



# Student Catalog

August 2013

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## About Avalon

### Our Mission

Avalon School of Cosmetology's mission is to provide the highest quality professional training and credentials to any individual pursuing a successful career in the Beauty Industry.

### Avalon Commitment

Avalon School of Cosmetology is committed to providing an atmosphere of creative learning, enthusiasm and hands on training for every individual. These commitments include, but are not limited to the following:

- Modern facilities, tools, chemicals and methods in Cosmetology instruction
- Current application of style methods, product use and advancing Cosmetology technologies
- Limited class sizes in order to provide exclusive and individual training
- Closely supervised instruction by qualified instructors dedicated to their profession
- Instructors who maintain current knowledge and training in the Cosmetology field such that they can pass this knowledge to their students

The final objective is, of course, to graduate students who will secure employment and advance in their chosen profession.

### Ownership

Avalon School of Cosmetology is owned by EA Education, Inc., a wholly owned subsidiary of P-Squared, Inc.

### Your Mission

Promise yourself to be so strong that nothing can disturb your peace of mind. To talk health, happiness and prosperity to every person that you meet. To make all of your friends feel that there is something special in them. To look at the sunny side of everything and make your optimism come true. To think only of the best, to work only for the best and to expect only the best. To be just as enthusiastic about the success of others as you are about your own. To forget the mistakes of the past and press on to the greater achievements of the future. To wear a cheerful countenance at all times and give every living creature that you meet a smile. To give so much time to the improvement of yourself that you have no time to criticize others. To be too large for worry, too noble for anger, too strong for fear and too happy to permit the presence of trouble.

### Avalon School of Cosmetology Utah Locations

1992 W. Antelope Dr.  
Layton, UT 84041  
801-614-5040

Each Avalon School of Cosmetology facility is highly visible, housing top quality equipment which was designed spherically to be modern, artistic and functional. Avalon School of Cosmetology is a professional atmosphere of which both our staff and students can be proud.

## Licensing, Accreditation and Membership Associations



Avalon School of Cosmetology has been accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) since 1972. The Commission was founded in 1969 and is recognized by the US Department of Education. Additional information can be obtained from NACCAS: 4401 Ford Avenue Suite 1300 Alexandria, VA 22302, by calling (703) 600-7600 or at [www.naccas.org](http://www.naccas.org).

Avalon School of Cosmetology is licensed to operate by Utah Department of Professional Licensing. They can be contacted at:

P.O. Box 146741  
Salt Lake City, UT 84114-6741  
(801) 530-6628

The School is also a participating member in the following organizations:

- National Cosmetology Association
- American Association of Cosmetology Schools

## Admissions Policies and Requirements

Avalon conducts admission of students without regard to race, creed, color, religion, financial status, country or ethnic origin, age or sex. Prospective students must provide the following prior to being admitted for training.

- Meet one of the following education requirements: a) High School Diploma b) General Equivalency Diploma (GED) c) passing score on the Ability to Benefit (ATB) test
- Picture Identification (Driver's license, military / other valid ID)
- Social Security Card
- \$50.00 Application Fee (must accompany the enrollment agreement)

Avalon School of Cosmetology does not enroll any prospective students currently enrolled, attending or admitted to another school offering a similar program of study.

## Transfer Students for the Cosmetology / Barbering Program

In addition to the completion of the standard entrance requirements students who have attended other cosmetology / barbering training programs are required to provide official documentation of hours attended as well as the date of withdraw. Transferring students will be evaluated for knowledge of techniques and practical application. Hours from previous training may be applied, however, the School will determine any additional training in any area deemed necessary for successful completion of a program. The School will determine the appropriate classes and time required to complete training. Transferring students will be placed within the existing training courses and training time will be adjusted accordingly. The School reserves the right to accept or deny any percentage of the hours transferring from any school. Considerations will include the actual time accrued, the relevancy of the training to the course being offered and the length of time since the training occurred. Students wishing to transfer out of Avalon School of Cosmetology may request (in writing) any and all current records regarding hours earned and academic achievement.

## Transfer Students for the Instructor-in-Training Programs

Avalon School of Cosmetology does not accept transfer students into the Cosmetology / Barbering and Esthetics Instructor-In-Training programs.

## Course Outline for the Cosmetology / Barbering Program

### Program Information

- **Program Length**  
Full time = 55 weeks (1,600 clock hours)  
Part time = 86 weeks (1,600 clock hours)
- **Description of Course:** Avalon School of Cosmetology educates students in Laws, Rules, Regulations, and Theory and Practical skills pertaining to the Cosmetology and Barbering industry.
- **Instructional Methods:** Classes are presented in the form of lectures, clinic instruction on clients (including mini-classes), and Theory and Practical classes (models, mannequins, audio/visual etc.) with well-defined motivational lesson plans stating objectives and criteria for evaluation.
- **Course Objectives:** The goal of Avalon School of Cosmetology is to teach, develop, and graduate students to be professionals in the Art and Sciences of Cosmetology and to prepare students to successfully pass Utah's licensing examination for Cosmetologists / Barbers. Students who successfully pass the Avalon School of Cosmetology course will be granted a Diploma and will be prepared for successful employment in the Cosmetology or Barbering professions.
- **Text & References:** Avalon School of Cosmetology uses the Milady's series of textbooks for the Cosmetology program. The complete listing is available on the Student Kit list supplement. In addition, numerous business and technical books and videos are available in the student library. All books and videos must be checked out through the Education Director.
- **Curriculum:** Avalon School of Cosmetology follows the guidelines specified by the Utah Department of Public Licensing.

### Cosmetology / Barbering Program Includes Instruction In:

- Introduction consisting of:
  - history of barbering, cosmetology/barbering, esthetics, nail technology; and
  - overview of the curriculum;
- Personal, client and salon safety including:
  - aseptic techniques and sanitary procedures;
  - disinfection and sterilization methods and procedures;
  - health risks to the cosmetologist/barber;
- Business and salon management including:
  - developing clientele;
  - professional image;
  - professional ethics;
  - professional associations;

- public relations; and
  - advertising;
- Legal issues including:
  - malpractice liability;
  - regulatory agencies; and
  - tax laws;
- Human immune system;
- Diseases and disorders of skin, nails, hair, and scalp including:
  - bacteriology;
  - sanitation;
  - sterilization;
  - decontamination; and
  - infection control;
- Implements, tools and equipment for cosmetology, barbering, basic esthetics and nail technology, including:
  - high frequency or galvanic current; and
  - heat lamps;
- First aid;
- Anatomy;
- Science of cosmetology/barbering, basic esthetics and nail technology;
- Analysis of the skin, hair and scalp;
- Physiology of the human body including skin and nails;
- Electricity and light therapy;
- Limited chemical exfoliation including:
  - pre-exfoliation consultation;
  - post-exfoliation treatments; and
  - chemical reactions;
- Chemistry for cosmetology/barbering, basic esthetics and nail technology;
- Temporary removal of superfluous hair including by waxing;
- Properties of the hair, skin and scalp;
- Basic hairstyling including:
  - wet and thermal styling;
  - permanent waving;
  - hair coloring;
  - chemical hair relaxing; and
  - thermal hair straightening;
- Haircuts including:
  - draping;
  - clipper variations;
  - scissor cutting;
  - shaving; and
  - wigs and artificial hair;
- Razor cutting for men;
- Mustache and beard design;
- Basic esthetics including:
  - treatment of the skin, manual and mechanical;
  - packs and masks;
  - aroma therapy;
  - chemistry of cosmetics;
  - application of makeup including;
  - application of artificial eyelashes;
    - arching of the eyebrows;
    - tinting of the eyelashes and eyebrows;

- massage of the face and neck; and
- natural manicures and pedicures;
- Medical devices;
- Cardio pulmonary resuscitation (CPR);
- Artificial nail techniques consisting of:
  - wraps;
  - nail tips;
  - gel nails;
  - sculptured and other acrylic nails; and
  - nail art;
- Pedicures and massaging of the lower leg and foot;
- Elective topics; and
- Utah Cosmetology/Barber Examination review.

### Grading for the Cosmetology / Barbering Program

Avalon School of Cosmetology requires a grade average of 75% or higher in theory and practical work. Students work will be graded based upon the following criteria and grading scale:

Classes/Lab/Theory	Percentage	Grade
• Tests	90-100%	A
• Assignments	80-89%	B
• Participation	75-79%	C
• Attendance	0-74%	F

### Advancement

The Cosmetology / Barbering Program has three Stages. Students will be advanced according to their time in school, accumulated hours, and class space availability based upon the guidelines listed below:

	Total Hours	Topics Taught
Stage 1	0-300	Basic instruction in Hair Design, Cutting, Styling, Color, Texture Services, Sanitation, and Skin and Nail Care.
Stage 2	301-1,300	Advanced instruction in Hair Services, Skin and Nail Care, and Business Training.
Stage 3	1,301 – 1,600	Final training related to State Board Preparation and training on Resume Preparation and Interview Skills.

### Graduation Requirements

- Complete 1,600 hours of training
- Achieve a passing score of at least 75% on all written and practical exams
- Achieve an overall Grade Point Average (theory and practical) of at least 75%
- The student must satisfy all financial obligations owed to the School, unless other arrangements have been made

A student completing all of the requirements listed above will receive their Avalon School of Cosmetology / Barbering Diploma. The School will provide materials and literature to prepare the student for the State Board Examination, however the School does not guarantee passing of the examination. All graduates must pass a State Board examination to receive a license. Costs

related to taking the State Board Examination and for State Licensure are the responsibility of the student.

## **State Requirements for Licensure as a Cosmetologist/Barber**

- Graduate from a school of cosmetology/barbering with at least 1,600 hours
- Complete application and pay fee
- Pass a written exam administered by the State of Utah
- Pass a practical exam administered by the State of Utah
- Meet the Good Moral Character requirement of Utah Administrative Code R156-11a-302

## **Course Outline for the Master Esthetician Program**

### **Program Information**

- **Program Length**  
Full Time = 65 weeks (1,200 clock hours)
- **Description of Course:** Avalon School of Cosmetology educates students in Laws, Rules, Regulations, and Theory and Practical Skills pertaining to the Esthetics industry.
- **Instructional Methods:** Classes are presented in the form of lectures, clinic instruction on clients (including mini-classes), and Theory and Practical classes (models, mannequins, audio/visual etc.) with well-defined motivational lesson plans stating objectives and criteria for evaluation.
- **Course Objectives:** The goal of Avalon School of Cosmetology is to teach, develop, and graduate students to be professionals in the Art and Sciences of Cosmetology Education and to prepare students to successfully Utah's licensing examination for Master Estheticians. Students who successfully pass the Avalon School of Cosmetology Master Esthetics course will be granted a Diploma and will be prepared for successful employment in the Esthetics profession.
- **Text & References:** Avalon School of Cosmetology uses the Milady's series of textbooks in the Master Esthetician program. The complete listing can be found in the Kit List supplement. In addition, numerous business and technical books and videos are available in the student library. All books and videos must be checked out through the Education Director.
- **Curriculum:** Avalon School of Cosmetology follows the State of Utah Course of Studies for Master Esthetics curriculum.

### **Master Esthetician Program Includes Instruction In:**

#### **Curriculum: 0-600 hours**

- Introduction consisting of:
  - history of esthetics; and
  - an overview of the curriculum;
- Personal, client, and salon safety including:
  - aseptic techniques and sanitary procedures;
  - sterilization methods and procedures; and

- health risks to the basic esthetician;
- Business and salon management including:
  - developing a clientele;
  - professional image;
  - professional ethics;
  - professional associations;
  - public relations; and
  - advertising.
- Legal issues including:
  - malpractice liability;
  - regulatory agencies; and
  - tax laws;
- Human immune system;
- Diseases and disorders of the skin including:
  - bacteriology;
  - sanitation;
  - sterilization;
  - decontamination; and
  - infection control;
- Implements, tools, and equipment for basic esthetics including:
  - high frequency or galvanic current; and
  - heat lamps;
- First aid;
- Anatomy;
- Science of basic esthetics;
- Analysis of the skin;
- Physiology of the skin;
- Facials, manual and mechanical;
- Limited chemical exfoliation including:
  - pre-exfoliation consultation;
  - post-exfoliation treatments; and
  - chemical reactions;
- Chemistry for basic esthetics;
- Temporary removal of superfluous hair by waxing;
- Treatment of the skin;
- Packs and masks;
- Aroma therapy;
- Application of makeup including:
  - application of false eyelashes;
  - arching of the eyebrows;
  - tinting of the eyelashes and eyebrows;
- Medical devices;
- Cardio pulmonary resuscitation (CPR);
- Basic facials;
- Chemistry of cosmetics;
- Skin treatments, manual and mechanical;
- Massage of the face and neck;
- Natural nail manicures and pedicures;
- Elective topics;
- Utah Esthetic Examination review

## Curriculum: 601-1200 hours

- Introduction consisting of:
  - history of master esthetics; and
  - an overview of the curriculum;
- Personal, client, and salon safety including:
  - aseptic techniques and sanitary procedures;
  - sterilization methods and procedures; and
  - health risks to the master esthetician;
- Business and salon management consisting of:
  - developing clients;
  - professional image;
  - professional ethics;
  - professional associations;
  - advertising; and
  - public relations;
- Legal issues including:
  - malpractice liability;
  - regulatory agencies; and
  - tax laws;
- The human immune system;
- Diseases and disorders of the skin including:
  - bacteriology;
  - sanitation;
  - sterilization;
  - contamination; and
  - infection controls;
- Implements, tools and equipment for master esthetics;
- First aid;
- Anatomy;
- Basic science of master esthetics;
- Analysis of the skin;
- Physiology of the skin;
- Advanced facials, manual and mechanical;
- Chemistry for master esthetics;
- Advanced chemical exfoliation, including:
  - pre-exfoliation consultation;
  - post-exfoliation treatments; and
  - reactions;
- Temporary removal of superfluous hair by waxing and advanced waxing;
- Advanced pedicures;
- Advanced Aroma therapy;
- The aging process and its damage to the skin;
- Medical devices;
- Cardio pulmonary resuscitation (CPR) training;
- Hydrotherapy;
- Advanced mechanical and electrical devices including instruction in using:
  - sanding and microdermabrasion techniques;
  - galvanic or high-frequency current for treatment of the skin;
  - devices equipped with a brush to cleanse the skin;
  - devices that apply a mixture of steam and ozone to the skin;
  - devices that spray water and other liquids on the skin; and

- any other mechanical devices, esthetic preparations or procedures approved by the division in collaboration with the board for the care and treatment of the skin;
- Elective topics; and
- Utah Master Esthetician Examination review.

## Grading for the Master Esthetician Program

Avalon School of Cosmetology requires a grade average of 75% or higher in theory and practical work. Students work will be graded based upon the following criteria and grading scale:

### Classes/Lab/Theory

- Tests
- Assignments
- Participation
- Attendance

Percentage	Grade
90-100%	A
80-89%	B
75-79%	C
0-74%	F

## Graduation Requirements

- The student must complete 1,200 hours of training
- Achieve a passing score of at least 75% on all written and practical exams
- Achieve an overall Grade Point Average (theory and practical) of at least 75%
- The student must satisfy all financial obligations owed to the School, unless other arrangements have been made

A student completing all of the requirements listed above will receive their Avalon School of Cosmetology Master Esthetician Diploma. The School will provide materials and literature to prepare the student for the State Board Examination, however the School does not guarantee passing of the examination. All graduates must pass a State Board examination to receive a license. Costs related to taking the State Board Examination and for State Licensure are the responsibility of the student.

## State Requirements for Licensure as a Master Esthetician

- Graduate from a school of esthetics with at least 1,200 hours
- Complete application and pay fee
- Pass a written exam administered by the State of Utah
- Pass a practical exam administered by the State of Utah
- Meet the Good Moral Character requirement of Utah Administrative Code R156-11a-302

## Course Outline for the Cosmetology / Barbering Instructor-in-Training Program

### Program Information

- **Program Length**  
Full time = 34 weeks (1,000 clock hours)  
Part time = 54 weeks (1,000 clock hours)
- **Description of Course:** Avalon School of Cosmetology educates students in Laws, Rules, Regulations, and Theory and Practical skills pertaining to the Cosmetology / Barbering teaching and educating industry.

- **Instructional Methods:** Classes are presented in the form of lectures, student instruction on client services (including mini-classes), and Theory and Practical application with well-defined motivational lesson plans stating objectives and criteria for evaluation.
- **Course Objectives:** The goal of Avalon School of Cosmetology is to teach, develop, and graduate students to be professionals in the Art and Sciences of Cosmetology Education and to prepare students to successfully Utah's licensing examination for Cosmetology / Barbering Instructors. Students who successfully pass the Cosmetology / Barbering Instructor-in-Training course at Avalon School of Cosmetology will be granted a Diploma and will be prepared for successful employment in the Cosmetology / Barbering education profession.
- **Text & References:** Avalon School of Cosmetology uses the Milady's Master Educator Student Course Book as well as the appropriate Cosmetology series textbooks. In addition, numerous business and technical books and videos are available in the student library. All books and videos must be checked out through the Education Director.
- **Curriculum:** Avalon School of Cosmetology follows the State of Utah Course of Studies for Cosmetology / Barbering Instructor-in-Training curriculum.

### **Cosmetology / Barbering Instructor-in-Training Program Includes Instruction In:**

- Review of the program from which the student is training as an instructor
- Principles of teaching/learning and teacher preparation
- Teaching Methods:
  - Lesson Plan Development
  - Development and use of training aids
  - Student Motivation and Learning
  - Presentation Techniques
- Assessment of:
  - Student Learning
  - Overall Progress
  - Development and use of testing instruments
  - Classroom Management
- Academic Advising
- Program or course development review
- Administrative Responsibilities:
  - Records Management
  - Applicable organizational and regulatory requirements
  - Instructional Evaluation
- Career and Employment Information:
  - Professional Ethics
  - Effective Communication and human relations
  - Compensation packages and payroll deductions
  - Laws, Rules and Regulations and Utah Examination Review
  - Fundamental of business management
  - Grading for Instructor-In-Training

In addition to time spent in a Theory Classroom studying the Milady Master Educator Textbook, Instructor-in-Training Students work with Licensed Instructors in hands-on-training. They begin training by spending the first 200-300 hours of training in the Cosmetology / Barbering Stage 1 Classroom learning the practical curriculum taught by Avalon. After that initial period of training

the Instructor-in-Training will alternate time between the Student Salon Floor, Theory Classrooms, and Practical Classrooms working on developing their teaching skills.

## Grading for the Cosmetology / Barbering Instructor-in-Training Program

Avalon School of Cosmetology requires a grade average of 75% or higher in theory and practical work. Students work will be graded based upon the following criteria and grading scale:

Classes/Lab/Theory

- Tests
- Assignments
- Participation
- Attendance

Percentage	Grade
90-100%	A
80-89%	B
75-79%	C
0-74%	F

## Graduation Requirements

- The student must complete 1,000 hours of training
- Achieve a passing score of at least 75% on all written and practical exams
- Achieve an overall Grade Point Average (theory and practical) of at least 75%
- The student must satisfy all financial obligations owed to the School, unless other arrangements have been made

A student completing all of the requirements listed above will receive their Avalon School of Cosmetology Diploma for the Cosmetology / Barbering Instructor-in-Training Program. The School will provide materials and literature to prepare the student for the State Board Examination, however the School does not guarantee passing of the examination. All graduates must pass a State Board examination to receive a license. Costs related to taking the State Board Examination and for State Licensure are the responsibility of the student.

## State Requirements for Licensure as a Cosmetology / Barbering Instructor

- Graduate from a school of cosmetology / barbering with at least 1,000 hours
- Complete application and pay fee
- Pass a written exam administered by the State of Utah
- Pass a practical exam administered by the State of Utah
- Meet the Good Moral Character requirement of Utah Administrative Code R156-11a-302

## Course Outline for the Esthetics Instructor-in-Training Program

### Program Information

- **Program Length**  
Full time = 10 weeks (300 clock hours)  
Part time = 16 weeks (300 clock hours)
- **Description of Course:** Avalon School of Cosmetology educates students in Laws, Rules, Regulations, and Theory and Practical skills pertaining to the Esthetics teaching and educating industry.
- **Instructional Methods:** Classes are presented in the form of lectures, student instruction on client services (including mini-classes), and Theory and Practical

application with well-defined motivational lesson plans stating objectives and criteria for evaluation.

- **Course Objectives:** The goal of Avalon School of Cosmetology is to teach, develop, and graduate students to be professionals in the Art and Sciences of Esthetics Education and to prepare students to successfully Utah's licensing examination for Esthetics Instructors. Students who successfully pass the Avalon School of Cosmetology Esthetics Instructor-in-Training course will be granted a Diploma and will be prepared for successful employment in the Esthetics education profession.
- **Text & References:** Avalon School of Cosmetology uses the Milady's series of textbooks in the Esthetics Instructor-in-Training program. The complete listing can be found in the Kit List supplement. In addition, numerous business and technical books and videos are available in the student library. All books and videos must be checked out through the Education Director.
- **Curriculum:** Avalon School of Cosmetology follows the State of Utah Course of Studies for Esthetics Instructor-in-Training curriculum.

### **Esthetics Instructor-in-Training Program Includes Instruction In:**

- Review of the program from which the student is training as an instructor
- Principles of teaching/learning and teacher preparation
- Teaching Methods:
  - Lesson Plan Development
  - Development and use of training aids
  - Student Motivation and Learning
  - Presentation Techniques
- Assessment of:
  - Student Learning
  - Overall Progress
  - Development and use of testing instruments
  - Classroom Management
- Academic Advising
- Program or course development review
- Administrative Responsibilities:
  - Records Management
  - Applicable organizational and regulatory requirements
  - Instructional Evaluation
- Career and Employment Information:
  - Professional Ethics
  - Effective Communication and human relations
  - Compensation packages and payroll deductions
  - Laws, Rules and Regulations and Utah Examination Review
  - Fundamental of business management
  - Grading for Instructor-In-Training

In addition to time spent in a Theory Classroom studying the Milady Master Educator Textbook, Instructor-in-Training Students work with Licensed Instructors in hands-on-training. They begin training by spending approximately 150 hours working with Licensed Instructors in a Practical Classroom learning the practical curriculum taught by Avalon. After that initial period of training the Instructor-in-Training will alternate time between Theory Classrooms, Practical Classrooms, and performing Student and Client Consultations under the supervision of a licensed instructor.

## Grading for the Esthetics Instructor-in-Training Program

Avalon School of Cosmetology requires a grade average of 75% or higher in theory and practical work. Students work will be graded based upon the following criteria and grading scale:

### Classes/Lab/Theory

- Tests
- Assignments
- Participation
- Attendance

Percentage	Grade
90-100%	A
80-89%	B
75-79%	C
0-74%	F

## Graduation Requirements

- The student must complete 300 hours of training
- Achieve a passing score of at least 75% on all written and practical exams
- Achieve an overall Grade Point Average (theory and practical) of at least 75%
- The student must satisfy all financial obligations owed to the School, unless other arrangements have been made

A student completing all of the requirements listed above will receive their Avalon School of Cosmetology Diploma for the Esthetics Instructor-in-Training Program. The School will provide materials and literature to prepare the student for the State Board Examination, however the School does not guarantee passing of the examination. All graduates must pass a State Board examination to receive a license. Costs related to taking the State Board Examination and for State Licensure are the responsibility of the student.

## State Requirements for Licensure as an Esthetics Instructor

- Graduate from a school of esthetics with at least 300 hours
- Complete application and pay fee
- Pass a written exam administered by the State of Utah
- Pass a practical exam administered by the State of Utah
- Meet the Good Moral Character requirement of Utah Administrative Code R156-11a-302

## General Facility Description and Operations

The school is equipped with state of the art tools in an atmosphere designed to train in a setting like modern salons. The central student salon floor is large, well lit and arranged for the high traffic and variety that students experience as they train and work with real clients. The reception area is that of a professional salon where students are trained to interact with clients in the manner that will be expected in their new career.

The school strongly encourages students to participate as fully as possible during training. In addition to hands on, intensive training, the school provides opportunities for advancing students to compete with each other, different schools and at nationally recognized competitions. All of this is designed to expose students to the types of events they can expect in the exciting world of Cosmetology.

Our product dispensary is equipped with a wide variety of current chemicals and tools used in today's cosmetology industry. Students become familiar with the types of products and the

differences associated with the chemicals of their new trade. Student lounge areas include refrigerator, microwave and vending machines.

Administrative offices including Financial Aid, Admissions and Instructor facilities are located on site.

Avalon School of Cosmetology conducts both class and clinic practice year round. The following are the current hours of, class, clinic and administrative operations for the facility.

## **School Hours:**

Daytime Hours: 8:30am - 4:00pm Tuesday - Saturday  
Evening Hours: 5:30pm - 10:00pm Monday - Friday

## **Administrative Hours:**

8:30 am to 4:30 pm Monday – Friday  
*Other administrative appointments can be scheduled.*

## **Payment Methods**

Avalon School of Cosmetology requires its students to pay for their education within 12 months from the date of enrollment, completion of the program or exiting the program, whichever is shorter. The payment period is interest free. Although financial aid may be available the student is responsible for all balances due the school.

## **Student Financial Assistance**

Avalon School of Cosmetology is an eligible institution approved by the Department of Education for participation in the following State and Federal funding programs. These funding sources are generally referred to as "Title IV" Funding. Upon the determination of eligibility the School will assist any applicant to apply for the Title IV educational funding. Qualifications are based on individual needs and criteria determined by the federal government and or respective funding organization. The School does not determine funding acceptance. Financial assistance availability to any student does not in any way imply guarantee of admission to Avalon School of Cosmetology, quality of instruction or employment placement.

We will be happy to assist you with the application process at either facility or, if you prefer, you may begin by contacting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application will request a school code. Our code is **010858**.

Once established for eligibility for any or all financial assistance programs, students are required to maintain the minimum 75% satisfactory academic and attendance requirements in order to receive financial assistance payments.

Financial assistance payments are disbursed according to the Department of Education guidelines. Payments toward tuition, tools, other school debts and or supplies may be either direct payment or signed authorization as credit to account for tuition, books, and supplies.

- **PELL GRANT:** A Federal Pell Grant, unlike a loan does not have to be repaid. Pell grants are generally only available for undergraduates. Students must attend at least half time to qualify (minimum 12 clock hours per week). The courses at Avalon qualify for Pell Grant funding. Eligibility is determined by a standard formula. Amounts awarded may vary depending on specific student circumstances. Pell grants are usually the foundation of funding to which other types of funding may be added. For more detailed information, please go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov).
- **WILLIAM D. FORD DIRECT LOAN PROGRAM:** Students must have determined their eligibility for Pell grant funding and attend at least half time to qualify for the Direct Loan Program. Students may receive both a Subsidized and an Unsubsidized loan for the same training period. Subsidized loans are awarded based on financial need. Subsidized Direct Loans interest does not begin to accrue until the last day of attendance. Unsubsidized Direct Loans begin accruing interest once the loan funds are disbursed. Payments for both Subsidized and Unsubsidized loans will begin six (6) months after the last date of attendance.
- **PLUS LOANS:** These loans are available to the parents of dependent students to assist in paying for their children's education. For information regarding available loan amounts, eligibility requirements and applications on any of these funding options go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## Standards of Conduct - Requirements

Students are expected to follow and adhere to the rules and regulations of Avalon School of Cosmetology in order to successfully advance with their training. Students, who violate these rules, interfere with the training of others, are boisterous, obscene or otherwise disrupt school operations are subject to termination of training. This includes the use of alcohol and/or any other behavior modifying drugs, illegal or legal.

The purpose of these rules and regulations is to have a coordinated establishment such that students have the very best atmosphere in which to study and practice their craft. During its many years of operation, the school has developed specific rules and regulations to successfully meet your individual training needs. The School reserves the right to change these rules at any time. Proposals, additions, deletions, or changes will be posted.

## General School Rules:

- **PROFESSIONALISM:** Students are expected to be courteous and respectful to all clients, fellow students and instructors at all times. This includes respectful and professional conduct, language and manner at all times. Profane, rude, disrespectful behavior and gossip will not be tolerated.
- **DRESS CODE:** Cosmetology / Barbering and Esthetician students are provided with the appropriate uniform (i.e., Cosmetologist: black smock and apron; Esthetician: white scrubs) and name tag upon beginning training. Cosmetology / Barbering students' clothing must be solid black in color and not contain slogans or other writing. Shoes must be predominantly black. Esthetics students' clothing must be solid white in color and not contain slogans or other writing. Shoes must be predominantly white. All students' dress attire must be professional and an excess display of skin (i.e., low cut shirts, visible underarms, midriff, very short skirts, etc.) will not be tolerated. Hats are not permitted; however, headbands not exceeding 2 inches in width are permissible. No sweat pants,

pajamas, flip flops, sandals, or slippers are allowed. Students are expected to arrive at class in the appropriate attire with their time card displayed and hair and makeup done.

- **PERSONAL HYGIENE:** Students are expected to maintain high standards of personal hygiene (i.e., daily showers and shaves, teeth brushed, hair clean and groomed upon arrival at school, and fingernails clean).
- **CLOCK IN/OUT REQUIREMENTS:** The school tracks student hours using an electronic time clock. Students **MUST** clock in upon entering the school and clock out when leaving the school each day in order to receive credit for hours accumulated. Full-time Daytime students are provided with a 30-minute lunch period each day and must clock out for their lunch break each day. Breaks taken at the school are 10 minutes, unless otherwise specified by a faculty or staff member. When leaving the facility for a break, students **MUST** inform the front desk, as well as an instructor, and clock out. Students are not permitted to clock in if they are more than 30 minutes late for their scheduled start times.
- **TIME CARD:** Students are responsible for their own time cards and for personally clocking in and out. Under **NO** circumstances will a student be permitted to “clock” or “swipe” another student’s time card. Students violating this rule shall be suspended. Students are required to have their time card on at all times while in school. If a student loses their time card, or leaves it at home, the student will have the option of buying a replacement for \$5.00 from the front desk. A temporary card will be issued until the replacement arrives. If the student cannot purchase a replacement they will be sent home.
- **ATTENDANCE:** Permission to leave the school during school hours must be obtained from the student’s instructor or staff member. In the event that a student will be tardy or absent, the student **MUST** contact the school **PRIOR** to the beginning of class. Failure to contact the school is considered a No Call No Show (NCNS). Such violation will result in either a verbal or written warning or possible temporary suspension of training. Any absence from school, including prearranged and excused absences, will affect your attendance percentage. All students are required to make up missed assignments on their own time.
- **MANDATORY TRAINING:** Daytime students are **REQUIRED** to attend training on **SATURDAYS**. Evening students are **REQUIRED** to attend training on **FRIDAY** and **MONDAY NIGHT**. Absences will only be excused with a physician’s **WRITTEN** permission granted by school staff. If a student calls out on a Monday or Saturday they will receive 1 day of In School Suspension (ISS). If a student NCNS’s on a Monday Night, Friday Night, or Saturday they will receive 2 days of ISS. Students are also required to attend school on the day before and after a holiday. Students may prearrange to be absent for any holiday at least 24 hours in advance. Students who call out on the day before or after a holiday will receive 2 days ISS. Students who NCNS on the day before or after a holiday will receive 3 days ISS. All students are required to make up missed assignments on their own time.
- **PREARRANGE IN:** Students are permitted to arrange to attend additional hours outside their regularly scheduled hours. Student must sign-up to Prearrange In through the Front Desk no later than Saturday the week prior. Students will be notified on Monday if they qualify for the dates they selected, based on their prior week’s attendance (i.e., student cannot have missed more than 2.5 of their scheduled hours the week prior). Stage or Phase 1 students must meet with their instructor and/or Education Director in order to Prearrange In, and will only be approved on a case-by-case basis due to instructor availability. Stage 2 Cosmetology/Barbering students under 1,000 hours or Phase 2 Esthetician students under 375 hours may Prearrange In up to 2 days per week. Cosmetology/Barbering Students over 1,000 hours or Esthetician Students over 375 hours may Prearrange In up to 3 days per week. Any student that NCNS or leaves early

on a mandatory day will be ineligible to Prearrange In for one week; as will any student with an approved prearranged day that fails to attend and does not cancel within 24 hours.

- **PREARRANGE OUT:** Students are permitted to Prearrange Out when they know they will be absent on a day in the future. Any absence will count towards the student's attendance percentage regardless of the reason, but by prearranging the absence it allows for smooth client scheduling. Any student on Institutional Attendance Warning will be required to meet with the Education Director in order to be approved to Prearrange Out.
- **CLASS PARTICIPATION:** Students must be occupied during entire school hours, in either practice or study of theory, as per curriculum.
- **ASSIGNMENTS:** Students are required to accept all assignments given to them. Refusal to accept an assignment may result in being sent home for the day.
- **PRACTICAL EXAMINATION AND FINAL EXAMINATIONS:** Students are required to complete all assignments both written and practical prior to being permitted to take their Final Examination. Practical testing, 900 and 1400 hour, is always scheduled on Mondays between the hours of 9:00am and 4:00pm. In the event that a student fails any portion of their practical test, they will be required to retake it until a passing grade is obtained. If a student fails to attend their scheduled test they will lose 10% of their grade and be suspended in school (ISS) for 4 days in which they will focus on State Board Procedures. Students are required to complete all assignments both written and practical prior to being permitted to take their Final Examination.
- **SANITATION MAINTENANCE:** Students are expected to maintain a clean and neat styling station and work area at all times. Work areas are subject to random inspection. Each student is fully responsible for the cleanliness of their own styling station and work area. Students found with deficient equipment or unsanitary conditions are subject to dismissal from school.
- **EQUIPMENT RESPONSIBILITY:** Upon beginning training, students are provided with all approved equipment and textbooks for their specific training course. Students are expected to arrive at each and every class prepared to study with the appropriate equipment. Borrowing equipment from other students is not recommended. The school is not responsible for property belonging to students. The school highly recommends permanent identification of all equipment.
- **STUDENT BREAK ROOM:** Students are provided with a student break area as well as sufficient lunch and periodic breaks. Eating, drinking, smoking, or any other physical distractions are NOT permitted in class, on the student salon floor, within any styling stations or work areas. Smoking is NEVER permitted in the building or out front.
- **PARKING:** Students are NOT allowed to park against the building or in the parking spaces nearest the building. Use parking further from the building to accommodate student salon clients. If available, student may also park in the back of the building and use the rear entrance.
- **STUDENT PERSONAL SERVICES:** Students may receive personal services on the clinic floor with the permission of an instructor and the front desk must issue a ticket, as per normal client procedures. Public clients will always be given first priority for service operations. Personal services for students will not be allowed to interfere with class schedules, required assignments, or assigned public client services. Personal services are intended to increase knowledge of the services from the client's point of view; therefore, personal services are only to be administered during the student's regularly scheduled school hours and for services directly related to their program of study.

Personal services include polishing your own nails or styling your own hair. In order to be eligible for free personal services a student must have a minimum of 85% Cumulative Grade Point Average (CGPA), 85% prior month attendance percentage, and instructor approval. Students that do not meet the requirements for free personal services are still eligible to receive personal services, but they must pay the Student Pricing. A Student Price List of available personal services to the students is available for review at the Front Desk. A student that wishes to come in for service outside of their regularly scheduled hours, or receive services not listed on the Student Price List, will receive a 50% discount off regular salon prices.

### **Client Relations, Rules and Regulations:**

- Students are required to thoroughly cleanse hands prior to serving each and every client. All students are expected to maintain a neat and clean presentation of themselves and their work area.
- Students are expected to protect their clients, personal possessions and clothing at all times. Students are required to use clean tools and materials for any procedure for each and every client.
- Students are required to accept any client. Exceptions will only be permitted by an instructor or Education Director due to contraindications discovered during consultation. In the event that a student violates this requirement without permission or creates a negative scene on the student salon floor, the student will immediately be dismissed for the day. Repeat infractions may result in temporary or permanent suspension of training.
- Each and every service performed by a student **MUST** have a ticket issued by the front desk and be inspected and cleared by an instructor.
- Unless receiving services, personal visitors are not allowed. This includes spouses, boyfriends, girlfriends and other relatives.
- Instructors will only perform services for students if they are demonstrating methods or techniques or preparing for a modeling session.
- Students may perform services for friends or family, provided that they pay the regular student salon rates. Immediate family members (spouse, parents, children and siblings) are entitled to a 40% discount from the regular student salon rates.
- Personal and/or business phone calls, either incoming or outgoing, are not allowed at the reception desk. Unless an emergency occurs, students will not be permitted to leave class or interrupt the service of a client to take a phone call. Cellular phones, pagers and personal devices must be turned off or silenced at the time that a student clocks in for training.
- Students are required to perform monitor duties when assigned. Upon completion, the task will be inspected by an instructor prior to the student leaving at the end of the day.

### **Other School Policies**

#### **Course Length**

Each class that begins will have a **projected** graduation date. Because your training consists of applying your craft while accumulating your hours, the actual graduation date will vary student to student depending on attendance determined by actual hours earned. Students who have

transferred from another school, and whose hours have been accepted by the School, will have a projected graduation date based upon the remaining hours needed.

Students not completing their program by the end of their contract term will pay over-contract charges based upon their Enrollment Agreement.

## **Institutional Attendance and Academic Policy**

To remain enrolled at Avalon students are required to remain in good standing for both Academics and Attendance. The minimum requirements are:

**Academics:** Students must achieve a minimum Total Cumulative Grade Point Average (CGPA) of 75% at the end of each month to remain in good standing. The Total CGPA includes Theory (written exams) and Practical (hands on) skills.

**Attendance:** Students must achieve a minimum cumulative attendance average of 75% at the end of each month. Attendance is calculated as Completed Hours divided by Scheduled Hours. Excused absences (doctor visits, prearranged absences, etc.) are still missed hours for the purpose of calculating Attendance.

If a student does not make 75% cumulative in either school Attendance or Academics in any given month, they will be placed on 1st Warning for the next month. If the student fails to return to 75% cumulative by the end of their 1st Warning, they are placed on 2nd Warning. Only two consecutive warning periods are allowed.

The student must achieve a minimum 75% for both attendance and academically to return to good standing. If in the 2nd warning month they do not return to good standing by raising their cumulative to 75% or higher the student will be terminated.

**Appeals:** Students who wish to Appeal the determination that they have not maintained the minimum Academic and Attendance requirements by the end of their warning periods and are scheduled to be terminated, must submit a written appeal to the School Director. The student must include in the appeal why the student failed to maintain good standing and what has changed in the student's situation that will allow the student to reach the minimum academic and attendance requirements. Special consideration may be given for mitigating circumstances (illness, death in the family, etc.). The School Director will notify the student of the appeal decision in writing and a copy will be maintained in the student file. The decision of the School Director is final.

If the appeal is successful the student will be placed on Institutional Probation. A written plan will be developed with the student that will outline the conditions for the appeal and the minimum periodic goals which must be met for a student to return to good standing. Failure to meet the conditions of the appeal will result in termination without the opportunity to appeal.

## **Satisfactory Academic Progress**

All students enrolled at Avalon are evaluated for Satisfactory Academic Progress at the end of each Payment Period. In order to maintain eligibility for federal financial aid students must meet minimum Satisfactory Academic Progress (SAP) requirements. The following tables list the evaluation points for each program.

Cosmetology / Barbering Program				
Evaluation Point (Hours Completed)	Day Session		Evening Session	
	Normal Time To Complete	Maximum Timeframe	Normal Time To Complete	Maximum Timeframe
450	13 Weeks	19.5 Weeks	20 Weeks	30 Weeks
900	13 Weeks	19.5 Weeks	20 Weeks	30 Weeks
1250	10 Weeks	15 Weeks	16 Weeks	24 Weeks

Master Esthetics Program				
Evaluation Point (Hours Attended)	Day Session		Evening Session	
	Normal Time To Complete	150% Time To Complete	Normal Time To Complete	150% Time To Complete
450	13 Weeks	19.5 Weeks	20 Weeks	30 Weeks
900	13 Weeks	19.5 Weeks	20 Weeks	30 Weeks

Cosmetology / Barbering Instructor-in-Training Program				
Evaluation Point (Hours Attended)	Day Session		Evening Session	
	Normal Time To Complete	150% Time To Complete	Normal Time To Complete	150% Time To Complete
450	13 Weeks	19.5 Weeks	20 Weeks	30 Weeks
900	13 Weeks	19.5 Weeks	20 Weeks	30 Weeks

Esthetics Instructor-in-Training Program				
Evaluation Point (Hours Attended)	Day Session		Evening Session	
	Normal Time To Complete	Maximum Timeframe	Normal Time To Complete	Maximum Timeframe
150	5 Weeks	7.5 Weeks	7 Weeks	10.5 Weeks

Students are considered as having Satisfactory Academic Progress if, at the evaluation point, they have met all of the following criteria:

- **Attendance:** Students must achieve a minimum cumulative attendance average of 67% at the evaluation point. Attendance is calculated as Completed Hours divided by Scheduled Hours. Excused absences (doctor visits, prearranged absences, etc.) are still missed hours for the purpose of calculating Attendance.
- **Academics:** Students must achieve a minimum Total Cumulative Grade Point Average (CGPA) of 75% at the evaluation point. The Total CGPA includes Theory (written exams) and Practical (hands on) skills.
- **Maximum Timeframe:** Students are required to complete the program within the Maximum Timeframe which is 150% of the normal timeframe. In order to be considered progressing satisfactorily students must complete the hours for the specified Evaluation Point in less than the Maximum Timeframe listed above.

Only students who maintain Satisfactory Progress are eligible to receive Title IV Student Financial Aid (Pell Grants, Stafford Loans, PLUS Loans, etc.). Students who meet the minimum requirements for academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation. The results of the Satisfactory Academic Progress evaluation are maintained in the student's financial aid file and are available for review upon request.

If a student does not meet the minimum requirements they will be placed on Satisfactory Academic Progress Warning until the next Evaluation Point. Students will receive a written notification of their Financial Aid Warning and a copy will be kept in the student's Financial Aid file. Students on Financial Aid Warning are considered making satisfactory progress. If the student fails to meet the minimum requirements at the next evaluation point all financial aid will be terminated.

**Appeals:** Students may appeal if there are mitigating circumstances such as a death in the family, serious injury or illness, or other mitigating circumstances. Students who wish to Appeal the determination that they have not maintained Satisfactory Progress must submit a written appeal to the School Director. The student must include in the appeal why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory progress at the end of the next evaluation point. The School Director will notify the student of their appeal in writing and a copy will be maintained in the student file. The decision of the School Director is final.

If the appeal is successful the student will be placed on Satisfactory Academic Progress Probation for the following payment period. A written plan will be developed with the student that will outline periodic goals to outline how the student will be able to achieve SAP by the next Evaluation Point. Students on Satisfactory Academic Progress Probation are still eligible to receive financial aid. However, the student must be making satisfactory academic progress at the next Evaluation Point or all financial aid will be terminated.

**Re-Establishing Eligibility:** The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until they have completed the hours previously paid for with a 75% cumulative GPA and will be able to complete the program within the maximum timeframe.

**Leave of Absences:** A student who takes a leave of absence shall return with the same satisfactory progress status as prior to the leave. An approved Leave of Absence will extend the student's contract period and maximum timeframe by the same number of days in the leave of absence.

**Re-Entry Students:** Students permitted to re-enter school return in the same progress status as when they left.

**Transfer Students:** Transfer hours from another institution which are accepted toward the student's program completion are counted as both hours attempted and completed. Evaluation Points will be calculated based upon the number of hours remaining with the first evaluation occurring no later than the mid-point of the academic year or the total program, whichever occurs first.

**Official Interruptions, Course Incompletes, and Repetitions:** Official interruptions, course incompletes and repetitions have no effect upon satisfactory standards.

## Academic Grade Average

Grades are determined according to the student's ability to satisfactorily demonstrate that the objectives of the class at hand have been accomplished. Examinations of student progress are performed at regular intervals and at specific levels of achievement. Instructors shall have final say regarding the grade applied.

## Student Advisory Assistance

Instructors conduct advisory sessions with students each month and on an as needed basis to review academic and attendance progress. This is done either verbally or in written form. Students are provided a copy of their monthly progress report at the end of each month. School staff will also make themselves available upon request for other reasons. In the event that issues arise outside of the expertise or capability of the School, every effort will be made to guide and/or refer students to appropriate resources.

## Leave of Absence

Avalon recognizes that some students may have a compelling reason they are unable to attend school and are entitled to take a Leave of Absence (LOA). A Leave of Absence may not exceed a cumulative total of 180 days within any twelve-month period. The time period for a LOA may be divided into no more than three (3) segments not to exceed more than two (2) months per segment. The LOA segments may be used consecutively or separately depending on the individual circumstances and reason for the LOA.

All Leave of Absent requests must be made in writing and are subject to school approval. Some legitimate reasons for an LOA are medical (self or immediate family), military duty, and the death of an immediate family member. Requests forms are available at the school. All requests should have adequate documentation, such as a doctor's note, attached to the request.

Although there may be some scheduling issues upon a student's return from an LOA; the Leave of Absence shall not have a negative impact on the training or satisfactory academic progress for the student. Returning students will return with the same status as when they left and are expected to maintain satisfactory academic progress.

A Leave of Absence may affect financial assistance eligibility (if applicable), graduation dates, and the student's class schedule.

The Student will need to meet with a financial aid specialist prior to going on an LOA to discuss the financial consequences of not returning to school from the Leave of Absence.

## Cancellation Policy

If Buyer is rejected for training by the Seller, Buyer will receive 100% refund on all monies paid. If the Buyer, or Guarantor if buyer is minor, cancels this agreement and requests a refund in writing within five (5) days of executing the enrollment agreement, the Buyer will be entitled to a 100% refund on all monies paid. If the Buyer, or Guarantor if buyer is a minor, cancels this agreement after five (5) days of executing this agreement but prior to beginning training the Buyer will be entitled to a 100% refund on all monies paid except for the application fee.

## Refund Policy

Any sums paid to Avalon shall be subject to the following refund policy:

Percentage of Actual Hours Completed to Total Hours of Program	Percent of Total Tuition Owed to the School
0.00%	0%
0.01% to 4.9%	20%

5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Greater	100%

Refunds will be made within 45 days after the school has determined that the student has withdrawn from class. Enrollment time is defined as the time elapsed between the actual starting date and the buyer's last day of physical attendance in the school. Cancellation or termination date is determined by the postmark on written notification or the date notice of cancellation is delivered to the school administration in person. Charges for Books, Tools, and Supplies are non-refundable after being issued to a student. The school will assess a termination fee of \$100.00.

If a school is permanently closed and no longer offers instruction after the buyer has enrolled the buyer is entitled to a refund on a pro-rata basis. If a course is cancelled subsequent to a buyer's enrollment, and before instruction in the program or course has begun, the school shall at its option provide completion of the course or provide a full refund of all monies paid.

The School may charge a reasonable fee when requested to provide official transcripts.

### **Termination of Enrollment**

The School may terminate the student's enrollment when:

- The student notifies the school of their withdrawal from school. If Student is of minor age notice of termination must be made by Guarantor
- If the buyer fails to notify the school of withdrawal, the school may terminate after 14 calendar days of non-attendance
- The student fails to return from a Leave of Absence (LOA) on the scheduled date of return. The date of withdrawal shall be the earlier of the scheduled date of return or the date the student notifies the school that they will not be returning from the LOA
- The student fails an academic or attendance probation
- The student violates the school rules and regulations

### **Return of Title IV Funds Policy**

The law specifies that a school must determine the amount of SFA program assistance available to you in the event that you withdraw. As of October 7, 2000, the law requires that when you withdraw during a payment period or period of enrollment, the amount of SFA program assistance that you have earned up to that point is determined by a specific formula set forth by the Department of Education.

The School defines a Payment Period as the period of time attended. If the school received funding on your behalf less assistance than the amount that you have earned, the school will be entitled to receive on your behalf further assistance in the amount you have earned. If the school has received more assistance than you have earned, the excess funds must be returned. This process must be completed within 45 days of determining your last date of attendance and refunds will be made according to Federal Guidelines.

The amount of assistance that you have earned is determined on a pro-rata basis of scheduled hours. That is, if you were scheduled to complete 30% of the payment period, you have earned 30% of the assistance you were originally scheduled to receive. Once you have been scheduled

to complete more than 60% of the payment period, you are entitled to all of your assistance. In the event that the school has received excess funds on your behalf, those funds are required to be returned to the Department of Education.

If a student receives an overpayment of a student loan, that overpayment must be returned. Any loan funds that you must return are added to your master promissory note and are repaid in accordance with the terms of that promissory note. That is, you make scheduled payments to the Department of Education over a period of time.

In the event that a student receives an over-award of a Pell Grant, federal law provides that you may keep 50% of the over-award received. The student bears all responsibility to return funds in excess of the 50% over-award. Instructions and assistance in returning the over-awarded funds are available from School administration. All over-awards are reported by the school to the Department of Education. ***Failure to return any funds due will result in your losing eligibility for any future Title IV Student Financial Aid.***

### **Student Grievance Policy**

If a student has a complaint or problem while they are at Avalon School of Cosmetology, it is our sincere desire to help clear up the problem so that the educational process may continue to take place. If a student has a complaint with another student or even a staff member, it is first recommended that they try to talk with that person and constructively work out the complaint. After this, if a student is not satisfied, then it is recommended that they go to their instructor to have the instructor help work out the problem. Then, if the instructor is unable to help resolve the problem, the student is referred to the supervisor. The supervisor will then try to help resolve the problem. If none of the student's efforts are successful, they are then referred to the School Director.

### **Observation of Holidays**

The School observes several holidays as well as respecting other reasonable religious holy days provided they do not negatively affect the training of a student or other classmates. The School will generally be closed for both classes and clinic services on the following days:

January	New Year's Day
January	Martin Luther King Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Thanksgiving Day
November	Day after Thanksgiving
December	24th
December	25th
December	31st

In addition to the above days the School may be closed for additional Holidays, In-Service Days, or other days as determined by the School. In such cases such closures will be announced in advance.

## **Employment Assistance**

Avalon School of Cosmetology takes great pride in the skills and qualifications that committed students obtain from our professional training. For more than 40 years, graduates from Avalon School of Cosmetology have been sought and employed throughout the beauty industry. Avalon's efforts to assist graduates in securing employment includes, but is not limited to, job referrals, assistance with developing resumes, maintaining resumes for recent graduates, interview preparation, professional appearance guidelines, and follow up.

The School continually develops relationships with salons and other cosmetology/esthetics related businesses in order to assist graduates to obtain employment. We continually track available employment opportunities and maintain graduate placement files. Obviously, success is up to you! ***The School does not guarantee Job Placement.***

## **Housing**

Avalon School of Cosmetology does not provide, subsidize or recommend housing.

## **Safety Requirements for Profession**

By following safety precautions you contribute to the health, welfare and state of the community. The following precautions should always be taken with each client:

- Read and follow all manufacturer safety recommendations.
- Protect the clients clothing by appropriately draping them.
- Ask the client to remove any jewelry, hair accessory, glasses etc.
- Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water and/ or eye wash.
- Wear gloves when dealing with chemicals.
- Remember anything containing chemically active ingredients must be used carefully to avoid injury
- **If you are ever in doubt check with an instructor.**

## **Physical Demands of the Professions**

Be aware that the work can be arduous and physically demanding. A beauty professional will need to be able to tolerate long hours, long intervals of standing, bending, and holding and using your hands at shoulder level for long periods.

## **Industry Information and Outlook**

**Students interested in a career in Cosmetology / Barbering, Esthetics, or Instructing should:**

1. Develop finger dexterity and a sense of form and artistry
2. Enjoy dealing with the public

3. Keep abreast of the latest fashion trends and beauty techniques
4. Make a strong commitment to your education
5. Be aware that the licensing requirements in Utah include two parts: a practical and written exam administered by a State testing facility.

**Students graduating with a Diploma from Avalon can expect to be eligible for employment in the following careers:**

**Cosmetology/Barbering – Standard Occupational Classification 39-5012.00**

Barber, Hairstylist, Makeup Artist, Manicurist, Color Specialist, Haircutting Specialist, Sales Representative, Salon Manager, Salon Owner, Educator, or Consultant.

**Master Esthetician – Standard Occupational Classification 39-5094.00**

Esthetician in a Spa or Medical Office, Spa Manager, Spa Owner, Education Consultant.

**Instructor-in-Training – Standard Occupational Classification 25-1194.00**

Educator in a licensed school of cosmetology/barbering or esthetics, Education Consultant, School Director, or School Owner.

## Job Demand

Since 1990, The National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) has commissioned several Job Demand Surveys to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The following are some of the key findings from that survey.

The 2007 Job Demand Survey results indicate that salons in Utah plan to hire 2,339 new employees in the next twelve months. Most importantly, 66 percent of Utah salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2007, there were 12,820 professionals employed at Utah's 2,005 salons. 52 percent of salons in the state are employer-owned, and 23 percent are booth-rental salons. The other 25 percent are a combination of the two.

The average salary range in the United States is between \$30,000 and \$48,000 with the average salon professional earning \$35,973. In Utah the average salary for a salon professional is \$32,160. This is an average for all salon professionals.

Below are the national average salaries for specialized beauty professionals.

Cosmetologist	\$38,843
Braider	33,502
Hair Colorist	46,402
Nail Technician	33,148
Esthetician	40,126

**(Note: None of the salaries described here include tips and gratuities. Entry-level salaries may be significantly lower as it takes time to build a clientele.)**

## Consumer Disclosures

In addition to the School Catalog, the following is a list of information that is available on our institutional website to employees, students, prospective students, and the public at the following

URL: <http://avalon.edu/about/consumer-disclosure/>. For more information, or a hardcopy version of any of these disclosures, please visit your school's Administrative Offices.

## **Institutional Outcomes**

To enable you to make a good decision about whether to enroll in one of our beauty programs, Avalon School of Cosmetology wants you to be aware of the information that has been submitted to the National Accrediting Commission of Career Arts and Sciences (NACCAS) with regards to Institutional Outcomes, such as Completion, Licensure, and Placement; our most recently reported Institutional Outcomes are available for review.

## **GE Program Disclosures**

Pursuant to federal regulation 34 CFR § 668.6(b), Avalon has provided the following Program Information: SOC Codes, Employment Opportunities, On-Time Completion, Tuition and Fees, Books and Supplies, Placement Rates, and Median Loan Debt, for each program offered by our schools.

## **Annual Security Report and Campus Crime Statistics**

Avalon School of Cosmetology publishes an Annual Security Report annually to properly inform the campus community of the school's Security Policies and Procedures; which includes information regarding Campus Security Authorities, Emergency and Timely Warning Procedures, Emergency Response and Evacuation Procedures, and Campus Safety. This report also provides the Campus Crime Statistics for the previous three years.

## **Drug & Alcohol Abuse Policy & Prevention Program**

In accordance with the Drug-Free Schools and Communities Act, Avalon School of Cosmetology has implemented a comprehensive Drug & Alcohol Abuse Policy and a Prevention Program aimed at ensuring our campus community is drug- and alcohol-free.

Avalon School of Cosmetology operates within a "ZERO TOLERANCE" policy regarding ANY participation in unlawful manufacture, distribution, dispensation, possession or use of any controlled substance, legal or illegal, during the ENTIRE period of training. Students are not to consume or be under the influence of alcohol or drugs while on campus. Random drug and alcohol testing is practiced by the school. Violation of this policy WILL result in immediate termination of the student's training.

In addition, a student's eligibility to receive Federal Title IV funds are subject to adherence to the above stated Anti-Drug and Alcohol Policy. In the event that a student violates this policy any Federal funding that they may be eligible for may be halted and they may be required to return a portion of received funds. Students must notify the school's Financial Aid Department if their eligibility for educational Title IV funding has been suspended or terminated under Section 5301 or PL 100-690 for conviction of the manufacture, distribution or possession of illegal drugs.

## **Family Educational Rights and Privacy Act (FERPA) Policy**

To protect the privacy of students and families, federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the FSA programs. The relevant law is the Family Educational Rights and Privacy Act of 1974 (FERPA). For a hard copy of Avalon School of Cosmetology's FERPA policies, please visit the

administrative offices, review the School Catalog, or go to the school's website at: <http://avalon.edu/about/consumer-disclosure/>.

Avalon School of Cosmetology's FERPA Policy covers important information with regards to the rights provided to student's records. This policy covers important information, including, but not limited to, the following:

- 1) The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access, and records that are exempt and not included as the student's record;
- 2) The right to request an amendment of the student's educational records that the student believes are inaccurate, misleading, or in violation of the student's privacy;
- 3) The right to deny consent to disclosures of personally identifiable and directory information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent;
- 4) The definition of what Avalon School of Cosmetology has designated as "Directory Information" that may be released without consent to any inquirer;
- 5) Information regarding how students may request additional Personally Identifiable Information be disclosed to a specific individual (in writing);
- 6) Prevention of disclosure of directory information;
- 7) Access without consent; and
- 8) The right to file a complaint about alleged non-compliance with FERPA.

The policy is designed to ensure students' rights by safeguarding our academic and financial records and ensuring only authorized persons access them.

### **Institutional Outcomes**

To enable you to make a good decision about whether to enroll in one of our beauty programs, Avalon has provided information that was submitted on our last Annual Report submitted to the National Accrediting Commission of Career Arts and Sciences (NACCAS).

### **Student Right-to-Know**

Avalon has provided what is commonly known as the "Student Right-to-Know" for each school location; which is the Completion Rate of certificate- or degree-seeking, first-time, full-time, undergraduate students that were able to complete the program within 150% of the normal time to complete the program.

### **Textbook Information & References**

Avalon uses the Milady series of textbooks for their programs; a list of the required textbooks for each of our programs has also been provided. In addition, numerous business and technical books and videos are available in the student library. All books and videos must be checked out through the Education Director.

### **Consumer Information on College Navigator**

The National Center for Education Statistics has a website in which the public can view information that institutions have provided to the US Department of Education. The following links will take you directly to each of our schools' College Navigator pages:

- Layton: <http://nces.ed.gov/collegenavigator/?q=avalon+school&s=all&id=474924>

## **Copyright Infringement Policy**

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 their FAQ’s at: [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **Americans with Disabilities Act**

The School does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation or ethnic origin. If you would like to request academic adjustments or auxiliary aids, please contact the School Director. You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
2. The School Director will respond within two weeks of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the School Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

Scheduled Daytime Start	Daytime Graduation Dates			
	Cosmetology / Barbering	Master Esthetics	Instructor In Training Programs	
			Cosmetology / Barbering	Esthetics
10/1/2013	10/19/2014	12/25/2014	5/28/2014	1/21/2014
11/5/2013	11/23/2014	1/29/2015	7/2/2014	2/25/2014
12/10/2013	12/28/2014	3/5/2015	8/6/2014	4/1/2014
1/14/2014	2/1/2015	4/9/2015	9/10/2014	5/6/2014
2/18/2014	3/8/2015	5/14/2015	10/15/2014	6/10/2014
3/25/2014	4/12/2015	6/18/2015	11/19/2014	7/15/2014
4/29/2014	5/17/2015	7/23/2015	12/24/2014	8/19/2014
6/3/2014	6/21/2015	8/27/2015	1/28/2015	9/23/2014
7/8/2014	7/26/2015	10/1/2015	3/4/2015	10/28/2014
8/12/2014	8/30/2015	11/5/2015	4/8/2015	12/2/2014
9/16/2014	10/4/2015	12/10/2015	5/13/2015	1/6/2015
10/21/2014	11/8/2015	1/14/2016	6/17/2015	2/10/2015
11/25/2014	12/13/2015	2/18/2016	7/22/2015	3/17/2015
12/30/2014	1/17/2016	3/24/2016	8/26/2015	4/21/2015

Scheduled Evening Start	Evening Graduation Dates			
	Cosmetology / Barbering	Master Esthetics	Instructor-in-Training Programs	
			Cosmetology / Barbering	Esthetics
9/30/2013	5/24/2015	12/24/2014	10/11/2014	1/20/2014
11/4/2013	6/28/2015	1/28/2015	11/15/2014	2/24/2014
12/9/2013	8/2/2015	3/4/2015	12/20/2014	3/31/2014
1/13/2014	9/6/2015	4/8/2015	1/24/2015	5/5/2014
2/17/2014	10/11/2015	5/13/2015	2/28/2015	6/9/2014
3/24/2014	11/15/2015	6/17/2015	4/4/2015	7/14/2014
4/28/2014	12/20/2015	7/22/2015	5/9/2015	8/18/2014
6/2/2014	1/24/2016	8/26/2015	6/13/2015	9/22/2014
7/7/2014	2/28/2016	9/30/2015	7/18/2015	10/27/2014
8/11/2014	4/3/2016	11/4/2015	8/22/2015	12/1/2014
9/15/2014	5/8/2016	12/9/2015	9/26/2015	1/5/2015
10/20/2014	6/12/2016	1/13/2016	10/31/2015	2/9/2015
11/24/2014	7/17/2016	2/17/2016	12/5/2015	3/16/2015
12/29/2014	8/21/2016	3/23/2016	1/9/2016	4/20/2015

### **Cosmetology / Barbering**

Tuition (\$10.00/hour)	\$ 16,000.00
Books, Supplies and Student Kit	1,685.00
Registration Fee	50.00
<b>Total Cost</b>	<b>\$ 17,735.00</b>

### **Master Esthetics**

Tuition (\$11.50/hour)	\$ 13,800.00
Books, Supplies and Student Kit	1,550.00
Registration Fee	50.00
<b>Total Cost</b>	<b>\$ 15,400.00</b>

### **Instructor-in-Training: Cosmetology/Barbering**

Tuition (\$6.00/hour)	\$ 6,000.00
Books, Supplies and Student Kit	809.50
Registration Fee	50.00
<b>Total Cost</b>	<b>\$ 6,859.50</b>

### **Instructor-in-Training: Esthetics**

Tuition (\$6.00/hour)	\$ 1,800.00
Books, Supplies and Student Kit	1,020.00
Registration Fee	50.00
<b>Total Cost</b>	<b>\$ 2,870.00</b>

**Advanced Make Up Artistry** \$ 2,500.00

**Advanced Extension Kit** \$ 675.00

**Advanced Nail Kit** \$ 475.00

Note: The applicable sales tax will be added to the cost of your books, supplies and student kit

**Cosmetology Items Issued on Start Date:**

<b>Cost</b>	<b>Item Description</b>	<b>Cost</b>	<b>Item Description</b>
\$ 115.00	Professional Hair Cutting Shear Set	\$ 15.00	Haircutting Cape
25.00	Manikin Hair Cutting Shears	10.00	Shampoo Cape
25.00	Styling Razor	7.00	Picture Mirror
5.00	Blades for Razor (10 pack)	4.00	Coloring Bottle
99.00	Wahl All Star Clipper Combo Set	10.00	Timer Clock
45.00	Blow-dryer	5.00	Color Measuring Cup
44.00	3/4" Marcel Iron	10.00	Hair Coloring Kit
44.00	Ceramic Flat Iron	5.00	Deep Dish Tint Bowl
6.00	Paddle Brush	5.00	Stainless Wire Whisk
15.00	Ball Tipped Vent Brush	4.00	16 oz Clear Spray Bottle
5.00	Dye Brush	5.00	8.4 oz Aluminum Trigger Spray Bottle
5.00	Nylon Bristle Brush	5.00	Smooth Roller Pack
6.00	3" Round Brush	4.00	Duckbill Clips (dozen)
5.00	2.5" Round Brush	4.00	Butterfly Clips (dozen)
4.00	1.5" Round Brush	6.00	Dual Purpose Curl Clips
3.00	7.5" Classic Stylist Comb	135.00	Rollabout Case w/ Wheels
4.00	Comb with metal Pick	45.00	Female Manikin Head
9.00	Super Styler Comb	45.00	Male Manikin Head
5.00	Lift Pick	45.00	Curly Female Manikin Head
4.00	White Clipper Comb	8.00	Clamp Manikin Holder
4.00	Rattail Comb (dozen)	5.00	4" Manikin Clamp Extension
4.00	7" Styling Comb (dozen)	130.00	Milady Standard Cosmetology Textbook
7.00	6 pc Manicure and Pedicure Set	65.00	Milady Essential Companion Book
5.00	Sanitizable Foot File	55.00	Milady Haircutting Book
7.00	Manicure Brush	55.00	Milady Color and Texture Book
5.00	Manicure Bowl	60.00	Student Facial Kit
5.00	Drawstring Bag	25.00	Black Smock
6.00	Nylon Comb-out Cape	25.00	Black Apron
125.00	Tri-Pod Manikin Stand	20.00	Shaving Razor
<hr/>			
\$1,458.00	Total Cost of Items Issued on Start Date		

**Cosmetology Items Issued Later in Training:**

<b>Cost</b>	<b>Item Description</b>
\$ 35.00	Female Manikin Head (300 Hours)
35.00	Female Manikin Head (700 Hours)
35.00	Female Manikin Head (1000 Hours)
35.00	Female Manikin Head (1400 Hours)
42.00	Product Styling Kit (300 Hours)
45.00	Milady State Board Review Book (1400 Hours)
<hr/>	
\$ 227.00	Total Cost of Items Issued Later in Training
<hr/>	
<b>\$1,685.00</b>	<b>Total Cosmetology Student Kit Cost</b>



# Student Catalog

## Esthetics Student Kit

### Esthetics Items Issued on Start Date:

<b>Cost</b>	<b>Item Description</b>
\$ 5.00	10 Well Make-up Palette
20.00	4 pc Tweezer Kit
2.00	Cuticle Scissor
10.00	Stainless Skin Care Tool
18.00	Sterilizing Tray
2.00	Nail Brush Nylon Bristle
6.00	Nylon Comb Out Cape
3.00	White Terry Headband
14.00	White Terry Salon Wrap
7.00	Picture Mirror
2.00	Single Pencil Sharpener
40.00	12 pc Cosmetic Brush Set
14.00	7 pc Synthetic Body Brush Set
10.00	3 pc Mixing Bowl Set
16.00	Plastic Implement Storage Tote (2)
66.00	Soft Side Traveler Case
53.00	Esthetics Manikin Head & Shoulders
23.00	Eyebrow Practice Palette
12.00	Eye Practice Palette
12.00	Lip Practice Palette
185.00	Professional Makeup Kit
325.00	Esthetics Product Kit
14.00	6 pc Manicure and Pedicure Set
7.00	Sanitizable Foot File
7.00	Manicure Brush
7.00	Manicure Bowl
130.00	Milady Esthetics Fundamentals Textbook
50.00	Milady Esthetics Fundamentals Exam Review Book
80.00	Milady Esthetics Fundamentals Workbook
150.00	Student Uniforms (3)
<b>\$1,290.00</b>	<b>Total Esthetics Student Kit Cost</b>

### Advanced Esthetics Items Issued Later in Training:

<b>Cost</b>	<b>Item Description</b>
\$ 130.00	Milady Esthetics Advanced Textbook
50.00	Milady Esthetics Advanced Exam Review Book
80.00	Milady Esthetics Advanced Workbook
\$ 260.00	Total Cost of Items Issued Later in Training
<b>\$1,550.00</b>	<b>Total Esthetics Student Kit Cost</b>



# Student Catalog Instructor-in-Training Student Kit

## Instructor-in-Training: Cosmetology / Barbering

<b>Cost</b>	<b>Description</b>
\$ 45.00	Female Manikin
35.00	Duffle Bag
7.75	Clamp Manikin Holder
25.00	Smock
3.25	Flat-Top Rattail Comb (1 dozen)
3.25	Styling Comb (1 dozen)
14.50	Ball-Tipped Vent Brush
6.50	Black Shampoo Cape
14.00	Haircutting Cape
6.00	Nylon Comb-out Cape
3.75	Duck Bill Clips (1 dozen)
3.25	Butterfly clamps (1 dozen)
3.75	1 1/4" Round Brush
4.25	2 1/2" Round Brush
5.75	3 1/2" Round Brush
4.75	Aluminum Spray Bottle
3.75	Clear Spray Bottle
15.00	Clear Sheet Protectors 100 pack
20.00	3" Binder Note Book
215.00	Milady Business Fundamentals
115.00	Milady Cosmetology Textbook
55.00	Milady Essential Companion
40.00	Milady Color and texture Book
40.00	Milady Haircutting Book
120.00	Master Educator Student Course Book
<b>\$ 809.50</b>	<b>Grand Total</b>



# Student Catalog Instructor-in-Training Student Kit

## Instructor-in-Training: Esthetics

### Items Issued on Start Date:

<b>Cost</b>	<b>Description</b>
\$ 25.00	Duffle Bag
25.00	Smock
15.00	Clear Sheet Protectors 100 pack
20.00	3" Binder Note Books
325.00	Dermalogica - Product Kit
120.00	Master Educator Student Course Book
130.00	Esthetics Fundamentals Book
75.00	Esthetics Workbook
45.00	Esthetics Exam Review
120.00	Esthetics Advanced Book
75.00	Esthetics Advanced Workbook
45.00	Esthetics Advanced Exam Review
<b>\$ 1,020.00</b>	<b>Grand Total</b>



# Student Catalog Staff Listing

## **Staff Listing – Layton Campus**

### **Chief Operating Officer**

Don Pobiak

### **Interim School Director**

Adam Eastman

### **Office Manager**

Amanda Taylor

### **Financial Aid Director**

April Montes

### **Financial Aid Coordinator**

Amber Wardell

### **Education Director**

Natalie Olson

### **Evening Instructor in Charge**

TBD

### **Cosmetology / Barbering Instructors**

Kelcie Hall

Krista Larsen

Brittany Smith

Lisa West

Andrea Blonquist

Valene Naegle

Jaye Eimers (substitute)

Janeal Hiatt (substitute)

### **Master Esthetics Instructors**

Melanie Berger

Katrina Vialpando

Samantha Gwynn

Talisha Schumacher

Gayle Peterson (substitute)

### **Receptionists**

Jennifer Sosa

Anna Vega

Noelle Toone

### **Admissions Representatives**

Kelsey Skillman

TBD

TBD