



**AVEDA INSTITUTE  
MINNEAPOLIS**

**Student Catalog**

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This catalog is a guideline of what Aveda Institute Minneapolis expects from its students. The institute reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of Aveda Institute Minneapolis. Changes will be made with the approval of the appropriate regulatory agencies. With the publication of this catalog all previous volumes become obsolete. All students should review the catalog to determine factual information about the institute. The student should also be aware that some information in the catalog may change. It is recommended that students considering enrollment check with their Admissions Representative to determine if there is any change from the information provided in the catalog.

# Institute Information

## **Intergrating the Elements. Awakening the Senses.**

Aveda Institute Minneapolis 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.

## **Develop your Natural Talents.**

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

## **The Founder**

Aveda Corporation founder Horst M. Rechelbacher redefined the face of beauty worldwide. He was a major, motivating force in hair care and the beauty industry. A world-renowned hair stylist, artist, entrepreneur and educator, he was a master of innovation: moved by a keen intelligence, artistic talent and quest for knowledge, he invented and perfected cutting-edge techniques, trends, products, and treatments imbued with the multiple benefits of pure flower and plant ingredients.

His beliefs in the powers of nature and his efforts to preserve the environment, combined with his lifelong commitment to excellence, have spawned a new sense of beauty that goes far beyond surface image. Reflected in Aveda's expanding global network of educational institutes, salons, spas and stores, the Aveda concept of beauty encompasses a complete system of care, using plant-based products, treatments, and simple rituals to enhance appearance, well-being, and the quality of life. In turn, this approach also advocates more environmentally responsible business practices and life styles.

Horst's dynamic vision and ideas are embodied in the institute, which he founded in 1976. Under his vital leadership, his schools have become an internationally acclaimed center of learning for professionals in cosmetology, esthology, manicuring, spa body care, and massage. The very essence of Horst's vision and ideas, Aveda Institute Minneapolis is a stimulating, interactive learning center that offers a comprehensive program that blends basic theory with practical experience in a salon and spa-like environment.

## **Programs**

- *Cosmetology*- Explore the latest styles and techniques in hair cutting and styling, skin care, nail care, and makeup.
- *Esthology*- Learn specialized techniques to purify, balance, and renew the skin.
- *Massage Therapy*- Learn massage therapy, body care, and total body wellness, using both ancient techniques and state-of-the-art methods.

All three programs encompass three types of learning:

- *Theoretical knowledge*, the foundation of the education.
- *Practical experience*, the application of the knowledge.
- *Professional business-building skills*, vital for student success.

Each phase of the education emphasizes a different combination of learning approaches.

## **Language Offered**

All programs are taught only in English and textbook and course materials are only offered in English.

**Mission Statement**

Aveda Institute Minneapolis's mission is to provide a quality, professional education and training to enable students to successfully pass the state licensure exam by:

- creating an environment of trust and respect;
- encouraging a commitment to teamwork;
- promoting personal and professional development; and
- inspiring the continuous quest for knowledge and growth.

By supporting our students in this manner, we prepare them for successful careers within their respective fields and enable them to provide services that exceed our guests' expectations.

**Ownership**

Aveda Institute Inc. does business as (D/B/A) Aveda Institute Minneapolis and Aveda Institute.

Below is the ownership structure for each person or entity that directly or indirectly owns a 25% or great interest in our institute.

Aveda Institute Inc. (Level 1)	100%
Aveda Corporation (Level 2)	100%
The Estee Lauder Companies Inc. (Level 3)	100%
LAL Family Partners L.P. (Level 4)	52%
LAL Family Corporation (Level 5)	52%
The Evelyn H. Lauder 2012 Marital Trust One and Two (Level 6)	52%

**Contact Information**

Aveda Institute Minneapolis  
400 Central Avenue SE  
Minneapolis, MN 55414  
Phone: (612) 378-7401  
Toll-Free: (800) 274-6778  
Fax: (612) 378-7430  
Website: [aveda.edu/minneapolis](http://aveda.edu/minneapolis)

# Facilities

## **This is the place!**

Located in a restored, historic landmark near the Mississippi River in downtown Minneapolis, Aveda Institute Minneapolis is the ideal setting for your professional education.

## **Guest Service Areas**

A diverse array of guests come to Aveda Institute Minneapolis for beauty and wellness services. As a student, you will have the opportunity to perform a spectrum of hair, skin, and nail services in a virtual salon setting, under the supervision of your instructors.

## **Student Classrooms**

Classrooms of all sizes have been designed to provide the proper environment for different types of learning and activities.

## **Grand Atelier and Petite Atelier**

Two breathtaking theater spaces are available for student shows, films, exhibits, music and dance performances, and fashion and hair shows.

## **Administrative Offices**

Team leaders and administrative personnel are available to respond to your questions and concerns.

## **Library**

The institute library and computer room are located on the 4th floor across from the Petite Atelier. Students can use the library during institute hours with their educator's approval.

## **Aveda Experience Center**

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

## **Lunchroom**

There is a special area designated in the lower level and outside for all students to socialize and enjoy their breaks and/or lunch. Students are responsible for maintaining the cleanliness of their break areas.

## **Bus Lines**

Major bus lines run on Fourth Street and Central Avenue. Please call Metro Transit at (612) 373-3333 for more information. Utilizing public transportation or participating in a car pool is encouraged.

## **Building Security**

Aveda Institute Minneapolis provides building security for students who may need assistance in case of an emergency.

## **Parking**

- **Street:** There is a limited amount of street parking available early in the morning. Most streets are metered or posted for two-hour parking only. Students should be aware and check for snow emergency routes when parking on the street in the winter. Please call (612) 348-SNOW for more information.
- **Public Lots:** Students can park at the St. Anthony Falls Ramp located one block away from the institute at 212 2nd Avenue SE or at the surface lot located across 2nd street. Please contact Interstate Parking at [www.interstateparking.com](http://www.interstateparking.com) or (612) 375-1301 for more information.
- **Institute Lots:** The institute parking lots are reserved for authorized personnel, student of the week, and guests only. Unauthorized vehicles will be towed at the owner's expense.

# Accreditation, Licensure, and Associations

## Accreditation

Aveda Institute Minneapolis is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. ("NACCAS"). NACCAS is located at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432. NACCAS can be reached by phone at (703) 600-7600. NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

## Licensure

Aveda Institute Minneapolis is licensed by the Minnesota Board of Cosmetologist Examiners. It is also licensed with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institute. Credits earned at the institute may not transfer to all other institutions.

## Contact Information

Minnesota Board of Cosmetologist Examiners  
2829 University Avenue Southeast, Suite 710  
Minneapolis, Minnesota 55414  
Telephone: (651) 201-2742  
Fax: (612) 617-2601  
Website: <http://www.bceboard.state.mn.us/>.

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, Minnesota, 55108  
Telephone: (651) 642-0567  
Fax: (651) 642-0675  
Website: <http://www.ohe.state.mn.us/>.

## Associations

Aveda Institute Minneapolis belongs to the following associations:

- American Association of Cosmetology Schools (AACS)
- American Bodywork Massage Professionals
- National Certification Board for Therapeutic Massage and Bodywork
- North East Minneapolis Business Association
- Minnesota Salon and Spa Professional Association

# Admission

## Admission Requirements

Are you ready to begin? If you're excited about the prospect of training at Aveda Institute Minneapolis, here's all you have to do to get started.

1. Have a career planning session with an Admissions Representative;
2. Submit a completed enrollment application and \$100.00 application fee;
3. Provide proof of age (e.g., driver's license, birth certificate, passport, etc.);
4. Submit immunization record as required by Minnesota law (M.S. 135A.14);
5. Pass the entrance assessment\*;
6. Submit a completed enrollment contract and after execution of the contract a \$50 enrollment fee;
7. Submit your high school transcript with graduation date or a copy of your General Education Diploma (GED) transcript with completion date. (Note: If homeschooled provide evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, provide evidence of that credential); and
8. If a Massage Therapy student, submit a massage waiver form.

You will receive a written notice of acceptance or rejection. To schedule an informational interview, call the Admissions Department at (612) 378-7400 or (800)-274-6778, option 1.

\*If a student does not pass the entrance assessment, he or she will be given the opportunity to retake the assessment one time. If a student does not pass the entrance assessment the second time, he or she must wait six months before taking the assessment again.

## Validating Documentation

All students need to provide Aveda Institute Minneapolis with the documentation listed above no later than the start date. If a student does not provide the institute with the documents by this date, the student will be moved to the next start date provided she or he obtains the necessary documentation. A \$100.00 change of date fee will apply for students changing their start date 3 business days after the execution date of their enrollment contract. Student financial aid will not be disbursed if the registrar does not have the proper documentation.

If Aveda Institute Minneapolis has any reason to believe that any of the documentation listed above is not valid, the institute will request the official document from the respective institution. The student will be required to pay any fees necessary to obtain the official document. The official document must be presented to the admissions office in a sealed envelope with the institution logo or faxed from the institution where the student received the transcript or official document. If the student attended a high school outside the United States, verification of the student's high school diploma must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a United States high school diploma. The student will be responsible for paying the fee for this service and the equivalent transcript must be notarized.

If the institute has reason to believe that the high school transcript was not obtained from an entity that provides secondary school education, Aveda Institute Minneapolis will check with the department of education in the state in which the high school is located.

Exceptions to the above stated policy include the following:

- 1) If the student informs the admissions representative that his or her high school cannot locate the student's transcript, and the admissions representative has contacted the high school and confirmed that the student has graduated or received a GED, the admissions representative will request written documentation from the high school to validate high school graduation.

- 2) If a student received their GED through the military or a correctional facility the admissions representative will review the official documentation and validate that it meets high school graduation requirements.

**Ability to Benefit**

Aveda Institute Minneapolis does not accept Ability to Benefit students.

**Nondiscrimination Policy**

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



# Cosmetology

## (Diploma)

Express your creativity and talent in hair, skin and nail care, and makeup application. Our Cosmetology course incorporates 1,550 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Upon completion, you'll be ready to succeed as a licensed cosmetologist.

### Full-Time Schedules

46 weeks total

Day Schedule: Tuesday through Saturday: 9:00 am-4:30 pm (45 minute break)

Night Schedule: Monday through Friday: 1:30 pm-9:00 pm (45 minute break)

Flexible Schedule 1: Monday through Wednesday 9:00am-7:45pm and every other Saturday (December 2014 Start) 8:00am-4:15pm (45 minute lunch break)

Flexible Schedule 2: Wednesday through Friday, 9:30am-8:30pm and every other Saturday 9:30am-6:00pm (1 hour lunch break)

Flexible Schedule 3: Tuesday through Thursday 10:00am-8:45pm and every other Saturday 8:00am-5:30pm (1 hour lunch break)

<b>Program Outline</b>	
<b>Hours/ Service Exercises</b>	<b>Subject (as required by Minnesota Rule 2110.0510)</b>
<b>240 hours</b>	<b>Preclinical theory instruction</b> in the sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; electricity and light; sanitation; safety procedures related to the practice of cosmetology; and Minnesota statutes and rules which pertain to the regulation of the practice of cosmetology; and elementary service skills.
<b>180 hours</b>	<b>Theory</b> instruction in applied science and skills in shampooing, scalp and hair conditioning, hair design and shaping, chemical hair control, hair coloring, hair styling, facials, make up, manicuring, and nail care
<b>80 hours (150 exercises)</b>	<b>Scalp and Hair Conditioning</b>
<b>50 hours (300 exercises)</b>	<b>Shampooing</b>
<b>150 hours (75 exercises)</b>	<b>Hair Design Shaping</b>
<b>200 hours (300 exercises)</b>	<b>Hair Styling</b>
<b>200 hours (60 exercises)</b>	<b>Chemical Hair Control</b> (includes six chemical relaxing exercises)
<b>100 hours (50 exercises)</b>	<b>Hair Coloring</b>
<b>150 hours (50 exercises)</b>	<b>Manicures</b> (includes 10 applications of artificial nails of which three are sculpted on the nail)
<b>200 hours (60 exercises)</b>	<b>Facials and Makeup</b>
<b>1550 TOTAL HOURS</b>	<b>Skill Total Hours (1130)</b> <b>Theory Total Hours (420)</b> The above hour requirements must be met by each student in each category.

## Cosmetology Curriculum Overview

An Aveda Institute Minneapolis education is rigorous and thorough. Throughout the Cosmetology program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

### **Plant Aromaology**

history of aromaology  
therapeutic effects  
custom testing and blending

### **Chemistry**

scalp and hair analysis  
bacteriology  
infection control  
sanitation/sterilization  
ingredient analysis

### **Anatomy and Physiology**

cells, tissue, and organs  
muscular system  
nervous system  
circulatory system  
endocrine system  
excretory system  
respiratory system  
digestive system  
nutrition

### **Shampooing/Conditioning**

product analysis  
procedures/techniques  
draping for wet and dry chemical services  
selecting correct shampoo/conditioner

### **Hair Styling**

wet styling  
fingerwaving  
pin curl techniques  
roller curls  
comb out techniques  
artistry in hair styling  
thermal styling  
conventional thermal (marcel) irons  
electric thermal irons  
blow-dry styling

### **Hair Cutting**

implements and techniques  
sectioning  
scissors  
clippers  
razors  
client consultation

### **Chemical Hair Relaxing/Restructuring**

product analysis  
client hair analysis  
application techniques  
equipment, implements, and materials

### **Makeup**

color theory  
contoured and natural makeup application  
subtle and dramatic application

### **Skin Care**

histology  
disorders  
facials  
cleansing  
moisturizing

### **Hair Coloring**

color theory  
classifications of hair color  
product analysis  
corrective coloring  
contemporary techniques  
one dimensional  
multidimensional foils  
double process hair color

### **Nail Care**

manicures/pedicures  
nail design and artistry  
nail extensions  
massage techniques for hands, arms, and feet

### **Personal/Career Development**

time management  
goal-setting  
team building  
communication  
cover letter/resume writing  
interview techniques  
job requirements  
employee benefits and wages

### **Permanent Restructuring**

history of permanent waving  
chemistry of solutions  
pre-perm analysis  
rod selection  
perming techniques  
custom perm design and wrapping

### **State Rules and Regulations**

Minnesota laws and rules  
safety and sanitation requirements

## **Career Opportunities**

Career opportunities in the Cosmetology field include the following:

### *Salon/Spa Industry*

- hair stylist
- makeup artist
- manicurist
- sales representative
- texture specialist
- hair coloring specialist
- salon/spa manager
- salon/spa owner

### *Education and Other Fields*

- instructor
- state board member or inspector
- educational director for a product manufacturer
- consultant/trainer
- school owner
- freelance makeup artist
- stylist or makeup artist for film, theater, fashion, or print
- product development

# Esthiology

(Diploma)

Prepare for an exciting future in skin care with Aveda Institute Minneapolis. Our Esthiology curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments. Upon completion, you'll be ready to succeed as a licensed esthetician.

**Full-Time Schedule**

18 weeks total

Day Schedule: Tuesday through Saturday: 9:00 am-4:30 pm (with 45 minute break)

Night Schedule: Monday through Friday: 1:30 pm-9:00 pm (with 45 minute break)

Flexible Schedule: Tuesday through Thursday 10:00am-8:45pm and every other Saturday 8:00am-5:30pm (1 hour lunch break)

<b>Program Outline</b>	
<b>Hours</b>	<b>Subject</b> (as required by Minnesota Rule 2110.0520)
<b>120 hours</b>	Preclinical instruction in the sciences of anatomy, dermatology and chemistry as related to skin care; electricity and light; sanitation; safety procedures related to the practice of skin care; and Minnesota statutes and rules which pertain to the regulation of the practice of skin care; and elementary service skills
<b>200 hours</b>	Clinical instruction and experience, including 60 facials or makeup applications
<b>280 hours</b>	Applied science and skills in cleaning, conditioning, shaping, reinforcing, coloring and enhancing of the skin quality through the use of facials and makeup, as well subject matter related to the instructor's discretion
<b>600 TOTAL HOURS</b>	The above hour requirements must be met by each student in each category.

## **Esthiology Curriculum Overview**

An Aveda Institute Minneapolis education is rigorous and thorough. Throughout the Esthiology program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

### **Anatomy and Physiology**

cells, tissue, and organs  
muscular system  
nervous system  
circulatory system  
endocrine system  
excretory system  
respiratory system  
digestive system  
lymphatic system

### **Makeup**

color theory  
contoured and classic makeup applications  
dramatic and subtle look  
lash application

### **Plant Aromaology**

history of plant aromaology  
psychology of aroma  
therapeutic effect  
custom testing and blending  
methods of application  
elemental nature

### **Facial Massage**

aveda massage  
detoxification massage for lymphatic drainage  
basic touch  
facial massage  
pressure point massage

### **Personal/Career Development**

resume writing  
interview process  
responsibilities of employment  
salary plans, benefits, and insurance  
client retention  
retail strategies  
incentives  
listening and communication  
personal development

### **Chemistry**

bacteriology  
safety and sanitation procedures  
ingredient analysis  
skin disorders and diseases  
nutrition

### **Clinic Practice**

clinic set-up  
sanitation  
time management  
daily goals

### **The Spa Experience**

aveda product systems  
facial treatments  
brow and lash tinting  
full body waxing  
methods of hair removal  
aveda rituals

## **Career Opportunities**

Career opportunities in the Esthiology field include the following:

### *Salon/Spa Industry*

- esthetician
- makeup artist
- sales representative
- salon/spa manager
- salon/spa owner

### *Education and Other Fields*

- instructor
- state board member or inspector
- educational director for a product manufacturer
- consultant/trainer
- paramedical esthetician
- school owner
- freelance makeup artist
- makeup artist for film, theater, fashion, or print

# Massage Therapy

## (Diploma)

Learn how to create wellness through the power of touch in just a few months. A balanced study of anatomy, physiology, pathology, aromaology, spa treatments and body movement techniques adds depth to the massage techniques you'll use to address the individual needs of your guests. After completing course requirements and 600 hours, you'll have the skills you need to find employment in a spa, health club, or in a clinical environment.

### Full-time Schedule

18 weeks total

Day Schedule: Monday through Friday: 1:30 pm-9:00 pm (with 45 minute break)

Night Schedule: Tuesday through Saturday: 9:00 am-4:30 pm (with 45 minute break)

Flexible Schedule 1: Wednesday through Friday, 9:30am-8:30pm and every other Saturday 9:30am-6:00pm (1 hour lunch break)

Flexible Schedule 2: Tuesday through Thursday 10:00am-8:45pm and every other Saturday 8:00am-5:30pm (1 hour lunch break)

Program Outline	
Hours	Subject
18	History of Massage Therapy; The Role of the Massage Therapist; Qualities of the Professional Massage Therapist; Code of Ethics; Business and Job Skills; Resumes; Interviews; Licensing and Insurance; SOAP Notes
15	Safety and Sanitation; Benefits of Massage; Differing Modalities; Proper Draping; Endangerment Sites and Contraindications; Proper Room Set Up and Equipment; Proper Body Mechanics
9	Awareness; Sense of Touch and Intention; Guest Expectations
150	Anatomy, Physiology, Kinesiology, and Pathology
34	Educator Discretion
4	Aromaology (the therapeutic use of aroma during massage therapy sessions, benefits, contraindications)
170	Trigger Point Therapy; Pressure Points; Foot Reflexology; Acupressure; Polarity; Lymphatic Massage; Introduction to Western Massage; Deep Tissue Massage; Spa and Hydrotherapy Massage Techniques; Pregnancy Massage; Chair Massage; Other modalities: philosophies, benefits, basic techniques, contraindications
200	Clinic floor and hands on practicum: Students will perform a minimum of 70 customized massages on clients, practicing timing, communication, assessments, and techniques. All massages will be supervised by qualified educators. Students will workshop hands on techniques on other students, models and educators in a classroom/lab/workshop environment.
<b>600 TOTAL HOURS</b>	The above hour requirements must be met by each student in each category.

## Massage Therapy Curriculum Overview

An Aveda Institute Minneapolis education is rigorous and thorough. Throughout the Massage Therapy program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

### Anatomy & Physiology

anatomical terms  
cell, tissue, and organs  
muscular system  
skeletal system  
kinesiology  
nervous system  
endocrine system  
blood  
circulatory system  
immune system  
respiratory system  
digestive system

### Pathology

guest health  
history forms  
contraindications  
indications  
skin condition  
musculoskeletal conditions  
nervous system conditions  
respiratory conditions  
case studies

### Plant Aromaology

history of aromaology  
sensory journey and personal blends™  
olfaction  
methods of extraction  
essential oils  
aveda key elements™

### Hydrotherapy and Spa Treatments

effects of hydrotherapy  
indications  
contraindications  
caribbean therapy™ body treatment  
rosemary mint awakening body wrap

### Massage Theory

history  
principles of massage  
body mechanics  
modalities  
equipment  
professionalism  
ethics  
boundaries  
proper draping techniques  
mind/body connection  
sense of touch  
breathing  
ayurveda  
elemental natures

### Massage Techniques

focus:

- swedish
- deep tissue

introduction:

- reflexology
- trigger points
- lymphatic massage
- polarity
- energy balancing
- acupressure

### Clinic Practice

refinement of massage techniques  
clinic set-up  
sanitation  
time management  
the aveda spa experience  
retail  
guest relations  
aveda rituals

### Personal/Career Development

resume writing  
interview process  
responsibilities of employment  
guest retention  
licensing of massage  
professional massage organizations  
marketing



**Career Opportunities**

Career opportunities in Massage Therapy include the following:

- massage and body-work specialist
- spa and/or health club therapist
- spa manager
- spa owner
- private practice
- chiropractic and physical therapy clinic
- sports massage

# Academic Schedule

## Cosmetology

**Day Schedule:** Tuesday through Saturday: 9:00 am-4:30 pm

Start Date	Contract End Date*
Tuesday, April 21, 2015	Tuesday, April 19, 2016
Tuesday, June 23, 2015	Tuesday, June 21, 2016
Tuesday, August 11, 2015	Tuesday, August 9, 2016
Tuesday, September 22, 2015	Tuesday, September 20, 2016
Tuesday, November 3, 2015	Tuesday, November 1, 2016
Tuesday, December 15, 2015	Friday, December 16, 2016
Tuesday, February 2, 2016	Saturday, January 21, 2017
Tuesday, March 22, 2016	Saturday, March 18, 2017
Tuesday, May 3, 2016	Saturday, April 29, 2017
Tuesday, June 21, 2016	Saturday, June 17, 2017

**Flexible Schedule 1 (December 2014 Start Only):** Monday through Wednesday 9:00am-7:45pm and every other Saturday 8:00am-4:15pm

Start Date	Contract End Date*
Monday, December 1, 2014	Friday, December 4, 2015

**Flexible Schedule 2 (March 2015 Start Only):** Wednesday through Friday, 9:30am-8:30pm and every other Saturday 9:30am-6:00pm

Start Date	Contract End Date*
<b>Wednesday, March 11, 2015</b>	<b>Thursday, March 03, 2016</b>

**Flexible Schedule 3:** Tuesday through Thursday, 10:00am-8:45pm and every other Saturday 8:00am-5:30pm

Start Date	Contract End Date*
Tuesday, June 23, 2015	June 28, 2016
Tuesday, August 11, 2015	Saturday, August 13, 2016
Tuesday, September 22, 2015	Thursday, September 22, 2016
Tuesday, November 3, 2015	Thursday, November 3, 2016
Tuesday, December 15, 2015	Tuesday, December 20, 2016
Tuesday, February 2, 2016	Thursday, January 26, 2017
Tuesday, March 22, 2016	Saturday, March 25, 2017
Tuesday, May 3, 2016	Wednesday, May 3, 2017
Tuesday, June 21, 2016	Thursday, June 22, 2017

## Esthiology

**Day Schedule:** Tuesday through Saturday: 9:00 am-4:30 pm

Start Date	Contract End Date*
Tuesday, March 31, 2015	Saturday, August 15, 2015
Tuesday, June 23, 2015	Friday, November 6, 2015
Wednesday, September 9, 2015	Wednesday, February 3, 2016
Tuesday, November 17, 2015	Thursday, April 14, 2016
Tuesday, February 9, 2016	Tuesday, June 14, 2016
Tuesday, April 19, 2016	Saturday, September 3, 2016
Tuesday, June 28, 2016	Monday, November 7, 2016

**Flexible Schedule:** Tuesday through Thursday, 10:00am-8:45pm and every other Saturday 8:00am-5:30pm

<b>Start Date</b>	<b>Contract End Date*</b>
Tuesday, June 23, 2015	Thursday, November 12, 2015
Wednesday, September 9, 2015	Wednesday, February 2, 2016
Tuesday, November 17, 2015	Thursday, April 13, 2016
Tuesday, February 9, 2016	Tuesday, June 21, 2016
Tuesday, April 19, 2016	Saturday, September 7, 2016
Tuesday, June 28, 2016	Monday, November 9, 2016

**Massage Therapy**

**Day Schedule:** Tuesday through Saturday: 9:00 am-4:30 pm

<b>Start Date</b>	<b>Contract End Date*</b>
Tuesday, March 31, 2015	Saturday, August 15, 2015
Tuesday, June 23, 2015	Friday, November 6, 2015
Wednesday, September 9, 2015	Wednesday, February 3, 2016
Tuesday, November 17, 2015	Thursday, April 14, 2016
Tuesday, February 9, 2016	Tuesday, June 14, 2016
Tuesday, April 19, 2016	Saturday, September 3, 2016
Tuesday, June 28, 2016	Monday, November 7, 2016

**Flexible Schedule 1 (April 2015 Start only):** Wednesday through Friday, 9:30am-8:30pm and every other Saturday 9:30am-6:00pm

<b>Start Date</b>	<b>Contract End Date*</b>
Wednesday, April 22, 2015	Friday, September 18, 2015

**Flexible Schedule 2:** Tuesday through Thursday, 10:00am-8:45pm and every other Saturday 8:00am-5:30pm

<b>Start Date</b>	<b>Contract End Date*</b>
Tuesday, June 23, 2015	Thursday, November 12, 2015
Wednesday, September 9, 2015	Wednesday, February 2, 2016
Tuesday, November 17, 2015	Thursday, April 13, 2016
Tuesday, February 9, 2016	Tuesday, June 21, 2016
Tuesday, April 19, 2016	Saturday, September 7, 2016
Tuesday, June 28, 2016	Monday, November 9, 2016

The academic schedule is subject to change at the institute's discretion. The institute will only offer the programs contained in this catalog if it obtains a minimum number of students. If that amount is not satisfied, the institute will allow the student to switch to another open class or wait until a future start date that contains the required minimum number of students.

\*The contract end date is the date the student must complete the program before being required to pay overtime charges.

# Holiday Schedule

Aveda Institute Minneapolis students will have off the following days:

<b>Event</b>	<b><i>Cosmo, Esthi, and Massage Therapy Day Schedule:</i></b> Tuesday through Saturday: 9:00am am-4:30 pm  Cosmo, Esthi, and Massage Therapy Flexible Schedule (Tuesday through Thursday 10:00am-8:45pm and every other Saturday 8:00am-5:30 pm)	<b><i>Cosmo, Esthi, and Massage Therapy Night Schedule:</i></b> Monday through Friday: 1:30 pm-9:00 pm	<b><i>Cosmo Flexible Schedule (March 2015 Start only) and Massage Therapy Flexible Schedule (April 2015 Start only):</i></b> Wednesday through Friday, 9:30am-8:30pm and every other Saturday 9:30am-6:00pm	<b><i>Cosmo Flexible Schedule (December 2014 Start only):</i></b> Monday through Wednesday 9:00am-7:45pm and every other Saturday 8:00am-4:15pm
Memorial Day	Tues 05/26/15	Mon 05/25/15	Not applicable	Mon 05/25/15
Educator Training Day	Not applicable	Mon 06/8/15	Not applicable	Mon 06/8/15
Independence Break	Tues 06/30/15 – Sat 07/04/15	Mon 06/29/15 – Fri 07/03/15	Wed 7/01/15 – Sat 7/04/15	Mon 6/29/15 –Wed 7/01/15
Educator Training Day	Not applicable	Mon 8/03/15	Not applicable	Mon 8/03/15
Labor Day	Tues 09/08/15	Mon 09/07/15	Not applicable	Mon 09/07/15
Educator Training Day	Not applicable	Mon 10/12/15	Not applicable	Mon 10/12/15
Thanksgiving	Wed 11/25/15 – Thur 11/26/15	Thur 11/26/15 – Fri 11/27/15	Thur 11/26/15 – Fri 11/27/15	Not applicable
Holiday Season	Thur 12/24 – Sat 01/02/16	Wed 12/23/15 – Fri 01/1/16	Thur 12/24/15 – Sat 1/02/16	Not applicable
Martin Luther King Jr. Day	Tues 01/19/16	Mon 01/18/16	Not applicable	Not applicable
Presidents' Day	Tues 02/16/16	Mon 02/15/16	Not applicable	Not applicable
Educator Training Day	Not applicable	To Be Determined	Not applicable	Not applicable
Memorial Day	Tues 05/31/16	Mon 05/30/16	Not applicable	Not applicable

Aveda Institute Minneapolis reserves the right to modify this schedule due to business necessity

# Cost of Education

## Investment in Education

Tuition and charges are valid for programs starting between July 1, 2014 – June 30, 2015

Cosmetology	Esthiology	Massage Therapy
\$18,200 Tuition	\$9,350 Tuition	\$9,350 Tuition
\$2,100 Kit Fee	\$1,700 Kit Fee	\$1,700 Kit Fee
\$350 Technology Fee	\$150 Technology Fee	\$150 Technology Fee
\$50 Enrollment Fee	\$50 Enrollment Fee	\$50 Enrollment Fee
<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>
<b>\$20,800 Total*</b>	<b>\$11,350 Total*</b>	<b>\$11,350 Total*</b>

Tuition and charges are valid for programs starting between July 1, 2015 – June 30, 2016

Cosmetology	Esthiology	Massage Therapy
\$18,400 Tuition	\$9,650 Tuition	\$9,400 Tuition
\$2,700 Kit Fee	\$1,800 Kit Fee	\$1,800 Kit Fee
\$250 Technology Fee	\$100 Technology Fee	\$100 Technology Fee
\$50 Enrollment Fee	\$50 Enrollment Fee	\$50 Enrollment Fee
<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>
<b>\$21,500 Total*</b>	<b>\$11,700 Total*</b>	<b>\$11,450 Total*</b>

\*Prices are subject to change without notice

## Additional Training

Aveda Institute Minneapolis may provide additional training for students who are in need of additional hours to be licensed in other states. The hourly charge calculation is the total tuition dollars divided by the number of hours for the program. Please see your program manager to schedule the additional hours. Financial aid may not be used to cover this additional cost, and the tuition will be collected before the additional hours are taken.

**Payment Schedule**

Each student will receive a payment schedule contained in their enrollment contract. Payments must be made to the business office and must be received on the due date. Payments may be put in the payment drop box located outside of the business office or mailed to:

Aveda Institute Minneapolis  
Attention: Jay Sherman, Business Officer  
400 Central Avenue S.E.  
Minneapolis, Minnesota 55414

A receipt is available for each payment. A tuition statement of account is issued upon completion of payments and is available anytime upon request.

**Late Payments**

If a student fails to make a scheduled tuition payment, he or she will not be allowed to attend class, or accrue hours until payment is made. Hours missed due to non-payment will affect the student's attendance record and will be factored into their Satisfactory Academic Progress as hours missed.

**Acceptable Methods of Payment**

Students can pay by Visa, MasterCard, Discover, American Express, bank check, money orders, cashier check, check, or cash. Please make all checks payable to Aveda Institute Minneapolis.

**Tuition Discount**

If a student transfers from a non-Aveda institute within 18 months of the last date of attendance, he or she will receive a \$2,000 tuition discount. To receive the discount, the student must provide a copy of his or her transcript from the prior institute and evidence of completing a minimum of 150 hours at the other institute. In addition, if a student enrolls in an additional program at the institute within 18 months of graduation, he or she will receive a \$2,000 tuition discount and the institute will waive the \$100 application fee of the additional program. If a student receives transfer hours from another Aveda institute (see Transfer Hour section of catalog), he or she will only be required to pay a prorated amount of the tuition. To transfer hours from another Aveda institute, the student must provide a copy of his or her transcript and state sheets from the prior institute.

**Textbooks**

In compliance with the Higher Education Opportunity Act (HEOA) post secondary customers can find valuable information in pricing, previous editions, and alternate formats of textbooks by visiting [www.cengage.com/highered](http://www.cengage.com/highered) and searching by ISBN#, author, title, or keyword for material in your areas of interest.

# Financial Aid

At Aveda Institute Minneapolis, we believe every student should be able to obtain an education, regardless of financial status. To make this possible, our Financial Aid Office assists students in finding sources of financial aid, filling out the necessary forms, and understanding basic principles of money management.

The basic concept of financial aid is the determination of financial need. Financial need is defined as the difference between the total school costs and the portion of those costs that can be expected to be met by parental and/or student contributions. To equitably determine a student's financial need, Aveda Institute Minneapolis utilizes the federal need analysis set forth by the U.S. Department of Education.

When a student enrolls, tuition charges and payment schedules will be customized based on the student's awards and grants. Monies remaining to be paid to the school can be paid with cash, check, or credit card. If a student fails to make any scheduled tuition payments, they will not be allowed to attend class or accrue hours until the payment is made.

## Application Process

In order to have funds available by the time school begins, students are encouraged to begin the application process three months prior to the class starting date. Students must complete the Free Application for Federal Student Aid ([www.FAFSA.gov](http://www.FAFSA.gov)) including all verification documents and Aveda Institute Minneapolis Financial Aid Supplemental Form to be considered for grants, scholarships, and student loans. For further information, please contact the Financial Aid Office at (612) 378-7418 or (800) 274-6778, option 7.

## Student Responsibilities

1. The student must be enrolled and maintain satisfactory academic progress to receive financial aid.
2. The student must sign an affidavit of educational purposes, Selective Service Registration compliance, and default certification.
3. The student must notify the Financial Aid Office of any name or address change.
4. The student must notify the Financial Aid Office of any changes in his or her financial situation.
5. The student must notify the Financial Aid Office of any outside scholarships, grants, or other sources of assistance.
6. The student must comply with all financial aid deadlines.

## About Financial Aid

- **Selection Criteria:** Students must file all forms as requested in a timely manner. Also, students may be required to provide documentation to verify information provided on the FAFSA. The financial aid verification policy and deadlines are available upon request from the Financial Aid Office.
- **Amount of Awards:** The determination of the amount of the award is solely at the discretion of the agency making the loan or award.
- **Repayment:** Terms of any loan or awards, including repayment schedules, are established by the agency making the loan or award. Information regarding repayment should be obtained from the agency.
- **Loan Counseling:** All students receiving loan funds while attending Aveda Institute Minneapolis will be required to complete the master promissory note, entrance and exit counseling online at [www.studentloans.gov](http://www.studentloans.gov).

## Sources of Financial Aid

### Student Loans

- **Subsidized Direct Student Loan Program-** If you are unable to meet tuition expenses from grants, work, and family assistance, you may be eligible to apply for a Subsidized Direct Student Loan. Maximum loan amounts and current interest rates for the Direct Student Loan may be obtained at the time of application. The loan is guaranteed by the federal government, which pays the interest while the student is in school. Contact the Financial Aid Office for information on application procedures.
- **Unsubsidized Direct Student Loan Program-** You may also be eligible for an Unsubsidized Direct Student Loan.
- **Federal PLUS Loans-** Creditworthy parents of dependent undergraduate students may borrow under the Direct PLUS Loan program. Contact the Financial Aid Office for information on maximum loan limitations, application and disbursement procedures, and current interest rates.

Disbursements are issued to the school, and electronically transferred into the student's tuition account. The student must be in attendance and be making satisfactory academic progress to receive the loan. Aveda Institute Minneapolis requires students to bring their tuition accounts up to date at the time the funds are disbursed.

### Grants

- **Federal Pell Grant-** The Federal Pell Grant is a student financial aid program designed to assist students in the continuation of their education after high school. A student who does not have a bachelor's degree, is a U.S. citizen or permanent resident, and is enrolled on at least a half-time basis in an eligible institution may apply for a Federal Pell Grant. Eligibility is determined by the student's/family's financial resources, according to a formula developed and reviewed by the U.S. Department of Education and Congress.
- **Federal Supplemental Educational Opportunity Grant (SEOG)-** The Federal SEOG provides grants to undergraduate students who demonstrate exceptional need. In addition, eligible students must also be Federal Pell Grant recipients. Due to limited funds, the Federal SEOG is offered on a first-come, first-served basis.
- **Minnesota State Grant-** The Minnesota State Grant is a financial aid program designed to help Minnesota residents continue their education after high school. The formula to determine a student's eligibility is based on the "Shared Responsibility" theory created by the Minnesota Office of Higher Education. The theory's premise is that the student and his/her family should provide part of the cost of education. The Minnesota State Grant Program is designed to contribute toward the remaining cost of education.

### Other Financial Resources

- **Private Scholarships and Loans-** A number of organizations and corporations offer scholarships. Check with your employer or parents' employers for available scholarship programs. Also, there are private educational loans available to those who qualify. Contact the Financial Aid Office for information. It is up to Aveda Institute Minneapolis's discretion to develop and provide internal scholarship opportunities for any of its programs, start dates, and/or schedules. Any internal scholarship opportunities will be communicated to all existing enrolled and prospective students, who meet the qualifications to apply.
- **Veterans Benefits-** If you are an honorably discharged veteran of the armed forces or a dependent of a deceased veteran, you may apply for veterans' educational benefits. Please contact the Veterans Administration Office to determine eligibility or for further information. GI Bill: (888)-GIBILL-(1) ((888)-442-4551) [www.gibill.va.gov](http://www.gibill.va.gov)
- **Native American Education-** There are Native American Education scholarships available. Information can be obtained from tribal officials or through the Bureau of Indian Affairs, the Minnesota State Indian Education Section, or the Financial Aid Office. Eligibility is determined by the awarding agency.



# Refund Policies

## Institutional Refund Policy

### Notice of Cancellation and Refund for Cosmetology and Esthiology

The below refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

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

The refund policy is as follows:

1. If a student's application is rejected by the institute or if he or she cancels enrollment within three business days of signing the enrollment contract, all money collected by the institute will be refunded, whether or not the student has begun the course of instruction.
2. If a student cancels his or her enrollment after three business days of signing the enrollment contract, but before the student begins the program, all money less the \$100 application fee will be refunded.
3. If a program is cancelled by the institute after a student's enrollment, the institute will provide a full refund of all money paid.
4. If the institute is permanently closed and no longer offers instruction after a student begins the program, the student is entitled to a pro rata refund of tuition determined by the below chart.
5. If either party cancels the contract after the student begins class and after three business days of signing the enrollment contract, the institute will keep the application fee, the enrollment fee, the student kit fee (as the kit becomes the property of the student), and the applicable pro rata tuition amount determined by the below chart.

<b>Percentage of total program represented by the hours of training completed (rounded to nearest one)</b>	<b>Maximum amount of total tuition institute shall receive or retain</b>
0 to 14%	20%
15 to 19%	30%
20 to 24%	40%
25 to 34%	45%
35 to 59%	70%
Over 60%	100%

The institute shall acknowledge in writing any valid notice of cancellation within 10 business days after the receipt of such notice. Any money due to the applicant or student shall be refunded within 30 business days of the official withdrawal date or the date the school discovers that the student has unofficially withdrawn. The official withdrawal date is determined by the postmark date on written notification, or the date said written notice is delivered to the Director in person. All miscellaneous costs which have not yet become due will be void. The institute shall maintain evidence that the refund is received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with the applicable regulations.

### **Refund Policy/Buyer's Right to Cancel– Massage Therapy**

The enrollment contract can be terminated by written notice from one party to the other. Said notice shall be mailed postage prepaid to the Director at 400 Central Ave. S.E., Minneapolis, Minnesota 55414, or delivered to the student or the Director in person.

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees, and other charges will be refunded.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract, then a complete refund is given regardless of whether the program has started.

If a student gives written notice of cancellation after five business days of the execution of the contract, but before the start of the program, then all tuition, fees and other charges, except 15% of the total cost of the program (15% not to exceed \$50.00) shall be refunded to the student.

If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75% of the period of instruction, then the student is assessed a pro rata portion of tuition, fees, and all other charges based on the number of days in the term plus 25% of the total program cost (25% not to exceed \$100.00).

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50% of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand-carried, it shall occur on the date the notice is delivered to the institute. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmark date of the letter of acceptance. The institute shall maintain evidence that the refund is received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with the applicable regulations.

The above refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

### **Veterans Refund Policy**

If the student receives veterans' benefits for attendance in a state or federally approved course and fails to enter the course, withdraws, or if the student is terminated at any time prior to completion, that student receives a refund of all tuition, fees, and other charges that exceed a pro rata portion of the total charges. The pro rata portion is determined by the ratio of the number of days or hours of instruction completed to the total number of instruction days or hours in the course, in accordance with Chapter 36, Title 38 US Code Section 1776. An established application fee in an amount not to exceed \$10 need not be subject to proration. Where the established application fee is more than \$10, the amount in excess is prorated.

### **Minnesota State Refund Policy Part I–Determining Amount of Net Refund of Institutional Charges**

- A. Amount of funds (financial aid, cash) applied to the original institutional charges for the period, including any post-withdrawal disbursements of Title IV financial aid applied to institutional charges. If funds exceed the original institutional charges, enter the amount of original institutional

- charges.
- B. Subtract amount of original institutional charges the school can retain per its institutional or state-mandated refund policy.
  - C. If gross refund is not greater than zero, then no refund is due to the state financial aid programs.
  - D. Subtract amount of institutional share of any required refund for Title IV financial aid programs.
  - E. **Net Refund Of Institutional Charges** If net refund is not greater than zero, then no refund is due to state financial aid programs.

Please see Appendix 13b of the 2014-15 Minnesota State Grant manual

**Part 2 – Determining Proportional Share of Non-Title IV Financial Aid Package for Refund**

List all non-Title IV financial aid disbursed to the student for the payment period. Take amount disbursed by State Financial Program times the percent of total amount of Non-Title IV Aid disbursed and this equals the percentage to be refunded back to the State Financial Aid Programs.

**Federal Refund**

Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period. If this percentage is greater than 60%, the student earned 100% of the total Title IV aid disbursed and could have been disbursed for the period. If this percentage is less than or equal to 60%, multiply the percentage of Title IV aid earned by the total Title IV aid disbursed and that could have been disbursed. If the total Title IV aid disbursed for the period is greater than the amount of Title IV aid earned, this amount of Title IV aid must be returned. If the total Title IV aid disbursed for the period is less than the amount of Title IV aid earned, this amount of Title IV aid would be a post-withdrawal disbursement.

# Attendance and Academics

## Attendance Policy (pool of hours)

Aveda Institute Minneapolis encourages students to attend school every day they are scheduled. However, we understand that emergencies and illness can happen. To account for these instances, each program has a predetermined amount of hours that can be missed. The number of hours allowed (“pool of hours”) is the maximum time that a student can be absent. Students are strongly discouraged from utilizing their pool of hours as vacation time. The total pool of hours allowed per program is as follows:

- **Cosmetology– 100 total absent hours are allowed to be missed. Total absent hours accrued beyond 100 hours will result in termination.**
- **Esthiology/Massage Therapy– 43.5 total absent hours are allowed to be missed. Total absent hours accrued beyond 43.5 hours will result in termination.**

Absent hours that are not used during the course of the program can be turned in to the Student Services office on the final day in exchange for rewards. Perfect attendance will also be recognized at graduation.

## Make Up Work

If a student misses a class, he or she must make it up so that he or she graduates in accordance with state requirements.

## Notice of Absence

Students are asked to notify the institute of pre-arranged absences or to call-in if they are going to be out for the day in the same manner they would need to contact and advise an employer. Students planning on being absent or leaving early can fill out a “Student Absence Form” (located in the experience center or admissions office) or call us at 612.331.1400. Completed forms can be turned into the guest service lockbox on the first floor.

## Leaving Early

Students are encouraged not to leave prior to their scheduled departure time. If a student wishes to leave school early for any reason, they must consult their educator prior to clocking out. Time missed due to leaving early will add to your total absent hours.

## Arriving Late

Time management is an important skill not just for your time as a student, but during your entire life and career. You are expected to arrive on time and be prepared for the day. If you arrive after your classes’ start time you will be sent home and not allowed to accrue hours for the day. Any time missed will add to your total absent hours.

## Extra Hours

Extra hours are any hours beyond what a student is normally scheduled for and do not subtract from students’ total absent hours. Upon approval of an educator, additional time up to 10 hours per day can be accrued for staying late with a guest and outside events. In order to receive additional hours there must be prior authorization from an educator and a verification email sent to the registrar when the additional time is to be given.

## Time Keeping Guidelines

Aveda Institute Minneapolis is a clock hour institution and therefore clocking in and out is extremely important. The institute can only issue credit for hours that are properly documented. Students must clock in at the beginning of the day and when returning from their break. Students must also clock out when starting their break and at the end of the school day. It is the student’s responsibility to review the time reports weekly for accuracy. Any **adjustments to the student’s time clock entries need to be**

**corrected within one week of receiving the time reports** and must be communicated through an educator to the registrar's office.

### **Break Policy**

Cosmetology, Esthiology, and Massage Therapy day and night schedule students will be provided with a 45 minute break each day. Cosmetology students on the flexible schedule (December start only) will be given a 45 minute lunch break each day and short morning and afternoon break. All other flexible schedule students will be given a one hour lunch break. The break will be scheduled by the educator and depend on classroom and clinic services. Students who do not return from their scheduled break on time will not be allowed to earn hours for the rest of the day and the missed time will add to students' total absent hours.

### **State Sheet Procedures**

State sheets are required by the State of Minnesota. Therefore, it is necessary to keep accurate records on a daily basis. State sheets are used in conjunction with the time reports to record theory hours of training and the amount of services performed. Theory hours and services must be recorded daily and transferred to new state sheets at the beginning of each phase to reflect your cumulative hours and services.

Students must adhere to the following rules with regard to state sheets:

- State sheets must be filled out on a daily basis.
- State sheets must remain on campus at all times; and
- Upon returning from an absence, a student will have the following class day to correct and complete their State sheet.

### **Academics**

At the conclusion of each phase, students' progress is measured by their grades. Students must achieve an average score of 80% to pass a phase. A Cosmetology student who fails any three phases will be terminated. An Esthiology or Massage Therapy student who fails any two phases will be terminated.

### **Withdrawals**

All withdrawals must be submitted in writing to the Student Service Manager and must include:

- full name
- reason for withdrawal

State sheets must be turned in to the Registrar upon last date of attendance and a two week waiting period will exist before a transcript request can be fulfilled. A fee of \$20.00 will be applied if a transcript request is not made within 30 calendar days from withdrawal. Student tuition account information will be mailed to the student within 10 business days from withdrawal, and a student may be required to complete and return loan exit paperwork if applicable. Students' locker and assigned station must be vacated immediately upon withdrawal. Aveda Institute Minneapolis is not responsible for missing items after the student has withdrawn. Any items not taken home will become the property of Aveda Institute Minneapolis after five business days from the date of withdrawal. The institute will donate or dispose of all items left at the institute.

If the student has not attended class for a period of 14 consecutive days without contacting the institute to indicate intent to continue in the institute or otherwise making arrangements concerning the absence, the student is considered to have withdrawn from the institute for all purposes as of the student's last documented date of attendance. The student's last day of attendance will be used to calculate the student's refund.

**Leave of Absences**

The institute does not allow for leave of absences. Students who need to take an extended break from their program will need to drop and reenter pursuant to the below policy.

**Program Reentry**

A student may apply for reentry into a program after they officially withdrew, if the following conditions are met:

- the date of reentry must be a minimum of 12 weeks and no longer than one year past the withdrawal date;
- students need to initiate the reentry process with the Student Services Manager prior to the requested return date;
- a student who is granted reentry will be given a reentry date based upon class availability and appropriate placement in their program;
- the student may need to apply for financial aid and complete the entire financial aid process before returning, the student should contact the financial aid office immediately to determine if they must reapply; and
- cash paying students will be required to pay the entire cash balance owed prior to returning to their program.

Students are only allowed one reentry per program. A student will return under the same status as they were when they left. All reentry requests are subject to approval and may be denied. Students will receive the determination of the reentry request from the Student Services Manager.

**Student Status Change**

If a status change is needed at any time during a student's enrollment withdrawal, or reentry, requests are to be submitted in writing to the Student Service Manager to be considered official.

**Overtime hours**

Students enrolled at Aveda Institute Minneapolis are responsible and held accountable for their time and attendance. If a student fails to accrue the 1,550 hours in Cosmetology, 600 hours in Esthiology, or 600 hours in Massage Therapy by their endorsed contract end date an hourly tuition fee for the remainder of the required hours will be charged. The overtime information is as follows:

- The hourly charge must be paid prior to accruing the additional hours; and
- The hourly overtime charge calculation is the total tuition dollars divided by the number of hours for the program.

# Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) policy is consistently applied to all students enrolled at Aveda Institute Minneapolis. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

## Evaluation Periods

Students are evaluated for SAP as follows:

Cosmetology	450, 900, 1,225 clocked (actual) hours
Esthiology	300 clocked (actual) hours
Massage Therapy	300 clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of the evaluations ensures that students have had at least one evaluation by midpoint in the course.

## Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. 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, Aveda Institute Minneapolis will determine if the student has maintained at least 80% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Maximum Time Frame

The maximum time (125% of the course length) allowed for students to complete each course at SAP is stated below:

Course	Maximum Time Allowed
	Weeks
<b>Cosmetology</b> 1,550 hours; 46 weeks	58
<b>Esthiology</b> 600 hours; 18 weeks	23
<b>Massage Therapy</b> 600 hours; 18 weeks	23

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours. The institute will suspend financial aid eligibility after any SAP review, which shows that the student cannot possibly complete a program within 125% of the program length.

### **Academic Progress Evaluations**

Students are required to maintain a cumulative grade of 80% or higher to be considered maintaining SAP. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a number of practical experiences. Academic learning is evaluated after each phase. The academic grade consists of written and practical tests, homework, and projects. There are no retakes on examinations unless the student has a personal education plan that allows him or her to retake an exam. Practical skills are evaluated according to criteria adopted by the institute. Incomplete projects, exams, and practical work are recorded as a "0" and averaged into the final grade of each phase.

Numerical grades are considered according to the following scale:

100-95	94-90	89-85	84-80	79-Below
A	B	C	D	F

### **Makeup Work**

Written exams, quizzes, assignments and projects may be submitted or taken on the day following the due date or exam date for a maximum of 80%. If a student is absent on the due date or exam date he or she may turn it in or take the exam on the day he or she returns for a maximum of 80%. If the student does not submit the project, assignment, or take the exam or quiz by the day following the due date or scheduled exam date on the day he or she returns from an absence, he or she will receive 0%. Students cannot make up practical exams. If a student misses a practical exam, he or she will receive 0%.

If a student has a planned absence that falls on an assigned due date or exam date, he or she can turn in the assignment, project, or take the written exam or quiz early for full credit as approved by their assigned educator. Students must contact their educators to schedule taking the written exam or quiz early. Students cannot take the practical exam early.

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each evaluation. The institute will also keep a copy of this SAP evaluation. Students deemed not maintaining SAP at the evaluation period may have their Title IV and Minnesota financial aid funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning. The student will be advised in writing of the actions required to attain SAP 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 or she will be deemed ineligible to receive Title IV and Minnesota financial aid unless the student successfully appeals the decision and is placed on probation.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation if the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet SAP standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met the attendance and academic requirements required for SAP, he/she will not be eligible to receive Title IV and Minnesota financial aid. Students will be notified of any evaluation that impacts their eligibility for financial aid.

### **Re-establishment of Satisfactory Academic Progress**

Students may re-establish SAP, Title IV, and Minnesota financial aid, as applicable, by meeting minimum



attendance and academic requirements by the end of the warning or probationary period.

### **Appeal Procedure**

If a student is determined to not be making SAP, the student may appeal the determination within three business days of the SAP evaluation. 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 he or she failed to meet SAP 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 SAP by the next evaluation point. Appeal documents will be reviewed by the Director and a decision will be made and reported to the student within 5 business days of the Director's receipt of the appeal. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on probation and federal and Minnesota financial aid will be reinstated, if applicable.

### **Withdrawals**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal.

### **Noncredit, Remedial Courses, Repetitions, English as a Second Language (ESL)**

Noncredit, remedial courses, and repetitions do not apply to this institute. In addition, the institute does not accept English as a Second Language (ESL) courses for credit or offer those courses. Therefore, these items have no effect upon the institute's SAP standards.

### **Changing Programs**

If a student begins a program like Cosmetology, does not finish, and decides to begin a different program at the institute like Esthiology, the student's SAP will start all over for Esthiology.

### **Transfer Hours**

#### *Earned from another Aveda Institute*

Aveda Institute Minneapolis accepts transfer hours from other Aveda institutes if the student's last date of attendance at the other institute was 18 months or less from the date of application and the student left in good standing, but doing so is up to Aveda Institute Minneapolis's discretion. To transfer hours from another Aveda institute, the student must provide Aveda Institute Minneapolis with a copy of his or her transcript and state sheet(s). The institute will conduct an assessment to determine whether to accept the hours and how many hours to accept. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

#### *Earned from a non-Aveda Institute*

Aveda Institute Minneapolis does not accept transfer hours from non-Aveda institutes. However, if a student transfers from a non-Aveda institute within 18 months of the last date of attendance at that institute, he or she will receive a \$2,000 discount toward tuition. To receive the discount, the student must provide a copy of his or her transcript from the prior institute and evidence of completing a minimum of 150 hours at the other institute.

#### *Between Programs at the Institute*

Aveda Institute Minneapolis does not accept transfer hours between programs at the institute. However, if a student enrolls in an additional program at the institute within 18 months from his or her graduation date, Aveda Institute Minneapolis will give the student a \$2,000 tuition discount and waive the \$100 application fee.

# Professional Standards and Conduct

To help you achieve excellence in Cosmetology, Esthiology, or Massage Therapy, we have established these guidelines to ensure fairness, understanding, and positive work habits among our students.

To help prepare you for the workplace, Aveda Institute Minneapolis operates much like a professional salon environment. Late arrivals, absences, and other interruptions in your training have a significant effect on your advancement—just as they would if you were an employee in a salon, day spa, or other professional environment. Any staff member can hold students accountable for standards. Termination may result from any infraction of the below standards.

## Dress Code Standards

Aveda Institute Minneapolis maintains an aesthetic standard for students, which encompass all aspects of personal hygiene, grooming, and a strict dress code requirement. Students are to arrive at school groomed, in full uniform, and in compliance with all appearance standards. The dress code is required if a student is clocked in and accruing hours. Aveda Institute Minneapolis reserves the right to maintain an aesthetic standard for all students, which includes but is not limited to the following:

- **Shirts:** Students must wear professional solid black short or long sleeved shirts. The shirt cannot have print on it unless it is Aveda. Students cannot wear hooded shirts.
- **Pants:** Students must wear professional full length solid black dress pants.
- **Nails:** Students' nails must be clean, well groomed, and professional in appearance. Students' nails may be colored (except Esthiology students for hygienic reasons), but may not be chipped.
- **Footwear:** Students must wear professional solid black footwear that covers the heel and toe. Esthiology students must ensure that their shoes are soft-soled and non skid when on the clinic floor. If students wear socks, they must be black.
- **Apron:** An apron is supplied in the student's kit. It must be clean, neat, not torn, unstained, unaltered, and worn at all times when in the building. If the apron does not meet these standards the student will be dismissed until the apron is in compliance.
- **Student Identification:** Student name tags are to be worn as issued during all clocked hours to identify students and staff to guests. If lost, the student must replace it, at a cost of \$2.00 or be dismissed until in compliance. Students can go to the Registrar's Office to place an order for a new name tag.
- **Electronic Devices:** Head phones, cell phones, or any other electronic devices are not to be used on the clinic floor, classroom, restroom, or hallway. Failure to comply will be considered a minor violation.
- **Aroma:** Students cannot wear synthetics. All aromas worn must be Aveda.
- **Head Attire:** Students may wear headbands provided that they do not cover more than 1/3 of the head. Students may not wear any other head attire unless for a religious purpose.

Students, who in the reasonable opinion of Aveda Institute Minneapolis staff, are not dressed professionally will incur a minor standard violation or possibly be dismissed. There will be opportunities for students to dress differently on designated days. Participation in these events may require a donation and is optional.

## Conduct Standards

Students are expected to conduct themselves in a professional manner at all times. Students must do the following:

1. Maintain a learning environment for all students. Anyone who is disruptive in the classroom or clinic floor (rudeness, foul language, bullying behavior or comments, or other unprofessional behavior) may be dismissed for the day, suspended, and/or terminated.
2. Eat food, candy, and gum only in break areas.

3. Use only Aveda beverage containers on clinic.
4. Refrain from smoking (including e-cigarettes) on school property with the exception of the fenced in area in the parking lot across 4<sup>th</sup> street. Aveda Institute Minneapolis is a smoke-free facility. Please ensure cigarette remains are disposed of in the proper receptacles. The institute cares for students' health, and the use of tobacco products is strongly discouraged. Smoking cessation programs, as well as smoking quit guides, are available on the American Cancer Society and National Cancer Institute's websites.
5. Fully participate in all classroom and clinic activities utilizing Aveda's products and treatment/service protocols.
6. Maintain a mentally alert and sober state of mind. Students using controlled substances or intoxicants will be terminated as they have committed a major standard violation.
7. Perform all services or work assigned by, performed under the supervision of, and evaluated by educators. Students who refuse an assigned service will be dismissed for the remainder of the day.
8. Keep working area clean.
9. Complete housekeeping duties.
10. Remain in assigned areas or receive their educator's permission to be in unassigned areas.
11. Provide locks for student lockers and/or lockable stations and secure their property in these locked areas. Students are responsible for their own personal property. If students leave Aveda Institute Minneapolis by transfer, withdrawal, or termination they must take all their belongings with them. Items left in the locker and/or workstation will be disposed of or donated after five business days in order to provide space for other incoming students. Students requiring their lock to be cut must notify their program manager. There will be \$10.00 fee, which will include a replacement lock.
12. Inventory and label their kit immediately after receiving it. It is the students' responsibility to ensure all kit items are in proper working order upon receipt. Any discrepancies and/or defective items must be brought to their educator's attention within 48 hours of receipt. After the 48 hours of kit receipt it will be the responsibility of the student to maintain, and replace when necessary, all items received within the kit. Except for iPads, electronic kit devices (blow dryer, clippers, and curling irons) will be warranted by the institute for a period of two weeks from receipt. After the two week time period has lapsed the warranty will be that of the manufacturer. It is the student's responsibility to complete and mail in any and all warranty cards enclosed with their kit items. It is also the student's responsibility to contact the manufacturer themselves after the 2 week period if they need to file a warranty claim.
13. Refrain from using the student kit for personal use. The student kit is to be used only on guests. 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 24 hours. If the student does not have the item, they will be dismissed until his or her kit is complete. Student kits are to be used for assigned services only. Aveda Institute Minneapolis is not responsible for stolen items from the kit.
14. Solicit only authorized products, merchandise, or services.
15. Refrain from stealing, cheating, defacing, or damaging student or school equipment. The failure to do so will result in termination and require monetary restitution.
16. Pay for services at the time of completion. Students may receive services off the clock and receive a 20% discount off all skin and hair services excluding hair extensions. Services must be booked by the guest relations team.

### **Neighborhood Relationships**

Aveda Institute Minneapolis is located next to businesses and private homes. Once you are a student here, this becomes your neighborhood. We have made positive contributions to this area, and we ask that you do as well. We ask that you respect our neighbors by not sitting and standing in front of their properties smoking. Everyone around you is a potential customer or future employer and therefore, it is important that we use this as an opportunity to build good relationships with them.

## **Safety**

### *Medical Emergencies and Accidents*

Aveda Institute Minneapolis's goal is to provide and maintain a safe and non-violent academic and working environment. In an effort to consistently reach this goal, we have established the following procedures in the event that a student witnesses or becomes involved in an occurrence.

All students are encouraged to remain calm and to take an active role in maintaining a safe environment. To avoid accidents and injuries, students are required to take preventative measures by:

- using equipment properly;
- following manufacturer's directions when using chemicals and products;
- immediately wiping spills found on the floor;
- assisting elderly and disabled clients;
- keeping all aisles and areas around work stations, including classrooms, free from personal items and debris; and
- immediately reporting building and equipment safety hazards to security or staff.

Notify security immediately by calling 1234 from any in-house phone in the case of a medical emergency such as:

- falls
- cuts/burns
- apparent heart attack
- unconsciousness
- chemical product (spills or swallowing)
- violent acts, assault, or rape

Security will collect the following information:

- nature of medical problem
- address of the building
- location of the person in the building
- notify the Administrative personnel of the location and nature of the accident
- stay with the injured person
- have someone meet the Emergency personnel
- keep the area clear of bystanders

When calling 911, emergency personnel from Hennepin County Medical Center will automatically be dispatched. Students must assist in documenting the incident and forwarding the paperwork to the administrative offices.

### *Safety Reports*

Security personnel must be called to the scene for all accidents to gather the following information and submit a written report to the school's administration:

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

## **Search Policy**

Lockers and stations furnished for student use belong to the school and are subject to search by the institute or police officials at any time for any reason. By entering onto the premises of the institute, students agree that they and any parcels, including handbags, briefcases, purses, or other items and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

# Sex Discrimination and Sexual Misconduct Policy

## Notice of Nondiscrimination

Aveda Institute Minneapolis (the "Institute") does not discriminate on the basis of race, color, creed, national and ethnic origin, sex, age, religion, disability, sexual orientation, or other legally protected status in administration of its educational policies, financial aid program, and all other programs. Harassment based upon an individual's legally protected status is a form of prohibited discrimination.

In accordance with Title IX, this policy addresses the Institute's prohibition of sex discrimination. Sexual harassment is a form of sex discrimination. Sexual harassment includes a variety of unwelcome behavior of a sexual nature, and at its most severe form includes sexual violence. Examples of sexual violence include, but are not limited to: sexual assault, domestic violence, dating violence, and stalking. This policy discusses "sexual misconduct" when referring to sexual harassment in all forms, including sexual violence.

Questions or concerns regarding sex discrimination, sexual harassment or sexual violence may be directed to the Institute's Title IX Coordinator:

Kevin Krelic  
Associate Director, Aveda Institute Minneapolis  
kkrelic@aveda.com  
(612) 378-7422  
400 Central Ave. S.E.  
Minneapolis, MN 55414

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education <http://www2.ed.gov/about/offices/list/ocr/index.html>.

The Institute is committed to a safe and healthy environment and as such will not tolerate sexual harassment or sexual violence in any form; including but not limited to, sexual assault, domestic violence, dating violence, and stalking. Sexual assault is a crime and is a violation of an individual's rights and dignity. Sexual assault is not only an act of disrespect, violence, aggression or coercion against an individual, but also an attack on our Institute community. The Institute is committed to promptly, impartially, and equitably addressing and resolving all reports of discrimination, harassment, or sexual violence. When the Institute finds that such behavior has occurred, it will take steps to prevent the recurrence of the behavior and to correct its effects. Retaliation against an individual who brings a complaint or pursues legal action, or against an individual who serves as a witness in an investigation, is prohibited and will not be tolerated.

## Definitions

### **a. Complainant**

The person alleged to have been subjected to conduct that violates this policy.

### **b. Respondent**

The person accused of engaging in conduct that violates this policy.

### **c. Sex Discrimination**

Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of, an individual's employment, education, living environment or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual misconduct, differential treatment, and gender-based harassment.

### **d. Sexual Harassment**

Sexual harassment includes unwelcome conduct such as sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal, nonverbal or physical conduct or communication of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational experience or employment, or the individual's submission or rejection of such conduct is used as the basis of an educational program or activity decision or employment decision affecting such individual; or
- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's education or employment or creating an intimidating, hostile, or offensive educational or work environment.

Sexual harassment is distinguished from a voluntary sexual relationship by the introduction of the element of coercion, threat, hostility, or unwanted attention of a sexual nature.

Actions that can constitute sexual harassment include:

- Unwelcome sexual flirtations, advances, or propositions;
- Requests for sexual favors
- Verbal abuse of a sexual nature, obscene language, off-color jokes, verbal commentary about an individual's body, sexual innuendo, and gossip about sexual relations
- The display of derogatory or sexually suggestive posters, cartoons, drawings, objects, notes, letters, emails, or text messages
- Visual conduct such as leering or making gestures
- Videotaping or taking photographs of a sexual nature without consent
- Cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without consent
- Engaging in conduct of a sexual nature which creates an intimidating, hostile, or offensive academic or work environment (e.g., sexually-oriented jokes, offensive physical contact, obscene messages and gestures)
- Punishing or threatening to take adverse action against a subordinate or student for refusing to comply with sexual demands.

Although certain forms of sexual harassment may seem self-evident, recognizing such behavior when it is happening to you or others around you can be difficult. In making such an assessment consider whether the behavior:

- Is offensive, unwanted or both
- Interferes with your ability to enjoy your employment or academic environment
- Interferes with job or academic performance
- Causes unnecessary discomfort, humiliation or harm to you or others around you.

If at any time you are able to answer yes to any of the above questions, you should immediately contact the Student Services Manager or Director for students; or the Director of Human Resources for employees; or if you are not certain of whom to contact or not comfortable contacting someone else, you should always feel free to contact the Institute's Title IX Coordinator Kevin Krelic at (612) 378-7422.

Employees are reminded to review the Estee Lauder Companies Code of Conduct for other guidance relating to workplace conduct and reporting sexual harassment.

#### **e. Sexual Violence**

Sexual Violence is a severe form of sexual harassment and includes sexual assault or other sexual violence, domestic violence, dating violence, and stalking. Many types of sexual violence include nonconsensual sexual contact, but this is not a necessary component.

#### **f. Sexual Assault**

Sexual Assault is any sexual contact, including but not limited to sexual penetration, with another person who does not or cannot give consent. This may or may not include force. For purposes of this Policy, "sexual contact" shall have the same meaning as it has under Minnesota law, and includes, but is not limited to, the intentional touching by the respondent of the complainant's breasts, inner thighs, buttocks, genitals and/or groin area, whether clothed or unclothed; or the coerced touching by the complainant of another's intimate parts.

Sexual assault includes, but is not limited to:

- Rape (the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of any person, without the consent of the victim);
- Fondling (the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim);
- Incest (sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law);
- Statutory rape (sexual intercourse with a person who is under the statutory age of consent).

#### **g. Consent**

Consent is words or overt actions by a person clearly indicating a freely given present agreement to perform a particular sexual act with the actor. Consent must be informed and freely and actively given.

Consent can only be given by someone who: acts freely, voluntarily, and with knowledge of the nature of the act involved. Consent can be withdrawn at any time. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent.

As explained further below consent cannot be given if someone:

- is incapacitated by drugs or alcohol
- is threatened, coerced or intimidated into submission
- is not conscious
- is physically incapacitated
- is mentally incapacitated
- is not of legal age to consent (16 years old in Minnesota)

Consent cannot be inferred from:

- permission for one particular act
- a prior sexual, romantic or marital relationship
- an existing sexual, romantic or marital relationship
- silence, or an absence of resistance
- prior sexual activity with other individuals

## **h. Incapacitation**

"Incapacitation" means the physical and/or mental inability to make informed, rational judgments. Where alcohol is involved, incapacitation is determined by how the alcohol consumed impacts a person, including the person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the respondent knew, or a sober, reasonable person in the position of the respondent should have known, that the person was incapacitated.

## **i. Dating Violence**

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

## **j. Domestic Violence**

Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, a person who is/has been cohabitating with the victim as a spouse, by a person similarly situated to a spouse of the victim under Minnesota's domestic or family violence laws. While not exhaustive, the following are examples of conduct that can constitute domestic violence: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

## **k. Stalking**

Stalking means engaging in a course or pattern of unwelcome and unwanted conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking can be a form of sexual harassment if based on someone's sex. Stalking behavior includes, but is not limited to:

- Repeated, unwanted, intrusive, and frightening communications by phone, mail, and/or email;
- Repeatedly leaving or sending victim unwanted items, presents, or flowers;
- Following or lying in wait for the victim at places such as home, school, work, or recreation place;
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets;
- Damaging or threatening to damage the victim's property;
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth; unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family work, or neighbors, etc.

## **l. Retaliation**

Retaliation means adverse action taken against an individual for making a good faith report of a violation of this policy, for supporting another person's report, or participating in an investigation or other proceedings based on the report.

## **Scope of Policy**

Sex discrimination or sexual misconduct committed in connection with any Institute program, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, extra-curricular, and other Institute programs. In addition, this policy applies to off-campus conduct that the



Institute determines may cause or threaten to cause an unacceptable disruption at the Institute or which may interfere with an individual's right to non-discriminatory educational environment.

This policy applies to all students, employees, contractors, and other visitors. This also applies regardless of the sexual orientation or gender identity of any of the parties.

The Institute is committed to addressing sex discrimination and sexual misconduct and encourages victims to report incidents to appropriate Institute authorities. Individuals found responsible for sex discrimination or sexual misconduct will be subject to any disciplinary action deemed appropriate by the Institute, up to and including suspension, expulsion, or discipline for students; disciplinary action up to and including termination of employment for personnel; and no trespass orders and/or other disciplinary action against other individuals deemed responsible for violating the Institute's policy.

### **Title IX Coordinator**

The Institute has designated Kevin Krelic as having overall responsibility for coordinating the Institute's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator will oversee the school's response to reports and complaints of sex discrimination, including reports of sexual misconduct, coordinate the school's efforts to identify and address any patterns or systemic problems revealed by such reports and complaints, and assist in answering any other questions related to these policies and procedures.

Kevin Krelic  
kkrelic@aveda.com  
(612) 378-7422  
400 Central Ave. S.E.  
Minneapolis, MN 55414

The Student Services Manager serves as Deputy Title IX Coordinator for sexual misconduct complaints involving students and is generally responsible for the implementation of the Institute's policy in matters involving students.

Shayla Floyd  
Student Services Manager, Aveda Institute Minneapolis  
sfloyd@aveda.com  
(612) 378-7406  
400 Central Ave. S.E.  
Minneapolis, MN 55414

Jill Jackson, Director of Human Resources for Aveda Corporation, serves as a Deputy Title IX Coordinator for sexual misconduct complaints involving employees and is generally responsible for implementation of the Institute's policy for matters involving employees.

Jill Jackson  
Director, Human Resources  
jjackson@aveda.com  
(763) 951-6916  
4000 Pheasant Ridge Dr. N.E.  
Blaine, MN 55449

If a complaint involves both a student and an employee, Jill Jackson, Director of Human Resources, will have primary responsibility for implementing the Institute's policy.

In all cases, the Title IX Coordinators will function as a neutral party in implementing this procedure.

## **Reporting Sex Discrimination or Sexual Misconduct**

### **a. Reports to Law Enforcement**

When allegations of sexual misconduct rise to the level of sexual violence, including sexual assault, individuals are encouraged to notify local law enforcement authorities and will be assisted by campus authorities in notifying such authorities, if the individual so chooses. All victims are encouraged to report the incident to the Minneapolis Police Department and file criminal charges, but the filing of charges is optional and individuals may decline to notify such authorities. If filing charges is a consideration, sexual assault victims should go to the Hennepin County Medical Center Emergency Room to obtain a medical exam and preserve evidence that may be necessary for criminal prosecution as soon as possible. If you would like to report sexual violence to law enforcement, the Minneapolis Police Department can be contacted by calling 911 or (612) 673-5701. Reporting to law enforcement is not necessary for the Institute to proceed with an investigation.

Regardless of either party's affiliation with the Institute, petition forms to apply for Harassment Restraining Orders are available at the 4th District Court Self-Help Center on the Public Service Level (2nd floor) of the Hennepin County Government Center in downtown Minneapolis. Forms are also available on-line at [www.mncourts.gov/ctforms](http://www.mncourts.gov/ctforms), but forms must be submitted to the Court Administrator in the Hennepin County Courthouse, 300 S 6th St Minneapolis, MN, during business hours.

Anyone seeking an Order for Protection should contact the Hennepin County Domestic Abuse Service Center (DASC) to schedule an appointment at (612) 348-5073. District Court staff will help you complete the paperwork (Affidavit and Petition) needed to ask for a temporary "ex parte" Order for Protection.

The Institute will fully cooperate with any order for protection issued by a criminal, civil, or tribal court. In addition, the Institute may also, by its own authority, prohibit contact between a complainant and respondent, as set forth in detail below in the section entitled, "Interim Measures and Ongoing Accommodations."

### **b. Reports to the Institute**

Reports can be made by telephone, email, or in person. Upon receipt of a report, the Institute will initiate its response and resolution process as set forth herein.

Reports of sex discrimination or sexual misconduct may be made by or about **students** to the following:

- the Title IX Coordinator,
- the Student Services Manager,
- the Director,
- the Institute's Compliance Director,
- a program Team Lead,
- or the Campus Security Guard.

Reports of sex discrimination or sexual misconduct may be made by or about **employees** to the following:

- the Title IX Coordinator
- the Director of Human Resources,
- the Director,
- the Institute's Compliance Director,
- a program Team Lead,
- or the Campus Security Guard.

Reports of sex discrimination or sexual misconduct may be made by or about **third parties** to the following:

- Title IX Coordinator,
- the Director,
- the Institute's Compliance Director,
- or the Campus Security Guard.

Upon receipt of a report, the Institute will initiate its response and the appropriate resolution process as set forth herein.

### **c. Anonymous Reports**

The Institute will accept anonymous reports to the Title IX Coordinator of conduct alleged to violate this policy. The individual making the report is encouraged to provide as much detailed information as possible to allow the Institute to look into the report and respond as appropriate. The Institute may be limited in its ability to investigate an anonymous report unless sufficient information is furnished to enable the Institute to conduct a meaningful and fair investigation.

## **INFORMATION APPLICABLE TO ALL REPORTS AND COMPLAINTS OF SEX DISCRIMINATION OR SEXUAL MISCONDUCT**

### **No Retaliation**

The Institute prohibits retaliation against any individual who makes a good faith report of a potential violation of this policy, who supports another person's report, or who acts as a witness in any investigation into a complaint. Any concerns of retaliation should be reported to the Title IX Coordinator, the Director, or Human Resources. The Institute will take appropriate action against any individual who retaliates against another person in violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Confidentiality**

The Institute encourages individuals who have concerns to report all incidents of sexual misconduct to the Institute so that the Institute can investigate and resolve such reports. This enables the Institute to provide more resources and assistance to a complainant and to more effectively provide a safe, nondiscriminatory environment. The Institute recognizes, though, that some individuals may wish to keep their concerns confidential. However, because of the Institute's obligation to investigate and respond to reports, the Institute cannot provide complete confidentiality. It is important to understand that Institute employees are not confidential resources, and are therefore obligated to report to the Institute any information they receive about sex discrimination or sexual misconduct. While only certain Institute employees are considered "responsible employees" for purposes of reporting known or suspected incidents of sexual misconduct, it is the Institute's expectation that all students and employees are obligated to report the details of the event (including names of the victim and accused) to the Title IX coordinator, and that an investigation of the incident and the appropriate steps will be taken to address the situation.

When a report of sexual misconduct is made to the Institute, every effort will be made by the Institute to ensure confidentiality to the extent possible, subject to the Institute's need to investigate and respond to such complaints and to report campus crimes in accordance with applicable law. While the Institute is obligated to provide the Institute community with general information regarding incidents of sexual assaults and certain other crimes occurring on campus, reports will not include names or other information that may personally identify either the complainant or the respondent.

#### *Requests for confidentiality or non-action*

Upon receiving a report of a violation of this policy, the Institute will seek the consent of the complainant to proceed using the procedure set forth herein. The Institute strives to honor any request that a complainant may make to keep any such report confidential or for the Institute not to investigate or respond to such report, but complying with any such request will limit the Institute's ability to look into and respond to a report. In deciding whether the complainant's request can be honored, the Institute will weigh the request against the seriousness of the alleged misconduct, the Institute's obligation to maintain a safe and nondiscriminatory learning environment for its students, and the Institute's commitment to addressing and preventing recurrence of misconduct. This determination will be made by the Title IX Coordinator.

If the Institute decides that it has an obligation to investigate and address the alleged policy violation, it will notify the complainant before proceeding. The Institute will maintain confidentiality to the extent reasonably possible, subject to its need to conduct an investigation and respond to the situation in accordance with this policy. In all cases, the individuals investigating and responding to incidents or allegations of misconduct will share information about the incident or allegation, investigation and

response within and outside the Institute only on a “need to know” basis. However, complete confidentiality generally will not be possible.

### *Confidential Community Resources*

Confidential communications are those communications which legally cannot be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances, such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. The Institute recognizes that some individuals may wish to keep their concerns confidential, and that the Institute cannot ensure confidentiality. Community resources may be able to provide assistance and support while ensuring confidentiality. Some of these resources include:

- **Crisis Connection** 612-379-6363 or 866-379-6363
- **RAINN** 800-656-HOPE (4673)
- **Teen Date Rape Crisis Helpline** 800-214-4150
- **Teen Dating Abuse Hotline** 866-331-9474 or 866-331-8453
- **Child Abuse Hotline** 800-422-4453
- **Crime Victims Hotline** 866-689-HELP (4357)
- **Domestic Violence Hotline** 800-621-HOPE (4673)

### **Interim Measures and Ongoing Accommodations**

At any time after a report of a potential violation of this policy has been received by the Institute, the Institute may take immediate steps as it finds appropriate to protect a complainant or to meet its obligations to maintain a safe, nondiscriminatory learning environment for students. The Institute may take such steps even when a complainant asks that the Institute keep a reported violation of this policy confidential and that it not investigate the matter and regardless of whether the complainant chooses to report to campus police or local law enforcement. Such measures will vary based on the particular facts and circumstances and based on a complainant’s confidentiality preferences, but may include:

- Establishing a “no contact” order between individuals.
- Prohibiting an individual from being on campus or at Institute events.
- Changing a student’s or employee’s status, in consultation with appropriate administrator(s).
- Changing work, class, or other schedules, in consultation with appropriate administrator(s).
- Changing academic requirements or providing assistance with academic issues.
- Issuing a timely warning of any substantial threat or danger to the community.
- Making information about and providing assistance with respect to orders for protection and harassment restraining orders, including enforcement of such orders.

To request an accommodation or protective measure, complainants should contact the Student Services Manager. The Institute will maintain as confidential any accommodations or protective measures provided to the complainant, to the extent that maintaining such confidentiality will not impair the ability of the Institute to provide the accommodations or protective measures. The Institute will also solicit feedback from the complainant as to the effectiveness of the accommodations or protective measures, and adjust the arrangements if necessary to enhance effectiveness.

### **Waiver of Drug/Alcohol Violations**

The Institute strongly encourages reporting instances of violations of this policy, including assault, dating or domestic violence or stalking. Consequently, individuals who report such information, and individuals who participate in an investigation into allegations of violations of this policy, will not be disciplined by the

Institute for any violation of its drug and alcohol policies in which they might have engaged in connection with the reported incident.

### **Non-Participation and Silence**

If, at any time during the complaint procedures explained below, a party decides not to participate, the Institute will proceed with the applicable complaint process and make a determination based upon the information available. Silence in response to an allegation will not necessarily be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed.

### **Treatment of Parties**

The Institute will strive to treat all parties involved in a complaint procedure with dignity and to provide nonjudgmental support to students and employees who are engaged in this procedure.

### **Conflicts**

The Institute's resolution process will be conducted by officials who do not have a conflict of interest or bias for or against the complainant or respondent. If a complainant or respondent has any concern that any individual acting for the Institute under this policy has a conflict of interest, such concern should be reported to the Title IX Coordinator. The Title IX Coordinator will review the concerns and take appropriate steps to ensure that no conflicts of interest exist on the part of anyone investigating or resolving a complaint under this policy. If the Title IX Coordinator has a conflict of interest with respect to a complaint, the Institute's Director or the Director's designee shall appoint an alternate person to oversee adherence to the this policy with respect to the complaint at issue. If the Director is a party to the complaint or has a conflict of interest with respect to a complaint, the Executive Director for the Institute shall ensure that the institution puts in place appropriate safeguards under the circumstances to ensure that the institution promptly and equitably responds to the complaint, including, but not limited to, appointment of alternate individuals to oversee adherence to the this policy.

### **Timelines**

Generally, the Institute will complete the investigation and adjudication processes outlined below within sixty (60) days of receiving a complaint or report of a violation of this Policy. Some complaints and reports may, however, take longer to investigate and resolve. The Institute is committed to investigating and resolving all matters as promptly as possible and strives to meet the timing requirements set forth in these procedures. However, in some cases, temporary extensions to the timing requirements may be necessary. The Title IX Coordinator may grant reasonable extensions to timing requirements in these procedures when warranted by the circumstances. For example, extensions of timing requirements may be granted if the Institute has been asked to delay its procedures during the evidence gathering stage of a criminal investigation, if the reported allegations are particularly complex (including, without limitation, allegations that involve multiple incidents and/or multiple individuals), or if witnesses are not on campus due to a scheduled break or for another reason. Extensions will be no longer than necessary. The complainant and respondent shall receive written notice of any extensions and the reason for the extension.

### **Reservation of Flexibility**

The procedures set forth in below reflect the Institute's desire to respond to complaints in good faith and in a manner that promotes fairness to all parties. The Institute recognizes that each case is unique and that circumstances may arise which require that it reserve some flexibility in responding to the particular circumstances of the matter. In the rare cases where it is not possible or practical to follow this procedure, the Institute reserves the right to modify the procedure or to take other administrative action as appropriate under the circumstances.

## **INCIDENTS AND COMPLAINTS INVOLVING SEXUAL VIOLENCE**

If you have been sexually assaulted, it is important to seek medical care, especially if you have been physically injured. Even if you do not have any visible physical injuries from the assault, there may be physical injuries that you cannot see, and medical and health centers can provide additional services such as testing for sexually transmitted diseases and emergency contraception.

To preserve evidence, do not change clothes, bathe, douche, or brush your teeth. This is important for the evidence collection process that will occur at the hospital. If you seek to place a report with the police or press charges, it is best for evidence collection to occur within 96 hours of the rape. Keep in mind, though, that evidence collection does not require you to place a report with the police or press charges, it just preserves these options for the future.

### **Immediate and On-Going Assistance to Survivors of Sexual Violence**

The Institute will seek to support any person adversely impacted by sexual violence. Both the Institute and the community provide a variety of resources to assist and support individuals who have experienced sexual violence. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to file a complaint with the Institute or make a report to law enforcement. Support services that may be available include, but are not limited to, connecting the individual with appropriate counseling and support services, making changes to academic, and/or working arrangements to protect the individual from contact with the alleged perpetrator, assistance in filing a criminal complaint and providing information about restraining orders and other available protections and services. The Institute will provide written notification to affected individuals about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the Institute and in the community. An individual does not need to report sexual misconduct to law enforcement or initiate a complaint in order to receive support services from the Institute.

### **Initiating a Complaint Involving Sexual Violence**

Complaints are generally initiated by individuals who believe that their rights under this policy have been violated, but any individual may initiate the complaint procedure. In addition, circumstances may arise in which a complaint may be initiated in the name of the Institute to protect the safety, integrity and welfare of the community as a whole. Generally, the Title IX Coordinator will make a determination of whether a complaint should be initiated in the name of the Institute. When a complaint is made under this policy, the Institute may ask that any report be confirmed in a written and signed complaint form. The Title IX Coordinator or other Institute official is available to assist in the completion of this form. Complaint forms are available from the Title IX Coordinator, the Student Services office, or Human Resources (for employees).

## **Institute's Resolution Process for Complaint Involving Sexual Violence**

The Institute's resolution process will be conducted by officials who receive annual training on issues related to sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, and on how to conduct a resolution process that protects the safety of victims and promotes accountability.

The complainant and respondent shall be given timely notice of meetings at which the complainant or respondent or both will be present.

### **a. Advisors**

The complainant and the respondent have the right to be assisted by an advisor of their choice as long as the advisor is not a potential witness in the case.

Guidelines for advisors are:

- The purpose of the advisor is to support a student in the complaint process. Advisors should be chosen for their ability to assist a student with the process.
- Advisors may confer with the student involved, but they may not actively participate in the process. The advisor may accompany the complainant or respondent to all meetings relating to the complaint procedure. The advisor may not appear in lieu of the complainant or respondent or speak on his or her behalf in either in-person or written communications to the Institute. The advisor may not address the investigator, adjudicator, witnesses (other than his or her own advisee), or appeal official, and may not interrupt or otherwise delay the complaint proceeding.
- All information concerning any case may be made available to advisors with the written permission of the involved student who has chosen the advisor, subject to the same limitations as those placed upon the parties and conditioned upon the advisor's agreement to maintain the confidentiality of any student education records or other confidential information.
- Violations of confidentiality or other forms of interference with the complaint procedure by the advisor may result in disqualification of an advisor.
- The Institute will provide the parties information regarding the selection of an advisor by another party.

### **b. Investigation**

Following the submission of a completed complaint form that states a possible violation of this policy which includes allegations of sexual violence, the Institute will strive to complete a thorough, fair and impartial investigation.

#### **1. Appointment of Investigators**

The Title IX Coordinator, or his or her designee, will appoint one or more investigators. The complainant and the respondent will be notified in writing of the identities of the investigator(s) assigned to their case.

#### **2. Complainant's Account**

The investigator(s) shall interview the complainant to obtain the complainant's account of the alleged misconduct or to verify information the complainant has already provided in his or her report or complaint. In addition, the complainant shall be invited to advise the investigator(s) of any witnesses he/she believes should be interviewed, and/or other evidence that he/she believes should be reviewed by the investigator(s). The investigator(s) may also request additional information from the complainant. Normally, the interview shall be audio-recorded.



### 3. Respondent's Account

In a separate meeting, the investigator(s) shall interview the respondent to obtain the respondent's account of the alleged misconduct. In addition, the respondent shall be invited to advise the investigator(s) of any witnesses he/she believes should be interviewed, and/or other evidence that he/she believes should be reviewed by the investigator(s). The investigator(s) may also request additional information from the respondent. The interview shall be audio-recorded.

### 4. Witness Statements, if applicable

The investigator(s) may interview any witnesses who may have information of relevance to the alleged misconduct. The investigator(s) may exercise discretion in the selection of witnesses to be interviewed. The naming of a witness by either party does not obligate the investigator(s) to interview that proposed witness. The investigator may conduct additional interviews with witnesses whose names were provided by individuals other than the complainant and the respondent. Normally, all interviews with witnesses shall be audio-recorded.

### 5. Other Evidence, if applicable

The investigator(s) may request and review other evidence of relevance to the alleged misconduct, such as video recordings, photographs, text messages, or other artifacts.

### 6. Investigator's Summary of the Investigation, if applicable

The investigator(s) may prepare a written summary of the findings of the investigation to guide the adjudicator in his or her review of the information gathered during the investigation.

### 7. Compilation of Investigation File

The investigator(s) shall compile all evidence obtained into an investigation file. The investigation file shall consist of any information, documents, recordings, or artifacts that are provided to the adjudicator. Such information may include, as applicable:

- The written complaint;
- Any written records and/or audio recordings of investigative interviews with the complainant, the respondent, and any witnesses;
- Any other evidence obtained;
- The Investigator's Summary of the Investigation.

### 8. Additional provisions for investigation process

The Institute will attempt to complete the investigation process within twenty (20) business days of the initiation of the complaint, but in some cases more time will be required. If a criminal complaint has been filed, the Institute's procedures, including any investigation, may be temporarily delayed to allow law enforcement to gather evidence. Such delay may only occur at the request of law enforcement and shall not be any longer than necessary for law enforcement to complete the gathering of evidence. In no case will the Institute wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation.

## **c. Adjudication**

Upon completion of the investigation, the Institute Director will review the investigation and make a determination as to whether it is more likely than not that a violation of this Policy occurred, and if so,

what sanctions are warranted. The Institute reserves the right to appoint additional adjudicators to assist in making a determination.

The complainant and the respondent shall receive written notice of the identity of any additional adjudicators assigned to review the investigation. The complainant or respondent may request the removal of an adjudicator on the grounds of personal bias or other conflict of interest. Such requests may be made by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than two (2) business days after receiving the notice of the identity of the adjudicator(s) assigned to the matter. The Title IX Coordinator will determine whether to accept or deny the challenge. If the request is accepted, a replacement will be appointed and notice will be provided to the complainant and respondent. The decision of the Title IX Coordinator with regard to the challenge is final and is not appealable.

#### 1. Review of Investigation File

The investigation file will be made available to and reviewed by the adjudicator(s) following confirmation of his, her, or their appointment. The investigation file shall consist of the following: the complaint, the recordings of witness interviews, and any other evidence obtained through the investigations. Upon review of the investigation file, the adjudicator(s) may, in their discretion, request additional investigation by the investigator(s).

The investigation file will also be made available for review by the complainant, respondent, and their designated advisors. Confidential information in the investigation file that cannot be shared with the parties may be redacted from the file in accordance with applicable law. The file cannot be copied or removed from the investigation file at the location provided by the Institute for review purposes.

Following review of the investigation file, both parties shall have the opportunity to provide a written statement containing any comments or additional information the parties would like the adjudicator(s) to consider. The written statement shall not exceed 2,000 words in length. The written statement must be submitted within ten (10) business days after the investigation file becomes available to the parties. If desired, the parties shall have an opportunity to review the written statement submitted by the other party and may submit a rebuttal written statement not to exceed 1,000 words in length. The rebuttal written statement must be submitted within five (5) business days after the deadline for submission of written statements. The adjudicator(s) will ensure that the complainant and respondent have been given equivalent opportunities to present relevant information for consideration in the investigation and adjudication process.

#### 2. Determination

The adjudicator(s) will render a decision based upon the investigation file, additional written statements provided by the parties to the complaint, and any other information the adjudication panel deems appropriate and which is made available to both the complainant and respondent. While the Title IX Coordinator is available for consultation, the Title IX Coordinator will not participate in making a decision. The adjudicator(s) will use a preponderance of the evidence standard (or "more likely than not" standard) in determining whether a violation of the policy has occurred.

The determination of the adjudicator(s) may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final.

If the decision is made that there is not sufficient basis to believe that it is more likely than not that a violation of this policy occurred, the parties will be notified of that determination, including the rationale for the result, and the complainant will be informed of other procedures for resolving the complaint and of other resources that may be available to the complainant.

### 3. Sanction(s) and Remedies

If the decision is made that it is more likely than not that the policy was violated, the adjudicator(s) shall determine appropriate sanction(s). The determination will include steps to take to prevent recurrence of any such violations, and as appropriate, remedies for the Complainant.

Sanctions imposed upon students who are determined to have violated this policy may include the following, depending on the seriousness of the violation:

- warning,
- behavioral contract,
- administrative referral,
- community service hours,
- restitution,
- required attendance at educational programs,
- required assessment or counseling,
- restriction of privileges,
- probation,
- suspension and/or expulsion.

Appropriate sanctions for Institute personnel deemed to have violated this policy may include the following, depending on the seriousness of the violation:

- unpaid suspensions,
- suspension of promotion and salary increments,
- suspension or withdrawal of privileges,
- demotion and/or termination of employment.

If it is determined that it is more likely than not that a third party violated this policy, the adjudicator(s) shall determine appropriate sanction(s) including but not limited to conditions upon presence on campus or at Institute events, no trespass and no contact orders, or other steps deemed necessary to protect the campus community. Remedies, accommodations and protective measures for the complainant include those listed in the above section, "Interim Measures and Ongoing Accommodations."

### 4. Notice of Outcome

The parties shall receive a simultaneous written notice of the outcome of the complaint, to include the determination of the adjudicator(s); where a violation is deemed to have occurred, the sanctions imposed; rationales for the determination and sanctions; procedures for appeal and the date by which the result becomes final as provided below; any other steps the Institute has taken to eliminate the conduct and prevent its recurrence; and, in the complainant's notice, remedies offered or provided to the complainant. Normally, the Institute will complete the adjudication process and provide a notice of outcome within twenty-five (25) business days of completion of the investigation. In some cases, more time may be required.

#### **d. Appeals**

Following the communication of the decision by the adjudicator(s), the complainant or respondent may request an appeal of the decision. The request for an appeal must be submitted in writing to the Title IX Coordinator within five (5) business days of receiving notice of the determination. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

The basis for an appeal will be limited to the following:

- (i) New or newly discovered evidence which may substantially affect the outcome of the adjudication; or
- (ii) There was a procedural error which substantially affected the outcome of the adjudication.

Appeals should not be requested frivolously. An appeal represents a procedural safeguard for the parties. In an appeal the burden of proof is on the appealing party to show by a preponderance of evidence that one or more of the above grounds for appeal are satisfied.

If the Title IX Coordinator or his/her designee determines that the appealing party has demonstrated that it is more likely than not that one of the above grounds for appeal is satisfied, the matter will be remanded for review of the investigation file by the Executive Director. If the grounds for appeal relate to the investigation, or warrant additional investigation, the adjudicator(s) may refer the matter to further investigation before proceeding. Upon remand, the adjudicator(s) shall utilize the same process as required for all adjudications under this policy.

If there is not adequate reason to believe that one or more grounds for appeal has been satisfied, the Title IX Coordinator may dismiss the appeal. This decision is final and is not appealable.

The Title IX Coordinator or his/her designee will notify the parties to the complaint in writing of his/her determination within 10 business days of the filing of the appeal.

## **INCIDENTS AND COMPLAINTS OF SEXUAL MISCONDUCT THAT DO NOT INVOLVE SEXUAL VIOLENCE**

### **Initiation of Complaint**

Complaints are generally initiated by individuals who believe that their rights under this policy have been violated, but any individual may initiate the complaint procedure. In addition, circumstances may arise in which a complaint may be initiated in the name of the Institute to protect the safety, integrity and welfare of the community as a whole. Generally, the Title IX Coordinator will make a determination of whether a complaint should be initiated in the name of the Institute. When a complaint is made under this policy, the Institute may ask that any report be confirmed in a written and signed complaint form. The Title IX Coordinator or other Institute official is available to assist in the completion of this form. Complaint forms are available from the Title IX Coordinator, the Student Services office, or Human Resources.

### **Formal and Informal Resolution Options**

When a Complainant or the Institute chooses to move forward with the complaint procedure set forth in this policy, there are two avenues for resolution of an alleged policy violation: formal and informal resolution. The Complainant or the Institute has the option to proceed informally, when permissible. If a complaint is processed informally, the Complainant, Respondent or Institute has the option to move the complaint to the formal process at any time. Informal resolution is never appropriate in cases involving allegations of sexual assault.

The Title IX Coordinator is available to explain the informal and formal resolution procedures. In addition, the Title IX Coordinator may also directly refer the matter to other institutional disciplinary procedures. This referral option will generally be used when: (1) the type of behavior that is alleged to have occurred does not constitute a violation of the sexual misconduct policy or (2) the behavior that is alleged to have occurred is better handled under another disciplinary procedure. Every attempt should be made to determine the appropriate option for resolution within five (5) business days of the submission of the complaint.

#### **a. Informal Process and Resolution**

If an informal resolution is pursued, the Title IX Coordinator (or her/his designee) will attempt to facilitate a resolution that is agreeable to all parties. Under the informal process, the Institute will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the Institute, and the Institute community.

Any party to the complaint has the option to discontinue the informal process and request a formal investigation. The Institute also always has the discretion to initiate a formal investigation. If at any point during the informal process, the complainant, the respondent, or the Institute wish to cease the informal process and to proceed through the formal procedure, the informal process will stop and the formal process outlined below will be invoked.

Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the Institute to stop, remedy, and prevent policy violations. To facilitate such a resolution, the Title IX Coordinator will make a recommended resolution that may include a variety of institutional responses or requirements, including, but not limited to, the following: warning, behavioral contracts, administrative referrals, community service hours, restitution, required attendance at educational programs, required assessment or counseling, mediation at the complainant's request, the respondent's education or employment record including a finding that this policy was violated, restriction of privileges, and/or probation.

If all parties to the complaint and the Institute agree in writing to the terms and conditions of a recommended resolution within five (5) business days, the case will be resolved without further process under this procedure. If all parties to the complaint do not agree in writing to the terms and conditions of the recommended resolution within five (5) business days, the complaint will be referred to the formal process.

#### **b. Formal Process**

If a complaint is not processed through the Informal Process, or is not resolved through the Informal Process outlined above, the complaint shall be processed according to the formal procedure outlined below.

The Institute will strive to complete a thorough, fair and impartial investigation. The investigation will be conducted by one or more investigators appointed by the Institute. At least one investigator shall be appointed for each case. The investigator(s) shall interview the complainant, respondent and/or other witnesses and may request additional information from the complainant, respondent or others. In addition, the complainant and respondent shall have an opportunity to advise the investigator(s) of any witnesses they believe should be interviewed, and/or other evidence that they believe should be reviewed by the investigator(s). Normally, the Institute shall complete the investigation process within twenty (20) business days of the initiation of the complaint or the referral from the informal process, but in some cases more time will be required.

The Institute will strive to complete a thorough, fair, impartial, and timely adjudication process. Upon completion of the investigation, an adjudicator appointed by the Title IX Coordinator will review the investigation and make a determination as to whether it is more likely than not that a violation of this Policy occurred, and if so, what sanctions are warranted. The Institute reserves the right to appoint additional adjudicators to assist in making a determination.

The investigation file will be made available to and reviewed by the adjudicator(s) following his, her, or their appointment. Upon review of the investigation file, the adjudicator(s) may, in his, her, or their discretion, request additional investigation by the investigator(s). The adjudicator(s) will render a decision based upon the investigation file and any other information the adjudicator(s) deems appropriate. While the Title IX Coordinator is available for consultation, the Title IX Coordinator will not participate in making a decision. The adjudicator(s) will use a preponderance of the evidence (or "more likely than not") standard in determining whether a violation of this Policy has occurred.

If the decision is made that there is not sufficient basis to believe that it is more likely than not that the respondent violated this Policy, the parties will be notified of that determination and informed of other resources that may be available.

If the decision is made that it is more likely than not that the respondent violated this Policy, the adjudicator(s) or the adjudicator's designee shall determine appropriate sanction(s). The determination will include steps to take to prevent recurrence of any such violations, and as appropriate, remedies for the complainant. Possible sanctions include counseling or education on appropriate behavior, a requirement of behavioral changes, a written warning and/or other disciplinary actions, up to and including termination of employment for employees or suspension or expulsion for students.

The parties shall receive a simultaneous written notice of the outcome of the complaint, to include the determination of the adjudicator(s); where a violation is deemed to have occurred, in the respondent's notice, any imposition of sanctions, and in the complainant's notice, any imposition of sanctions that directly relates to the complainant; any other steps the Institute has taken to eliminate the conduct and prevent its recurrence; and, in the complainant's notice, remedies offered or provided to the complainant. Every attempt will be made to complete the adjudication process and provide a notice of outcome within

twenty-five (25) business days of the completion of the investigation. In some cases more time may be required.

## **ALTERNATIVE PROCEDURES**

Nothing in this policy is intended to interfere with the right of any individual to pursue other avenues of recourse which may include, but is not limited to, filing a complaint with the United States Department of Education's Office for Civil Rights (OCR).

The OCR office for institutions located in Minnesota is:

U.S. Department of Education  
Office for Civil Rights  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago IL 60661-4544

Tel: 312.730.1560  
TDD: 877.521.2172  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)



# Drug-Free School and Workplace Policy

Aveda Institute Minneapolis embraces the spirit of the public law that requires schools to provide a drug-free campus and work place. As part of our institutional philosophy, we are dedicated to the advancement and wellbeing of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The institute will abide by the policy outlined below, which applies to both students and employees. Employees are also subject to The Estee Lauder Companies Inc. drug/alcohol free workplace policy, which is incorporated by reference herein.

## ***Standards of Conduct***

The possession, distribution or consumption of alcoholic beverages is prohibited on all Aveda Institute Minneapolis property, whether owned or leased. At institute-sponsored functions where alcohol may be served, Aveda Institute Minneapolis prohibits unlawful or irresponsible possession, distribution and consumption of alcoholic beverages, regardless of location and regardless of age. Aveda Institute Minneapolis enforces the drinking laws of the state of Minnesota, including the prohibition of use by persons younger than 21 years of age.

Aveda Institute Minneapolis prohibits the unlawful possession, distribution, or use of illegal drugs and/or controlled substances on any property leased or owned by the institute or in any program or activity sponsored by the institute in any location.

## ***Disciplinary Sanctions***

Aveda Institute Minneapolis will impose disciplinary sanctions on students and employees (consistent with federal, state, or local law) for violations of the standards of conduct set forth in this policy. Disciplinary sanctions may include expulsion or termination of employment and referral for prosecution. As a condition of enrollment, students must abide by the terms of the policy or one or more of the following actions will be taken within 30 days:

- reporting the violation to law enforcement officials;
- taking appropriate disciplinary action against such student, up to and including expulsion; or
- requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

If an employee is not terminated after violating the Aveda Institute Minneapolis's alcohol and drug policy, he or she may be required to participate in a substance abuse assistance or rehabilitation program as a condition of continued employment.

## ***Legal Sanctions***

This description is intended to provide a basic, general understanding of the range of serious legal sanctions which can arise from the unlawful possession, distribution and/or use of illicit drugs and alcohol. Individuals who are concerned about specific circumstances should consult applicable laws and/or seek legal counsel.

In addition to the federal and state sanctions outlined below, secondary civil consequences may also flow from criminal drug violations. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the state or federal government. Those who are convicted of felony violations may be barred from governmental employment or from licensed professions such as law, medicine and teaching. In addition, individuals may face a variety of penalties imposed by municipal ordinances.

Federal Sanctions. Federal anti-drug laws could affect a number of areas on the lives of our students and employees. Students could lose eligibility for financial aid, could be denied other federal benefits such as Social Security, retirement, welfare, health, disability, and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict resident members of their household who are involved in drug-related crimes on or near the public housing premises.

**Federal Drug Offenses and Penalties, 21 U.S.C. § 841 et. seq.**

§ 841(b)(1)(A) Distribution of 1 kilogram or more of a mixture or substance containing a detectable amount of heroin; 5 kilograms or more containing coca or cocaine; 100 grams or more of PCP; 10 grams or more of LSD; 1,000 kilos of marijuana; or 50 grams or more of amphetamine is a federal crime punishable by not less than 10 years in prison nor more than life in prison; and if death or serious bodily injury results, not less than 20 years and not more than a \$4 million fine.

§ 841(b)(1)(B) In the case of distribution of 1000 kilograms or more of marijuana; or 1000 or more plants of marijuana; or 10 kilograms or more of hashish; or one kilogram of hashish oil, one is guilty of a felony and if convicted may be sentenced to not less than 5 years in prison and fined not less than \$250,000 and not more than \$4 million.

§ 841(b)(1)(D) If one is found with a quantity of marijuana less than 50 kilograms, one is guilty of a felony and sentenced to not more than 20 years and fined not to exceed \$1 million.

§ 844 It is unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription. If convicted of possession, one may be sentenced to not more than 1 year and not less than a \$1,000 or more than a \$100,000 fine.

§ 845 Distribution of controlled substances to persons under 21 years of age may be punishable by twice the above sentences, as may distribution within 1,000 feet of a school, college, or university.

§ 848(b) If one is the head of a "drug ring" of 5 or more persons engaged in a criminal enterprise involving the manufacture, acquisition, transportation, distribution, or sale of illegal substances, one may be sentenced to life in prison.

§ 853(a) All of the above include the possibility of forfeiture of property derived from or used in the distribution of illegal drugs, or used in the manufacture of such drugs.

Federal law also imposes penalties for simple possession of controlled substances, as set forth in 21 U.S.C. § 844(a). A first conviction may result in a term of imprisonment of not more than one year, a minimum fine of \$1,000, or both. Penalties for subsequent convictions may result in imprisonment for not less than 90 days but not more than 3 years, and a minimum fine of \$5,000.

State Law Sanctions for Drug Offenses. Minnesota statutes related to drugs and controlled substances may be generally found under Chapter 152 of the Minnesota Statutes. The maximum penalty for the most serious single offense, (manufacture, sale, or distribution) is thirty (30) years in prison and/or payment of a \$1,000,000 fine. The maximum penalty for the least serious state offense (possession of a small amount of marijuana) is a jail term of up to ninety (90) days and/or a \$1,000.00 fine. The state laws concerning driving under the influence of alcohol (see below) apply equally to driving under the influence of drugs.

State Law Sanctions for Alcohol Offenses. State laws regulating the production, dispensation, possession, and use of alcohol may be found in Chapter 340A of the Minnesota Statutes. State laws prohibit the sale or distribution of alcoholic beverages to any person under the age of 21, or to an obviously intoxicated person. Violation of these laws is punishable by ninety (90) days in jail. Underage drinking carries a minimum fine of \$100. Trying to purchase alcohol with a fake ID can result in a loss of driving privileges for at least ninety (90) days.

Criminal sanctions may also apply to those who operate motor vehicles while under the influence of alcohol and/or drugs. Under Minnesota law, the first conviction for driving while impaired carries a penalty of up to ninety (90) days in jail and a \$1,000 fine. The penalty increases by a minimum of 30 days in jail if the driver fails to submit to a blood alcohol test. Driving minors cited for any amount of alcohol use will lose their license from 30 to 180 days, and face up to a \$700 fine and 90 days in jail.

### ***Health Risks***

Drugs and alcohol can be highly addictive to the body and can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, institute, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, and anxious or experience sexual indifference, loss of physical coordination and appetite, coma, convulsion, or even death. Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover or feeling "burnt out," being preoccupied with plans of the next drink or "high," or slowed reflexes that can be especially dangerous while driving. Alcohol-related driving deaths are the top killer of 15- to 24- year-olds.

Signs that could indicate when someone is in trouble with drugs or alcohol, including:

- abrupt changes in mood or attitude;
- continuing slump at work or school;
- continuing resistance to discipline at home or school;
- inability to get along with friends or family;
- unusual temper flare-ups;
- increased borrowing of money;
- heightened secrecy;
- a complete new set of friends.

### ***Counseling, Treatment and Rehabilitation***

Students can obtain drug and alcohol education information and a list of counseling and support services from the Student Services Manager. Employees should contact Human Resources for assistance.

Resources for students and employees struggling with alcohol and or substance abuse problems include:

- Alcohol Drug Interventions and Drug Treatment 888-762-3750
- Alcohol and Drug Abuse Helpline and Treatment 800-234-0420
- Help Hotline for those who live with alcoholics 888-4AL-ANON or 888-425-2666
- Marijuana Anonymous Hotline 800-766-6779

# Standard Violations and Internal Complaint Procedure

## Minor Standard Violations

Minor violations include but are not limited to the following:

- assigned area violations;
- property misuses;
- guest service violations;
- dress code and conduct violation;
- rude, bullying, or aggressive language, comments or actions towards students or staff; and
- unprofessional behavior and any disruptive behaviors as determined by staff.

Anytime during the student's program, the violation of a minor standard may result in dismissal for the day, suspension, and repeated violations may result in termination.

The intent of this minor standard violation procedure is to ensure that the student is successful at Aveda Institute Minneapolis and to provide the student with a standard of performance expected within the salon/spa employment industry. If the student has any questions or concerns about meeting these expectations, the student should immediately contact his or her educator.

## Minor Violation Disciplinary Process

The disciplinary process for a minor violation is as follows:

- *First Offense:* The educator or staff member will discuss and review the violation with the student and document it.\*
- *Second Offense:* The educator or staff member will discuss and review the violation with the student and document it.
- *Third Offense:* The educator or staff member will discuss and review the violation with the student and document it. The student may meet with administration and possibly be dismissed for the day, put on suspension, or terminated.

\*Aveda Institute Minneapolis reserves the right to expedite any offense to possible dismissal for the day, suspension, or termination.

## Major Standard Violations

Major standard violations include:

- Using, under the influence of, or in possession of controlled substance or alcohol;
- defacing or destroying property;
- stealing personal or company property;
- falsifying documents or timekeeping;
- threats;
- committing fraud;
- abusing and/or causing physical harm to others;
- harassing or bullying behaviors;
- possession of handguns or other weapons; and
- violating local, state, or federal laws

Anytime during the student's program, the violation of a major standard will result in termination. The Director will determine the consequence of the violation. If a student is terminated from a program for a major violation, he or she will not be considered for reentry into any program.

## **Suspensions**

The Director determines whether a student's conduct should result in suspension. If a student is suspended, his or her locker must be vacated immediately upon suspension. Aveda Institute Minneapolis is not responsible for missing items after the student has been suspended. Any items not taken home will become the property of Aveda Institute Minneapolis after five business days from the date of suspension. The institute will donate or dispose of all items left at the institute. When a student returns from a suspension, he or she must sign an enrollment contract addendum, and his or her enrollment contract will be extended by the number of days taken in the suspension.

## **Terminations**

The Director determines whether a student's conduct should result in termination. State sheets must be turned in to the registrar upon the last date of attendance and a two week waiting period will exist before a transcript request can be fulfilled. A fee of \$20.00 will be applied if a transcript request is not made within 30 days from termination. Student tuition account information will be mailed to the student within 10 business days from termination, and the student may be required to complete and return loan exit paperwork if applicable. If a student is terminated from Aveda Institute Minneapolis, they are not eligible to enroll any future programs at the institute.

Student's locker and assigned station must be vacated immediately upon termination. Aveda Institute Minneapolis is not responsible for missing items after the student has been terminated. Any items not taken home will become the property of Aveda Institute Minneapolis after five business days from the date of termination. The institute will donate or dispose of all items left at the institute.

## **Internal Student Complaint Procedure**

The institute will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in institute files to determine the frequency, nature, and patterns of complaints for the institute.

### *Complaints regarding Institute*

Students are encouraged to share solutions to challenges that they observe in their classrooms and on the clinic floor with their educator. Student challenge forms are available for this purpose and can be obtained from the educators, the Student Service office, or the admissions' receptionist. Often improvements are made due to the constructive suggestions that are received on these forms. After thoughtfully completing the form, the Challenge Resolution Form must be submitted to the Student Service Manager's office. In order to receive a response, the student's name and student number are required. Once received, solutions will be evaluated and returned by the Director within 10 business days with resolution.

### *Complaints regarding Termination*

If a student is terminated, he or she can appeal within 3 business days from the institute's determination of termination on the form provided by the Student Services Manager. The Director will then respond to the appeal within 5 business days of the Director's receipt of the appeal. The decision will be reported to the student.

If a student is not satisfied with Aveda Institute Minneapolis's plan toward resolution of a grievance, the student can contact the following:

- National Accrediting Commission of Career Arts & Sciences, Inc. ("NACCAS"), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302-1432, (703) 600-7600;
- The Minnesota Board of Cosmetologist Examiners, 2829 University Avenue SE, Suite 710, Minneapolis, Minnesota 55414, Telephone: (651) 201-2742, Fax: (612) 617-2601, [www.bceboard.state.mn.us](http://www.bceboard.state.mn.us); and/or

- The Minnesota Office of Higher Education, Registration & Licensing, 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota, 55108, (651) 259-3975 or (800) 657-3866, info.ohe@state.mn.us.

Students must exhaust the institute's complaint procedure before submitting a complaint to NACCAS, the Minnesota Board of Cosmetologist Examiners, or the Minnesota Office of Higher Education.

# Disability Policy

At Aveda Institute Minneapolis, we want to ensure all students are given the opportunity to be successful in the beauty, spa, and wellness industry, and we strive to make our programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act of 1990, and all applicable state laws. The Student Services Manager is the designated official at Aveda Institute Minneapolis who acts as a resource and advocate for students with disabilities, verifies and files documentation, certifies eligibility for services, and establishes reasonable accommodations. Any student who has need for accommodations should contact the Student Services Manager.

Disclosure of a disability is not required. If a student would like an accommodation for a disability, however, it is the responsibility of the student to request an accommodation, as provided below.

## Eligibility

To be eligible for a disability-related accommodation, students must have a disability—a physical or mental impairment that substantially limits one or more of the major life activities such as walking, seeing, hearing, speaking, learning, breathing, working, taking care of oneself, or performing manual tasks.

## Reasonable Accommodation

A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility, or the provision of an auxiliary aid or service, which enables a qualified student with a disability to have an equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly situated student without a disability. To determine reasonable accommodations, Aveda Institute Minneapolis may seek information from appropriate institute personnel regarding essential standards for courses, programs, services, activities, and facilities.

Reasonable accommodations are determined by examining:

- the barriers resulting from the interaction between the documented disability and the institute's environment and requirements;
- the possible accommodations that might remove barriers;
- whether or not the student has access to the course, program, service, activity, or facility without accommodations; and
- whether or not essential elements of the course, program, service, activity or facility are compromised by the accommodations.

Examples of reasonable accommodations include, but are not limited to:

- books on tape
- study materials provided early
- extra study time or extra time for completing exams
- class schedules in advance
- note takers
- interpreters
- adapted classroom equipment
- modification of academic requirements that do not fundamentally alter the nature of the class or program.

## When to request an Accommodation

Aveda Institute Minneapolis believes that accommodations will be most effective if they are available to students throughout their education. Students with disabilities should request reasonable accommodations 60 days before they begin classes or as soon as their disability becomes known.

## **Documentation**

Eligibility for accommodations is dependent on the nature of the disability and its impact on learning. Therefore, as part of their request for an accommodation, students generally must provide disability-related documents from an appropriate licensed professional(s) to verify that a student has a disability and to determine the need for reasonable accommodations. Documentation serves two purposes. It establishes the existence of a disability (a physical or mental impairment that substantially limits a major life activity) that affords protection under the law, and it demonstrates a need for accommodations to ensure equal access to courses, programs, services, activities, and facilities.

Documentation from a licensed professional must include the following information:

- A clear statement of the diagnosed disability
- A description of the functional limitations resulting from the disability
- A list of the accommodations recommended
- A statement of why the disability qualifies the applicant for the accommodations requested.

The document should be current (ordinarily within the last three years), must appear on official letterhead of the licensed professional, and must be signed by a qualified professional not related to the student.

All costs associated with obtaining documentation is borne by the student. If the initial documentation is incomplete or inadequate, Aveda has the discretion to require additional documentation.

## **Determination of Eligibility**

Based on the information provided, Aveda Institute Minneapolis will determine whether the student is eligible for an accommodation under the applicable laws and institute policies.

## **Accommodation Process**

If Aveda Institute Minneapolis determines that an accommodation is required and appropriate, it will supply individualized letters to instructors certifying that the student has a disability and listing the appropriate accommodations. The letter will invite instructors to contact the Student Services Manager if there are concerns or questions about the accommodations. Instructors will be expected to assist with the provision of accommodations when reasonable and necessary. They are not expected to compromise essential elements of the course or evaluation standards.

## **Grievances**

Students with disabilities will be responsible for contacting the Student Services Manager if reasonable accommodations are not implemented in an effective or timely way or if they believe they have been discriminated against on the basis of disability. Instructors who wish for reconsideration of an accommodation should also contact the Student Services Manager, and should do so no later than one week after the accommodation is scheduled to be implemented.

If an agreement cannot be reached informally, an individual may file a written complaint with the Director, who will conduct a thorough investigation that allows interested persons an opportunity to submit evidence relevant to the complaint.

The Director will review the gathered evidence, meet with all parties in the dispute with their permission, and decide upon an appropriate plan of action. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Director to the complainant and other concerned parties no later than 10 business days after the filing of the grievance. If you have further questions, please contact the Student Services Manager.



# Student Services

## Housing

Aveda Institute Minneapolis 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 chiropractic clinics nationwide, Aveda Institute Minneapolis can help you begin your professional career. We'll help you gain the knowledge you need with career fairs, career days, and self-promotional instruction. Nonetheless, Aveda Institute Minneapolis is primarily an institution of learning and does not guarantee job placement.

The institute offers the following career placement services:

- **Career Instruction-** The institute's curriculum includes training on professionalism, resumes, cover letters, interview preparation, job search skills, and graduation and licensure requirements.
- **Career Coaching-** The Career Coach is available for one-on-one meetings with students. It is encouraged and recommended that students meet with the Career Coach throughout their program. These short touch base meetings will be used to gauge the student's progression during their program and discuss future goals.
- **Career Fairs-** The institute has Career Fairs. These Career Fairs are an excellent opportunity for students to network with potential employers and explore opportunities in the field.
- **Industry Panel-** The Career Coach organizes and facilitates an annual Industry Panel. This Panel gives the students a unique chance to directly ask the featured experts questions and advice about expectations going into the industry and what is needed to be successful in their chosen field.

The qualities that employers look for and those that the school monitors are:

- Attitude
- Professionalism
- Grooming
- Grade average
- Overall attendance
- Friday and Saturday attendance
- Technical skills
- Time management
- Retail skills

## Academic and Individual Counseling

Aveda Institute Minneapolis provides tutoring should you experience challenges in meeting the minimum performance standards and course requirements. If you experience personal challenges, Aveda Institute Minneapolis encourages students to contact United Way 211, a local information line staffed by consultants who provide personal counseling referrals to a network of professionals and crisis resources. The student manual also contains a list of numbers for counseling services. Students needing assistance can also speak with the Student Services Manager.

## Student Activities

While at Aveda Institute Minneapolis, you'll have the opportunity to participate in a variety of events and activities that are educational, interesting, and just plain fun.

# Student Records

## Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the institute receives a request for access. The student should submit to the Student Services Manager, a written request that identifies the record(s) the student wishes to inspect. The Student Services Manager will then make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the institute to amend a record should write to the Director, identify the part of the record that the student wants changed, and specify why it should be changed. If the Director decides not to amend the record as requested, the institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The institute requires written consent from the student (each time) before releasing any student information in response to a third party request, unless otherwise required by law.

The institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or a student serving on an official committee. A school official also may include a volunteer or contractor outside of the institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the institute with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institute.

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

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

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to

inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **Disclosure of Directory Information**

Under FERPA, the institute may disclose designated "directory information" without your written consent, unless you have advised the institute to the contrary. The institute has designed the following information as directory information:

- Student's name;
- Address;

- Telephone Listing;
- Electronic mail address;
- Photograph;
- Date and place of birth;
- Field of study;
- Grade level;
- Enrollment status;
- Dates of attendance;
- Participation in activities;
- Degrees;
- Honors and awards received; and
- Most recent institution attended.

If you do not want the institute to disclose directory information from your education records without your prior written consent, you must notify the Student Services Manager in writing at the start of a student's program.

### **Transcripts**

To receive a copy of your academic transcript a student must submit a written request. The written request must include:

- full legal name when you attended institute
- full social security number
- dates of attendance
- program(s) attended
- campus attended (Minneapolis or Washington D.C.)
- \$20.00 check or money order payable to Aveda Institute Minneapolis (includes up to 3 copies per payment and request or any combination of email, fax, or United States mail)
- address(s) you would like your transcripts sent to

Send requests to:

Aveda Institute Minneapolis  
Attn: Aimee Clifford, Institute Registrar  
400 Central Avenue SE  
Minneapolis, MN 55414

Official transcripts will be withheld if tuition or fees are owed. All students have the right to view their transcripts with proper notification to the Registrar.

# Graduation and Licensing Requirements

## Graduation Requirements

To receive a diploma from Aveda Institute Minneapolis, a student must do all of the following:

1. Complete 1,550 hours for Cosmetology, 600 hours for Esthiology or Massage Therapy;
2. Cosmetology and Esthiology students must meet service requirements as required by Minnesota law and turn in state sheets; and
3. Cosmetology and Esthiology students must provide proof of successful completion of the Minnesota skills certification and written exam or provide proof that the student obtained a license from another state.

## Additional Training

Aveda Institute Minneapolis may provide additional training for students who are in need of additional hours to be licensed in other states. Please see the Business Officer for tuition cost. Financial Aid may not be used to cover this additional cost, and the tuition will be collected before the additional hours are taken.

## Licensing Requirements for Cosmetology and Esthiology

To work as a Cosmetologist or Esthetician in the State of Minnesota, a student must obtain a license. To obtain an initial operator's license, a student must do the following:

- Complete a Minnesota Board of Cosmetologist Examiner's ("BCE") application;
- Pay the application fee;
- Provide a copy of the student's high school or GED diploma or transcript;
- Provide a copy of original certification of course completion (1,550 hours for Cosmetology and 600 hours for Esthiology);
- Provide a certification of skills/readiness from a BCE approved Minnesota Cosmetology school\*;  
and
- Provide original passing results from a general (theory) test and Minnesota laws/rules test that are not more than 1 year old.\*\*

\* Aveda Institute Minneapolis will administer the certification of skills exam to Cosmetology and Esthiology students after a student has completed all of the program's hours. To take the exam, a student must have (1) complete academic records; and (2) paid their outstanding tuition and fees.

\*\*Each student must have a minimum of 1,350 hours for Cosmetology and 500 hours for Esthiology prior to taking their written exams.

## Licensing Requirements for Massage Therapy

The State of Minnesota has no state licensing regulations concerning the practice of massage therapy. Each city or county in the state decides if and how they will regulate massage therapists.

# Administration

<b>Institute Director</b> Sandra Wagner 612.378.7420 sawagner@aveda.com	<b>Cosmetology Manager</b> Teri Cipowski 612.378.7449 tcipowsk@aveda.com
<b>Associate Director</b> Kevin Krelc 612.378.7422 kkrelic@aveda.com	<b>Professional Student Development Manager</b> Nicki Dixson 612.378.7415 ndixson@aveda.com
<b>Student Services Manager</b> Shayla Floyd 612.378.7406 sfloyd@aveda.com	<b>Esthiology and Massage Therapy Manager</b> Caroline Musolf 612.378.7423 cmusolf@aveda.com
<b>Student Registrar</b> Aimee Clifford 612.378.7424 acliffor@aveda.com	<b>Business Officer</b> Jay Sherman 612.378.7409 jsherman@aveda.com
<b>Financial Aid Counselor</b> Meg Maki 612.378.7418 mmaki@aveda.com	<b>Experience Center Manager</b> Angie Hime 612.378.7429 ahime@aveda.com
<b>Financial Aid Counselor</b> Kathy Lundmark 612.378.7412 klundmar@aveda.com	<b>Guest Service Manager</b> Heather Walsh 612.378.7434 hewalsh@aveda.com
<b>Compliance Director</b> Gina Lamancusa 612.378.7439 glamancu@aveda.com	<b>Admissions Team Lead</b> Christy Kirby ckirby@aveda.com 612.378.7434
<b>Reception</b> 612.378.7400 Avedainstitute.minneapolis@aveda.com	<b>Admissions Representative</b> Megg Baade 612.378.7446 mbaade@aveda.com
	<b>Admission Representative</b> Jenny Opp 612.378.7466

# Faculty

## **Cosmetology**

Teri Cipowski  
Teanna Moye  
Kelsey Barnum  
Erin Stevens  
D'Anna Ashcroft  
Lyndon Bartson  
Lynne Guase  
Edward Dayton  
Sandra Watson  
Christina Hince  
Holly Chase  
Cathy Prior  
Laurel Whiteis  
Nicki Dixson  
Denise Jamison  
Michele Johnson  
Jamie Halstad  
Kate Ibach

## **Esthiology**

Danielle Al-Khouja  
Jasmine Seuling  
Lindsey Raven  
Lori Hooper  
Melissa Stenberg

## **Massage Therapy**

Allan Block  
Brett Ailts  
Heidi Hermes  
Susannah Ingerson

# Consumer Disclosure Information

## Graduation, Placement, and Licensure Statistics

(Calculated pursuant to National Accrediting Commission of Career Arts & Sciences (NACCAS) 2013 Annual Report Standards)

	Cosmetology	Esthiology	Massage Therapy	Overall
<b>Graduation</b>	65.94%	68.82%	86.11%	70.70%
<b>Placement</b>	82.97%	79.53%	69.89%	78.86%
<b>Licensure</b>	100%	100%	N/A	100%

## Gainful Employment Disclosures

### *Cosmetology*

**Program Level:** Diploma

**Program Length:** 46 weeks

### Cost

**Q: How much will this program cost me?**

A: Tuition and fees: \$18,400  
Books and supplies: \$2,700  
On-campus room & board: Not offered

**Q: What other costs are there for this program?**

A: \$100 application fee; \$50 enrollment fee; \$250 tech fee  
For further program cost information go to <http://aveda.edu/minneapolis/student-resources/program-costs/>

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

### Financing

**Q: What financing options are available to help me pay for this program?**

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:  
Federal loans: \$7,745  
Private education loans: \$0  
Institutional financing plan: \$0

### Success

**Q: How long will it take me to complete this program?**

A: The program is designed to take 46 weeks to complete. Of those that completed the program in 2013-2014, 27% finished in 46 weeks. However, please note that this program length does not take into account holidays, student breaks, closure for weather related incidents, and excused absences. When taking those into account, it generally takes students approximately 53 weeks to complete the program, and 80% of our students finished in that timeframe.

**Q: What are my chances of getting a job when I graduate?**



A: The job placement rate for students who completed this program is 83%. For further information about this job placement rate see below.

#### **Job Placement Rate Information**

- **Name of accrediting agency this placement rate is calculated for:** National Accrediting Commission of Career Arts and Sciences
- **Who is included in the calculation of this rate?** All students scheduled to graduate the program in 2013, who actually graduated, and were eligible for placement as defined by NACCAS
- **What types of jobs were these students placed in?**
  - **The job placement rate includes completers hired for:** Jobs within the field
  - **Positions that recent completers were hired for include:** Colorist, Stylist, Receptionist, Makeup Artist, Color Assistant, Apprentice, Chemical Technician, and Nail Technician
- **When were the former students employed?** They were employed in a field for which their training prepared them prior to 11/30/14
- **How were completers tracked?** Student and employer contact via phone calls, surveys, emails, and Facebook

#### **For more information on jobs related to this program please see the below links:**

Hairdressers, Hairstylists, and Cosmetologists

<http://online.onetcenter.org/link/summary/39-5012.00>

Makeup Artists, Theatrical and Performance

<http://online.onetcenter.org/link/summary/39-5091.00>

Manicurists and Pedicurists

<http://online.onetcenter.org/link/summary/39-5092.00>

Skincare Specialists

<http://online.onetcenter.org/link/summary/39-5094.00>

### **Esthiology**

**Program Level:** Diploma

**Program Length:** 18 weeks

#### **Cost**

**Q: How much will this program cost me?**

A: Tuition and fees: \$9,650

Books and supplies: \$1,800

On-campus room & board: Not offered

**Q: What other costs are there for this program?**

A: \$100 application fee; \$50 enrollment fee; \$100 tech fee

For further program cost information go to <http://aveda.edu/minneapolis/student-resources/program-costs/>

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

#### **Financing**

**Q: What financing options are available to help me pay for this program?**

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$3,630  
Private education loans: \$0  
Institutional financing plan: \$0

### Success

**Q: How long will it take me to complete this program?**

A: The program is designed to take 18 weeks to complete. Of those that completed the program in 2013-2014, 10% finished in 18 weeks. However, please note that this program length does not take into account holidays, student breaks, closure for weather related incidents, and excused absences. When taking those into account, it generally takes students approximately 22 weeks to complete the program, and 90% of our students finished in that timeframe.

**Q: What are my chances of getting a job when I graduate?**

A: The job placement rate for students who completed this program is 80%. For further information about this job placement rate see below.

### Job Placement Rate Information

- **Name of accrediting agency this placement rate is calculated for:** National Accrediting Commission of Career Arts and Sciences
- **Who is included in the calculation of this rate?** All students scheduled to graduate the program in 2013, who actually graduated, and were eligible for placement as defined by NACCAS
- **What types of jobs were these students placed in?**
  - **The job placement rate includes completers hired for:** Jobs within the field
  - **Positions that recent completers were hired for include:** Beauty Advisor, Esthetician, Skin Therapist, Esthetician/Laser Technician, Receptionist, Manager, Makeup Artist, Skincare Specialist, Lash Extension Professional, Assistant Manager, Wax Specialist, Associate, Cerologist, Brow Specialist, Sales Associate, Beauty Consultant
- **When were the former students employed?** They were employed in a field for which their training prepared them prior to 11/30/14
- **How were completers tracked?** Student and employer contact via phone calls, surveys, emails, and Facebook

**For more information on jobs related to this program please see the below link:**

Skincare Specialists

<http://online.onetcenter.org/link/summary/39-5094.00>

### Massage Therapy

**Program Level:** Diploma

**Program Length:** 18 weeks

### Cost

**Q: How much will this program cost me?**

A: Tuition and fees: \$9,400  
Books and supplies: \$1,800  
On-campus room & board: Not offered

**Q: What other costs are there for this program?**

A: \$100 application fee; \$50 enrollment fee; \$100 tech fee  
For further program cost information go to <http://aveda.edu/minneapolis/student-resources/program-costs/>

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

## Financing

**Q: What financing options are available to help me pay for this program?**

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$3,629

Private education loans: \$0

Institutional financing plan: \$0

## Success

**Q: How long will it take me to complete this program?**

A: The program is designed to take 18 weeks to complete. Of those that completed the program in 2013-2014, 5% finished in 18 weeks. However, please note that this program length does not take into account holidays, student breaks, closure for weather related incidents, and excused absences. When taking those into account, it generally takes students approximately 22 weeks to complete the program, and 95% of our students finished in that timeframe.

**Q: What are my chances of getting a job when I graduate?**

A: Both the institution's state and accreditor require the calculation of a job placement rate for this program.

**Accreditor rate:** The job placement rate for students who completed this program is 70%.

- **Name of accrediting agency this placement rate is calculated for:** National Accrediting Commission of Career Arts and Sciences
- **Who is included in the calculation of this rate?** All students scheduled to graduate the program in 2013, who actually graduated, and were eligible for placement as defined by NACCAS
- **What types of jobs were these students placed in?**
  - **The job placement rate includes completers hired for:** Jobs within the field
  - **Positions that recent completers were hired for include:** Masage Therapist, Receptionist, Business Owner/Massage Therapist, Spa Tech
- **When were the former students employed?** They were employed in a field for which their training prepared them prior to 11/30/14
- **How were completers tracked?** Student and employer contact via phone calls, surveys, emails, and Facebook

**State rate:** The job placement rate for students who completed this program is 87%.

- **Name of the state this placement rate is calculated for:** Minnesota Office of Higher Education
- **Who is included in the calculation of this rate?** All students who graduated between July 1, 2013 and June 30, 2014, responded to our survey, and are in the labor force (rather than for example continuing their education)
- **What types of jobs were these students placed in?**
  - **The job placement rate includes completers hired for:** Jobs within the field.
  - **Positions that recent completers were hired for include:** Massage Therapist, Receptionist, Business Owner/Massage Therapist, Spa Tech
- **When were the former students employed?** The rate is based on students in the cohort who were employed by November 2014
- **How were completers tracked?** Student and employer contact via phone calls, surveys, email, and Facebook

\*Note: The above disclosures contain the tuition and fees applicable to students starting between July 1, 2015-June 30, 2016.

**For more information on jobs related to this program please see the below link:**

Massage Therapists

<http://online.onetcenter.org/link/summary/31-9011.00>

**MN Voter Registration Information**

[www.sos.state.mn.us/index.aspx?page=134](http://www.sos.state.mn.us/index.aspx?page=134)

**Department of Education**

[www.ed.gov](http://www.ed.gov)