



**AVALON**  
SCHOOL OF COSMETOLOGY

## Student Catalog

January 2019

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## About Avalon

### Ownership

Avalon School of Cosmetology, hereinafter referred to as “Avalon”, is owned by EA Education, Inc., a wholly owned subsidiary of P-Squared, Inc.

### Our Mission

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

### Avalon’s Commitment and Objectives

Avalon School of Cosmetology is committed to providing an interactive, dynamic, and creative learning atmosphere and hands on training for every individual. Avalon’s objective is to achieve our Mission by transforming it into measurable and outstanding student learning outcomes. These commitments include, but are not limited to the following, for both our Cosmetologist and Esthetician Programs:

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

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

### Your Mission

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

### Avalon School of Cosmetology Arizona Locations

2111 S. Alma School Rd., Suite 21 Mesa, AZ 85210 480-897-1688	410 E. Bell Rd., Suite G-100 Phoenix, AZ 85022 602-443-0076
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**Institutional Website:** [www.avalon.edu](http://www.avalon.edu)

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

### Licensing, Accreditation and Membership Associations



Avalon School of Cosmetology is accredited by the National Accrediting Commission on Career Arts and Sciences (NACCAS). The Commission was founded in 1969 and is recognized by the US Department of Education. Additional information can be obtained from NACCAS: 3015 Colvin Street, Alexandria, VA 22314, by calling (703) 600-7600 or at [www.naccas.org](http://www.naccas.org).



Avalon School of Cosmetology is licensed to operate by the Arizona State Board of Cosmetology. They can be contacted at:

1721 East Broadway  
Tempe, AZ 85282-1611  
(480) 784-4539  
www.azboc.gov

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

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

- National Cosmetology Association
- American Association of Cosmetology Schools

## Admissions Policies and Requirements

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

- Meet one of the following education requirements: a) High School Diploma b) General Equivalency Diploma (GED);
- Picture Identification (Driver's license, military / other valid ID);
- Social Security Card; and
- \$50.00 Application Fee (must accompany the enrollment agreement)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. Avalon School of Cosmetology does not enroll any prospective students currently enrolled, attending or admitted to another school offering a similar program of study. Avalon also does not accept Ability-to-Benefit students and have not entered into any Articulation or Transfer Agreements with any other third party institutions for instruction. All courses at Avalon are only taught in English.

Previously withdrawn or terminated students of Avalon are welcome to apply for re-entry into school by following the school's official Re-Entry Policy and Procedure. For more information on Re-Entry, please contact the School Director. Avalon reserves the right to waive admissions fees for students enrolling or re-entering their program due to mitigating circumstances.

## Transfer Students for the Cosmetologist Program

In addition to the completion of the standard entrance requirements, students who have attended other Cosmetology 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 the a practical evaluation. Avalon does not accept prior experiential learning as credit into their educational program. Students wishing to transfer out of Avalon School of Cosmetology may request (in writing) any and all current records regarding hours earned and academic achievement.

## Transfer Students for the Esthetician and Cosmetology Student Instructor Programs

Avalon School of Cosmetology does not accept transfer students into the Esthetician or Cosmetology Student Instructor programs.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** 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 credits or diploma 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 will meet 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.

## Course Outlines

### Cosmetologist Program

#### Program Information

- **Program Length**  
 Full time = 55 weeks – 1,600 clock hours  
 Part time = 86 weeks – 1,600 clock hours
- **Description of Course:** This course covers basic concepts of cosmetology and state board principles. Topics include: hair, skin, nails, rules & regulations, hygiene, sterilization, first aid, chemistry, electricity, professionalism, and advanced hair care topics. Upon completion, students should be able to demonstrate basic knowledge and concepts of cosmetology, and obtain an entry level position in the beauty industry.
- **Instructional Methods:** Classes are presented in the form of lectures, clinic instruction on clients (including mini-classes), and Theory and Practical classes (models, mannequins, audio/visual etc.) with well-defined motivational lesson plans stating objectives and criteria for evaluation.
- **Course Objectives:** The goal of Avalon School of Cosmetology is to teach, develop, and graduate students to be professionals in the Art and Sciences of Cosmetology and to prepare students to successfully pass the Arizona Board of Cosmetology Examination. Students who successfully pass the Avalon School of Cosmetology course will be granted a Diploma and will be prepared for successful employment in the Cosmetology profession.
- **Text & References:** Avalon School of Cosmetology uses the Milady's series of textbooks for the Cosmetologist program. The complete listing is available on the Student Kit list supplement. In addition, numerous business and technical books and videos are available in the student library. All books and videos must be checked out through the Education Director.
- **Curriculum:** Avalon School of Cosmetology follows the guidelines specified by the Arizona State Board of Cosmetology.

#### Areas of Instruction:

#### Hours:

- Theory of cosmetology, infection control, anatomy, physiology and histology of the body, electricity, diseases and disorders, and Arizona cosmetology laws and rules; and
- Clinical and laboratory cosmetology including theory that involves nails, hair, and skin:

**200**

○ Principles and practices of infection control and safety;	<b>100</b>
○ Recognition of diseases and the treatment of disorders of the hair, skin, and nails;	<b>50</b>
○ Morphology and treatment of hair, skin, and nails;	<b>50</b>
○ Interpersonal skills and professional ethics;	<b>20</b>
○ Product pharmacology and chemistry interaction, formulation, composition, and hazards;	<b>20</b>
○ Cosmetology machines, tools, and instruments and their related uses;	<b>50</b>
○ Chemical texturizing;	<b>100</b>
○ Changing existing hair color;	<b>100</b>
○ Hair and scalp care;	<b>100</b>
○ Fundamentals of hairstyling including braiding and extensions;	<b>25</b>
○ Body, scalp, and facial massage and manipulations;	<b>25</b>
○ Hair cutting fundamentals;	<b>100</b>
○ Fundamental aesthetics of the body and face;	<b>20</b>
○ Fundamentals of nail technology;	<b>40</b>
○ Clinical and laboratory practice that includes hair, skin, and nails;	<b>390</b>
○ Alternative hair, skin, and nail technology;	<b>25</b>
○ Pre- and post-client consultation, documentation, and analysis;	<b>50</b>
○ Body and facial hair removal except by electrolysis;	<b>25</b>
○ Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices;	<b>10</b>
○ Cosmetology technology; and	<b>50</b>
○ Required industry standards and ecology, including monitor duties.	<b>50</b>

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**1,600 Total Hours**

*The above hour breakdown is an estimate for the typical student. It is not a guarantee of specific hourly training as each student will vary based upon attendance.*

### Grading Scale

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

Classes/Lab/Theory

- Tests
- Assignments
- Participation
- Attendance

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

### 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:

Level of Training	Schedule	Topics of Instruction
Stage 1	Day: 1-10 Weeks Eve: 1-15 Weeks	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 Eve: 16-86 Weeks	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	Day: 1250 Hours Eve: 1375 Hours	5-Week Training Course related primarily to Career Development, with regards to Resume Preparation, Interview Skills, and Job Searches.

## Graduation Requirements

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

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

## State Requirements for Licensure

- Graduate from a school of Cosmetology with at least 1,600 hours.
- Complete application and pay fee.
- Pass a written exam administered by the State of Arizona.
- Pass a practical exam administered by the State of Arizona.
- Proof of **one** of the following:
  - High School Diploma or GED, or
  - Proof that the applicant is at least 23 years of age

## Esthetician Program

### Program Information

- **Program Length**  
Part time = 32 Weeks – 600 clock hours  
Full time = 25 weeks – 600 clock hours
- **Description of Course:** This course covers basic concepts of esthetics and state board principles. Topics include: makeup, skin analysis, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, professionalism, and advanced skin care topics and treatments. Upon completion, students should be able to demonstrate basic knowledge and concepts of esthetics, and obtain an entry level position in the beauty industry.
- **Instructional Methods:** Classes are presented in the form of lectures, clinic instruction on clients (including mini-classes) and Theory and Practical application with well-defined motivational lesson plans stating objectives and criteria for evaluation.
- **Course Objectives:** The goal of Avalon School of Cosmetology is to teach, develop, and graduate students to be professionals in the Art and Sciences of Esthetics and to prepare students to successfully pass the Arizona Board of Cosmetology Examination. Students who successfully pass the Avalon School of Cosmetology course will be granted a Diploma and will be prepared for successful employment in the Esthetics profession.
- **Text & References:** Avalon School of Cosmetology uses the Milady's series of textbooks for the Esthetician program. The complete listing is available on the Student Kit list



supplement. In addition, numerous business and technical books and videos are available in the student library. All books and videos must be checked out through the Education Director.

- **Curriculum:** Avalon School of Cosmetology follows the guidelines specified by the Arizona State Board of Cosmetology.

<b>Areas of Instruction:</b>	<b>Hours:</b>
• Theory of aesthetics, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Arizona cosmetology laws and rules; and	<b>150</b>
• Clinical and laboratory aesthetics including theory that involves all skin types:	
○ Principles and practices of infection control and safety	<b>25</b>
○ Recognition of diseases and the treatment of disorders of the skin	<b>20</b>
○ Interpersonal skills and professional ethics	<b>15</b>
○ Clinical and laboratory practice that includes face and body	<b>200</b>
○ Morphology and treatment of skin, including face and body, by hand and machine	<b>25</b>
○ Product pharmacology and chemistry interaction, formulation, composition, and hazards	<b>10</b>
○ Aesthetics machines, tools, and instruments and their related uses	<b>30</b>
○ Alternative skin technology	<b>5</b>
○ Pre- and post-client consultation, documentation, and analysis	<b>10</b>
○ Spa body modalities	<b>10</b>
○ Exfoliation modalities	<b>10</b>
○ Body and face massage and manipulations	<b>25</b>
○ Body and facial hair removal except by electrolysis	<b>25</b>
○ Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices	<b>10</b>
○ Cosmetic enhancement applications	<b>25</b>
○ Required industry standards and ecology, including monitor duties	<b>5</b>
<hr/> <b>600 Total Hours</b>	

*The above hour breakdown is an estimate for the typical student. It is not a guarantee of specific hourly training as each student will vary based upon attendance.*

### Grading Scale

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

Classes/Lab/Theory

- Tests
- Assignments
- Participation
- Attendance

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

### Advancement

The Esthetician 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:

Level of Training	Schedule	Topics of Instruction
Phase 1	Day & Eve: 1-5 Weeks	Basic Theory and Practical Instruction in Disinfection/Sanitation, Manual/Electrical/Chemical Facials, Microdermabrasion, Body Therapy, Light Therapy, Hair Removal, and Product Knowledge.
Phase 2	Day: 6-25 Weeks Eve: 6-32 Weeks	Advanced Theory and Practical Instruction in all previously trained and additional Skin Services; focused Business Training to include upselling and retailing strategies; State Board Preparation and Training; and Career Development including Resume Preparation, Interview Skills, and Job Searches.

### Graduation Requirements

- Complete 600 hours of training.
- Achieve a passing score of at least 75% on all written and practical exams.
- The student must satisfy all financial obligations owed to the School, unless other arrangements have been made.

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

### State Requirements for Licensure

- Graduate from a school of Esthetics with at least 600 hours.
- Complete application and pay fee.
- Pass a written exam administered by the State of Arizona.
- Pass a practical exam administered by the State of Arizona.
- Proof of **one** of the following:
  - High School Diploma or GED; or
  - Proof that the applicant is at least 23 years of age

### Cosmetology Student Instructor Program

#### Program Information

- **Program Length**  
Full time = 12 weeks – 350 clock hours  
Part time = 18 weeks – 350 clock hours
- **Description of Course:** Avalon School of Cosmetology educates students in Laws, Rules, Regulations, and Theory and Practical skills pertaining to the Cosmetology teaching and educating industry. Upon completion, students should be able to demonstrate basic knowledge and concepts of cosmetology instruction, and obtain an entry-level position in the beauty education industry.
- **Instructional Methods:** Classes are presented in the form of lectures, clinic instruction on clients (including mini-classes), and Theory and Practical application with well-defined motivational lesson plans stating objectives and criteria for evaluation.

- **Course Objectives:** The goal of Avalon School of Cosmetology is to teach, develop, and graduate students to be professionals in the Art and Sciences of Cosmetology Education and to prepare students to successfully pass the Arizona State Board Examination. Students who successfully pass the Avalon School of Cosmetology Student Instructor course will be granted a Diploma and will be prepared for successful employment in the Beauty Industry as an educator.
- **Text & References:** Avalon School of Cosmetology uses the Milady's Master Educator Student Course Book as well as the appropriate Cosmetology series 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 Education Director.
- **Curriculum:** Avalon School of Cosmetology follows the guidelines specified by the Arizona State Board of Cosmetology.

### Areas of Instruction:

- Orientation and Arizona Laws and Rules
- Theory, Preparation, and Practice
  - Curriculum Development
  - Developing and Using Educational Aids
  - Presentation Principles (Practical & Written)
  - Classroom Management
  - Evaluation, Assessment and Remediation Methods (Practical & Written)
  - Diversity in Learning (including cultural)
  - Methods of Teaching
  - Professional Development (including ethics)
- Student Salon Oversight

### Hours:

8

218

124

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**350 Total Hours**

*The above hour breakdown is an estimate for the typical student. It is not a guarantee of specific hourly training as each student will vary based upon attendance.*

### Grading Scale

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

Classes/Lab/Theory

- Tests
- Assignments
- Participation
- Attendance

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

### Graduation Requirements

- The student must complete 350 hours of instructor training.
- Achieve a passing score of at least 75% on all written and practical exams.
- The student must satisfy all financial obligations owed to the School, unless other arrangements have been made.

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

## State Requirements for Licensure

- Graduate from a school of Cosmetology with at least 350 hours.
- Complete application and pay fee.
- Pass a written exam administered by the State of Arizona.
- Pass a practical exam administered by the State of Arizona.
- Proof of at least one year of licensed industry experience.
- Proof of **one** of the following:
  - High School Diploma or GED, or
  - Proof that the applicant is at least 23 years of age.

## General Facility Description and Operations

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

Our product dispensary is equipped with a wide variety of current chemicals and tools used in today's cosmetology and esthetics 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 that meets and exceeds the minimum standards set forth by the state board of cosmetology, including but not limited to: an adequate number of Student Salon Styling Stations and Esthetics Beds, hairdryer chairs, private waxing area, manicure and pedicure stations, shampoo bowls, magnifying lamps, microdermabrasion machines, skin scanners, etc. Student lounge areas include refrigerator, 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 and Esthetics.

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

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

### School Hours

Cosmetologist Daytime Hours:	8:30am - 4:00pm	Tuesday – Saturday
Cosmetologist Evening Hours:	5:30pm - 10:00pm	Monday – Friday
Esthetician Daytime Hours:	8:30am – 2:30pm	Tuesday – Friday
	8:30am – 4:00pm	Saturday
Esthetician Evening Hours:	5:30pm – 10:00pm	Monday – Friday

### Administrative Hours

8:30 am to 5:00 pm Monday – Friday  
*Other administrative appointments can be scheduled.*

## Student Financial Assistance

Avalon School of Cosmetology is an eligible institution approved by the Department of Education for participation in the following State and Federal funding programs. These funding sources are generally referred to as "Title IV" Funding. Upon the determination of eligibility the School will assist any applicant to apply for the Title IV educational funding. Qualifications are based on individual

needs and criteria determined by the federal government and or respective funding organization. The School does not determine funding acceptance. Financial assistance availability to any student does not in any way imply guarantee of admission to Avalon School of Cosmetology, quality of instruction or employment placement. 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, and 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.

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

Once established for eligibility for any or all financial assistance programs, students are required to meet Satisfactory Academic Progress.

Financial assistance payments are disbursed according to the Department of Education guidelines.

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

### 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, credit card, money order, and check.

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 Veterans 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.

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](http://www.gibill.va.gov).

## Standards of Conduct - Requirements

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

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

## General School Rules

- **PROFESSIONALISM:** Students are expected to be courteous and respectful to all clients, fellow students and instructors at all times. This includes respectful and professional conduct, language and manner at all times. Profane, rude, disrespectful behavior and gossip will not be tolerated.
- **DRESS CODE:** Cosmetologist and Esthetician students are provided with the appropriate uniform (i.e., Cosmetologist: black smock and apron; Esthetician: black scrubs) and name tag upon beginning training. Cosmetologist students' clothing under their smock/apron must be solid black in color and not contain slogans or other writing. Shoes must be predominantly black. Esthetician students' clothing under their scrubs must be solid black in color and not contain slogans or other writing. Shoes must be predominantly black. All students' attire must be professional and an excess display of skin (i.e., low cut shirts, visible underarms, midriff, very short skirts, etc.) will not be tolerated. Hats are not permitted; however, headbands not exceeding 2 inches in width are permissible. No sweat pants, pajamas, flip flops, sandals, or slippers are allowed. Students are expected to arrive at class in the appropriate attire with their time card displayed and hair and makeup done.
- **PERSONAL HYGIENE:** Students are expected to maintain high standards of personal hygiene (i.e., daily showers and shaves, teeth brushed, hair clean and groomed upon arrival at school, and fingernails clean).
- **CLOCK IN/OUT REQUIREMENTS:** The school tracks student hours using an electronic time clock. Students **MUST** clock in upon entering the school and clock out when leaving the school each day in order to receive credit for hours accumulated. Full-time Daytime students are provided with a 30-minute lunch period each day and must clock out for their lunch break each day. Breaks taken at the school are 10-15 minutes, unless otherwise specified by a faculty or staff member. When leaving the facility for a break, students **MUST** inform the front desk, as well as an instructor, and clock out. Students are not permitted to clock in if they are more than 15 minutes late for their scheduled start times.
- **TIME CARD:** Students are responsible for their own time cards and for personally clocking in and out. Under **NO** circumstances will a student be permitted to "clock" or "swipe" another student's time card. Students violating this rule shall be suspended. Students are required to have their time card on at all times while in school. If a student loses their time card, or leaves it at home, the student will have the option of buying a replacement for \$5.00 from the front desk. A temporary card will be issued until the replacement arrives. If the student cannot purchase a replacement they will be sent home.

- **ATTENDANCE:** Permission to leave the school during school hours must be obtained from the student's instructor or staff member. In the event that a student will be tardy or absent, the student **MUST** contact the school **PRIOR** to the beginning of class. Failure to contact the school is considered a No Call No Show (NCNS). Such violation will result in either a verbal or written warning or possible temporary suspension of training. Any absence from school, including prearranged and excused absences, will affect your attendance percentage. All students are required to make up missed assignments on their own time.
- **MANDATORY TRAINING:** Daytime students are **REQUIRED** to attend training on **SATURDAYS**. Evening students are **REQUIRED** to attend all training on **MONDAYS**. Absences will only be excused with a physician's **WRITTEN** permission granted by school staff. If a student calls out on a Monday or Saturday they will receive 1 day of In School Suspension (ISS). If a student NCNS's on a Monday or Saturday they will receive 2 days of ISS. Students are also required to attend school on the day before and after a holiday. Students may prearrange to be absent for any holiday at least 24 hours in advance. Students who call out on the day before or after a holiday will receive 2 days ISS. Students who NCNS on the day before or after a holiday will receive 3 days ISS. All students are required to make up missed assignments on their own time.
- **PREARRANGE IN / MAKE-UP HOURS:** Students are permitted to arrange to attend additional hours outside their regularly scheduled hours. Students must sign-up to Prearrange In through the Front Desk no later than the Saturday of the week prior. Students will be notified on Monday if they qualify for the dates they selected, based on their prior week's attendance (i.e., student cannot have missed more than 2.5 of their scheduled hours the week prior). Cosmetology Stage One and Esthetician 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 Stage Two students under 1,000 hours may Prearrange In up to two days per week. Cosmetology Stage Two Students over 1,000 hours may Prearrange In up to three days per week. 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, are limited to two days per week, must meet with their instructor and/or Education Director in order to Prearrange In, and will only be approved on a case-by-case basis due to instructor availability. Any student that NCNS or leaves early on a mandatory day will be ineligible to Prearrange In for one week; as will any student with an approved prearranged day that fails to attend and does not cancel within 24 hours.
- **PREARRANGE OUT:** Students are permitted to Prearrange Out when they know they will be absent on a day in the future. Any absence will count towards the student's attendance percentage regardless of the reason, but by prearranging the absence it allows for smooth client scheduling. Any student on Institutional Attendance Warning will be required to meet with the Education Director in order to be approved to Prearrange Out.
- **CLASS PARTICIPATION:** Students must be occupied during entire school hours, in either practice or study of theory, as per curriculum.
- **ASSIGNMENTS:** Students are required to accept all assignments given to them. Refusal to accept an assignment may result in being sent home for the day.
- **PRACTICAL EXAMINATION AND FINAL EXAMINATIONS:** Students are required to complete all assignments both written and practical prior to being permitted to take their Final Examination. Practical testing, 900 and 1400 hour for Cosmetologist and 450 hours for Esthetician, is always scheduled on Mondays between the hours of 9:00am and

4:00pm. In the event that a student fails any portion of their practical test, they will be required to retake it until a passing grade is obtained. If a student fails to attend their scheduled test they will lose 10% of their grade and be suspended in school (ISS) for 4 days in which they will focus on State Board Procedures. Students are required to complete all assignments both written and practical prior to being permitted to take their Final Examination.

- **SANITATION MAINTENANCE:** Students are expected to maintain a clean and neat styling station and work area at all times. Work areas are subject to random inspection. Each student is fully responsible for the cleanliness of their own styling station and work area. Students found with deficient equipment or unsanitary conditions are subject to dismissal from school.
- **EQUIPMENT RESPONSIBILITY:** Upon beginning training, students are provided with all approved equipment and textbooks for their specific training course. Students are expected to arrive at each and every class prepared to study with the appropriate equipment. Borrowing equipment from other students is not recommended. The school is not responsible for property belonging to students. The school highly recommends permanent identification of all equipment.
- **STUDENT BREAK ROOM:** Students are provided with a student break area as well as sufficient lunch and periodic breaks. Eating, drinking, smoking, or any other physical distractions are NOT permitted in class, on the student salon floor, within any styling stations or work areas. Smoking is NEVER permitted in the building or out front.
- **PARKING:** Students are NOT allowed to park against the building or in the parking spaces nearest the building. Use parking further from the building to accommodate student salon clients. If available, student may also park in the back of the building and use the rear entrance.
- **STUDENT PERSONAL SERVICES:** Students may receive personal services on the clinic floor with the permission of an instructor and the front desk must issue a ticket, as per normal client procedures. Public clients will always be given first priority for service operations. Personal services for students will not be allowed to interfere with class schedules, required assignments, or assigned public client services. Personal services are intended to increase knowledge of the services from the client's point of view; therefore, personal services are only to be administered during the student's regularly scheduled school hours and for services directly related to their program of study. Personal services include polishing your own nails or styling your own hair. In order to be eligible for free personal services a student must have a minimum of 85% Cumulative Grade Point Average (CGPA), 85% prior month attendance percentage, and instructor approval. Students that do not meet the requirements for free personal services are still eligible to receive personal services, but they must pay the Student Pricing. A Student Price List of available personal services to the students is available for review at the Front Desk. A student that wishes to come in for service outside of their regularly scheduled hours, or receive services not listed on the Student Price List, will receive a 50% discount off regular salon prices. Students are not permitted to receive Personal Services on Mandatory Days or when they are Pre-Arranged In.

## Client Relations, Rules and Regulations

- Students are required to thoroughly cleanse hands prior to serving each and every client. All students are expected to maintain a neat and clean presentation of themselves and their work area.
- Students are expected to protect their clients, personal possessions and clothing at all times. Students are required to use clean tools and materials for any procedure for each and every client.



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

## Other School Policies

### Course Length

Each class that begins will have a **projected** graduation date. Because your training consists of applying your craft while accumulating your hours, the actual graduation date will vary student to student depending on attendance determined by actual hours earned. Students who have transferred from another school, and whose hours have been accepted by the School, will have a projected graduation date based upon the remaining hours needed.

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

### 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 outlined below and in the Student Catalog.

- **Cosmetologist (Stage One):** The maximum number of absences permitted within the first 10 weeks for Day students or the first 15 weeks Evening students is 35 hours.
- **Esthetician (Phase One):** The maximum number of absences permitted within the first 5 weeks of school for both Day and Evening students is 13.5 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 which must be met for a student to return to good standing. Failure to meet the conditions of the appeal will result in termination without the opportunity to appeal.

## Satisfactory Academic Progress 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:

Cosmetologist Program - 1600 Hours				
Evaluation Point (Hours Completed)	Day Session		Evening Session	
	Normal Time To Complete	150% Time To Complete	Normal Time To Complete	150% Time To Complete
450	13 Weeks	19.5 Weeks	20 Weeks	30 Weeks
900	26 Weeks	39 Weeks	40 Weeks	60 Weeks
1250	36 Weeks	54 Weeks	56 Weeks	83.5 Weeks

Esthetician Program - 600 Hours				
Evaluation Point (Hours Completed)	Day Session		Evening Session	
	Normal Time To Complete	150% Time To Complete	Normal Time To Complete	150% Time To Complete
300	10.5 Weeks	15.5 Weeks	13.5 Weeks	20 Weeks

Cosmetology Student Instructor Program - 650 Hours				
Evaluation Point (Hours Completed)	Day Session		Evening Session	
	Normal Time To Complete	150% Time To Complete	Normal Time To Complete	150% Time To Complete
175	6 Weeks	9 Weeks	9 Weeks	13.5 Weeks

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

- **Attendance:** Students must achieve a minimum cumulative attendance average of 67% at the evaluation point. Attendance is calculated as Completed Hours divided by Scheduled Hours. Excused absences (doctor visits, prearranged absences, etc.) are still missed hours for the purpose of calculating Attendance.
- **Academics:** Students must achieve a minimum Total Cumulative Grade Point Average (CGPA) of 75% at the evaluation point. The Total CGPA includes Theory (written exams) and Practical (hands on) skills. Students work will be graded based upon the following criteria and grading scale:

Classes/Lab/Theory:

- Tests
- Assignments
- Participation
- Attendance

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

- **Maximum Timeframe:** Students are required to complete the program within the Maximum Timeframe which is 150% of the normal timeframe. In order to be considered progressing satisfactorily students must complete the hours for the specified Evaluation Point in less than the Maximum Timeframe listed above.

Only students who maintain Satisfactory Progress are eligible to receive Title IV Student Financial Aid (Pell Grants, Stafford Loans, PLUS Loans, etc.). Students who meet the minimum requirements for academic and attendance progress 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.

## Academic Grade Point Average

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

## Student Advisory Assistance

Instructors conduct advisory sessions with students each month and on an as needed basis to review academic and attendance progress. This is done either verbally or in written form.

Students are provided a copy of their monthly progress report at the end of each month. School staff will also make themselves available upon request for other reasons. In the event that issues arise outside of the expertise or capability of the School, every effort will be made to guide and/or refer students to appropriate resources.

## Leave of Absence

Avalon recognizes that some students may have a compelling reason they are unable to attend school and are entitled to take a Leave of Absence (LOA). 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 and are subject to school approval. Some legitimate reasons for an LOA are medical (self or immediate family), military duty, and the death of an immediate family member. All requests should have adequate documentation (i.e., doctor's note, military orders, obituary, etc.) attached to the request.

Although there may be some scheduling issues upon a student's return from an 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 an 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.

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

## Cancellation Policy

If Buyer is rejected for training by the Seller, Buyer will receive 100% refund on all monies paid. If the Buyer, or Guarantor if buyer is a minor, cancels this agreement and requests a refund in writing within five (5) days of executing this agreement, the Buyer will be entitled to a 100% refund on all monies paid. If the Buyer, or Guarantor if buyer is a minor, cancels this agreement after five (5) days of executing this agreement but prior to beginning training the Buyer will be entitled to a 100% refund on all monies paid except for the \$50.00 Application Fee.

## Refund Policy

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

<b>Percentage of Actual Hours Completed to Total Hours of Program</b>	<b>Percent of Total Tuition Owed to the School</b>
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.

## Termination of Enrollment

The School may terminate the student's enrollment when:

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

## 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.
- 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.

## Return of Title IV Funds Policy

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

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

The amount of assistance that you have earned is determined on a pro-rata basis of scheduled hours. That is, if you were scheduled to complete 30% of the payment period, you have earned 30% of the assistance you were originally scheduled to receive. Once you have been scheduled to complete more than 60% of the payment period, you are entitled to all of your assistance. In the event that the school has received excess funds on your behalf, those funds are required to be returned to the Department of Education.

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

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

## Student Grievance Policy

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

## Observation of Holidays

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

January	1 <sup>st</sup> (New Year's Day)
January	Martin Luther King Day
May	Memorial Day
July	4 <sup>th</sup> (Independence Day)
September	Labor Day
November	Thanksgiving Day & Day After Thanksgiving
December	24 <sup>th</sup> (Christmas Eve)
December	25 <sup>th</sup> (Christmas Day)
December	31 <sup>st</sup> (New Year's Eve)

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

## Employment Assistance

Avalon School of Cosmetology takes great pride in the skills and qualifications that committed students obtain from our professional training. For more than 40 years, graduates from Avalon School of Cosmetology have been sought and employed throughout the 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.***

## Housing

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

## Safety Requirements for Profession

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

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

## Physical Demands of the 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.

### Industry Information and Career Outlook

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

1. Develop finger dexterity and a sense of form and artistry
2. Enjoy dealing with the public
3. Keep abreast of the latest fashion trends and beauty techniques
4. Make a strong commitment to your education
5. Be aware that the licensing requirements in Arizona 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 – Hairdressers, Hairstylists, and Cosmetologists**  
Hairstylist, Makeup Artist, Manicurist, Color Specialist, Haircutting Specialist, Sales Representative, Salon Manager, Salon Owner, Educator, or Consultant.
- **Esthetician – Standard Occupational Classification 39-5094.00 – Skincare Specialist**  
Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facialist, Medical Esthetician, Nurse Esthetician, Skin Care Technician
- **Cosmetology Student Instructor– Standard Occupational Classification 25-1194.00 – Vocational Education Teachers, Postsecondary**  
Educator in a licensed school of cosmetology/esthetics, Education Consultant, School Director, or School Owner.

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

The 2007 Job Demand Survey results indicate that salons in Arizona plan to hire 6,805 new employees in the next twelve months. Most importantly, 71 percent of Arizona salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2007, there were 36,017 professionals employed at Arizona's 5,397 salons. 51 percent of salons in the state are employer-owned, and 15 percent are booth-rental salons. The other 34 percent are a combination of the two.

The average salary range in the United States is between \$30,000 and \$48,000 with the average salon professional earning \$35,973. In Arizona the average salary for a salon professional is \$36,381. This is an average for all salon professionals.

The following are the national average salaries for specialized beauty professionals.

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

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

## Consumer Disclosures

In addition to the School Catalog, the following is a list of information that is available on our institutional website to employees, students, prospective students, and the public at the following URL: <http://avalon.edu/about/consumer-disclosure/>. For more information, or a hardcopy version of any of these disclosures, please visit your school's Administrative Offices.

## Institutional Outcomes

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

## GE Program Disclosures

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

## 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.

## Drug & Alcohol Abuse Policy & Prevention Program

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

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

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

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

To protect the privacy of students and families, federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the FSA programs. The relevant law is the Family Educational Rights and Privacy Act of 1974 (FERPA). For a hard copy of Avalon School of Cosmetology's FERPA policies, please visit the administrative offices, review the School Catalog, or go to the school's website at: <http://avalon.edu/about/consumer-disclosure/>. Avalon School of Cosmetology's FERPA Policy covers important information with regards to the rights provided to student's records. This policy covers important information, including, but not limited to, the following:

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

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

## Institutional Outcomes

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

## Student Right-to-Know

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

## Textbook Information & References

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

## Consumer Information on College Navigator

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

- Mesa: <http://nces.ed.gov/collegenavigator/?q=avalon+school&s=all&id=104568>
- Phoenix: <http://nces.ed.gov/collegenavigator/?q=avalon+school&s=all&id=474915>

## Copyright Infringement Policy

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

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

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

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

## Americans with Disabilities Act

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

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

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

1. Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
2. The School Director will respond within two weeks of receiving the request.

3. If you would like to request reconsideration of the decision regarding your request, please contact the School Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

Scheduled Daytime Start Dates	Daytime Graduation Dates		
	Cosmetologist	Esthetician	Cosmetology Student Instructor
01/08/19	01/27/20	07/01/19	04/02/19
02/12/19	03/02/20	08/05/19	05/07/19
03/19/19	04/06/20	09/09/19	06/11/19
04/23/19	05/11/20	10/14/19	07/16/19
05/28/19	06/15/20	11/18/19	08/20/19
07/02/19	07/20/20	12/23/19	09/24/19
08/06/19	08/24/20	01/27/20	10/29/19
09/10/19	09/28/20	03/02/20	12/03/19
10/15/19	11/02/20	04/06/20	01/07/20
11/19/19	12/07/20	05/11/20	02/11/20

Scheduled Evening Start Dates	Evening Graduation Dates		
	Cosmetologist	Esthetician	Cosmetology Student Instructor
01/07/19	08/31/20	08/21/19	05/19/19
02/11/19	10/05/20	09/25/19	06/23/19
03/18/19	11/09/20	10/30/19	07/28/19
04/22/19	12/14/20	12/04/19	09/01/19
05/27/19	01/18/21	01/08/20	10/06/19
07/01/19	02/22/21	02/12/20	11/10/19
08/05/19	03/29/21	03/18/20	12/15/19
09/09/19	05/03/21	04/22/20	01/19/20
10/14/19	06/07/21	05/27/20	02/23/20
11/18/19	07/12/21	07/01/20	03/29/20

**Cosmetologist**

Tuition (\$10.50/hour)	\$	16,800.00
Books, Tools, Supplies		1,860.00
Application Fee		50.00
<b>Total Cost (Excluding Tax)</b>	\$	<b>18,710.00</b>

**Esthetician**

Tuition (\$14.50/hour)	\$	8,700.00
Books, Tools, Supplies		1,520.00
Application Fee		50.00
<b>Total Cost (Excluding Tax)</b>	\$	<b>10,270.00</b>

**Cosmetology Student Instructor**

Tuition (\$6.00/hour)	\$	2,100.00
Books, Tools, Supplies		875.00
Application Fee		50.00
<b>Total Cost (Excluding Tax)</b>	\$	<b>3,025.00</b>

**Advanced Make Up:**

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

**Advanced Hair Extensions**

Outside Students	\$	675.00
Avalon Students & Graduates	\$	675.00

**Advanced Eyelash Extensions**

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

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

**Additoonal Instruction:**

Should the Student require training exceeding the contract end date, the Student will be charged \$6.00 per hour for every hour needed to complete



# Student Catalog Cosmetologist Student Kit

## Cosmetologist Items Issued on Start Date:

Cost	Item Description
\$ 75.00	Professional Hair Cutting Shear Set
5.00	Manikin Hair Cutting Shears
34.00	Styling Razor
16.00	Blades for Razor (10 pack)
71.00	Wahl All Star Clipper Combo Set
36.00	Blowdryer
36.00	3/4" Marcel Iron
37.00	Ceramic Flat Iron
6.00	Paddle Brush
5.00	Ball Tipped Vent Brush
1.00	Dye Brush
2.00	Nylon Bristle Brush
10.00	3" Round Brush
10.00	2.5" Round Brush
8.00	1.5" Round Brush
2.00	7.5" Classic Stylist Comb
4.00	Comb with metal Pick
3.00	Super Styler Comb
1.00	Lift Pick
3.00	White Clipper Comb
5.00	Flat-Top Rattail Comb (dozen)
5.00	7" Styling Comb (dozen)
18.00	6 pc Manicure and Pedicure Set
1.00	Sanitizable Foot File
1.00	Manicure Brush
2.00	Manicure Bowl
2.00	Drawstring Bag
5.00	Nylon Comb-out Cape
9.00	Shampoo Cape

Cost	Item Description
\$ 10.00	Haircutting Cape
3.00	Picture Mirror
2.00	Coloring Bottle
10.00	Timer Clock
1.00	Color Measuring Cup
9.00	Hair Coloring Kit
3.00	Deep Dish Tint Bowl
2.00	Stainless Wire Whisk
3.00	16 oz Clear Spray Bottle
4.00	8.4 oz Aluminum Trigger Spray Bottle
15.00	Smooth Roller Pack
2.00	Duckbill Clips (dozen)
2.00	Butterfly Clips (dozen)
8.00	Dual Purpose Curl Clips
136.00	Rollabout Case w/ Wheels
65.00	Female Manikin Head
59.00	Male Manikin Head
59.00	Curly Female Manikin Head
9.00	Clamp Manikin Holder
5.00	4" Manikin Clamp Extension
10.00	Manikin Hand
6.00	State Board Nail Polish Kit
324.00	Prosper U Student Kit
123.00	Milady Standard Cosmetology Textbook
65.00	Milady Essential Companion Book
37.00	Milady Haircutting Book
39.00	Milady Color and Texture Book
63.00	Student Facial Kit
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 Items Issued on Start Date:**

<b>Cost</b>	<b>Item Description</b>
\$ 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)
<hr/>	
<b>\$ 1,520.00</b>	<b>Total Esthetician Kit Cost</b>

**Items Issued on Start Date:**

<b>Cost</b>	<b>Item Description</b>
\$ 65.00	Female Manikin
43.00	Duffle Bag
9.00	Clamp Manikin Holder
21.00	Smock
5.00	Flat-Top Rattail Comb (1 dozen)
4.00	Styling Comb (1 dozen)
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
<b>\$ 875.00</b>	<b>Total Kit Cost</b>

## Staff Listing – Phoenix Campus

**Chief Operating Officer**

Donald Pobiak

**School Director**

Mindy Robinson

**Education Director**

RaChelle Minter

**Evening Instructor in Charge**

Shelli Miller

**Instructors:**

Abigail Hardy

Alan Stevens

Delphina Fiore

Donna Rivera

Donna Smith-Pinegar

Jessica Franklin

Josh Giblin

Karen Chandler

Melanie Rogge

Melody Cole

Michelle Cicalese

Nicole Cocuzza

Ramona Land

Vickie Vongprachanh

**Director of Admissions**

Kim Galetti

**Admissions Representatives**

Jessica Banning

Kim Helms

Shelly Campbell

Stacy Montoya

**Financial Aid Director**

April Montes

**Financial Aid Coordinator**

Natalie Flammer

**Career Services Coordinator:**

Rebecca Neve

**Office Manager**

Lindsay Haggard

**Salon Coordinators:**

Bernice Gomez

Destiny Soqui

Erin Bradburn

Jackie Osuna