



**AVALON**  
**INSTITUTE**

## Student Catalog

March 27, 2023



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## **ABOUT AVALON INSTITUTE**

### **Ownership**

Avalon Institute, 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; Donald Pobiak, Chief Operating Officer; and Clint Tryon, Chief Financial Officer.

### **Our Mission**

Avalon Institute's mission is to provide the highest quality professional training and credentials to any individual pursuing a successful career in the Beauty and Wellness Industries.

### **Our Commitment**

To accomplish its mission Avalon Institute 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 Institute is in the provisional application process for formal approval of accreditation by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) and is approved and licensed to operate by the Nevada State Board of Cosmetology.

### **National Accrediting Commission of Career Arts and Sciences**

3015 Colvin Street  
Suite 1300  
Alexandria, VA 22314  
703-600-7600  
[www.naccas.org](http://www.naccas.org)

### **Nevada State Board of Cosmetology – Las Vegas**

1785 East Sahara Avenue  
Suite 255  
Las Vegas, NV 89104  
702-508-0015  
[www.cosmetology.nv.gov](http://www.cosmetology.nv.gov)

### **American Association of Cosmetology Schools**

480 Union Boulevard  
Box 159  
West Islip, NY 11795  
480-281-0431  
[www.beautyschools.org](http://www.beautyschools.org)

## School Locations

Avalon Institute has five schools located in Arizona, Colorado, Nevada, and Utah.

### **LAS VEGAS, NV**

2650 South Decatur Boulevard  
Suite 1  
Las Vegas, NV 89102  
Phone: 702-478-4599

### **Additional Classrooms (2<sup>nd</sup> Floor)**

2650 South Decatur Boulevard  
Suites 6, 8-10  
Las Vegas, NV 89102

### **MESA, AZ**

2111 South Alma School Road  
Suite 21  
Mesa, AZ 85210  
480-897-1688

### **AURORA, CO**

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

### **Additional Classroom (1<sup>st</sup> Floor)**

2223 South Peoria Street  
Aurora, CO 80014

### **Additional Classrooms (2<sup>nd</sup> Floor)**

2241 South Peoria Street  
Suites 209, 210, 212  
Aurora, CO 80014

### **LAYTON, UT**

1992 West Antelope Drive  
Layton, UT 84041  
801-614-5040

### **PHOENIX, AZ**

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

### **Additional Classrooms**

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

## ADMISSIONS POLICIES

### Admissions Requirements

Avalon conducts admission of students without regard to sex, race, age, 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 foregoing items however applicants must meet all requirements specified for admission. Avalon Institute 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**

- **Felony Conviction Review:** If a potential Cosmetology, Advanced Esthetics or Provisional/Student Instructor applicant has been convicted of a felony, the individual must complete a *Felony Conviction Review* conducted by the Nevada Board of Cosmetology at: <https://www.nvcosmo.com/felony-document-submission-form> and must receive Board approval prior to application. If the felony is of a violent nature, the individual will be required to appear before the Board to receive approval or denial.
- 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\*
  - High School Equivalency, such as GED or other equivalency recognized by the state
  - College Academic Transcript showing attainment of an Associate's Degree or higher\*
- Provide a copy of state or US Government issued photo identification
- **Provisional Instructor Only:** Written verification from employer or tax returns showing full-time licensed practitioner for minimum of one year in the branch of cosmetology for which the student will be teaching
- **Provisional and Student Instructor Only:** Nevada practitioner's license for which they are applying to teach
- Complete the required application and enrollment documents
- Pay the required \$50.00 application fee (must accompany the enrollment agreement)

*\*Foreign high school diplomas/college transcripts used to meet education requirements must be translated to English and evaluated by an outside agency that is qualified to translate and confirm the academic equivalence to a United States high school diploma, Associate's Degree or higher. Any associated fees are at the applicant's expense. Avalon will provide applicants detailed information and instructions, if applicable.*

Avalon Institute reserves the right to deny admission to any applicant who Avalon, 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. All High School Institutions are verified to be an acceptable institution recognized by the US or State Department of Education by Avalon at the time of processing the applicant's enrollment. Avalon does not accept Ability-to-Benefit students. All courses at Avalon are taught only in English.

## 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 15 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 at the start of the program. Orientation will be held either prior to the start date of classes or at the beginning of their first day of classes, depending on the program and session. 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 Institute.

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 Institute 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 Institute 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 Institute 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 the 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.

## PROGRAM INFORMATION & COURSE OUTLINES

### General Information

#### Class Schedule & Program Length

Program	Clock Hours	Session	Normal Time To Complete	Schedule		
				Days	Time	Hours Per Week
Cosmetology	1,600	Day	55 Weeks	S1: Mon-Fri	8:30a – 4:00p	35
				S2: Tue-Sat	8:30a – 4:00p	
Cosmetology	1,600	Eve	86 Weeks	Mon-Fri	5:30p – 10:00p	22.5
Advanced Esthetics	900	Day	32 Weeks	Tue-Sat	8:30a – 4:00p	35
Advanced Esthetics	900	Eve	49 Weeks	Mon-Fri	5:30p – 10:00p	22.5
Provisional Instructor	500	Day	26 Weeks	Mon	3:30p – 5:30p (AZ Time)	23
				Tues-Thur	8:30a – 4:00p	
Provisional Instructor	500	Eve	39 Weeks	Mon	3:30p – 5:30p (AZ Time)	15.5
				Tues-Thur	5:30p – 10:00p	
Student Instructor	700	Day	37 Weeks	Mon	3:30p – 5:30p (AZ Time)	23
				Tues-Thur	8:30a – 4:00p	
Student Instructor	700	Eve	55 Weeks	Mon	3:30p – 5:30p (AZ Time)	15.5
				Tues-Thur	5:30p – 10:00p	

#### Curriculum

Avalon Institute follows the guidelines specified by the Nevada State Board of Cosmetology. A detailed listing of the areas of instruction is included in the Course Outline for each program.

#### Instructional Methods

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

#### Textbooks & Reference Materials

Avalon Institute uses the Milady series of textbooks and support materials. The complete list of books is available on the Student Kit List. In addition, numerous business and technical books and videos are available in the student library. All physical books and videos must be checked out through the School Director or Education Director.

## Cosmetology Program

### Program Description

The Cosmetology 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 will receive their Avalon Institute Diploma in Cosmetology, should be able to demonstrate basic knowledge and concepts of cosmetology, and obtain an entry-level position in the beauty industry.

### Program Objectives

The Cosmetology 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 sit for the State Board written examination
- **Practical Skills:** Demonstrate proficiency in delivering Cosmetology Services, including 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 Cosmetology Program has two 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	Hours	Topics of Instruction
Stage 1	DAY: 1-10 Weeks	350	Basic Theory and Practical Instruction in Hair Design, Cutting, Styling, Color, Texture Services, Disinfection/Sanitation, and Skin and Nail Care.
	EVE: 1-15 Weeks	337.5	
Stage 2	DAY: 11-55 Weeks	1,250	Advanced Theory and Practical Instruction in all previously trained Hair, Skin, and Nail 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.
	EVE: 15-86 Weeks	1,262.5	

### Grading Scale

Avalon Institute 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

### 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, (satisfactorily pass all Unit courses)
- Complete a minimum of 1,600 hours of training
- Satisfy all financial obligations to the School

Upon graduation, successful completion of the Nevada State Board of Cosmetology Examination is required to obtain a license to practice. The school does not guarantee passing of the State Board Examination.

## Licensure Requirements

To receive your Cosmetology license in Nevada you must:

- Be 18 years of age
- Be of good moral character
- Have a minimum of a 10<sup>th</sup>-grade education or the equivalent
- Graduate from a school of Cosmetology with a minimum of 1,600 hours
- Apply for licensure and pay the fee(s)
- Pass a written Theory and written State Law Exam administered by the State of Nevada, and a Practical Examination administered by the school.

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

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

## Advanced Esthetics Program

### Program Description

The Advanced Esthetics Program covers basic and advanced concepts of esthetics, laser and state board principles. Topics include: Facials and Skin Care; Facial Makeup; Eyelash Extensions; Hair Removal; Laser Hair Reduction and Tattoo Removal; Intense Pulse Light (IPL); Photo-rejuvenation; Skin Tightening; Body Contouring; Microneedling; Microcurrent, Microdermabrasion, Dermaplaning, Cryotherapy, Radiofrequency, Galvanic, High Frequency, Advanced Exfoliation; Laws, Rules, and Regulations; Management, Ethics, Interpersonal Skills, and Salesmanship; and Disinfection, Cleaning, and Safe Work Practices. Upon completion, students will receive their Avalon Institute Diploma in Advanced Esthetics, should be able to demonstrate basic knowledge and concepts of esthetics, lasers, and obtain an entry-level position in the beauty industry.

### Program Objectives

The Advanced Esthetics 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 and laser certification. Theory instruction is comprised of a combination on on-ground instruction and use of Avalon's student portal utilizing Moodle, Milady MindTap, and Prosper U.
- **Practical Skills:** Demonstrate proficiency in delivering Advanced Esthetics services to include Facials, Clinical Therapies, Hair Removal, and a variety of Laser Treatments and Body Treatments.
- **Professionalism:** Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional.

### Advancement

The Advanced Esthetics 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	Hours	Topics of Instruction
Phase 1	DAY: 1-10 Weeks	350	Basic Theory and Practical Instruction in Anatomy & Physiology, Facials, Clinical Therapies, Exfoliation, Hair Removal, Makeup, Microdermabrasion, Laser Therapies, Skin Tightening, Microneedling, and Body Treatments.
	EVE: 1-15 Weeks	337.5	
Phase 2	DAY: 11-32 Weeks	550	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.
	EVE: 15-49 Weeks	562.5	

### Grading Scale

Avalon Institute 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

### 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, (satisfactorily pass all Unit courses)

- Complete a minimum of 900 hours of training
- Satisfy all financial obligations to the School

Upon graduation, successful completion of the Nevada State Board of Cosmetology Examination is required to obtain a license to practice. The school does not guarantee passing of the State Board Examination.

### **Licensure Requirements**

To receive your Advanced Esthetics license in Nevada you must:

- Graduate from a school of Esthetics with a minimum of 900 hours
- Complete application and pay fee
- Pass a written and practical examination administered by the State of Nevada

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

ADVANCED ESTHETICS PROGRAM Areas of Instruction	
Orientation	History of Esthetics & Laser, Overview of the Curriculum, Nevada Esthetics & Laser Laws and Rules
General Sciences	<b>Personal, Client &amp; Salon Safety</b> <ul style="list-style-type: none"> <li>Aseptic techniques and sanitary procedures</li> <li>Disinfection and sterilization methods and procedures</li> <li>Health risks to the Esthetician</li> <li>CPR First Aid &amp; Cardiopulmonary Resuscitation</li> <li>Client Consultations &amp; Contraindications</li> <li>Laser Safety/Laser Safety Officer</li> </ul>
	<b>General Anatomy, Physiology, Histology &amp; Morphology</b> <ul style="list-style-type: none"> <li>Anatomy, Physiology, &amp; Histology of the Body</li> <li>Fitzpatrick Scale/Glogau Scale</li> <li>Analysis of the Skin</li> <li>Collagen &amp; Elastin</li> <li>Correct skin types and wavelengths</li> <li>Potential adverse reactions</li> </ul>
	<b>Diseases &amp; Disorders of the Skin</b> <ul style="list-style-type: none"> <li>Difference between Diseases and Disorders</li> <li>Contagious Diseases</li> <li>Contraindications due to Disorders &amp; Diseases</li> </ul>
	<b>Science of Esthetics &amp; Lasers</b> <ul style="list-style-type: none"> <li>History</li> <li>Laser Biophysics</li> <li>Laser Modalities</li> <li>Classifications</li> <li>Decontamination &amp; Infection Control</li> <li>Maintenance of machines</li> <li>Safe and proper use of machines</li> </ul>
	<b>Chemistry &amp; Product Pharmacology for Esthetics, Cosmetics &amp; Lasers</b> <ul style="list-style-type: none"> <li>Product Interactions</li> <li>Topicals- numbing creams</li> <li>Clients and their medications</li> </ul>
	<b>Electricity, Light Therapy, Visible Light &amp; Nonionizing Radiation</b> <ul style="list-style-type: none"> <li>Wavelengths</li> <li>Pulse Types vs Q-Switch</li> <li>Laser mediums</li> <li>Ablative vs Non-Ablative</li> <li>Bipolar vs Monopolar Devices</li> <li>Electromagnetic spectrum</li> </ul>
Principles & Techniques	<b>Implements, Tools &amp; Equipment for Estheticians</b> <ul style="list-style-type: none"> <li>High Frequency</li> <li>Galvanic Current</li> <li>Microdermabrasion machine</li> <li>Dermaplaning equipment</li> <li>Radial shockwave device</li> <li>Ultrasound device</li> <li>Medical &amp; Laser Devices</li> <li>LED</li> <li>Microneedling pens</li> <li>Microcurrent machine</li> <li>Cryotherapy Device</li> <li>Radiofrequency device</li> </ul>
	<b>Advanced Mechanical &amp; Electrical Devices (Including Instruction on Use)</b> <ul style="list-style-type: none"> <li>Microdermabrasion Techniques</li> <li>Devices which use cavitation to lift debris from the skin</li> <li>Devices equipped with a brush to cleanse the skin</li> <li>Devices that apply a mixture of steam and ozone to the skin</li> <li>Devices that spray water and other liquids on the skin</li> </ul>
	<b>Basic &amp; Advanced Facials (Manual &amp; Mechanical)</b>
	<b>Basic &amp; Advanced Chemical Exfoliation</b> <ul style="list-style-type: none"> <li>Chemical Exfoliation Procedures</li> <li>Pre-Exfoliation Consultation</li> <li>Post-Exfoliation Treatments</li> <li>Reactions</li> </ul>
	<b>Other Services &amp; Techniques</b> <ul style="list-style-type: none"> <li>Aroma Therapy</li> <li>Body Treatments</li> <li>Eyelash Lift &amp; Brow Lamination</li> <li>Massage of the face and neck</li> <li>Temporary removal of superfluous hair by wax</li> <li>Tinting of the eyelashes and eyebrows</li> <li>Proper documentation</li> <li>Microneedling</li> <li>Makeup Applications including application of artificial eyelashes and arching of the brows</li> <li>Laser Hair Reduction, Intense Pulse Light (IPL), and Other Laser Technologies</li> <li>Eyelash Extensions</li> <li>Radiofrequency</li> <li>Skin tightening</li> </ul>
Career & Professional Development	<b>Business &amp; Salon Management</b> <ul style="list-style-type: none"> <li>Developing clientele</li> <li>Professional image &amp; ethics</li> <li>Industry standards and ecology</li> <li>Professional associations &amp; Public relations</li> <li>Advertising</li> <li>Professional interactions with Healthcare prof</li> </ul>
	<b>Legal Issues</b> <ul style="list-style-type: none"> <li>Malpractice liability</li> <li>Regulatory agencies &amp; tax laws</li> <li>Client Records</li> <li>Risk Management</li> </ul>
	<b>Esthetics &amp; Laser Examination Review</b>



## Provisional Instructor Program

### Program Description

The Provisional 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 will receive their Avalon Institute Diploma in Instruction, should be able to demonstrate basic knowledge and concepts of instruction, and obtain an entry-level position in the beauty education industry.

### Program Objectives

The Provisional 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 sit for the State Board written examinations
- **Practical Skills:** Demonstrate proficiency in developing and delivering curriculum, including Classroom Management, Assessment, Lesson Planning, Teaching Methods and Developing and Using Teaching Aids.
- **Professionalism:** Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional

### Advancement

The Provisional Instructor Program has two Stages of training. 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
<b>Stage 1</b>	<b>1-5 Weeks</b> DAY: 0-115 Hours EVE: 0-77.5 Hours	Basic Theory in the Learning Environment, Lesson Planning, Teaching Styles and Study techniques, and proper implementation of Prosper U and Practical curriculum within the cosmetology or esthetics programs and training in Avalon Services/Products.
<b>Stage 2</b>	<b>DAY: 6-26 Weeks</b> 116-500 Hours <b>EVE: 6-39 Weeks</b> 77.6-500 Hours)	Advanced Theory Instruction in State Laws, Classroom Management, Effective Presentations, Achieving Learner Results, Educational Aids and Technology, Assessing Progress, Career Development, Resume Preparation, Interview Skills, and Job Searches, and continued proper implementation of Prosper U and Practical curriculum within the cosmetology or esthetics programs and training in Avalon Services/Products.

### Grading Scale

Avalon Institute 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

### 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, (satisfactorily pass all Unit courses)
- Complete a minimum of 500 hours of training
- Satisfy all financial obligations to the School

Upon graduation, successful completion of the Nevada State Board of Cosmetology Examination is required to obtain a license to practice. The school does not guarantee passing of the State Board Examination.

## Provisional Licensure Requirements

To receive your Provisional Instructor license in Nevada you must:

- High School Diploma, Transcript or equivalent
- Practitioner's license (Active)
- Proof of enrollment in a licensed school of Cosmetology or Esthetics
- Written verification from employer or tax returns showing full-time licensed practitioner for minimum of one year in the branch of cosmetology for which you will be teaching
- Apply for licensure and pay the fee(s)

Expires upon accumulation of number of hours required for training or 1 year, whichever occurs first. The Board may grant an extension of not more than 45 days to those provisional instructor licensees who have applied for the Instructor examination and are awaiting the exam date.

## Instructor Licensure Requirements

To receive your Provisional Instructor license in Nevada you must:

- Be 18 years of age
- Be of good moral character
- High School Diploma, Transcript or equivalent
- Practitioner's license (Active)
- Graduation from a licensed school of Cosmetology Provisional License program with a minimum of 500 hours
- Apply for licensure and pay the fee(s)
- Pass written Theory and written State Law examinations administered by the State of Nevada

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

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

## Student Instructor Program

### Program Description

The 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 will receive their Avalon Institute Diploma in Instruction, should be able to demonstrate basic knowledge and concepts of instruction, and obtain an entry-level position in the beauty education industry.

### Program Objectives

The 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 sit for the State Board written examinations.
- **Practical Skills:** Demonstrate proficiency in developing and delivering curriculum, including Classroom Management, Assessment, Lesson Planning, Teaching Methods and Developing and Using Teaching Aids
- **Professionalism:** Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional

### Advancement

The Student Instructor Program has two Stages of training. 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
<b>Stage 1</b>	<b>1-5 Weeks</b> DAY: 0-115 Hours EVE: 0-77.5 Hours	Basic Theory in the Learning Environment, Lesson Planning, Teaching Styles and Study techniques, and proper implementation of Prosper U and Practical curriculum within the cosmetology or esthetics programs and training in Avalon Services/Products.
<b>Stage 2</b>	<b>DAY: 6-37 Weeks</b> 116-700 Hours <b>EVE: 6-55 Weeks</b> 77.6-700 Hours)	Advanced Theory Instruction in State Laws, Classroom Management, Effective Presentations, Achieving Learner Results, Educational Aids and Technology, Assessing Progress, Career Development, Resume Preparation, Interview Skills, and Job Searches, and continued proper implementation of Prosper U and Practical curriculum within the cosmetology or esthetics programs and training in Avalon Services/Products.

### Grading Scale

Avalon Institute 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

### 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, (satisfactorily pass all Unit courses)
- Complete a minimum of 700 hours of training
- Satisfy all financial obligations to the School

Upon graduation, successful completion of the Nevada State Board of Cosmetology Examination is required to obtain a license to practice. The school does not guarantee passing of the State Board Examination.

## Student Instructor Licensure Requirements

To receive your Provisional Instructor license in Nevada you must:

- Be of good moral character
- High School Diploma, Transcript or equivalent
- Practitioner's license (Active)
- Proof of enrollment in a licensed school of Cosmetology or Esthetics
- Apply for licensure and pay the fee(s)

Expires upon accumulation of number of hours required for training or 1 year, whichever occurs first. The Board may grant an extension of not more than 45 days to those student instructor licensees who have applied for the Instructor examination and are awaiting the exam date.

## Instructor Licensure Requirements

To receive your Provisional Instructor license in Nevada you must:

- Be 18 years of age
- Be of good moral character
- High School Diploma, Transcript or equivalent
- Practitioner's license (Active)
- Graduation from a licensed school of Cosmetology Provisional License program with a minimum of 700 hours
- Apply for licensure and pay the fee(s)
- Pass written Theory and written State Law examinations administered by the State of Nevada

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

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

## 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 wellness 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 (where available). All of this is designed to expose students to the types of events they can expect in the exciting world of Cosmetology and Esthetics. 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 Institute 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
Cosmetology	Day	Stage 1: Mon-Fri Stage 2: Tue-Sat	8:30a – 4:00p
	Eve	Mon-Fri	5:30p – 10:00p
Advanced Esthetics	Day	Tue-Sat	8:30a – 4:00p
	Eve	Mon-Fri	5:30p – 10:00p
Provisional & Student Instructor	Day	Mon	3:30p – 5:30p
		Tues-Thur	8:30a – 4:00p
	Eve	Mon	3:30p – 10:00p
		Tues-Thur	5:30p – 10:00p

## 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
January	<b>New Year's Day</b> January 1 <sup>st</sup>
	<b>Martin Luther King Day</b> Third Monday in January
May	<b>Memorial Day</b> Last Monday of May
July	<b>Independence Day</b> July 4 <sup>th</sup>
September	<b>Labor Day</b> First Monday of September
November	<b>Thanksgiving Day</b> Fourth Thursday in November
	<b>Day After Thanksgiving</b>
December	<b>Christmas Eve</b> December 24 <sup>th</sup>
	<b>Christmas Day</b> December 25 <sup>th</sup>
	<b>New Year's Eve</b> December 31 <sup>st</sup>

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 FINANCIAL ASSISTANCE

### General Information

Avalon Institute 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 Institute, 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](http://www.fafsa.ed.gov). This application will request a school code. Our code is **010858**.

### 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](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 Institute 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 Institute accepts scholarships awarded to students through outside entities as payment towards the student's program costs. Avalon Institute 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.



## STUDENT ACCOUNTS AND FINANCIAL AID POLICIES

### Three-Day 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 15 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.
- 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 – Cosmetology, Esthetics & Instructor Programs

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 29.9%	45%
30% to 59.9%	70%
60% and Greater	100%

Refunds will be made within 15 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, this is called a Return of Title IV Funds calculation (R2T4). This policy applies to official withdrawals, their withdrawal date being determined by the date the student notified school or school notified student of official withdrawal from school in person, on the phone or via email or postal mail. Unofficial withdrawals, their withdrawal date being determined by their last date of attendance, determined after 14 days of no contact with student.

The School defines a Payment Period as the midpoint of the schedule 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 this is a post-withdrawal disbursement. If a student qualifies for a post-withdrawal disbursement grant funds will be posted to the students account within 45 days of the last date of attendance (LDA) for federal loans the student will be notified of a post-withdrawal disbursement within 30 days of the withdrawal and given the opportunity to respond no less than 14 days after notification as determined by the Department of Education. Post-withdrawal disbursements will be applied to the students account first, if the post-withdrawal disbursement creates a credit balance on the students account the credit balance will be disbursed to the student within 14 days. 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 in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Plus Loans
- Federal Pell Grants
- Iraq and Afghanistan Service Grants

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 the student 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

## Account for Student Indemnification

The Account for Student Indemnification was created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission for Postsecondary Education (CPE). If a student is entitled to indemnification, the school's surety bond must be used to indemnify the student before any money in the Account may be used for indemnification. The money in the Account may be used to indemnify any student who has suffered damage as a result of the discontinuance of operation of a postsecondary educational institution licensed in this state; or the violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.

In addition to the expenditures made for indemnification above, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15% of the total amount expended for indemnification or \$10,000, whichever is less. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.

## STANDARDS OF CONDUCT

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

The purpose of these rules and regulations is to have a coordinated establishment such that students have the very best atmosphere in which to study and practice their craft. During its many years of operation, the school has developed specific rules and regulations to 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 manners 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 can 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, and must be free of tears/holes and hooded-sweatshirts are not permitted.
  - Excess display of skin will not be tolerated (e.g. low-cut shirts, visible underarms, midriff, very short-skirts or short-shorts, sheer clothing, etc.).
  - School issued name tags must be worn at all times.
  - Shoes must be closed-toe and predominantly black in color. Sandals, flip-flops, and slippers are not permitted.
  - Hats and head coverings 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).
- **Cosmetology 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.
  - Any clothing worn under the student smock or apron, which is visible at any time, must be solid black in color.
- **Advanced Esthetics Students**
  - The school issued scrub top and bottom must be worn at all times.
  - Any clothing worn under the student scrubs, which is visible at any time, must be solid black in color.
  - Fingernails must be kept short and acrylic nails are not permissible.
- **Provisional Instructor / Student Instructor Students**
  - The school issued Smock must be worn at all times. Must follow Employee Dress Code.

**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, their instructor and the Front Desk will give them the opportunity to go home to retrieve their card, 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 while in Stage 2 or Phase 2.

- **Saturdays:** Programs attending Tuesday through Saturday
- **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. The school may offer students to attend a 4:00pm-5:00pm shift on select days to make up hours that have been missed.

**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 Advanced Esthetics 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.
- Any time a student pre-arranges in for the opposite shift it must be on a scheduled classroom day to ensure not more than 7 hours of working on clients are performed in any given day. Students cannot attend a theory or practical class on the opposite shift due to differences in curriculum offered between the sessions and student-to-instructor ratios.

**Advanced Esthetics:** Due to the short duration of the Esthetics program and the need to cover all material, Esthetics 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 1,500 Hours for Cosmetology and 500 Hours for Esthetics) will be administered while in school.

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.

### 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.

### Weapons

Avalon is a weapon-free environment. Firearms, pocket knives, tasers, explosives and any other implement or object deemed to be a danger to another person is strictly prohibited. Anyone discovered to be carrying a weapon, regardless if the owner of the weapon has a permit to carry or not, may be terminated from the program.

## 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 client's 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.
- 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). Due to the Phase 1/Stage 1 Attendance Policy, students in their initial period of training are not eligible for a LOA (i.e., Esthetics first 5-weeks, Cosmetology Days first 10-weeks, and Cosmetology Evenings first 15-weeks).

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 of the LOA, the institution will document the reason for its decision to approve the LOA Start Date and will collect the request form with the student's signature upon their return to school. 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 scheduled to return on a Course Start Date for scheduling reasons.

A LOA 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.

If the student fails to return from a LOA on the scheduled date of return they will be terminated according to attendance policies. 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. For purposes of calculating a refund, the student's last date of attendance will be used as the withdrawal date. 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, both of which are signed by all parties.

### **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.

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

**Advanced Esthetics:** 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 Institute 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 in a NACCAS-approved program at Avalon are evaluated for Satisfactory Academic Progress (SAP) at the completion of each evaluation point, regardless of enrollment category (full-time/part-time). In order to maintain eligibility for federal financial aid students must meet minimum SAP requirements. The following tables list the evaluation points for each program based on an Academic Year:

Cosmetology Program – 1,600 Hours				
SAP Evaluation Point (Actual Hours)	Day Session (Full-time)		Evening Session (Part-time)	
	Normal Timeframe (100%)	Maximum Timeframe (150%)	Normal Timeframe (100%)	Maximum Timeframe (150%)
AY1 - 450	13 Weeks	19 Weeks	20 Weeks	30 Weeks
AY1 - 900	26 Weeks	39 Weeks	40 Weeks	60 Weeks
AY2 - 1250	36 Weeks	54 Weeks	56 Weeks	83 Weeks

Advanced Esthetics Program – 900 Hours				
SAP Evaluation Point (Actual Hours)	Day Session (Full-time)		Evening Session (Part-time)	
	Normal Timeframe (100%)	Maximum Timeframe (150%)	Normal Timeframe (100%)	Maximum Timeframe (150%)
AY1 - 450	13 Weeks	19 Weeks	20 Weeks	30 Weeks

Provisional Instructor Programs – 500 Hours				
SAP Evaluation Point (Actual Hours)	Day Session (Full-time)		Evening Session (Part-time)	
	Normal Timeframe (100%)	Maximum Timeframe (150%)	Normal Timeframe (100%)	Maximum Timeframe (150%)
AY1 - 250	11 Weeks	17 Weeks	17 Weeks	25 Weeks

Student Instructor Programs – 700 Hours				
SAP Evaluation Point (Actual Hours)	Day Session (Full-time)		Evening Session (Part-time)	
	Normal Timeframe (100%)	Maximum Timeframe (150%)	Normal Timeframe (100%)	Maximum Timeframe (150%)
AY1 - 350	16 Weeks	23 Weeks	23 Weeks	34 Weeks

Students are considered as making SAP 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 Program Numeric Average of 75% at the evaluation point. The Total Program Numeric Average includes Theory (written exams) and Practical (hands on) skills. Students work will be graded based upon the following criteria and grading 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 to complete the program. In order to be considered progressing satisfactorily, students must complete the hours for the specified evaluation points in less than the Maximum Timeframe(s) listed in the charts above.

Only students who maintain SAP are eligible to receive Title IV Student Financial Aid (Pell Grants, Stafford Loans, PLUS Loans, etc.). Students who meet the minimum Attendance, Academics, and Maximum Timeframe requirements shall be considered to be making SAP until the next scheduled evaluation point. Students will receive a written notification of their SAP evaluation within seven (7) school business days following the established evaluation point, and a copy will be maintained in the student's file.

If a student does not meet the minimum requirements for any Attendance, Academics, and Maximum Timeframe requirements at an evaluation point, they will be placed on SAP Warning until the next evaluation point. Students will receive a written notification of their SAP Warning from the Financial Aid office and a copy will be maintained in the student's file. Students on SAP Warning are considered making SAP. If a student on SAP Warning fails to meet the minimum requirements at the next evaluation point they will meet with the School Director to go over their SAP evaluation results. All financial aid will be terminated, unless the student successfully appeals this result.

**Appeals**

Students may appeal if there are mitigating circumstances (i.e., death in the family, serious injury or illness, or other mitigating circumstances). Students who wish to Appeal the determination that they have not maintained SAP requirements must submit a written appeal to the School Director. The student must include in the appeal why the student failed to make satisfactory progress, 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, and how they will overcome obstacles that arise in the future. The student's current evaluation results will be evaluated and it will be determined if it is mathematically possible for the student to achieve SAP requirements by the next evaluation point. The School Director will notify the student of their appeal decision in writing and a copy will be maintained in the student file. The decision of the School Director is final.

If the student's appeal is successful, the student will be placed on SAP Probation for the following evaluation period. A written plan will be developed with the student that will specify periodic goals to outline how the student will be able to achieve SAP by the next Evaluation Point. All appeal documentation will be maintained in the student's Financial Aid file.

Students on SAP Probation are still eligible to receive Title IV Financial Aid; however, the student must be making SAP at the next evaluation point or all Title IV Financial Aid will be terminated and the student will be required to continue on a cash-pay basis in order to complete the program. Students who exceed the program's Maximum Timeframe of 150% will be terminated from the program, and will be required to apply for Re-Enrollment in order to complete the program on a cash-pay basis.

**Access to SAP Results**

Students are provided access to all SAP Evaluations, SAP Warning/Probation notifications, and Appeal documentation upon request.

**Re-Establishing Eligibility**

A 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% Program Numeric Average 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-enroll into school will enter school in the same progress status as when they left. Students re-entering within 180 days of their date of termination will enter into the same program from which they dropped and the evaluation points will remain the same as when they left. Students re-entering after 180 days of their date of termination will have their evaluation points 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.

**Course Repetitions**

A student may at some point repeat a specific course during their program hours (i.e., low attendance rate, schedule change, leave of absence, etc.). These course repeats are included in the calculation of your satisfactory academic progress for Attendance, Academic, and Maximum Timeframe calculations.

**Course Incompletes, Withdrawals & Official Interruptions (Leaves of Absence)**

Course Incompletes, withdrawals and official interruptions have no effect upon satisfactory standards.

## **OTHER SCHOOL POLICIES**

### **Course Length**

Each class that begins will have a projected graduation date, otherwise known as the Contract End 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. This calculation takes into consideration unexpected school closures due to inclement weather, in-service training, scheduled holidays, and some unexpected student absences.

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

### **Employment Assistance**

Avalon Institute takes great pride in the skills and qualifications that committed students obtain from our professional training. For more than 40 years, graduates from Avalon Institute 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 Institute'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 Institute'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 Institute 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 Institute does not provide, subsidize, or recommend housing.

## **Student Grievance Policy**

If a student has a complaint or problem while they are at Avalon Institute, 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.

### **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.



## 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 exam administered by the school and a written exam and state law 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:

#### **Cosmetology**

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

#### **Advanced Esthetics**

Standard Occupational Classification 39-5094.00

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

#### **Cosmetology & Esthetics Instructor**

Standard Occupational Classification 25-1194.00

- Cosmetology Educator/Instructor
- Esthetics Educator/Instructor
- Education Consultant
- Sales/Product Representative
- School Director/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](http://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 Institute 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:

*Not yet applicable for this location.*

### Institutional Outcomes

To enable you to make a good decision about whether to enroll in one of our beauty programs, Avalon Institute 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
  - Cosmetology Student Kit List
  - Advanced Esthetics Student Kit List
  - Provisional/Student Instructor Kit List for Cosmetology Instructors
  - Provisional/Student Instructor Kit List for Esthetics Instructors
- Staff Listing

## Start Dates

COSMETOLOGY			
DAY		EVE	
Start Date	Contract End Date	Start Date	Contract End Date
04/24/23	05/12/24	04/24/23	12/16/24
05/29/23	06/16/24	05/29/23	01/20/25
07/03/23	07/21/24	07/03/23	02/24/25
08/07/23	08/25/24	08/07/23	03/31/25
09/11/23	09/29/24	09/11/23	05/05/25
10/16/23	11/03/24	10/16/23	06/09/25
11/20/23	12/08/24	11/20/23	07/14/25

ADVANCED ESTHETICS			
DAY		EVE	
Start Date	Contract End Date	Start Date	Contract End Date
04/25/23	11/27/23	04/24/23	03/27/24
05/30/23	01/01/24	05/29/23	05/01/24
07/04/23	02/05/24	07/03/23	06/05/24
08/08/23	03/11/24	08/07/23	07/10/24
09/12/23	04/15/24	09/11/23	08/14/24
10/17/23	05/20/24	10/16/23	09/18/24
11/21/23	06/24/24	11/20/23	10/23/24

PROVISIONAL INSTRUCTOR			
DAY		EVE	
Start Date	Contract End Date	Start Date	Contract End Date
04/24/23	10/23/23	04/24/23	01/22/24
05/29/23	11/27/23	05/29/23	02/26/24
07/03/23	01/01/24	07/03/23	04/01/24
08/07/23	02/05/24	08/07/23	05/06/24
09/11/23	03/11/24	09/11/23	06/10/24
10/16/23	04/15/24	10/16/23	07/15/24
11/20/23	05/20/24	11/20/23	08/19/24

STUDENT INSTRUCTOR			
DAY		EVE	
Start Date	Contract End Date	Start Date	Contract End Date
04/24/23	01/04/24	04/24/23	05/10/24
05/29/23	02/08/24	05/29/23	06/14/24
07/03/23	03/14/24	07/03/23	07/19/24
08/07/23	04/18/24	08/07/23	08/23/24
09/11/23	05/23/24	09/11/23	09/27/24
10/16/23	06/27/24	10/16/23	11/01/24
11/20/23	08/01/24	11/20/23	12/06/24
02/13/23	10/26/23	02/13/23	03/01/24

**Tuition & Fees by Program**
**Cosmetology**

Tuition (\$11.00/hr.)	\$	17,600
Books, Tools & Supplies		2,218
Application Fee		50
<b>Total Cost</b>	<b>\$</b>	<b>19,868</b>

**Advanced Esthetics**

Tuition (\$15.00/hr.)	\$	13,500
Books, Tools & Supplies		2,516
Application Fee		50
<b>Total Cost</b>	<b>\$</b>	<b>16,066</b>

**Provisional Instructor (Cosmetology)**

Tuition (\$6.00/hr.)	\$	3,000
Books, Tools & Supplies		1,049
Application Fee		50
<b>Total Cost</b>	<b>\$</b>	<b>4,099</b>

**Provisional Instructor (Esthetics)**

Tuition (\$6.00/hr.)	\$	3,000
Books, Tools & Supplies		1,009
Application Fee		50
<b>Total Cost</b>	<b>\$</b>	<b>4,059</b>

**Student Instructor (Cosmetology)**

Tuition (\$6.00/hr.)	\$	4,200
Books, Tools & Supplies		1,049
Application Fee		50
<b>Total Cost</b>	<b>\$</b>	<b>5,299</b>

**Student Instructor (Esthetics)**

Tuition (\$6.00/hr.)	\$	4,200
Books, Tools & Supplies		1,009
Application Fee		50
<b>Total Cost</b>	<b>\$</b>	<b>5,259</b>

**Advanced Makeup**

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

**Advanced Eyelash Extensions**

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

**Advanced Hair Extensions**

All Students & Graduates	\$	675.00
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**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, for every hour needed to complete training the Student will be charged the per hour tuition rate active at the time at which they enrolled listed on their Enrollment Agreement. The per hour tuition rates are also listed above.



## Cosmetology Student Kit

**Online Access Materials & Textbooks**

\$	380.00	Milady Standard Cosmetology MindTap Access & Textbook
\$	350.00	Electronic Tablet Device with Protective Sleeve
\$	275.00	Prosper U Cosmetology Online Access & E-Books
\$	39.00	Milady Haircolor & Chemical Texture Services Workbook
\$	37.00	Milady Haircutting System

**Electrical Tools**

\$	71.00	Wahl All Star Clipper Combo Set
\$	44.00	Hot Tools Gold Plated Marcel Iron (3/4")
\$	37.00	Nano-Silver Tourmaline Straightening Iron (1")
\$	36.00	Hot Tools Turbo Soft Grip Blowdryer

**Manikins**

\$	180.00	Female Manikin Head - 21" to 23" (3)
\$	65.00	Female Manikin Head - 22" to 24"
\$	60.00	Female Manikin Head - 20" - 22"
\$	53.00	Female Manikin Head - Curly
\$	50.00	Male Manikin Head
\$	10.00	Manikin Hand
\$	9.00	Deluxe Manikin Clamp
\$	5.00	4" Manikin Clamp Extension

**Brushes & Combs**

\$	8.00	Soft Touch Round Brush (3")
\$	8.00	Soft Touch Round Brush (2 1/2")
\$	8.00	Denman Precision Carbon Large Cutting Comb (8 1/2")
\$	6.00	Soft Touch Round Brush (1 1/2")
\$	6.00	Marianna Oval Cushion Brush (11 row)
\$	5.00	Marianna Tunnel Styling Brush (9 row)
\$	5.00	Fine-Tooth Rattail Comb - 1 Dozen (8 1/2")
\$	5.00	Styling Comb - 1 Dozen (7")
\$	4.00	Ovations Anti-Static Ionic Pintail Comb (9")
\$	3.00	Marianna Super Styler/Lifter Comb
\$	3.00	Andis Clipper Comb (White)
\$	2.00	Nyon Bristle Brush (7 row)
\$	1.00	Marianna Hair Lifting Pick (2 1/2")

**Nail & Skin Tools**

\$	17.00	Marianna Manicure & Pedicure Set (7 pc)
\$	6.00	State Board Nail Polish Kit
\$	2.00	Manicure Bowl
\$	1.00	Sanitizable Foot File - Large (10")
\$	1.00	Nail Brush

**Student Essentials**

\$	136.00	Beauty Case on Wheels (Rollabout)
\$	35.00	Avalon Student Apron
\$	29.00	Avalon Student Smock
\$	5.00	Avalon ID Card

**Essential Tools**

\$	75.00	Viper Professional Shear Set (5 1/2")
\$	34.00	Feather Razor
\$	14.00	Smooth Magnetic Roller Flat Pack
\$	12.00	Feather Razor Replacement Blades (10 pack)
\$	10.00	Tafeta Cutting Cape
\$	10.00	Digital Timer
\$	9.00	Hair Color Kit (7 pc)
\$	8.00	Shampoo Cape (Black)
\$	8.00	Chemical Cape (Blue Iridescent)
\$	8.00	Marianna All-Purpose Curl Clips (80 ct)
\$	5.00	Manikin Shear
\$	5.00	Crinkle Cloth Comb Out Cape (Black)
\$	4.00	Aluminum Spray Bottle (8.4 oz)
\$	3.00	Salon Hand Mirror - Large (7 1/2" x 6 1/4")
\$	3.00	Deep Dish Tint Bowl (Black)
\$	3.00	Comb & Scissor Spray Bottle - Clear (16 oz)
\$	2.00	Color Applicator Bottle (6 oz)
\$	2.00	Wire Whisk (5 3/8")
\$	2.00	Marianna Duckbill Clips (1 Dozen)
\$	2.00	Butterfly Jaw Clips - Black & White (1 Dozen)
\$	1.00	Jumbo Tint Brush (Black)
\$	1.00	Measuring Cup (4 oz)

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**\$ 2,218.00 Total Kit Cost (Plus Applicable Sales Tax)**

*If substitutions occur to the above listed kit items after the student signs their contract, such substitutions shall be of comparable value.*

## Advanced Esthetics Student Kit

**Online Access Materials & Textbooks**

\$	350.00	Electronic Tablet Device with Protective Sleeve
\$	549.00	Milady Esthetics Fundamentals & Advanced MindTap Access & E-Books
\$	275.00	Prosper U Esthetics Online Access & E-Books

**Makeup & Skincare**

\$	175.00	Skin Scripts Esthetics Product Kit
\$	155.00	Professional Makeup Kit
\$	40.00	Cosmetic Brush Set (12 pc.)
\$	15.00	Body Brush Set (7 pc.)
\$	5.00	Natural Body Brush
\$	3.00	Marianna 10-Well Makeup Palette
\$	2.00	Dual Pencil Sharpener

**Essential Tools**

\$	50.00	Hand Towels (24)
\$	60.00	Sheet Sets (2)
\$	50.00	Esthetics Manikin (Head with Shoulders)
\$	40.00	Terry Salon Wraps - White (2)
\$	30.00	Blanket
\$	10.00	Laundry Bag
\$	15.00	Marianna Tweezer Kit (4 pc.)
\$	15.00	Implement Storage Totes (2)
\$	15.00	Sterilizing Tray
\$	10.00	Digital Timer
\$	10.00	Facial Mixing Bowl Set (3 pc.)
\$	10.00	Skin Care Tool
\$	5.00	Comb Out Cape
\$	5.00	Marianna Cuticle Scissor
\$	5.00	Terry Headband - White
\$	5.00	Salon Hand Mirror - Large (7 1/2" x 6 1/4")
\$	2.00	Nail Brush

**Student Essentials**

\$	185.00	Avalon Student Uniforms (3 sets)
\$	155.00	Luggage Bag (Rollabout)
\$	5.00	Avalon ID Card

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**\$ 2,251.00 Total Kit Cost (Plus Applicable Sales Tax)**

*If substitutions occur to the above listed kit items after the student signs their contract, such substitutions shall be of comparable value.*

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**Issued Later in Training**

\$	265.00	Eyelash Extension Pro Kit
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**\$ 265.00 Total Kit Cost of Items Issued Later in Training (Plus Applicable Sales Tax)**

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**\$ 2,516.00 Total Kit Cost (Plus Applicable Sales Tax)**

## Provisional/Student Instructor Kit for Cosmetology Instructors

**Online Access Materials & Textbooks**

\$	350.00	Electronic Tablet Device with Protective Sleeve
\$	245.00	Prosper U Cosmetology Instructor Edition Textbook Set
\$	220.00	Milady Master Educator MindTap Access & Textbook
\$	128.00	Milady Standard Cosmetology Textbook
\$	39.00	Milady Haircutting System
\$	37.00	Milady Haircolor & Chemical Texture Services Workbook

**Student Essentials**

\$	25.00	Avalon Student Instructor Smock
\$	5.00	Avalon ID Card

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**\$ 1,049.00 Total Kit Cost (Plus Applicable Sales Tax)**

*If substitutions occur to the above listed kit items after the student signs their contract, such substitutions shall be of comparable value.*

## Provisional/Student Instructor Kit for Esthetics Instructors

**Online Access Materials & Textbooks**

\$	350.00	Electronic Tablet Device with Protective Sleeve
\$	245.00	Prosper U Esthetics Instructor Edition Textbook Set
\$	220.00	Milady Master Educator MindTap Access & Textbook
\$	164.00	Milady Esthetics Fundamentals Textbook

**Student Essentials**

\$	25.00	Avalon Student Instructor Smock
\$	5.00	Avalon ID Card

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**\$ 1,009.00 Total Kit Cost (Plus Applicable Sales Tax)**

*If substitutions occur to the above listed kit items after the student signs their contract, such substitutions shall be of comparable value.*

## Staff Listing

School Management & Administration		
School Director		Moderson, Chris
Education Director		DeCola, Mark
Office Manager		Cliché, Breanna
Evening Instructor In Charge		Pugliese, Albert
Financial Aid Coordinator		Sanders, Soloman
Career Services Coordinators	Straughan, Tracy	Walker, Bianca
Salon Coordinators	Garcia, Madeline	Lee, Aja
	Putscher, Dominique	Steimer, Lexi
Healthcare Professional		Ramsey, Sandra (DNP)
Instructional Staff		
Davis, Candi	Easley, Paige	Farley, Valancy
Fernandez, Johanna	Lewis, Lisa	Lobato, Loretta
Northington, Jacqueline	Pugliese, Albert	Sanders, Carla
Smith, Shareya	Smith, Tressa	Stark, Tiffany
Starustka, Stacy	Tedesco, Angela	Vincent, Iris
Washington, Crystal	Washington, Kalah	Wright, Sherry
Admissions Representatives		
Bates, Shante	Burton, Inger	Marais, Lori
Robbins, Jeanette		Traylor, Tiffany
Home Office Administration		
Chief Executive Officer		Pobiak, Brandon
Chief Operating Officer		Pobiak, Donald
Chief Financial Officer		Tryon, Clint
Corporate Director of Operations		Eastman, Adam
Corporate Director of Education		Meyer, BrookAnn
Corporate Director of Admissions		Huffman, Megan
Corporate Director of Financial Aid		Montes, April
Corporate Director of Administration		Forseth, Courtney