LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. It is offered to students when situations are encountered that require an extended amount of time to be missed from school for a medical condition in which a physician requires the student to be out of school. A LOA must be a minimum of 30 calendar days. In order to return from medical leave, the school will need a doctor's written notice of readiness to return to school and any limitations that might be required. For any other concerns, if a student feels they need to take a LOA, the authorization of the LOA and its duration will be based upon administrative discretion.

To apply for a leave of absence, a student's request must be submitted in writing on an Institute Leave of Absence form, must include the student's signature, and must be dated by the student. The student must include the reason for the LOA. There must be a reasonable expectation that the student will return from the LOA. Due to unforeseen circumstances, the school may grant a LOA to a student who did not provide the request prior to the LOA. In such instances, the school collects the Institute Leave of Absence form from the student at a later date and the school establishes the start date of the approved LOA as the first date the student was unable to attend. The school must document the reason for its decision on whether to approve or deny a LOA. A student granted a LOA is not considered to have withdrawn, and no refund calculation is required at that time. The LOA together with any additional LOA's previously granted must not exceed a total of 180 calendar days in any 12-month period. When calculating the maximum time frame for a student's approved LOA, the school must ensure that it accounts for all periods of nonattendance (including weekends and scheduled breaks). Thus, since an approved LOA may not be more than 180 days, the school might have to reduce the length of a student's LOA if the 180th day is scheduled to fall on a day the school will be closed The LOA extends the student's contract period and maximum time frame by the same number of calendar days taken in the LOA. All parties must make initial changes to the enrollment contract period, or an addendum must be signed and dated by all parties. The student returning from a LOA will return to school under the same progress status as when they left. The school may not assess the student for additional charges as a result of a requested LOA. If a student takes an unapproved LOA or a student's LOA extends beyond the maximum time frame (the date of return) for a LOA, the student will be considered a withdrawal. The withdrawal date to calculate a refund is always the student's last day of attendance.

Enrollment Dates: All students are expected to be in attendance from the starting date to the ending date as specified in the student contract.

The start and completion of class dates are set for perfect attendance. Beyond that, it is the student's responsibility to continue their program until the full requirement of clock hours is concluded.

*Please note: Certain scheduled events in your program may not coincide with your program schedule thus requiring you to adjust your schedule outside of The Aveda Institute of Beauty and Wellness Chicago. These specific events include but are not limited to: Guest Educators and Fashion Shows. You will be notified in advance of these events, and it is required that you make the necessary adjustments so that you can attend and participate.

All missed hours need to be completed to satisfy the state required licensing hours for that program.

SECTION 504/ADA DISABILITY ACCOMMODATION POLICY

STATEMENT OF NON-DISCRIMINATION AND ACCOMMODATION

The Institute of Beauty and Wellness does not discriminate on the basis of disability.

Individuals with disabilities are entitled to a reasonable accommodation to ensure they have full and equal access to the educational resources of the Institute, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability.

The applicable law and regulations may be examined in the office of the Campus Disability Compliance Coordinator or School Director at each campus, who has been designated to coordinate the efforts of the Institute to comply with Section 504 and ADA. Alternatively, students may contact the ADA Coordinator, Brittany York, at 327 E. St Paul Ave., Milwaukee, WI 53212 or 414-319-7575

REQUESTS FOR ACCOMMODATION

Individuals with disabilities wishing to request reasonable accommodation must contact the ADA Coordinator or School Director. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Coordinator or School Director, will not be treated as a request for accommodation. However, if a student discloses a disability to a faculty or staff member, they are required to direct the student to the ADA Coordinator.

The ADA Coordinator will provide a student or applicant with the Request for Accommodations form. A student or applicant can also request a copy of the form by contacting the ADA Coordinator.

Reasonable accommodation is available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests reasonable accommodation and must be completed by a qualified professional in the area of the student's disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotional diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The Institute of Beauty and Wellness may request additional documentation as needed.

After the ADA Coordinator receives the Request for Accommodations form and the required documentation, the designated person trained to address such requests will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.

If the student or applicant is denied the requested accommodation, they may file a grievance using the Grievance Process found on page 32 or file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.

The Institute of Beauty and Wellness will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process.

American Disabilities Act (ADA) Coordinator
Brittany York, ADA Coordinator
The Institute of Beauty and Wellness
327 E. St Paul Ave, Milwaukee WI 53202
Phone: (414)-319-7575 | Email brittany@ibw.edu

TITLE IX NOTICE OF NONDISCRIMINATION

The Institute of Beauty and Wellness is committed to providing an educational environment free from discrimination based on sex in its programs and activities. It is dedicated to preventing sexual harassment, including sexual violence, and fully complies with Title IX of the Education Amendments Act of 1972, as well as other federal and state laws related to such conduct.

The following individuals have been designated as Title IX Coordinators at The Institute of Beauty and Wellness. They are responsible for handling inquiries related to Title IX policies and for receiving and responding to reports of any incidents of sex discrimination:

Rebecca Aranda , Director
The Aveda Institute Chicago
Phone: (414) 319-5171 | Email: rebecca@ibw.edu

Natalie Phillips, Student Services Coordinator
The Aveda Institute Chicago
Phone: (414) 319-5177 | Email: natalie@ibw.edu

Anyone can report incidents of sexual discrimination, including sexual harassment or sexual violence, to the U.S. Office for Civil Rights. Reports can be submitted via email at ocr@ed.gov or by using the addresses provided on the following website: http://www2.ed.gov/about/offices/list/ocr/docs/howto.html.

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that may constitute sexual harassment under the following conditions:

Submission to such conduct is explicitly or implicitly required as a term or condition for evaluating a student's academic performance or for participation in student activities or other events sanctioned by The Institute of Beauty and Wellness. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or events sanctioned by The Institute of Beauty and Wellness.

Such conduct has the purpose or effect of threatening an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, and promises of rewards for sexual favors.

Students, faculty, or staff who experience sexual harassment are encouraged to inform the alleged offender that such behavior is offensive. However, failure to do so does not absolve the Institute's obligation to investigate the incident and take appropriate action if sexual harassment has occurred.

Sexual violence includes domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at The Institute of Beauty and Wellness, as they are inappropriate and contrary to the goals and mission of the Institute. Any such acts will be thoroughly investigated, and individuals involved may face appropriate disciplinary sanctions and/or action by law enforcement agencies.

Everyone within The Institute of Beauty and Wellness community must work to ensure an educational environment free from sex discrimination. Violations of this policy may result in disciplinary action under The Institute of Beauty and Wellness Title IX policy, which can be found at [The Institute's Title IX Policy] (https://ibw.edu/student-alumni-resources/policies/#title-ix).

All students and staff at The Institute of Beauty and Wellness are expected to report incidents of sexual discrimination, including sexual harassment or sexual violence, to the Title IX Coordinator.