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 no assess the student of additional charges as a result of a requested LOA. If a student takes an unapproved LOA or a student's LOA extends beyond the maxium time frame (the date of return fro a LOA, the student will be considered a withdrawal. The withdrawal date to calculate the refud is always the student's last day of attendance

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
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:

Lindsay Danek, Director
The Aveda Institute of Beauty and Wellness Madison
Phone: (414) 319-7594 | Email: lindsay@ibw.edu

Gaya Sonnichsen, Director
The Aveda Institute of Beauty and Wellness Milwaukee (Milwaukee Campus)
Phone: (414) 319-7580 | Email: gaya@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.

THE RATIONALE FOR PROGRAMS LONGER THAN STATE REQUIREMENTS

COSMETOLOGY – 1600 CLOCK HOURS

Prior to 2016, the Cosmetology program was 1800 clock hours. To better align with the State of Wisconsin Department of Safety and Professional Services' requirement of 1550 clock hours, the program was reduced to 1600 clock hours.

The additional 50 clock hours in the program will be dedicated to guest education. The Institute of Beauty and Wellness is committed to enhancing our students' education by bringing in nationally recognized guest educators for demonstrations, hands-on workshops, and lectures.

COSMETOLOGY THEORY/PRACTICAL HOURS BY SUBJECT

I. Hygiene, grooming and personal development.
PRACTICAL HOURS 10, THEORY HOURS, 0

II. Bacteriology, sterilization and sanitation.
PRACTICAL HOURS 20, THEORY HOURS, 20

III. Haircutting, tapering (clipper–cuts), razor cutting, hairstyling, curling, thermal waving, finger–waving, roller setting, pin curl placement, blow–drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts. Tools, equipment and implements (identification and usage).
PRACTICAL HOURS 140, THEORY HOURS, 440

IV. Hair straightening, relaxing, thermal straightening, blow–outs, permanents, coloring, tinting, bleaching and chemistry. Tools, equipment and implements (identification and usage)
PRACTICAL HOURS 185, THEORY HOURS, 392

V. Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology. Tools, equipment and implements (identification and usage).
PRACTICAL HOURS 35, THEORY HOURS, 60

VI. Manicuring, including nail Enhancement. Tools, equipment and implements (identification and usage).
PRACTICAL HOURS 10, THEORY HOURS, 25

VII. Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.
PRACTICAL HOURS 50, THEORY HOURS, 25

VIII. Product knowledge, product use and sales, preparing and consulting with customer for services.
PRACTICAL HOURS 30, THEORY HOURS, 0

IX. Laws, rules, professional ethics and history of cosmetology.
PRACTICAL HOURS 18, THEORY HOURS, 0

X. Individual student needs, industry trends and electives (e.g. record keeping, mathematics, communications, human relations, public relations, first aid, guest educators, etc. Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology establishments.)