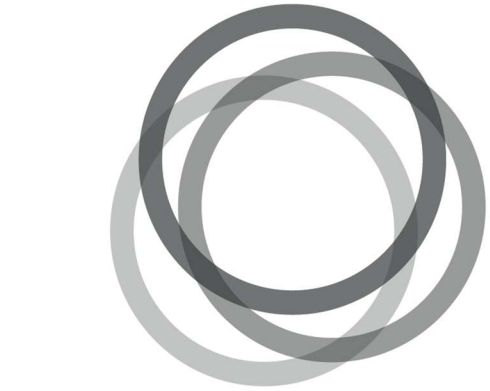

Student Catalog

August 2026

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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, Chief Executive Officer, and Donald Pobiak, Chief Operating 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. 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 to provide focused training for all students.
- To provide students with 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 with regular assessment and evaluation of students' 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 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 always wear a cheerful countenance 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 so happy to permit the presence of trouble.

Licensing, Accreditation and Membership Associations

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

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Suite 1300
Alexandria, VA 22314
703-600-7600
www.naccas.org

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

American Association of Cosmetology Schools
480 Union Boulevard
Box 159
West Islip, NY 11795
480-281-0431
www.beautyschools.org

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

School Locations

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

MESA, AZ

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

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

LAYTON, UT

1992 West Antelope Drive
Suite 1-G
Layton, UT 84041
801-614-5040

AURORA, CO

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

Additional Classroom (1st Floor)
2223 South Peoria Street
Aurora, CO 80014

Additional Classrooms (2nd Floor)
2241 South Peoria Street
Suites 209, 210, 212
Aurora, CO 80014

LAS VEGAS, NV

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

Additional Classrooms (2nd Floor)
2650 South Decatur Boulevard
Suites 6, 8-10
Las Vegas, NV 89102

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 forgoing 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.

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

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

- Display a genuine desire, readiness, and commitment to successfully complete the academic program for which admission is requested.
- Provide evidence of completion of one of the following educational requirements:
  - High School Diploma*
  - General Equivalency Diploma (G.E.D.) or another equivalency recognized by the state.
  - College Academic Transcript showing attainment of an associate degree or higher*
- Provide a US Government or US State issued photo identification (e.g., Driver's license, ID Card, Military ID, or US Passport).
- Pay the required $50.00 application fee (must accompany the Enrollment Agreement).
- Complete the required application and enrollment documents.
- Student Instructor Only: Written verification from employer showing full-time licensed practitioner for minimum of one year in the branch of cosmetology for which the student will be teaching and practitioner's license for which they are applying to teach or tax returns which verify the employment.

**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 high school diploma, associate degree or higher issued within the United States. Any associated fees are at the applicant's expense. Avalon will provide applicants with detailed information and instructions when applicable.*

Avalon Institute reserves the right to deny admission to any applicant who Avalon, based on background, record, statements, and conduct during the admissions process, determines not to be qualified to succeed in (or benefit from) the academic program for which admission is requested. All High School Institutions are verified to be acceptable institutions 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
- The deadline for the new start date, beyond which the start date will not be postponed.

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

Student Orientation

All incoming students must attend Orientation prior to the start of the program. 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 with 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 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) all current records regarding hours earned and academic achievement.

Notice Regarding the Transferability of Credits and Credentials:

The transferability of credits a student may earn at Avalon Institute is at the complete discretion of the institution to which a student seeks to transfer. Acceptance of the diploma earned in the educational program is also at the complete discretion of the institution to which a student seeks to transfer.

If the Diploma or credits earned at this institution are not accepted at the institution to which a student seeks to transfer, they may be required to repeat some or all their coursework at the new institution. For this reason, students should make certain that their attendance at this institution meets their educational goals. This may include contacting an institution to which they may be seeking to transfer after attending Avalon Institute to determine if their 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 people 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 collaborate with the applicant or student to determine whether reasonable accommodation can be effective and/or is 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. Students may request academic adjustments or auxiliary aids at any time.

Any qualified individual with a disability requesting 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 students would like to request reconsideration of the decision regarding their request, they must contact the School Director within one week of the date of the response and provide a statement of why and how they think the response should be modified.

Non-Discrimination Policy

Avalon Institute is committed to treating every student, applicant, employee, and guest fairly and with respect, and to maintaining an environment free from discrimination and harassment.

Avalon Institute does not discriminate, and prohibits discrimination and harassment, on the basis of sex (including pregnancy and related conditions, sexual orientation, and gender identity), race, color, national or ethnic origin, age, disability, religion, financial status, or any other status protected by applicable law, in any of its education programs or activities, in admission, or in employment. Avalon complies with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the Age Discrimination Act of 1975, and applicable state civil rights laws.

Pregnant and parenting students are entitled to support, including reasonable modifications, the opportunity to make up missed clock hours, and medically necessary leave with reinstatement, as described in the full policy.

Questions, concerns, or complaints — including regarding sex discrimination under Title IX — may be directed to Avalon's Civil Rights / Compliance Coordinator, who also serves as the Title IX Coordinator: [Coordinator name, office address, email, and telephone]. Concerns may also be reported to the U.S. Department of Education, Office for Civil Rights (OCR@ed.gov; (800) 421-3481). Avalon prohibits retaliation against anyone who raises a concern.

This is a summary. Avalon's full Non-Discrimination Policy — including its pregnancy provisions and grievance/complaint procedures — is available at www.avalon.edu/about/consumer-disclosure, and in hard copy on request from any campus Administrative Office.

PROGRAM INFORMATION & COURSE OUTLINES

General Information

Class Schedule & Program Length

Program	Delivery Method	Clock Hours	Shift	Normal Time To Complete	Schedule		
					Days	Time	Hours Per Week
Cosmetology	On-Site	1,500	Day	52 Weeks	Stage 1: Mon-Fri Stage 2: Tue-Sat	8:30a – 4:00p	35
Cosmetology	On-Site	1,500	Eve	81 Weeks	Mon-Fri	5:30p – 10:00p	22.5
Esthetics	On-Site	600	Day	21 Weeks	Tue-Sat	8:30a – 3.45p	33.75
Esthetics	On-Site	600	Eve	33 Weeks	Mon-Fri	5:30p – 10:00p	22.5
Cosmetology Student Instructor	Hybrid	350	Day	19 Weeks	Mon Tues-Thurs	3:30p – 5:30p 8:30a – 4:00p	23
Cosmetology Student Instructor	Hybrid	350	Eve	28 Weeks	Mon Tues-Thurs	3:30p – 5:30p 5:30p – 10:00p	15.5
Esthetics Student Instructor	Hybrid	350	Day	19 Weeks	Mon Tues-Thurs	3:30p – 5:30p 8:30a – 4:00p	23
Esthetics Student Instructor	Hybrid	350	Eve	28 Weeks	Mon Tues-Thurs	3:30p – 5:30p 5:30p – 10:00p	15.5

Curriculum

Avalon Institute follows the guidelines specified by the Arizona Barbering and Cosmetology Board. A detailed list 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 *(On-Site)*

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 successfully 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.

Instructional Methods

Instruction is delivered through a combination of interactive Theory and Practical classroom instruction. Practical instruction is delivered in both a classroom setting and during hands-on learning in the Student Salon or Spa. Theory and Practical instruction are delivered on ground.

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 final passing score of at least 75% for all Theory Unit Courses and all Practical Exams.
- Complete a minimum of 1,500 hours of training.
- Satisfy all financial obligations to the school.

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

Licensure Requirements

To receive a Cosmetology license in Arizona a person must:

- Graduate from a school of Cosmetology with a minimum of 1,500 hours.
- Complete application and pay fee.
- Pass a written and practical examination administered by the State of Arizona.

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

Advancement

The Cosmetology Program has two Stages of training. Students will begin their training in Stage 1, in which they will receive basic Theory and Practical instruction. Students may begin their training in any Stage 1 Unit of Instruction and will continue in sequence until all Stage 1 Units of Instruction have been completed. Upon completion of Stage 1, students will be promoted to Stage 2 for Advanced Theory and Practical instruction, as well as to begin providing services to paying clients on the Student Salon Floor. Students may begin their Stage 2 training in any Stage 2 Unit of Instruction and will continue in sequence until all Stage 2 Units of Instruction have been completed, and all graduation requirements have been satisfied.

Individual Course Descriptions *(On-Site)*

Day Program – Stage 1:

Unit 1: Students will receive Theory Instruction in History & Career Opportunities, Haircutting, Chemical Texture Services, Scalp Care, Shampooing, Conditioning, Product Knowledge, and Prosper U Business Training. Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various haircare and skincare products, Shampooing & Conditioning, Women's Haircutting, Hairstyling, Permanent Waving, Facials, Make-up and basic Eyelash Applications, Hair Removal, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Prerequisites: None

Unit 2: Students will receive Theory Instruction in Infection Control Principles & Practices, Haircoloring, Principles of Hair Design, Hairstyling, Product Knowledge, and Prosper U Business Training. Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various haircare and nailcare products, Shampooing & Conditioning, Scalp Treatments, Haircoloring, Hair Lightening, Highlighting, Hairstyling, Men's Haircutting, Hair Pressing, Curl Reforming, Manicures, Pedicures, Acrylic/Gel Nail Enhancements, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Prerequisites: None

Day Program – Stage 2:

Unit 1: Students will receive Theory Instruction in History & Career Opportunities, Life Skills, Professional Image, Communicating for Success, Infection Control Principles & Practices, Principles of Hair Design, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, utilization of Social Media Platforms, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Haircutting, and Makeup Applications.

Prerequisites: Stage 1 Units 1 & 2

Unit 2: Students will receive Theory Instruction in Anatomy & Physiology, Properties of the Hair & Scalp, Basics of Chemistry, Basics of Electricity, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and nailcare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Haircoloring, Scalp Treatments, Men's Haircutting, and Nail Art.

Prerequisites: Stage 1 Units 1 & 2

Unit 3: Students will receive Online Theory Instruction in Scalp Care, Shampooing, Conditioning, Haircutting, Hairstyling, Braiding & Braid Extensions, Wigs & Hair Additions, Chemical Texture Services, Haircoloring, Product Knowledge and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Haircutting, Hairstyling, Highlighting, Permanent Waving, and Hair Extensions.

Prerequisites: Stage 1 Units 1 & 2

Unit 4: Students will receive Online Theory Instruction in Skin Structure, Growth & Nutrition, Skin Disorders & Diseases, Hair Removal, Facials, Facial Makeup, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and skincare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Color Theory, Haircoloring/Lightening, Facials, and Hair Removal.

Prerequisites: Stage 1 Units 1 & 2

Unit 5: Students will receive Theory Instruction in Nail Structure & Growth, Nail Disorders & Diseases, Manicuring, Pedicuring, Nail Tips & Wraps, Monomer Liquid & Polymer Powder Nail Enhancements, Light Cured Gels, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and nailcare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Manicures, Pedicures, Sculptured Nails, Nail Wraps, Nail Art, Hairstyling, Haircutting, and Haircoloring.

Prerequisites: Stage 1 Units 1 & 2

Unit 6: Students will receive Theory Instruction in State Laws & Rules, Health & Safety, Preparing for Licensure & Employment, On the Job, The Salon Business, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products and tools, State Board Preparation, Disinfection & Sanitation, Resume & Cover Letter, Interviewing, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Highlighting, Men's Haircutting, and Haircoloring.

Prerequisites: Stage 1 Units 1 & 2

Evening Program – Stage 1:

Unit 1: Students will receive Theory Instruction in History & Career Opportunities, Haircutting, Infection Control Principles & Practices, Product Knowledge, and Prosper U Business Training. Practical Instruction covers Orientation, the implementation of Prosper U Business Training, proper use of various haircare products, Shampooing & Conditioning, Women's Haircutting, Hairstyling, Permanent Waving, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Prerequisites: None

Unit 2: Students will receive Theory Instruction in Haircoloring, Principles of Hair Design, Scalp Care, Shampooing, Conditioning, Product Knowledge, and Prosper U Business Training. Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various haircare and skincare products, Shampooing & Conditioning, Scalp Treatments, Haircoloring, Hair Lightening, Highlighting, Hairstyling, Facials, Make-up and basic Eyelash Applications, Hair Removal, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Prerequisites: None

Unit 3: Students will receive Theory Instruction in Hairstyling, Chemical Texture Services, Product Knowledge, and Prosper U Business Training. Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various haircare and nailcare products, Shampooing & Conditioning, Men's Haircutting, Hairstyling, Permanent Waving, Hair Pressing, Curl Reforming, Manicures, Pedicures, Acrylic/Gel Nail Enhancements, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Prerequisites: None

Evening Program – Stage 2:

Unit 1: Students will receive Theory Instruction in History & Career Opportunities, Life Skills, Professional Image, Communicating for Success, Infection Control Principles & Practices, Principles of Hair Design, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, utilization of Social Media Platforms, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Haircutting, and Makeup Applications.

Prerequisites: Stage 1 Units 1, 2 & 3

Unit 2.1: Students will receive Theory Instruction in Anatomy & Physiology, Properties of the Hair & Scalp, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and nailcare products, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Scalp Treatments, Men's Haircutting, and Nail Art.

Prerequisites: Stage 1 Units 1, 2 & 3

Unit 2.2: Students will receive Theory Instruction in Basics of Chemistry, Basics of Electricity, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Haircoloring, Men's Haircutting, and Permanent Waving.

Prerequisites: Stage 1 Units 1, 2 & 3

Unit 3.1: Students will receive Theory Instruction in Scalp Care, Shampooing, Conditioning, Haircutting, Hairstyling, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Haircutting, Hairstyling, and Highlighting.

Prerequisites: Stage 1 Units 1, 2 & 3

Unit 3.2: Students will receive Theory Instruction in Braiding & Braid Extensions, Wigs & Hair Additions, Chemical Texture Services, Haircoloring, Product Knowledge and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Permanent Waving, and basic Hair Extensions.

Prerequisites: Stage 1 Units 1, 2 & 3

Unit 4.1: Students will receive Theory Instruction in State Laws & Rules, Skin Structure, Growth & Nutrition, Skin Disorders & Diseases, Facials, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and skincare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hair Removal, Facials, Color Theory, and Hairstyling.

Prerequisites: Stage 1 Units 1, 2 & 3

Unit 4.2: Students will receive Theory Instruction in Hair Removal, Facial Makeup, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and skincare products, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Makeup, Hair Removal, Haircoloring/Lightening, and Hairstyling.

Prerequisites: Stage 1 Units 1, 2 & 3

Unit 5.1: Students will receive Theory Instruction in Nail Structure & Growth, Nail Disorders & Diseases, Manicuring, Pedicuring, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of

Prosper U Business Training, proper use of various haircare and nailcare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Manicures, Pedicures, and Haircoloring.

Prerequisites: Stage 1 Units 1, 2 & 3

Unit 5.2: Students will receive Theory Instruction in Health & Safety, Nail Tips & Wraps, Monomer Liquid & Polymer Powder Nail Enhancements, Light Cured Gels, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and nailcare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Sculptured Nails, Nail Wraps, Nail Art, Hairstyling, and Haircutting.

Prerequisites: Stage 1 Units 1, 2 & 3

Unit 6: Students will receive Theory Instruction in Preparing for Licensure & Employment, On the Job, The Salon Business, Product Knowledge, and Prosper U Business Training. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products and tools, State Board Preparation, Disinfection & Sanitation, Resume & Cover Letter, Interviewing, performing live Client Services on the Student Salon Floor, and Advanced Training in Highlighting, Haircoloring, and Men's Haircutting.

Prerequisites: Stage 1 Units 1, 2 & 3

COSMETOLOGY PROGRAM Areas of Instruction	
Orientation	History of Cosmetology, Overview of the Curriculum & Arizona Cosmetology Laws, and Rules
General Sciences	**Personal, Client & Salon Safety** • Aseptic techniques and sanitary procedures • Disinfection and sterilization methods and procedures • Health risks to the cosmetologist/barber • First Aid & Cardiopulmonary resuscitation (CPR)
	General Anatomy, Physiology, Histology & Morphology • Human Immune System • Anatomy, Physiology, and Histology of the Human Body, including Skin and Nails • Properties of the Hair, Skin, and Scalp • Analysis of the Skin, Hair, and Scalp
	Diseases & Disorders of the Skin, Nails, Hair & Scalp • Bacteriology • Sanitation & Sterilization • Decontamination & Infection Control
	Science of Cosmetology, Basic Esthetics & Nail Technology
	Chemistry & Product Pharmacology for Cosmetology, Basic Esthetics & Nail Technology
	Electricity & Light Therapy
Principles & Techniques	**Implements, Tools & Equipment for Cosmetology, Basic Esthetics & Nail Technology**
	Haircutting • Draping • Clipper variations • Scissor cutting • Razor cutting • Wigs and artificial hair •
	Hairstyling • Wet and thermal styling • Hair coloring • Permanent waving • Chemical hair relaxing • Thermal hair straightening • Braiding and hair extensions

	Skin Care
	• Treatment of the skin (manual and mechanical)
	• Packs and masks
	• Aroma therapy
	• Chemistry of cosmetics
	• Massage of the face and neck
	• Temporary removal of superfluous hair including by waxing
	• Application of makeup including
	  o Artificial Eyelashes
	  o Arching of Eyebrows
	  o Tinting of Eyelashes and Eyebrows
	• Limited Chemical Exfoliation
	  o Pre-exfoliation consultation
	  o Post-exfoliation treatments
	  o Chemical Reactions

	Nail Care • Natural manicures and pedicures • Artificial Nail Techniques (nail tips/wraps, gel nails, sculptured/other acrylic nails, and nail art) • Pedicures and Massaging of the Lower Leg and Foot
Career & Professional Development	**Business & Salon Management** • Developing clientele • Professional image • Professional ethics • Industry standards and ecology • Professional associations • Public relations • Advertising • Resume Preparation • Job Searches • Career Development • Interview Skills
	Legal Issues • Malpractice liability • Regulatory agencies • Tax laws • Client Records
	Cosmetology Examination Review

Esthetics Program *(On-Site)*

Program Description

The Esthetics Program covers basic concepts of esthetics and state board principles. Topics include Facials and Skin Care; Clinical Therapies; Facial Makeup; Hair Removal; 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 Esthetics, should be able to demonstrate basic knowledge and concepts of esthetics, and obtain an entry-level position in the beauty industry.

The 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.
- Practical Skills: Demonstrate proficiency in delivering Esthetics services to include Facials, Clinical Therapies, Hair Removal, and Body Treatments.
- Professionalism: Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional.

Instructional Methods

Instruction is delivered through a combination of interactive Theory and Practical classroom instruction. Practical instruction is delivered in both a classroom setting and during hands-on learning in the Student Salon or Spa. Theory and Practical instruction are delivered on ground.

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 final passing score of at least 75% for all Theory Unit Courses and all Practical Exams.
- Complete a minimum of 600 hours of training.
- Satisfy all financial obligations to the school.

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

Licensure Requirements

To receive an Esthetics license in Arizona a person must:

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

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

Advancement

The Esthetics Program has two Phases of training. Students will begin their training in Phase 1, in which they will receive basic Theory and Practical instruction. Students may begin their training in any Phase 1 Unit of Instruction

and will continue in sequence until all Phase 1 Units of Instruction have been completed. Upon completion of Phase 1, students will be promoted to Phase 2 for Advanced Theory and Practical instruction, as well as to begin providing services to paying clients in the Student Spa. Students may begin their Phase 2 training in any Phase 2 Unit of Instruction and will continue in sequence until all Phase 2 Units of Instruction have been completed and all graduation requirements have been satisfied.

Individual Course Descriptions

Day Program – Phase 1

Unit 1: Students will receive Theory Instruction in State Laws & Rules, Infection Control Principles & Practices, The Treatment Room, Physiology & Histology of the Skin, Disorders & Diseases of the Skin, Skin Analysis, Selling Products & Services, Product Knowledge, Prosper U Business Training, Client Intake Forms & Treatment Notes, Facial Concepts, Facial Protocols, Hair Removal, Extractions, Galvanic, Microdermabrasion, Chemical Peels, Body Treatments, Makeup and State Board Kit Preparation. Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, and the hands-on application of Facial Concepts, Skin Analysis, Facial Protocols, Extractions, Galvanic, LED, Body Treatments, Makeup, Body Waxing, Bikini/Brazilian Waxing, and Disinfection & Sanitation.

Total Course Hours: 150
Theory: 90 / Practical: 60
Prerequisites: None

Unit 2: Students will receive Theory Instruction in State Laws & Rules, Facial Massage, Facial Machines, History & Career Opportunities, Facial Treatments, Basics of Electricity, The World of Makeup, Bloodborne Pathogens, Health & Safety, Product Knowledge, Prosper U Business Training, Client Intake Forms & Treatment Notes, Facial Concepts, Skin Analysis, Facial Protocols, Hair Removal, Extractions, High Frequency, Microcurrent, Chemical Peels, Body Treatments, Makeup, Brow & Lash Tinting, and State Board Kit Preparation. Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, Facial Concepts, Skin Analysis, Facial Protocols, Extractions, High Frequency, Body Treatments, Microcurrent, Facial Waxing, Speed Waxing, Makeup, Brow & Lash Tinting, and Disinfection & Sanitation.

Total Course Hours: 150
Theory: 90 / Practical: 60
Prerequisites: None

Day Program – Phase 2

Unit 1: Students will receive Theory Instruction in Life Skills, Professional Image, Communicating for Success, Hair Removal, Career Planning, The Skin Care Business, Product Knowledge, Prosper U Business Training, Advanced Chemical Exfoliation Treatments, State Board Procedures, and Flash Treatments. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in all previously learned services including Clinical Photography.

Total Course Hours: 150
Theory: 60 / Practical: 90
Prerequisites: Phase 1 Units 1 & 2

Unit 2: Students will receive Theory Instruction in General Anatomy & Physiology, Basics of Chemistry, Basics of Nutrition, Skin Care Products: Chemistry, Ingredients & Selection, Advanced Topics & Treatments, Prosper U Business Training, Resumes & Cover Letters, Business Plans, and Types of Spas. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in previously learned services including Interviewing Skills and Aromatherapy.

Total Course Hours: 150
Theory: 60 / Practical: 90

Prerequisites: Phase 1 Units 1 & 2

Evening Program – Phase 1

Unit 1: Students will receive Theory Instruction in State Laws & Rules, Infection Control Principles & Practices, The Treatment Room, Physiology & Histology of the Skin, Disorders & Diseases of the Skin, Skin Analysis, Product Knowledge, Prosper U Business Training, Client Intake Forms & Treatment Notes, Facial Concepts, Facial Protocols, Hair Removal, Extractions, Galvanic, Microdermabrasion, Chemical Peels, Body Treatments, Makeup, and State Board Kit Preparation. Practical Instruction covers Orientation, the implementation of Prosper U Business Training, proper use of various skincare products and equipment, and the hands-on application of Facial Concepts, Skin Analysis, Facial Protocols, Extractions, Galvanic, Body Treatments, Makeup, Body Waxing, and Disinfection & Sanitation.

Total Course Hours: 100
Theory: 60 / Practical: 40
Prerequisites: None

Unit 2: Students will receive Theory Instruction in State Laws & Rules, Facial Massage, Facial Machines, Facial Treatments, Basics of Electricity, Product Knowledge, Prosper U Business Training, Client Intake Forms & Treatment Notes, Facial Concepts, Facial Protocols, Skin Analysis, Hair Removal, Extractions, High Frequency, Microcurrent, Facial Muscles, Chemical Peels, Body Treatments, Natural Products, Makeup, and State Board Kit Preparation. Practical Instruction covers Orientation, the implementation of Prosper U Business Training, proper use of various skincare products and equipment, Facial Concepts, Skin Analysis, Facial Protocols, Microcurrent, Extractions, High Frequency, Body Treatments, Makeup, Facial Waxing, and Disinfection & Sanitation.

Total Course Hours: 100
Theory: 60 / Practical: 40
Prerequisites: None

Unit 3: Students will receive Theory Instruction in State Laws & Rules, History & Career Opportunities, Bloodborne Pathogens, Health & Safety, Selling Products & Services, The World of Makeup, Product Knowledge, Prosper U Business Training, Client Intake & Treatment Notes, Facial Concepts, Facial Protocols, Skin Analysis, Hair Removal, LED, Brow & Lash Tinting, Makeup, Bikini & Brazilian Waxing, Chemical Peels, and State Board Kit Preparation. Practical Instruction covers Orientation, the implementation of Prosper U Business Training, proper use of various skincare products and equipment, Facial Concepts, Skin Analysis, Facial Protocols, LED, Brow & Lash Tinting, Facial Waxing, Bikini/Brazilian Waxing, Makeup, and Disinfection & Sanitation.

Total Course Hours: 100
Theory: 60 / Practical: 40
Prerequisites: None

Evening Program – Phase 2

Unit 1: Students will receive Theory Instruction in Life Skills, Professional Image, Communicating for Success, Hair Removal, Career Planning, Product Knowledge, Prosper U Business Training, Advanced Chemical Exfoliation Treatments, State Board Procedures, and Flash Treatments. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in all previously learned services including Clinical Photography.

Total Course Hours: 100
Theory: 40 / Practical: 60
Prerequisites: Phase 1 Units 1, 2 & 3

Unit 2.1: Students will receive Theory Instruction in the Basics of Nutrition, Advanced Topics & Treatments, The Skin Care Business, Product Knowledge, Prosper U Business Training, Resumes & Cover Letters, Business Plans, Types of Spas, and Makeup. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in all previously learned services including Interviewing Skills and Aromatherapy.

Total Course Hours: 100

Theory: 40 / Practical: 60
Prerequisites: Phase 1 Units 1, 2 & 3

Unit 2.2: Students will receive Theory Instruction in General Anatomy & Physiology, Basics of Chemistry, The Skin Care Business, Product Knowledge, Prosper U Business Training, Facial Protocols, Microdermabrasion, Body Treatments, and Hair Removal. Practical Instruction covers the implementation of Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in all previously learned services.

Total Course Hours: 100
Theory: 40 / Practical: 60
Prerequisites: Phase 1 Units 1, 2 & 3

ESTHETICS PROGRAM Areas of Instruction	
Orientation	History of Esthetics, Overview of the Curriculum & Arizona Cosmetology Laws and Rules
General Sciences	**Personal, Client & Salon Safety** • Aseptic techniques and sanitary procedures • Disinfection and sterilization methods and procedures • Health risks to the Esthetician • First Aid & Cardiopulmonary resuscitation (CPR)
	General Anatomy, Physiology, Histology & Morphology • Human Immune System • Anatomy, Physiology, and Histology of the Human Body • The aging process and its damage to the skin • Analysis of the Skin
	Diseases & Disorders of the Skin • Bacteriology • Sanitation & Sterilization • Decontamination & Infection Control
	Science of Esthetics
	Chemistry & Product Pharmacology for Esthetics & Cosmetics
	Electricity & Light Therapy
Principles & Techniques	**Implements, Tools & Equipment for Estheticians** • High Frequency • Galvanic Current • Heat Lamps • Medical Devices
	Advanced Mechanical & Electrical Devices (Including Instruction on Use) • Sanding and Microdermabrasion Techniques • Devices equipped with a brush to cleanse the skin • Devices that apply a mixture of steam and ozone to the skin • Devices that spray water and other liquids on the skin
	Facials & Advanced Facials (Manual & Mechanical)
	Chemical Exfoliation • Chemical Exfoliation Procedure • Pre-Exfoliation Consultation • Post-Exfoliation Treatments • Reactions

	Other Services & Techniques
	• Aroma Therapy
	• Body Treatments
	• Hydrotherapy
	• Massage of the face and neck
	• Temporary removal of superfluous hair by waxing
	• Skin Treatments (manual & mechanical)
	• Makeup Application (including)
	  ○ Application of artificial eyelashes
	  ○ Arching of the eyebrows
	• Tinting of the eyelashes and eyebrows

Career & Professional Development	**Business & Salon Management** • Developing clientele • Professional image • Professional ethics • Industry standards and ecology • Professional associations • Public relations • Advertising • Resume Preparation • Job Searches • Career Development • Interview Skills
	Legal Issues • Malpractice liability • Regulatory agencies • Tax laws • Client Records
	Esthetics Examination Review

Cosmetology Student Instructor Program

Program Description

The Cosmetology Student Instructor Program covers basic concepts of instruction in the beauty school industry. Topics include Laws, Rules and Regulations, and Theory and Practical skills pertaining to teaching in the beauty education environment. Upon completion, students 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 Cosmetology Student Instructor Program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, Students will be able to demonstrate the following:

- Theory Knowledge: Proficiency in all Theory topics needed to successfully sit for the State Board written examination.
- Practical Skills: Demonstrate proficiency in developing and delivering curriculum, 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.

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

Instructional Methods

Instruction is delivered through a combination of interactive Theory and Practical classroom instruction. Practical instruction is delivered in both a classroom setting as well as during hands-on learning in the Student Salon or Spa. Theory instruction is comprised of a combination of on-ground instruction as well as instruction in an interactive online learning environment through Avalon's student portal utilizing CIMA by Milady, Prosper U, and Zoom Virtual Classrooms.

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 Unit and Practical exams.
- Complete a minimum of 350 hours of training.
- Satisfy all financial obligations to the school.

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

Licensure Requirements

To receive an Instructor license in Arizona a person must:

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

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

Advancement

The Cosmetology Student Instructor Program has two Stages of training. Students will begin their training in Stage 1, in which they will receive basic Theory and Practical instruction. Upon completion of Stage 1, students will be promoted to Stage 2 for Advanced Theory and Practical instruction. Students may begin their Stage 2 training in any Stage 2 Unit of Instruction and will continue in sequence until all Stage 2 Units of Instruction have been completed, and all graduation requirements have been satisfied.

Individual Course Descriptions

Stage 1:

Unit 1: Students will receive Online Theory Instruction in The Career Education Instructor, The Teaching Plan & Learning Environment, Program Review, Development & Lesson Planning, Teaching Study & Testing Skills, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, Theory and Practical Classroom Demonstrations, Lesson Planning, and assisting Instructors and Students with Client Services in the Student Salon/Spa.

Total Day Course Hours: 115
Theory (Online): 10 / Practical (On-Site): 105
Prerequisites: None

Total Eve Course Hours: 77.5
Theory (Online): 10 / Practical (On-Site): 67.5
Prerequisites: None

Stage 2:

Unit 1: Students will receive Online Theory Instruction in Basic Learning Styles & Principles, Basic Methods of Teaching & Learning, Effective Presentations, Effective Classroom Management & Supervision, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, Theory and Practical Classroom Demonstrations, Lesson Planning, and assisting Instructors and Students with Client Services in the Student Salon/Spa.

Total Day Course Hours: 115
Theory (Online): 10 / Practical (On-Site): 105
Prerequisites: Stage 1 Unit 1

Total Eve Course Hours: 77.5
Theory (Online): 10 / Practical (On-Site): 67.5
Prerequisites: Stage 1 Unit 1

Unit 2: Students will receive Online Theory Instruction in Communicating Confidently, Achieving Learner Results, Educational Aids & Technology in the Classroom, Assessing Progress & Advising Students, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, Theory and Practical Classroom Demonstrations, Lesson Planning, and assisting Instructors and Students with Client Services in the Student Salon/Spa.

Total Day Course Hours: 115
Theory (Online): 10 / Practical (On-Site): 105
Prerequisites: Stage 1 Unit 1

Total Eve Course Hours: 77.5
Theory (Online): 10 / Practical (On-Site): 67.5
Prerequisites: Stage 1 Unit 1

Stage 3:

On-Site Practical Instruction covers the implementation of the Prosper U Business Training, Theory and Practical Classroom Demonstrations, Lesson Planning, and assisting Instructors and Students with Client Services in the Student Salon/Spa.

Total Day Course Hours: 5
Theory (Online): 0 / Practical (On-Site): 5
Prerequisites: Stage 1 & Stage 2

Total Eve Course Hours: 117.5
Theory (Online): 0 / Practical (On-Site): 117.5
Prerequisites: Stage 1 & Stage 2

COSMETOLOGY STUDENT INSTRUCTOR PROGRAM Areas of Instruction	
Orientation	Orientation, Overview of the Curriculum & Arizona Cosmetology Laws and Rules
Principles & Techniques	Theory, Preparation & Practice Curriculum Development. This includes: • Developing and using educational aids • Practical and written presentation principles • Classroom management evaluation, assessment, and remediation methods • Diversity in learning including cultural differences • Methods of teaching • Professional Development including ethics • Alternative Learning
Classroom & Student Salon/Spa Oversight	• Primary focus outside Instructor Theory training is classroom management, curriculum implementation, and Student Salon Oversight within the Cosmetology Program under the supervision of a licensed instructor • Provides demonstration of Theory and Practical Lessons throughout program in Stages 1 & 2 • Aid licensed instructor during practical instruction • Aid licensed instructor on Student Salon Floor
Career & Professional Development	Business & Salon Management • Developing clientele • Professional image • Professional ethics • Resume Preparation • Job Searches • Professional associations • Public relations • Advertising • Career Development • Interview Skills
	Instructor Examination Review

Esthetics Student Instructor Program

Program Description

The Esthetics Student Instructor Program covers basic concepts of instruction in the beauty school industry. Topics include Laws, Rules and Regulations, and Theory and Practical skills pertaining to teaching in the beauty education environment. Upon completion, students 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 Esthetics Student Instructor Program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, Students will be able to demonstrate the following:

- Theory Knowledge: Proficiency in all Theory topics needed to successfully sit for the State Board written examination.
- Practical Skills: Demonstrate proficiency in developing and delivering curriculum, 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.

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

Instructional Methods

Instruction is delivered through a combination of interactive Theory and Practical classroom instruction. Practical instruction is delivered in both a classroom setting as well as during hands-on learning in the Student Salon or Spa. Theory instruction is comprised of a combination of on-ground instruction as well as instruction in an interactive online learning environment through Avalon's student portal utilizing CIMA by Milady, Prosper U, and Zoom Virtual Classrooms.

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 Unit and Practical exams.
- Complete a minimum of 350 hours of training.
- Satisfy all financial obligations to the school.

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

Licensure Requirements

To receive an Instructor license in Arizona a person must:

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

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

Advancement

The Esthetics Student Instructor Program has two Stages of training. Students will begin their training in Stage 1, in which they will receive basic Theory and Practical instruction. Upon completion of Stage 1, students will be promoted to Stage 2 for Advanced Theory and Practical instruction. Students may begin their Stage 2 training in any Stage 2 Unit of Instruction and will continue in sequence until all Stage 2 Units of Instruction have been completed, and all graduation requirements have been satisfied.

Individual Course Descriptions

Stage 1:

Unit 1: Students will receive Online Theory Instruction in The Career Education Instructor, The Teaching Plan & Learning Environment, Program Review, Development & Lesson Planning, Teaching Study & Testing Skills, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, Theory and Practical Classroom Demonstrations, Lesson Planning, and assisting Instructors and Students with Client Services in the Student Salon/Spa.

Total Day Course Hours: 115
Theory (Online): 10 / Practical (On-Site): 105
Prerequisites: None

Total Eve Course Hours: 77.5
Theory (Online): 10 / Practical (On-Site): 67.5
Prerequisites: None

Stage 2:

Unit 1: Students will receive Online Theory Instruction in Basic Learning Styles & Principles, Basic Methods of Teaching & Learning, Effective Presentations, Effective Classroom Management & Supervision, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, Theory and Practical Classroom Demonstrations, Lesson Planning, and assisting Instructors and Students with Client Services in the Student Salon/Spa.

Total Day Course Hours: 115
Theory (Online): 10 / Practical (On-Site): 105
Prerequisites: Stage 1 Unit 1

Total Eve Course Hours: 77.5
Theory (Online): 10 / Practical (On-Site): 67.5
Prerequisites: Stage 1 Unit 1

Unit 2: Students will receive Online Theory Instruction in Communicating Confidently, Achieving Learner Results, Educational Aids & Technology in the Classroom, Assessing Progress & Advising Students, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, Theory and Practical Classroom Demonstrations, Lesson Planning, and assisting Instructors and Students with Client Services in the Student Salon/Spa.

Total Day Course Hours: 115
Theory (Online): 10 / Practical (On-Site): 105
Prerequisites: Stage 1 Unit 1

Total Eve Course Hours: 77.5
Theory (Online): 10 / Practical (On-Site): 67.5
Prerequisites: Stage 1 Unit 1

Stage 3:

On-Site Practical Instruction covers the implementation of Prosper U Business Training, Theory and Practical Classroom Demonstrations, Lesson Planning, and assisting Instructors and Students with Client Services in the Student Salon/Spa.

Total Day Course Hours: 5
Theory (Online): 0 / Practical (On-Site): 5
Prerequisites: Stage 1 & Stage 2

Total Eve Course Hours: 117.5
Theory (Online): 0 / Practical (On-Site): 117.5
Prerequisites: Stage 1 & Stage 2

ESTEHTICS STUDENT INSTRUCTOR PROGRAM Areas of Instruction	
Orientation	Orientation, Overview of the Curriculum & Arizona Cosmetology Laws and Rules
Principles & Techniques	Theory, Preparation & Practice Curriculum Development. This includes: • Developing and using educational aids • Practical and written presentation principles • Classroom management evaluation, assessment, and remediation methods • Diversity in learning including cultural differences • Methods of teaching • Professional Development including ethics • Alternative Learning
Classroom & Student Salon/Spa Oversight	• Primary focus outside Instructor Theory training is classroom management, curriculum implementation, and Student Salon Oversight within the Esthetics Program under the supervision of a licensed instructor • Provides demonstration of Theory and Practical Lessons throughout program in Phases 1 & 2 • Aid licensed instructor during practical instruction • Aid licensed instructor on Student Spa Floor
Career & Professional Development	Business & Salon Management • Developing clientele • Professional image • Professional ethics • Resume Preparation • Job Searches • Professional associations • Public relations • Advertising • Career Development • Interview Skills
	Instructor Examination Review

PROGRAM INFORMATION & COURSE OUTLINES FOR APPROVED PROGRAMS NOT CURRENTLY ACCEPTING ENROLLMENTS

General Information

Class Schedule & Program Length

Program	Delivery Method	Clock Hours	Shift	Normal Time To Complete	Schedule		
					Days	Time	Hours Per Week
Cosmetology	Hybrid	1,500	Day	52 Weeks	Stage 1: Mon-Fri Stage 2: Tue-Sat	8:30a – 4:00p	35
Cosmetology	Hybrid	1,500	Eve	81 Weeks	Mon-Fri	5:30p – 10:00p	22.5
Esthetics	Hybrid	600	Day	21 Weeks	Tue-Sat	8:30a – 3.45p	33.75
Esthetics	Hybrid	600	Eve	33 Weeks	Mon-Fri	5:30p – 10:00p	22.5

Curriculum

Avalon Institute follows the guidelines specified by the Arizona Barbering and Cosmetology Board. A detailed list 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 *(Hybrid)*

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 successfully 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.

Instructional Methods

Instruction is delivered through a combination of interactive Theory and Practical classroom instruction. Practical instruction is delivered in both a classroom setting and during hands-on learning in the Student Salon or Spa. Theory instruction is delivered in a hybrid format, meaning it is comprised of a combination of on-ground instruction and instruction in an interactive online learning environment through Avalon's student portal utilizing CIMA by Milady, Prosper U, and Zoom Virtual Classrooms.

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 final passing score of at least 75% for all Theory Unit Courses and all Practical Exams.
- Complete a minimum of 1,500 hours of training.
- Satisfy all financial obligations to the school.

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

Licensure Requirements

To receive a Cosmetology license in Arizona a person must:

- Graduate from a school of Cosmetology with a minimum of 1,500 hours.
- Complete application and pay fee.
- Pass a written and practical examination administered by the State of Arizona.

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

Advancement

The Cosmetology Program has two Stages of training. Students will begin their training in Stage 1, in which they will receive basic Theory and Practical instruction. Students may begin their training in any Stage 1 Unit of Instruction and will continue in sequence until all Stage 1 Units of Instruction have been completed. Upon completion of Stage 1, students will be promoted to Stage 2 for Advanced Theory and Practical instruction, as well as to begin providing services to paying clients on the Student Salon Floor. Students may begin their Stage 2 training in any Stage 2 Unit of Instruction and will continue in sequence until all Stage 2 Units of Instruction have been completed, and all graduation requirements have been satisfied.

Day Program – Stage 1:

Unit 1: Students will receive Online Theory Instruction in History & Career Opportunities, Haircutting, Chemical Texture Services, Scalp Care, Shampooing, Conditioning, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various haircare and skincare products, Shampooing & Conditioning, Women's Haircutting, Hairstyling, Permanent Waving, Facials, Make-up and basic Eyelash Applications, Hair Removal, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Total Course Hours: 175
Theory (Online): 70 / Practical (On-Site): 105
Prerequisites: None

Unit 2: Students will receive Online Theory Instruction in Infection Control Principles & Practices, Haircoloring, Principles of Hair Design, Hairstyling, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various haircare and nailcare products, Shampooing & Conditioning, Scalp Treatments, Haircoloring, Hair Lightening, Highlighting, Hairstyling, Men's Haircutting, Hair Pressing, Curl Reforming, Manicures, Pedicures, Acrylic/Gel Nail Enhancements, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Total Course Hours: 175
Theory (Online): 70 / Practical (On-Site): 105
Prerequisites: None

Day Program – Stage 2:

Unit 1: Students will receive Online Theory Instruction in History & Career Opportunities, Life Skills, Professional Image, Communicating for Success, Infection Control Principles & Practices, Principles of Hair Design, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, utilization of Social Media Platforms, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Haircutting, and Makeup Applications.

Total Course Hours: 175
Theory (Online): 35 / Practical (On-Site): 140
Prerequisites: Stage 1 Units 1 & 2

Unit 2: Students will receive Online Theory Instruction in Anatomy & Physiology, Properties of the Hair & Scalp, Basics of Chemistry, Basics of Electricity, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and nailcare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Haircoloring, Scalp Treatments, Men's Haircutting, and Nail Art.

Total Course Hours: 175
Theory (Online): 35 / Practical (On-Site): 140
Prerequisites: Stage 1 Units 1 & 2

Unit 3: Students will receive Online Theory Instruction in Scalp Care, Shampooing, Conditioning, Haircutting, Hairstyling, Braiding & Braid Extensions, Wigs & Hair Additions, Chemical Texture Services, Haircoloring, Product Knowledge and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Haircutting, Hairstyling, Highlighting, Permanent Waving, and Hair Extensions.

Total Course Hours: 175
Theory (Online): 35 / Practical (On-Site): 140
Prerequisites: Stage 1 Units 1 & 2

Unit 4: Students will receive Online Theory Instruction in Skin Structure, Growth & Nutrition, Skin Disorders & Diseases, Hair Removal, Facials, Facial Makeup, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and skincare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Color Theory, Haircoloring/Lightening, Facials, and Hair Removal.

Total Course Hours: 175
Theory (Online): 35 / Practical (On-Site): 140
Prerequisites: Stage 1 Units 1 & 2

Unit 5: Students will receive Online Theory Instruction in Nail Structure & Growth, Nail Disorders & Diseases, Manicuring, Pedicuring, Nail Tips & Wraps, Monomer Liquid & Polymer Powder Nail Enhancements, Light Cured Gels, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and nailcare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Manicures, Pedicures, Sculptured Nails, Nail Wraps, Nail Art, Hairstyling, Haircutting, and Haircoloring.

Total Course Hours: 175
Theory (Online): 35 / Practical (On-Site): 140
Prerequisites: Stage 1 Units 1 & 2

Unit 6: Students will receive Online Theory Instruction in State Laws & Rules, Health & Safety, Preparing for Licensure & Employment, On the Job, The Salon Business, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products and tools, State Board Preparation, Disinfection & Sanitation, Resume & Cover Letter, Interviewing, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Highlighting, Men's Haircutting, and Haircoloring.

Total Course Hours: 175
Theory (Online): 35 / Practical (On-Site): 140
Prerequisites: Stage 1 Units 1 & 2

Day Program – Stage 3:

Students will receive Online Theory Instruction in all areas of the Program to prepare them for both the Program Written Final and the State Board examination. On-site Practical Instruction includes performing live Client Services on the Student Salon Floor.

Total Course Hours: 100
Theory (Online): 25 / Practical (On-Site): 75
Prerequisites: Stage 1 & Stage 2

Evening Program – Stage 1:

Unit 1: Students will receive Online Theory Instruction in History & Career Opportunities, Haircutting, Infection Control Principles & Practices, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers Orientation, the implementation of Prosper U Business Training, proper use of various haircare products, Shampooing & Conditioning, Women's Haircutting, Hairstyling, Permanent Waving, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Total Course Hours: 112.5
Theory (Online): 45 / Practical (On-Site): 67.5
Prerequisites: None

Unit 2: Students will receive Online Theory Instruction in Haircoloring, Principles of Hair Design, Scalp Care, Shampooing, Conditioning, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various haircare and skincare products, Shampooing & Conditioning, Scalp Treatments, Haircoloring, Hair Lightening, Highlighting, Hairstyling, Facials, Make-up and basic Eyelash Applications, Hair Removal, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Total Course Hours: 112.5
Theory (Online): 45 / Practical (On-Site): 67.5
Prerequisites: None

Unit 3: Students will receive Online Theory Instruction in Hairstyling, Chemical Texture Services, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various haircare and nailcare products, Shampooing & Conditioning, Men's Haircutting, Hairstyling, Permanent Waving, Hair Pressing, Curl Reforming, Manicures, Pedicures, Acrylic/Gel Nail Enhancements, Disinfection & Sanitation, performing live Model Services, and Student Salon Floor Orientation.

Total Course Hours: 112.5
Theory (Online): 45 / Practical (On-Site): 67.5
Prerequisites: None

Evening Program – Stage 2:

Unit 1: Students will receive Online Theory Instruction in History & Career Opportunities, Life Skills, Professional Image, Communicating for Success, Infection Control Principles & Practices, Principles of Hair Design, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, utilization of Social Media Platforms, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Haircutting, and Makeup Applications.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Unit 2.1: Students will receive Online Theory Instruction in Anatomy & Physiology, Properties of the Hair & Scalp, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and nailcare products, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Scalp Treatments, Men's Haircutting, and Nail Art.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Unit 2.2: Students will receive Online Theory Instruction in Basics of Chemistry, Basics of Electricity, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Haircoloring, Men's Haircutting, and Permanent Waving.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Unit 3.2: Students will receive Online Theory Instruction in Braiding & Braid Extensions, Wigs & Hair Additions, Chemical Texture Services, Haircoloring, Product Knowledge and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hairstyling, Permanent Waving, and basic Hair Extensions.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Unit 4.2: Students will receive Online Theory Instruction in Hair Removal, Facial Makeup, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and skincare products, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Makeup, Hair Removal, Haircoloring/Lightening, and Hairstyling.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Unit 3.1: Students will receive Online Theory Instruction in Scalp Care, Shampooing, Conditioning, Haircutting, Hairstyling, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Haircutting, Hairstyling, and Highlighting.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Unit 4.1: Students will receive Online Theory Instruction in State Laws & Rules, Skin Structure, Growth & Nutrition, Skin Disorders & Diseases, Facials, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and skincare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Hair Removal, Facials, Color Theory, and Hairstyling.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Unit 5.1: Students will receive Online Theory Instruction in Nail Structure & Growth, Nail Disorders & Diseases, Manicuring, Pedicuring, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and nailcare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Manicures, Pedicures, and Haircoloring.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Unit 5.2: Students will receive Online Theory Instruction in Health & Safety, Nail Tips & Wraps, Monomer Liquid & Polymer Powder Nail Enhancements, Light Cured Gels, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare and nailcare products, State Board Preparation, Disinfection & Sanitation, performing live Client Services on the Student Salon Floor, and Advanced Training in Sculptured Nails, Nail Wraps, Nail Art, Hairstyling, and Haircutting.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Unit 6: Students will receive Online Theory Instruction in Preparing for Licensure & Employment, On the Job, The Salon Business, Product Knowledge, and Prosper U Business Training. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various haircare products and tools, State Board Preparation, Disinfection & Sanitation, Resume & Cover Letter, Interviewing, performing live Client Services on the Student Salon Floor, and Advanced Training in Highlighting, Haircoloring, and Men's Haircutting.

Total Course Hours: 112.5
Theory (Online): 22.5 / Practical (On-Site): 90
Prerequisites: Stage 1 Units 1, 2 & 3

Evening Program – Stage 3:

Students will receive Online Theory Instruction in all areas of the Program to prepare them for both the Program Written Final and the State Board examination. On-site Practical Instruction includes performing live Client Services on the Student Salon Floor.

Total Course Hours: 37.5
Theory (Online): 15 / Practical (On-Site): 22.5
Prerequisites: Stage 1 & Stage 2

Esthetics Program *(Hybrid)*

Program Description

The Esthetics Program covers basic concepts of esthetics and state board principles. Topics include Facials and Skin Care; Clinical Therapies; Facial Makeup; Hair Removal; 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 Esthetics, should be able to demonstrate basic knowledge and concepts of esthetics, and obtain an entry-level position in the beauty industry.

Program Objectives

The 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.
- Practical Skills: Demonstrate proficiency in delivering Esthetics services to include Facials, Clinical Therapies, Hair Removal, and Body Treatments.
- Professionalism: Demonstrate the Customer Service, Communications, and Business skills needed to be a successful industry professional.

Instructional Methods

Instruction is delivered through a combination of interactive Theory and Practical classroom instruction. Practical instruction is delivered in both a classroom setting as well as during hands-on learning in the Student Salon or Spa. Theory instruction is comprised of a combination of on-ground instruction as well as instruction in an interactive online learning environment through Avalon's student portal utilizing CIMA by Milady, Prosper U, and Zoom Virtual Classrooms.

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 final passing score of at least 75% for all Theory Unit Courses and all Practical Exams.
- Complete a minimum of 600 hours of training.
- Satisfy all financial obligations to the school.

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

Licensure Requirements

To receive an Esthetics license in Arizona a person must:

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

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

Advancement

The Esthetics Program has two Phases of training. Students will begin their training in Phase 1, in which they will receive basic Theory and Practical instruction. Students may begin their training in any Phase 1 Unit of Instruction and will continue in sequence until all Phase 1 Units of Instruction have been completed. Upon completion of Phase 1, students will be promoted to Phase 2 for Advanced Theory and Practical instruction, as well as to begin providing services to paying clients in the Student Spa. Students may begin their Phase 2 training in any Phase 2 Unit of Instruction and will continue in sequence until all Phase 2 Units of Instruction have been completed and all graduation requirements have been satisfied.

Individual Course Descriptions

Day Program – Phase 1

Unit 1: Students will receive Online Theory Instruction in State Laws & Rules, Infection Control Principles & Practices, The Treatment Room, Physiology & Histology of the Skin, Disorders & Diseases of the Skin, Skin Analysis, Selling Products & Services, Product Knowledge, Prosper U Business Training, Client Intake Forms & Treatment Notes, Facial Concepts, Facial Protocols, Hair Removal, Extractions, Galvanic, Microdermabrasion, Chemical Peels, Body Treatments, Makeup and State Board Kit Preparation. On-Site Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, and the hands-on application of Facial Concepts, Skin Analysis, Facial Protocols, Extractions, Galvanic, LED, Microdermabrasion, Chemical Peels, Body Treatments, Makeup, Body Waxing, Bikini/Brazilian Waxing, and Disinfection & Sanitation.

Total Course Hours: 150
Theory (Online): 90 / Practical (On-Site): 60
Prerequisites: None

Unit 2: Students will receive Online Theory Instruction in State Laws & Rules, Facial Massage, Facial Machines, History & Career Opportunities, Facial Treatments, Basics of Electricity, The World of Makeup, Bloodborne Pathogens, Health & Safety, Product Knowledge, Prosper U Business Training, Client Intake Forms & Treatment Notes, Facial Concepts, Skin Analysis, Facial Protocols, Hair Removal, Extractions, High Frequency, Microcurrent, Chemical Peels, Body Treatments, Makeup, Brow & Lash Tinting, and State Board Kit Preparation. On-Site Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, Facial Concepts, Skin Analysis, Facial Protocols, Extractions, High Frequency, Body Treatments, Chemical Peels, Microcurrent, Facial Waxing, Speed Waxing, Makeup, Brow & Lash Tinting, and Disinfection & Sanitation.

Total Course Hours: 150
Theory (Online): 90 / Practical (On-Site): 60
Prerequisites: None

Day Program – Phase 2

Unit 1: Students will receive Online Theory Instruction in Life Skills, Professional Image, Communicating for Success, Hair Removal, Career Planning, The Skin Care Business, Product Knowledge, Prosper U Business Training, Advanced Chemical Exfoliation Treatments, State Board Procedures, and Flash Treatments. On-Site Practical Instruction covers the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in all previously learned services including Clinical Photography and Dermaplaning.

Total Course Hours: 150
Theory (Online): 60 / Practical (On-Site): 90
Prerequisites: Phase 1 Units 1 & 2

Unit 2: Students will receive Online Theory Instruction in General Anatomy & Physiology, Basics of Chemistry, Basics of Nutrition, Skin Care Products: Chemistry, Ingredients & Selection, Advanced Topics & Treatments, Prosper U Business Training, Resumes & Cover Letters, Business Plans, and Types of Spas. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in previously learned services including Interviewing Skills and Aromatherapy.

Total Course Hours: 150
Theory (Online): 60 / Practical (On-Site): 90
Prerequisites: Phase 1 Units 1 & 2

Evening Program – Phase 1

Unit 1: Students will receive Online Theory Instruction in State Laws & Rules, Infection Control Principles & Practices, The Treatment Room, Physiology & Histology of the Skin, Disorders & Diseases of the Skin, Skin Analysis, Product Knowledge, Prosper U Business Training, Client Intake Forms & Treatment Notes, Facial Concepts, Facial Protocols, Hair Removal, Extractions, Galvanic, Microdermabrasion, Chemical Peels, Body Treatments, Makeup, and State Board Kit Preparation. On-Site Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, and the hands-on application of Facial Concepts, Skin Analysis, Facial Protocols, Microdermabrasion, Chemical Peels, Extractions, Galvanic, Body Treatments, Makeup, Body Waxing, and Disinfection & Sanitation.

Total Course Hours: 100
Theory (Online): 60 / Practical (On-Site): 40
Prerequisites: None

Unit 2: Students will receive Online Theory Instruction in State Laws & Rules, Facial Massage, Facial Machines, Facial Treatments, Basics of Electricity, Product Knowledge, Prosper U Business Training, Client Intake Forms & Treatment Notes, Facial Concepts, Facial Protocols, Skin Analysis, Hair Removal, Extractions, High Frequency, Microcurrent, Facial Muscles, Chemical Peels, Body Treatments, Natural Products, Makeup, and State Board Kit Preparation. On-Site Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, Facial Concepts, Skin Analysis, Facial Protocols, Microcurrent, Extractions, High Frequency, Chemical Peels, Body Treatments, Makeup, Facial Waxing, and Disinfection & Sanitation.

Total Course Hours: 100
Theory (Online): 60 / Practical (On-Site): 40
Prerequisites: None

Unit 3: Students will receive Online Theory Instruction in State Laws & Rules, History & Career Opportunities, Bloodborne Pathogens, Health & Safety, Selling Products & Services, The World of Makeup, Product Knowledge, Prosper U Business Training, Client Intake & Treatment Notes, Facial Concepts, Facial Protocols, Skin Analysis, Hair Removal, LED, Brow & Lash Tinting, Makeup, Bikini & Brazilian Waxing, Chemical Peels, and State Board Kit Preparation. On-Site Practical Instruction covers Orientation, the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, Facial Concepts, Skin Analysis, Facial Protocols, LED, Brow & Lash Tinting, Facial Waxing, Bikini/Brazilian Waxing, Chemical Peels, Makeup, and Disinfection & Sanitation.

Total Course Hours: 100
Theory (Online): 60 / Practical (On-Site): 40
Prerequisites: None

Evening Program – Phase 2

Unit 1: Students will receive Online Theory Instruction in Life Skills, Professional Image, Communicating for Success, Hair Removal, Career Planning, Product Knowledge, Prosper U Business Training, Advanced Chemical Exfoliation Treatments, State Board Procedures, and Flash Treatments. On-Site Practical Instruction covers the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in all previously learned services including Clinical Photography and Dermaplaning.

Total Course Hours: 100
Theory (Online): 40 / Practical (On-Site): 60
Prerequisites: Phase 1 Units 1, 2 & 3

Unit 2.1: Students will receive Online Theory Instruction in the Basics of Nutrition, Advanced Topics & Treatments, The Skin Care Business, Product Knowledge, Prosper U Business Training, Resumes & Cover Letters, Business Plans, Types of Spas, and Makeup. On-Site Practical Instruction covers the implementation of Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in all previously learned services including Interviewing Skills and Aromatherapy.

Total Course Hours: 100
Theory (Online): 40 / Practical (On-Site): 60
Prerequisites: Phase 1 Units 1, 2 & 3

Unit 2.2: Students will receive Online Theory Instruction in General Anatomy & Physiology, Basics of Chemistry, The Skin Care Business, Product Knowledge, Prosper U Business Training, Facial Protocols, Microdermabrasion, Body Treatments, and Hair Removal. On-Site Practical Instruction covers the implementation of the Prosper U Business Training, proper use of various skincare products and equipment, State Board Preparation, Disinfection & Sanitation, performing live Client Services in the Student Spa, and Advanced Training in all previously learned services.

Total Course Hours: 100
Theory (Online): 40 / Practical (On-Site): 60
Prerequisites: Phase 1 Units 1, 2 & 3

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. 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 industry. 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, microwave, and vending machines.

The school strongly encourages students to participate as fully as possible during training. In addition to hands-on, intensive training, the school provides opportunities for advancing students to compete with each other, different schools and at nationally recognized competitions. All of this is designed to expose students to the types of events they can expect in the exciting world of Cosmetology and Esthetics. 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	8:30a – 4:00p
		Stage 2: Tue-Sat	
	Eve	Mon-Fri	5:30p – 10:00p
Esthetics	Day	Tue-Sat	8:30a – 3:45p
	Eve	Mon-Fri	5:30p – 10:00p
Cosmetology & Esthetics Student Instructor	Day	Mon	3:30p – 5:30p
		Tues-Thurs	8:30a – 4:00p
	Eve	Mon	3:30p – 5:30p
		Tues-Thurs	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	New Year's Day January 1st
	Martin Luther King Day Third Monday in January
May	Memorial Day Last Monday of May
July	Independence Day July 4th
September	Labor Day First Monday of September
November	Thanksgiving Day Fourth Thursday in November
	Day After Thanksgiving
December	Christmas Eve December 24th
	Christmas Day December 25th
	New Year's Eve December 31st

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

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 determination of eligibility, the school will assist any applicant to apply for 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 students with the application process at either the Avalon facility or, if students prefer, they may begin by contacting www.fafsa.ed.gov. This application will require a school code. Avalon's School Code for this location is 010858.

Student Financial Aid Programs

- PELL GRANT: A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell grants are only available for undergraduates. Students must attend at least half time to qualify (minimum twelve 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.
- 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 for any of these funding options go to 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 to 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. The cost of credit is included in the price quoted for the goods and services.

Any required down payment shall be due by 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 may incur interest at a rate of 1.5% per month (18% per annum) until paid in full.

Avalon Institute accepts scholarships and other tuition assistance benefits 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.

Veteran's Educational Benefits

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

If there is a delay in the disbursement of funds from the Department of Veteran's Affairs for a covered individual (only those students utilizing Chapters 31 and 33 for education benefits), Avalon Institute will not impose a penalty on the student, including the assessment of late fees, the denial of access to classes/libraries/facilities or requiring the covered individual to borrow additional funds.

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

Distance Education: All students utilizing any type of Veterans benefits are required to attend any on-line portions of their training listed in the catalog in person at the campus. All veterans and eligible family members are required to attend resident training at the physical location of the school.

STUDENT ACCOUNTS AND FINANCIAL AID POLICIES

Three-Day Cancellation Policy

If Avalon denies acceptance of a student for training, the student will receive 100% refund on all monies paid. If the student, or Guarantor if the 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 is entitled to a 100% refund of all monies paid. If the student, or Guarantor if the student is a minor, cancels this agreement after three (3) days (excluding Saturday, Sunday, and Federal/State Holidays) of executing this agreement, prior to beginning training, the student will be entitled to a 100% refund of all monies paid except for the $50.00 Application Fee. No later than 30 days after receiving the notice of cancellation, the school shall provide a 100% refund. This policy only applies prior to a student beginning training. Once training begins, the Institutional Refund Policy applies to all monies paid and owed to the school and the cancellation of enrollment is not possible.

Refund Policy

For a student who enrolls in and begins classes, the following schedule of tuition adjustment is authorized whether the student withdrawals or is terminated. Refunds are calculated using the length of the entire program. The school does not have a cancellation charge but will assess a Termination Fee of $100.00. Transfer hours from a previous institution shall have no impact on the refund policy. Any sums paid to the school herein shall be subject to the following refund policy:

Percentage of Actual Hours Completed to Total Hours of Program	Percent of Total Tuition Owed to the School
0.00%	0%
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Greater	100%

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

If a school is permanently closed and no longer offers instruction after the student has enrolled the student 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 monies paid. If a course is cancelled after a student'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 a student if they withdraw. As of October 7, 2000, the law requires that when a student withdraws during a payment period or period of enrollment, the amount of SFA Title IV funds that the student has 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 receives less funding on the student's behalf than the amount that they have earned, the school will be entitled to receive additional funding in the amount they have earned, this is called 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 to no less than 14 days after notification as determined by the Department of Education. Post-withdrawal disbursements are 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 earned, the excess funds must be returned. This process must be completed within 45 days of determining the students' last date of attendance and refunds will be made according to Federal guidelines.

The amount of SFA Title IV funds that a student has earned is determined on a pro-rata basis of scheduled hours. That is, if a student were scheduled to complete 30% of the payment period, they have earned 30% of the funds they were originally scheduled to receive. Once a student has been scheduled to complete more than 60% of the payment period, the school is entitled to all their funds. If the school has received excess funds on the student's 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, the students make scheduled payments to the Department of Education over a period.

If a student receives an over-award of a Pell Grant, federal law provides that the student may keep 50% of the over-award received. The student bears all responsibility to return funds more than the 50% over-award. Instructions and assistance in returning the over-awarded funds are available from School administration. All (over) awarded funding is reported to the Department of Education by the school.

Failure to return any funds due will result in a student 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 earlier than the scheduled date of return or the date the student notifies the school that they will not be returning from the LOA.
- The student fails an academic or attendance probation.
- The student violates the school rules and regulations.

Collections Policy

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

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

STANDARDS OF CONDUCT

Students are expected to follow and adhere to the rules and regulations of Avalon Institute 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 being sent home for the day, suspension and/or 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 absolute 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 students' 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 always expected to be courteous and respectful to all clients, fellow students, school staff and instructors. This includes respectful and professional conduct, language, and manners always. 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 student badge displayed and hair and makeup done. If a student arrives out of Dress Code, they will be asked to clock out and clock back in when they can conform to the dress code, this includes the student badge. If a student has lost their student badge, they will be required to purchase a new one for $5.00 to conform with Dress Code and remain clocked in for the day; a temporary badge will be issued until a new student badge is printed and shipped to the school. Students will be required to return the temporary badge to receive their new student badge.

- All Students
  - All visible clothing (worn under smocks, aprons, or scrubs) must be solid black in color and not contain slogans, logos, or other writing.
  - An excessive display of skin is not permitted (e.g., low-cut shirts, visible underarms, sheer clothing, etc.), and shorts, skirts and/or dresses must be 3 inches above the knee or longer.
  - All shoes must be closed toe and be predominantly black in color. Sandals, flip-flops, slippers, shoes with holes, and bare feet are not permitted.
  - Hats, head coverings, hair wraps, ear buds/headphones, and hooded sweatshirts are not permitted; however, headbands not exceeding 2 inches in width are permissible.
  - Accessories, such as belts, jewelry, headbands, and socks, do not have to be solid black in color.
  - The school issued student badge must always be worn.
  - Students are expected to maintain high standards of personal hygiene upon arrival at school (e.g., daily showers, shaved [if applicable], teeth brushed, hair clean and groomed, and fingernails clean).
- Cosmetology Students
  - Avalon Smock must always be worn.
  - Avalon Apron must always be worn when performing services and during practical instruction.
- Esthetics Students
  - Avalon Scrub Tops and Bottoms must always be worn.
  - Fingernails must be kept short and acrylic nails are not permissible.
- Student Instructor Students
  - Avalon Smock must always be worn.
  - 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 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, the front desk, and clock out.

Attendance

Students at Avalon have signed up for a clock hour program with a set schedule, making it of the utmost importance for all students to take their attendance seriously. Students are expected to attend all classes as scheduled and are responsible for maintaining their own attendance rate. Avalon is under no obligation to provide students with the ability to make up time absent and encourages students to strive for excellent attendance to get the most out of their training and graduate on time.

Permission to leave the school during school hours must be obtained from the student's instructor or staff member. If a student knows they 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 the student's attendance percentage.

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 Two or Phase Two:

- 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 for missing this training day.

Pre-Arrange In & Make-up Hours

Avalon understands that occasionally there are extenuating circumstances that cause absences, therefore Avalon may provide limited availability on select weekdays from 4:00pm-5:00pm for students to arrange to attend outside their regularly scheduled hours to make up time absent. Students must sign up at the Front Desk to participate in this make-up time. It is important to understand that pre-arranging in and make-up hours is a privilege afforded to students by Avalon and may be revoked or cancelled at any time.

Cosmetology Stage One Students Only: Make up Hour availability is limited during a student's initial period of instruction to the designated 4:00pm-5:00pm shifts (when available). Cosmetology Stage One and Esthetician Phase One students must meet with their instructor and/or Education Director to make up hours absent and will only be approved on a case-by-case basis due to instructor availability.

Cosmetology Stage Two Students Only: Once Cosmetology 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.
- Students will be working on the Salon Floor, potentially on clients, while Pre-Arranged In.

- 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.

Cosmetology Stage Two students must meet the following criteria to be eligible:

- Not have missed more than 2.5 hours of their scheduled hours for the prior week.
- If Pre-Arranged In the prior week, the student attended or called out with at least 24 hours' notice.
- Pre-Arrange In through the Front Desk no later than the Saturday of the prior week.

Esthetics: Esthetics students are only allowed to Prearrange In up to a maximum of 100% of their Scheduled Hours to makeup hours they have been previously absent from school, are limited to classroom and instructor availability, and must meet with their Instructor and/or Education Director to Pre-Arrange In. Make-up Hours for Esthetics will only be approved on a case-by-case basis.

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, preparation for the absence, etc.

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

Class Participation & Assignments

Students must remain actively engaged during their entire school hours, in either practice or study of theory as per curriculum. Students are required to accept all assignments given to them, including model services, client services, and floor/classroom assignments. Refusal to accept an assignment or remain actively engaged in practice may result in being sent home for the day.

Model Requirements

Students will be required to secure outside models for specified free model services during their program. A student's failure to have a model come in, as assigned per curriculum, will result in being sent home for the day.

Assessments, Assignments & Examinations

Written Quizzes and Unit Exams are scheduled throughout each Unit course on the digital platform online. Practical Hour Level Exams, approximately taken at 900 and 1,400 Hours for Cosmetology and 450 Hours for Esthetics, are always scheduled on Mondays between the hours of 9:00am and 4:00pm (varies by program and/or location) and are taken on-site at the school. Students are required to complete all assignments, both written and practical, prior to being permitted to take their Final Written Examination. Students are required to make up missed assignments on their own time, however, makeup testing will need to be arranged and proctored by the student's instructor or Education Director.

Students must achieve a final passing score of at least 75% for all Theory Unit Courses and all Practical Exams to satisfy graduation requirements; therefore, they are required to retake exams until the minimum passing score is achieved. Students that are absent for a scheduled Assessment, Assignment, Quiz, Unit Exam, Practical Hour Level Exam, or Written Final Exam, will receive a zero on their record until a passing score is achieved by the student. Students are not permitted to retake exams they have previously passed to achieve a higher score.

The final grade for any makeup Assessment, Assignment, Quiz, Unit Exam, or Written Final Exam will be reduced to 75%, regardless of the student's final passing score. Students are strongly encouraged to complete all homework and study for all exams outside of class and receive passing grades on their first attempt and on the specified due date to avoid this maximum score penalty. If a student is repeating a Theory course for any reason, all Assessments, Assignments, Quizzes and Exams are still required to be taken by the student as they are administered, and grades will be applied the same as all other students in all other courses; however, these grades ultimately will not impede a student's ability to graduate provided they have previously passed the Theory Unit course being repeated with a final passing score of at least 75%.

If a student fails to attend their scheduled Practical Hour Level Exam, they will be rescheduled, receive a zero on their record until the test is passed and retaken, and will receive In-School Suspension (ISS) for 4 days in which they will focus on State Board Procedures. Missing multiple exams will result in multiple zeros posted to the student's record and may lead to Out-of-School Suspension or further disciplinary action. Once the student is scheduled and passes their Practical Hour Level Exam, the final grade will be reduced by 10% (not to go below 75%) and will replace all failed or missed attempts for that exam.

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. Students that arrive at school without the proper equipment for the day may be sent home without the opportunity to return to school that day. 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.

The school reserves the right to dispose of any unidentifiable and/or abandoned equipment, supplies or paperwork left behind by a student at the end of their shift. Students are encouraged to bring any equipment found in the building to their instructor or a school administrator who will attempt to find the proper owner and/or put it in the school's lost and found before disposal occurs.

Student Break Room

Students are provided with a student break area as well as sufficient breaks. Eating, drinking, smoking, or any other physical distractions are never permitted in class, on the student salon/spa floor, within any styling station or work area. Students are not to observe their breaks in a classroom, salon chair, or in an esthetics treatment bed/treatment room and should only observe their breaks in the designated break room or outside.

Parking

Students are not allowed to park in parking spots against the building. Students must park further from the building to accommodate student salon/spa clients. If available, students may also park behind the building and use the rear entrance.

Avalon does not control the parking lot and is not responsible for valuables left in vehicles, vehicle vandalism, theft, or any other disorderly conduct that occurs. Students must remain vigilant and always protect themselves and report anything they observe to the school administration to contact the local authorities and/or security services for the plaza in which the school is located. Students are encouraged to exit the building in pairs or groups or have a staff member watch to ensure they make it to their car safely when leaving the campus after dark.

Student Personal Services

Cosmetology students may receive personal services on the Student Salon Floor with the permission of an instructor. Esthetics students may not receive personal services in the Student Spa due to limited space and the number of Student Exchanges that will be performed while attending classes regularly. All client procedures must be followed when performing or receiving Personal Services including the issuance of a ticket by the Front Desk prior to the start of any service and proper consultation with an instructor.

Public clients will always be given 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. Except for an approved Graduation Personal Service, Cosmetology students are not to receive services performed by Esthetics students and Esthetics students are not to receive services performed by Cosmetology students.

A Student Price List of available personal services for 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.

Student Exchanges

Students may be required to give and receive an exchange of services between each other, with the permission of an instructor as per curriculum. All client procedures must be followed when performing or receiving Student Exchanges, including consultation with the instructor, but excluding the issuance of a ticket by the Front Desk because these take place in the classroom environment and not the Student Salon or Spa. Students should come to school prepared to receive services, which may include facials, facial or body waxing, nails, etc. Students will only be excluded from assigned Student Exchanges if there is a contraindication identified during consultation. Students who refuse to participate in the Student Exchange will be sent home for the day.

Weapons

Avalon is a weapon-free environment. Firearms, pocketknives, 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 of whether the owner of the weapon has a permit to carry or not, may be terminated from the program.

Guest 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 always protect their client's personal possessions and clothing. 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 the Education Director due to contraindications discovered during consultation. If 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. Repeating infractions may result in temporary suspension of training or termination.
- 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 on campus. 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.

Distance Education

Distance Education is a component of training at Avalon Institute. All students must understand that the state in which the school operates will accept academic achievements earned via Distance Education; however, it may not be accepted for reciprocity or eligible for licensure in other states, depending on the laws and regulations enacted by other states. Although many states already have provisions to accept this type of alternative training, Avalon Institute cannot confirm acceptance of these types of hours by any other states.

Participation in the Distance Education platform is synchronous (same school schedule, led by the instructor) and will require consistent internet connectivity and the ability to attend regularly scheduled class hours in the way Avalon Institute dictates the curriculum. All students must use an electronic device that supports the applications needed to be used, as well as meet the necessary system requirements to operate such applications.

Computer/Connectivity Requirements: PC, Tablet, Laptop or MAC with 4GB Ram, 32GB HD, minimum of 11" display with 1024x800 resolution, web camera, speakers & microphone, or headset. Must maintain stable internet connection of at least 1MB during all distance education sessions.

Browser/Software Requirements: Standard-compliant browsers such as Chrome, Firefox, Safari, or Edge (Internet Explorer is not supported. Zoom Browser Plug-in or Zoom Application (free download from Zoom.us)

As part of the student kit, the student will receive a device that meets these system requirements. Cameras are required to be used while in the virtual classroom environment, and the virtual classroom will be recorded for quality assurance purposes. All the school's Standards of Conduct still apply while working in the Distance Education platform.

Clock hours will be recorded manually by the instructor in an online "virtual classroom" environment by taking roll at the beginning of each day, at break time, and at the end of the day, and then activity will be verified within the designated distance learning platform to confirm hours awarded each day. Failure to comply with the requirements to achieve attendance and post activities within the distance learning platform, per the rules put in place by Avalon Institute, could still result in disciplinary action or temporary/permanent suspension of training as outlined in the school's written Attendance and Academic Policies.

Online Standards of Conduct

All of Avalon's Standards of Conduct and Attendance Policies, as outlined above, apply during the online classroom environment the same as they would while attending on campus (e.g., professionalism, respectfulness, no disruptive behavior or foul language, unable to clock in more than 15 minutes past class start time, actively participating in class, etc.). The only exception is students do not need to be in dress code while online, but students should remember that all other students in the class can also see them on video.

Failure to comply with the Standards of Conduct/Attendance Policies, or if a student is caught sleeping, talking to other people, driving a car, shopping, doing laundry, not on camera, unresponsive when their name is called, etc., will result in being clocked out for the remainder of the day. Repeating infractions may result in disciplinary action.

Cameras Are Required: ALL STUDENTS must be visible, on camera, while participating in the Online Virtual Classroom sessions. Students must remain attentive, responsive to questions, sit upright (not laying down), and 100% focus on the lesson being taught. Online Virtual Classroom sessions are recorded for quality assurance purposes.

Clocking In & Out While Online: Students are clocked in and out for online school hours by logging into and out of Zoom.

Breaks: Students are required to log out and back into Zoom for their lunch breaks (day students), just like scanning their fingerprint while on campus. Short 10- to 15-minute breaks granted by the instructor do not require students to log out and back in, as this time is part of the student's scheduled hours. Students exceeding the specified

break time by the instructor are required to clock out. Cameras may be turned off during break times. Failure to return from a break on time without communicating with the instructor will result in being clocked out for the day, just as is the case while on campus.

Student Engagement Requirements for Attendance: Students are to complete online CIMA activities when instructed to do so by their instructor if they want to accrue online hours during these time periods. Instructors can see (in real time) student engagement and completion of CIMA activities. Failure to complete the CIMA activities when directed will result in not accruing hours for the time the instructor has designated these assignments to be completed. The student may be clocked out for the remainder of the day. Repeat offenders of this may be referred to the School Director and/or Education Director for further disciplinary action, and will be disciplined the same way as a student that clocks in on campus and then leaves the school while clocked in.

Most importantly: Communicate with the online instructor! If a student is experiencing technical difficulties, personal matters, or any other issues that are impacting on their ability to comply with the rules specified, they are strongly encouraged to communicate with their instructor via calling into the school, email, or the private chat function in Zoom. Often, issues with attendance in the Online Virtual Classroom can be avoided by professionally communicating with the instructor.

Experiencing Technical difficulties accessing online courses? Email the Student Support Help Desk at helpdesk@avalon.edu or call by phone to speak with a live representative at 480-656-2584.

Electronic Tablet Acceptable Use Policy

Technology Requirements

To access the learning systems of Avalon Institute, students will be supplied with an electronic tablet device which will be the property of the student.

Technology/Acceptable Use Guidelines

- The student is responsible for any loss or damage.
- The student is responsible for all repair/replacement charges.
- Keep the tablet locked when not attended. Unattended and unlocked tablets, if stolen - even at school - will be the student's full financial responsibility.
- The school's network is intended for educational purposes only.
- All activity over the network may be monitored and retained.
- Use of a Microsoft email account is required to use the Windows tablet.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Students are expected to take reasonable safeguards against the transmission of security threats over the network.
- Downloading inappropriate, illicit or sexually explicit content is prohibited.
- Use of the camera and microphone is prohibited in the classroom unless permission is granted by the instructor.
- Misuse of school resources can result in disciplinary action.
- Avalon makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damage that result from use of school technologies.
- Students are expected to alert a teacher or staff member immediately of any concerns about safety or security.
- Cyberbullying will not be tolerated.

Acceptable Use Guidelines

Students WILL:

- Bring their fully charged tablet to school every day.
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that is expected offline.
- Treat school resources carefully, and alert staff if there are any problems with their operation.
- Alert an instructor or staff member if any threatening, inappropriate, or harmful content (images, messages, posts) is posted in the online classroom or chats.
- Use school technologies at appropriate times and in approved places.
- Help to protect the security of school resources.

Unacceptable Use Guidelines

Students WILL NOT:

- Use another student's tablet or allow others to use their tablet.
- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Post personally identifying information, about oneself or others.
- Using any online language which would be considered unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for student use.

Limitation of Liability - Avalon will not be responsible for damage or harm to people, files, data, or hardware. While Avalon employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Avalon will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

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 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 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 because of taking a LOA. A student granted an LOA is not considered to have withdrawn and no refund calculation is performed because 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 earlier than 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 with 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. If issues arise outside of the expertise or capability of the school, every effort will be made to guide and/or refer students to appropriate resources.

Stage/Phase One Attendance Policy

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

> Cosmetology: The maximum number of absences permitted within the first 10 weeks for Day students and 15 weeks for Night students is 35 hours.
>
> Esthetics: 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 number of 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 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 IAAP Review Committee. 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, such as illness, death in the family, military obligations, 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 IAAP Review Committee 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). 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, which is defined by 900 hours and 26 weeks:

Cosmetology Program – 1,500 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 - 450	13 Weeks	19 Weeks	20 Weeks	30 Weeks
AY1 - 900	26 Weeks	39 Weeks	40 Weeks	60 Weeks
AY2 - 1200	34 Weeks	51 Weeks	53 Weeks	80 Weeks

Esthetics Program – 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 - 300	10 Weeks	16 Weeks	13 Weeks	20 Weeks

Cosmetology/Esthetics Student Instructor Programs – 350 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 - 175	8 Weeks	12 Weeks	12 Weeks	17 Weeks

Students are considered as making SAP if, at the evaluation point, they have met all 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. 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 as 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 SAP Appeal Committee. 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 reviewed, 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's file. The decision of the SAP Appeal Committee 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 as a cash-pay student 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 to complete the program on a cash-pay basis.

Access to SAP Results

Students are provided with access to all SAP Evaluations, SAP Warning/Probation notifications, and Appeal documentation upon request. These results are maintained in the student files.

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 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

At some point, a student may 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 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. Due to training consisting of applying the craft while accumulating hours, the actual graduation date will vary student to student depending on attendance determined by actual hours earned. Students who have transferred from another school, and whose hours have been accepted by the school, will have a projected graduation date based upon the remaining hours needed.

Students not completing their program by the end of their contract term will pay over-contract charges based upon their Enrollment Agreement. If a veteran student exceeds their training time and has 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.

Schedule Changes

Students who wish to change their schedule must complete a Schedule Change Form and meet with both the Director and the Financial Aid Coordinator. All requests are reviewed on a case-by-case basis, and final approval or denial is determined by the School Director. Schedule changes are strongly discouraged, as they may create challenges in meeting graduation requirements and could extend the time needed to complete the program beyond the minimum required hours.

If approved, the new schedule will take effect at the start of the next course. The student's Contract End Date will be adjusted based on the revised daily schedule and the remaining program hours. Remaining courses will be reassigned as needed to ensure all graduation requirements are met.

Schedule changes are limited to one per student, cannot occur during the middle of a unit, and are not permitted during Stage 1 or Phase 1 courses. A $100.00 fee must be paid before the new schedule begins.

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 copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

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

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Employment Assistance

Avalon Institute takes immense 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 include, 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 to assist graduates to obtain employment. We continually track available employment opportunities and maintain graduate placement files. Obviously, success is up to the student and their own personal drive! 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 essential information with regards to the rights provided to student's records, 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.
- 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 people 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 at 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 managed 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 and written exam administered by a State testing facility.

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

Cosmetology

Standard Occupational Classification 39-5012.00

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

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 Student Instructor

Standard Occupational Classification 25-1194.00

- Educator
- Education Consultant
- Sales/Product Representative
- School Director
- School 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, students 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 accessories, 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 students are ever in doubt they should check with an instructor.

CONSUMER DISCLOSURES

In addition to the School Catalog, the following is a list of information that is available on our institutional website to employees, students, prospective students, and the public at the following www.avalon.edu/about/consumer-disclosure. For more information, or a hard-copy version of any of these disclosures, please visit the 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 students directly to each of Avalon's schools' College Navigator pages:

http://nces.ed.gov/collegenavigator/?q=avalon+school&s=all&id=104568

Institutional Outcomes

To enable students to make a good decision about whether to enroll in one of our beauty programs, Avalon Institute wants students 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 & Fees by Program
- Mesa Campus Staff Listing

Start Dates

COSMETOLOGY			
DAY		EVE	
Start Date	Contract End Date	Start Date	Contract End Date
08/24/26	08/19/27	08/24/26	03/10/28
09/28/26	09/23/27	09/28/26	04/14/28
11/02/26	10/28/27	11/02/26	05/19/28
12/07/26	12/02/27	12/07/26	06/23/28
01/25/27	01/20/28	01/25/27	08/11/28
03/01/27	02/24/28	03/01/27	09/15/28
04/05/27	03/30/28	04/05/27	10/20/28
05/10/27	05/04/28	05/10/27	11/24/28
06/14/27	06/08/28	06/14/27	12/29/28
07/19/27	07/13/28	07/19/27	02/02/29
08/23/27	08/17/28	08/23/27	03/09/29
09/27/27	09/21/28	09/27/27	04/13/29
11/01/27	10/26/28	11/01/27	05/18/29

ESTHETICS			
DAY		EVE	
Start Date	Contract End Date	Start Date	Contract End Date
08/25/26	01/21/27	08/24/26	04/07/27
09/29/26	02/25/27	09/28/26	05/12/27
11/03/26	04/01/27	11/02/26	06/16/27
12/08/26	05/06/27	12/07/26	07/21/27
01/26/27	06/24/27	01/25/27	09/08/27
03/02/27	07/29/27	03/01/27	10/13/27
04/06/27	09/02/27	04/05/27	11/17/27
05/11/27	10/07/27	05/10/27	12/22/27
06/15/27	11/11/27	06/14/27	01/26/28
07/20/27	12/16/27	07/19/27	03/01/28
08/24/27	01/20/28	08/23/27	04/05/28
09/28/27	02/24/28	09/27/27	05/10/28
11/02/27	03/30/28	11/01/27	06/14/28

COSMETOLOGY & ESTHETICS STUDENT INSTRUCTOR			
DAY		EVE	
Start Date	Contract End Date	Start Date	Contract End Date
08/24/26	12/30/26	08/24/26	03/03/27
12/07/26	04/14/27	12/07/26	06/16/27
04/05/27	08/11/27	04/05/27	10/13/27
07/19/27	11/24/27	07/19/27	01/26/28
11/01/27	03/08/28	11/01/27	05/10/28

Tuition & Fees by Program

Cosmetology

Tuition ($12.00/hr.)	$ 18,000.00
Kit A: Books, Tools & Supplies	2,218.00
Application Fee	50.00
Total Cost	$ 20,268.00

Esthetics

Tuition ($15.50/hr.)	$ 9,300.00
Kit A: Books, Tools & Supplies	2,002.00
Application Fee	50.00
	$ 11,352.00

Cosmetology w/Advanced Make Up Kit

Tuition ($12.00/hr.)	$ 18,000.00
Kit B: Books, Tools & Supplies	2,613.00
Application Fee	50.00
Total Cost	$ 20,663.00

Esthetics w/Advanced Make Up Kit

Tuition ($15.50/hr.)	$ 9,300.00
Kit B: Books, Tools & Supplies	2397.00
Application Fee	50.00
	$ 11,747.00

Cosmetology Student Instructor

Tuition ($6.00/hr.)	$ 2,100.00
Books, Tools & Supplies	1,049.00
Application Fee	50.00
Total Cost	$ 3,199.00

Esthetics Student Instructor

Tuition ($6.00/hr.)	$ 2,100.00
Books, Tools & Supplies	1009.00
Application Fee	50.00
Total Cost	$ 3,159.00

Advanced Courses

Advanced Makeup

Outside Students	$ 1175.00
Avalon Student & Graduates	$ 395.00

Advanced Eyelash Extensions

Outside Students	$ 695.00
Avalon Student & Graduates	$ 395.00

Sales Tax

The above pricing does not include sales tax. The applicable tax will be added to the cost of 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.

There are no additional costs related to verification of student identity of distance-learning students at each session of instruction.

Staff Listing

School Management & Administration	
School Director	Robinson, Shelyse
Lead Instructors	Reichwald, Sara
Office Manager	Martinez, Jordyn
Financial Aid Coordinator	Huerta, Angie
Career Services Coordiantor	Kleitsch, Marnee
Salon Coordinators	
Flores, Angela	Hales, Marlee
Arianna Hernandez	Mirante, Amayah
Szokol, Anika	Viloria, Kaylei
Instructional Staff	
Araman, Aurora	Borquez, Julianna
Brothers, Derek	Camerman, Jaime
Carlson, Amber	Goss, Alex
Hill, Alexandra	Lubno, Amy
Land, Sophia	Reichwald, Sara
Robinson, David	Vue, Porthai
Admissions Represenatives	
Cifaldi, Kamela	Harris, Catherine
Lopez, Karla	
Home Office Administration	
Chief Executive Officer	Pobiak, Brandon
Chief Operating Officer	Pobiak, Don
Corporate Director of Operations	Eastman, Adam
Corporate Director of Education	Meyer, BrookAnn
Corporate Director of Financial Aid	Montes, April