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.