THE INSTITUTE OF
BEAUTY AND WELLNESS



COURSE CATALOG

AVEDA BEAUTY SCHOOLS

CHICAGO



UNLEASH YOUR POTENTIAL

Your creativity and uniqueness are valued here. We encourage our students to do what they love and represent what they believe.

Photo Credit: Aveda

REV. 3/11/2026

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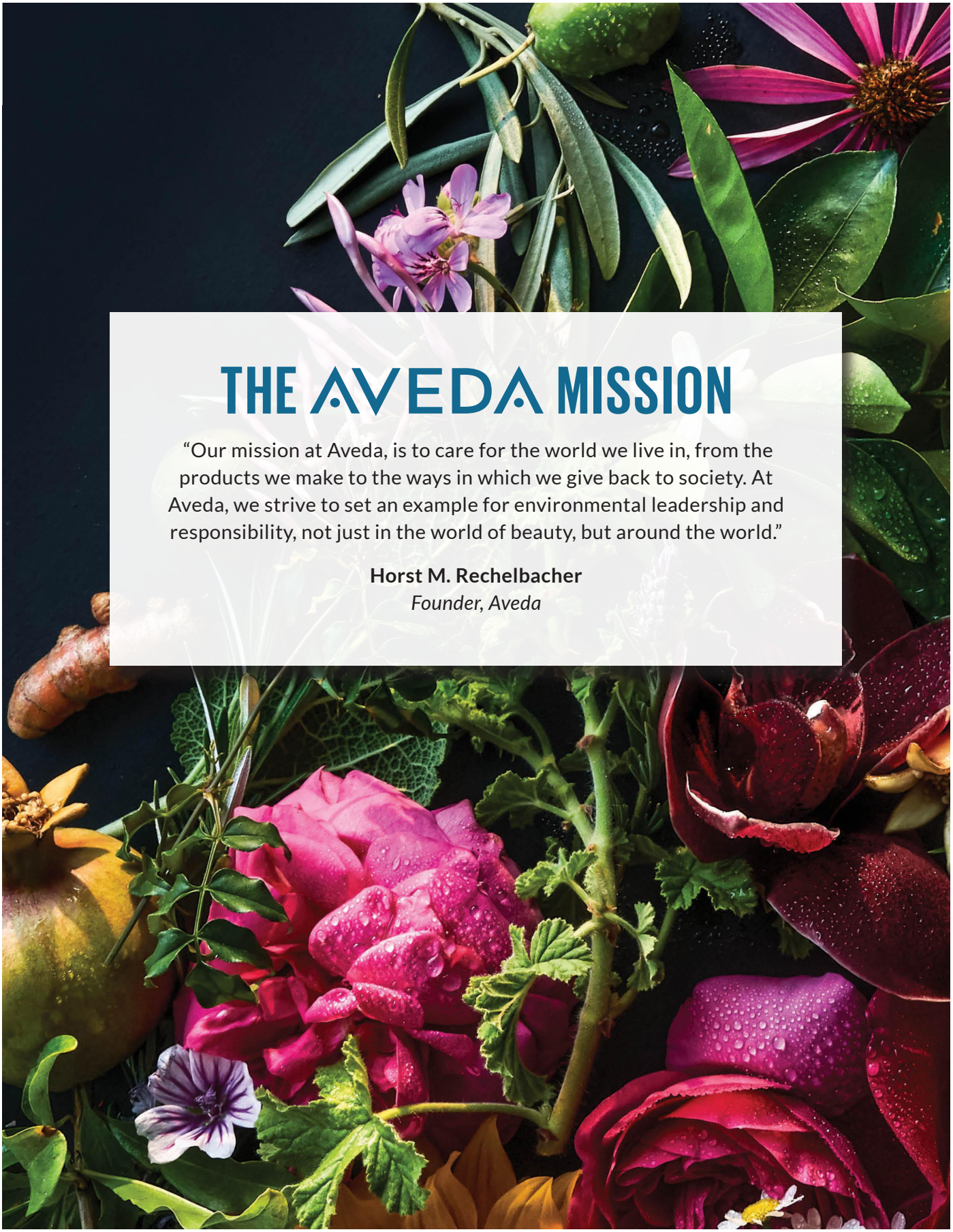
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THE AVEDA MISSION

"Our mission at Aveda, is to care for the world we live in, from the products we make to the ways in which we give back to society. At Aveda, we strive to set an example for environmental leadership and responsibility, not just in the world of beauty, but around the world."

Horst M. Rechelbacher
Founder, Aveda

Photo Credit: Aveda

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WHY AVEDA

OUR MISSION is to provide a quality professional education that extends beyond simply passing the state licensure exam. We want you to achieve longevity and success in the fields of **Cosmetology, Esthiology,** and **Educator**.

WE STRIVE TO:

- Create an environment of trust and respect
- Encourage a commitment to teamwork
- Promote personal and professional development
- Inspire the continuous quest for knowledge and growth

By supporting our students in this manner, we enable them to provide service that exceeds their clients' expectations.

WE ARE AN AVEDA INSTITUTE dedicated to supporting our students and teams in becoming successful beyond their expectations as artists and professionals. We do so by living our our core values in everything we do:

PRIORTIZE PEOPLE:

At The Institute of Beauty and Wellness, each individual - student, guest, and teammate - is seen, heard and aligned with their best self.

BE ACCOUNTABLE

We act responsibly in everything we do, always giving more than we take

EXERCISE TRANSPARENCY

We bare it all from ingredients to education, and beyond.

HAVE FUN

Life is short. We celebrate one another and have fun in all that we do.

RETURN TO NATURE

We find inspiration in the land and embrace the Ayurvedic principles we were founded on.

**The Aveda Institute of Beauty and Wellness Chicago will also be refered to as Aveda Institute Chicago or The Institute of Beauty and Wellness.*

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Photo Credit: Aveda

GUEST EDUCATION

GUEST EDUCATORS + WORKSHOPS = EDUCATION FUND

We are dedicated to elevating education at The Institute of Beauty and Wellness

To support our students' learning experience, we uphold a no-tipping policy for student service providers. However, if guests wish to contribute to our students' education, we have established an Education Fund.

This fund is used to enhance the basic training program by bringing in advanced guest speakers, hosting demonstrations, and offering hands-on workshops.

These additional educational opportunities go beyond the regular curriculum, providing students with valuable resources for their future careers.

The Education Fund is a collaborative effort by the student body, enabling educators from various industry domains to share their expertise. Additionally, we encourage our alumni to return after graduation to benefit from ongoing guest education opportunities.



"I really felt the participation and the interest of the students. They had the most pertinent questions and to me that reflects the teaching that they are receiving at The Institutes. It all came out in the afternoon on the live model, hands on. What hospitality, picturesque surroundings and an architecturally stimulating environment! Needless to say, I am looking forward to a second round!"

YVES DURIF
YVES DURIF SALON, NYC



"Creativity and enthusiasm is contagious at The Institute of Beauty and Wellness' state of the art training facility. The student's exposure to advanced education and top-notch guest educators so early on in their learning process is evident in their "anything is possible" attitude. The Institutes and the Downtown Milwaukee neighborhood left me feeling so inspired by the culture that thrives there. I am excited for the future of The Institute of Beauty and Wellness' passionate hairstylists and their mission to change lives through beauty."

SUSAN FORD
GLOBAL MEN'S CUTTING COACH



"I am fortunate enough to have traveled the world working with some of the top salons and schools, and The Institute of Beauty and Wellness in Milwaukee is on the top of my list. The Institutes offers excellent education that is relevant to the needs and demands of today's top salons, preparing the students for an exciting and rewarding career in hairdressing."

VIVIENNE MACKINDER
WORLD RENOWNED HAIR STYLIST & LIFETIME ACHIEVEMENT AWARD WINNER



Photo Credit: Aveda

PROGRAMS & CAREERS

YOUR EDUCATION

COSMETOLOGY

Students learn practical skills in hair, skin, and nail care through immersive, hands-on training. By studying at an Aveda beauty school, cosmetology students adopt a comprehensive beauty philosophy, preparing them to thrive in the dynamic beauty industry and cater to a wide range of client needs.

ESTHIOLOGY

Comprehensive education in skincare, hair removal, facials, and makeup, and specialized techniques to purify, balance, and renew the skin. Graduates will be equipped for successful careers in the beauty industry, emphasizing personalized skincare solutions and exceptional client care.

EDUCATOR

Aspiring educators are equipped with essential skills in instructional strategies, communication skills, classroom management, and curriculum development through hands-on training and clinic floor observation.

**The Institute of Beauty and Wellness are accredited by The National Accrediting Commission of Career Arts and Sciences (NACCAS).*

YOUR FUTURE CAREER OPPORTUNITIES

DAY SPA

- Ayurveda Esthetician
- Body Care Specialist
- Spa Therapist
- Spa Director
- Spa Owner
- Private Practice
- Esthetician
- Beauty Sales Representative

SALON

- Hair Stylist
- Barber
- Esthetician
- Makeup Artist
- Manicurist
- Sales Representative
- Hair Coloring Specialist
- Salon Manager
- Salon Owner

EDUCATION & OTHER FIELDS

Education & Other Fields

- Instructor
- Guest Educator
- Wellness Counselor
- State Board Member or Inspector
- Educational Director for a Product Manufacturer
- Consultant/ Trainer
- Paramedical Esthetician
- School Owner
- Freelance Makeup Artist
- Stylist or Makeup Artist for film, theater, fashion, or print
- Medispa, Destination Spa, or Resort

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COSMETOLOGY

PROGRAM DESCRIPTION

The Cosmetology program not only provides the fundamentals of cutting, styling, and chemical restructuring of hair, skin, nails, and makeup but also introduces students to product marketing, guest servicing, personal development skills, safety requirements, and professional development, including interviewing, job search skills, and resume writing. The practical experience, which builds on classroom theory, is a key component of the program, providing the essential technical training of a salon professional. This comprehensive program comprises the latest trends and techniques in hair cutting, styling, coloring, permanent waving, and chemical restructuring. The program's final phase prepares students to launch their careers with in-depth training in guest service, time management, self-promotion, goal setting, merchandising, and professional development.

PROGRAM OBJECTIVES

The objective of this program is to prepare students for the State of Illinois licensing examination in Cosmetology and to provide appropriate and comprehensive training thereby enabling them to enter the field of Cosmetology. Graduates of the program will have a wide range of career opportunities, including salon service providers, salon sales representatives, salon owners/managers, business managers, industry educators, and freelance artists. Upon completion, students will possess knowledge of Aveda products and salon practices, equipping them with the skills necessary to pursue employment as a cosmetologist.

INSTRUCTIONAL METHODS

The Institute is committed to providing quality education utilizing a method of instruction that engages all learning styles. Instructional methods include, but are not limited to, theory and lecture, hands-on workshops, clinic floor practice, audio/video presentations and instruction, online research, textbooks, exams and assignments, technical evaluations, salon and spa tours, and visiting guest educators.

PERFORMANCE STANDARDS

- *Productivity – Producing and achieving high academic and industry-aligned results.*
- *Professionalism – A commitment to act and speak with respect, honesty, and integrity towards others as a student and service provider.*
- *Positivity – The practice and/or approach of being positive or optimistic in attitude.*



Pictured Above: Cosmetology Clinic Floor at The Aveda Institute of Beauty and Wellness

STUDENT RESPONSIBILITIES

Students are responsible for their learning, productivity, and academic achievement. Students are responsible for maintaining Satisfactory Academic Progress (SAP):

- *achieve a 90% or higher attendance percentage to graduate.*
- *achieve 80% or a higher grade-point average percentage to graduate.*

Students are responsible for reading The Institute of Beauty and Wellness course catalog standards, policies, and procedures.

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COSMETOLOGY

COSMETOLOGY HOURS BY SUBJECT - 1500

Instruction shall be a combination of classroom instruction and hands-on (practical and technical) experience. The minimum subjects and number of hours shall be as follows for each category of training:

1,500 COURSE HOURS

DAY (FULL-TIME, 44 WEEKS)
Tues-Fri 8:30am-4pm & Sat 9am-4pm

3-DAY (52 WEEKS)
Mon.-Wed. 10am-9pm

COSMETOLOGY HOURS BY SUBJECT	HOURS
Basic Training - tools and their use, shampooing, understanding chemicals and use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics, eyelash extensions, state law, including sanitary standard	**150**
Practical Chemical Application/Hair Treatment - chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, and shampoo, toning, and rinsing	**500**
Hair Styling/Hair Dressing - cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments. blow-drying	**475**
Shop Management, Sanitation, and Interpersonal Relations - labor law, workers' compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, business ethics, sanitation,	**200**
Esthetics - non-therapeutic massage, excluding the scalp; nutrition and health of skin; skin analysis, cleansing the skin; mask therapy and facial treatments, facial treatments without the aid of machines, electricity, machines and apparatus, facial treatments with the aid of machines, hair removal, including tweezer method, depilators, waxing, professional makeup techniques, including application of eyelash extensions, tabs and strips, product knowledge as it	**85**
Nail Technology - fabric procedures, sculpting procedures, light cured gels, machines or apparatuses used in nail technology, manicures, pedicures; hand, arm, foot massages; other procedures and product knowledge as they relate to nail technology	**55**
Electives - instruction which may include professional development, guest services, sales and business skills.	**35**
TOTAL COURSE HOURS	1500 HRS

A cosmetology student is not permitted to practice on the public until the successful completion of 150 hours of basic training.

GRADING PROCEDURES

For academic work, students must meet at least 80 percent grade point average to be in good standing and as a condition of graduation. Final written and practical tests must be 80 percent or better. All other assignments and tests' percentages and scales are as follows:

GRADING BREAKDOWN	
Chapter Tests	25%
Student Projects	25%
Mock State Board & Written Exam	25%
Technical Evaluations	25%
Overall	**100%**

GRADING SCALE	
Honor Roll	98-100%
Very Good	94-97%
Good	87-93%
Satisfactory	80-86%
Unsatisfactory	79%-Below

REV.3/11/2026

ESTHIOLOGY

PROGRAM DESCRIPTION

The program cultivates proficiency in various skills, including facials, waxing, body treatments, and makeup applications. It covers essential aspects such as derma-analysis fundamentals, facial manipulations, equipment operation, and plant Aromaology. By blending theoretical understanding with practical experience, the program ensures that graduates are well-prepared to embark on successful careers as estheticians by also teaching resume writing, interviewing, and job search skills. Additionally, students are equipped to take the state board examination to become licensed estheticians in Illinois

PROGRAM OBJECTIVES

The objective of this program is to prepare students for the State of Illinois licensing examination in Esthiology and to provide appropriate and comprehensive training, thereby enabling them to enter the field. Upon completion, students will have the knowledge of Aveda products and spa techniques and the skills to seek employment as skin care specialists.

INSTRUCTIONAL METHODS

The Institute is committed to providing quality education utilizing a method of instruction that engages all learning styles. Instructional methods include, but are not limited to, theory and lecture, hands-on workshops, clinic floor practice, audio/video presentations and instruction, online research, textbooks, exams and assignments, technical evaluations, salon and spa engagement, and visiting guest educators.

PERFORMANCE STANDARDS

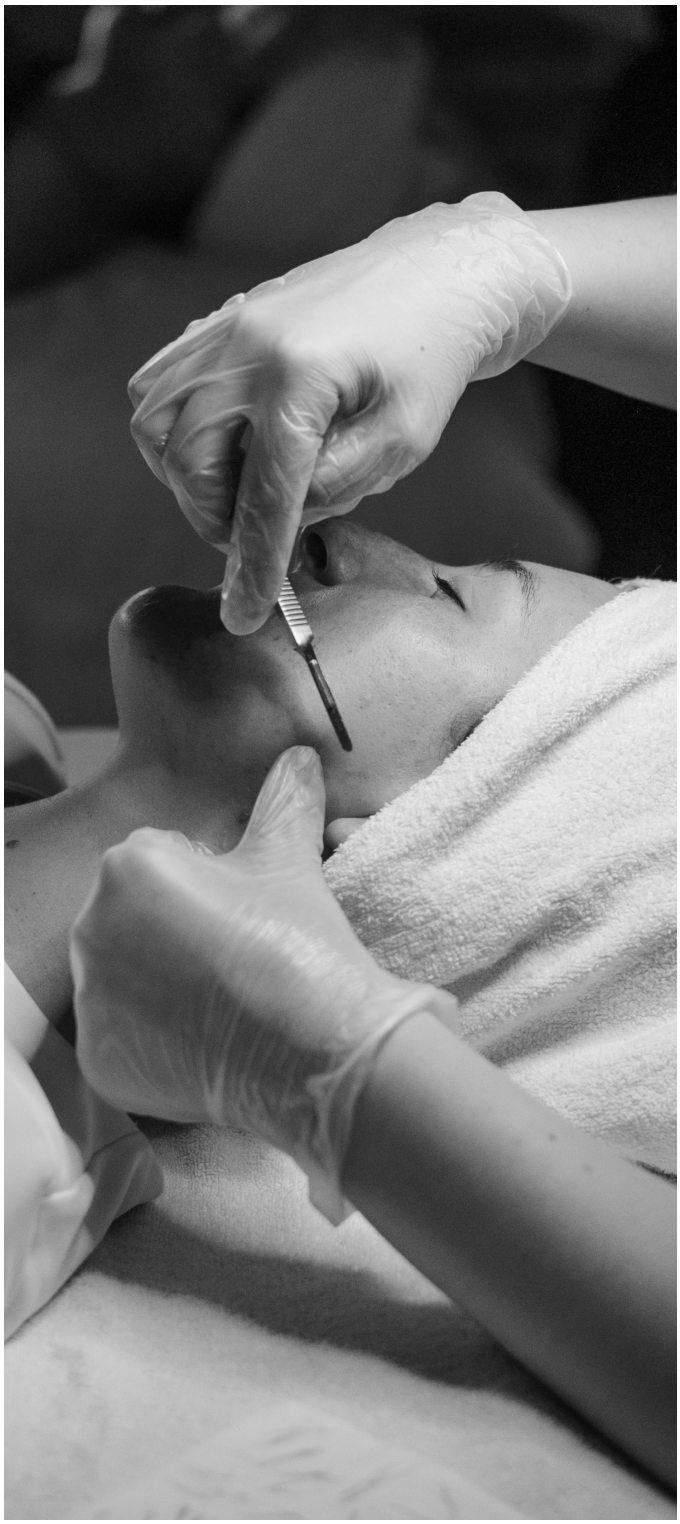
- *Productivity – Producing and achieving high academic and industry-aligned results.*
- *Professionalism – A commitment to act and speak with respect, honesty, and integrity towards others as a student and service provider.*
- *Positivity – The practice and/or approach of being positive or optimistic in attitude.*

STUDENT RESPONSIBILITIES

Students are responsible for their learning, productivity, and academic achievement. Students are responsible for maintaining Satisfactory Academic Progress (SAP):

- *achieve a 90% or higher attendance percentage to graduate.*
- *achieve 80% or a higher grade-point average percentage to graduate.*

Students are responsible for reading The Institute of Beauty and Wellness course catalog standards, policies, and procedures.



Pictured Above: Esthiology Clinic Floor at The Aveda Institute of Beauty and Wellness

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ESTHIOLOGY

ESTHIOLOGY HOURS BY SUBJECT - 750

Instruction shall be a combination of classroom instruction and hands-on (practical and technical) experience. The minimum subjects and number of hours shall be as follows for each category of training:

750 COURSE HOURS

DAY (FULL-TIME, 22 WEEKS)
Tues-Fri 8:30am-4pm & Sat 9am-4pm

EVENING (PART-TIME, 30 WEEKS)
Mon.-Thur. 4:30pm-9:30pm

ESTHIOLOGY HOURS BY SUBJECT	HOURS
Basic Training - history of skincare, personal hygiene and public health, professional ethics, sterilization and sanitation, introduction to skin analysis and skin care and facial treatments eyelash extensions.	75
Scientific Concepts - cells, metabolism, and body systems, bacteriology, physiology and histology of the skin, human anatomy, chemistry, disorders of the skin, and special procedures.	150
Practices and Procedures - nontherapeutic massage excluding the scalp, nutrition and health of the skin, skin analysis, cleansing the skin, mask therapy and facial treatments, facial treatments with and without the aid of machines, electricity, machines and apparatus, hair removal, professional makeup techniques including eyelash extensions, product knowledge related to esthetics, and facial treatments with the aid of machines.	500
Business Practices – the Act and this Part including sanitary standards, management, and OSHA standards relating to chemical use, Workers Compensation Act	25
TOTAL COURSE HOURS	750 HRS

An esthetics student is not permitted to practice on the public until the successful completion of 75 hours of basic training.

GRADING PROCEDURES

For academic work, students must meet at least 80 percent grade point average to be in good standing and as a condition of graduation. Final written and practical tests must be 80 percent or better. All other assignments and tests' percentages and scales are as follows:

GRADING BREAKDOWN	
Chapter Tests	25%
Student Projects	25%
Mock State Board & Written Exam	25%
Technical Evaluations	25%
Overall	**100%**

GRADING SCALE	
Honor Roll	98-100%
Very Good	94-97%
Good	87-93%
Satisfactory	80-86%
Unsatisfactory	79%-Below

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COSMETOLOGY EDUCATOR

PROGRAM DESCRIPTION - 1000 HOURS

The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination. The program includes resume writing, interviewing, and job search skills to assist in entry-level employment as an instructor or a related position.

PROGRAM OBJECTIVES

Upon completion of the course requirements, the determined graduate will be able to:

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

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills

INSTRUCTIONAL METHODS

The Institute is committed to providing quality education utilizing a method of instruction that engages all learning styles. Instructional methods include, but are not limited to, theory and lecture, hands-on workshops, clinic floor practice, audio/video presentations and instruction, online research, textbooks, assignments, and visiting guest educators.

PERFORMANCE STANDARDS

- *Productivity – Producing and achieving high academic and industry-aligned results.*
- *Professionalism – A commitment to act and speak with respect, honesty, and integrity towards others as a student and service provider.*
- *Positivity – The practice and/or approach of being positive or optimistic in attitude.*



Pictured Above: Cosmetology Clinic Floor at the Institute of Beauty and Wellness, Milwaukee Campus

STUDENT RESPONSIBILITIES

Students are responsible for their learning, productivity, and academic achievement. Students are responsible for maintaining Satisfactory Academic Progress (SAP):

- *achieve a 90% or higher attendance percentage to graduate.*
- *achieve 80% or a higher grade-point average percentage to graduate.*

Students are responsible for reading The Institute of Beauty and Wellness course catalog standards, policies, and procedures.

REV: 3/11/2026

COSMETOLOGY EDUCATOR

COSMETOLOGY EDUCATOR HOURS BY SUBJECT - 1000

Instruction shall be a combination of classroom instruction and hands-on (practical and technical) experience. The minimum subjects and number of hours shall be as follows for each category of training:

1,000 COURSE HOURS

DAY (FULL-TIME)
*Schedule will be approved by institute Director or Designate

COSMETOLOGY EDUCATOR HOURS BY SUBJECT	HOURS
Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process, and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.	20
Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.	20
Application of Teaching Methods that includes preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate	150
Business Methods that includes inventory, recordkeeping, interviewing, supplies, State Law. electrical devices, personal grooming and hygiene, OSHA standards	50
Student Teaching under the on-site supervision of an Illinois-licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum	260
Post-Graduate School Training that includes all subjects in the basic cosmetology curriculum (see Section 1175.530), including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.	500
TOTAL COURSE HOURS	1000 HRS

GRADING PROCEDURES

For academic work, students must meet at least 80 percent grade point average to be in good standing and as a condition of graduation. Final written and practical tests must be 80 percent or better. All other assignments and tests' percentages and scales are as follows:

GRADING BREAKDOWN	
Student Projects - Lesson Plans	50%
Theory and Demo Final Presentations	50%
Overall	**100%**

GRADING SCALE	
Honor Roll	98-100%
Very Good	94-97%
Good	87-93%
Satisfactory	80-86%
Unsatisfactory	79%-Below

REV.3/11/2026

COSMETOLOGY EDUCATOR

PROGRAM DESCRIPTION - 500 HOURS

The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination. The program includes resume writing, interviewing, and job search skills to assist in entry-level employment as an instructor or a related position.

PROGRAM OBJECTIVES

Upon completion of the course requirements, the determined graduate will be able to:

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

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills

INSTRUCTIONAL METHODS

The Institute is committed to providing quality education utilizing a method of instruction that engages all learning styles. Instructional methods include, but are not limited to, theory and lecture, hands-on workshops, clinic floor practice, audio/video presentations and instruction, online research, textbooks, assignments, and visiting guest educators.

PERFORMANCE STANDARDS

- *Productivity – Producing and achieving high academic and industry-aligned results.*
- *Professionalism – A commitment to act and speak with respect, honesty, and integrity towards others as a student and service provider.*
- *Positivity – The practice and/or approach of being positive or optimistic in attitude.*



Pictured Above: Cosmetology Clinic Floor at the Institute of Beauty and Wellness, Milwaukee Campus

STUDENT RESPONSIBILITIES

Students are responsible for their learning, productivity, and academic achievement. Students are responsible for maintaining Satisfactory Academic Progress (SAP):

- *achieve a 90% or higher attendance percentage to graduate.*
- *achieve 80% or a higher grade-point average percentage to graduate.*

Students are responsible for reading The Institute of Beauty and Wellness course catalog standards, policies, and procedures.

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COSMETOLOGY EDUCATOR

COSMETOLOGY EDUCATOR HOURS BY SUBJECT - 500

Instruction shall be a combination of classroom instruction and hands-on (practical and technical) experience. The minimum subjects and number of hours shall be as follows for each category of training:

500 COURSE HOURS

DAY (FULL-TIME)
*Schedule will be approved by institute Director or Designate

COSMETOLOGY EDUCATOR HOURS BY SUBJECT	HOURS
Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process, and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.	20
Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.	20
Application of Teaching Methods that includes preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate	150
Business Methods that includes inventory, recordkeeping, interviewing, supplies, State Law. electrical devices, personal grooming and hygiene, OSHA standards	50
Student Teaching under the on-site supervision of an Illinois-licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum	260
TOTAL COURSE HOURS	500 HRS

The approved program for a 500-hour Teacher Training Course shall be based on 2 years of practical experience and shall consist of the Teacher Training Curriculum outlined in subsection (a), with the exception of the 500 hours of post-graduate training.

GRADING PROCEDURES

For academic work, students must meet at least 80 percent grade point average to be in good standing and as a condition of graduation. Final written and practical tests must be 80 percent or better. All other assignments and tests' percentages and scales are as follows:

GRADING BREAKDOWN	
Student Projects - Lesson Plans	50%
Theory and Demo Final Presentations	50%
Overall	**100%**

GRADING SCALE	
Honor Roll	98-100%
Very Good	94-97%
Good	87-93%
Satisfactory	80-86%
Unsatisfactory	79%-Below

REV.3/11/2026

ESTHIOLOGY EDUCATOR

PROGRAM DESCRIPTION - 750 HOURS

The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination. The program includes resume writing, interviewing, and job search skills to assist in entry-level employment as an instructor or a related position.

PROGRAM OBJECTIVES

Upon completion of the course requirements, the determined graduate will be able to:

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

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills

INSTRUCTIONAL METHODS

The Institute is committed to providing quality education utilizing a method of instruction that engages all learning styles. Instructional methods include, but are not limited to, theory and lecture, hands-on workshops, clinic floor practice, audio/video presentations and instruction, online research, textbooks, assignments, and visiting guest educators.

PERFORMANCE STANDARDS

- *Productivity – Producing and achieving high academic and industry-aligned results.*
- *Professionalism – A commitment to act and speak with respect, honesty, and integrity towards others as a student and service provider.*
- *Positivity – The practice and/or approach of being positive or optimistic in attitude.*



Pictured Above: Esthiology Clinic Floor at the Institute of Beauty and Wellness, Milwaukee Campus

STUDENT RESPONSIBILITIES

Students are responsible for their learning, productivity, and academic achievement. Students are responsible for maintaining Satisfactory Academic Progress (SAP):

- *achieve a 90% or higher attendance percentage to graduate.*
- *achieve 80% or a higher grade-point average percentage to graduate.*

Students are responsible for reading The Institute of Beauty and Wellness course catalog standards, policies, and procedures.

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ESTHIOLOGY EDUCATOR

ESTHIOLOGY EDUCATOR HOURS BY SUBJECT - 750

A licensed school that intends to provide teacher training must utilize a teacher program that includes a minimum of 750 clock hours. The minimum number of hours shall as follows:

750 COURSE HOURS

DAY (FULL-TIME)
*Schedule will be approved by institute Director or Designate

ESTHIOLOGY EDUCATOR HOURS BY SUBJECT	HOURS
Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process, and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.	20
Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.	20
Application of Teaching Methods that includes preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate	150
Business Methods that includes inventory, recordkeeping, interviewing, supplies, State Law. electrical devices, personal grooming and hygiene, OSHA standards	50
Student Teaching under the on-site supervision of an Illinois-licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum	260
Post-Graduate School Training that includes all subjects in the basic cosmetology curriculum (see Section 1175.530), including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.	250
TOTAL COURSE HOURS	750 HRS

GRADING PROCEDURES

For academic work, students must meet at least 80 percent grade point average to be in good standing and as a condition of graduation. Final written and practical tests must be 80 percent or better. All other assignments and tests' percentages and scales are as follows:

GRADING BREAKDOWN	
Student Projects - Lesson Plans	50%
Theory and Demo Final Presentations	50%
Overall	**100%**

GRADING SCALE	
Honor Roll	98-100%
Very Good	94-97%
Good	87-93%
Satisfactory	80-86%
Unsatisfactory	79%-Below

REV.3/11/2026

ESTHIOLOGY EDUCATOR

PROGRAM DESCRIPTION - 500 HOURS

The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination. The program includes resume writing, interviewing, and job search skills to assist in entry-level employment as an instructor or a related position.

PROGRAM OBJECTIVES

Upon completion of the course requirements, the determined graduate will be able to:

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

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills

INSTRUCTIONAL METHODS

The Institute is committed to providing quality education utilizing a method of instruction that engages all learning styles. Instructional methods include, but are not limited to, theory and lecture, hands-on workshops, clinic floor practice, audio/video presentations and instruction, online research, textbooks, assignments, and visiting guest educators.

PERFORMANCE STANDARDS

- *Productivity – Producing and achieving high academic and industry-aligned results.*
- *Professionalism – A commitment to act and speak with respect, honesty, and integrity towards others as a student and service provider.*
- *Positivity – The practice and/or approach of being positive or optimistic in attitude.*



Pictured Above: Esthiology Clinic Floor at the Institute of Beauty and Wellness, Milwaukee Campus

STUDENT RESPONSIBILITIES

Students are responsible for their learning, productivity, and academic achievement. Students are responsible for maintaining Satisfactory Academic Progress (SAP):

- *achieve a 90% or higher attendance percentage to graduate.*
- *achieve 80% or a higher grade-point average percentage to graduate.*

Students are responsible for reading The Institute of Beauty and Wellness course catalog standards, policies, and procedures.

REV: 3/11/2026

ESTHIOLOGY EDUCATOR

ESTHIOLOGY EDUCATOR HOURS BY SUBJECT - 500

A licensed school that intends to provide teacher training must utilize a teacher program that includes a minimum of 500 clock hours. The minimum number of hours shall as follows:

500 COURSE HOURS

DAY (FULL-TIME)
*Schedule will be approved by institute Director or Designate

ESTHIOLOGY EDUCATOR HOURS BY SUBJECT	HOURS
Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process, and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.	20
Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.	20
Application of Teaching Methods that includes preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate	150
Business Methods that includes inventory, recordkeeping, interviewing, supplies, State Law. electrical devices, personal grooming and hygiene, OSHA standards	50
Student Teaching under the on-site supervision of an Illinois-licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum	260
TOTAL COURSE HOURS	500 HRS

The approved program for a 500-hour Teacher Training Course shall be based upon 2 years of practical experience and shall consist of the Teacher Training Curriculum outlined in this Section with the exception of the 250 hours of Post-Graduate Training

GRADING PROCEDURES

For academic work, students must meet at least 80 percent grade point average to be in good standing and as a condition of graduation. Final written and practical tests must be 80 percent or better. All other assignments and tests' percentages and scales are as follows:

GRADING BREAKDOWN	
Student Projects - Lesson Plans	50%
Theory and Demo Final Presentations	50%
Overall	**100%**

GRADING SCALE	
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Satisfactory	80-86%
Unsatisfactory	79%-Below

REV.3/11/2026

FACULTY & STAFF

SUPERVISORY ADMINISTRATION

Susan Haise ..... Owner

DIRECTORS & ADMINISTRATION

Kari Kennedy ..... Executive Director, Director of Chicago
Kali Winter ..... Spa Director
Brittany York ..... ADA Coordinator

FINANCE & FINANCIAL AID

Financial Aid 773-868-5172
Gregory Matthews ..... Financial Aid Director
Diane Pandl ..... Finance Administrator

ADMISSIONS

Madison Admissions 608-250-3100
Milwaukee Admissions 414-227-2889
Chicago Admissions 773-868-5181
Sydney Compton ..... Admissions Coordinator
Rebecca Hogan ..... Admissions Coordinator
Molly Kull ..... Admissions Coordinator
Daniel Lapp ..... Admissions Coordinator

STUDENT SERVICES

Student Services ..... studentservices@ibw.edu
Natalie Phillips ..... Student Services Coordinator

CHICAGO CAMPUS

COSMETOLOGY

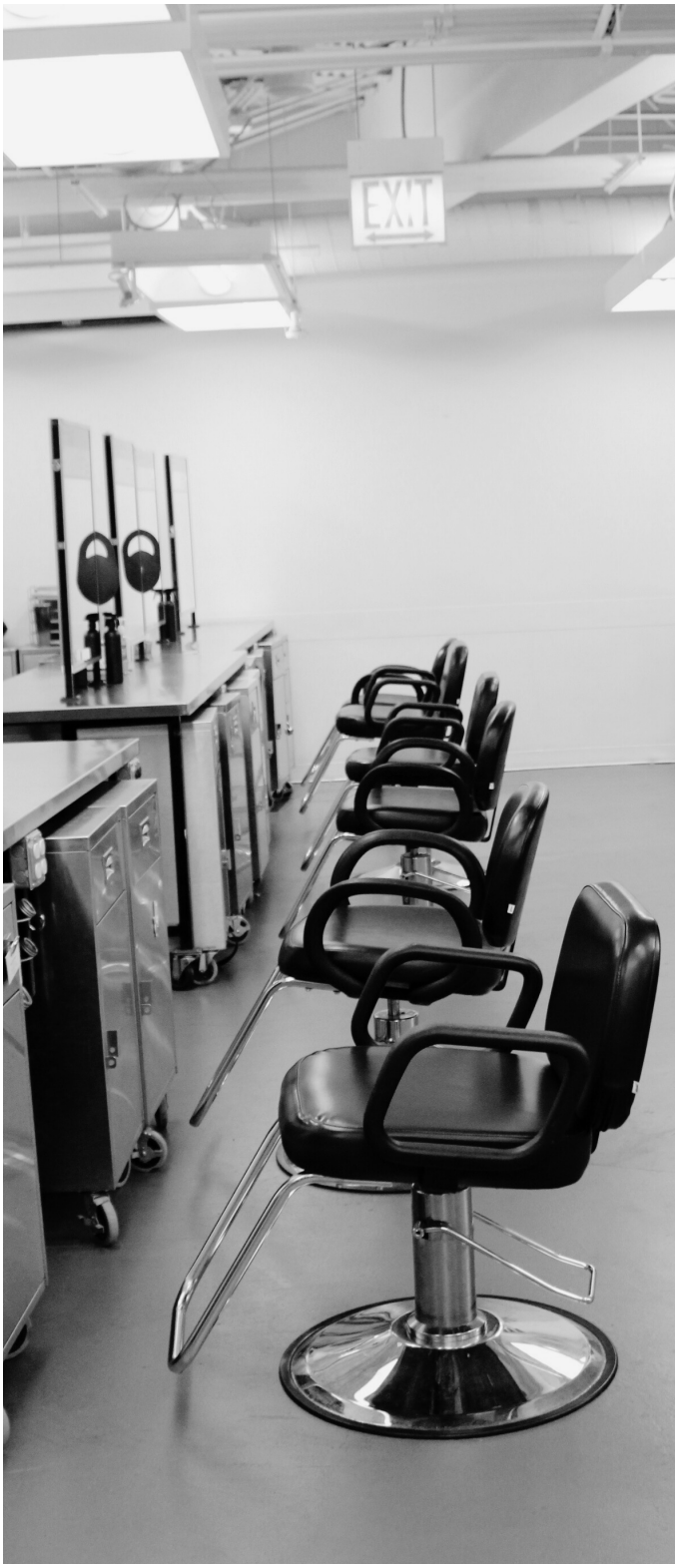
**Includes Cosmetology Educator, Cosmetology Refresher, and Cosmetology Educator Refresher Programs*

Daniel Soliz ..... Cosmetology Team Lead
Tangela Thomas Martin ..... Cosmetology Instructor
Roe Withers ..... Cosmetology Instructor
Yashica Bruner ..... Cosmetology Instructor
Tamara Ferguson ..... Cosmetology Instructor
Bre Richardson ..... Cosmetology Instructor

ESTHIOLOGY

**Includes Esthiology Educator, Esthiology Refresher, and Esthiology Educator Refresher Programs*

Amber Birch ..... EsthiologyTeam Lead
Tiera Duong ..... Esthiology Instructor
Christian Van Brimmer ..... Makeup Team Lead & Esthiology Instructor



Pictured Above: Cosmetology Clinic Floor at the Aveda Institute Chicago

REV: 3/11/2026

OUR INSTITUTE



CHICAGO

2828 N Clark St
Chicago, IL 60657
773-883-1560

Located in Chicago's vibrant Lincoln Park neighborhood, this area is known for its trendy restaurants, boutique shopping, and cultural attractions. With easy access to transportation and a thriving art scene, this prime location provides inspiration and opportunity for aspiring salon and spa professionals.

Pictured Above: The Aveda instutute of Beauty and Wellness Chicago Exterior

CLIENT SERVICE AREAS

All students have the chance to work with a diverse range of clients. We offer a high-quality salon and spa environment where students can provide hair, skin, nail, and body services under the supervision of licensed professionals.

STUDENT CLASSROOMS

Classrooms are designed to create an effective environment for various learning styles and activities. They feature advanced audio-visual technology, Microsoft Office 365 web version access, and online curriculum portals like learnaveda.net, Aveda, and Pivot Point.

EQUIPMENT

There is a variety of equipment available for student use, including manicuring stations, hydraulic chairs, massage and esthetic tables, and fully equipped skin care stations with dermoscopes and steamers at each station.

AVEDA EXPERIENCE CENTER

Both institutes feature a retail center offering Aveda products, including hair care, skincare, Pure-Fume™ (fragrance), body care, makeup, and lifestyle items. Gaining product knowledge and achieving retail success can enhance your value in the salon and spa industry. The store allows you to practice client services and business skills with guests.



Pictured Above: Cosmetology Classroom at The Aveda Institute of Beauty and Wellness Milwaukee Campus,

REV. 3/11/2026

ADMISSIONS

ENROLLMENT REQUIREMENTS

1. Schedule and complete a tour of the facility.

2. Interview with an Admissions Representative.

3. Complete Admissions Application (**https://ibw.edu/discover/admissions/apply-now/**) - and submit a $50 application fee. The application fee is refundable in the event the student is not accepted by the Institute, or the student cancels their agreement by midnight on the 5th business day after enrollment.

4. Submit official proof of education (high school diploma showing high school completion, high school diploma equivalent showing high school completion, official high school transcript showing high school completion, or transcript showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree).

5. Take an entrance assessment* if any of the following apply:
   a. GPA is 2.0 or below
   b. Copy of diploma or GED does not verify GPA
   c. Home-schooled or foreign diploma

6. Provide proof of age with a document such as a driver's license, government-issued identification, birth registration/certificate, passport, etc.

7. Complete the Free Application For Federal Student Aid (FAFSA) or agree to the estimated payment contract.

8. Provide proof of professional license (instructor program only).

9. Transfer students only: submit a $100 transfer application fee before evaluation of transfer credit hours; and an official copy of transcripts from the previous school.

Note: *If a foreign applicant provides a high school diploma, the Admissions Team requires that the applicant have an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma*
Note: *If an admissions representative has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the admissions representative must evaluate the validity of the student's high school completion. The admissions representative must:*
1. check with the high school to confirm the validity of the student's diploma; and
2. confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
If the validity of the high school diploma cannot be confirmed, the student will not be admitted. The school's decision is final, and not subject to appeal.
Note: *In accordance with institutional policy and regulatory standards, The Institute of Beauty and Wellness does not admit Ability-to-Benefit students. Applicants must submit official proof of education as described above.*

NOTIFICATION OF ACCEPTANCE

The application deadline is the day before a class starts. Upon completion of enrollment requirements, the Institute will notify applicants of their acceptance in person or writing, and then a starting date will be confirmed. Please refer to catalog insert 2 for the program's starting and calculated completion dates. Upon confirmation, the admissions team will send/fill out an enrollment contract for the chosen program and start date. If the student is under 18 when signing the Student Enrollment Contract, the student must also have the Parent/Guardian of a dependent minor sign the Student Enrollment Contract. Returning a completed contract to The Institute of Beauty and Wellness guarantees enrollment. Enrollment is on a first-come/first-serve basis. *If students do not pass the entrance assessment, they can retake it in six months.

CLASSES

The Institutes reserves the right to combine or cancel classes as enrollment demands.

TRANSFER STUDENTS

The Institute of Beauty and Wellness considers transfer applicants on a case-by-case basis.

ADVANCED STANDING

The Institute of Beauty and Wellness does not offer advanced training for prior education or experience. The institute may refuse transfer requests if admission requirements, including tuition, are un met. Additionally, the acceptance or rejection of transfer hours is at the discretion of the Institute of Beauty and Wellness, and program testing may be required.

Students who withdraw from a program may be allowed to re-enter. If a student had unsatisfactory academic progress at the time of withdrawal, they would return in the same status. However, if a student withdraws while maintaining satisfactory academic progress, they can return in the same status without losing any credit, grades, or hours.

NON DISCRIMINATION POLICY

In their admissions, instruction, and graduation policies, the Institute of Beauty and Wellness practices no discrimination based on race, religion, color, financial status, sex, national or ethnic origin, age, veteran status, or sexual orientation.

The Institute of Beauty and Wellness does not recruit students currently attending or admitted to another institute offering a similar program of study.

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COMPLIANCE WITH 38 USC 3679(E) VA PENDING PAYMENT COMPLIANCE

Beginning August 1, 2019, and despite any policy to the contrary, the Aveda Institute of Beauty and Wellness Chicago will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

TUITION

Tuition rates cover the cost of student kits and textbooks, which must be purchased entirely from the Institute. Students have the option to buy an iPad as part of their student kit for an additional fee. The total cost of the course of instruction including any charges made by the school for tuition, books, materials, supplies, and other expenses will be included in the students estimated finacial aid offer and tuition plan.

Students must agree to an Estimated Financial Aid Offer and Tuition Plan. A down payment of tuition is due two weeks prior to the start of classes. The remaining balance is due according to the payment plan selected by the student, or can be paid in full at the time of enrollment.

All tuition must be paid in full at least three weeks before graduation. Students should be aware that they may incur additional costs for miscellaneous supplies and events, which will not exceed $100. This obligation to pay is independent of any financial aid eligibility. Accepted payment methods include cash, check, debit card, credit card (with 3% fee), cashier's check, and Federal Financial Aid.

PERCENTAGE OF A SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE INSTITUTE
0.01% - 4.99%	10%
5% - 9.99%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% & OVER	100%

LATE PAYMENT

If a student does not make a payment within one week of the due date, a) the total tuition may become immediately due and payable, and b) the Institute may suspend the student's attendance and/or withhold their diploma until the outstanding balance is paid in full.

REFUND POLICY

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

The Institute shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following, 225 ILCS 410/3B-13(1):

(a) When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student;

(b) When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain no more than the application and registration fee, plus the cost of any books or materials which have been provided by the school and retained by the student;

(c) When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee and an amount not to exceed 10% of the tuition and other instructional charges or $300, whichever is less, plus the cost of any books or materials which have been provided by the school;

(d) When a student has completed 5% or more of the course of instruction, the school may retain the application and registration fee and the cost of any books or materials which have been provided by the school but shall refund a part of the tuition and other instructional charges as follows:

Note: Completion means the number of scheduled class clock hours elapsed from the start of the student's enrollment until the student's last date of attendance divided by the total number of class clock hours required to complete the course of instruction. Consequently, our refund policy is calculated based on scheduled class hours rather than actual class hours.

The institutes encourage but do not require students who want to withdraw to provide the institutes with written notice of withdrawal. The institutes determine a student's constructive notice of withdrawal by monitoring clock hour attendance at least every 30 calendar days, and a determination is made to withdraw a student who has been absent without notice or explanation for 30 or more consecutive calendar days. The institution's determination that a student withdrew is the date that written notification of withdrawal was received or would revert to 30 calendar days after the student's last date of attendance.

The institutes shall acknowledge in writing a student's withdrawal within 15 calendar days of the withdrawal determination date. Any refund of money due to the student shall be paid within 45 calendar days after the effective date of termination. The institutes do not require students to ask the institutes to issue a refund of money collected by the institutes.

All miscellaneous costs which have not yet become due will be void. In case of a leave of absence, the institutes shall refund any money due the student within 45 calendar days of the earlier of the last day of the student's leave of absence if the student fails to return or the date the student notifies the institutes that the student will not be returning. The institutes shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who, for any reason, withdraws or is dismissed by the institutes and who, within 45 calendar days of the withdrawal or dismissal, tenders for reimbursement the equipment and supplies in their original condition. The institutes may elect a more generous refund policy to accommodate mitigating circumstances. A student's account may be sent to collections for nonpayment.

RETURN OF TITLE IV FUND
(FEDERAL FINANCIAL AID) POLICY

If a student who received or was eligible to receive Federal Financial Aid withdraws or is terminated when the clock hours scheduled to have been completed is 60% or less of a payment period, the school will determine the amount of that Title IV Aid the student earned according to the Return of Title IV Funds Calculation mandated by the U.S. Department of Education. If a student withdraws or is terminated when the clock hours scheduled to have been completed is more than 60% of a payment period, the student is considered to have earned all awarded aid for that payment period. In the case where a student's Return of Title IV Funds Calculation indicates that the student has earned more than was disbursed, the student would be owed a post withdrawal disbursement. The school must make the post withdrawal disbursement of a Federal Pell Grant as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew. The school must offer a post withdrawal disbursement of a Federal Direct Loan to a student, or parent for a Direct Parent PLUS Loan, within 30 days of the date of a school's determination that a student has withdrawn. The school must allow at least 14 days for a student, or parent, to accept any post withdrawal disbursement of loan funds. If a post withdrawal disbursement creates a credit balance on a student's account, the credit balance will be disbursed as soon as possible but no later than 14 days after the credit balance was created.

WITHDRAWAL

The withdrawal date would always be the student's last date of attendance. If a student officially withdraws, the date the student provided official notification would be the date of school's determination that the student withdrew. The school encourages but does not require students who want to withdraw to provide the school a written notice of withdrawal. The school determines a student's constructive notice of withdrawal by monitoring clock hour attendance at least every thirty (30) calendar days and a determination is made to withdraw a student who has been absent without notice or explanation for 30 or more consecutive calendar days. The date of the institution's determination that a student withdrew would revert back to 30 calendar days after the student's last date of attendance. The date that a student did not return from an approved Leave of Absence would also be the date of the school's determination that the student withdrew. The school is required to perform this calculation and return a portion of Federal funds to the Federal Title IV programs within 45 days of determining when the student withdrew. The student will be notified by the school if he/she is also required to return funds based on the calculation.

When the amount of Title IV Aid that must be returned has been determined, the school will return the funds in the following order:

1. Unsubsidized Federal Direct loans
2. Subsidized Federal Direct loans
3. Federal PLUS (Parent) loans
4. Federal Pell Grants

The school's Refund Policy and Return of Title IV Funds Policy are independent of one another. A student who withdraws or is terminated may have to return unearned Federal aid and still owe the school for their program.

If after the Return of Title IV Funds calculation and school's Refund Policy calculation have been applied to a student's account there is a credit balance, the credit balance will be disbursed as soon as possible but no later than 14 days after the Return of Title IV Funds Calculation was completed.

VETERANS REFUND POLICY

When a veteran or other eligible student enrolled in a non-accredited institute fails or ceases to attend a class, withdraws from a class, or is terminated for any reason before a class is completed, the institutes will refund a pro-rata portion of all tuition, fees, and other related charges for that class. The exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days for the course. An established registration fee (variously designated as an application fee, enrollment fee, or the like) in an amount not to exceed $10 need not be subject to proration. Where the established fee is more than $10, the amount over $10 is subject to proration. In addition, pro-rata refunds must be made within 40 days after the last class attended or the effective date of the withdrawal or termination. (Authority: 38 CFR 21.4255).

NOTICE OF CANCELLATION

The Institute of Beauty and Wellness encourages, but does not require, students who want to terminate their enrollment to provide written notice of cancellation. To ensure proper receipt, the Institute prefers that this notice be hand-delivered, emailed, or sent via mail with postage prepaid, either registered or certified with return receipt requested, to the address specified in the Student's Enrollment Contract.

If a student misses the entire first day of their program, they will be considered to have given a constructive cancellation notice. In the event of cancellation, the previously outlined "Refund Policies" will determine the refund amount to the student.

BREACH OF CONTRACT

For any violation of this contract, institute policies, standards, or attendance, as stated in the institute's catalog, the Administrative Staff of The Institute of Beauty and Wellness may cancel this contract.

The student would receive a Notice of Cancellation from the institutes. This contract and the student's enrollment can be terminated only by written notice of cancellation from one party to another party.

A cancellation notice will be hand delivered or mailed by registered or certified mail to the address listed on the student's contract.

TUITION RATES

Kit price (including books and applicable tax) and tuition are subject to change without notice prior to completion of the Student Enrollment Contract

COSMETOLOGY

Kit price (including books and applicable tax) $2,500.00
Tuition $22,350.00
Total $24,850.00

**Students can opt in to purchase an iPad in their student kit at an additional $375.*

ESTHIOLOGY

Kit price (including books and applicable tax) $1,500.00
Tuition $16,400.00
Total $17,900.00

**Students can opt in to purchase an iPad in their student kit at an additional $375.*

COSMETOLOGY EDUCATOR (500 HOURS)

Kit price (including books and applicable tax) $200.00
Tuition $5,150.00
Total $5,350.00

**Students can opt in to purchase an iPad in their student kit at an additional $375.*

COSMETOLOGY EDUCATOR (1000 HOURS)

Kit price (including books and applicable tax) $200.00
Tuition $10,275.00
Total $10,475.00

**Students can opt in to purchase an iPad in their student kit at an additional $375.*

ESTHIOLOGY EDUCATOR (500 HOURS)

Kit price (including books and applicable tax) $200.00
Tuition $5,150.00
Total $5,350.00

**Students can opt in to purchase an iPad in their student kit at an additional $375.*

ESTHIOLOGY EDUCATOR (750 HOURS)

Kit price (including books and applicable tax) $200.00
Tuition $7,750.00
Total $7,950.00

**Students can opt in to purchase an iPad in their student kit at an additional $375.*

FINANCIAL AID

FINANCIAL AID PROCESS

1. Request an FSA ID at https://studentaid.gov
2. Complete the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov The Institute of Beauty and Wellness's Institute code is 041410.
3. Several days after submitting a FAFSA, the institute's Financial Aid Administrator will notify applicants of their Federal Financial Aid eligibility.

Some FAFSAs are selected for a review process called verification, where a student may have to submit additional documentation to

the Financial Aid Administrator.

FINANCIAL AID ELIGIBILITY

Eligibility is determined using a formula established by the U.S. Department of Education to evaluate the information reported on the FAFSA. The formula produces a Student Aid Index (SAI) that determines what Federal Financial Aid a student may be eligible to receive.

FEDERAL PELL GRANT

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students without a bachelor's or professional degree.

DIRECT SUBSIDIZED LOAN

This loan is awarded based on the financial need determined by the institute's cost of attendance minus the student's Student Aid Index (SAI) and scholarship and grant awards. The federal government pays interest on the loan ("subsidizes" the loan) until a student begins repayment and during authorized periods of deferment. Students will receive a six-month grace period after which they are no longer enrolled to begin loan repayment.

DIRECT UNSUBSIDIZED LOAN

This loan is not awarded based on need. Students are charged interest from the time the loan is first disbursed until it is paid in full. Students receive a six-month grace period after they are no longer enrolled to begin repayment of their loan. However, students may pay the interest charges during their enrollment or grace period.

FEDERAL PLUS LOAN

This program enables parents with good credit histories to borrow to pay the education expenses of each dependent undergraduate student/child. The yearly limit on the PLUS Loan equals the cost of attendance minus any other financial aid received. Repayment of this loan begins within 60 days after the loan is fully disbursed. A parent may request an in-institute deferment to delay payment while their child is in attendance at the institutes and a 6-month grace period after the student is no longer enrolled. If a parent is denied on a PLUS Loan, students may be awarded additional Federal Direct Direct Unsubsidized Loans.

SCHOLARSHIPS

The Institute of Beauty and Wellness does not offer scholarships. The Institute of Beauty and Wellness may provide a tuition discount to all students in a specific program of study who start on a specific date. Students who graduate from a program will receive a $500 tuition discount for any additional program that students enroll in.

GRADUATION & LICENSING REQUIREMENTS

GRADUATION REQUIREMENTS

To receive a diploma from The Institute of Beauty and Wellness, a student must:

1. Complete the required amount of program hours.
2. Complete all projects.
3. Meet the satisfactory progress requirement of 80% or above for GPA and 90% or above for attendance.
4. Student must pass their final theory and practical exam with an 80% or above.
5. Pay all tuition obligations.

Note: Please be advised that other states may require additional hours of instruction for licensing eligibility. Please meet with admissions for the appropriate information.

LICENSING REQUIREMENTS

To receive a license in the state of Illinois, a cosmetology, esthiology, Educator training, or manicuring student is required to:

1. Complete graduation requirements in the course of instruction.
2. Successfully complete the skill certification examination.
3. Successfully completed the written theory and state law examination conducted by Continental Testing Services, Inc. (CTS) for cosmetology, esthiology, instructor training, and manicuring and by the State of Illinois.

STUDENT SERVICES

HOUSING

The Institute of Beauty and Wellness can assist students in finding roommates and suitable housing, though The Institute of Beauty and Wellness does not own or operate housing facilities.

PLACEMENT

The Institute of Beauty and Wellness supports students in starting professional careers across the country through a wide network of salons, spas, and health clubs. Our offerings include career fairs and self-promotion training to equip students with essential knowledge. While we facilitate placement services to assist students in finding job opportunities, we do not take responsibility for securing employment. It is important to note that the Institute of Beauty and Wellness is primarily an educational institution and does not guarantee job placement.

ACADEMIC AND INDIVIDUAL COUNSELING

The Institute of Beauty and Wellness offers academic counseling to all students. If you face difficulties meeting the minimum performance standards and course requirements set by the Institute of Beauty and Wellness and the State of Illinois Department of Financial and Professional Regulation (IDFPR), we provide

tutoring assistance. Additionally, we encourage you to contact the professional counseling resources listed in the student handbook if you encounter personal challenges.

STUDENT ACTIVITIES

While attending either Institute, students can participate in various events and activities, such as photo shoots and fashion shows. These educational and exciting experiences provide excellent networking opportunities, allowing students to express their creativity and enjoy themselves, regardless of their specific interests in the industry.

The Student Leadership is a group within both institutes that enables students to develop their natural leadership skills. One representative from each class serves on the council, where they coordinate and lead student assemblies and represent their class at meetings and other activities, enhancing their management training.

The Green Team upholds the Aveda mission and promotes an environmentally responsible school climate. Additionally, each class selects a Green Team Leader to represent at the Green Team meetings.

Each class also appoints a Digital Club Leader, who represents them in a club open to all students. This leader attends monthly meetings to develop skills essential for building a digital presence that enhances professional success in the beauty and wellness industry. The Digital Club Leader assists classmates in building their brands and motivates others to participate in creating digital content.

The Student Leader, Green Team Leader, and Digital Club Leader are awarded to acknowledge their efforts and contributions at the class's graduation ceremony.

ACCESS TO CUMULATIVE RECORDS

Students and parents/guardians of dependent minors who regularly attend The Institute of Beauty and Wellness have the right to inspect and review the student's educational, financial, and attendance records. This ensures the records are accurate and factual and respects the student's privacy and rights. To review these records, students and/or parents/guardians should schedule an appointment with the department team leader.

The institution will keep student records for enrollment for at least six years after the student leaves. However, student transcripts will be retained indefinitely.

STUDENT INFORMATION RELEASE POLICY

Under the Family Educational Rights and Privacy Act (FERPA), The Institute of Beauty and Wellness requires written authorization from the student or the parent/guardian (if the student is a dependent minor) to release academic grades, attendance, enrollment status, financial information, or any other details to external agencies, prospective employers, or any other parties requesting information about the student. This requirement does not apply to internal reviews, such as student record audits, compliance reviews, accreditation processes, or financial audits. Each student must provide written consent in response to any third-party request for their information.

CHALLENGES & GRIEVANCES

STUDENT CHALLENGES

All students are encouraged to attempt to resolve challenges directly with their peers. If they cannot reach an agreement or compromise, they should complete a Challenge and Solution Plan form to guide them through the problem-solving process.

When students face a challenge, they are responsible for filling out the Challenge and Solution Plan form, including their suggested resolution. This completed form should be submitted to a team lead or administration. The student will receive a response from that person within one week.

The information collected from these forms may be discussed in student leadership and administrative meetings to enhance the institute's environment.

GRIEVANCES

Grievances must be addressed professionally. The Institute has a zero-tolerance policy for unprofessional conduct, including physical confrontations, derogatory or offensive language, and hostile or confrontational behavior. If such behavior occurs, individuals may be sent home for the day, resulting in a formal write-up, or terminated from the program. All grievances will be managed with a plan involving the administration and the individuals providing support.

Students, staff, and other interested parties may file a written complaint against the institute. This complaint must be addressed to the institute's owner or director and should clearly outline the allegations or nature of the complaint.

Kari Kennedy, Executive Director
414-319-7572, kari@ibw.edu

Rebecca Aranda, Director
414-319-5171, rebecca@ibw.edu

Susan Haise, Owner
414-319-7522, susan@ibw.edu

An institute representative will meet with the complainant within ten days of receiving the written complaint. The meeting details will be documented, and the complainant will receive a copy of the documentation at that time. If the issue cannot be resolved through discussion, the complaint will be referred to the complaint committee for further evaluation.

The committee will convene within 21 days of receiving the complaint to review all allegations. If additional information is required from the complainant, a letter will outline what is needed. If no further documentation is necessary, the committee will act on the allegations and send a letter to the complainant within 15 days. This letter will detail the steps taken by the Institute to address the issue or explain why the allegations were unfounded.

Cosmetology, Esthiology, and Educator Training, students should reach out to the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation at 555 W. Monroe, 5th Floor, Chicago, IL 60661, (312) 814-6910, IDFPR.illinois.gov. If the complainant wishes to pursue the matter further, a complaint form can be obtained through the accredidating agency NACCAS at 703-600-7600. this step should be taken if the institute's procedures do not resolve the complaint.

2024 NACCAS OUTCOME RATES - CHICAGO

PROGRAM	GRADUATION	LICENSURE	PLACEMENT
Cosmetology	68.42%	92.00%	65.22%
Esthiology	94.74%	90.91%	42.00%
Cosmetology Educator - 500 Hours	100.00%	100.00%	100.00%
Overall	**86.09%**	**91.36%**	**50.00%**

COURSE OF INSTUCTION	NUMBER OF STUDENTS WHO ENROLLED IN THE COURSE OF INSTRUCTION IN 2023 CALENDAR YEAR	NUMBER OF STUDENTS WHO ENROLLED IN THE COURSE OF INSTRUCTION IN 2023 CALENDAR YEAR
Cosmetology	42	18
Esthiology	68	3
Cosmetology Educator - 500 Hours	2	2

Please note: The Aveda Institute of Beauty and Wellness Chicago acquired the Douglas J Aveda Institute-Chicago on 12/20/2024.

Students who enrolled in the course of instruction in the 2023 Calendar Year were enrolled by Douglas J Aveda Institute-Chicago.



Pictured Above: Esthiology Clinic Floor at The Aveda Institute of Beauty and Wellness Milwaukee

REV.3/11/2026



Pictured Above: Cosmetology Clinic Floor at The Aveda Institute of Beauty and Wellness Madison

REV: 3/11/2026

POLICIES & STANDARDS

POLICIES & STANDARDS

To support our students in achieving excellence at our institutions, we have implemented these guidelines to promote fairness, understanding, and positive work habits. Violating these policies may result in counseling, warning letters, or termination of enrollment.

If a student is suspended or dismissed due to unsatisfactory progress, attendance, or conduct, they must meet with their Team Leader or the Administrative Director to discuss resuming their studies. Each situation will be assessed individually, and in some cases, the student may need to wait for the next available course to continue.

For students wishing to return after a withdrawal, provided they have maintained satisfactory progress, a meeting with their instructor or the Administrative Director is also required. Again, each case will be considered on its own merits.

STANDARDS

- Abstain from the use of alcohol and controlled substances prior to and during institute hours. (This includes lunchtime and off-site events.)
- Respect the rights of all others and remain courteous in the classroom and on the clinic floor. (This includes refraining from using offensive, aggressive , discriminatory or derogatory language.)
- Consume food and beverages in assigned areas only.
- Smoking and vaping is prohibited in the building.
- Gum and candy are not allowed in class or during clinic activities.
- Never refuse an assigned service. If this occurs, the student will be excused for the day and receive credit only for hours in attendance.
- Be responsible for the security and maintenance of personal work station.
- Theft will not be tolerated and may result in immediate termination from The Institute of Beauty and Wellness.
- Be responsible for daily cleaning/sanitation duties, including laundry and other general duties.

PHYSICAL DEMANDS & SAFETY

- Repetitive motion for hands, arms, and wrists.
- Possible exposure to chemical smells.
- Stretching and bending.
- Possible work with sharp objects.
- Possible contact with a communicable disease.
- Possible requirements to stand for long periods

DRESS CODES & APPEARANCE

- All students must maintain a professional appearance that does not inhibit their ability to perform services.

- All clothing must be entirely black. T-shirts with inappropriate logos are not allowed; leadership reserves the right to determine appropriateness. Memorial Day to Labor Day: Students can wear white and black clothing.

- Shoes should be black and/or white, comfortable, and have excellent slip-resistant soles—no color socks. The state of Illinois requires all students wear close toed shoes.

- All Aveda apparel, including Aveda hats, is allowed. Solid black hats and head wraps are also acceptable.

- Leadership will occasionally announce opportunities to wear other colors and indicate rules.

- Jewelry can be metal, such as silver, gold, or rose gold.

- Shorts and skirts should be no shorter than the mid-thigh. If they're shorter than this length, black opaque leggings or stockings must be worn.

- Garments with large holes are not allowed.

- Leggings and biker shorts should not be see-through.

- Midriffs must not exceed stomach exposure of 2 inches (two fingers) or have navel showing.

- Undergarments should be worn. Clothing that results in undergarment exposure is prohibited.

- Name tags must be constantly worn and visible on the Institute's premises.

- Observe personal hygiene and grooming. Synthetic aromas of any kind are not allowed.

Esthiology Students

- On the practical floor, hair should be worn off the face.

- Necklaces, bracelets, rings, and large earrings are prohibited on the practical floor. Wedding bands, however, may be worn.

- Nails must be clipped back to the skin line. Chipped nail polish is not permitted.

ATTENDANCE POLICIES

To help prepare students for the workplace, The Institute of Beauty and Wellness operates like a professional salon or spa. Late arrivals, absences, and other interruptions in training have a significant effect on performance. By law, the Institute must keep track of student training hours for licensure or certification. See Satisfactory Academic Progress for attendance requirements per program.

ABSENCES

Regular attendance allows students to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and extensive and diverse practical experience available. The Institute of Beauty and Wellness does not have excused absences. Absences are recorded in the Institutes' two attendance tracking systems.

MAKEUP WORK

Any homework missed due to absences is due when the student resumes attendance.

TARDINESS

A student is considered tardy if they are more than one minute late to class. Frequent tardiness may lead to written documentation, suspension, or termination

TIME RECORD POLICIES

Institutes are required by the state to maintain an accurate system for recording all students' hours, services, and class time. Students are responsible for tracking their hours each day. The Institute of Beauty and Wellness will recognize documented work hours up to a maximum of 40 hours per week. Students must clock in and out at the time clock at the start and end of each day. Attendance records are kept using an attendance history report from the institute's student information system, Advantage.

VACATIONS

Once a student is accepted into the educational course(s), they are not permitted to take leaves of absence for vacations or any other reasons during their scheduled training, except in the case of unexpected medical issues.

HOLIDAYS

The Institute of Beauty and Wellness recognizes the following days as holidays for enrolled students:

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve & Day
- Boxing Day
- New Year's Eve & Day

The administration will exercise discretion when deciding on closures. Additional closure days before and after holidays may vary each year, based on the administration's judgment. Days off due to holidays, institute closures, and class cancellations will be recorded, which may extend the estimated completion date of the enrollment contract.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in academic work and attendance is a requirement for all students during all terms for which they are enrolled at either The institute of Beauty and Wellness or The Institute of Beauty and Wellness Chicago, including summer, whether or not the student receives Title IV Funds (Federal Financial Aid) during those terms.

This policy is intended to comply with all applicable rules and regulations established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the United States Department of Education.

The institutes' satisfactory academic progress policy is provided to applicants before enrollment in the course catalog and the enrollment contract.

ACADEMIC

Students must meet a minimum of 80% in their academic grades. When enrolling in our programs, a student accepts the responsibility to perform at the prescribed standards and achieve results to graduate. The objective is to recognize, equitably and uniformly, the performance of individual students. Attendance, level of cooperation, attitude, professionalism, and completing the necessary homework, projects, and tests are absolute necessities..

Academic progress is measured by the following:

Chapter Tests 25%
Student Projects 25%
Mock State Board Practical & Written Exam 25%
Technical Evaluations 25%

Grading Scale

98-100 ..... Honor Roll
94-97 ..... Very Good
87-93 ..... Good
80-86 ..... Satisfactory
79-Below ..... Unsatisfactory

ATTENDANCE

Students must maintain a minimum of 90% attendance record. 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 total requirement of clock hours is concluded.

REV. 3/11/2026

A student's maximum completion time is 111% of the course length. Maximum time frames to complete the individual courses are as follows:

Cosmetology (1500 clock hours Day).....50 weeks.....1665 scheduled hours

Cosmetology (1500 clock hours 3-Day).....58 weeks.....1665 scheduled hours

Esthiology (750 clock hours Day).....24 weeks.....833 scheduled hours

Esthiology (750 clock hours Evening).....42 weeks.....833 scheduled hours

Cosmetology Educator (500 clock hours Day).....19 weeks....555 scheduled

Esthiology Educator (500 clock hours Day)....19 weeks.....555 scheduled hours

Esthiology Educator (750 clock hours Day)....28 weeks.....833 scheduled hours

Cosmetology Instructor (1000 clock hours Day).....9 weeks.....1110 scheduled hours

*Cosmetology Refresher (100 clock hours Day).....34 weeks.....111 scheduled hours

*Esthiology Refresher (125 clock hours Day).....10 weeks.....139 scheduled hours

*Cosmetology Educator Refresher (250 clock hours Day).....20 weeks.....278 scheduled hours

*Esthiology Educator Refresher (60 clock hours Day).....6 weeks.....67 scheduled hours

*Program schedule, hours, and weeks may vary and will be determined based on the specific needs of the student for the following programs: Cosmetology Refresher, Esthiology Refresher, Cosmetology Educator Refresher, Esthiology Educator Refresher.

A leave of absence extends the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. Students who have not completed the course within the maximum time frame may be terminated from school at the discretion of the Administrative Team.

ACADEMIC YEAR

An Academic Year is defined as "the amount of the academic work students enrolled in a course or program must complete each year, and the number of Academic Weeks in which they are expected to complete it, as defined by the institution, but not less than 900 Clock Hours (or the equivalent in credits or competencies) over at least 26 Academic Weeks of instruction." An Academic Week is further defined as "A period of seven (7) consecutive calendar days including at least one (1) day of regularly scheduled instruction or examination." The institute utilizes an academic year of 900 clock hours to be completed in 26 academic weeks for all of its programs.

DETERMINATION OF PROGRESS

All students' quantitative (attendance) and qualitative (academic performance) elements are evaluated on a cumulative basis at the conclusion of evaluation periods throughout their program to determine Satisfactory Academic Progress.

Cosmetology (1500 Clock Hours)

1st Evaluation Period Ends: 450 Clock Hours and 13 weeks

2nd Evaluation Period Ends: 900 Clock Hours and 26 weeks

3rd Evaluation Period Ends: 1,200 Clock Hours and 35 weeks

4th Evaluation Period Ends: 1,500 Clock Hours and 45 weeks

Esthiology (750 Clock Hours)

1st Evaluation Period Ends: 375 Clock Hours and 11 weeks

2nd Evaluation Period Ends: 750 Clock Hours and 22 weeks

Cosmetology/ Esthiology Educator (500 Clock Hours)

1st Evaluation Period Ends: 250 Clock Hours and 9 weeks

2nd Evaluation Period Ends: 500 Clock Hours and 17 weeks

Cosmetology Educator (1,000 Clock Hours)

1st Evaluation Period Ends: 450 Clock Hours and 15 weeks

2nd Evaluation Period Ends: 900 Clock Hours and 30 weeks

Esthiology Educator (750 Clock Hours)

1st Evaluation Period Ends: 375 Clock Hours and 13 weeks

2nd Evaluation Period Ends: 750 Clock Hours and 25 weeks

***Cosmetology Refresher (100 Clock Hours)**

1st Evaluation Period Ends: 50 Clock Hours and 4 weeks

2nd Evaluation Period Ends: 100 Clock Hours and 8 weeks

***Esthiology Refresher (125 Clock Hours)**

1st Evaluation Period Ends: 63 Clock Hours and 5 weeks

2nd Evaluation Period Ends: 125 Clock Hours and 9 weeks

***Cosmetology Educator Refresher (250 Clock Hours)**

1st Evaluation Period Ends: 125 Clock Hours and 9 weeks

2nd Evaluation Period Ends: 250 Clock Hours and 18 weeks

***Esthiology Educator Refresher (60 Clock Hours)**

1st Evaluation Period Ends: 30 Clock Hours and 3 weeks

2nd Evaluation Period Ends: 60 Clock Hours and 5 weeks

*Program evaluation hours and weeks may vary and will be determined based on the specific needs of the student for the

following programs: Cosmetology Refresher, Esthiology Refresher, Cosmetology Educator Refresher, Esthiology Educator Refresher.

Evaluation periods are based on actual hours completed. All evaluations must be completed within seven (7) school business days following the conclusion of the evaluation periods defined above. Students who do not achieve Satisfactory Progress may no longer be eligible for Title IV, HEA program funds, if applicable unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the subsequent scheduled evaluation. The school is required to notify a student of any evaluation in which the student is not meeting Satisfactory Academic Progress. Students have access to a hard copy of their Satisfactory Progress Determination at the time of each evaluation.

PROGRESS EVALUATION

The Institutes periodically monitor student progress with our Satisfactory Academic Progress Policy.

WARNING & PROBATION STATUS

Students who do not achieve satisfactory academic progress are placed on warning status until the subsequent scheduled evaluation and must meet with Student Services of the Institutes.

At this meeting, the student and Student Services will devise a study plan, set academic goals, discuss extra credit, and decide on any other course of action that needs to be taken. The student is still eligible for Title IV Aid while on warning. The Institutes' financial aid administrator will notify a student on warning how their status impacts their eligibility for Federal Financial Aid.

- If the student has achieved the Institute's academic work and attendance requirements at the end of the warning, then the student has re-established that they meet the Institute's satisfactory academic progress and is taken off warning.
- If at the end of the warning, the student has not demonstrated satisfactory academic progress, then the Institutes may allow for the status of probation for a student if:
- The student prevails upon appeal of an adverse progress determination prior to being placed on probation;
- The institutes determine that satisfactory academic progress can be met by the end of the subsequent evaluation period; or
- The institutes develop an academic plan for the student that, if followed, will ensure that the student can meet the institutes' satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.
- If the student has achieved the institute's academic work and attendance requirements at the end of the probation, then the student has re-established that they meet the institute's satisfactory academic progress and is off probation.
- If at the end of the probation, the student has not demonstrated satisfactory academic progress, then the student may be terminated from the institutes at the discretion of the Administrative Team. Future enrollment considerations will be individually reviewed.

THE APPEAL OF WARNING & PROBATION

Students may appeal a failed satisfactory academic progress determination by filing a written appeal to the Administrative Director. Students must provide documentation regarding why they failed to make satisfactory academic progress. Valid reasons for submitting an appeal include, but are not limited to: illness or injuries, children's illness or injuries, death of a relative or friend, family emergencies, pregnancies, maternity/paternity leave, disabilities, or legal matters. Students must also explain what has changed in their situation that will allow the achievement of satisfactory academic progress at the subsequent evaluation. The Administrative Director reviews the appeal of a failed satisfactory academic progress determination. If the appeal is approved, the student will have prevailed upon appeal resulting in probation status. The results of the appeal are documented in the student's file.

WITHDRAWALS – PASSING/FAILING

If a student withdrew from a course and was passing, it would be included in their academic grades. If they were also achieving the minimum attendance requirement, the student would have made satisfactory academic progress during their last evaluation. The clock hours for the course are counted as both attempted and achieved. Students who withdrew from a course and were failing would have it impact their GPA. The clock hours for the course are counted as both attempted and achieved.

WITHDRAWALS – RE-ENTRY

If a student withdraws and later re-enters institutes, they will re-enter in the same progress status as at the time of withdrawal.

TRANSFER STUDENTS

Transfer hours from another institute accepted toward a student's program are counted as both attempted and completed hours to determine when the maximum allowable time frame has been exhausted. Satisfactory Academic Progress evaluations are based on actual contracted hours at The Institute of Beauty and Wellness

INCOMPLETION / REPETITION & REMEDIAL COURSES

Course incompletion or repetitions do not affect the satisfactory academic progress policy. This Institute does not offer remedial courses.

CHANGES IN COURSE OF STUDY

If a student enrolls in a second course, their satisfactory academic progress is reviewed only for the course that the student is currently enrolled in. Academic grades and attendance records from a prior course will not be included in the current satisfactory academic progress determination. If a student is concurrently enrolled in two courses, their satisfactory academic progress will be reviewed for each course independently.

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.

STATE AUTHORIZATION DISCLOSURES

STATE LICENSURE

The Institute of Beauty and Wellness ensures that all its programs meet the educational requirements for licensure in the state of Illinois. Students are responsible for fulfilling all graduation and licensing requirements.

However, The Institute of Beauty and Wellness has not determined which other states its curriculums meet the educational requirements for licensure, nor has it verified curriculum transferability to other states. Applicants should be aware that licensure requirements vary by state and are subject to change. Therefore, applicants are ultimately responsible for verifying their eligibility for state licensure and meeting any specific requirements.

While a program may initially meet the educational requirements for licensure, changes in state requirements could impact the program's compliance. Applicants are encouraged to check with their state licensure board to confirm current licensure requirements and seek additional guidance as needed.

The Institute's admissions department is available to assist applicants who want to learn more about licensure in other states. Additionally, the student services department will assist current students with inquiries about licensure in other states.

LOCATION CHANGE

Upon admission to The Institute of Beauty and Wellness, applicants must provide their physical location by indicating their state of residence. If a student changes their state of residence, they should notify the institute's admissions department via email and/or letter.

If The Institute of Beauty and Wellness determines that a program does not meet the licensure requirements in the student's new state of residence, the institute will notify the student within 14 days. This notification will be provided in writing via email and/or letter.

SELF EVALUATION PROCESS

The Institute of Beauty and Wellness regularly gathers feedback from current students through various methods, including surveys, exit interviews, student leadership meetings, and access to a full-time Director. Feedback from graduates is collected through a graduate survey.

Each year, the Institute holds an advisory board committee meeting that includes the administration, advisory committee members (professionals from each program), current students, and graduates. Based on the feedback received, the Institute implements improvements and changes as needed to ensure compliance with the State of Illinois licensing requirements, NACCAS standards, and U.S. Department of Education regulations.

LICENSING

Our faculty consists of a skilled team of experienced instructors who are knowledgeable in both classic and contemporary techniques. All instructors have fulfilled the requirements for licensing programs and are trained in various areas, including hair, skin, nails, massage, body care, and related subjects. The programs at the Institute of Beauty and Wellness are fully approved and licensed by:

Illinois Department of Financial and Professional Regulation
Division of Professional Regulation
555 W. Monroe,
5th Floor
Chicago, IL 60661
888-473-4858

ACCREDITATION

The Institute of Beauty and Wellness are accredited by:

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street, Alexandria, VA 22314

(703) 600-7600

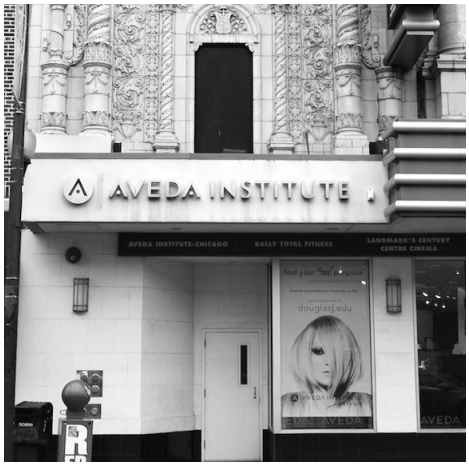
AFFILIATIONS

The Institute of Beauty and Wellness are affiliated with:

CIDESCO USA
5600 N RIVER RD. SUITE 800, ROSEMONT, IL 60018
+1 (312)321-6809

AVEDA INSTITUTE CHICAGO







Pictured Above: Left - The Aveda Institute of Beauty and Wellness Milwaukee Exterior, Middle - The Institute of Beauty and Wellness Chicago Exterior, Right - The Aveda Institute of Beauty and Wellness Madison Exterior

NEED MORE INFORMATION? VISIT IBW.EDU/DISCOVER/ADMISSIONS/ • **EMAIL** ADMISSIONS@IBW.EDU

Chicago

2828 N Clark St. • Chicago, IL 60657
773-883-1560 • @AvedaChicago

AVEDA BEAUTY SCHOOLS