



AVALON
SCHOOL OF COSMETOLOGY

Student Catalog

February 2020

- About Avalon School of Cosmetology.....1**
 - Ownership 1
 - Our Mission..... 1
 - Our Commitment..... 1
 - Your Mission 1
 - Licensing, Accreditation and Membership Associations..... 2
 - School Locations 2
- Admissions Policies3**
 - Admissions Requirements 3
 - Postponement of a Start Date 3
 - Student Orientation 4
 - Transfer Students..... 4
 - Re-Enrollment Policy..... 4
 - Americans with Disabilities Act (ADA) 5
 - Additional Admissions Information 5
- Program information & Course Outlines6**
 - General Information 6
 - Cosmetologist Program 7
 - Esthetician Program..... 9
 - Cosmetology Student Instructor Program 11
 - Esthetics Student Instructor Program..... 13
 - Massage Therapy Program 15
- General Facility Description and Operations22**
 - Administrative Hours 22
 - School Hours..... 22
- Student Financial Assistance23**
 - General Information 23
 - Student Financial Aid Programs..... 23
 - Payment Methods 24
 - Veteran’s Educational Benefits..... 24
- Standards of Conduct.....25**
 - General School Rules 25
 - Client Relations and Rules 28
- Attendance and Academic Policies.....29**
 - Grading 29

Leave of Absence 29

Student Advisory Assistance 29

Stage/Phase One Attendance Policy 30

Institutional Attendance and Academic Policy 31

Satisfactory Academic Progress Policy 32

Student Accounts and Financial Aid Policies 35

 Cancellation Policy 35

 Collections Policy 35

 Refund Policy 35

 Return of Title IV Funds Policy 36

 Termination of Enrollment 36

Other School Policies 37

 Course Length 37

 Copyright Infringement Policy 37

 Employment Assistance 37

 Family Educational Rights and Privacy Act (FERPA) Policy 37

 Housing 38

 Observation of Holidays 38

 Student Grievance Policy 39

 Binding Arbitration and Class Action Waiver Agreement 39

Career and Industry Information 41

 Career Opportunities 41

 Physical Demands of the Profession 42

 Safety Requirements for Profession 42

Consumer Disclosures 43

 Annual Security Report and Campus Crime Statistics 43

 Consumer Information on College Navigator 43

 Institutional Outcomes 43

 Student Right-to-Know 43

Catalog Addenda 45

 Start Dates I

 Tuition & Fees by Program II

 Cosmetologist Student Kit III

 Esthetician Student Kit IV

 Cosmetology Student Instructor Kit V

Esthetics Student Instructor Kit VI
Massage Therapy Student Kit VII
Staff Listing VIII

ABOUT AVALON SCHOOL OF COSMETOLOGY

Ownership

Avalon School of Cosmetology, hereinafter known as “Avalon”, is owned by EA Education, Inc., a wholly owned subsidiary of P-Squared, Inc. The officers of the school are Brandon Pobiak, President; Clint Tryon, Chief Financial Officer; and Donald Pobiak, Chief Operating Officer.

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 and Wellness Industry.

Our Commitment

To accomplish its mission Avalon School of Cosmetology is committed to providing an interactive, dynamic, and creative learning atmosphere for every student. In order to do so Avalon has established the following goals and objectives:

- To offer students educational programs designed by faculty and staff with regular input from potential employers, industry leaders, and outside educators.
- To utilize modern facilities, tools, chemicals, and methodologies in Cosmetology and Esthetics instruction.
- To maintain limited class sizes in order to provide focused training for all students.
- To provide students a learning environment focused on developing the knowledge and real-world skills necessary to become successful professionals.
- To provide closely supervised instruction by qualified instructors dedicated to their profession.
- To ensure that students are provided regular assessment and evaluation of student’s skills and knowledge to fully realize their potential.
- To utilize Instructors who maintain current knowledge and training in the Cosmetology and Esthetics fields, such that they can pass this knowledge to their students.
- To provide students with career development training and employment assistance to successfully transition from a Student to Industry Professional.

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.

Licensing, Accreditation and Membership Associations

Avalon School of Cosmetology is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and is approved and is licensed to operate by the Arizona State Board of Cosmetology.

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street, #1300
Alexandria, VA 22314
703-600-7600
www.naccas.org

Arizona State Board of Cosmetology

1740 W Adams, #4400
Phoenix, Arizona 85007
303-862-3001
www.azboc.gov

Arizona State Board of Massage Therapy

1740 W. Adams Street, #3008
Phoenix, AZ, 85007
602- 542-5709
www.azppse.edu

Approval for the school to offer veteran's educational benefits has been granted by the Arizona State Approving Agency.

School Locations

Avalon School of Cosmetology has five schools located in Arizona, Colorado, Nevada and Utah.

PHOENIX, AZ

410 East Bell Road
Suite G-100
Phoenix, AZ 85022
602-443-0076

Additional Classrooms

350 East Bell Road
Suite J-114
Phoenix, AZ 85022

LAS VEGAS, NV

2580 Decatur Blvd.
Las Vegas, NV 89102
Phone: TBD

AURORA, CO

2231 South Peoria Street
Aurora, CO 80014
303-752-1560

Additional Classrooms

2223 S Peoria St
Aurora, CO 80014
2241 S Peoria St
Suites 209, 210, 212
Aurora, CO 80014

MESA, AZ

2111 S. Alma School Rd.
Suite 21
Mesa, AZ
480-897-1688

LAYTON, UT

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

ADMISSIONS POLICIES

Admissions Requirements

Avalon conducts admission of students without regard to race, color, gender, sexual orientation, disability, religion, financial status, national or ethnic origin, or age in admissions or any other activity. Applicants will not be denied based on any of the forgoing items however applicants must meet all requirements specified for admission. Avalon School of Cosmetology does not recruit or enroll prospective students currently enrolled, attending, or admitted to another school in a similar program of study.

Applicants must complete the following prior to applying for admission to Avalon

- Complete a Pre-Application Interview Questionnaire
- Complete a Career Planning Interview

Applicants must meet the following requirements prior to being accepted for admission

- Display a genuine desire, readiness, and commitment to successfully complete the academic program for which admission is requested
- Provide evidence of completion of one of the following educational requirements:
 - High School Diploma*
 - General Equivalency Diploma (GED)
 - College Academic Transcript showing attainment of an Associate's Degree*
- Provide a copy of state or US Government issued photo identification
 - **Massage Therapy Only:** Must be at least 18 years of age at time of enrollment
- Provide a copy of Social Security Card
- Complete the required application and enrollment documents
- Pay the required \$50.00 application fee

**Foreign high school diplomas or college transcripts used to meet education requirements must be translated to English, evaluated to show equivalency to at least a high school diploma attained in the United States, and any associated fees are at the Student's expense.*

Avalon School of Cosmetology reserves the right to deny admission to any applicant who Avalon School of Cosmetology, on the basis of background, record, statements, and conduct during the admissions process, determines to not be qualified to succeed in or benefit from the academic program for which admission is requested. Avalon does not accept Ability-to-Benefit students.

Postponement of a Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement sets forth:

- Whether the postponement is for the convenience of the school or of the student, and;
- A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

Student Orientation

All incoming students must attend Orientation prior to the start of the program. The exact date and time will be provided at the time of acceptance. The Student Orientation is designed to provide new students information about the School Policies, Standards of Conduct, course structure, student progression, and student assessment.

Transfer Students

In addition to the completion of the standard entrance requirements, students who have attended other Cosmetology, Barbering, Nail or Esthetics training programs are required to provide official documentation of hours attended, as well as, the date of withdraw in order to transfer credit to Avalon School of Cosmetology.

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, the length of time since the training occurred, and the ability of the applicant to satisfactorily complete a practical evaluation. Avalon does not accept prior experiential learning as credit into their educational programs. Avalon will not make any adjustments to recognize a Student's prior education once the Student begins their training at Avalon.

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.

Notice Regarding the Transferability of Credits and Credentials:

The transferability of credits you earn at Avalon School of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer.

If the Diploma or credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Avalon School of Cosmetology to determine if your credits or diploma will transfer.

Avalon does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Avalon has not entered into any Articulation or Transfer Agreements with any other third-party institutions for instruction.

Re-Enrollment Policy

All students, who were previously terminated by the school or withdrew voluntarily, are required to wait a minimum of thirty (30) days before applying for re-admission. An Applicant for re-entry will be required to meet with the School Director to determine if the Re-Entry will be approved. Approval is based upon the reason for the original termination, the time since the termination, and any changes that have taken place that will now enable to student to be successful.

Re-Entry is not guaranteed and is subject to the approval of the School Director.

Americans with Disabilities Act (ADA)

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. Avalon will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

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. You may request academic adjustments or auxiliary aids at any time.

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

- 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. Documentation confirming the need for accommodation may be requested by the School Director.
- The School Director will respond within two weeks of receiving the request.
- 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.

Additional Admissions Information

High School Diplomas, or their equivalents, that are issued outside of the United States must be translated and evaluated from a recognized agency at the applicant's expense. Avalon will provide applicants detailed information and instructions, if applicable.

All courses at Avalon School of Cosmetology are taught only in English.

PROGRAM INFORMATION & COURSE OUTLINES

General Information

Class Schedule & Program Length

Program	Clock Hours	Session	Normal Time To Complete	Schedule		
				Days	Time	Hours Per Week
Cosmetologist	1,600	Day	55 Weeks	Tue-Sat	8:30a – 4:00p	35
Cosmetologist	1,600	Eve	86 Weeks	Mon-Fri	5:30p – 10:00p	22.5
Esthetician	600	Day	21 Weeks	Tue-Sat	8:30a – 3.45p	33.75
Esthetician	600	Eve	33 Weeks	Mon-Fri	5:30p – 10:00p	22.5
Cosmetology Student Instructor	350	Day	19 Weeks	Tue	3:30p – 5:30p	23
				Wed-Fri	8:30a – 4:00p	
Cosmetology Student Instructor	350	Eve	28 Weeks	Tue	3:30p – 10:00p	15.5
				Wed-Fri	5:30p – 10:00p	
Esthetics Student Instructor	350	Day	19 Weeks	Tue	3:30p – 5:30p	23
				Wed-Fri	8:30a – 4:00p	
Esthetics Student Instructor	350	Eve	28 Weeks	Tue	3:30p – 10:00p	15.5
				Wed-Fri	5:30p – 10:00p	
Massage Therapy	700	Day	27 Weeks	Tues-Sat	8:30a – 3:15p	31.25
Massage Therapy	700	Eve	38 Weeks	Mon-Fri	5:30p – 10:00p	22.5

Curriculum

Avalon School of Cosmetology follows the guidelines specified by the Arizona Board of Cosmetology and the Arizona Board of Massage Therapy. A detailed listing of the areas of instruction is included in the Course Outline for each program.

Grading Scale

Avalon School of Cosmetology requires a minimum passing grade of 75% or higher on Theory and Practical work. Students are graded on a combination of written exams, assignments, participation, and attendance on the following scale:

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

Instructional Methods

Instruction is delivered through a combination of interactive Theory and Practical classroom instruction as well as hands-on learning in the Student Salon or Spa.

Textbooks & Reference Materials

Avalon School of Cosmetology uses the Milady series of textbooks. 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 School or Education Director.

Cosmetologist Program

Course Description

The Cosmetologist Program covers basic concepts of cosmetology and state board principles. Topics include: shampooing, rinsing, conditioning, haircutting, hairstyling, chemical texture services, manicuring, pedicuring, application of artificial nails, facials, skin care, facial makeup, hair removal, laws, rules, regulations, management, ethics, interpersonal skills, salesmanship, disinfection, cleaning, and safe work practices. Upon completion, students should be able to demonstrate basic knowledge and concepts of cosmetology, and obtain an entry-level position in the beauty industry.

Course Objectives

The Cosmetologist Program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, Students will be able to demonstrate the following:

- **Theory Knowledge:** Proficiency in all Theory topics needed to successfully sit for the State Board written examination
- **Practical Skills:** Hair Cutting, Coloring, Chemical Texturizing, Hair Styling, Nail Services, and Esthetics Services
- **Professionalism:** Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional

Advancement

The Cosmetologist 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:

Stage of Training	Schedule	Topics of Instruction
Stage 1	DAY: 1-10 Weeks (0-350 Hours) EVE: 1-15 Weeks (0-338 Hours)	Basic Theory and Practical Instruction in Hair Design, Cutting, Styling, Color, Texture Services, Disinfection/Sanitation, and Skin and Nail Care.
Stage 2	DAY: 11-55 Weeks (350-1,600 Hours) EVE: 15-86 Weeks (338-1,600 Hours)	Advanced Theory and Practical Instruction in all previously trained Hair, Skin, and Nail Services; focused Business Training to include upselling and retailing strategies; and State Board Preparation and Training.
Stage 3	5-Week Course (Approx. 1,250 Hours)	5-Week Training Course related primarily to Career Development, Resume Preparation, Interview Skills, and Job Searches.

Graduation Requirements

To graduate and receive a Diploma, Students must meet the following minimum requirements:

- Achieve a passing score of at least 75% on all written and practical examinations
- Complete a minimum of 1,600 hours of training
- Satisfy all financial obligations to the School

A student completing all of the requirements listed above will receive their Avalon School of Cosmetology Diploma in Cosmetology. Upon graduation, successful completion of the Arizona State Board of Cosmetology Examination is required to obtain a license to practice.

Licensure Requirements

To receive your Cosmetology license in Arizona you must:

- Graduate from a school of Cosmetology with a minimum of 1,600 hours
- Complete application and pay fee
- Pass a written and practical examination administered by the State of Arizona

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

COSMETOLOGIST PROGRAM Areas of Instruction	
Introduction	History of Cosmetology, Overview of the Curriculum & Arizona Cosmetology Laws and Rules
General Sciences	Personal, Client & Salon Safety <ul style="list-style-type: none"> • Aseptic techniques and sanitary procedures • Disinfection and sterilization methods and procedures • Health risks to the cosmetologist/barber • First Aid & Cardiopulmonary resuscitation (CPR)
	General Anatomy, Physiology, Histology & Morphology <ul style="list-style-type: none"> • Human Immune System • Anatomy, Physiology, and Histology of the Human Body, including Skin and Nails • Properties of the Hair, Skin, and Scalp • Analysis of the Skin, Hair, and Scalp
	Diseases & Disorders of the Skin, Nails, Hair & Scalp <ul style="list-style-type: none"> • Bacteriology • Sanitation & Sterilization • Decontamination & Infection Control
	Science of Cosmetology, Basic Esthetics & Nail Technology
	Chemistry & Product Pharmacology for Cosmetology, Basic Esthetics & Nail Technology
	Electricity & Light Therapy
Principles & Techniques	Implements, Tools & Equipment for Cosmetology, Basic Esthetics & Nail Technology
	Haircutting <ul style="list-style-type: none"> • Draping • Clipper variations • Scissor cutting • Razor cutting • Wigs and artificial hair •
	Hairstyling <ul style="list-style-type: none"> • Wet and thermal styling • Hair coloring • Permanent waving • Chemical hair relaxing • Thermal hair straightening • Braiding and hair extensions
	Skin Care <ul style="list-style-type: none"> • Treatment of the skin (manual and mechanical) • Packs and masks • Aroma therapy • Chemistry of cosmetics • Massage of the face and neck • Temporary removal of superfluous hair including by waxing • Application of makeup including <ul style="list-style-type: none"> ○ Artificial Eyelashes ○ Arching of Eyebrows ○ Tinting of Eyelashes and Eyebrows • Limited Chemical Exfoliation <ul style="list-style-type: none"> ○ Pre-exfoliation consultation ○ Post-exfoliation treatments ○ Chemical Reactions
	Nail Care <ul style="list-style-type: none"> • Natural manicures and pedicures • Artificial Nail Techniques (nail tips/wraps, gel nails, sculptured/other acrylic nails, and nail art) • Pedicures and Massaging of the Lower Leg and Foot
	Career & Professional Development
Legal Issues <ul style="list-style-type: none"> • Malpractice liability • Regulatory agencies • Tax laws • Client Records 	
Cosmetology Examination Review	

Esthetician Program

Course Description

The Esthetician Program covers basic concepts of esthetics and state board principles. Topics include: Facials and Skin Care; Facial Makeup; Hair Removal; Laws, Rules, and Regulations; Management, Ethics, Interpersonal Skills, and Salesmanship; and Disinfection, Cleaning, and Safe Work Practices. Upon completion, students should be able to demonstrate basic knowledge and concepts of esthetics, and obtain an entry-level position in the beauty industry.

Course Objectives

The Esthetician Program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, Students will be able to demonstrate the following:

- **Theory Knowledge:** Proficiency in all Theory topics needed to successfully sit for the State Board written examination
- **Practical Skills:** Demonstrate proficiency in delivering Esthetics services to include Facials, Clinical Therapies, Hair Removal, and Body Treatments.
- **Professionalism:** Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional

Advancement

The Esthetician Program has two Phases of training. Students will be advanced according to their time in school, accumulated hours, and class space availability based upon the guidelines listed below:

Phase of Training	Schedule	Topics of Instruction
Phase 1	DAY: 1-10 Weeks EVE: 1-15 Weeks (0-337.5 Hours)	Basic Theory and Practical Instruction in Anatomy & Physiology, Facials, Clinical Therapies, Hair Removal, Makeup, and Body Treatments.
Phase 2	DAY: 11-20 Weeks EVE: 15-32 Weeks (337.6-600 Hours)	Advanced Theory and Practical Instruction in all previously trained services, focused Business Training to include upselling and retailing strategies, Career Development, Resume Preparation, Interview Skills, and Job Searches; and State Board Preparation and Training.

Graduation Requirements

To graduate and receive a Diploma, Students must meet the following minimum requirements:

- Achieve a passing score of at least 75% on all written and practical examinations, and satisfactorily complete all Unit courses
- Complete a minimum of 600 hours of training
- Satisfy all financial obligations to the School

A student completing all of the requirements listed above will receive their Avalon School of Cosmetology Diploma in Esthetics. Upon graduation, successful completion of the Arizona State Board of Cosmetology Examination is required to obtain a license to practice.

Licensure Requirements

To receive your Esthetics license in Arizona you must:

- Graduate from a school of Esthetics with a minimum of 600 hours
- Complete application and pay fee
- Pass a written and practical examination administered by the State of Arizona

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

ESTHETICIAN PROGRAM Areas of Instruction	
Introduction	History of Esthetics, Overview of the Curriculum & Arizona Cosmetology Laws and Rules
General Sciences	Personal, Client & Salon Safety <ul style="list-style-type: none"> • Aseptic techniques and sanitary procedures • Disinfection and sterilization methods and procedures • Health risks to the Esthetician • First Aid & Cardiopulmonary resuscitation (CPR)
	General Anatomy, Physiology, Histology & Morphology <ul style="list-style-type: none"> • Human Immune System • Anatomy, Physiology, and Histology of the Human Body • The aging process and its damage to the skin • Analysis of the Skin
	Diseases & Disorders of the Skin <ul style="list-style-type: none"> • Bacteriology • Sanitation & Sterilization • Decontamination & Infection Control
	Science of Esthetics
	Chemistry & Product Pharmacology for Esthetics & Cosmetics
	Electricity & Light Therapy
Principles & Techniques	Implements, Tools & Equipment for Estheticians <ul style="list-style-type: none"> • High Frequency • Galvanic Current • Heat Lamps • Medical Devices
	Advanced Mechanical & Electrical Devices (Including Instruction on Use) <ul style="list-style-type: none"> • Sanding and Microdermabrasion Techniques • 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
	Facials & Advanced Facials (Manual & Mechanical)
	Chemical Exfoliation <ul style="list-style-type: none"> • Chemical Exfoliation Procedure • Pre-Exfoliation Consultation • Post-Exfoliation Treatments • Reactions
	Other Services & Techniques <ul style="list-style-type: none"> • Aroma Therapy • Body Treatments • Hydrotherapy • Massage of the face and neck • Temporary removal of superfluous hair by waxing • Skin Treatments (manual & mechanical) • Makeup Application (including) <ul style="list-style-type: none"> ◦ Application of artificial eyelashes ◦ Arching of the eyebrows • Tinting of the eyelashes and eyebrows
	Career & Professional Development
Legal Issues <ul style="list-style-type: none"> • Malpractice liability • Regulatory agencies • Tax laws • Client Records 	
Esthetics Examination Review	

Cosmetology Student Instructor Program

Course Description

The Cosmetology Student Instructor Program covers basic concepts of instruction in the beauty school industry. Topics include: Laws, Rules and Regulations, and Theory and Practical skills pertaining to teaching in the beauty education environment. Upon completion, students should be able to demonstrate basic knowledge and concepts of instruction, and obtain an entry-level position in the beauty education industry.

Course Objectives

The Cosmetology Student Instructor Program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, Students will be able to demonstrate the following:

- **Theory Knowledge:** Proficiency in all Theory topics needed to successfully sit for the State Board written examination
- **Practical Skills:** Demonstrate proficiency in developing and delivering curriculum.
- **Professionalism:** Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional

Graduation Requirements

To graduate and receive a Diploma, Students must meet the following minimum requirements:

- Achieve a passing score of at least 75% on all written and practical examinations
- Complete a minimum of 350 hours of training
- Satisfy all financial obligations to the School

A student completing all of the requirements listed above will receive their Avalon School of Cosmetology Diploma in Instruction. Upon graduation, successful completion of the Arizona State Board of Cosmetology Examination is required to obtain a license to practice.

Licensure Requirements

To receive your Instructor license in Arizona you must:

- Graduate from a school of Cosmetology or Esthetics with a minimum of 350 hours
- Complete application and pay fee
- Pass a written and practical examination administered by the State of Arizona

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

COSMETOLOGY STUDENT INSTRUCTOR PROGRAM Areas of Instruction	
Introduction	Orientation, Overview of the Curriculum & Arizona Cosmetology Laws and Rules
Principles & Techniques	<p>Theory, Preparation & Practice Curriculum Development. This includes:</p> <ul style="list-style-type: none"> • Developing and using educational aids • Practical and written presentation principles • Classroom management evaluation, assessment, and remediation methods • Diversity in learning including cultural differences • Methods of teaching • Professional Development including ethics • Alternative Learning
Classroom & Student Salon/Spa Oversight	<ul style="list-style-type: none"> • Primary focus outside Instructor Theory training is classroom management, curriculum implementation, and Student Salon Oversight within the Cosmetologist Program under the supervision of a licensed instructor • Provides demonstration of Theory and Practical Lessons throughout program in Stages 1 & 2 • Aid licensed instructor during practical instruction • Aid licensed instructor on Student Salon Floor
Career & Professional Development	<p>Business & Salon Management</p> <ul style="list-style-type: none"> • Developing clientele • Professional image • Professional ethics • Professional associations • Public relations • Advertising
	Instructor Examination Review

Esthetics Student Instructor Program

Course Description

The Esthetics Student Instructor Program covers basic concepts of instruction in the beauty school industry. Topics include: Laws, Rules and Regulations, and Theory and Practical skills pertaining to teaching in the beauty education environment. Upon completion, students should be able to demonstrate basic knowledge and concepts of instruction, and obtain an entry-level position in the beauty education industry.

Course Objectives

The Esthetics Student Instructor Program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, Students will be able to demonstrate the following:

- **Theory Knowledge:** Proficiency in all Theory topics needed to successfully sit for the State Board written examination
- **Practical Skills:** Demonstrate proficiency in developing and delivering curriculum.
- **Professionalism:** Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional

Graduation Requirements

To graduate and receive a Diploma, Students must meet the following minimum requirements:

- Achieve a passing score of at least 75% on all written and practical examinations
- Complete a minimum of 350 hours of training
- Satisfy all financial obligations to the School

A student completing all of the requirements listed above will receive their Avalon School of Cosmetology Diploma in Instruction. Upon graduation, successful completion of the Arizona State Board of Cosmetology Examination is required to obtain a license to practice.

Licensure Requirements

To receive your Instructor license in Arizona you must:

- Graduate from a school of Esthetics with a minimum of 350 hours
- Complete application and pay fee
- Pass a written and practical examination administered by the State of Arizona

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

ESTHEITICS STUDENT INSTRUCTOR PROGRAM Areas of Instruction	
Introduction	Orientation, Overview of the Curriculum & Arizona Cosmetology Laws and Rules
Principles & Techniques	<p>Theory, Preparation & Practice Curriculum Development. This includes:</p> <ul style="list-style-type: none"> • Developing and using educational aids • Practical and written presentation principles • Classroom management evaluation, assessment, and remediation methods • Diversity in learning including cultural differences • Methods of teaching • Professional Development including ethics • Alternative Learning
Classroom & Student Salon/Spa Oversight	<ul style="list-style-type: none"> • Primary focus outside Instructor Theory training is classroom management, curriculum implementation, and Student Salon Oversight within the Cosmetologist Program under the supervision of a licensed instructor • Provides demonstration of Theory and Practical Lessons throughout program in Stages 1 & 2 • Aid licensed instructor during practical instruction • Aid licensed instructor on Student Salon Floor
Career & Professional Development	<p>Business & Salon Management</p> <ul style="list-style-type: none"> • Developing clientele • Professional image • Professional ethics • Professional associations • Public relations • Advertising
	Instructor Examination Review

NOTE: THIS PROGRAM IS CURRENTLY IN THE APPLICATION PROCESS WITH NACCAS AND IS NOT CURRENTLY ACCREDITED.

Massage Therapy Program

Course Description

The Massage Therapy Program covers basic concepts of massage fundamentals. Topics include: anatomy, physiology, kinesiology, pathology, business development, professional ethics, customer service and communication, Swedish massage foundations, massage fundamentals, special populations, massage in a medical setting, Integrative massage foundations, clinical work, and various therapeutic modalities, such as clinical, hydrotherapy, trigger point, spa therapy, therapeutic techniques, athletic sports/stretch, reflexology, and lymphatic massage. Upon completion, students should be able to demonstrate basic knowledge and concepts of massage therapy, and obtain an entry-level position in the massage industry.

Course Objectives

The Massage Therapy Program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, Students will be able to demonstrate the following:

- **Theory Knowledge:** Proficiency in all Theory topics needed to successfully sit for the Massage & Bodywork Licensing Examination (MBLEx) written examination and obtain a state license to practice
- **Practical Skills:** Massage Therapy Services
- **Professionalism:** Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional

Advancement

The Massage Therapy Program has two Phases. Students will be advanced according to their time in school, accumulated hours, and class space availability based upon the guidelines listed below:

Phase of Training	Schedule	Topics of Instruction
Phase 1	DAY: 1-10 Weeks (0-313 Hours) EVE: 1-15 Weeks (0-338 Hours)	Basic Theory and Practical Instruction in Swedish massage foundations, massage fundamentals, integrative massage foundations, professional development, professional ethics, anatomy, physiology, kinesiology, reflexology, lymphatic massage, pathology, infection control, and self-care.
Phase 2	DAY: 11-27 Weeks (313-700 Hours) EVE: 15-38 Weeks (338-700 Hours)	Advanced Theory and Practical Instruction in all previously trained services and concepts; as well as, focused Business Training to include upselling and retailing strategies, Career Development, Resume Preparation, Interview Skills, and Job Searches, practice management, and various therapeutic modalities, such as: clinical, hydrotherapy, trigger point, spa therapy, therapeutic techniques, and athletic sports/stretch; MBLEx Preparation and Clinical Training.

Graduation Requirements

To graduate and receive a Diploma, Students must meet the following minimum requirements:

- Achieve a passing score of at least 75% on all written and practical examinations, and satisfactorily complete all Unit courses
- Complete a minimum of 700 hours of training
- Satisfy all financial obligations to the School

A student completing all of the requirements listed above will receive their Avalon School of Cosmetology Diploma in Massage Therapy. Upon graduation, successful attainment of the Arizona State Board of Massage Therapy License is required to practice and the student will be eligible to take the MBLEx for national certification.

Licensure Requirements

To receive your Massage Therapy license in Arizona you must:

1. Be at least eighteen years of age.
2. Be a citizen or legal resident of the United States.
3. Satisfy the requirements of section 32-4224.
4. Be of good moral character.

5. Receive either a high school diploma or general equivalency diploma or a similar document or certificate or submit proof that the applicant has passed an ability to benefit examination recognized by the United States department of education.
6. Pay the fees established pursuant to section 32-4227.
7. Within five years preceding the date of the application, not have been convicted of:
 - a) A class 1, 2 or 3 felony.
 - b) A class 4, 5 or 6 felony offense involving moral turpitude that has a reasonable relationship to the practice of massage therapy.
 - c) A misdemeanor involving prostitution or solicitation or other similar offense involving moral turpitude that has a reasonable relationship to the practice of massage therapy.
8. Within the past five years, not have voluntarily surrendered a license under section 32-4254 or not have had a license to practice massage therapy or another similar license revoked by a political subdivision of this state or a regulatory agency in another jurisdiction in the United States for an act that occurred in that jurisdiction and that would be subject to discipline pursuant to this chapter.
9. Not be currently under investigation, suspension or restriction by a political subdivision of this state or a regulatory agency in another jurisdiction in the United States for an act that occurred in that jurisdiction and that would be subject to discipline pursuant to this chapter. If the applicant is under investigation by a regulatory agency in another jurisdiction, the board shall suspend the application process and may not issue or deny a license to the applicant until the investigation is resolved.
10. Submit a full set of fingerprints to the board for the purpose of obtaining a state and federal criminal record check pursuant to section 41-1750 and Public Law 92-544. The department of public safety may exchange this fingerprint data with the federal bureau of investigation. The board may charge the cost of each criminal background check to the applicant.

If the board is satisfied that an applicant meets the requirements of this section, the board shall issue a license to the applicant.

The board may deny an application for a license if the applicant committed an act that would subject a person licensed under this chapter to disciplinary action. Costs related to State Licensure and National Certification are the responsibility of the student.

Individual Course Descriptions & Hour Breakdown

Day Program:

Phase 1 Unit 1:

Prerequisite: None

Subjects and hours covered during this introductory course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Massage Therapy-Foundations	15	25	0	40
Massage Therapy-Variations	15	25	0	40
Reflexology	3	7	0	10
Anatomy & Physiology-Foundations	20	0	0	20
Anatomy & Kinesiology-Foundations	10	0	0	10
Business & Ethics Development-Foundations	20	0	0	20
Total Unit Hours	83	57	0	140

Phase 1 Unit 2

Prerequisite: None

Subjects and hours covered during this introductory course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Massage Therapy-Fundamentals	15	25	0	40
Special Populations	6	14	0	20
Lymph Massage	4	6	0	10
Athletic Sports & Stretch	8	12	0	20
Pathology-Infectious Control (HIV/AIDS)	10	0	0	10
Business & Ethics Development-Practice Management	20	0	0	20
Business & Ethics Development-Fundamentals	20	0	0	20
Total Unit Hours	83	57	0	140

Phase 2 Unit 1

Prerequisite: Phase 1 Units 1 & 2

Subjects and hours covered during this advanced course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Spa Prep & Hydrotherapy	14	16	0	30
Trigger Point Therapy	4	6	0	10
Anatomy & Physiology-Control Systems	20	0	0	20
Pathology-Control Systems	10	0	0	10
Anatomy & Kinesiology-Lower Limb	20	0	0	20
Business & Ethics Development-Gaining Employment	10	0	0	10
Student MT Clinic	0	0	40	40
Total Unit Hours	78	22	40	140

Phase 2 Unit 2

Prerequisite: Phase 1 Units 1 & 2

Subjects and hours covered during this advanced course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Therapeutic Techniques	12	18	0	30
Anatomy & Physiology-Exchange Systems	20	0	0	20
Pathology-Exchange Systems	10	0	0	10
Anatomy & Kinesiology-Upper Limb	20	0	0	20
Business & Ethics Development-Business Management	18	2	0	20
Student MT Clinic	0	0	40	40
Total Unit Hours	80	20	40	140

Phase 2 Unit 3

Prerequisite: Phase 1 Units 1 & 2

Subjects and hours covered during this advanced course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Therapeutic Approach & Assessment	10	10	0	20
Clinical Approach	18	22	0	40
Anatomy & Physiology-Systems	20	0	0	20
Pathology-Systems	10	0	0	10
Business & Ethics Development-Workforce Ready	10	0	0	10
Student MT Clinic	0	0	40	40
Total Unit Hours	68	32	40	140

Evening Program:

Phase 1 Unit 1

Prerequisite: None

Subjects and hours covered during this introductory course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Massage Therapy-Foundations	15	25	0	40
Reflexology	3	7	0	10
Anatomy & Physiology-Foundations	20	0	0	20
Anatomy & Kinesiology-Foundations	10	0	0	10
Business & Ethics Development-Foundations	20	0	0	20
Total Unit Hours	68	32	0	100

Phase 1 Unit 2

Prerequisite: None

Subjects and hours covered during this introductory course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Massage Therapy-Fundamentals	15	25	0	40
Special Populations	6	14	0	20
Anatomy & Kinesiology-Upper Limb	20	0	0	20
Business & Ethics Development-Fundamentals	20	0	0	20
Total Unit Hours	61	39	0	100

Phase 1 Unit 3

Prerequisite: None

Subjects and hours covered during this introductory course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Massage Therapy-Variations	15	25	0	40
Athletic Sports & Stretch	8	12	0	20
Lymph Massage	4	6	0	10
Business & Ethics Development-Practice Management	20	0	0	20
Pathology-Infectious Control (HIV/AIDS)	10	0	0	10
Total Unit Hours	57	43	0	100

Phase 2 Unit 1

Prerequisite: Phase 1 Units 1, 2 & 3

Subjects and hours covered during this advanced course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Clinical Approach	18	22	0	40
Trigger Point Therapy	4	6	0	10
Anatomy & Kinesiology-Lower Limb	20	0	0	20
Student MT Clinic	0	0	30	30
Total Unit Hours	42	28	30	100

Phase 2 Unit 2

Prerequisite: Phase 1 Units 1, 2 & 3

Subjects and hours covered during this advanced course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Spa Prep & Hydrotherapy	14	16	0	30
Anatomy & Physiology-Exchange Systems	20	0	0	20
Pathology-Exchange Systems	10	0	0	10
Business & Ethics Development-Workforce Ready	10	0	0	10
Student MT Clinic	0	0	30	30
Total Unit Hours	54	16	30	100

Phase 2 Unit 3

Prerequisite: Phase 1 Units 1, 2 & 3

Subjects and hours covered during this advanced course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Therapeutic Approach & Assessment	10	10	0	20
Anatomy & Physiology-Control Systems	20	0	0	20
Pathology-Control Systems	10	0	0	10
Business & Ethics Development-Business Management	18	2	0	20
Student MT Clinic	0	0	30	30
Total Unit Hours	58	12	30	100

Phase 2 Unit 4

Prerequisite: Phase 1 Units 1, 2 & 3

Subjects and hours covered during this advanced course include the following:

Course Content Subject	Lecture Hours	Lab Hours	Clinic Hours	Contact Hours
Therapeutic Techniques	12	18	0	30
Anatomy & Physiology-Systems	20	0	0	20
Pathology-Systems	10	0	0	10
Business & Ethics Development-Gaining Employment	10	0	0	10
Student MT Clinic	0	0	30	30
Total Unit Hours	52	18	30	100

MASSAGE THERAPY PROGRAM Areas of Instruction		Lecture Hours	Lab Hours	Clinic Hours	Total Contact Hours
Body Systems	Anatomy, Physiology & Kinesiology <ul style="list-style-type: none"> Anatomy & Physiology of the Human Body Kinesiology of the Upper and Lower Limbs and Pelvis Joint Movement of the Upper and Lower Limbs/Pelvis Body Systems, including: Integument, Muscular, Skeletal, Nervous, Endocrine, Cardio, Lymphatic, Respiratory, Digestion, Urinary, Reproductive 	130	0	0	130
Pathology	<ul style="list-style-type: none"> Infection Control & Ecology Body Systems, including: Integument, Muscular, Skeletal, Nervous, Endocrine, Cardio, Lymphatic, Respiratory, Digestion, Urinary, Reproductive 	40	0	0	40
Business & Ethics	Business & Spa Management <ul style="list-style-type: none"> Developing clientele Professional image Professional ethics Standards of Practice Professional associations Public relations Advertising & Marketing 	98	2	0	100
	Legal Issues <ul style="list-style-type: none"> Malpractice liability & Client Records Regulatory agencies Tax laws 				
Massage Therapy	History of Massage Therapy, Overview of the Curriculum & Nevada Massage Board Laws and Rules	124	186	0	310
	Implements, Tools & Equipment for Massage Therapy				
	Massage Theory, Assessment and Practical Application <ul style="list-style-type: none"> Swedish Massage & Integrative Foundations Massage Fundamentals Special Populations Massage in a Medical Setting Therapeutic Approach 				
	Therapeutic Modalities <ul style="list-style-type: none"> Clinical Approach Spa Prep & Hydrotherapy Trigger Point Lymphatic Massage Therapeutic Techniques Athletic Sport/Stretch Reflexology 				
	Personal, Client & Spa Safety <ul style="list-style-type: none"> Aseptic techniques and sanitary procedures Disinfection and sterilization methods and procedures Health risks to the massage therapist First Aid & Cardiopulmonary resuscitation (CPR) 				
Clinical	MBLEx Examination Review	0	0	120	120
Total Hours				120	700

NOTICE: THIS PROGRAM IS CURRENTLY IN THE APPLICATION PROCESS WITH NACCAS AND IS NOT CURRENTLY ACCREDITED.

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 and spas. 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. Student spas are designed for low traffic, lower lighting, and are designed to emulate that of a professional spa environment where students can practice their craft. 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.

Our product dispensary is equipped with a wide variety of current chemicals, products and tools used in today's beauty and massage industries. Students become familiar with the types of products and the differences associated with the chemicals of their new trade. The school utilizes a variety of equipment, including but not limited to: styling stations, manicure stations, pedicure stations, shampoo basins, hooded dryer chairs, private esthetics treatment rooms, facial steamers, magnifying lamps, various skin care machines, skin scanners, wax pots, esthetics beds, massage tables, self-care tools, etc. Student lounge area includes a refrigerator, sink, microwave, and vending machines.

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, Esthetics and Massage Therapy. All students are encouraged to participate in outside continuing education and trade shows as well.

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.

Administrative Hours

The Administrative Office is open Monday through Friday from 8:30a – 5:00p. Other administrative appointments outside of these hours can also be scheduled.

School Hours

Instructional hours are as follows by program:

Program	Session	Days	Time
Cosmetologist	Day	Tue-Sat	8:30a – 4:00p
	Eve	Mon-Fri	5:30p – 10:00p
Esthetician	Day	Tue-Sat	8:30a – 3:45p
	Eve	Mon-Fri	5:30p – 10:00p
Cosmetology / Esthetics Student Instructor	Day	Tue	3:30p – 5:30p
		Wed-Fri	8:30a – 4:00p
	Eve	Tue	3:30p – 10:00p
		Wed-Fri	5:30p – 10:00p
Massage Therapy	Day	Tue-Sat	8:30a – 3:15p
	Eve	Mon-Fri	5:30p – 10:00p

STUDENT FINANCIAL ASSISTANCE

General Information

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 guarantee admission to Avalon School of Cosmetology, quality of instruction, or employment placement.

If a student obtains a loan to pay for an educational program, the student shall have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. Financial assistance payments are disbursed according to the Department of Education guidelines. Once established for eligibility for any or all financial assistance programs, students are required to maintain Satisfactory Academic Progress.

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. This application will request a school code. Our code is **030274**.

Student Financial Aid Programs

- **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. Detailed information can be found at 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.

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. Available payment methods are Title IV Financial Aid, cash, debit, credit card, money order, check, or automated Electronic Funds Transfer and shall be made at the office of the School.

Any required down payment shall be due by the Friday prior to the Student's scheduled Start Date. Payment schedules will be set for the 15th of each month following the Student's scheduled Start Date. If any amount is due to the School upon graduation, completion or cessation of training by the Student, or termination of enrollment, Student agrees to pay such unpaid amount in full within thirty (30) days. If unpaid balances are not paid within thirty (30) days the outstanding balance will incur interest at a rate of 1.5% per month (18% per annum) until paid in full.

Avalon School of Cosmetology accepts scholarships awarded to students through outside entities as payment towards the student's program costs. Avalon School of Cosmetology may sometimes offer scholarships to potential students. Anytime a scholarship is available, rules for how to apply, amounts awarded, and the entire scholarship process will be issued. Eligible students are encouraged to apply.

Veteran's Educational Benefits

Avalon School of Cosmetology is proud to serve our military veterans and their dependents as they pursue their educational goals. We are certified by the Department of Veteran's Affairs to accept educational benefits. To secure benefits, Veterans can obtain a Certificate of Eligibility (COE) from the Department of Veteran's Affairs to determine availability of these benefits.

If there is a delay in the disbursement of funds from the Department of Veteran's Affairs for a covered individual, Avalon School of Cosmetology will not impose a penalty on the student; including the assessment of late fees, the denial of access to classes/libraries/facilities, or requiring the covered individual to borrow additional funds.

Prior Credit: Any students using Veterans educational benefits, the Veterans administration requires you to submit to the school any prior college training, including military, you have had in the form of a transcript (can be unofficial transcripts) for possible credit. The transcripts will be evaluated and granted appropriate credit towards the current enrollment. For additional information go to www.gibill.va.gov.

STANDARDS OF CONDUCT

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 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 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.

Professional Dress Code

The student dress code at Avalon has been developed to provide an easy to follow, consistent, and professional School, Salon, and Spa environment. Students are expected to arrive at class in the appropriate attire with their time card displayed and hair and makeup done. If you are out of dress code or forget your name tag, you will be asked to clock out and clock back in when you conform to the dress code. If you have forgotten your name tag, you will be asked to purchase a new one or clock out for the day.

- **All Students**
 - All visible clothing must be solid black in color and not contain slogans or other writing.
 - Excess display of skin will not be tolerated (e.g. low-cut shirts, visible underarms, midriff, very short skirts, etc.).
 - School issued name tags must be worn at all times.
 - Shoes must be closed toe and be predominantly black in color. Sandals, flip-flops, and slippers are not permitted.
 - Hats are not permitted; however, headbands not exceeding 2 inches in width are permissible.
 - Students are expected to maintain high standards of personal hygiene (e.g. daily showers and shaves, teeth brushed, hair clean and groomed upon arrival at school, and fingernails clean).
- **Cosmetologist Students**
 - The school issued Smock must be worn at all times.
 - The school issued apron must be worn during practical instruction or when performing services.
- **Massage Therapy & Esthetician Students**
 - The school issued scrub top and bottom must be worn at all times.
 - Any clothing worn underneath of the student scrubs, which is visible at any time, must be solid black in color.

Time Clock 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. Students are not permitted to clock in if they are more than 15 minutes late for their scheduled start time.

Students scheduled for at least six hours of training on any given day are provided with a 30-minute lunch period and must clock out for their lunch break each day. Other breaks taken at the school are limited to a maximum of 15 minutes unless otherwise specified by a faculty or staff member. When leaving the facility for a break, students must inform their instructor and the front desk, and clock out.

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. If a student loses their time card or forgets it at home, they will be given the opportunity to go home to retrieve their card from their instructor and the front desk, or the student must purchase a temporary card for \$5.00 in order to clock in and attend the day. The student must return the temporary card before their old card will be reactivated or in order to receive their new card when it is received.

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, In-School Suspension (ISS), or Out-of-School Suspension (OSS).

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

While the expectation for students is to attend each day of their training the following are considered Mandatory training days.

- **Fridays & Saturdays:** Programs attending Tuesday through Saturday
- **Mondays & Fridays:** Programs attending Monday through Friday
- **Holidays:** the scheduled days immediately before and after a school administered holiday.

Students may pre-arrange to be absent for any mandatory training day with at least 24 hours' notice. If a student calls out on a Mandatory day before the start of their schedule, they will receive 1 day of In-School Suspension (ISS). Students who fail to call out prior to the start of their schedule will be considered a No Call No Show (NCNS) and receive 2 days of ISS.

Pre-Arrange In / Make-up Hours

Avalon may provide limited availability for students to arrange to attend additional hours outside their regularly scheduled hours.

General Eligibility: To be eligible to Pre-Arrange In students must:

- Not have missed more than 2.5 hours of their scheduled hours for the prior week
- Have attended or called out with at least 24 hours' notice for any pre-arranged dates for the prior week
- Pre-Arrange In through the Front Desk no later than the Saturday for the next week

Stage One & Phase One Students: Make-up Hour availability is limited during a student's initial period of instruction. Cosmetology Stage One and Esthetician/Massage Therapy Phase One students must meet with their instructor and/or Education Director in order to Prearrange In to make up hours absent, and will only be approved on a case-by-case basis which is also subject to instructor availability.

Cosmetology: Once students have completed their Stage One period of instruction they may be eligible to Pre-Arrange In for additional training as follows:

- Students with Less than 1,000 Hours may Pre-Arrange In up to two days per week.
- Students with More than 1,000 Hours may Pre-Arrange In up to three days per week.

Esthetician & Massage Therapy: Due to the short duration of the Esthetician program and the need to cover all material, Esthetician students are only allowed to Prearrange In up to a maximum of 100% of their Scheduled Hours in order to makeup hours they have been previously absent from school. Students must meet with their Instructor and/or Education Director in order to Pre-Arrange In and will only be approved on a case-by-case basis due to instructor availability.

Pre-Arrange Out

Students are permitted to Pre-Arrange 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 pre-arranging the absence, it allows for smooth client scheduling.

Any student on Institutional Attendance Warning will be required to meet with the Education or School Director in order to be approved to Prearrange Out.

Class Participation & Assignments

Students must be occupied during entire school hours, in either practice or study of theory, as per curriculum. 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 and Final Examinations

Practical Level Testing, 900 and 1,400 Hours for Cosmetology and 450 Hours for Esthetician, is always scheduled on Mondays between the hours of 9:00a and 4:00p. Massage Therapy Practical Level Testing will be administered throughout the program on a number of modalities.

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 Written Examination.

Sanitation Maintenance

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. Work areas are subject to random inspection.

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 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 never permitted in class, on the student salon floor, within any styling stations or work areas.

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 Student Salon with the permission of an instructor. All Client Procedures must be followed when performing or receiving Personal Services including the issuance of a ticket by the Front Desk prior the start of any service.

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.

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.

Students are never permitted to receive Personal Services on when they are "Pre-Arranged In" or on Mandatory Training Days.

Any student receiving or providing Personal Services without permission and a ticket issued by the Front Desk will be sent home for the day. Please remember that Students polishing their own nails or styling their own hair are considered receiving Personal Services and must comply with this rule.

Client Relations and Rules

- Students are required to wash their hands prior to serving each 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 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.
- Every service performed by a student must have a ticket issued by the front desk and be inspected and cleared by an instructor. This includes outside guests, models, and student personal services.
- Unless receiving services, personal visitors are not allowed. This includes friends and 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 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 and all other personal electronic 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.

ATTENDANCE AND ACADEMIC POLICIES

Grading

Grades are determined according to the student's ability to demonstrate satisfactorily 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

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). Avalon grants LOA's for legitimate reasons; however, no student may exceed a cumulative total of 180 LOA days within any twelve-month period. LOA days may be used consecutively or separately depending on the individual circumstances and reason for the LOA(s).

All LOA requests must be made in writing using the LOA Request Form, which includes the student's reason for LOA and their signature, unless unforeseen circumstances prevent the student from doing so and are subject to school approval. Some legitimate reasons for a LOA are medical (self or immediate family), military duty, and the death of an immediate family member. All requests should have adequate documentation (i.e., doctor's note, military orders, obituary, etc.) attached to the request.

If unforeseen circumstances prevent the student from requesting the LOA prior to the scheduled start date or submitting the required request form and documentation, the institution will document the reason for its decision to approve the LOA and will collect the signed request from the student upon their return from LOA. If the LOA Request is denied by the School Director, the student will be terminated as per normal attendance policies if they stop attending.

Although there may be some scheduling issues upon a student's return from a LOA, the LOA shall not have a negative impact on the training or Satisfactory Academic Progress (SAP) for the student. Returning students will return with the same status as when they left and are expected to maintain SAP or better, as well as, compliance with the Institutional Attendance and Academic requirements. In addition, students who take a LOA will only be schedule to return on a Course Start Date for scheduling reasons.

A Leave of Absence may affect financial assistance eligibility (if applicable), graduation dates, and the student's class schedule. Students are not assessed any additional institutional charges as a result of taking a LOA. A student granted a LOA is not considered to have withdrawn and no refund calculation is performed as a result of a LOA. The Student will need to meet with a financial aid specialist prior to going on a LOA to discuss the financial consequences of not returning to school from the Leave of Absence.

The student's Contract End Date will be extended by the same amount of time that the student is out on LOA and the student's new Contract End Date will be noted on their signed LOA Request Form which will act as an Addendum to their Enrollment Agreement.

Student Advisory Assistance

Instructors conduct advisory sessions with students at the end of each 5-week Unit 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 Unit. 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.

Stage/Phase One Attendance Policy

To successfully complete the Stage One / Phase One period of instruction, a student may not exceed the maximum number of absences during the period of training as follows:

Cosmetology: The maximum number of absences permitted within the first 10 weeks for Day students and 15 weeks for Night students is 35 hours.

Esthetics & Massage Therapy: The maximum number of absences permitted within the first 5 weeks for both Day and Night students is 17 hours.

Excused absences (doctor visits, prearranged absences, etc.) are still absences counting towards the maximum number of absences. In addition to absences, any missed time including tardies, leaving early, and additional breaks all count towards the maximum absences.

If a student exceeds the maximum absences, they will be dismissed from school. If this occurs the student will have to wait until the next start date that has an open seat available, they must apply and be approved for Re-Entry by the School Director, and will be required to pay the required Drop and Re-Entry Fees.

The student will be required to retake the entire Stage / Phase One class regardless of how many hours they completed during their first attempt, but they will retain the hours previously completed towards the completion of the total program hours upon restarting. Students are not eligible to re-take the Stage / Phase One class more than once.

Institutional Attendance and Academic Policy

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

Academics

Students must achieve a minimum Total Cumulative Grade Point Average (CGPA) of 75% at the end of each 5-Week period of instruction 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 5-Week period of instruction. 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 evaluation point, they will be placed on 1st warning for the next 5-Week period of instruction. 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 of 75% for both attendance and academics to in order to return to good standing. If in the 2nd warning period, 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 Attendance/Academic Warning for one more 5-Week period of instruction. A written plan will be developed with the student that will outline the conditions for the appeal and the minimum periodic goals that 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 Policy

All students enrolled at Avalon are evaluated for Satisfactory Academic Progress at the completion of each evaluation 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 based on an Academic Year:

Cosmetologist Program – 1600 Hours				
Evaluation Point (Hours Completed)	Day Session		Evening Session	
	Normal Time To Complete	Maximum Timeframe	Normal Time To Complete	Maximum Timeframe
450	13 Weeks	19 Weeks	20 Weeks	30 Weeks
900	26 Weeks	39 Weeks	40 Weeks	60 Weeks
1250	36 Weeks	54 Weeks	56 Weeks	83 Weeks
1600	46 Weeks	69 Weeks	71 Weeks	107 Weeks

Esthetician Program – 600 Hours				
Evaluation Point (Hours Completed)	Day Session		Evening Session	
	Normal Time To Complete	Maximum Timeframe	Normal Time To Complete	Maximum Timeframe
300	9 Weeks	14 Weeks	13 Weeks	20 Weeks
600	18 Weeks	27 Weeks	27 Weeks	40 Weeks

Cosmetology & Esthetics Student Instructor Programs – 350 Hours				
Evaluation Point (Hours Completed)	Day Session		Evening Session	
	Normal Time To Complete	Maximum Timeframe	Normal Time To Complete	Maximum Timeframe
175	8 Weeks	11 Weeks	11 Weeks	17 Weeks
350	15 Weeks	23 Weeks	23 Weeks	34 Weeks

Massage Therapy Program – 700 Hours				
Evaluation Point (Hours Completed)	Day Session		Evening Session	
	Normal Time To Complete	Maximum Timeframe	Normal Time To Complete	Maximum Timeframe
350	12 Weeks	17 Weeks	16 Weeks	24 Weeks
700	23 Weeks	34 Weeks	32 Weeks	47 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 calculating Attendance.

Academics

Students must achieve a minimum Total Cumulative Grade Point Average (CGPA) of 75% at the evaluation point. Students are graded on a combination of written exams, assignments, participation, and attendance on the following scale:

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

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 Attendance, Academics, and Maximum Timeframe shall be considered to be making satisfactory academic progress until the next scheduled evaluation. The results of the Satisfactory Academic Progress evaluation are maintained in the student's 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 Warning and a copy will be kept in the student's file. Students on Warning are considered making satisfactory academic progress. If the student fails to meet the minimum requirements at the next evaluation point all financial aid will be terminated unless the student successfully appeals this result, which will result in a status of Probation.

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 Academic 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 evaluation 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 Title IV Student Financial Aid. However, the student must

be making satisfactory academic progress at the next Evaluation Point or all Title IV Student Financial Aid will be terminated. All appeal documentation will be maintained in the student's Financial Aid file.

Re-Establishing Eligibility

The student whose financial aid has been terminated for unsatisfactory academic 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 academic 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 will enter school in the same progress status as when they left. 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.

Transfer Students

Transfer hours from another institution, which are accepted toward the student's program completion, are counted as both hours attempted and completed for the purpose of determining when the allowable Maximum Timeframe has been exhausted. 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.

STUDENT ACCOUNTS AND FINANCIAL AID POLICIES

Cancellation Policy

If Student is denied for training by the School, Student will receive 100% refund on all monies paid. If the Student, or Guarantor if Student is a minor, provides written notice of cancellation within three (3) days (excluding Saturday, Sunday and Federal/State Holidays) of executing this agreement, the Student will be entitled to a 100% refund of all monies paid. If the Student, or Guarantor if Student is a minor, cancels this agreement after three (3) days (excluding Saturday, Sunday and Federal/State Holidays) of executing this agreement, but prior to beginning training, the Student will be entitled to a 100% refund of all monies paid except for the \$50.00 Application Fee. No later than 30 days of receiving the notice of cancellation, the School shall provide the 100% refund.

Collections Policy

If the student fails to make the required payments to the school upon termination of the program, Avalon may use third party representation to collect funds owed to the school. This collection process will adhere to the following guidelines:

- Collection procedures will reflect good taste and sound, ethical business practices.
- Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.
- The name of the National Accrediting Commission of Career Arts & Sciences is not used in any collection efforts
- If the promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

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, whether officially or unofficially. 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. The refund is based on the last day of attendance. 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 for any student transferring to another school based on the hours accepted by the receiving school or a full refund of all moneys paid. 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.

Return of Title IV Funds Policy

The law specifies that a school must determine the amount of SFA Title IV funds 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 Title IV funds 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 midpoint of the scheduled hours and instructional weeks in our defined program Academic Year. If the School received less funding on your behalf than the amount that you have earned, the school will be entitled to receive the additional funding in the amount you have earned. If the school has received more funding 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 SFA Title IV funds 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 funds 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 funds. 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 must be returned 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.

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 student fails to notify the school of withdrawal, the school may terminate after fourteen (14) consecutive calendar days of non-attendance. The school monitors student clock hour attendance at least every seven (7) days.
- 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

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. If a veteran student exceeds their training time and have incurred over-contract charges, these charges will not be paid by the veteran administration and will be the sole responsibility of the veteran. The veteran administration will only be billed for the approved program length.

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, especially their FAQ’s at www.copyright.gov/help/faq.

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 cosmetology and esthetics industries. 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 and 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.

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:

- 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;
- 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;
- 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, such as the Department of Education and Accrediting Agencies (NACCAS);
- The definition of what Avalon School of Cosmetology has designated as "Directory Information" that may be released without consent to any inquirer;
- Information regarding how students may request additional Personally Identifiable Information be disclosed to a specific individual (in writing, each time);
- Prevention of disclosure of directory information;
- Access without consent; and
- 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. Avalon retains student records for a minimum of 5 years and retains student transcripts indefinitely.

Transcript Requests: All students may obtain a copy of their transcripts by filling out a Transcript Request Form from the Administrative Offices. Once the form is completed and submitted, it will be processed and mailed to the student. The school may charge a reasonable fee when requested to provide official transcripts.

Housing

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

Observation of Holidays

The School observes several holidays. The School will generally be closed for both classes and clinic services on the following days:

Month	Holiday	Month	Holiday
January	New Year's Day January 1 st	November	Thanksgiving Day Fourth Thursday in November
	Martin Luther King Day Third Monday in January		Day After Thanksgiving
May	Memorial Day Last Monday of May	December	Christmas Eve December 24 th
July	Independence Day July 4 th		Christmas Day December 25 th

September	Labor Day First Monday of September		New Year's Eve December 31 st
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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.

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 the Student has a complaint with another student or a staff member, it is first recommended that they try to talk with that person and constructively work out the complaint. After this, if the 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 Education Director. The Education Director 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.

An official Student Complaint Form may be completed during any point during the process, but must be submitted within thirty (30) business days of when the incident/topic of the complaint occurred. The school has fourteen (14) business days to respond to any Student Complaint Form that has been submitted and the outcomes shall be documented. Student Complaints Forms are handled by the School Director, or designee. Once a determination for resolution of the complaint has been made by the School, the Student may appeal the determination if additional information or evidence is presented; however, once a final determination has been made the case is considered closed.

Massage Therapy Only: If the Student's complaint cannot be resolved after exhausting the school's grievance procedure, the Student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The Student must contact the State Board for further details. The State Board address is: 1740 W. Adams Street, #3008, Phoenix, AZ, 85007; Phone: 602- 542-5709; Website: www.azppse.edu.

Binding Arbitration and Class Action Waiver Agreement

Pursuant to the Federal Arbitration Act (9 U.S.C § 1-16), Student and Avalon agree that either party may elect, without the other's consent, to require that any dispute concerning the Student's account be resolved by binding arbitration. The only exception to arbitration of claims is that both the Student and School have the right to pursue a claim in state court instead of arbitration for claims related to the School's collection of any negative balance or amounts the Student owes Avalon under their Enrollment Agreement. The exception applies if the claim is in that court's jurisdiction and proceeds on an individual basis.

Arbitration replaces the right to go to court, including the right to a jury trial and the right to participate in a class-action or similar proceeding. The arbitration must be filed with the American Arbitration Association and must follow their rules and procedures for initiating and pursuing an arbitration.

If the Student or School initiates arbitration, the Student and School agree to notify the other in writing. The arbitration shall be conducted in the same city as the U.S. District Court in the Student's state that is closest to their home address, unless the parties agree to a different location in writing.

Nothing herein shall be deemed to limit or constrain the School's right to obtain provisional remedies such as injunctive relief, attachment, or garnishment by a court having appropriate jurisdiction, provided, however, that the Student or School may elect to arbitrate any dispute related to such provisional remedies.

Massage Therapy Only: Arbitration does not interfere with the Student's ability to file a complaint with the Arizona State Board for Private Post-Secondary Education, as designated under the Grievance Procedure on the prior page.

CAREER AND INDUSTRY INFORMATION

Career Opportunities

Students interested in a career in Cosmetology, Esthetics or Instruction should:

- Develop finger dexterity and a sense of form and artistry
- Enjoy dealing with the public
- Keep abreast of the latest fashion trends and beauty techniques
- Make a strong commitment to your education
- Be aware that the licensing requirements 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 entry-level employment in the following careers:

Cosmetologist

Standard Occupational Classification 39-5012.00

- Cosmetologist
- Hair Dresser
- Hair Stylist
- Makeup Artist
- Manicurist
- Color Specialist
- Haircutting Specialist
- Barber Stylist
- Sales/Product Representative
- Salon Manager/Owner
- Educator

Esthetician

Standard Occupational Classification 39-5094.00

- Aesthetician or Esthetician – Spa, Clinical or Medical
- Facialist
- Lead Esthetician
- Skin Care Specialist/Technician/Therapist
- Spa Technician/Manager/Owner
- Educator
- Sales/Product Representative

Cosmetology & Esthetics Student Instructor

Standard Occupational Classification 25-1194.00

- Cosmetology Educator/Instructor
- Esthetics Educator/Instructor
- Education Consultant
- Sales/Product Representative
- School Director/Owner

Massage Therapy

Standard Occupational Classification 31-9011.00

- Bodywork Therapist
- Certified Massage Therapist (CMT)
- Clinical Massage Therapist
- Licensed Massage Practitioner (LMP)
- Licensed Massage Therapist
- Massage Therapist
- Medical Massage Therapist
- Registered Massage Therapist
- Therapeutic Massage Technician
- Spa Manager/Owner

Physical Demands of the Profession

Be aware that the work can be arduous and physically demanding.

In a typical work setting, people in this career frequently:

- Stand for long periods of time.
- Repeat the same motions.
- Use hands to handle, control, or feel objects or tools.
- Bend or twist the body when working on client's hair or applying makeup.

It is important for most people in this career to be able to:

- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use hands or fingers to grasp, move, or assemble objects.
- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly, so listeners can understand.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- See differences between colors, shades, and brightness.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.

It is not as important, but still necessary, for people in this career to be able to:

- Bend, stretch, twist, or reach out.
- Make quick, precise adjustments to machine controls.
- Focus on one source of sound and ignore others.
- See details of objects that are more than a few feet away.
- Be physically active for long periods without getting tired or out of breath.
- Use muscles for extended periods without getting tired.
- Determine the distance between objects.
- Make fast, repeated movements of fingers, hands, and wrists

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 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.

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

Annual Security Report and Campus Crime Statistics

Pursuant to The Jeanne Clery Act and Higher Education Act of 1965, Avalon School of Cosmetology has implemented an Annual Security Report (ASR), which is updated annually on October 1, that provides institutional information, including but not limited to: Avalon's Security Policies and Procedures (Emergency Evacuation Procedures, Emergency and Timely Warning Policies, Public Crime Log, etc.), Crime Awareness and Prevention Program, Sexual Assault Awareness Program, and the Annual Crime Statistics Reports. The most recent ASR is available upon request.

Consumer Information on College Navigator

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

<http://nces.ed.gov/collegenavigator/?q=avalon+school&s=all&id=474915>

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.

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.

CATALOG ADDENDA

- Start and Graduation Dates by Program
- Tuition Information
 - Tuition & Fees by Program
 - Cosmetologist Student Kit List
 - Esthetician Student Kit List
 - Cosmetology Student Instructor Kit List
 - Esthetics Student Instructor Kit List
 - Massage Therapy Student Kit List
- Phoenix Campus Staff Listing

Start Dates

Scheduled Start Dates		Graduation Dates by Program							
		Cosmetologist		Esthetician		Cosmetology / Esthetics Student Instructor		Massage Therapy	
DAY	EVE	DAY	EVE	DAY	EVE	DAY	EVE	DAY	EVE
02/11/20	02/10/20	03/01/21	10/04/21	07/09/20	09/23/20	06/18/20	08/19/20	N/A	N/A
03/17/20	03/16/20	04/05/21	11/08/21	08/13/20	10/28/20	07/23/20	09/23/20	N/A	N/A
04/21/20	04/20/20	05/10/21	12/13/21	09/17/20	12/02/20	08/27/20	10/28/20	10/26/20	01/08/21
05/26/20	05/25/20	06/14/21	01/17/22	10/22/20	01/06/21	10/01/20	12/02/20	11/30/20	02/12/21
06/30/20	06/29/20	07/19/21	02/21/22	11/26/20	02/10/21	11/05/20	01/06/21	01/04/21	03/19/21
08/04/20	08/03/20	08/23/21	03/28/22	01/14/21	03/17/21	12/10/20	02/10/21	02/08/21	04/23/21
09/08/20	09/07/20	09/27/21	05/02/22	02/18/21	04/21/21	01/14/21	03/17/21	03/15/21	05/28/21
10/13/20	10/12/20	11/01/21	06/06/22	03/25/21	05/26/21	02/18/21	04/21/21	04/19/21	07/02/21
11/17/20	11/16/20	12/06/21	07/11/22	04/29/21	06/30/21	03/25/21	05/26/21	05/24/21	08/06/21
01/05/21	01/04/21	01/24/22	08/29/22	06/03/21	08/18/21	05/17/21	07/14/21	07/12/21	09/24/21
02/09/21	02/08/21	02/28/22	10/03/22	07/08/21	09/22/21	06/21/21	08/18/21	08/16/21	10/29/21
03/16/21	03/15/21	04/04/22	11/07/22	08/12/21	10/27/21	07/26/21	09/22/21	09/20/21	12/03/21
04/20/21	04/19/21	05/09/22	12/12/22	09/16/21	12/01/21	08/30/21	10/27/21	10/25/21	01/07/22
05/25/21	05/24/21	06/13/22	01/16/23	10/21/21	01/05/22	10/04/21	12/01/21	11/29/21	02/11/22
06/29/21	06/28/21	07/18/22	02/20/23	11/25/21	02/09/22	11/08/21	01/05/22	01/03/22	03/18/22

Tuition & Fees by Program

Cosmetologist

Tuition (\$10.75/hr.)	\$	17,200
Books, Supplies & Student Kit		1,860
Application Fee		<u>50</u>
Total Cost	\$	19,110

Esthetician

Tuition (\$14.75/hr.)	\$	8,850
Books, Supplies & Student Kit		1,520
Application Fee		<u>50</u>
Total Cost	\$	10,420

Cosmetology Student Instructor

Tuition (\$6.00/hr.)	\$	2,100
Books, Supplies & Student Kit		875
Application Fee		<u>50</u>
Total Cost	\$	3,025

Esthetics Student Instructor

Tuition (\$6.00/hr.)	\$	2,100
Books, Supplies & Student Kit		1,061
Application Fee		<u>50</u>
Total Cost	\$	3,211

Massage Therapy

Tuition (\$14.75/hr.)	\$	10,325
Books, Supplies & Student Kit		1,395
Application Fee		<u>50</u>
Total Cost	\$	11,770

Advanced Courses

Advanced Makeup

Outside Students	\$	975.00
Avalon Student & Graduates	\$	475.00

Advanced Hair Extensions

All Students & Graduates	\$	675.00
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Advanced Eyelash Extensions

Outside Students	\$	695.00
Avalon Student & Graduates	\$	395.00

Sales Tax

The above pricing does not include sales tax. The applicable tax will be added to the cost of your books, supplies, and student kit at the time of enrollment.

Additional Instruction

Should the Student require training exceeding the Contract End Date listed on their Enrollment Agreement, the Student will be charged the tuition rate listed on their Enrollment Agreement per hour for every hour needed to complete training.

Cosmetologist Student Kit

Cost	Item Description	Cost	Item Description
\$ 75.00	Professional Hair Cutting Shear Set	\$ 10.00	Haircutting Cape
5.00	Manikin Hair Cutting Shears	3.00	Picture Mirror
34.00	Styling Razor	2.00	Coloring Bottle
16.00	Blades for Razor (10 pack)	10.00	Timer Clock
71.00	Wahl All Star Clipper Combo Set	1.00	Color Measuring Cup
36.00	Blowdryer	9.00	Hair Coloring Kit
36.00	3/4" Marcel Iron	3.00	Deep Dish Tint Bowl
37.00	Ceramic Flat Iron	2.00	Stainless Wire Whisk
6.00	Paddle Brush	3.00	16 oz Clear Spray Bottle
5.00	Ball Tipped Vent Brush	4.00	8.4 oz Aluminim Trigger Spray Bottle
1.00	Dye Brush	15.00	Smooth Roller Pack
2.00	Nylon Bristle Brush	2.00	Duckbill Clips (dozen)
10.00	3" Round Brush	2.00	Butterfly Clips (dozen)
10.00	2.5" Round Brush	8.00	Dual Purpose Curl Clips
8.00	1.5" Round Brush	136.00	Rollabout Case w/ Wheels
2.00	7.5" Classic Stylist Comb	65.00	Female Manikin Head
4.00	Comb with metal Pick	59.00	Male Manikin Head
3.00	Super Styler Comb	59.00	Curly Female Manikin Head
1.00	Lift Pick	9.00	Clamp Manikin Holder
3.00	White Clipper Comb	5.00	4" Manikin Clamp Extension
5.00	Flat-Top Rattail Comb (dozen)	10.00	Manikin Hand
5.00	7" Styling Comb (dozen)	6.00	State Board Nail Polish Kit
18.00	6 pc Manicure and Pedicure Set	324.00	Prosper U Student Kit
1.00	Sanitizable Foot File	123.00	Milady Standard Cosmetology Textbook
1.00	Manicure Brush	65.00	Milady Essential Companion Book
2.00	Manicure Bowl	37.00	Milady Haircutting Book
2.00	Drawstring Bag	39.00	Milady Color and Texture Book
5.00	Nylon Comb-out Cape	63.00	Student Facial Kit
9.00	Shampoo Cape	14.00	Black Smock
		15.00	Black Apron

✦ 1,516.00 Total Cost of Items Issued on Start Date

Cosmetologist Items Issued Later in Training:

Cost	Item Description
\$ 65.00	Female Manikin Head (300 Hours)
65.00	Female Manikin Head (700 Hours)
65.00	Female Manikin Head (1000 Hours)
65.00	Female Manikin Head (1400 Hours)
43.00	Product Styling Kit (300 Hours)
41.00	Milady State Board Review Book (1400 Hours)

✦ 344.00 Total Cost of Items Issued Later in Training

✦ 1,860.00 Total Cosmetologist Kit Cost

Esthetician Student Kit

Cost	Item Description
\$ 2.00	10 Well Make-up Palette
20.00	4 pc Tweezer Kit
4.00	Cuticle Scissor
9.00	Stainless Skin Care Tool
15.00	Sterilizing Tray
2.00	Nail Brush Nylon Bristle
5.00	Nylon Comb Out Cape
3.00	White Terry Headband
16.00	White Terry Salon Wrap
3.00	Picture Mirror
1.00	Single Pencil Sharpener
40.00	12 pc Cosmetic Brush Set
14.00	7 pc Synthetic Body Brush Set
12.00	3 pc Mixing Bowl Set
9.00	Plastic Implement Storage Tote (2)
58.00	Soft Side Traveler Case
42.00	Esthetics Manikin Head & Shoulders
20.00	Eyebrow Practice Palette
7.00	Eye Practice Palette
7.00	Lip Practice Palette
155.00	Professional Makeup Kit
307.00	Esthetics Product Kit
325.00	Prosper U Student Kit
151.00	Milady Esthetics Fundamentals Textbook
53.00	Milady Esthetics Fundamentals Exam Review Book
83.00	Milady Esthetics Fundamentals Workbook
157.00	Student Uniforms (3)
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\$ 1,520.00	Total Esthetician Kit Cost

Cosmetology Student Instructor Kit

Cost	Item Description
\$ 65.00	Female Manikin
43.00	Duffle Bag
9.00	Clamp Manikin Holder
5.00	Ball-Tipped Vent Brush
8.00	Black Shampoo Cape
9.00	Haircutting Cape
5.00	Nylon Comb-out Cape
2.00	Duck Bill Clips (1 dozen)
2.00	Butterfly clamps (1 dozen)
7.00	1 1/4" Round Brush
8.00	2 1/2" Round Brush
9.00	3 1/2" Round Brush
3.00	Aluminum Spray Bottle
2.00	Clear Spray Bottle
10.00	Clear Sheet Protectors (100 pack)
14.00	3" Binder Note Book
250.00	Prosper U Student Kit
123.00	Milady Cosmetology Textbook
65.00	Milady Essential Companion
37.00	Milady Color and Texture Book
39.00	Milady Haircutting Book
95.00	Milady Master Educator Student Course Book
35.00	Milady Master Educator Exam Review
\$ 875.00	Total Kit Cost

Esthetics Student Instructor Kit

Cost	Item Description
\$ 43.00	Duffle Bag
21.00	Smock
10.00	Clear Sheet Protectors (100 pack)
14.00	3" Binder Note Book
306.00	Dermalogica Product Kit
250.00	Prosper U Student Kit
151.00	Milady Esthetics Fundamentals Textbook
53.00	Milady Esthetics Fundamentals Exam Review
83.00	Milady Esthetics Fundamentals Workbook
95.00	Milady Master Educator Student Course Book
35.00	Milady Master Educator Exam Review
\$ 1,061.00	Total Kit Cost

Massage Therapy Student Kit

Cost	Item Description
\$ 95.00	Trail Guide to the Body
\$ 25.00	Stretching Anatomy
\$ 115.00	Milady Theory & Practice of Therapeutic Massage Textbook
\$ 65.00	Milady Theory & Practice of Therapeutic Massage Workbook
\$ 30.00	The Visual Guide to Swedish Massage
\$ 65.00	ABMP Exam Coach (Online Access)
\$ 325.00	Prosper U Student Kit
\$ 157.00	Student Uniforms (3)
\$ 30.00	Thera-cane
\$ 320.00	Massage Table w/Bolster & Case
\$ 30.00	Massage Cream, Oil & Lotion Kit
\$ 15.00	Lotion Holster w/Bottle
\$ 30.00	Linen Sets (3)
\$ 23.00	Blanket
\$ 70.00	Soft Side Traveler Case

\$ 1,395.00 Total Massage Therapy Kit Cost

Staff Listing

School Management & Administration	
School Director	Robinson, Mindy
Education Director	Minter, RaChelle
Evening Instructor-in-Charge	Miller, Shelli
Office Manager	Haggard, Lindsay
Financial Aid Coordinator	Mynatt, Chelsea
Career Services Coordinator	Neve, Rebecca
Salon Coordinators	Grado, Marisa
	Meredith, Kilee
	Reeter-Orellanes, Rosemary
	Rocha, Hilda
Instructional Staff	
Campbell, Michelle	Chandler, Karen
Cicalese, Michelle	Cocuzza, Nicole
Chansley, Martha	Croce, Sheena
Gessner, Briana	Hayhome, Laurel
Miller, Shelli	Rivera, Donna
Rogge, Melanie	Smith-Pinegar, Donna
Snow, Cheri	Stevens, Alan
Vongprachanh, Vicki	
Admissions	
Director of Admissions	Galetti, Kim
Admissions Representatives	Banning, Jessica
	Campbell, Shelly
	Helms, Kimberly
	Montoya, Stacey
Home Office Administration	
Chief Executive Officer	Pobiak, Brandon
Chief Operating Officer	Pobiak, Donald
Chief Financial Officer	Tryon, Clint
Financial Aid Director	Montes, April