduled school day, the student must complete/submit a Request Off/Attendance Tracking Form prior to departure.

If a student does not return from the scheduled lunch break, the student must call the Student Success hotline at #513-345-3487 or email Student Success at cincinnatiattendance@avedafi.edu. Failure to notify Student Success in either instance will result in Non-Notification.

For the 4th occurrence of and each occurrence thereafter of a **late arrival or early departure** during an evaluation period (until the next evaluation period) the student will **serve a one-day suspension and the day is recorded as missed hours**.

Voluntary Withdrawal due to 14 consecutive Non-Notifications: The Institute will consider a student who is absent for two (2) consecutive days without notifying the Institute to have voluntarily withdrawn, unless the Institute, in its sole discretion determines there were extenuating circumstances beyond the student's control.

Pre-arranged Absence/Holiday Absence: Students must request for future expected absence and/or holiday absence with Student Success to ensure proper planning for testing/academics and student salon services two (2) days in advance (subject to approval based on Available hours to be absent). All approvals for requested absent are based on total available hours for missed time. Requested absences will not be approved if student falls in suspension/termination status.

Re-Enrollment:

In the event a student who has been dropped from the program for Attendance and/or Academic reasons and wishes to re-enroll, all policies and procedures concerning admission to the program set forth in this catalog apply, with the following additional provisions:

1. The student will receive credit for hours successfully completed during their initial enrollment in the program within one year. These hours will count as attempted and earned hours toward their Academic and Attendance totals.
2. Students will only be charged tuition & fees for the remaining hours needed for their program completion
3. Students may apply for re-admission once per program.

Complaint Procedures

A student may lodge a complaint by communicating orally or in writing to any instructor, administrator or admissions personnel, who shall attempt to resolve complaints related to the person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the Aveda Fredric's Institute ("AFI" or the "Institute") shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the Institute's complaint procedure.

Written complaints may be submitted by completing a challenge/solution form. The form is available from the Student Success Office. A completed challenge/solution form will be routed to the Education Manager for investigation. The Education Manager will review the complaint with the appropriate Institute Team Members and will issue a written response within 10 days. This response will include a summary of the Institute's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be listed.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

Students or any member of the public may file a complaint against the Institute with the Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, OH 43123, Tel. 614-466-3834, www.cos.ohio.gov.

Students may also pursue complaints with the National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, VA 22314, Tel. 703-600-7600, www.naccas.org. Complaint forms are available through NACCAS.



If a student loan borrower has a dispute relating to the borrower's loans or to the provision of educational services for which the loans were provided, the student may contact:

Sara Greider
6281 Tri-Ridge Blvd Suite140
Loveland, OH 45140
Phone: 513-340-2421
Email: sgreider@nurturaveda.com

Notice of Non-Discrimination & Sexual Harassment Policies & Grievance Procedures

I. Policy

It is the policy of Aveda Fredric's Institute (the "Institute") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The Institute has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the Institute's website at <https://avedafi.edu/cincinnati> or obtained in person from the Title IX Coordinator (see below).

The Institute does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the Institute's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the Institute's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The Institute also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Sara Greider
6281 Tri-Ridge Blvd Suite140
Loveland, OH 45140
Phone: 513-340-2421
Email: sgreider@nurturaveda.com



Inquiries or complaints concerning the Institute's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, Cleveland Office
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: (216) 522-4970
Facsimile: (216) 522-2573
[Email: OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

Aveda Fredric's Institute desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The Institute will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in Institute.

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the Institute's Title IX Coordinator or to a Designated Institute Official. As set forth in the Policy, the Institute's Designated Institute Officials are the President, the Director of Institutes and Support Center Operations, and the Campus Directors. The Institute will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The Institute will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the Institute investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The Institute's Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the Institute determines that the particular formal complaint is appropriate for such a process, the Institute will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The Institute retains the discretion to determine which cases are appropriate for voluntary resolution.

The Institute will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the Institute imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

Sara Greider, Title IX Coordinator
Senior Director of Institutes
6281 Tri-Ridge Blvd Suite140
Loveland, OH 45140
Phone: 513-340-2421
Email: sgreider@avedafi.edu



Cancellation & Refund Policies

In the event that a student withdraws/terminates during their program, the following refund calculations are prepared as follows.

Title IV Students:

1. Title IV Refund Policy applied
2. Institutional Refund Policy applied.

Non-Title IV Students:

1. Institutional Refund Policy applied.

Return to Title IV Policy

Step 1: Return to Title IV Policy applied first.

Step 2: Student account updated.

Step 3: Refund calculation.

Step 4: Returns will be completed within 45 days.

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals, a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

For unofficial withdrawals, a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined no later than 30 days after the end of the payment period, the academic year, or end of the program, whichever is earlier.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus Loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal from Pell Grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post withdrawal disbursement will be credited to the student's account.

Any Pell Grant funds in excess of current educational costs may be offered if eligible to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student within 30 days of the date of determination if the student is eligible, allowing the student at least 14 days to respond, and the school must receive the student's permission before crediting their account. The federal Pell Grant will be disbursed within 45 days of the date of determination if the student is eligible.

The following Title IV refund distribution is used for all Financial Aid students due a refund:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other Title IV assistance



Refunds will be made to the federal programs within 45 days of the date of determination. The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Institutional Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment or are terminated by the school, the following refund policy will apply. All monies due to an applicant or student who withdraws from the institution will be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

Cancellation/Official Withdrawal notices must be in writing. The cancellation/official withdrawal date will be determined by the postmark on the written notification, or the date the notice is delivered to the school administration in person.

The school will consider the student withdrawn if the student does not attend class for 14 consecutive days or notify the school of his/her intention to withdraw. The official withdrawal date is determined by the last day attended, as evidenced by attendance records. Attendance is monitored on a weekly basis. All miscellaneous costs that have not yet become due will be void.

- A. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- B. 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 back in writing, within three business days of the signing of the enrollment contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
- C. If a student cancels his/her contract after three business days of signing the enrollment contract but prior to starting classes; then he/she shall be entitled to a refund of all monies paid to the school less the \$100 registration fee. NOTE: There is no registration fee payment required for students admitted to the Advanced Cosmetology, Cosmetology Apprentice Instructor, or Esthetics Apprentice Instructor programs.
- D. For students who enroll in and begin classes, but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

<u>% of scheduled time enrolled to total course/program</u>	<u>Tuition Owed</u>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due to the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student or formal termination by the school, which shall occur no more than fourteen (14) days from the last day of physical attendance, or in the case of a leave of absence, the scheduled date of return. Attendance is monitored on a weekly basis.

- E. If a course is cancelled and the school ceases to offer instruction subsequent to a student's enrollment, and before instruction has begun, the school shall, at its option:
 - 1. Provide a full refund of all monies paid; or
 - 2. Provide completion of the course and/or program.
- F. If a course is cancelled and the school ceases to offer instruction subsequent to a student's enrollment and instruction has begun, the school shall, at its option:
 - 1. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - 2. Provide completion of the course and/or program; or
 - 3. Participate in a Teach-Out Agreement; or
 - 4. Provide a full refund of all monies paid.



- G. If a student is on an approved leave of absence and notifies the school that he/she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning; or the date that the student was expelled by the school.
- H. When situations of mitigating circumstances are in evidence, the school may provide a refund that exceeds the amount determined pursuant to the refund schedule set forth in paragraph D, above.
- I. The cost of the kit and supplies is not included in tuition adjustment computations. These items become the property of the student and are non-refundable.
- J. If the school is permanently closed and no longer offers instruction after a student has enrolled and instruction has begun, the school shall, at its option:
 - 1. Provide a pro- rata refund of tuition; or
 - 2. Participate in a Teach-Out Agreement.

School Collections Policy

When a student is terminated/withdraws from the program we inform the student of any balance owed to the school by mailing out a letter with this information. A student's diploma and/or hours will be released once all financial obligations to the school have been fulfilled.

The school is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the school's cancellation and refund policies. In the event that the student's enrollment agreement is sold or discounted to a third party, such third party shall be required to comply with the school's cancellation and refund policy.

Graduation, Licensure & Job Placement

Aveda Fredric's Institute is committed to providing the highest quality cosmetology and esthetics education and training available. Our curriculum includes an extensive State Board Review designed specifically to prepare you for success with the Ohio State Cosmetology and Barber Board licensing exam. Our highly trained educational team and administrative support staff are dedicated to providing you with the skills necessary to be successful in the classroom and as you begin your career.

Each year, the Institute reports its student performance outcomes to its accrediting agency, the National Accrediting Commission of Career Arts and Sciences ("NACCAS"). The following information was reported to NACCAS with respect to students who enrolled at all of the Institute's locations for all related programs, with an expected graduation date falling within calendar year 2023. All programs offered by the Aveda Fredric's Institute are related programs for NACCAS purposes.

Total number of students enrolled (all related programs)	354
Total number of students graduated	323
2023 graduation rate	91.24%
Percentage of graduates passing State Board exam	98.99%
Percentage of graduates employed	80.27%



Administrative Staff & Education Team

Administrative Staff

Patrick Thompson, President
Sara Greider, Executive Director of Institutes
Sarah VanSickle, Institute Director
Jennifer Lambert, Director of Compliance
Chad Woodgeard, Financial Aid/Student Accounts
Deana Kozel, Admissions & Financial Aid Manager

Educational Staff

Laura Vaughn, Culture and Events Manager/Cosmetology & Esthetics Educator
Garianne Caldwell, Education Coach
Taylor Fultz, Cosmetology Educator
Whitney Jenkins, Cosmetology Educator & Clinic Floor Coach
Meg Kolde, Cosmetology Education Specialist
Kaitlyn Lamson, Cosmetology Educator
Shannon Lee, Cosmetology Educator
Ebony Ivey, Esthetics Education Specialist
Natalie Dean, Esthetics Educator
Miranda Day, Cosmetology Educator
Kaitlynd Egan, Esthetics Educator
Evelyn Fields, Cosmetology Educator
Sarah Griffin, Esthetics Educator
Lisa Hall, Cosmetology Educator

Rebecca Helton, Cosmetology Educator
Mary Johns, Cosmetology Educator
Shoni Jones, Cosmetology Educator
Kyle Phipps, Esthetics Educator
James Bond, Cosmetology Educator
Renee Crumrine, Esthetics Educator
Jordan Hummel, Cosmetology Educator
Kylie Little, Esthetics Educator
Marie Pannell-Biggs, Education Coach
N'Dea Richardson, Esthetics Educator
Briana Strasser, Cosmetology Educator
Janese Thomas, Esthetics Educator
Jasmine Autry, Cosmetology Educator
Roberta Bailey, Education Compliance Specialist
Whitney Bolser, Cosmetology Educator

DEVELOPING FUTURE LEADERS IN THE WORLD OF BEAUTY AND WELLNESS™

The Aveda Fredric's Institute was founded to create some of the most successful entrepreneurs in hair, skin and nail esthetics, makeup and total body wellness. Our students are educated by accomplished professionals, using innovative curriculums that blend professional techniques with retail and business-building skills.

The Institute emphasizes personal well-being as well as environmental responsibility. Using Aveda pure flower and plant essences and plant-based products, we affirm the relationship between personal beauty, wellness and the environment.

Service and Retail Hours

Monday - Friday 9:30 am to 10:00 pm
Saturday 8:30 am to 7:00 pm
7664 Voice of America Centre Drive
West Chester, Ohio 45069

Phone: 513.533.0700
Toll- Free: 877.AVEDA.ED
Fax: 513.533.0365
<https://avedafi.edu>