AVEDA INSTITUTE | MONTANA

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AVEDA INSTITUTE
Outcome Rates

2020 **COSMETOLOGY OUTCOMES**
- GRADUATION RATE : 92%
- PLACEMENT RATE : 87%
- LICENSURE RATE : 100%

INSTRUCTOR TRAINING OUTCOMES
- GRADUATION RATE : N/A
- PLACEMENT RATE : N/A
- LICENSURE RATE : N/A

CUMULATIVE OUTCOME
- GRADUATION RATE : 92%
- PLACEMENT RATE : 87%
- LICENSURE RATE : 100%

2021 **COSMETOLOGY OUTCOMES**
- GRADUATION RATE : 65.38%
- PLACEMENT RATE : 94.1%
- LICENSURE RATE : 100%

INSTRUCTOR TRAINING OUTCOMES
- GRADUATION RATE : 100%
- PLACEMENT RATE : 100%
- LICENSURE RATE : 100%

CUMULATIVE OUTCOME
- GRADUATION RATE : 66.67%
- PLACEMENT RATE : 94.44%
- LICENSURE RATE : 100%

2022 **COSMETOLOGY OUTCOMES**
- GRADUATION RATE: 86.67%
- PLACEMENT RATE: 96%
- LICENSURE RATE: 100%

INSTRUCTOR TRAINING OUTCOMES
- GRADUATION RATE : 100%
- PLACEMENT RATE : 100%
- LICENSURE RATE : 100%

CUMULATIVE OUTCOMES
- GRADUATION RATE : 87.10%
- PLACEMENT RATE : 96.15%
- LICENSURE RATE : 100%

This catalog is a guideline of what Aveda Institute Montana (Aveda Institute, Institute) expects from its students. The Institute reserves the right to modify policies based on changes in accreditation requirements, state, or federal laws, or for any other reason at the discretion of the Institute.

Changes will be made with the approval of the regulatory agencies. With the publication of this catalog, all previous volumes will be obsolete. All students are required to review this catalog for information on the Institute.

2023 **COSMETOLOGY OUTCOMES**
- GRADUATE RATE : 90.91%
- PLACEMENT RATE : 83.33%
- LICENSURE RATE : 96.67%

ESTHETICIAN OUTCOMES
- GRADUATE RATE : 100%
- PLACEMENT RATE : 100%
- LICENSURE RATE : 100%

SUPPLEMENTAL BARBERING OUTCOMES
- GRADUATE RATE : 100%
- PLACEMENT RATE : 100%
- LICENSURE RATE : 100%

INSTRUCTOR TRAINING OUTCOMES
- GRADUATE RATE : 100%
- PLACEMENT RATE : 100%
- LICENSURE RATE : 100%

CUMULATIVE OUTCOMES
- GRADUATE RATE : 92.31%
- PLACEMENT RATE : 86.11%
- LICENSURE RATE : 80.56%

2024 **COSMETOLOGY OUTCOMES**
- GRADUATION RATE: 82%
- PLACEMENT RATE: 94%
- LICENSURE RATE: 94%

ESTHETICIAN OUTCOMES
- GRADUATION RATE : 92%
- PLACEMENT RATE : 92%
- LICENSURE RATE : 100%

BARBERING OUTCOMES
- GRADUATION RATE : 100%
- PLACEMENT RATE : 100%
- LICENSURE RATE : 100%

MANICURING OUTCOMES
- GRADUATION RATE : N/A
- PLACEMENT RATE : N/A
- LICENSURE RATE : N/A

SUPPLEMENTAL BARBERING OUTCOMES
- GRADUATION RATE : 100%
- PLACEMENT RATE : 100%
- LICENSURE RATE : 100%

INSTRUCTOR TRAINING OUTCOMES
- GRADUATION RATE : N/A
- PLACEMENT RATE : N/A
- LICENSURE RATE : N/A

CUMULATIVE OUTCOMES
- GRADUATION RATE : 88%
- PLACEMENT RATE : 94%
- LICENSURE RATE : 97%



Our Mission

Our mission is to provide quality, professional education, and training to successfully pass Montana State Board Exams, and to prepare our students for employment in their field of study. Aveda Institute Montana aligns with like-minded individuals who want a successful career in their industry. We challenge students to be productive in a salon or spa atmosphere as they strive for technical excellence, as well as learn to give extraordinary care to all the clients who come through our door.

Welcome

About Aveda Institute Montana
At Aveda Institute, our students are educated by accomplished professionals using innovative curriculum that blend professional techniques with retail and business-building skills.

Beauty
Beauty is as beauty does. We teach students how to become environmentally responsible by giving you the tools to minimize your global footprint thus creating a greener planet.

Wellness
It's a great day at Aveda Institute Montana. Wellness activities to set the tone for the day, and huddles to celebrate daily successes, honor day makers, and review upcoming events.

Student Experience
Aveda Institute students experience education through education workshops from industry masters, highly skilled instructors, leadership, community events, and wellness. If you are looking for an opportunity to express your creativity and establish a professional career, come to Aveda Institute Montana and let yourself grow.

Leadership
Become a mentor and inspire yourself to become the best. Our leadership team allows students to participate in advisory meetings, events, and continued education classes.

contact information

Aveda Institute Montana

901 24th Street West

Billings, MT 59102

Phone: (406)652-2700

Email: kpayne@avedainstitutemontana.com

Web Site: www.avedainstitutemontana.com

AREAS OF STUDY

Our Programs

- **Cosmetology:** In our cosmetology program, you will dive into the latest styles and techniques as you learn hair cutting and styling, coloring, chemical services, makeup application, skin care, and nail care and prepare you for State Board Examination.
- **Esthetician Program:** Our esthetician program provides you with a complete understanding of beauty and esthetics. Students will learn basic facials, body treatments, hair removal, make up, infection control, and preparation for the state board exam.
- **Supplemental Barbering:** Our supplemental barbering program provides you with hands-on training in shaving and clipper cutting barbering techniques to already licensed cosmetologist. Upon completion you will be prepared to take the Montana state board practical and written examination of barbering, and be ready to succeed as a licensed barber.
- **Barbering Program:** Our Barbering program provides you with a complete understanding of the beauty and barber industry. Students will learn haircutting, clipper cutting, hair styling, shaving, coloring, chemical services, skin care, and preparation for the State Board Examination.
- **Manicuring Program:** Our manicuring program provides you with a complete understanding of the art of nails. Students will learn how to apply acrylics, gel, basic manicure and pedicure, and preparation for the State Board Examination.
- **Instructor Training:** In our instructor program, the primary purpose is to train the cadet in the basic teaching skills, educational judgment, work habits, and desirable attitudes necessary to pass the State Board Examination and for competency in job entry level employment as an Instructor or related career avenue.

Three Types of Learning

Theoretical knowledge: Theory class is class time used for learning the basic fundamentals of your program of study.

Practical experience: This is the actual hands on learning that is pivotal to growing in your program of study.

Professional business knowledge: Building your skills and learning things like retail sales, benchmarks, interviewing, and gaining a better perspective on general professionalism.

Each phase of your education will emphasize a combination of different learning approaches.

Language
All programs are taught only in English, as well as textbook and course materials are only offered in English.

CAREER OPPORTUNITIES

In this industry there are many different fields you can specialize in such as:

Salon/Spa Industry

- Hairstylist/Barber
- Esthetician
- Makeup artist
- Manicurist
- Sales representative
- Permanent Waving specialist
- Hair color specialist
- Salon/Spa manager
- Salon/Spa owner

Education and Other Fields

- Instructor
- Consultant/Trainer
- School owner
- State Board Member or Inspector
- Education Director

FACILITIES

The Institute
Aveda Institute Montana is located on 24th Street West in Billings, Montana.

Guest Services
Guests come to the Institute for beauty and wellness services. As a student, you will have the opportunity to perform a wide variety of services in a salon setting under the guidance and supervision of your instructors.

The Classroom
The classroom size and layout are designed to provide a productive learning environment and experience for all learning styles. The students will learn from lecture, demonstration, activities, and tests in the classroom to take the skills and knowledge they have learned to apply it on the clinic floor.

The Clinic Floor
On the clinic floor students will practice services that would be performed in a real salon. This is to prepare the students for the real-life experiences after graduation. On the clinic floor there will be students in all different phases of the program. With our curriculum, students will gradually perform a wider variety of services on the guests as they go through the phases and get closer to graduation. Students will always be under the guidance and supervision of an instructor.

Retail Experience
At Aveda Institute we have a retail area for hair, skin, and body care. The Institute understands the importance of being able to sell retail and have the knowledge to know what products you are selling inside and out. At the Institute, the students will learn the verbiage and have the confidence to be able to educate their guests on the products used during their service on the clinic floor. They will also be able to build their benchmarks to help them be successful after graduation.

Student Lockers and Workstations
The students are provided with their own lockers and workstations. The lockers are given to the students on the first day, and workstations will be given on the first day the student is on the clinic floor. The student must provide their own lock for their lockers. The students are responsible for cleaning their own lockers and workstations every day. If a student transfers or withdraws, the student needs to take all of their belongings with them. Items left in the locker will be disposed of after five school days to provide space for incoming students. Aveda Institute Montana is not responsible for lost or stolen items.

Administrative Office - Resource Library
Team leaders and Administrative personnel are always available to respond to your questions or concerns. Resource library has books on styling, personal development, health and wellness for your reference.





Student Lounge
The Institute has designated areas in the lower level and outside for students to enjoy their lunch. Students are responsible for maintaining the cleanliness of these areas. There are several restaurants within walking distance to get off campus and enjoy your lunch as well.

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

Bus Services
Please contact City of Billings MET Transit at (406) 657-8218 for more information. Utilizing public transportation or carpooling is encouraged.

Parking
The Institute parking lot is reserved for authorized personnel, students, and guests only. Unauthorized vehicles will be towed at the owner's expense. Student and staff parking is in designated areas only. If the designated parking spots are full, students are able to park in the south parking lot at Lutheran Church of Good Shepherd located just north of Aveda Institute.

Housing Information
Student housing is not available on campus. There are multiple housing units available in the community and students will need to make their own housing and boarding arrangements.

Scholarships Information
Please visit www.avedainstitutemontana.com for more information about scholarships.



ready to begin?

ADMISSION

Aveda Institute Montana is looking for motivated individuals eager to learn and grow their career in the beauty industry. Take the first step...

1. **Take a Tour:** Schedule a tour with an Institute Admissions Representative. Call us at 406-652-2700, or email the school directly at kpayne@avedainstitutemontana.com
2. **Enrollment Application:** After your tour, you may receive an application for enrollment with a fee of $25.00 (nonrefundable) when you return the completed application. Our Admissions staff will review your application and contact you to continue the registration process if you are accepted. Aveda Institute Montana reserves the right to review each application on an individual basis. If you are a prospective student wanting to use your VA Benefits. Please turn in your certificate of eligibility and prior credit evaluation form with your application. In the admissions, instruction, and graduation policies we practice no discrimination on the basis of race, religion, color, financial status, sex, ethnic or national origin, age, veteran status, disability, or sexual orientation.
3. **Registration:** Upon completion of the application review, and upon acceptance, one of our Admissions Representatives will reach out to welcome you to the program. Following, you will be requested to come in to complete the registration process.
    a. $100.00 registration fee.
    b. $2500.00 Cosmetology Kit Fee (Cosmetology Program only).
    c. $2200.00 Esthetician Kit Fee (Esthetician Program only.
    d. $1100.00 Supplemental Barbering Kit Fee (Supplemental Barbering Program only).
    e. $2500.00 Barbering Kit Fee (Barbering Program only).
    f. $2000.00 Manicuring Kit Fee (Manicuring Program only).
    g. $650.00 Instructor Curriculum Fee (includes iPad and curriculum. Instructor Training Program only).
    h. A copy of your active Cosmetology License (Supplemental Barbering Program only).
    i. A copy of your active professional license (ex. cosmetology, esthetics, barbering or manicuring license - Instructor Training Program).
    j. Submit a copy of your High School Diploma and/or
        - Have the recognized equivalent of a high school diploma; and/or
        - Are beyond the age of compulsory school attendance in the State in which the institute is physically located.
    k. Submit a copy of your Social Security Card and/or Birth Certificate.
    l. Submit a valid Driver's License or valid State ID card (photo).
    m. Foreign diplomas MUST have evidence that verification of foreign student's highs school diploma has been performed by an outside agency that is qualified to translate documents to English and confirm the academic equivalence to a US high school diploma.

Validating Documentation

Aveda Institute Montana reserves the right to verify the validity of any provided documents or the institution they are from. If Aveda Institute has any reason to believe that any of the documentation provided is not valid, the Institute will request the official document from the respective institution, and the student will be required to pay any fees needed to obtain the official document. The official document needs to be presented to the Institute in the sealed envelope from the respective institution where the student received the official document.

If Aveda Institute has any reason to believe that the high school diploma/transcript was not obtained from an entity that provides secondary education, Aveda Institute reserves the right and will verify with the Department of Education in the state in which the high school is located.

Exceptions to the above include the following:

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

Nondiscrimination Policy
Aveda Institute reserves the right to review each application on an individual basis. In the admissions, instruction, and graduation policies we practice no discrimination on the basis of race, religion, color, financial status, sex, ethnic or national origin, age, veteran status, disability, or sexual orientation.

Transfer Students
Applicants for transfer into a program will be considered on an individual basis. The student will have to go through the new student registration enrollment process. The student must provide documentation of their transcript and be in good standing academically and financially with the previous institution. Aveda Institute may, at its own discretion, refuse transfers if admission requirements, including tuition, cannot be met. The Institute does not guarantee the ability to transfer actual hours from another school. The Institute reserves the right to apply additional hours for the student if needed. The Institute also reserves to right to deny enrollment to any student. The Institute will not accept any transfer actual hours that are not within 12 months of the current Aveda Institute enrollment date.

Aveda Institute does not recruit students already attending another school, offering a similar program of study.

Re-Admission
Students who have withdrawn may reapply after 60 days. To reapply the student must pay $100 as a re-enrollment fee. The student must be in good standing from their previous enrollment. Aveda Institute reserves the right to not accept readmission from a student.

Payment Terms
The student and/or sponsor (if applicable) agrees to pay the Institute the tuition and fees for the program selected according to the approved payment plan. Aveda Institute Montana may, at its option and without notice, prevent the student from attending class until any applicable unpaid balance, or until payments are satisfied.

If a student does not graduate by their contracted graduation date listed in the Enrollment Agreement, the student will pay $15.00 an hour until the student graduates or reaches their max time frame at which the student would automatically be terminated from the program.

If a student is late on a payment the student will pay a $25 late fee, in addition to their payment. Aveda Institute will charge a registration fee for students enrolling or transferring to the Institute of $100.00. Methods of payment include full tuition paid before the student start date, full tuition paid in monthly payments beginning the first month of instruction, or full tuition paid in payment periods.

Registration fee, cosmetology kit fee, esthetician kit fee, supplemental barbering kit fee, barbering kit fee, manicuring kit free, or instructor curriculum fee are also paid at the time of signing the student enrollment agreement. If the student is eligible for Title IV funds and those funds completely cover institutional costs (i.e. Tuition, Registration fee, and Cosmetology kit fee) then the student can pay the cosmetology kit fee and registration in their payment periods and it does not have to be paid for at the time of signing the student enrollment agreement. Please note that the only program approved for Title IV funds is the cosmetology program.

Students cannot miss more than two (2) Fridays/Saturdays during their program. If a student misses more than two (2) Fridays/Saturdays the student will pay $15 an hour missed passed the two (2) Fridays/Saturdays. A full Friday/Saturday is considered seven (7) hours. If a student does not complete at least seven (7) hours on a Friday/Saturday then the Friday/Saturday will count as a Friday/Saturday missed. After the allotted two (2) Fridays/Saturdays are missed the prorated amount of time missed will be charged to the student's account and paid by the time the student graduates. Methods of payments may be made by cash, credit card, check, money order, title IV (only for cosmetology program) , or non federal agency or loan programs (for programs other then the cosmetology program).

VA Delayed Payment Policy
Aveda Institute Montana does not impose any penalty, including assessment of late fees, deny access to classes, libraries or other institutional facilities, or require a Chapter 31 or Chapter 33 recipient to borrow additional funds to cover the individual's inability to meet his/her financial obligations to Aveda Institute due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.
This applies only if the payments are not received within 90 days of the beginning of the term.

Students are required to provide documentation to ensure they are entitled to VA education benefits no later than the first day of the educational program in which they are enrolling.

The restriction on penalties would not apply in cases where the student owes additional payment to Aveda Institute beyond the amount of the tuition and fee payment from VA to Aveda Institute.





ACADEMIC SCHEDULE
START DATES

COSMETOLOGY PROGRAM
October 26, 2026 (Monday, Wednesday, Friday 25 hours per week)
January 11, 2027 (Monday, Wednesday, Friday 25 hours per week)
March 16, 2027 (Tuesday, Thursday, Saturday 25 hours per week)
July 26, 2027 (Monday, Wednesday, Friday 25 hours per week)
September 28, 2027 (Tuesday, Thursday, Saturday 25 hours per week)
December 6, 2027 (Monday, Wednesday, Friday 25 hours per week)
April 18, 2028 (Tuesday, Thursday, Saturday 25 hours per week)
August 28, 2028 (Monday, Wednesday, Friday 25 hours per week)
October 31, 2028 (Tuesday, Thursday, Saturday 25 hours per week)
March 19,2029 (Monday, Wednesday, Friday 25 hours per week)
July 31, 2029 (Tuesday, Thursday, Saturday 25 hours per week)
October 1, 2029 (Monday, Wednesday, Friday 25 hours per week)
December 11, 2029 (Tuesday, Thursday, Saturday 25 hours per week)
The start dates for the **Instructor Training Program** are the first Tuesday of every month with the exception of a start date falling on a holiday.

BARBERING PROGRAM
January 12, 2027 (Tuesday, Thursday, Saturday 25 hours per week)
May 17, 2027 (Monday, Wednesday, Friday 25 hours per week)
February 15, 2028 (Tuesday, Thursday, Saturday 25 hours per week)
June 19, 2028 (Monday, Wednesday, Friday 25 hours per week)
January 16, 2029 (Tuesday, Thursday, Saturday 25 hours per week)
May 21, 2029 (Monday Wednesday, Friday 25 hours per week)
February 26, 2030 (Tuesday, Thursday, Saturday 25 hours per week)

SUPPLEMENTAL BARBERING PROGRAM
March 16, 2027 (Tuesday, Thursday, Saturday 25 hours per week)
April 18, 2028 (Tuesday, Thursday, Saturday 25 hours per week)
July 31, 2029 (Tuesday, Thursday, Saturday 25 hours per week)

MANICURING PROGRAM
January 12, 2027 (Tuesday, Thursday, Saturday 25 hours per week)
May 18, 2027 (Tuesday, Thursday, Saturday 25 hours per week)
September 28, 2027 (Tuesday, Thursday, Saturday 25 hours per week)
February 15, 2028 (Tuesday, Thursday, Saturday 25 hours per week)
June 20, 2028 (Tuesday, Thursday, Saturday 25 hours per week)
October 31, 2028 (Tuesday, Thursday, Saturday 25 hours per week)
March 20, 2029 (Tuesday, Thursday, Saturday 25 hours per week)
July 31, 2029 (Tuesday, Thursday, Saturday 25 hours per week)
December 11, 2029 (Tuesday, Thursday, Saturday 25 hours per week)

ESTHETICIAN PROGRAM
October 26, 2026 (Monday, Wednesday, Friday 25 hours per week)
January 12, 2027 (Tuesday, Thursday, Saturday 25 hours per week)
May 17, 2027 (Monday, Wednesday, Friday 25 hours per week)
July 27, 2027 (Tuesday, Thursday, Saturday 25 hours per week)
December 6, 2027 (Monday, Wednesday, Friday 25 hours per week)
February 15, 2028 (Tuesday, Thursday, Saturday 25 hours per week)
June 19, 2028 (Monday, Wednesday, Friday 25 hours per week)
August 29, 2028 (Tuesday, Thursday, Saturday 25 hours per week)
January 15, 2029 (Monday, Wednesday, Friday 25 hours per week)
March 20, 2029 (Tuesday, Thursday, Saturday 25 hours per week)
July 30, 2029 (Monday, Wednesday, Friday 25 hours per week)
October 2, 2029 (Tuesday, Thursday, Saturday 25 hours per week)

HOLIDAY CLOSURES

Holiday	2026	2027
New Year's Day	January 1, 2026	January 1, 2027
Memorial Day	May 25, 2026	May 31, 2027
Summer Break	June 29 - July 4, 2026	June 28 - July 3, 2027
Labor Day	September 7, 2026	September 6, 2027
Thanksgiving Break	Nov 26 - Nov 28, 2026	Nov 25 - Nov 27, 2027
Winter Holiday Break	Dec 24, 2026 - Jan 2, 2027	Dec 24, 2027 - Jan 1, 2028

Holiday	2028	2029
New Year's Day	January 1, 2028	January 1, 2029
Memorial Day	May 29, 2028	May 28, 2029
Summer Break	July 3 - July 8, 2028	July 2 - July 7, 2029
Labor Day	September 4, 2028	September 3, 2029
Thanksgiving Break	Nov 23 - Nov 25, 2028	Nov 22 - Nov 24, 2029
Winter Holiday Break	Dec 25, 2026 - Jan 1, 2029	Dec 24, 2029 - Jan 1, 2030

General Terms of Agreement

School

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the State Regulatory Agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials, or educational methods at its discretion.
- Will grant a Diploma of Graduation and Official Transcript of hours for applicable course when the student has successfully completed all phases of study, required tests, practical assignment, passed a final comprehensive written and practical examination, completed the program of study according to State requirements, completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payment of all debts owed to the Institute.
- Will issue an Official Transcript of hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attend an exit interview, and made satisfactory arrangements for debts owed to the Institute as approved by Aveda Institute Montana.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes; however, job placement is NOT guaranteed.
- May terminate student's enrollment for noncompliance with General Policies, the Student Enrollment Agreement, or State Law and Regulations, improper conduct or any action which causes, or could cause bodily harm to a client, student, or employee of Aveda Institute, willful destruction of Institute's property, and theft or any illegal act.

Student

- Agrees to pay applicable Institute and State fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Law and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services, or other program requirements.
- Agrees to comply with the Institute's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and/or passed.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.





COSMETOLOGY PROGRAM

Cosmetology Program

- Application Fee: $25.00 (nonrefundable)
- Registration Fee: $100.00
- Cosmetology Kit Fee: $2,500.00
- Tuition: $17,080.00
- Monthly Payment: $1,220.00 (14 months)

This program is eligible for Title IV. Payments will be made in payment periods, and the payment periods and amount due will be outlined in the student enrollment agreement.

**Please note, tuition, kit items, and kit prices are subject to change in this constant-growing industry.*

Aveda Institute's Cosmetology program provides 1500 hours of extensive hands-on learning as required for the Montana State Board of Cosmetology. At Aveda Institute Montana we offer this course in two convenient schedules depending on the start date.

Part time Hours:
Monday and Wednesday (8:30am-6:00pm) and Friday (8:00am-5:00pm) 25 hours
Tuesday and Thursday (8:30am-6:00pm) and Saturday (8:00am-5:00pm) 25 hours

Program Objectives
Aveda Institute Montana's cosmetology program provides you with a complete understanding of the beauty industry. Upon program completion, you will be prepared to take the Montana State Board's practical and written examinations of cosmetology and be ready to succeed as a licensed cosmetologist. Each graduate will receive a Aveda Institute Montana diploma and transcript. The level of occupation obtained after completing this course is an entry level cosmetology position.

Montana State Board Requirements / Program Outline	
Hours / Service Exercises	Subject / Course Description
375 Hours	**Theory Related Subject / Practice of Cosmetology** • Orientation • Career Information • State Laws and Regulations • School Rules and Regulations • Professional Personal Development • Job Seeking • First Aid / Safety • Salon Safety • OSHA • CDC • Fundamental Business Management • Salon Business / Operations • Licensing Requirements and Regulations • Laws • Policies / Practices • Compensation Packages / Payroll Deductions • Telephone Use • Advertising • Sales • Communications • Public Human Relations • Insurance

Montana State Board Requirements / Program Outline	
195 Hours	**Shampoo, Hair Styling / Related Theory** • Guest Consultation • Scalp Care Analysis • Draping • Scalp Treatment • Artistry Hair Styling • Shampoo • Pin Curls Techniques • Finger Waving • Thermal Curling • Blow Dry Styling • Braiding Techniques • Back-Combing Techniques • Wet / Roller Setting
155 Hours	**Haircutting / Related Theory** • Guest Consultation • Proper Use of Implements and Techniques • Sectioning • Shears • Razor • Clippers
95 Hours	**Manicuring / Related Theory** • Guest Consultation • Manicure; hand massage and polish • Pedicure; foot, ankle, lower leg massage • Proper Use of Implements • Application of Monomer Liquid Techniques • Polymer Powder • Nail Enhancements • Nail Tips/Wraps/UV Gel • Nail Art
395 Hours	**Chemical, Texture, Color Services / Related Theory** • Guest Consultation • Scalp and Hair Analysis • Chemistry Perm Waving and Relaxers • Ammonium Thioglycolate, Sodium hydroxide Methods • Principals Action Cold Waving • Curling Rods • Procedure Normal/Tinted/Bleached • Product Analysis • Application Techniques • Equipment Implements Materials • Perming Techniques • Hair Color • Hair Lightening • Color Theory • Classification of Hair Color • Corrective Color • Foil Placement • Enlighten and Tone • Product Knowledge • One Dimensional • Multi-Dimensional • Color Removal Techniques

Montana State Board Requirements / Program Outline	
60 Hours	**Chemistry, Bacteriology, Sanitation / Related Theory** • Blood Spill Procedure • Public Sanitation • Health • Disinfection Methods • Chemical Agents • Chemistry Theory • Infections, Infection Control • Equipment Use and Safety • Proper Storage • Sterilization • Anatomy • Physiology • Disease and Disorders of Hair, Scalp, Skin, and Nails
110 Hours	**Esthetics, Skin / Related Theory** • Guest Consultation • Facials • Cosmetics and Makeup • Essential Oils • Application and Maintenance Artificial Lashes • Skin Exfoliation (Manual, Chemical, and Mechanical Exfoliation Techniques) • Relaxation Massage Techniques • Protocol Systems • Methods of Hair Removal and Tweezing • Full Body Waxing • Electricity and Light Therapy
115 Hours	**Salon Management / Business / Customer Service / Related Theory** • Salon Life • Salon Management • General Facility Sanitation • State Laws, Rules, and Regulations • Preparation of State Board Exams • Customer Service Cycle • Business Methods • Appointment Book • Time Management • Professional Ethics • Personal Career Development • Team Building Communications • Resume, Interview, Techniques • Benchmarking for Success • Interpersonal Skills • Safety and Sanitation • Job Search Skills

**The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the State Licensing Board for examination.*



Cosmetology Course Timeline

Phase 1 - Grounding. In this phase students will learn the fundamentals of consultation, haircutting, shampoo, conditioning, sanitation, disinfection, safe practices and state board preparation. Students will not be on the clinic floor at this time.

Phase 2- Nourish. In this phase students will learn scalp treatments at the beginning and then transition into color and chemical services. Students will then learn the fundamentals of color application, consultation, color theory, and perm services. Students will also learn state board preparation. After reaching 300 hours students will start taking guests who schedule for shampoo styles and haircuts.

Phase 3- Intention. In this phase students will learn the fundamentals of skin care. They will learn basic facials, make up, hair removal, microbiology, and anatomy. Students will now be accepting chemical services and scalp treatments on the clinic floor.

Phase 4- Harmony. In this phase students will focus on nails! Students will learn basic manicure and pedicure services using regular polish and shellac polish. Students will also learn application of acrylic and learn different techniques of nail art. Students will now be accepting facials, make up, and hair removal on the clinic floor.

Phase 5- Expressive. In this phase students will advance their styling skills. Students will learn about the different textures of hair and how to style appropriately for each guest including protective styles, comb coils, braiding, and updos. Students will also learn wigs and hair extensions in this phase. Students will now be accepting nail clients on the clinic floor.

Phase 6- **Insight.** In this phase students will go through business and the state board practical. Students will learn more about the business side of the industry as they begin to think about life as a cosmetologist after completing school. Students will also go through the sections of their State Board Practical Test to prepare to take their exam.

Phase 7- **Wisdom**. In this phase students will practice salon life! Students will get signed up to take their written and practical exams as they work to complete the remainder of the 1500 hours.

Teaching Methods

The cosmetology program is taught using a variety of methods including lecture and workbooks, videos, hand-on techniques, demonstrations, PowerPoint presentations, written assignments, discussion, question and answer, group activity involvement, and projects along with student presentations.

Grading for All Programs

Theory: test scores, written assignments, and projects.
Practical: hands-on demonstrations of skills, techniques, and procedures.
Clinic: service performed on the clinic floor.

Grading

96% - 100%	High Honors
85% - 95%	Satisfactory
75% - 84%	Average
0% - 74%	Unsatisfactory

Text: Pivot Point Cosmetology Curriculum and Learn Aveda Curriculum.

Physical/Safety Demands

It is extremely important that you are provided with all of the facts about the physical demands your future career requires. The list is as follows:

1. Body position: Long standing periods while you are using your hands, arms, and wrists continuously. Estheticians and Nail Technicians are required to sit and lean forward while performing services and stand while leaning over others.
2. Hands: Your hands will need protection from continuous exposure to water and cleaning agents
3. Back: Minor back stress may be cause by long intervals of standing, sitting, or leaning.
4. Chemicals: You will be required to work with different types of products and chemicals. If you have any allergies or sensitivities to products or chemicals, please consult with your physician.
5. Industry Tools: There are many obvious hazards when working with sharp objects examples are scissors, clippers, razors, nippers, extractors, etc. Caution must be used when handling such tools.

ESTHETICIAN PROGRAM

Esthetician Program

- Application Fee: $25.00 (non-refundable)
- Registration Fee: $100.00
- Esthetician Kit Fee: $2,200.00
- Tuition: $8,400.00

Monthly Payment: $1,200.00 (7 months)

**Please note, tuition, kit items and kit prices are subject to change in this constantly growing industry*

Our esthetician program provided 650 hours of extensive hands-on learning as required for the Montana state board. The program is offered in two convenient schedules outlined below.

Monday, Wednesday, Friday: Monday and Wednesday (8:30am-6:00pm) and Friday (8:00am-6:00pm). 25 hours per week with 60 minute lunch break per day.

Tuesday, Thursday, Saturday: Tuesday and Thursday (8:30am-6:00pm) and Saturday (8:00am-6:00pm). 25 hours per week with 60 minute lunch break per day.

Esthetician Program Objectives
Aveda Institute's Esthetician program provides you with a complete understanding of beauty and esthetics. Upon program completion, you will be prepared to take the Montana State Board practical and written examinations of esthetics and be ready to succeed as a licensed esthetician. Each graduate will receive a Aveda Institute Montana diploma and official transcript. The level of occupation obtained after completing this course is an entry level esthetician position.

Montana State Board Requirements/ Program Outline	
Hours/ Service Exercises	**Subject Course Description**
160 Hours	**Theory Related Subject/ Practice of Esthetics** • Orientation • Career Information • State Laws and Regulations • Professional Personal Development • Job Seeking • First Aid/ Safety • Salon Safety • OSHA • CDC • Fundamental Business Management • Salon Business/ Operations • Licensing Requirements and Regulations • Laws • Policies/ Practices • Compensation Packages/ Payroll Deductions • Telephone Use • Advertising • Sales • Communications • Public Human Relations • Insurance

Montana State Board Requirements/ Program Outline	
70 Hours	**Anatomy and Physiology/ Related Theory** • Anatomy • Bacteriology • Sanitation • Sterilization • Safety • Anatomy • Physiology • Blood Spill Procedure • Diseases and Disorders • Electricity • Chemistry • Light Therapy
300 Hours	**Skin Care/ Related Theory** • Massage • Skin Care • Make up • Cosmetics • Facials • Essential oils • Strip Eyelash application • Eyelash extensions • Eyelash tinting • Eyebrow tinting • Lash lift • Skin exfoliation
50 Hours	**Hair Removal/ Related Theory** • Waxing • Tweezing
70 Hours	**Business Strategies/ Related Theory** • Salon management • General facility sanitation and cleanliness • Business methods • Appointment book • Customer service • Professional ethics • State board rules and regulations

Esthetician Course Timeline

Phase 1- Grounding- This phase is all about facials! Student will learn Aveda protocols for both basic and advanced facials. Students will learn a total of 7 facials in this phase and will begin taking facial clients on the clinic floor when the student reaches 150 clock hours.

Phase 2 - Nourish. In this phase students will explore more esthetics services! Students will learn body treatments, hair removal, make up, eyelash extensions, and facial devices. While in this phase students will also learn more about the business side of the industry and they begin to explore life after school.

Phase 3 - Intention. This phase is all about State Board preparation. Students will take their final exams and begin to go through the sections of their state board practical to prepare them for licensure! The students will finish up the remainder of their 650 hours that are needed to graduate.

Teaching Methods

The esthetics program is taught using a variety of methods including lecture of workbooks, videos, hands- on techniques, demonstrations, PowerPoint presentations, written assignments, discussion, question and answer, group activity involvement, and projects long with student presentations.

Grading for All Programs
Theory: Test scores, written assignments, and projects.
Practical: Hands- on demonstrations of skills, techniques, and procedures.
Clinic: Service performed on the clinic floor

Grading
96%- 100% High Honors
85%- 95% Satisfactory
75%- 84% Average
0%- 74% Unsatisfactory

Text: Pivot Point Esthetics curriculum and Learn Aveda Esthetics Curriculum.

Physical/ Safety Demands
It is extremely important that you are provided with all of the facts about the physical demands your future career requires.The list is as follows:

1. Body Position: Long standing periods while you are using your hands, arms, and wrists continuously. Estheticians are required to sit and lean forward while performing services and stand while leaning over others.
2. Hands: Your hands will need protections from continuous exposure to water and cleaning agents.
3. Back: Minor back stress may be cause by long intervals of standing, sitting, and leaning.
4. Chemicals: You will be required to work will different types of chemicals, please consult with your physician.
5. Industry Tools: There are many obvious hazards when working with sharp objects examples are scis sors, extractors, facials devices etc. Caution must be used when handling such tools.
6. Sanitation: Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading disease.

AVEDA INSTITUTE | MONTANA



SUPPLEMENTAL BARBERING PROGRAM

Supplemental Barbering Program

- Application Fee: $25 (non-refundable)
- Registration Fee: $100
- Supplemental Barbering Kit Fee: $1100
- Tuition: $1,800

Monthly Payment: $900 (2 months)

**Please note tuition, kit items and kit prices are subject to change in this compactly growing industry.*

Our supplemental barbering program provides 150 hours of hands-on learning as required for the state board of cosmetology. The schedule for this program is outlined below.

Tuesday, Thursday, Saturday: Tuesday and Thursday (8:30am-6:00pm) and Saturday (8:00am-5:00pm) 25 Hours per week with 60 minute lunch break.

Program Objectives

Aveda Institute's supplementary barbering program provides you with hands-on training in shaving and clipper cutting barbering techniques to already licensed cosmetologists. Upon completion you will be prepared to take the Montana State Board practical and written examination of barbering and be ready to succeed as a licensed barber. The level of occupation obtained after completing this course is an entry level barbering position.



Montana State Board Requirements / Program Outline	
Hours/ Service Exercises	Subject/ Course Description
10 Hours	**Theory Related Subject/ Practice of Barbering** • Orientation • Career Information • State Laws and Regulations • Professional Personal Development • Job Seeking • First Aid/ Safety • Salon Safety • OSHA • CDC • Fundamental Business Management • Salon Business/ Operations • Licensing Requirements and Regulations • Laws • Policies/ Practices • Compensation Packages/ Payroll Deductions • Telephone Use • Advertising • Sales • Communications • Public Human Relations • Insurance
115 Hours	**Clipper Cuts/ Razor/ Theory Related Subject** • Mens Haircutting • Styling • Proper use of implements
25 Hours	**Shaving/ Theory Related Subject** • Art of Shaving • Straight razor usage • Advanced lecture • State Board Preparation

Supplemental Barbering Course Timeline

Phase 1- Grounding. In this phase students will learn more advanced techniques of clipper cutting, shaving, and short hairstyling. Students will have to complete 25 hours before practicing on clients on the clinic floor. At the end of this phase students will prepare to take their state board practical exams as they complete the 150 hours in this course.

Teaching Methods
The Supplemental Barbering Program is taught using a variety of methods including lecture of workbooks, videos, hands- on techniques, demonstrations, PowerPoint presentations, written assignments, discussion, question and answer, group activity involvement, and projects long with student presentations.

Grading for All Programs
Theory: Test scores, written assignments, and projects.
Practical: Hands- on demonstrations of skills, techniques, and procedures.
Clinic: Service performed on the clinic floor

Grading
96%–100% High Honors
85%–95% Satisfactory
75%–84% Average
0%–74% Unsatisfactory

Text: Pivot Point Barbering Curriculum and Learn Aveda Barbering Curriculum.

Physical/ Safety Demands

It is extremely important that you are provided with all of the facts about the physical demands of your future career. The list is as follows:

1. Body Position: Long standing periods while you are using your hands, arms, and wrists continuously. Estheticians are required to sit and lean forward while performing services and stand while leaningover others.
2. Hands: Your hands will need protections from continuous exposure to water and cleaning agents.
3. Back: Minor back stress may be cause by long intervals of standing, sitting, and leaning.
4. Chemicals: You will be required to work will different types of chemical, please consult with your physician.
5. Industry Tools: There are many obvious hazards when working with sharp objects examples are scissors, clippers, razors, nippers, extractors, etc. Caution must be used when handling such tools.
6. Sanitation: Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading disease.



BARBERING PROGRAM

Barbering Program

- Application Fee: $25 (non-refundable)
- Registration Fee: $100
- Barbering Kit Fee: $2,500.00
- Tuition: $14,025.00
- Monthly Payment: $1,275.00 (11 months)

**Please note tuition, kit items and kit prices are subject to change in this compactly growing industry.*

Our barbering program provides 1100 hours of extensive hands on learning as required for the Montana State Board of Barbers and Cosmetology. At Aveda Institute, we offer this course in two convenient schedules. The schedule depends on the start date.

Monday, Wednesday, Friday: Monday and Wednesday (8:30am-6:00pm) and Friday (8:00am-5:00pm) 25 Hours per week with 60 minute lunch break.

Tuesday, Thursday, Saturday: Tuesday and Thursday (8:30am-6:00pm) and Saturday (8:00am-5:00pm) 25 Hours per week with 60 minute lunch break.

Program Objectives

Aveda Institute's Barbering program provides you with a complete understanding of the beauty and barber industry. Upon program completion, you will be prepared to take the Montana State Board practical and written examinations of barbering and be ready to succeed as a licensed barber. Each graduate will receive an Aveda Institute Montana diploma and official transcript. The level of occupation obtained after completing this course is an entry level barbering position.

Montana State Board Requirements / Program Outline

Hours/ Service Exercises	Subject/ Course Description
75 Hours	**Theory Related Subject/ Practice of Barbering** • Orientation • Career Information • State Laws and Regulations • Professional Personal Development • Job Seeking • First Aid/ Safety • Salon Safety • OSHA • CDC • Fundamental Business Management • Salon Business/ Operations • Licensing Requirements and Regulations • Laws • Policies/ Practices • Compensation Packages/ Payroll Deductions • Telephone Use • Advertising • Sales • Communications • Public Human Relations • Insurance

165 Hours	**Shampoo, Hairstyling/ Related Theory** • Guest Consultations • Scalp Care Analysis • Draping • Scalp Treatment • Artistry Hair Styling • Shampoo • Pin Curl Techniques • Finger waving • Thermal Curling/ Marcel Irons • Blow dry styling • Texture Curls/ Coils • Braiding Techniques • Wet/ Roll Setting • Oven Press Curl • Comb out techniques • Wigs, Hair Additons, Hairpieces
185 Hours	**Haircutting/ Related Theory** • Guest Consultation • Proper use of Implements and Techniques • Sectioning • Shears • Razor • Clippers
295 Hours	**Chemical, Texture, Color Services / Related Theory** • Guest Consultation • Scalp and Hair Analysis • Chemistry Perm Waving and Relaxers • Ammonium Thioglycolate and sodium hydroxide methods • Principles Action Cold Waving • Curling Rods • Procedure Normal/ Tinted/ Bleach • Product Analysis • Application Techniques • Hair Color • Hair Lightening • Color Theory • Classification of Hair Color • Corrective Color • Foil Placement • Enlighten and Tone • Product Knowledge • One dimensional • Multi- Dimensional • Color Removal Techniques

Amazing careers start with Aveda

Montana State Board Requirements / Program Outline	
60 Hours	**Chemistry, Bacteriology, Sanitation/ Related Theory** • Blood Spill Procedure • Public Sanitation • Health • Disinfection methods • Chemical agents • Chemistry Theory • Infections, Infection Control • Equipment use and safety • Proper Storage • Sterilization • Anatomy • Physiology • Disease and Disorders of Hair, Scalp, Skin, and Nails
45 Hours	**Skincare/ Related Theory** • Guest Consultation • Skincare • Histology • Disorders • Men's Facial Techniques • Grooming • Cleansing and After- Shave Care • Facials • Shaving • Massage Relaxation Techniques • Essential Oils • Protocol Systems
275 Hours	**Shaving/ Related Theory** • Head shaving • Beard and Mustache trims • Modern razor styling • Clipper cutting • Hot towel shaves • Team facials and skin care • Histology • Disorders • Facial includes: Cleansing, refinement, treatment, massage and facial massage • Plant Aromaology • History of aromaology • Therapeutic effects • Custom testing and blending • Psychology of aroma • Method of application • Sensory journey and personal blends



Barbering Course Timeline

Phase 1 - Grounding. In this phase students will learn the fundamentals of consultation, haircutting, shampoo, conditioning, shaving, sanitation, disinfection, safe practices and state board preparation. Students will not be on the clinic floor at this time.

Phase 2 - Nourish. In this phase students will learn scalp treatments at the beginning and then transition into color and chemical services. Students will then learn the fundamentals of color application, consultation, color theory, and perm services. Students will also learn state board preparation and after reaching 225 hours will start taking shampoo styles and haircuts on the clinic floor.

Phase 3 - Intention. In this phase students will learn the fundamentals of skin care. They will learn basic facials, shaving, microbiology, anatomy, wigs, and hair additions.. Students will now be accepting chemical services and scalp treatments on the clinic floor.

Phase 4 - Harmony. In this phase students will advance their styling skills. Students will learn about the different textures of hair and how to style appropriately for each guest including protective styles, comb coils, braiding, and updos. Students will learn more about the business side of the industry as they begin to think about life as a barber after completing school. Students will also go through the sections of their State Board Practical Test to prepare to take their exam. Students will now be accepting facials and shave treatments on the clinic floor.

Phase 5 - Expressive. In this phase students will practice salon life! Students will get signed up to take their written and practical exams as they work to complete the remainder of the 1100 hours.

Teaching Methods

The barbering program is taught using a variety of methods including lecture of workbooks, videos, hands- on techniques, demonstrations, PowerPoint presentations, written assignments, discussion, question and answer, group activity involvement, and projects long with student presentations.

Grading for All Programs

Theory: Test scores, written assignments, and projects.
Practical: Hands- on demonstrations of skills, techniques, and procedures.
Clinic: Service performed on the clinic floor

Grading:

96%- 100% High Honors
85%- 95% Satisfactory
75%- 84% Average
0%- 74% Unsatisfactory

Text: Pivot Point Barbering Curriculum and Learn Aveda Barbering Curriculum.

Physical/ Safety Demands

It is extremely important that you are provided with all of the facts about the physical demands of your future career. The list is as follows:

1. Body Position: Long standing periods while you are using your hands, arms, and wrists continuously. Estheticians are required to sit and lean forward while performing services and stand while leaningover others.
2. Hands: Your hands will need protections from continuous exposure to water and cleaning agents.
3. Back: Minor back stress may be cause by long intervals of standing, sitting, and leaning.
4. Chemicals: You will be required to work will different types of chemical, please consult with your physician.
5. Industry Tools: There are many obvious hazards when working with sharp objects examples are scissors, clippers, razors, nippers, extractors, etc. Caution must be used when handling such tools.
6. Sanitation: Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading disease.

MANICURING PROGRAM

Manicuring Program

- Application Fee: $25 (non-refundable)
- Registration Fee: $100.00
- Manicuring Kit Fee: $2,000.00
- Tuition: $5,200.00
- Monthly Payment: $1,300 (4 months)

**Please note, tuition, kit items and kit prices are subject to change in this constantly growing industry*

Our manicuring program is for the student that loves the art of nails.

Our manicuring program provides 400 hours of extensive training as required for the Montana State Board of Cosmetologists as well as prepare you for your State written and practical exams.
We offer this program in one schedule outlined below.

Tuesday, Thursday, and Saturday
Tuesday and Thursday (8:30am-6:00pm) and Saturday (8:00am-5:00pm)
25 hours per week with 60 minute lunch break.

Program Objectives
Aveda Institute's manicuring program provides you with a complete understanding of the art of nails. Learn how to apply acrylics, dip gel, shellac gel, and so much more. Upon completion you will be prepared to take your written and practical exam to succeed as a licensed nail technician. Each graduate will receive a Aveda Institute Montana diploma and transcript. The level of occupation obtained after completing this course is an entry level manicuring position.



Montana State Board Requirements / Program Outline	
Hours / Service Exercises	Subject / Course Description
150 Hours	**Theory Related Subject/ Practice of Nails** • Orientation • Theory • Application of monomer liquid and polymer powder • Powder nail enhancements • Nail tips • Nail wraps • UV- gels • Nail Art • Electric nail file
55 Hours	**Anatomy and Physiology/ Subject Related Theory** • Anatomy • Physiology • Bacteriology • Sanitation • Nail Diseases • Nail Disorders • Sterilization • Safety • Nail Conditions
60 Hours	**Business Strategies/ Subject Related Theory** • Management • Business methods • Customer service • Appointment Book • Professional Esthetics • Retailing • Telephone skills
100 Hours	**State Board/ Subject Related Theory** • Current State Board Rules • State Laws • Practical Mock Exam • Written Prep Exam
35 Hours	**Massage Techniques/ Subject Related Theory** • Arm and Hand Massage Theory • Leg and Foot massage theory • Reflexology • Implement Safety • Manicuring Natural Nails • Pedicuring Natural Nails • Aromatherapy • Polishing Application • Nail Design • French Manicure • Parafin

Manicuring Course Timeline

Phase 1: Students will learn the fundamentals of a consultation, basic manicures and pedicures, sanitation, disinfection, artificial nails and safe practices and electric files students will be on the clinic floor after reaching 110 hours.

Phase 2: Students will be in Spa life! Students will prepare for their state board practical and written exam.

Teaching Methods

The manicuring program is taught using a variety of methods including lecture of workbooks, videos, hands- on techniques, demonstrations, PowerPoint presentations, written assignments, discussion, question and answer, group activity involvement, and projects long with student presentations.

Grading for All Programs

Theory: Test scores, written assignments, and projects.
Practical: Hands- on demonstrations of skills, techniques, and procedures.
Clinic: Service performed on the clinic floor

Grading

96% - 100%	High Honors
85% - 95%	Satisfactory
75% - 84%	Average
0% - 74%	Unsatisfactory

Text: Pivot Point Nail Curriculum

Physical/ Safety Demands

It is extremely important that you are provided with all of the facts about the physical demands of your future career. The list is as follows:

1. Body Position: Long standing periods while you are using your hands, arms, and wrists continuously. Estheticians are required to sit and lean forward while performing services and stand while leaningover others.
2. Hands: Your hands will need protections from continuous exposure to water and cleaning agents.
3. Back: Minor back stress may be cause by long intervals of standing, sitting, and leaning.
4. Chemicals: You will be required to work will different types of chemical, please consult with your physician.
5. Industry Tools: There are many obvious hazards when working with sharp objects examples are scissors, clippers, razors, nippers, extractors, etc. Caution must be used when handling such tools.
6. Sanitation: Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading disease.

AVEDA INSTITUTE | MONTANA

INSTRUCTOR TRAINING PROGRAM

Instructor Training Program (650 hours)

- Application Fee: $25.00 (nonrefundable)
- Registration Fee: $100.00
- Instructor Curriculum Fee: $650.00 (includes iPad and curriculum)
- Tuition: $4,350.00

Part time 10 hour monthly payment: $290 (15 months)
Part time 20 hour monthly payment: $543.75 (8 months)
Full time 40 hour monthly payment: $1,087.50 (4 months)

Instructor Training Program Objectives

Our Instructor Training Program, 650 hours, provides an opportunity for each student (cadet) to observe and assist experienced instructors as well as to thoroughly study the principals of teaching. The primary purpose of this program is to train the cadet in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the Montana State Board Examination and for competency in job entry level employment as an Instructor.

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new any current information related to techniques, communication skills, and teaching methodologies to improve teaching skills. The level of occupation obtained after completing this course is an entry level instructor position.

Available Schedules

Students will have a set schedule that will be outlined in the enrollment agreement. This will go over the specific days and times the student will attend class. The overall hour options are stated below:

Part Time: 10 hours per week
Part time: 20 hours per week
Full Time: 40 hours per week



Montana State Board Requirements / Program Outline	
Hours / Service Exercises	**Subject / Course Description**
170 Hours	**Teaching Methodology** • Task Analysis • Developing Instructional Objectives • Visual Aids and their Objectives • Motivational Tools • Preparation of Instructive Materials • Customer Service Cycle • Practical Theory and Demonstration Classes
75 Hours	**Lesson Planning** • Analysis • Components of Effective Lesson Planning • Principals of Teaching • Learning and Preparation • Benefits, Outlines, and Examples • Fundamental of Speech and Public Speaking • Methods of Test Construction • Methods of Evaluation of Grading • Curriculum Planing and Development • Practical Theory, Demonstration, Classes, and Discussion
75 Hours	**Psychology** • General Principals in Relation to Teaching and Counseling • Conflict Resolution • Student Counseling • Student and Teacher Relationships • Public Relations
115 Hours	**Business Methods** • Recruitment • Job Analysis • Student Registration, Withdrawal and Hours • Ethical Employee and Employer Relationships • Salon/booth rental Relationships • Professional Ethics • Current State Board Laws and Rules
75 Hours	**Advanced Theory / Master Educator** • Theory Classroom Instruction • Theory Teaching and Classroom Management • Types of Learners
140 Hours	**Clinical Supervision** • Laboratory Supervision • Reception Desk • Inventory Control • Effective Dispensary Procedures • Labs • Clinic Floor Sanitation • Client Safety • Technical Skills Ability

**The above hour requirements must be met by each student (Cadet) in each category in order for the earned hours to be accepted by the State Licensing Board for examination.*

Instructor Training Course Timeline

Phase 1: The cadet is introduced to the operational procedures of the Institute. The cadet will learn scientific reason for procedures used in the industry.

Phase 2: The cadet will observe instructor's teaching methods and skills in order to utilize them in their student teaching. The cadet will observe both classroom and clinical practices and learn to use visual aids.

Phase 3: The unit allows the cadet to prepare and teach practical and theory classes. You will assist the instructor in clinic supervision, testing, student evaluation, preparing students for skill certification and classroom management. You will prepare for the Institute's skill certification exams and the MT State Board Licensing exams.

Teaching Methods: The instructor training program is taught by using several different instructional methods such as lectures, videos, workbooks, written assignments, discussions, questions and answers, projects, hand-on techniques, demonstrations, PowerPoint presentations, and internet research.
All programs are offered in the English language only.

Grading for All Programs

1. Theory: test scores, written assignments, and projects.
2. Practical: hands-on demonstrations of skills, techniques, and procedures.
3. Clinic: supervision of students on the clinic floor observed by a licensed instructor.

Grading:
96% - 100% High Honors 85% - 95% Satisfactory 75% - 84% Average 0% - 74% Unsatisfactory

Text: Pivot Point Mindful Teaching Pro

Physical/Safety Demands
It is extremely important that you are provided with all of the facts about the physical requirements of your future career demands. The list is as follows:

1. Body position: Long standing periods while you are using your hands, arms, and wrists continuously. Estheticians and Nail Technicians are required to sit and lean forward while performing services and stand while leaning over others.
2. Hands: Your hands will need protection from continuous exposure to water and cleaning agents
3. Back: Minor back stress may be cause by long intervals of standing, sitting, or leaning.
4. Chemicals: You will be required to work with different types of products and chemicals. If you have any allergies or sensitivities to products or chemicals, please consult with your physician.
5. Industry Tools: There are many obvious hazards when working with sharp objects examples are scissors, clippers, razors, nippers, extractors, etc. Caution must be used when handling such tools.
6. Sanitation: Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading disease.

Aveda Institute
POINTS OF DIFFERENCE

Vision
Connecting positive environment and wellbeing.

Beliefs

- We believe in treating yourselves, each other and the plant with care and respect.
- We believe social responsibility is our responsibility.
- We believe ecological and profit goals are mutually achievable.
- We believe our authenticity and our experience are our points of difference.
- We believe in inspiring and educating people to integrate wellness and beauty in their lives.
- We believe in the power of oneness from our global image to a focused network.
- We believe learning never ends.
- We believe in encouraging innovation and empowered decision making.
- We believe our actions, products, and services should always embody excellence.
- We believe personal and organizational balance is the key to a sustainable business.
- We believe true leadership is delivered with passion and by example.

Curriculum
Aveda Institute Montana programs encompass a balanced view of beauty that embodies nutrition, body care, health and wellness. Our curriculum sets the trend within the beauty and wellness industry. The students will learn more advanced techniques and get to know the service cycle throughout every phase of the program. This service cycle focuses more on the overall experience with the guests to help the students understand the importance of taking care of each guest in every way, so the students are able to stand out in this industry. Montana State Board of Cosmetology requires there is 1 instructor for every 25 students. We want to give our students the one-on-one training they need to succeed in this industry.

What You Are Made Of
At Aveda Institute you will find that many characteristics of who you are; individually, creatively, and spiritually that will inspire you -- You do you!

Lifestyle Career
Aveda Institute offers a large network of global opportunities. Students have access to our worldwide network of education.

Practical Experience
At Aveda Institute we know that having the hands-on experience with your guest is crucial to your learning path as a cosmetologist. The students will have a diverse clientele to ensure they can broaden their knowledge of cosmetology. Getting to work on different hair, skin, and nail types makes for the best way our students can succeed

Wellness
From Aroma confirmation to the Rituals of Renewal, we teach our students to individually pamper our guests to increase retention and offer a unique point of difference.

Connect
Retailing accounts for a large portion of income in a salon/spa. Our students learn retail skills through educating our guests on products, services, and home care. By doing so, they will be able to retail more effectively and successfully.

Retails Skills
As a service provider, we know performing a great service is very important. But, at Aveda Institute not only will the students learn how to perform a great service they will learn product knowledge to be able to see a guest's hair, skin, or nail type and be able to recommend a product that would fit their guest's needs. This skill is very important to have in this industry and we want the students to feel confident enough to be able to practice this skill for the rest of their careers.

Professional Connections
At Aveda Institute Montana we have instructors who have been in the industry for more than 30 years. This allows the students to be able to learn from industry professionals and network with them to be able to make connections with people from all over the world.

Environmental Philosophy
At Aveda Institute we know there is only one earth we live on which is why we need to take care of it. We are committed to recycling every product used in our Institute and will teach the students the importance of recycling to hopefully plant a seed in their mind to keep our world a better and cleaner place.

Environmental Commitment
Aveda Institute takes responsibility for the world we live in. We are committed to making the world a better place by recycling and partaking in environmental activities and fundraising.



STUDENT SERVICES

Career Placement
Students enrolled at Aveda Institute Montana are provided education to prepare for the State Board of Montana examination. The Institute does not guarantee transfer hours earned to another state or school. While we offer assistance in job placement, the Institute does not guarantee job placement.

Academic and Individual Advising
Aveda Institute provides advising to all students. We will help you with tutoring should you experience any challenges meeting the minimum performance standards.

Alumni
Student records are maintained at the Institute. Current students may review their file upon request. Files will include enrollment documents, attendance, and grades. Transcripts are available to former students for a fee of $100. For more information contact administration.

Event Calendars
While at Aveda Institute, you will be exposed to a variety of event opportunities including workshops, guest speakers, community events, and tours.

Students using VA Education Benefits

- **Previous Education and Training**
  Aveda Institute is required by federal law to obtain, evaluate, and keep record of all previous education and training including military training, traditional college coursework, and vocational training. Previous transcripts will be evaluated and, if credit is granted, program length and cost will be adjusted accordingly.
- **Leave of Absence and Re-admission Policy**
  If a Veteran is enrolled and is being deployed the student will be placed on administrative leave or withdraw as appropriate if the student will be returning in 180 days or less. If the student will be returning after more than 180 days, the student will be withdrawn in accordance with required refund policies and funds may be returned as required by law. Upon their return they will be readmitted with no additional registration fees with tuition assessed accordingly on the number of hours left in the program.
- **Satisfactory Progress**
  In addition to the Satisfactory Academic Progress Policy stated elsewhere in the catalog, all students enrolled receiving VA Benefits will also be subject to a stricter policy. Aveda Institute's normal SAP policy evaluation will apply to students enrolled. If any VA student fails to meet the minimum academic and attendance requirements, they will be notified and record of this will be documented in the students file. In turn the VA will promptly be notified of the students SAP status.



SOURCES OF FINANCIAL ASSISTANCE

Students are welcome to bring their financial questions to an administrator for any additional assistance.

Financial Aid
Aveda Institute Montana is currently eligible to participate in Federal Title IV financial aid programs for the Cosmetology Program only. For more information about the Institute's Title IV policies and procedures please see the Consumer Information packet located on our website at avedainstitutemontana.com

Scholarships Information
please visit www.avedainstitutemontana.com for more information about scholarships.





LICENSING REQUIREMENTS

Montana Licensing Requirements for Cosmetology

Students must submit the following documentation:

- Proof of age.
- Proof of graduation from an approved school or course of cosmetology with at least 1,500 hours of training.
- Proof of high school diploma or its equivalent.
- Proof of passage of both the written and practical NIC (National Interstate Council) of State Boards of Cosmetology exam at 75% proficiency or higher.

Licensing Requirements for Esthetics

Students must submit the following documentation:

- Proof of age.
- Proof of graduation from an approved school or course of esthetics with at least 650 hours of training.
- Proof of high school diploma or its equivalent.
- Proof of passage of a board-approved examination in esthetics.

Licensing Requirements for Supplemental Barbering

Students must submit the following documentation:

- Proof of age.
- Proof of graduation from an approved school or course of barbering with at least 150 hours of training if a Montana-licensed cosmetologist, completion of a supplemental barbering course.
- Proof of high school diploma or its equivalent.
- Proof of passage of a board-approved examination in barbering.

Licensing Requirements for Barbering

Students must submit the following documentation:

- Proof of age.
- Proof of graduation from an approved school or course of barbering with at least 1100 hours of training.
- Proof of high school diploma or its equivalent.
- Proof of passage of a board-approved examination in barbering.

Licensing Requirements for Manicuring

- Proof of age.
- Proof of graduation from an approved school or course of manicuring with at least 400 hours of training.
- Proof of high school diploma or its equivalent.
- Proof of passage of a board-approved examination in manicuring.

Montana Licensing Requirements for Instructors

Students must submit the following documentation:

- Proof of high school diploma or its equivalent
- Proof of passage of the NIC instructor exam at 75% proficiency or higher
- An attestation of having been employed and working for at least 1,500 hours, in a particular area of practice that they will teach , during any one-year period prior to applying and a diploma evidencing completion of the 650 hours student teacher-training course or...
- An attestation of having been employed and working for at least 1,500 hours per year, in the particular area of practice that they will teach, for any three years prior to applying (a total of at least 4500 hours). An applicant granted a license based on this subsection may not renew the license for any period beyond two years after initial licensure, nor be granted a second license under this subsection, unless the applicant completes the board-approved courseworks related to teaching methodology.

REFUND POLICY- Notice of Cancellation

Students who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or Institute closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. In the event the student owes additional tuition to Aveda Institute Montana the amount is due the day the student withdraws. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the Institute. The applicant shall be entitled to a refund of all monies paid except the non-refundable application fee.
2. A student and/or legal guardian cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the Institute shall be refunded except the non-refundable application fee, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three (3) business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the Institute less the non-refundable application fee ($25) and registration fee ($100).
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of the withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).
7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the Institute administrator, or owner in person.
8. There will be a $100 termination fee for a student who has withdrawn in order for the student to receive their full transcript.
9. Additional costs not included in the tuition include the registration fee of $100 for all programs, cosmetology kit fee ($2,500) for the cosmetology program, barbering kit fee ($2,500) for the barbering program, esthetician kit fee ($2,200) for the esthetician program, manicuring kit fee ($2,000) for the manicuring program, supplemental barbering kit fee ($1,100) for the supplemental barbering program, and instructor curriculum fee ($650 includes iPad and curriculum) for the instructor training program.

percent of scheduled hours to total course/program.	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the above schedule of tuition earned by the Institute applies. All refunds are based on scheduled hours.

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of a disabling illness or injury, death in the student's immediate family, or other documented circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, a pro rated refund of tuition will be offered to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to the student's enrollment and before instruction has begun the Institute will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the Institute shall provide a prorated refund for all students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course, or participate in a Teach-Out Agreement, or provide a full refund of all monies paid.

Temporary School Closure
If the Institute is closed for an unscheduled day, the student's contract will be extended the same number of days the Institute is closed (weather, snow, natural disaster, flooding, construction).

Postponement of Start Date
Aveda Institute Montana reserves the right to change start dates based on class enrollment, staff availability, and other considerations. Postponement of the start date, whether at the request of the school or the student, requires a written agreement signed by the student and the institution. The agreement must state:

1. Whether the postponement is for the convenience of the school or student.
2. A deadline for the new start date, beyond which the start date will not be postponed

Returnable Kit Policy
The supply kit provided to students when they start contains the necessary tools, as well as an iPad and applicable educational curriculum. Kits are eligible for a full refund only under the following circumstances:

As stated in our institutional refund policy.

- An applicant is not accepted by the Institute. The applicant shall be entitled to a refund of all monies paid except the non-refundable application fee.

- A student and/or legal guardian cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the Institute shall be refunded except the non-refundable application fee, regardless of whether or not the student has actually started classes.

- A student cancels his/her enrollment after three (3) business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the Institute less the non-refundable application fee ($25) and registration fee ($100).

Additional returnable option.

- If the supply kit contents of the tools and iPad have remained unopened or unused. As pertains to the educational curriculum, if the electronic seat has not be assigned already to the student.

- Health and Safety: All tools are opened on the first day of school and immediately labeled with their names. Additionally, due to the tools being used on people and it being the student's responsibility to practice proper infection control procedures the tools cannot be returnable due to health concerns. It is not known how well the student practiced safe infection control procedures, so therefore the tools in the kit cannot be returned or given to another student.

- Data Security: The iPad is included in all of the kits except for the supplemental barbering program and cannot be returned due to security reasons. When a student receives their iPad the student sets up the iPad with their own personal identifiable information. Aveda Institute Montana does not have the internal resources to ensure these devices are adequately wiped of data. It considers the liability of infringing on the data security rights of its students seriously and as a result does not accept their return.
- Transfer of Electronic Curriculum: The curriculum included in each of the programs is in electronic format. The provider offers so many contracted seats obtained by the school. The provider prohibits the transfers of these “seats” once they’ve been assigned. Therefore, there is no ability to accept a return as it can’t reused once it’s assigned.



RETURN TO TITLE IV POLICY

Aveda Institute Montana is required by the Department of Education to provide students with all refund policies applicable at the institution as well as information on the Title IV requirements for determining the amount of Title IV funds a student has earned when he/she withdraws.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student withdraws, they may no longer be eligible for the full amount of Title IV funds that they were initially awarded.

A. Payment Periods

Listed below are the payment periods in which students are disbursed Title IV funds. The disbursement is made at the beginning of each pay period. If the student withdraws a Return to Title IV funds may be required. Transfer students payment periods will vary.

COSMETOLOGY PROGRAM		
0-520 Hours	521-1040 Hours	1041-1500
13 Weeks	13 Weeks	12 Weeks

The R2T4 is calculated based on the payment period in which the student was attending at the time of withdrawal. If the student has completed over 60% of the payment period, no refund is due back to the department of education. The R2T4 calculation by payment period is utilized to determine the percentage of the payment period completed.

- This is accomplished by dividing the number of hours the student was scheduled to complete in the payment period as the date the student unofficially (or officially) withdrew (last day of attendance), by the total number of scheduled clock hours in the same payment period.
- Aveda Institute's refund requirement is pending on final determination of the R2T4.
- NOTE: In some cases, the result of the R2T4 will be communicated via the Third Party Servicer.
- If it is determined that funds need to be returned to the Title IV program Aveda Institute Montana will return the funds as quickly as possible, but no later than 45 days of the determined withdrawal date.

B. Order of returning Funds

This policy outlines the order in which funds will be returned in order from first to last.

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- FSEOG

C. Withdrawal from Aveda Institute Montana

When a student officially or unofficially withdraws from their course of study and a withdrawal date and determination date have been determined, a refund calculation (R2T4) is performed.

D. Determination Date

The date of determination is defined as the date that the school determines when the student has dropped.

In the event student misses 14 consecutive days of school, a refund calculation (R2T4) will be performed on the 14th day. The withdrawal date will be the students' last day of physical attendance and the 14th day missed will be the date determined.

In the event a student does not return from a Leave of Absence on the scheduled date or if the student notifies the school that they will not be returning from the Leave of Absence, a refund calculation (R2T4) will be performed on the earlier of the two dates. The withdrawal date will be the students' last day of physical attendance and either the scheduled return date or the date the student notifies the school they will not be returning, whichever date is earlier, will be the date determined.

E. Official Withdrawal

When the student officially withdraws from their course of study, the date determined will be the date that the student notifies Aveda Institute. In the event we receive notification of termination via the U.S. Postal Service, the postmark date will serve as the date of determination.

F. Unofficial Withdrawal

If a student does not officially withdraw, Aveda Institute will determine a withdrawal date and determination date based on the student's last date of attendance and proceed with the Return to Title IV (R2T4) calculation set forth by the Department of Education. All refunds due to the Department of Education will be returned within 45 days from the date of determination of withdrawal. Unofficial withdrawals are determined through monitoring attendance at least every fourteen days.

G. Post-Withdrawal Disbursement

- A Post-Withdrawal Disbursement for Direct Loans requires student and/or parent approval.
- If a student and/or parent (Parent Plus Loans) did not receive all of the funds that were earned, she / he may be due a post-withdrawal disbursement. If the student's post-withdrawal disbursement includes loan funds, Aveda Institute must get permission from the student and/or parent before it can disburse the post-withdrawal disbursements for loans but not for Pell Grant. The student and/or parent may choose to decline some or all of the loan funds so that she / he does not incur additional debt. Aveda Institute may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with Aveda Institute).
- Aveda Institute needs the student's and/or parent (Parent Plus Loans) permission to use the post-withdrawal grant disbursement for all other Institute charges beyond contracted tuition and fees. If the student and/or parent does not give permission, she / he will be offered the funds. However, it may be in the student's best interest to allow Aveda Institute to keep the funds to reduce the student's debt at Aveda Institute.
- If the student or parent submits a timely response that instructs Aveda Institute to make all ora portion of the post-withdrawal disbursement, the Institute will disburse the funds in the manner specified by the student or parent within 180 days of the date of the Institute's determination that the student withdrew.
- If the student or parent does not respond to the Institute's notice, no portion of the post-withdrawal disbursement that is not credited to the student's account may be disbursed.
- If a student or parent submits a late response to Institute's notice, the Institute may make the post-withdrawal disbursement as instructed by the student or parent or decline to do so.
    - » In the case of a late response, if the Institute does not choose to make the post-withdrawal disbursement, the Institute will inform the student or parent electronically or in writing concerning the outcome of the post-withdrawal disbursement request.
- A post-withdrawal disbursement must be made from available grant funds before available loan funds.
- Aveda Institute will return any unearned Title IV funds it is responsible for returning within 45 days of the date the Institute determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date.
- Aveda Institute will disburse any Title IV grant funds a student is due as part of the post-withdrawal disbursement within 45 days of the date the Institute determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

H. Credit Balance

The Title IV Credit Balance is reconciled within 14 calendar days of the creation of the credit through one of the following:

- Holding funding until the end of academic year if an authorization has been received.
- Payment by EFT (direct deposit into students band account) if an authorization has been received.
- Payment by check to student if prior two bullets do not apply.

If a non-Title IV credit balance exists, reconciliation will be completed based on the last method of payment received which created the credit within 21 days.

If a student withdraws from the program and has an existing credit balance at the time of withdrawal the credit balance will be held until 14 days after the R2T4 calculation.

I. Student Responsibilities

In the event the R2T4 calculation results in an amount to be returned that exceeds the Institute's portion, the student must repay their portion back to Title IV.

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at Aveda Institute Montana (full time and part time) to Title IV and non-Title IV recipients whether or not they receive Title IV aid and applies to every student enrolled in a NACCAS approved program. It is put in the catalog to ensure all students have access to 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 Period
Students will be evaluated during the course enrolled. Evaluations will determine if the student has met the minimum requirements of satisfactory academic progress. Aveda Institute Montana will evaluate students' Satisfactory Academic Progress at the conclusion of each evaluation period stated below in their prospective program of study. Evaluations are based on students' actual hours completed. Aveda Institute Montana will notify all students of their evaluation results by having a wellness meeting with the student and administrator. This meeting will take place before seven (7) business days have passed following the student's established evaluation period.

Evaluation Periods (actual hours)

Cosmetology (1500 Hours)
1st Evaluation Period-520 hours and 13 weeks
2nd Evaluation Period- 1040 hours and 26 weeks

Esthetician Program (650 Hours)
1st Evaluation period- 325 Hours and 12 weeks

Supplemental Barbering Program (150 Hours)
1st Evaluation period- 75 Hours and 3 weeks

Barbering Program
1st Evaluation- 450 Hours and 17 weeks
2nd Evaluation- 900 Hours and 33 weeks

Manicuring Program
1st Evaluation- 200 Hours and 8 weeks

Instructor Training (650 Hours)
1st Evaluation Period Ends- 325 and 9 weeks

Transfer Students
Midpoint of the contracted hours or the established evaluation period whichever comes first.

Academic Year: 900 Hours for Esthetician Program, Supplemental Barbering Program, Barbering Program, Manicuring Program, and Instructor Training Program. The cosmetology program academic year is 1,040.

Academic Weeks: 30 weeks for Esthetician Program, Supplemental Barbering Program, Barbering Program, Manicuring Program, and Instructor Training Program. The Cosmetology Program academic weeks is 26 weeks.

Attendance Progress Evaluation
Students who meet a cumulative 80% attendance record are considered to be making SAP until the next scheduled evaluation.

96%-100% High Honors 80%-95% Satisfactory 0%-79% Unsatisfactory

Academic Progress Evaluation
Students who meet a cumulative 75% academic record are considered to be making SAP until the next scheduled evaluation.

96%-100% High Honors 85%-95% Satisfactory
75%-84% Average 0%-74% Unsatisfactory

Maximum Time Frame
The maximum time frame (which does not exceed 125% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below.

Cosmetology Program- 1875 Scheduled Hrs

Esthetician Program- 813 scheduled Hrs

Supplemental Barbering Program- 188 Scheduled Hrs

Barbering Program- 1375 Scheduled Hrs

Manicuring Program- 500 Scheduled Hrs

Instructor Training Program- 813 Scheduled Hrs

Students who exceed their maximum time frame will be terminated from the program. The student will not be eligible for re-enrollment.

If a student takes a leave of absence the student's maximum time frame and contracted graduation date will be extended by the same number of days taken in the leave of absence.

Warning
Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and are considered to be making satisfactory academic progress during the warning period. The student will be advised in writing via email within 7 businesses days on the actions required to attain SAP by the next evaluation. At the end of the warning period, if the student has not met both the attendance and academic requirements, the student will be considered ineligible for Title IV until a successful appeal is granted and the student is placed on probation (outlined below).

Probation
Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation upon a successful appeal and considered to be making academic progress while during the probationary period. Additionally, only students who have the ability to meet the SAP policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing via email within seven business days of the actions required (academic plan) to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic progress or by the academic plan the student will be determined as not making SAP. Students who fail to meet SAP by the end of the probationary period will lose their aid eligibility and will be terminated from the program.

Re-Establishment of SAP
Students may reestablish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period, or by attaining the goals set forth in their academic plan or successful appeal.

Interruptions
Students who withdraw prior to completion of the course and wish to re-enroll will return in the same progress status as prior to withdrawal. Hours elapse during a leave and will extend the student's contact period and maximum time frame by the same number of days taken in the leave and will not be included in the student's cumulative attendance percentage calculation.

Withdrawals
A student may only be enrolled in one course at a time. A student may not withdraw from individual classes, such as haircutting, and still continue on with the course. A student must complete all classes and state required hours within the course, and complete with a minimum 75% grades and 80% attendance in order to graduate from the course. If a student withdraws prior to completion of the course, their only option is withdraw from the entire course. There is no differentiation in SAP between a situation of withdrawal/ passing and withdrawal/ and failing.

Course Incompletes
Course incomplete and withdraws are counted in the GPA calculation policy regarding to 75% grades, which may also effect the 80% attendance requirement as it may require more time to complete. An incomplete grade in the class may prolong the student's educational experience as is could cause over contract fees. The student is required to complete the work for which the incomplete was given prior to graduation. Incomplete grades can affect maximum time frame.

Appeal Procedure
If a student is determined to be not making satisfactory academic progress, the student may appeal the determination within 10 calendar days to the Director of Education or the Financial Aid Director. Reasons for which the 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 circumstances. The student must submit a written appeal to the school on the designated form upon request to the Director of Financial Aid describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation period. Appeal documents will be reviewed within 10 days of submission. The student will be notified of the plan of action within 5 days of the determination via school email. If the student prevails upon appeal, the SAP determination will be reversed and the student will re-establish Title IV eligibility if applicable.. Results of the appeals will be documents
in the student's file.

Noncredit, Remedial Courses, Repetitions, English as a Second Language (ESL)
Noncredit, ESL and remedial courses do not apply to this institute; therefore, these have no effect on the Institute's SAP standards. A student can repeat the course as many times as he/she wishes at the student's expense.

Transfer Hours
With regards to SAP, student transfer hours will be counted as both, attempted and completed hours, for the purpose of determining when the allowable maximum time frame has been exhausted. AP evaluation periods are based on actual hours at Aveda Institute Montana.

Incomplete Attendance
An 80% attendance is required by all students at Aveda Institute Montana. If a student falls below this standard an attendance action plan will be established.

Academic Plan
A written plan provided to the student that, if followed, will ensure that the student is able to meet the institutions satisfactory academic progress requirements by a specific point within the maximum time frame. For example, the institute will identify specific academic and/or attendance requirements that must be attained by a certain point.

Title IV Verification Policy

1. All students selected for verification must provide to the Financial Aid Administrator the following information:
   - Use the IRS Data Retrieval Tool on the FAFSA or
   - Provide a copy of their IRS Tax Return Transcript
   - Signed Verification Worksheet

Documentation must be received and verified before any aid is awarded. All documentation must be received within 14 days and no later than the start date the student wishes to be a part of. If a student is unable to provide the certification documents in this timeframe, the student must meet with the Financial Aid Administrator to request an extension (an extension must be requested in writing from the student within 14 days as stated above.) For Pell Grant eligibility the student must provide acceptable verification documentation no later than the date established each year by the Secretary of Education, or 120 days after the last date of the student's enrollment whichever is earlier.

2. If a student fails to provide verification documentation within the guidelines set forth in paragraph 1 above, student financial aid will not be awarded or disbursed.
3. If the student's EFC changes as a result of verification and results in a change in the award, the student will be notified by mail or email.
4. If any student's information is found to be incorrect, the school will electronically process the correction, or notify the student to correct through his/her FAFSA)
5. Department of Education regulations (34 CFR 668.16(g)) require schools to refer to the Department's Office of Inspector General any credible information indicating that an applicant for Title IV aid may have engaged in fraud or other criminal misconduct in connection with his or her application. The school will report any suspected fraud to OIG at 1-800-MISUSED.

LEAVE OF ABSENCE | (LOA) Policy

If a student desires to take a leave of absence from his/her course, the following policy will be in effect:

1. The request must be made in advance for the leave. The student will complete the proper leave of absence paperwork and provided the requested documents to administration which will be reviewed on an individual bases. In order for the student to take a LOA it must be for a medical reason, death in the students immediate family, or an approved administration LOA. The student must provide documentation to prove the LOA reason is true. Documentation might include a doctor's note, death certificate, or obituary. For a student to take an administrative LOA documentation must be filled out by an administrator explaining the reasoning behind the student taking an administrative LOA. Administrative LOA's are approved at the discretion of an administrator.
2. The request must be made in writing and the reason(s) for the leave must be specified. The student will meet with administration prior to the LOA to fill our the LOA request form, provide documentation regarding the reason for the LOA, and sign the official LOA form that outlines the student's new contracted graduation date and maximum time frame. The student must follow this policy to be gradated an LOA.
3. The leave request must contain the student's signature.
4. The student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12 month period.
5. In the event the student cannot make the request in advance due to unforeseen circumstances then the institute may allow a leave. This would go into effect only if the student is unable to contact the school due to the unforeseen circumstance. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the unforeseen circumstances, and an end date will be noted that will not exceed 180 day maximum.
6. The Institute will document the reason and collect the request at a later date.
7. There must be reasonable expectation that the student will return from the leave of absence.
8. The student shall not owe any additional fees during an approved leave of absence and will not be granted any additional assistance financially.
9. If enrollment is temporarily interrupted for a leave of absence, the student will return to class in the same progress status as prior to the leave of absence. Hours lapsed during a leave of absence will extend the student's contracted graduation date and maximum time frame by the same number of calendar days taken in the leave and will not be included in the cumulative attendance percentage calculation. An enrollment agreement addendum must be signed and dated by all parties.
10. A leave of absence will be granted at the discretion of administrative staff.
11. A student granted a leave of absence that meets these criteria is not considered withdrawn, and no refund calculation is required at that time.
12. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of the approved LOA. The student's withdrawal date for the purposes of calculating a refund will be the student's last day of attendance.
13. If an enrolled Veteran deploys, they will be place on a leave of absence. (Please see Veterans Affairs Leave of Absence Re-Admission

Access to Records

Student records are maintained at Aveda Institute Montana and current students may review their file upon request. Aveda Institute Alumni will also have access to their transcripts within six years after graduation by request of the student. Parents with students 18 years are older are not permitted to request student records without permission by the student.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days after the day Aveda Institute Montana ("School" or "Institution") received request for access. A student should submit to the Director of Admissions a written request that identifies the record(s) the student wishes to inspect. The Director of Admissions will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to requests 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 Aveda Institute Montana to amend a record should write the Director of Admissions, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the Institute 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 (PII) from the student's education records, except to the extend that FERPA authorizes disclosures without consent.

   Aveda Institute Montana discloses education records without student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside off the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically 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 school.
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 same 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

Program of study
Honors and awards
Dates of attendance
Enrollment status

Directory Information
FERPA requires that the Institute, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the Institute may disclose appropriately designated "directory information" without written or authorized electronic consent, unless you have advised the Institute to the contrary in accordance with the Institute procedures. Aveda Institute Montana has designated the following information as directory information.

Student's name Telephone number Email address Date and place of birth

Requests to have directory information about you withheld should be submitted in writing to the Director of Admissions.

See the list below of the disclosures that postsecondary institutions may make without consent. FERPA permits the disclosure of PII 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 order or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations requires the institute to record the disclosure. Eligible students have the right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the Institute whom the Institute has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the Institute has outsources institutional services or functions, provided that the conditions listed in 99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(3) 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, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, 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 PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (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 detainee 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 Institute 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 Institute 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 Institute'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 of possession of alcohol or acontrolled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31(a)(15))

Aveda Institute Montana
PROFESSIONAL STANDARDS AND CONDUCT

At Aveda Institute we hold students to a higher standard to give them the best tools they need to succeed in the industry. Students will be expected to act in a professional manor during the duration of their time at Aveda Institute.

Standards

- Being held to a higher standard helps to have a productive learning environment and any student who is disruptive or disrespectful at any time could be dismissed for the day.
- There will be no food, candy, or drinks allowed on the clinic floor but may be allowed during theory by the instructor's discretion.
- Aveda Institute is a smoke free facility. Any student who needs to smoke or use vaporizers can do so off school property only during their lunch hour.
- No personal cell phone calls will be allowed through the Aveda Institute phone.
- The use of cell phones during the school day are not permitted. Cell phones must be kept downstairs in the student's locker. Students will be able to use them only during their lunch break.

Students Receiving Services

Students will not be allowed to work on other students without the permission of an instructor. Students are required to finish homework, exams, or projects prior to receiving or performing a student service. Fees for all services must be paid at the front desk before services are performed. A traveler must be filled out for the student service, and additional charges may apply. Services must be scheduled on the appointment book with no exceptions.

Students can receive services from other students without a Service Voucher only if they are practicing a service taught in that phase. If a student wants to receive a service that is not being taught in their current phase the student must have a Service Voucher.

Bullying Policy

Aveda Institute believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance. Aveda Institute will not tolerate ANY behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behaviors include direct physical contact, hitting, shoving, teasing, name calling, social isolation, or verbal assaults. This policy applies on campus, school sponsored activities, during lunch break, and any comments made on social media sites. Any student who engages in bullying may be subject to disciplinary action including termination.

Student Break Policy

Students are allowed to take a 10 minute break in the morning and in the afternoon aside from their designated lunch time. Students must check in and out on the break sheet during the time of their break and are not allowed to take more than 1 break before lunch and 1 break after lunch. If the student is not on break the student is expected to be productive on the clinic floor. If the student is not being productive or is taking more/longer breaks than allotted the student will be sent home for the day.



Dress Code

Aveda Institute Montana's dress code is professional, solid black tops and bottoms. In an effort to encourage professional dress, students are encouraged to dress as they would for an interview each day. Students are required to be in a professional dress code at all times. Students must arrive ready for the day-groomed and professional. Failure to meet the standard may result in being sent home, dress code is subject to change.

Tops

Aveda Institute Shirts Solid Black professional tops

Bottoms

Solid Black professional bottoms

Accessories

Colored accessories including jewelry, shoes, socks, scarves, ties, and belts are professional

Shoes

Shoes may be in color, but must be closed toed and professional.

Examples of attire that is not professional (not limited to)

Tank tops, crop tops, midriff shirts, hoodie/sweatshirt,Sweatpants, jeans with holes, shorts, mini skirts

The Kit

Lost or broken kit items are to be replaced by students immediately. Kit items may also be purchased from the Institute. Aveda Institute is not responsible for any lost, stolen, or broken items. Apple Care for your iPads can be purchased at an additional cost online.

Ethics Conduct

Student conduct expectations is as follows:

- Students are required to treat instructors, front desk receptionists, fellow students, and clients with respect at all times. Failure to do so may result in a written warning.
- Conversations between students on the clinic floor, classroom, and lunchroom will be kept strictly professional.
- A student cannot refuse to do a service on any client for any reason. Exceptions to this rule is if the client has a health issue, i.e. fungus, disease, lice, etc.
- No family members or friends are allowed in the classroom, student lounge, or the on the clinic floor unless they are receiving a service.
- Anyone caught stealing, cheating, taking property, or damaging school property will be terminated from the program.
- Aveda Institute Montana has a zero tolerance for any student under the influence of drugs or alcohol. Any student under the influence will be terminated from the program.
- Personal phone calls will be made during the student's break or lunch hour. All cell phones must be put away in a locker or purse during Institute hours. If a student violates this policy, it will result in a written warning or the cell phone may be kept by the instructor until the end of the day.

A student who is repeatedly disrespectful or disruptive will receive two (2) warnings. On the third (3rd) warning, the student may be terminated at the discretion of the Institute's owner.

Student ID.

Aveda Institute students will receive name tags during their first week of starting classes. Students are required to wear their name tags at all time during school hours. If a student's name tag is lost or stolen, the student must talk to administration to get a new name tag at the cost of the student.

Environmental Commitment

Students are responsible for recycling properly while at the Institute. We recommend using reusable containers for water and hot beverages such as coffee or tea.

Aveda Institute Montana
POLICY & PROCEDURES

Academic Policy
At Aveda Institute Montana, students must maintain a GPA of 75% as outline in the Satisfactory Academic Progress Policy. If a student gets below a 75% on a written test or practical assignment, the student may retake the test or assignment to get up to 75%. The student must communicate with their instructor that the student wishes to retake the test or assignment.

96%-100% High Honors 85%-95% Satisfactory 75%-84% Average 0%-74% Unsatisfactory

Attendance/Tardy Policy

- Monday-Thursday students can clock in from 8:00am-8:30am although the time does not start until 8:30am.
- Friday and Saturday students clock in at 8:00am for their time to start at 8:00am.
- If a student is going to be late the student must call in by 8:25am to let the Institute know they will be late. If the student calls by 8:25am to let the institute know they will be late on Monday-Thursday they have until 9:00am to get to school. Friday and Saturday the student has until 8:30am to get to school.
- On a Monday- Thursday if the student arrives after 9:00am the student will be sent home for the day. Friday -Saturday if the student arrives after 8:30am the student will be sent home for the day.
- If the student fails to call in by 8:25am then the student will be sent home for the day.
- Lunch ends at 12:50pm each day. If a student is going to be late coming back from lunch the student must call the school by 12:50pm to let the Institute know they will be late. The student has until 1:00pm to get to school. If the student fails to call in by 12:50pm or arrives after 1:00pm then the student will be sent home for the day.
- If the student misses 10 days consecutively with no contact to the Institute the student will automatically be terminated from the program. All personal items left will be disposed of.

Excused Absence
In order for an absence to be excused, a student must fill out a time off form in advance. This will allow them to not have to call in for being absent that day. An excused absence still counts against their contracted graduation date.

Unexcused Absence
Students who call in to let the school know they will not be in attendance that day will be an unexcused absence and will count against their contracted graduation date. The student may have to pay additional fees at the end of their program

Friday/Saturday Policy
If a student's last day scheduled in the week is a Friday this policy pertains to Fridays. If the student's last day scheduled in the week is a Saturday this policy pertains to Saturdays.
Note: If a student is scheduled on both Fridays and Saturdays then only Saturdays would be the penalizing day. Students cannot miss more than two (2) Fridays/Saturdays during their program. If a student misses more than two (2) Fridays/Saturdays the student will pay $15 an hour missed passed the two (2) Fridays/Saturdays. A full Friday/Saturday is considered seven (7) hours. If a student does not complete at least seven (7) hours on a Friday/Saturday then the Friday/Saturday will count as a Friday/Saturday missed. After the allotted two (2) Fridays/Saturdays are missed the prorated amount of time missed will be charged to the student's account and paid by the time the student graduates.

Clinic Floor Services
At Aveda Institute students will learn multiple services and are not allowed to deny any service. If a student does deny a service, the student will be sent home for the day. The purpose of a cosmetology school is to teach the students all services, so opening up to all of the services is an important part in the growth process in our cosmetology program. Any additional product used for personal use shall be charged a product fee.

Our curriculum is delivering services to the public. Students will perform services on the public. Students are not employees and will not receive compensation for any aspect of their education including, while providing services on the clinic floor to members of the public who pay for services.

Extended Hours
If a student wants extended hours, or to work through their lunch, it must be approved by administration. Extended lunch hours must be approved by an instructor and the student must be servicing a guest during their lunch if they are staying extended.

Make-up Work
Missed tests or assignments not made up will result in a 0% grade. If a student wishes to retake a test or assessment, the student can do so and get up to 75%.

Leaving Early
If a student is leaving early, they must obtain an early release form and this needs to be approved by administration.

Time Clock Guidelines and Policy
Aveda Institute is a clock hour institution, therefore clocking in and out is extremely important. If a student fails to clock in or out, the student must notify an instructor immediately and fill out a time-clock adjustment form.

Make up Hours
Students who have missed school are allowed to make up their hours. If your contracted schedule is Monday, Wednesday, and Friday you can make up your hours on Tuesday, Thursday, or Saturday. If your contracted schedule is Tuesday, Thursday, and Saturday you can make up your hours on Monday, Wednesday, and Friday. Students are still expected to attend school on their contracted scheduled days. Failure to do so may result in a written warning or make-up days being taken away from that student.

Make up hours are first come first serve depending on students attendance so the students in attendance does not exceed our capacity. Students may not go above 100% attendance and are only allowed to make up hours if their attendance percentage is below 100%.

All students making up hours will have to clock in and out like they normally would and fill out the make up hour form when the student comes in for the day. Students are allowed to make up a full day or a half day. Monday- Thursday a full day is 8:30am-6:00pm with an hour lunch from 11:50am-12:50pm. Friday and Saturday a full day is 8:00am-5:00pm with an hour lunch from 11:50am-12:50pm. Monday-Thursday a half day is either 8:30am-11:50am or 12:50pm-6:00pm. Friday and Saturday a half day is either 8:00am-11:50am or 12:50pm-5:00pm.

Grievance Procedure
If there is an issue with an instructor, another student, or administration staff, the steps of grievance are as follows:

1. If there is a grievance with another student, the student must go to their instructor an discuss the issue with the instructor.
2. Of note: If the student does not feel comfortable talking with an instructor, the student may email student services at rituals.studentservices@gmail.com directly without discussing the issue with an instructor first.
3. If the issue is not resolved with the instructor, the student must email their grievance to rituals.studentservices@gmail.com.
4. The student will receive an email back regarding the grievance within one week. If the issue requires a meeting for the grievance to be resolved, a meeting will be scheduled with administration staff.
5. If the student feels Aveda Institute is not abiding by the rules set by Montana State Board of Barbers and Cosmetologists the can be contacted by email dlibsdcos@mt.gov or by phone (406) 444-6880.

Minor Violation Policy
Minor Violations include: Unprofessional behavior, any disruptive or unsafe behavior determined by the instructor, tardy, guest services violations, preventing the regular operation of the school, or preventing education of another student. Anytime during the students program the violation of a minor standard may result in suspension or termination from the program.

Major Violation Policy
Major Violations include: Using controlled substances, alcohol, destroying property, stealing, falsifying documents, committing fraud, abusing or causing physical harm to others, and violating local, state, and federal laws. At any time during the student's program the violation of a major violation will result in termination.

Termination Policy
For any policy violation the Institute can terminate the student from the program including, but not limited to compliance with the Institute rules and/or policies including satisfactory academic progress, code of conduct, and/or financial obligations.

ACCREDITATION & LICENSURE

Owner Bio - Sandy Schafer
has been in the beauty industry since 1987 when she graduated from College of Coiffure Art in Billings, Montana. After graduating she moved to Portland, Oregon where she was a platform artist for a prominent hair-care manufacturer.

Sandy returned home to Billings in 1993, she pursued her career in the industry and opened her first salon. She continued to travel around the State of Montana working at hair shows. Her passion was demonstrating new methods of cutting and technique, which introduced her to Aveda. By 1998, she was exclusively using Aveda products in her salon and became a color educator for Aveda.

Sandy opened Rituals Day Spa and Salon in 2004 where she continues to work behind the chair. With her passion for the profession and teaching, she obtained her instructors license and opened Rituals Cosmetology Institute in 2019. Aveda Institute also has an Aveda training salon for potential graduates of The Institute and licensed cosmetologists.

Administration Team
Sandy Schafer - Director of Education
Kennedy Payne - Admissions Director / Financial Aid Director

Educator / Instructors

Kennedy Payne
Sandy Schafer
Andrew Aafedt
Kristina Schafer
Lee Lynn Dahlquist
Regina Johnson
Harmony Judson
Hannah Galia Snelson
Jamie Conrad
Raquel Oppenborn
Melissa Leafdale
Mataya Gann
Ashlee Anderson



Accreditation
Aveda Institute Montana is Accredited through the National Accrediting Commission of Career Arts and Sciences (NACCAS), who is recognized by the U.S. Department of Education as a national agency for the institutional accreditation of post secondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via Distance Education.

PROGRAMS ACCREDITED

- **Cosmetology Program**
- **Instructor Training Program**
- **Esthetician Program**
- **Supplemental Barbering Program**
- **Barbering Program**
- **Manicuring Program**

National Accrediting Commission of Career Arts and Sciences
3015 Colvin St, Alexandria, VA 22314
Phone: 703-600-7600 Website: www.naccas.org

Advisory Board
The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in our field. Aveda Institute conducts advisory board and staff meetings annually.

Licensure
Aveda Institute Montana is licensed through the Montana Board of Barbers and Cosmetologists.
Montana Board of Barbers and Cosmetologists
Montana Department of Labor and Industry Business Standards Division
301 S. Park Avenue
Helena, MT 59601
Phone: (406) 841-2300

U.S. Department of Education
Aveda Institute Montana is eligible through the Department of Education the use of Title IV funds for the cosmetology program only.

400 Maryland Ave SW,
Washington, DC 20202
(202)401-2000