

**Consumer Information  
General**

**The Institute of Beauty and Wellness  
Aveda Institute Madison**

## **Consumer Information – General – Table of Contents**

**Academic Programs**  
**2018 Tuition Rates**  
**Cost of Attendance**  
**NACCAS Outcome Rates**  
**Placement Rates and Methodology**  
**Student Right-to-Know and Federal Retention Rate Disclosure**  
**Transfer-out Rates**  
**Licensure, Accreditation, and Title IV Approval**  
**Institutional Refund Policy**  
**Return of Title IV Funds Policy**  
**Satisfactory Academic Progress Policy**  
**Leave of Absence Policy**  
**Facilities**  
**Facilities and Services for Students with Disabilities**  
**Faculty**  
**Career and Placement Services**  
**Student Counseling and Assistance**  
**Textbook Information**  
**Drug and Alcohol Abuse Prevention Program**  
**Campus Security Policies, Crime Statistics, and Crime Log**  
**Fire Safety Policies**  
**Vaccination Policy**  
**Voter Registration**  
**Transfer of Credit Policies and Articulation Agreements**  
**Privacy of Student Records – Family Education Rights and Privacy Act (FERPA)**  
**Copyright Infringement – Policies and Sanctions**  
**Title IV Loan Code of Conduct**  
**College Navigator**  
**O\*Net OnLine**

## **Academic Programs**

**The Institute of Beauty and Wellness currently offers the following programs:**

Cosmetology – 1600 Clock Hours  
Barbering – 1000 Clock Hours  
Esthiology – 600 Clock Hours  
Massage Therapy 750 Clock Hours  
Manicuring – 300 Clock Hours  
Ayurveda Esthetic – 1000 Clock Hours  
Yoga Teacher Certification – 200 Clock Hours  
Instructor – 150 Clock Hours

**Aveda Institute Madison currently offers the following programs:**

Cosmetology – 1600 Clock Hours  
Barbering – 1000 Clock Hours  
Esthiology – 600 Clock Hours  
Massage Therapy - 750 Clock Hours  
Ayurveda Esthetic – 1000 Clock Hours

## **2018 Tuition Rates**

### **Cosmetology**

Kit price (including applicable tax) \$2,100.00  
Tuition \$18,325.00  
Total \$20,425.00

### **Barbering**

Kit price (including applicable tax) \$2,200.00  
Tuition \$11,550.00  
Total \$13,750.00

### **Esthiology**

Kit price (including applicable tax) \$1,200.00  
Tuition \$7,150.00  
Total \$8,350.00

### **Massage Therapy**

Kit price (including applicable tax) \$1,300.00  
Tuition \$10,070.00  
Total \$11,370.00

### **Manicuring**

Kit price (including applicable tax) \$1,100.00

Tuition \$2,445.00  
Total \$3,545.00

### **Ayurveda Esthetic**

Kit Price (including applicable tax) \$1,300.00  
Tuition \$11,370.00  
Total \$12,670.00

### **Yoga Teacher Certification**

Kit price (including applicable tax) \$200.00  
Tuition \$2,900.00  
Total \$3,100.00

### **Instructor Training**

Kit price (including applicable tax) \$500.00  
Tuition \$775.00  
Total \$1,275.00

## **Cost of Attendance**

### **The Institute of Beauty and Wellness**

#### **Room and Board, Transportation, and Personal Cost Estimates for Above Programs for 2018:**

- \* Room and Board – \$602 a month if living with parents; \$1,055 a month for all others
- \* Transportation – \$405 a month if living with parents; \$267 a month for all others
- \* Personal Cost – \$721 a month if living with parents; \$350 a month for all other

### **Aveda Institute Madison**

#### **Room and Board, Transportation, and Personal Cost Estimates for Above Programs for 2018:**

- \* Room and Board – \$749 a month if living with parents; \$756 a month for all others
- \* Transportation – \$503 a month if living with parents; \$269 a month for all others
- \* Personal Cost – \$228 a month if living with parents; \$259 a month for all others

## **NACCAS Outcome Rates**

On an annual basis, due November 30 of each year, our schools determine and make available the following statistical information regarding graduation, licensure and placement rates.

Applicable outcome rates for the 2016 Annual Report due November 30, 2017, are as follows:

- a. Graduation Rate 76.52%
- b. Licensure exam pass rate 100.00%
- c. Placement rate of graduates 65.61%

The above outcome rates combine data from a main campus, the Institute of Beauty and Wellness, and its affiliated additional location, Aveda Institute Madison. The above outcome rates are higher than the NAACAS requirement. Per accreditation guidelines, the institution is responsible for the achievement of the below expected and acceptable outcomes, regardless of mode of educational delivery:

- a. Graduation Rate 50%
- b. Licensure exam pass rate 70%
- c. Placement Rate of graduates 60%

### **Cosmetology**

The Cosmetology course is 1600 clock hours in length, 46 weeks for a Full Time student and 53 weeks for a 3 Day student. For the 2016 annual report, 102 students were enrolled as of January 1, 2016, with another 120 starting training in 2016. 104 students were scheduled to graduate in 2016, 74 students (71.15%) actually graduated at submission of annual report. There were 9 students who were exempted from the graduation rate calculation because they withdrew within 30 calendar days of starting their program. 54 students sat for all parts of their required state/national licensure exam prior to November 30, 2017. 100% of these students passed all portions of licensing exam. Of the 74 students eligible for employment, 48 students (64.86%) are employed in a field for which training prepared them.

### **Esthiology**

The Esthiology course is 600 clock hours in length, 17 weeks for a Full Time student and 30 weeks for an Evening student. For the 2016 annual report, 26 students were enrolled as of January 1, 2016 with another 86 students starting training in 2016. 66 students were scheduled to graduate in 2016, 56 students (84.85%) actually graduated at submission of annual report. There was 1 student who was exempted from the graduation rate calculation because he/she withdrew within 15 calendar days of starting their program. 36 students sat for all parts of their required state/national licensure exam prior to November 30, 2017. 100% of these students passed all portions of licensing exam. Of the 56 students eligible for employment, 34 students (60.71%) are employed in a field for which training prepared them.

### **Massage Therapy**

The Massage Therapy course is 750 clock hours in length, 22 weeks for a Full Time student, 37.5 weeks for an Evening student, and 34 weeks for a 3 Day student. For the 2016 annual report, 22 students were enrolled as of January 1, 2016, with 16 starting training in 2016. 25 students were scheduled to graduate, 20 students (80.00%) graduated. There were no students exempted from the graduation rate calculation. 20 students sat for all parts of their required state/national licensure exam prior to November 30, 2017. 100.00% of these students passed all portions of licensing exam. Of the 20 students eligible for employment, 18 students (90.00%) are employed in a field for which training prepared them.

### **Barbering**

The Barbering course is 1000 clock hours in length, 49 weeks for a 3 Day student and 50 weeks for an Evening Student. For the 2016 annual report, 14 students were enrolled as of January 1, 2016, with 17 starting training in 2016. 15 students were scheduled to graduate, 10 students (66.67%) graduated. There were no students exempted from the graduation rate calculation. 9 students sat for all parts of their required state/national licensure exam prior to November 30, 2017. 100.00% of these students passed all portions of licensing exam. Of the 10 students eligible for employment, 9 students (90.00%) are employed in a field for which training prepared them.

### **Manicuring**

The Manicuring course is 300 clock hours in length, 9 weeks for a Full Time Student, 15 weeks for an Evening student, and 12 weeks for a Part Time Day student. For the 2016 annual report, 2 students were enrolled as of January 1, 2016, with 22 starting training in 2016. 22 students were scheduled to graduate, 18 students (81.82%) graduated. There were no students exempted from the graduation rate calculation. 6 students sat for all parts of their required state/national licensure exam prior to November 30, 2017. 100.00% of these students passed all portions of licensing exam. Of the 18 students eligible for employment, 9 students (50.00%) are employed in a field for which training prepared them.

### **Yoga Teacher Certification**

The Yoga Teacher Certification course is 200 clock hours in length, 9 months in length with attendance every 3<sup>rd</sup> weekend of every month. For the 2016 annual report, 4 students were enrolled as of January 1, 2016, with 4 starting training in 2016. 22 students were scheduled to graduate, 18 students (81.82%) graduated. There were 2 students exempted from the graduation rate calculation, because they withdrew within 15 calendar days of starting their program. There is no required state/national licensure exam for this program. Of the 3 students eligible for employment, 2 students (66.67%) are employed in a field for which training prepared them.

### **Ayurveda Esthetics**

The Ayurveda Esthetics course is 1000 clock hours in length, 40 weeks for a Part Time Day student. For the 2016 annual report, 10 students were enrolled as of January 1, 2016, with 10 starting training in 2016. 10 students were scheduled to graduate, 8 students (80.00%) graduated. There were no students exempted from the graduation rate calculation. 7 students sat for all parts of their required state/national licensure exam prior to November 30, 2017. 100.00% of these students passed all portions of licensing exam. Of the 8 students eligible for employment, 4 students (50.00%) are employed in a field for which training prepared them.

## **Placement Rates and Methodology**

Placement rates are calculated on students scheduled to graduate in 2016 based on their contract date. Students are considered placed if they are or have been employed in a field for

which their training prepared them (i.e., in a position within the beauty and wellness industry that directly related to their field of training) after graduation and prior to November 30, 2017.

A graduate from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:

- a. The graduate is deceased
- b. The graduate had a permanent or indefinite disability
- c. The graduate was deployed for military service/duty
- d. The graduate studied under a student visa and is ineligible for employment in the U.S.
- e. The graduate continued his/her education at an institution under the same ownership

Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.

Please note that being unlicensed is not a valid exclusion/exemption for employment.

The placement rates below combine data from a main campus, the Institute of Beauty and Wellness, and its affiliated additional location, Aveda Institute Madison.

**Placement Rates as reported in 2016 NACCAS Annual Report in November 2017:**

<b>Cosmetology</b>	<b>64.86%</b>
<b>Massage Therapy</b>	<b>90.00%</b>
<b>Esthiology</b>	<b>60.71%</b>
<b>Manicuring</b>	<b>50.00%</b>
<b>Ayurveda Esthetic</b>	<b>50.00%</b>
<b>Barbering</b>	<b>90.00%</b>
<b>Yoga Teacher Certification</b>	<b>66.67%</b>
<b>Instructor</b>	<b>N/A</b>
<b>Overall</b>	<b>65.61%</b>

The Institute of Beauty and Wellness and Aveda Institute Madison are required by NACCAS to retain acceptable backup documentation for the placement rate.

**Student Right-to-Know and Federal Retention Rate Disclosure**

Pursuant to the federal Student Right-to-Know Act, on an annual basis, our school determines and makes available an overall graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. In addition, our school also provides the Student-Right-to-Know graduation rate disaggregated by various sub-categories, as determined and defined by the U.S. Department of Education.

The Student Right-to-Know graduation rate is based on a "cohort study," meaning that a group or "cohort" of students is identified and then monitored over a period of time. The current rates, set out below, are based on the group of students who enrolled for the first-time, as full-time students, between September 1, 2014 and August 31, 2015. The rate represents the number of those students who earned their diploma within 150% of the normal time required to complete their program. The rate does not include students who left school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled also are excluded.

It's important to note that the Student Right-to-Know graduation rate is calculated at the school level. In other words, there is one rate for the entire school, not a rate for each specific program. Certain institutions also are required to calculate and distribute graduation or completion rates for students receiving athletically related student aid, as well as transfer-out rates. These requirements, however, are not applicable to the Institute of Beauty and Wellness and Aveda Institute Madison. The most recent, disaggregated Student-Right-to-Know graduation rate for the Institute of Beauty and Wellness is set out in the following chart:

<b>Student Category</b>	<b>Number of Students</b>	<b>Number Graduating Within 150%</b>	<b>Graduation Rate</b>
Men	-	-	-
Women	83	61	73%
<b>Nonresident Alien</b>			
Nonresident Alien	-	-	-
<b>Hispanic/Latino</b>			
Hispanic/Latino	-	-	-
<b>American Indian/Alaska Native</b>			
American Indian/Alaska Native	-	-	-
<b>Asian</b>			
Asian	-	-	-
<b>Black or African American</b>			
Black or African American	17	6	35%
<b>Native Hawaiian or Other Pacific Islander</b>			
Native Hawaiian or Other Pacific Islander	-	-	-
<b>White</b>			
White	55	47	85%
<b>Two or More Races</b>			
Two or More Races	-	-	-
<b>Race and Ethnicity Unknown</b>			
Race and Ethnicity Unknown	-	-	-
<b>Received Pell Grant</b>			
Received Pell Grant	51	33	65%
<b>Received Subsidized Stafford Loan but No Pell Grant</b>			
Received Subsidized Stafford Loan but No Pell Grant	15	14	93%



Received No Subsidized Stafford Loan or Pell Grant	18	14	78%
<b>OVERALL</b>	84	61	73%

-indicates that there were no students in this category, or that the student population for this category is too small to be disclosed with confidence or confidentiality (i.e. 10 or fewer students)

<b>Student Category</b>	<b>Number of Students</b>	<b>Number Graduating Within 150%</b>	<b>Graduation Rate</b>
Men	-	-	-
Women	25	21	84%
<b>Nonresident Alien</b>			
Nonresident Alien	-	-	-
<b>Hispanic/Latino</b>			
Hispanic/Latino	-	-	-
<b>American Indian/Alaska Native</b>			
American Indian/Alaska Native	-	-	-
<b>Asian</b>			
Asian	-	-	-
<b>Black or African American</b>			
Black or African American	-	-	-
<b>Native Hawaiian or Other Pacific Islander</b>			
Native Hawaiian or Other Pacific Islander	-	-	-
White	19	17	89%
<b>Two or More Races</b>			
Two or More Races	-	-	-
<b>Race and Ethnicity Unknown</b>			
Race and Ethnicity Unknown	-	-	-
<b>Received Pell Grant</b>			
Received Pell Grant	11	7	64%
<b>Received Subsidized Stafford Loan but No Pell Grant</b>			
Received Subsidized Stafford Loan but No Pell Grant	-	-	-
<b>Received No Subsidized Stafford Loan or Pell Grant</b>			
Received No Subsidized Stafford Loan or Pell Grant	-	-	-
<b>OVERALL</b>	25	21	84%

Our school also makes available each year a federal retention rate, which is the percentage of first-time, full-time students from the previous fall who are still enrolled, or successfully completed their program, the following year. Like the Student-Right-to-Know graduation rate, this retention rate is based on a cohort study and calculated at the school level (i.e., there is one rate for the entire school, not a rate for each specific program). The most recent federal retention rate for the Institute of Beauty and Wellness is set out in the following chart:

Number of students in Fall 2016	39
Number Still Enrolled or Completed as of Fall 2017	30
<b>Retention Rate</b>	<b>77%</b>

The most recent federal retention rate for Aveda Institute Madison is set out in the following chart:

Number of students in Fall 2016	13
Number Still Enrolled or Completed as of Fall 2017	10
<b>Retention Rate</b>	<b>77%</b>

The Student-Right-to-Know graduation rate for our school is based on data reported by the school in connection with the National Center for Educational Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS) 2017-2018 Graduation Rate Survey. The federal retention rate is based on data reported by the school in connection with the NCES, IPEDS 2017-2018 Enrollment Survey.

### **Transfer-out Rates**

The Institute of Beauty and Wellness do not provide substantial preparation for students to enroll in another Title IV, HEA-eligible institution.

### **Licensure, Accreditation, and Title IV Approval**

#### **Licensure**

#### **State of Wisconsin Department of Safety and Professional Services**

(for Cosmetology, Barbering, Esthiology, Manicuring, and Instructor)

1400 E. Washington Ave. P.O. Box 8935

Madison, WI 53708-8935

(608) 266-2112

***<https://dsps.wi.gov/pages/Home.aspx>***

#### **Wisconsin Educational Approval Program - Department of Safety and Professional Services**

(for Massage Therapy, Ayurveda Esthetic, and Yoga Teacher Certification)

1400 E. Washington Avenue  
P.O. Box 8935  
Madison, WI 53703  
(608) 266-1996  
<http://eab.state.wi.us/>

### **Accreditation**

#### **National Accrediting Commission of Career Arts and Sciences (NACCAS)**

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
<http://naccas.org/naccas/>

### **Title IV (Federal Financial Aid)**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
(800)-872-5327  
<https://www.ed.gov/>

Upon request, the institution will make available to any enrolled or prospective student a copy of the documents describing the institution's accreditation, approval, or licensing.

### **Institutional Refund Policy**

The refund policy is as follows:

If a student's application is rejected by the school or if he/she cancels enrollment within three business days of executing the enrollment contract, all money collected by the school shall be refunded whether or not the student has begun the course of instruction.

If a student was accepted for enrollment but was unqualified for entrance, all money collected by the school shall be refunded.

If a student cancels his/her enrollment after three business days from the execution date of the contract but before the student begins the course of instruction, he/she is entitled to a refund of all money paid to the school.

If a course is cancelled prior to a students' enrollment, the school provides a full refund of all money paid.

If, for any reason, a student withdraws or is dismissed by the school, prior to the commencement of classes, the charge may not exceed 15% of the total cost of the course of instruction or \$100, whichever is less.

If, for any reason, a student withdraws or is dismissed by the school, after the commencement of classes, the school’s refund policy may not permit any charge to the student which exceeds \$150 plus the amount shown on the “Partial Refund Chart.” In no case may the charge to the student exceed the total cost of the course of instruction.

If the school is permanently closed and no longer is offering instruction after a student has enrolled, the student is entitled to a pro-rata refund of tuition.

If either party cancels the contract after the student begins class and after three business days of executing the enrollment contract, the school will keep the tuition amount according to the calculation below:

**PARTIAL REFUND CHART**

Percentage of Enrollment Time		Maximum Percentage of Total Cost of Course of Instruction May Be Charged
Greater Than	Less Than or Equal to	
0%	5%	20%
5%	10%	30%
10%	15%	40%
15%	25%	45%
25%	50%	70%
50%	100%	100%

The Institute of Beauty and Wellness follows the State of Wisconsin’s Administrative Code Refund Standards (SPS 62.07) as its refund policy.

\*NOTE: “PERCENTAGE OF ENROLLMENT TIME,” means the number of class days elapsed from the start of the student’s attendance until the student’s last date of attendance divided by the total number of class days required to complete the course of instruction. Consequently, our refund policy is calculated based upon scheduled class days rather than actual class days.

The school 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 reasons, withdraws or is dismissed by the school and who, within 15 days of the withdrawal or dismissal, tenders for reimbursement the equipment and supplies in their original condition.

The school shall acknowledge in writing any valid notice of cancellation within ten business days after the receipt of such notice. Any monies due the applicant or student shall be refunded within 30 days of the school dismissing the student or enrollee, or receives notice of withdrawal (the official withdrawal date is determined by the postmark date on the written notification, or

the date said notice is delivered to a school director in person), or the date the school discovers that the student has unofficially withdrawn (determined an “unofficial” withdrawal by monitoring clock hour attendance at least every thirty (30) days. The withdrawal determination date would revert back to 14 calendar days after the student’s last date of attendance), or of the school closing.

All miscellaneous costs which have not yet become due will be void. In the case of a leave of absence, the school shall return any monies due the student or applicant within thirty 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 institution that the student will not be returning.

The school may elect a more generous settlement policy to accommodate mitigating circumstances.

### **Return of Title IV Funds (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.

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.

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 Financial Aid and still owe the school for his/her program.

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. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants

## **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 the Institute of Beauty and Wellness, 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 school's satisfactory academic progress policy is provided to applicants prior to enrollment in the course catalog as well as 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 in order to graduate. The objective is to recognize, in an equitable and uniform manner, the performance of individual students. Attendance, level of cooperation, attitude and professionalism, as well as, completing the necessary homework, projects and tests, is an absolute necessity.

Academic progress is measured by the following:

Chapter Tests	25%
Student Projects	25%
Mock State Board Practical & Written Exam	25%
Technical Evaluations	25%
	<hr/>
	100%

**If a student is not in attendance or misses an examination not including the mock written or practical, the student will be required to take the exam upon the first day returning back to school at the beginning of class.**

### **Grading Scale**

96-100	Honor Roll
90-95	Very Good
85-89	Good
80 -84	Satisfactory
79-Below	Unsatisfactory

### ***Attendance***

Students must maintain a minimum of **90% attendance record**.

The maximum time a student has to complete is 111% of the course length.

Maximum time frames to complete the individual courses are as follows:

Cosmetology Full-Time 51 weeks 1776 scheduled hours

Cosmetology 3-Day 59 weeks 1776 scheduled hours

Barbering 3-Day 54 weeks 1110 scheduled hours

Barbering Evening 56 weeks 1110 hours

Esthiology Full-Time 19 weeks 666 scheduled hours

Esthiology Evening 33 weeks 666 scheduled hours

Massage Therapy Full-Time 24 weeks 833 scheduled hours

Massage Therapy Evening 42 weeks 833 scheduled hours

Massage Therapy 3-Day 40 weeks 833 scheduled hours

Manicuring Full-Time 10 weeks 333 scheduled hours

Manicuring Evening 17 weeks 333 scheduled hours

Manicuring Part-Time Day 13 weeks 333 scheduled hours

Ayurveda Esthetic 43 weeks 1110 scheduled hours

Yoga Teacher Certification 10 months 222 scheduled hours

Instructor Program 22 weeks 166 scheduled hours

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis or be terminated at the discretion of the Administrative Team.

### ***Determination of Progress***

To determine Satisfactory Progress, all Cosmetology students are evaluated at 450, 900, 1250, and 1600 completed (actual) hours. Esthiology students are evaluated at 300 and 600 completed (actual) hours. Massage Therapy students are evaluated at 375 and 750 completed (actual) hours. Manicuring students are evaluated at 150 and 300 completed (actual) hours. Ayurveda Esthetic students are evaluated at 450, 900, and 1000 completed (actual) hours. Barbering students are evaluated at 450, 900 and 1000 completed (actual) hours. Yoga Teacher Certification students are evaluated at 100 and 200 completed (actual) hours. Instructor students are evaluated at 75 and 150 completed (actual) hours. 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 next scheduled evaluation. Students have access to a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations.

### ***Progress Evaluation***

The school periodically monitors student progress with our Satisfactory Academic Progress Policy.

### ***Warning and Probation Status***

Students who do not achieve satisfactory academic progress are placed on warning status until the next scheduled evaluation and must meet with their Department's Team Leader and/or the Administrative Director of the school. At this meeting, the student and Administrative Team 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 school's financial aid administrator will notify a student on warning how their status impacts their eligibility for Federal Financial Aid. If at the end of the warning, the student has achieved the school's academic work and attendance requirements, and then the student has re-established that he/she meets the school'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 school may allow for the status of probation for a student if: the student prevails upon appeal of a negative progress determination prior to being placed on probation; and the school determines that satisfactory academic progress can be met by the end of the subsequent evaluation period; or the school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

If at the end of the probation, the student has achieved the school's academic work and attendance requirements, then the student has re-established that he/she meets the school's satisfactory academic progress and is taken 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 school at the discretion of the Administrative Team. Future enrollment consideration will be individually reviewed.

### ***Appeal of Warning and 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 he/she 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 his/her situation that will allow the achievement of satisfactory academic progress at the next evaluation. The appeal of a failed satisfactory academic progress determination is reviewed by the Administrative Director. If the appeal is approved, the student will have prevailed upon appeal resulting in a status of probation. The results of the appeal are documented in the student's file.

### ***Withdrawals – Passing/Failing***

If a student withdraws from a course and was passing, it would be included in their academic grades, and if he/she was also achieving the minimum attendance requirement, the student



would be considered to have been making satisfactory academic progress at the time of their last evaluation. The clock hours for the course are counted as both attempted and achieved. Students who withdraw from a course and were failing would have it impact their GPA. The clock hours are counted as both attempted and achieved.

### **Withdrawals – Reentry**

If a student withdraws and later re-enters school, he/she will re-enter in the same progress status as at the time of withdrawal.

### **Transfer Students**

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

### **Course Incompletes, Repetition, & Remedial Courses**

Course incompletes or repetitions have no effect on the satisfactory academic progress policy. This school 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 for. 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 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 for a lengthy period of time. A leave of absence must be a minimum of 30 calendar days. In order to return from a medical leave, we will need a doctor's written notice of readiness to return back to school and any limitations that might be required. For any other concerns, if a student feels they need to take a leave of absence, the authorization of the leave 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 be signed, and must be dated. The student must include the reason for the leave of absence. There must be a reasonable expectation that the student will return from the leave of absence. The school may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances. A student granted a Leave of Absence is not considered to have withdrawn, and no refund calculation is required at that time. The Leave of Absence together with any

additional leaves of absence must not exceed a total of 180 days (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, a 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 leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. The student returning from a leave of absence will return to school under the same progress status as when they left. The institution may not assess the student any additional instructional charges as a result of the leave of absence. If a student's leave of absence extends beyond the maximum time frame (the date of return) for a leave of absence, the student will be considered a withdrawal. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

## **Facilities**

### **Client Service Areas**

The Institute of Beauty and Wellness and Aveda Institute Madison provide all students the opportunity to perform services on a diverse clientele. We provide a quality salon and spa setting where students can perform hair, skin, nail and body services under supervision of licensed instructors.

### **Aveda Experience Center**

Both schools house a retail center for Aveda hair, skin, flower and plant Pure-Fume™ and body care, makeup and lifestyle products. Product knowledge and retail success are two ways that you can increase your value in the salon industry. The store gives you the opportunity to practice your client services and business skills with guests.

### **Student Classrooms**

Classrooms of all sizes have been designed to provide the proper environment for different types of learning and activities. The classrooms are equipped with the latest technologies in audio-visual equipment including; televisions, DVD players, internet connection and an on-site video drive.

### **Library and Administrative Resources**

A resource library has books on styling, motivation, health and wellness for your reference. Team leaders and admissions personnel are also available to respond to your questions and concerns.

### **Equipment**

At the Institute of Beauty and Wellness and Aveda Institute Madison, there are a variety of equipment available for student use including: manicuring stations, hydraulic chairs, massage and esthetic tables and fully equipped skin care stations with dermascopes and steamers at each station.

## **Facilities and Services for Students with Disabilities**

The Institute of Beauty and Wellness and Aveda Institute Madison will work with students or applicants in need of reasonable accommodations to determine whether reasonable accommodations can be effective or are available. Students requesting reasonable accommodations in accordance with the Americans with Disabilities Act should follow the procedures outlined in the Student Handbook. The Institute of Beauty and Wellness and Aveda Institute Madison will make every effort to accommodate students with special needs. All school facilities are handicap accessible.

The Institute of Beauty and Wellness and Aveda Institute Madison provide academic counseling to all students. We will help you with tutoring should you experience challenges in meeting the minimum performances standards and course requirements as set by the Institute of Beauty and Wellness, Aveda Institute Madison and the State of Wisconsin Department of Safety and Professional Services.

## **Faculty**

### **The Institute of Beauty and Wellness**

#### **Administration**

Kari Kennedy Institute Director

Gregory Mathews Financial Aid Administrator

Caitlin Stublaski Training & Curriculum Development

#### **Admissions**

Deanna Koch Admission Team Leader

McKenna Shaffer Admissions Counselor/ Placement Coordinator

#### **Cosmetology / Barbering**

Gaya Glassen Team Leader

Shari Andrews Educator

Chrysta Bowe Educator

Amy Lile Educator

Tammy Robinson Educator

Catherine Sendek Educator

Michelle Mikula Educator

Claire Otto Educator

Gina Vallejos Educator

Esha Purefoy Educator

Courtney Cobb Educator

Krista Becker Educator

Celena Williams Educator

Hosea LaMont Educator

Jamal Educator

## **Esthiology**

Brittney Payne Educator  
Kate Magana Educator/CIDESCO Team Leader  
Adrienne Hauck Educator  
Sarai Mueller Educator  
Alex Foss Educator

## **Massage Therapy**

Dr. Teresa Tetting Team Leader/Director of Spa Development  
Liz Kellor Educator  
Ellen Kay Educator  
Jeff Montoya Educator  
Abigail Jelacic Educator

## **Manicuring**

Chandra Fojut Team Leader  
Carletta Bass Educator  
Kathi Rodgers Educator

## **Ayurveda Esthetic**

Rima Shah Team Leader  
Yoga Teacher Certification  
Morgan Herum Team Leader

## **Aveda Institute Madison**

### **Administration**

Kari Kennedy Institute Director  
Gregory Mathews Financial Aid Administrator  
Ariana Oldenberg Administrative Coordinator  
Caitlin Stublaski Training & Curriculum

### **Admissions**

Deanna Koch Team Leader  
Katie Blanchard Admissions Counselor

### **Cosmetology/Barbering**

Samantha Hensler Team Leader  
Diane Gilbert Educator  
Jenna Calvin Educator  
Stacy Miner Educator  
Teisha Brown Educator  
Megan Hamilton Educator

## **Esthiology**

Margaret Ivey Educator

Rebecca Tucker Educator

## **Massage Therapy**

Connie Clemens Educator

## **Ayurveda Esthetics**

Sarah Barasch Educator

Susan Szarkowitz Educator

## **Supervisory Administration**

Susan Haise Owner

Bonnie Zeutzius Director of Human Resources

## **Career and Placement Services**

The Institute of Beauty and Wellness and Aveda Institute Madison are primarily institutions of learning and do not guarantee job placement. However, the schools do assist students in finding employment. The qualities that employers look for and those that the school monitors are:

Attitude

Professionalism

Grooming

Grade average

Overall attendance

Saturday attendance

Technical skills

Retail skills

The school routinely receives inquiries from prospective employers and these are posted on the schools' websites and schools' Facebook page. Additionally, the Institute of Beauty and Wellness and Aveda Institute Madison have the ability to assist students in out-of-state placement subject to licensing transfer. The Institute of Beauty and Wellness and Aveda Institute Madison hold career fairs several times in a year and invite prospective employers to come in to the school to meet with students.

## **Student Counseling and Assistance**

The Institute of Beauty and Wellness and Aveda Institute Madison encourage students to contact the professional resources for counseling located in the student handbook.

The school is not responsible to advise a student in areas other than issues that pertain to their studies. Students have access to advising from members of the school's staff including referral

to professional assistance if necessary. The school maintains records of student referrals. If a student has a crisis, we suggest the student contact the following local help lines:

### **Milwaukee**

Crisis help line: (262) 257-7222

Parent help line: (414) 671-7222

First call for help: (262) 547-3388

Rogers Memorial Hospital: (414) 327-3000 treatment for alcohol and drug addiction, depression, anxiety, and eating disorders

Allied counseling services: (920) 674-9582

ARO counseling: (262) 641-9050

Counseling center of Milwaukee: (414) 271-2565

Homeless resource: The Joy House (414) 344-2211

The Women's Center: (262) 547- 4600 Business, (262) 542-3828 Crisis Line, (888) 542-3828 Toll Free Crisis Line

### **Madison**

Crisis help line: (608) 280-2600

Parent help line: (608) 241-2221

UW Health Gateway Recovery Clinic: (608) 278-8200 treatment for alcohol and drug addiction, depression, anxiety, and eating disorders.

### **The following national assistance services are also available:**

National Alcoholism and Substance Abuse Information Center: (800) 784-6776

National Sexual Assault Hotline: (800) 656-4673

National Domestic Violence Hotline: (800) 799-7233

## **Textbook Information**

The following textbooks are required by curriculum. These textbooks are included in the kit cost.

### **Cosmetology**

Pivot Point Cosmetology Salon Fundamentals

### **Barbering**

Milady Barbering Textbook

Milady Barbering Exam Prep

Milady Barbering Study Guide

### **Esthiology**

Pivot Point Salon Fundamentals Digital Bundle

## **Massage Therapy**

Essentials of Human Anatomy & Physiology by Elaine Marieb  
Tappan's Handbook of Massage Therapy Techniques by Patricia J. Benjamin  
Deep Tissue Massage: A Visual Guide to Techniques by Art Riggs  
Trail Guide to the Body Textbook by Andrew Biel  
Trail Guide to the Body Student Handbook  
A Massage Therapist's Guide to Pathology– Ruth Werner  
Complete Exam Review Guide for State Boards by Barron Reynolds

## **Manicuring**

Pivot Point Nail

## **Ayurveda Esthetic**

Textbook of Ayurveda, Volume 1 by Dr. Vasant Lad  
Textbook of Ayurveda, Volume 2 by Dr. Vasant Lad  
Textbook of Ayurveda, Volume 3 by Dr. Vasant Lad

## **Yoga Teacher Certification**

Light on Yoga by BKS Iyengar foreword by Yehudi Menuhin  
Patanjali's Yoga Sutras by Sri Swami Stachidananda  
The Key Muscles of Yoga by Ray Long  
Anatomy of Hatha Yoga by H. David Coulter  
Heart of Yoga by TKS Desikachar  
Teaching Yoga by Mark Stephens

## **Drug and Alcohol Abuse Prevention Program**

The institution will annually distribute in writing to each student and employee and will biennially review the Drug and Alcohol Abuse Prevention Program, which will include:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Aveda Institute's property or as part of any of its activities.
- A description of the applicable legal sanctions under Local, State or Federal Law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.

- A clear statement that the institution will impose disciplinary sanction against students and employees (consistent, with Local, State, and Federal Law), and a description of those sanctions, up to and including, expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

## **Campus Security Policies, Crime Statistics, and Crime Log**

Each year prior to October 1, the Institute of Beauty and Wellness and Aveda Institute Madison prepare annual security reports to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report must be made available to all prospective students and staff as well as current students and staff.

Find the reports online: [www.ibw.edu](http://www.ibw.edu) and [www.avedainstitutemadison.com](http://www.avedainstitutemadison.com)

For a printed report call (414) 319.7576 or (608) 319-7591; or email to [admissions@ibw.edu](mailto:admissions@ibw.edu) or [admissions@aimadison.com](mailto:admissions@aimadison.com)

## **Fire Safety Policies**

The Institute of Beauty and Wellness and Aveda Institute Madison do not have on-campus student housing facilities.

The Institute of Beauty and Wellness and Aveda Institute Madison have fire alarms located throughout the facilities. If you report a fire, notify staff immediately and 911 will be called.

In all cases when the fire alarm sounds, students and staff must:

- Evacuate the building immediately
- Instruct all guests to evacuate the building
- Assist the guests who need help evacuating
- Request assistance for disabled guests to evacuate
- At the Institute of Beauty and Wellness, walk to the far end of the parking lot to the south of the building
- At Aveda Institute Madison, walk across East Campus Mall and meet your class.
- Re-enter the building only when clearance has been given by the fire department or administration

At the Institute of Beauty and Wellness, emergency evacuation signs are posted outside of all elevator doors. All individuals in the building should use the east or west stairwell in case of an emergency evacuation. The elevator should not be used.

At the Institute of Beauty and Wellness there is a safety gate on east and west side-entrance to the basement to prevent someone during an emergency evacuation to accidentally go into the basement instead of outside per City of Milwaukee Building Code.



At the Institute of Beauty and Wellness, fire extinguishers are located on the east and west side of each floor.

In case of a fire, please remove the fire extinguisher and follow the directions attached to it.

At Aveda Institute Madison, emergency evacuation signs are posted upstairs in the hallway near the breakrooms and downstairs near the esthiology clinic floor.

At Aveda Institute Madison, fire extinguishers are located on the second floor in the hallway near the breakrooms and on the first floor in the hallway near the esthiology clinic floor.

In case of a fire, please remove the fire extinguisher and follow the directions attached to it.

### **Vaccination Policy**

The Institute of Beauty and Wellness and Aveda Institute Madison do not have a vaccination policy. The Institute of Beauty and Wellness and Aveda Institute Madison does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

For additional information on vaccinations, please refer to The National Vaccine Information Center: <https://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/wisconsin.aspx>

### **Voter Registration**

State of Wisconsin voter registration information is available at: <http://elections.wi.gov/forms>

### **Transfer of Credit Policies and Articulation Agreements**

Transfer students are welcome to apply, and are required to submit a \$100 transfer application fee before evaluation of transfer credit hours.

Applicants for transfer into the Institute of Beauty and Wellness or Aveda Institute Madison are considered on an individual basis. The Institute of Beauty and Wellness and Aveda Institute Madison may, at their discretion, refuse transfers if admission requirements, including tuition, cannot be met. The Institute of Beauty and Wellness and Aveda Institute Madison may accept transfer hours at their discretion. Program testing may be necessary.

The Institute of Beauty and Wellness and Aveda Institute Madison do not have an articulation agreement with any schools.

## **Privacy of Student Records – Family Education Rights and Privacy Act (FERPA)**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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

1. The right to inspect and review the student's education records within 45 days after the day the Institute of Beauty and Wellness and Aveda Institute Madison receives a request for access. A student should submit to their program department team leader and School Director a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should submit a request in writing to their program department team leader and School Director, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute of Beauty and Wellness and Aveda Institute Madison in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Institute of Beauty and Wellness and Aveda Institute Madison who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institute of

Beauty and Wellness and Aveda Institute Madison. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Aveda Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202  
(800) -872-5327

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

To other school officials, including teachers, within Aveda Institute whom the school has determined to have legitimate educational interests. A "school official" includes Educators, administrators, staff, counselors, attorneys, clerical staff, advisory board members, members of committees and disciplinary boards, and contractors, volunteers or other parties to whom the school has outsourced institutional services or functions. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

To accrediting organizations to carry out their accrediting functions.

To parents of an eligible student if the student is a dependent for IRS tax purposes.

To comply with a judicial order or lawfully issued subpoena.

To appropriate officials in connection with a health or safety emergency.

Information the school has designated as "directory information." "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, diplomas, certificates, and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time). Eligible students have the right to restrict the disclosure of directory information. Those wishing to do so should inform the School within 14 days of enrollment that he or she does not want any or all of those types of information designated as directory information.

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

More information about FERPA generally may be found on the U.S. Department of Education's website at: <https://www.ed.gov/>

## **Copyright Infringement – Policies and Sanctions**

### **Computer Use and File Sharing**

Illegal downloading of copyrighted material or unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display, and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies. Whether the use of copyrighted material without permission constitutes "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software, and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at ***[www.copyright.gov](http://www.copyright.gov)***, especially the FAQs at ***[www.copyright.gov/help/faq](http://www.copyright.gov/help/faq)***

### **Institutional Policy on Copyright Infringement**

Students who engage in unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using Aveda Institute's information

technology system can result in termination of network access for the student and/or other appropriate disciplinary action, up to and including termination from the program.

## **Title IV Loan Code of Conduct**

The following Title IV Loan Code of Conduct is developed in adherence with the requirements of the Higher Education Opportunity Act (HEOA) of 2008. HEOA requires all institutions participating in the Title IV Loan Programs to develop, publish, and administer specific bans and prohibitions on certain conducts as it relates to student lending. The following is created to ensure the integrity of the financial aid process and ethical conduct of the Financial Aid Department in regard to student loan practices. Accordingly, the following policies are in effect for all officers, employees, and agents of the Institute of Beauty and Wellness and Aveda Institute Madison.

1. All revenue-sharing arrangements with any lender are prohibited. The HEOA defines “revenue-sharing arrangement” as any arrangement between an institution and a lender that results in the lender paying a fee or other benefits, including a share of profits, to the school, its officer, employees, or agents, as a result of the school recommending the lender to its students or families of those students.
2. Employees of the Institute of Beauty and Wellness and Aveda Institute Madison are prohibited from receiving gifts of more than normal value from a lender, guaranty agency, or loan servicer. This prohibition will apply to lenders of both federal and alternative loans. A “gift” is defined by the HEOA as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a nominal amount.
3. No officer or employee of the Institute of Beauty and Wellness and Aveda Institute Madison Financial Aid Department (or employee or agent who otherwise has responsibilities with respect to student loans) may accept from a lender, or an affiliate of any lender, any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
4. For any first-time borrower the Institute of Beauty and Wellness and Aveda Institute Madison will not assign, through award packaging or other methods, the student’s loan to a particular lender. The Institute of Beauty and Wellness and Aveda Institute Madison does, however, maintain a list of recommended lenders which are meant to serve as potential options for students. The Institute of Beauty and Wellness and Aveda Institute Madison supports all students’ rights to utilize the lender of their choice and we will not refuse to certify, or delay the certification, of any loan based on a student’s selection of a particular lender or guaranty agency.

5. The Institute of Beauty and Wellness and Aveda Institute Madison will not accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to a lender for a specific number of loans, or inclusion on a preferred lender list. An “opportunity pool loan” is defined by the HEOA as private education loan made by a lender to a student (or the student’s family) that involves a payment by the institution to the lender by extending credit to the student.

6. The Institute of Beauty and Wellness and Aveda Institute Madison will not request or accept from any lender any general staffing assistance with either a call center or general office staffing in the Financial Aid Department.

7. An employee of the Financial Aid Department (or employee who otherwise has responsibilities with respect to education loans or financial aid) who serves as an advisory board, commission, or group established by a lender or guarantor is prohibited from receiving anything of value from the lender, guarantor, or group in exchange for servicing in this capacity. Employees or agents may, however, as the single exception this rule, accept reimbursement for reasonable expenses incurred while serving in this capacity.

## **College Navigator**

College Navigator is a free consumer information tool designed to help students, parents, high school counselors, and others get information about postsecondary institutions in the United States.

***<https://nces.ed.gov/collegenavigator/>***

On the website, the following information is available about the Institute of Beauty and Wellness and Aveda Institute Madison:

**General Information**

**Tuition, Fees, and Estimated Student Expenses**

**Financial Aid**

**Net Price**

**Enrollment**

**Admissions**

**Retention and Graduation Rates**

**Outcome Measures**

**Programs/Majors**

**Service Members and Veterans**

**Varsity Athletic Teams**

**Accreditation**

**Campus Security**

## **Cohort Default Rates**

**The Institute of Beauty and Wellness**      *<https://goo.gl/ySSqmC>*

**Aveda Institute Madison**                      *<https://goo.gl/VNXTMM>*

## **O\*NET OnLine**

A web-based application that provides user-friendly access to occupational information contained in the O\*NET database. O\*NET OnLine offers users the opportunity to:

- find occupations to explore
- search for occupations that use their skills
- look at related occupations;
- view occupational summaries of the worker and requirements of the work;
- view details of occupations, such as skills, knowledge, interests, and activities;
- use crosswalks from other classification systems to find corresponding O\*NET occupations
- connect to other on-line career information resources.

*<https://www.onetonline.org/>*