



**AVEDA INSTITUTE
MINNEAPOLIS**

Student Catalog

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This catalog is a guideline of what Aveda Institute Minneapolis expects from its students. The institute reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of Aveda Institute Minneapolis. Changes will be made with the approval of the appropriate regulatory agencies. With the publication of this catalog all previous volumes become obsolete. All students should review the catalog to determine factual information about the institute. The student should also be aware that some information in the catalog may change. It is recommended that students considering enrollment check with their Admissions Representative to determine if there is any change from the information provided in the catalog.

Institute Information

Integrating the Elements. Awakening the Senses.

Aveda Institute Minneapolis was founded to create some of the most successful entrepreneurs in hair, skin and nail esthetics, makeup, and total body wellness. Our students are educated by accomplished professionals, using innovative curriculums that blend professional techniques with retail and business-building skills. The institute emphasizes personal well-being as well as environmental responsibility. Using Aveda pure flower and plant essences and plant based products, we affirm the relationship between personal beauty, wellness, and the environment.

Develop your Natural Talents.

If you're looking for an opportunity to express your creativity and establish a solid professional career, look no further. Come to Aveda Institute Minneapolis and let yourself grow.

The Founder

Aveda Corporation founder Horst M. Rechelbacher redefined the face of beauty worldwide. He was a major, motivating force in hair care and the beauty industry. A world-renowned hair stylist, artist, entrepreneur and educator, he was a master of innovation: moved by a keen intelligence, artistic talent and quest for knowledge, he invented and perfected cutting-edge techniques, trends, products, and treatments imbued with the multiple benefits of pure flower and plant ingredients.

His beliefs in the powers of nature and his efforts to preserve the environment, combined with his lifelong commitment to excellence, have spawned a new sense of beauty that goes far beyond surface image. Reflected in Aveda's expanding global network of educational institutes, salons, spas and stores, the Aveda concept of beauty encompasses a complete system of care, using plant-based products, treatments, and simple rituals to enhance appearance, well-being, and the quality of life. In turn, this approach also advocates more environmentally responsible business practices and life styles.

Horst's dynamic vision and ideas are embodied in the institute, which he founded in 1976. Under his vital leadership, his schools have become an internationally acclaimed center of learning for professionals in cosmetology, esthology, manicuring, spa body care, and massage. The very essence of Horst's vision and ideas, Aveda Institute Minneapolis is a stimulating, interactive learning center that offers a comprehensive program that blends basic theory with practical experience in a salon and spa-like environment.

Programs

- *Cosmetology*- Explore the latest styles and techniques in hair cutting and styling, skin care, nail care, and makeup.
- *Esthology*- Learn specialized techniques to purify, balance, and renew the skin.
- *Massage Therapy*- Learn massage therapy, body care, and total body wellness, using both ancient techniques and state-of-the-art methods.

All three programs encompass three types of learning:

- *Theoretical knowledge*, the foundation of the education.
- *Practical experience*, the application of the knowledge.
- *Professional business-building skills*, vital for student success.

Each phase of the education emphasizes a different combination of learning approaches.

Language Offered

All programs are taught only in English and textbook and course materials are only offered in English.

Mission Statement

Aveda Institute Minneapolis's mission is to provide a quality, professional education and training to enable students to successfully pass the state licensure exam by:

- creating an environment of trust and respect;
- encouraging a commitment to teamwork;
- promoting personal and professional development; and
- inspiring the continuous quest for knowledge and growth.

By supporting our students in this manner, we prepare them for successful careers within their respective fields and enable them to provide services that exceed our guests' expectations.

Ownership

Beauty Basics, Inc. does business as (D/B/A) Aveda Institute Minneapolis and Aveda Institute.

Below is the ownership structure for each person or entity that directly or indirectly owns a 25% or great interest in our institute.

Edwin H. Neill GST Trust: 50%

Debra A. Neill Baker: 50%

Contact Information

Aveda Institute Minneapolis

400 Central Avenue SE

Minneapolis, MN 55414

Phone: (612) 378-7401

Toll-Free: (800) 274-6778

Fax: (612) 378-7430

Website: <https://avedaarts.edu/locations/minneapolis/>

Facilities

This is the place! Located in a restored, historic landmark near the Mississippi River in downtown Minneapolis, Aveda Institute Minneapolis is the ideal setting for your professional education.

Guest Service Areas A diverse array of guests come to Aveda Institute Minneapolis for beauty and wellness services. As a student, you will have the opportunity to perform a spectrum of hair, skin, and nail services in a virtual salon setting, under the supervision of your instructors.

Student Classrooms

Classrooms of all sizes have been designed to provide the proper environment for different types of learning and activities.

Grand Atelier and Petite Atelier

Two breathtaking theater spaces are available for student shows, films, exhibits, music and dance performances, and fashion and hair shows.

Administrative Offices Team leaders and administrative personnel are available to respond to your questions and concerns.

Library

The institute library and computer room are located on the 4th floor across from the Petite Atelier. Students can use the library during institute hours with their educator's approval.

Aveda Experience Center

The institute has a retail center for Aveda hair, skin and body care, flower and plant Pure-Fume™ makeup, and life style products. The store gives you the opportunity to practice your guest service and retailing skills.

Lunchroom There is a special area designated in the lower level and outside for all students to socialize and enjoy their breaks and/or lunch. Students are responsible for maintaining the cleanliness of their break areas.

Bus Lines Major bus lines run on Fourth Street and Central Avenue. Please call Metro Transit at (612) 373-3333 for more information. Utilizing public transportation or participating in a car pool is encouraged.

Building Security

Aveda Institute Minneapolis provides building security for students who may need assistance in case of an emergency.

Parking

- **Street:** There is a limited amount of street parking available early in the morning. Most streets are metered or posted for two-hour parking only. Students should be aware and check for snow emergency routes when parking on the street in the winter. Please call (612) 348-SNOW for more information.
- **Public Lots:** Students can park at the St. Anthony Falls Ramp located one block away from the institute at 212 2nd Avenue SE or at the surface lot located across 2nd street. Please contact Interstate Parking at www.interstateparking.com or (612) 375-1301 for more information.
- **Institute Lots:** The institute parking lots are reserved for authorized personnel, student of the week, and guests only. Unauthorized vehicles will be towed at the owner's expense.

Accreditation, Licensure, and Associations

Accreditation

Aveda Institute Minneapolis is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. ("NACCAS"). NACCAS is located at 3015 Colvin Street, Alexandria, VA 22314. NACCAS can be reached by phone at (703) 600-7600. NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

Licensure

Aveda Institute Minneapolis is licensed by the Minnesota Board of Cosmetology. It is also licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institute. Credits earned at the institute may not transfer to all other institutions.

Contact Information

Minnesota Board of Cosmetology
1000 University Avenue West, Suite 100
St Paul, Minnesota 55104
Telephone: (651) 201-2742
Fax: (651) 649-5702
Website: <https://mn.gov/boards/cosmetology/>

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, Minnesota, 55108
Telephone: (651) 642-0567
Fax: (651) 642-0675
Website: <http://www.ohe.state.mn.us/>

To review copies of the institute's accreditation and licensure approvals, please contact the institute's Compliance Director.

Associations

Aveda Institute Minneapolis belongs to the following associations:

- American Association of Cosmetology Schools (AACS)
- American Bodywork Massage Professionals
- National Certification Board for Therapeutic Massage and Bodywork
- North East Minneapolis Business Association
- Minnesota Salon and Spa Professional Association

Admission

Admission Requirements

Are you ready to begin? If you're excited about the prospect of training at Aveda Institute Minneapolis, here's all you have to do to get started.

1. Have a career planning session with an Admissions Representative;
2. Submit a letter of intent;
3. Submit a letter of recommendation;
4. Submit a completed enrollment application and \$100.00 application fee;
5. Provide proof of age (e.g., driver's license, birth certificate, passport, etc.);
6. Submit immunization record as required by Minnesota law* (M.S. 135A.14);
7. Be proficient in English as defined by the Minnesota Board of Cosmetology's March 4, 2019 memo;
8. Submit a completed enrollment contract and after execution of the contract a \$50 enrollment fee;
9. Have successfully completed high school or its equivalent as evidenced by a copy of a diploma, copy of GED certificate, or copy of transcript showing high school completion date**; and
10. If a Massage Therapy student, submit a massage waiver form.

*Aveda Institute Minneapolis requires students to submit immunization records in accordance with Minnesota law. (See M.S. 135A.14). It requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Students must submit an immunization statement that indicates the month and year of the immunization. To demonstrate that a student qualifies for one of the below exceptions, they must complete the relevant portion of the immunization record form.

Exceptions:

1. Student previously met the MMR and Td or Tdap requirements because they graduated from a Minnesota high school in 1997 or later.
2. Student's admission records indicate that they have satisfied the requirements as an enrolled student in another post-secondary school in Minnesota.
3. Medical Exceptions (requires physician's signature)
 - a. For medical reasons, the student did not receive the immunization;
 - b. The student experienced the natural disease against which the immunization protects; or
 - c. A laboratory has confirmed the presence of adequate immunity.
4. Conscientious Exception (requires statement to be notarized)—Student must submit statement that the student has not been immunized as required by the law because of the student's conscientiously held beliefs.

**If homeschooled, the student must provide evidence of completion of homeschooling that state law treats as home or private school. If the state issues a credential for home school, the student must provide this credential. In addition, if the applicant has a foreign high school diploma, the applicant must provide evidence that verification of their high school diploma has been performed by Aequo International Credential Evaluators, a company that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The contact information of Aequo is listed below.

Aequo International Credential Evaluators
Phone: (844) 882-3786
Email: info@aeugointernational.com
Web: www.aequointernational.com
Mail: Aequo International
150 4th Avenue N, Suite 850
Nashville, TN 37219

You will receive a written notice of acceptance or rejection. To schedule an informational interview, call the Admissions Department at (612) 378-7400 or (800)-274-6778, option 1.

Validating Documentation

All students need to provide Aveda Institute Minneapolis with the documentation listed above prior to signing the enrollment contract. Student financial aid will not be disbursed if the registrar does not have the proper documentation.

If Aveda Institute Minneapolis has any reason to believe that any of the documentation listed above is not valid, the institute will request the official document from the respective institution. The student will be required to pay any fees necessary to obtain the official document. The official document must be presented to the admissions office in a sealed envelope with the institution logo or faxed from the institution where the student received the transcript or official document. If the student attended a high school outside the United States, verification of the student's high school diploma must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a United States high school diploma. The student will be responsible for paying the fee for this service and the equivalent transcript must be notarized.

If the institute has reason to believe that the high school transcript was not obtained from an entity that provides secondary school education, Aveda Institute Minneapolis will check with the department of education in the state in which the high school is located.

Exceptions to the above stated policy include the following:

- 1) If the student informs the admissions representative that their high school cannot locate the student's transcript, and the admissions representative has contacted the high school and confirmed that the student has graduated or received a GED, the admissions representative will request written documentation from the high school to validate high school graduation.
- 2) If a student received their GED through the military or a correctional facility the admissions representative will review the official documentation and validate that it meets high school graduation requirements.

Transfer Hours

Earned from another Aveda Institute

Aveda Institute Minneapolis accepts transfer hours from other Aveda institutes if the student left in good standing, but doing so is up to Aveda Institute Minneapolis's discretion. To transfer hours from another Aveda institute, the student must provide Aveda Institute Minneapolis with a copy of their transcript and state sheet(s). The institute will conduct an assessment using Minnesota required curriculum rules to determine whether to accept the hours and how many hours to accept. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. If the total amount of the transfer discount is less than \$2,000, the institute will give the student a \$2,000 discount.

Earned from a non-Aveda Institute

Aveda Institute Minneapolis does not accept transfer hours from non-Aveda institutes. However, if a student transfers from a non-Aveda institute, they will receive a discount toward tuition. The discount

amount will be determined by the following sliding scale of hours completed.

Hours Successfully Completed	Discount
120 minimum	\$1,000
121-250	\$1,500
251 or more	\$2,000

To receive the discount, the student must provide a copy of their transcript from the prior institute and evidence of successfully completing the hours at the other institute.

Between Programs at the Institute

Aveda Institute Minneapolis does not accept transfer hours between programs at the institute. However, if a student enrolls in an additional program at the institute, Aveda Institute Minneapolis will give the student a \$1,500 tuition discount and waive the \$100 application fee.

Veterans Affairs Students

This institution will inquire about each veteran or veteran benefits eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

Articulation Agreements

Aveda Institute Minneapolis does not have articulation agreements with other institutes.

Program Reentry

A student may apply for reentry into a program after they officially withdrew, if the following conditions are met:

- the date of reentry must be a minimum of 12 weeks and no longer than one year past the withdrawal date;
- students need to initiate the reentry process with their admissions representative prior to the requested return date;
- a student who is granted reentry will be given a reentry date based upon class availability and appropriate placement in their program;
- the student may need to apply for financial aid and complete the entire financial aid process before returning, the student should contact the financial aid office immediately to determine if they must reapply; and
- cash paying students will be required to pay the entire cash balance owed prior to returning to their program.

Students are allowed one reentry per program. A second reentry may be granted in special or mitigating circumstances, such as the death of a relative, an injury or illness of the student. The student must submit a description of the special or mitigating circumstance to the institute Director, who will review the request. Students will receive the determination of the reentry request from their admissions representative. All reentry requests are subject to approval and may be denied. A student will return under the same status as they were when they left.

Ability to Benefit Aveda Institute Minneapolis does not accept Ability to Benefit students.

Nondiscrimination Policy

Aveda Institute Minneapolis in its admissions, instruction, and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, citizenship, national origin, or sexual orientation.

Cosmetology

(Diploma)

Express your creativity and talent in hair, skin and nail care, and makeup application. Our Cosmetology course incorporates 1,550 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Upon completion, you'll be ready to succeed as a licensed cosmetologist.

Full-Time Schedules

Day Schedule

Tuesday through Friday 9:00 am-4:30 pm, Saturday 8:00 am-3:30 pm (45 minute break) (46 weeks total)

Monday through Wednesday 9:00 am-7:00 pm, every other Saturday 8:00 am-4:00 pm (1 hour break) (51 weeks total)

Wednesday through Friday 9:00 am-7:00 pm, every other Saturday 8:00 am-4:00 pm (1 hour break) (51 weeks total)

Program Outline	
Hours/ Service Exercises	Subject (as required by Minnesota Rule 2110.0510)
240 hours	Preclinical theory instruction in the sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; infection control; safety procedures related to the practice of cosmetology; and Minnesota statutes and rules which pertain to the regulation of the practice of cosmetology; student orientation; and elementary service skills.
180 hours	Theory instruction in applied science and skills in shampooing, scalp and hair conditioning, hair design and shaping, chemical hair control, hair coloring, hair styling, skin care and facials, makeup, waxing, and manicuring and nail care, client consultation and skin analysis, as well as instruction in business practice and in the Minnesota laws regulating those practices and labor relations
80 hours (150 exercises)	Scalp and Hair Conditioning
50 hours (300 exercises)	Shampooing
150 hours (75 exercises)	Hair Design Shaping
200 hours (300 exercises)	Hair Styling
200 hours (60 exercises)	Chemical Hair Control (includes six chemical relaxing exercises)
100 hours (50 exercises)	Hair Coloring
150 hours (50 exercises)	Manicures (includes 10 applications of artificial nails of which three are sculpted on the nail)
200 hours (140 exercises)	Facials, Makeup, and Waxes (including 60 facials, 40 makeup applications, 20 facial waxes, and 20 body waxes with one-half of all waxes being soft and one-half of all waxes being hard)
1550 TOTAL HOURS	Skill Total Hours (1130) Theory Total Hours (420) The above hour requirements must be met by each student in each category.
*Incorporated in the above curriculum is eyelash technician training. It includes 24 hours of preclinical theoretical instruction in the following: structure, function, and disorders of the eye and orbital area; eyelash growth cycles; contraindications and allergic reactions; infection control; eye shapes and eyelash evaluation; product ingredients; health and safety; and laws and rules. There are also 14 hours of clinical instruction in the practical application of eyelash extensions, including client	

consultation, design, cleansing the eye area, applying the eyelash extension, and removing eyelash extensions. The student must also complete 3 full applications of eyelash extensions, 2 fills, 1 set removal and 1 patch test.

Cosmetology Curriculum Overview

An Aveda Institute Minneapolis education is rigorous and thorough. Throughout the Cosmetology program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Plant Aromaology

- history of aromaology
- therapeutic effects
- custom testing and blending

Chemistry

- scalp and hair analysis
- bacteriology
- infection control
- sanitation/sterilization
- ingredient analysis

Anatomy and Physiology

- cells, tissue, and organs
- muscular system
- nervous system
- circulatory system
- endocrine system
- excretory system
- respiratory system
- digestive system
- nutrition

Shampooing/Conditioning

- product analysis
- procedures/techniques
- draping for wet and dry chemical services
- selecting correct shampoo/conditioner

Hair Styling

- wet styling
- fingerwaving
- pin curl techniques
- roller curls
- comb out techniques
- artistry in hair styling
- thermal styling
- conventional thermal (marcel) irons
- electric thermal irons
- blow-dry styling

Hair Cutting

- implements and techniques
- sectioning
- scissors
- clippers
- razors
- client consultation

Chemical Hair Relaxing/Restructuring

- product analysis
- client hair analysis
- application techniques
- equipment, implements, and materials

Makeup

- color theory
- contoured and natural makeup application
- subtle and dramatic application

Skin Care

- histology
- disorders
- facials
- cleansing
- moisturizing

Hair Coloring

- color theory
- classifications of hair color
- product analysis
- corrective coloring
- contemporary techniques
- one dimensional
- multidimensional foils
- double process hair color

Nail Care

- manicures/pedicures
- nail design and artistry
- nail extensions
- massage techniques for hands, arms, and feet

Personal/Career Development

- time management
- goal-setting
- team building
- communication
- cover letter/resume writing
- interview techniques
- job requirements
- employee benefits and wages

Permanent Restructuring

- history of permanent waving
- chemistry of solutions
- pre-perm analysis
- rod selection
- perming techniques
- custom perm design and wrapping

State Rules and Regulations

- Minnesota laws and rules
- safety and sanitation requirements

Career Opportunities

Career opportunities in the Cosmetology field include the following:

Salon/Spa Industry

- hair stylist
- makeup artist
- manicurist
- sales representative
- texture specialist
- hair coloring specialist
- salon/spa manager
- salon/spa owner

Education and Other Fields

- instructor
- state board member or inspector
- educational director for a product manufacturer
- consultant/trainer
- school owner
- freelance makeup artist
- stylist or makeup artist for film, theater, fashion, or print
- product development

Textbook Information

- Aveda Education. *Learn Aveda Hair Cutting Curriculum* (2014), Civello, Neil, and Petrillo. Retail price \$305.
- Aveda Education. *Advanced Face to Face* (2011), Aveda. No charge.
- Aveda Education. *Aveda Hair Color Professional Reference* (2014), Aveda. No charge.
- Aveda Education. *Hair Color Solutions* (2013), Aveda. No charge.
- Aveda Education. *Face to Face* (2012), Aveda. No charge.
- Aveda Education. *Connect Aveda* (2011), Aveda. No charge.
- Aveda Education. *The Art and Science of Hair Color and Texture* (2006), Aveda. No charge.
- Aveda Education. *Full Spectrum Hair Color Professional Guide* (2011), Aveda. No charge.
- Pivot Point. *Fundamentals Cosmetology* (2016), Pivot Point. Retail Price \$576.

Esthiology

(Diploma)

Prepare for an exciting future in skin care with Aveda Institute Minneapolis. Our Esthiology curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments. Upon completion, you'll be ready to succeed as a licensed esthetician.

Full-Time Schedule

18 weeks total

Day Schedule

Tuesday through Friday 9:00 am-4:30 pm, Saturday 8:00 am-3:30 pm (45 minute break)

Flexible Schedule:

Tuesday through Thursday 9:00am-8:00pm and every other Saturday 8:00am-4:45pm (1 hour lunch break)

Program Outline	
Hours	Subject (as required by Minnesota Rule 2110.0520)
120 hours	Preclinical instruction in the theory of sciences of anatomy, dermatology and chemistry as related to skin care; infection control; safety procedures related to the practice of skin care; and Minnesota statutes and rules which pertain to the regulation of the practice of skin care; student orientation; and elementary service skills
200 hours	Clinical instruction and experience, including 60 facials; 40 makeup applications; 20 face waxes and 20 body waxes with one-half of all waxes being hard waxes and one-half of all waxes being soft waxes.
280 hours	Applied science and skills in the procedures of cosmetic care of the skin, client consultation and skin analysis, applications of facials and makeup, and in waxing, as well as instruction in business practices and in the Minnesota laws regulating those practices and labor relations
600 Total Hours	The above hour requirements must be met by each student in each category.
*Incorporated in the above curriculum is eyelash technician training. It includes 24 hours of preclinical theoretical instruction in the following: structure, function, and disorders of the eye and orbital area; eyelash growth cycles; contraindications and allergic reactions; infection control; eye shapes and eyelash evaluation; product ingredients; health and safety; and laws and rules. There are also 14 hours of clinical instruction in the practical application of eyelash extensions, including client consultation, design, cleansing the eye area, applying the eyelash extension, and removing eyelash extensions. The student must also complete 3 full applications of eyelash extensions, 2 fills, 1 set removal and 1 patch test.	

Esthiology Curriculum Overview

An Aveda Institute Minneapolis education is rigorous and thorough. Throughout the Esthiology program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Anatomy and Physiology

- cells, tissue, and organs
- muscular system
- nervous system
- circulatory system
- endocrine system
- excretory system
- respiratory system
- digestive system
- lymphatic system

Makeup

- color theory
- contoured and classic makeup applications
- dramatic and subtle look
- lash application

Plant Aromaology

- history of plant aromaology
- psychology of aroma
- therapeutic effect
- custom testing and blending
- methods of application
- elemental nature

Facial Massage

- aveda massage
- detoxification massage for lymphatic drainage
- basic touch
- facial massage
- pressure point massage

Personal/Career Development

- resume writing
- interview process
- responsibilities of employment
- salary plans, benefits, and insurance
- client retention
- retail strategies
- incentives
- listening and communication
- personal development

Chemistry

- bacteriology
- safety and sanitation procedures
- ingredient analysis
- skin disorders and diseases
- nutrition

Clinic Practice

- clinic set-up
- sanitation
- time management
- daily goals

The Spa Experience

- aveda product systems
- facial treatments
- brow and lash tinting
- full body waxing
- methods of hair removal
- aveda rituals

Career Opportunities

Career opportunities in the Esthiology field include the following:

Salon/Spa Industry

- esthetician
- makeup artist
- sales representative
- salon/spa manager
- salon/spa owner

Education and Other Fields

- instructor
- state board member or inspector
- educational director for a product manufacturer
- consultant/trainer
- paramedical esthetician
- school owner
- freelance makeup artist
- makeup artist for film, theater, fashion, or print

Textbook Information

- Aveda Education. *Connect Aveda* (2012), Aveda. No charge.
- Aveda Education. *Art and Science of Esthiology* (2010), Aveda. No charge.
- Aveda Education. *Face to Face* (2012), Aveda. No charge.
- Aveda Education. *Advanced Face to Face* (2011), Aveda. No charge.
- Pivot Point. *Salon Fundamentals – Esthetics (Coursebook, Study Guide)* (2004, 2006), Pivot Point Internal Inc. Retail Price: \$181.00 .

Massage Therapy

(Diploma)

Learn how to create wellness through the power of touch in just a few months. A balanced study of anatomy, physiology, pathology, aromaology, spa treatments and body movement techniques adds depth to the massage techniques you'll use to address the individual needs of your guests. After completing course requirements and 600 hours, you'll have the skills you need to find employment in a spa, health club, or in a clinical environment.

Full-time Schedule

18 weeks total

Day Schedule 1

Wednesday and Thursday 9:00am-8:00pm (1 hour break), Friday

9:00am-4:30pm (45 minute break), Saturday 8:00am-3:45pm (45 minute break)

Day Schedule 2 (effective 9/9/19) Monday through Friday 9:00 am-4:30 pm (45 minute break)

Program Outline	
Hours	Subject
193	Massage Modalities and Techniques
31	Business, Professionalism, and Ethics
150	Anatomy, Physiology, Kinesiology, and Pathology
20	Educator Discretion
206	Clinic Floor Experience
600	Total Hours
	The above hour requirements must be met by each student in each category.

Massage Therapy Curriculum Overview

An Aveda Institute Minneapolis education is rigorous and thorough. Throughout the Massage Therapy program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Anatomy & Physiology

anatomical terms
cell, tissue, and organs
muscular system
skeletal system
kinesiology
nervous system
endocrine system
blood
circulatory system
immune system
respiratory system
digestive system

Pathology

guest health
history forms
contraindications
indications
skin condition
musculoskeletal conditions
nervous system conditions
respiratory conditions
case studies

Plant Aromaology

history of aromaology
sensory journey and personal blends™
olfaction
methods of extraction
essential oils
aveda key elements™

Additional Massage Modalities

range of motion
spa treatments
prenatal massage
soft tissue injury case studies
therapist injury care and prevention
chair/clothed massage
sports massage

Massage Theory

history
principles of massage
body mechanics
modalities
equipment
professionalism
ethics
boundaries
proper draping techniques
mind/body connection
sense of touch
breathing
ayurveda
elemental natures

Massage Techniques

Primary focus:

- swedish
- deep tissue

Secondary focus:

- reflexology
- trigger points
- lymphatic massage
- polarity
- energy balancing
- acupressure

Clinic Practice

refinement of massage techniques
clinic set-up
sanitation
time management
the aveda spa experience
retail
guest relations
aveda rituals

Personal/Career Development

resume writing
interview process
responsibilities of employment
guest retention
licensing of massage
professional massage organizations
marketing

Career Opportunities

Career opportunities in Massage Therapy include the following:

- massage and body-work specialist
- spa and/or health club therapist
- spa manager
- spa owner
- private practice
- chiropractic and physical therapy clinic
- sports massage

Textbook Information

- Elaine N., Marie B. *Essentials of Human Anatomy & Physiology Plus Mastering A&P* (2014), Pearson Publishing. ISBN: 9780134325958. Retail price \$202.60.
- Rob McAtee. *Facilitated Stretching* (2014), Human Kinetics. ISBN: 9780134325958. Retail price \$34.95.
- R. Werner. *Massage Therapists Guide to Pathology* (2014), LWW. ISBN: 1496310829. Retail price \$76.99.
- Andrew Biel. *Trail Guide to the Body 5th Edition - Student Workbook* (2016), Books of Discovery. ISBN: 9780982978665. Retail price \$24.95.
- Andrew Biel. *Trail Guide to the Body 5th Edition - Student Textbook* (2016), Books of Discovery. ISBN: 9780982978658. Retail price \$64.95.
- Aveda Education. *Massage Manual* (2010), Aveda. No charge.
- Federation of State Massage Therapy Boards. *MBLEx Massage and Bodywork Licensing Examination Study Guide* (2015). Retail price: \$29.95 (for all classes starting after November 29, 2016).

Academic Schedule

Cosmetology

Day Schedule

Start Date	Contract End Date*
June 4, 2019	June 4, 2020
July 23, 2019	July 17, 2020
September 4, 2019	August 28, 2020
October 15, 2019	October 9, 2020
January 14, 2020	January 12, 2021
April 7, 2020	April 6, 2021

Esthiology

Day Schedule

Start Date	Contract End Date*
June 25, 2019	November 13, 2019
September 10, 2019	February 5, 2020
November 19, 2019	April 10, 2020
February 11, 2020	June 23, 2020
April 21, 2020	September 5, 2020

Flexible Schedule

Start Date	Contract End Date*
June 25, 2019	November 13, 2019
September 10, 2019	February 4, 2020
November 19, 2019	April 14, 2020
February 11, 2020	June 23, 2020
April 21, 2020	September 5, 2020

Massage Therapy

Day Schedule

Start Date	Contract End Date*
June 26, 2019	November 13, 2019
September 11, 2019	February 5, 2020
November 20, 2019	April 15, 2020
February 12, 2020	June 19, 2020
April 22, 2020	September 4, 2020

The academic schedule is subject to change at the institute's discretion. The institute will only offer the programs contained in this catalog if it obtains a minimum number of students. If that amount is not satisfied, the institute will allow the student to switch to another open class or wait until a future start date that contains the required minimum number of students.

Holiday Schedule

Aveda Institute Minneapolis students will have off the following days:

Event	Days Off for all Cosmetology and Esthiology students, and Massage Therapy students starting prior to 9/11/2019	Days Off for Massage Therapy students starting 09/11/2019 and after
Labor Day	Tuesday, September 3, 2019	Monday, September 2, 2019
Thanksgiving	Thursday, November 28, 2019	Thursday, November 28, 2019
Day after Thanksgiving	Friday, November 29, 2019	Friday, November 29, 2019
Winter Holiday Break 2019	Tuesday, December 24, 2019 thru Tuesday, December 31, 2019	Monday, December 23, 2019 thru Tuesday, December 31, 2019
New Year's Day	Wednesday, January 1, 2020	Wednesday, January 1, 2020
Martin Luther King Jr. Day	Not Applicable	Monday, January 20, 2020
Memorial Day	Not Applicable	Monday, May 25, 2020

Aveda Institute Minneapolis reserves the right to modify this schedule due to business necessity.

Cost of Education

Investment in Education

Tuition and charges are valid for programs starting between July 1, 2019 –June 31, 2020.

Cosmetology	Esthiology	Massage Therapy
\$18,950 Tuition	\$10,250 Tuition	\$9,800 Tuition
\$2,700 Kit Fee	\$1,800 Kit Fee	\$1,800 Kit Fee
\$250 Technology Fee	\$100 Technology Fee	\$100 Technology Fee
\$50 Enrollment Fee	\$50 Enrollment Fee	\$50 Enrollment Fee
<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>
\$22,050 Total*	\$12,300 Total*	\$11,850 Total*

*Prices are subject to change without notice

Payment Schedule

Each student will receive a payment schedule contained in their enrollment contract. Payments must be made to the business office and must be received on the due date. Payments may be put in the payment drop box located outside of the business office or mailed to:

Aveda Institute Minneapolis
Attention: Jay Sherman, Business Officer
400 Central Avenue S.E.
Minneapolis, Minnesota 55414

A receipt is available for each payment. A tuition statement of account is issued upon completion of payments and is available anytime upon request.

Late Payments

If a student fails to make a scheduled tuition payment, they may not be allowed to attend class, or accrue hours until payment is made. Hours missed due to non-payment will affect the student's attendance record and will be factored into their Satisfactory Academic Progress as hours missed.

Acceptable Methods of Payment

Students can pay by Visa, MasterCard, Discover, American Express, bank check, money orders, cashier check, check, or cash. Please make all checks payable to Aveda Institute Minneapolis.

Tuition Discount

Student Transfers from Aveda Institute

If a student receives transfer hours from another Aveda institute (see Transfer Hour section of catalog), they will only be required to pay a prorated amount of the tuition.

Student Transfers from non-Aveda Institute

If a student transfers from a non-Aveda institute, they will receive a discount toward tuition. The discount amount will be determined by the following sliding scale of hours completed.

Hours Successfully Completed	Discount
120 minimum	\$1,000
121-250	\$1,500
251 or more	\$2,000

To receive the discount, the student must provide a copy of his or her transcript from the prior institute and evidence of successfully completing the hours at the other institute.

Multiple Programs

If a student enrolls in an additional program at the institute, Aveda Institute Minneapolis will give the student a \$1,500 tuition discount and waive the \$100 application fee.

Financial Aid

Aveda Institute Minneapolis's Financial Aid counselors are Meg Maki and Kathy Lundmark. Both are available to meet or speak with students to assist them with the financial aid process. For more information regarding the information below or if you have additional financial aid questions, please call Meg Maki at (612) 378-7418 or by email at meg.maki@avedaarts.edu or Kathy Lundmark at (612) 378-7412 or kathy.lundmark@avedaarts.edu.

Application Process

In order to have funds available by the time school begins, students are encouraged to begin the application process three months prior to the class starting date. To apply for federal student aid and the Minnesota state grant, you need to complete the FAFSA, which is available at www.fafsa.ed.gov. Aveda Institute Minneapolis's school code is 014847. You will need to make a FSA ID to access the website. You can make an ID at <https://fsaid.ed.gov/npas/index.htm>.

Sources of Financial Aid

Student Loans

- **Subsidized Direct Student Loan-** These loans are available to undergraduate students with financial need. Your school determines the amount you can borrow, and the amount may not exceed your financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan (1) while you are in school at least half-time, (2) for the first six months after you leave school (referred to as a grace period), and (3) during a period of deferment (a] postponement of loan payments).
- **Unsubsidized Direct Student Loan-** These loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue and be capitalized.
- **Federal PLUS Loans-** To receive a Direct Plus loan, you must be (1) a parent (biological, adoptive, or in some cases, a stepparent) of a dependent undergraduate student enrolled at least half-time at an eligible school; and (2) not have an adverse credit history. The maximum loan amount is the cost of attendance (determined by the school) minus any other financial aid received.

Grants

- **Federal Pell Grant-** Federal Pell grants are usually awarded only to undergraduate students who have not earned a bachelor's or a professional degree. The amount a student receives depends on (1) financial need; (2) cost of attendance; (3) status as a full-time or part-time student; and (4) plans to attend school for a full academic year or less. A Federal Pell Grant, unlike a loan, does not need to be repaid, except under certain circumstances (e.g. you withdraw from school prior to the planned program completion date).
- **Federal Supplemental Educational Opportunity Grant (FSEOG)-** FSEOG is a grant for undergraduate students with exceptional financial need. This means that you do not need to pay it back except under certain circumstances stated above in the description of Pell Grants. Each school receives a certain amount of FSEOG funds each year from the U.S. Department of Education. Once the full amount of the school's funds is awarded to students, no more FSEOG awards can be made for that year.
- **Minnesota State Grant-** Minnesota State Grants are limited to (1) students who have not yet attended eight full-time semesters of postsecondary education or the equivalent. Students who have withdrawn for active military service or for a major medical illness while under the care of a

physician after December 31, 2002 are given an extra term of eligibility; and (2) students who have not received a baccalaureate degree. To apply, students must be Minnesota residents who are graduates of a secondary school or its equivalent or are at least 17 years of age. Undocumented students can apply for a Minnesota State Grant by completing the Minnesota Dream Act application. Awards are based on the difference between what students and their families are expected to contribute to pay for the education and the actual price of attending a particular institute.

Aveda Institute Minneapolis Private Loan

Before applying for an Aveda Institute Minneapolis private loan, a student must first apply for and, if granted, accept all forms of other financial aid available to them, including federal, state, and other private loans. You may qualify for loans or other financial assistance under Title IV of the Higher Education Opportunity Act. The terms and conditions of Title IV program loans may be more favorable than the provisions of private education loans. Visit the Department of Education's website for more information about federal loan programs:

www.federalstudentaid.ed.gov. Please contact Aveda Institute Minneapolis's financial aid office if you need assistance in applying for financial aid.

Student Eligibility Requirements

A student is eligible for an Aveda Institute Minneapolis private loan only if the student satisfies each of the following criteria:

1. The student has applied for and, if granted, accepted all other forms of financial aid available to them;
2. The student is not currently in default with any federal, state, or other loans;
3. The student has applied for and was denied a private loan from another lender;
4. The student is able to make the minimum required payment of at least \$100.00 per month.

How to Apply

To learn more and apply for an Aveda Institute Minneapolis private loan, contact Aveda Institute Minneapolis's financial aid office to complete an application and self-certification form. The financial aid office will supply the information required to complete the self-certification form.

Private Loan Terms

Loan Amount – An eligible student will be able to apply for an Aveda Institute Minneapolis private loan in an amount up to the lesser of: (1) the remaining tuition due after subtracting all other forms of financial assistance, including federal, state, and other private loans and grants; or (2) \$9,999.99. If the loan is approved and the student accepts the loan, the funds will be disbursed directly to Aveda Institute Minneapolis and applied to the student's tuition balance after the expiration of the student's right to cancel the loan. Contact the financial aid office or see the disclosures provided with each loan for additional details.

Interest Rate – The loan will accrue interest at a rate of zero percent (0%) while the student is actively enrolled at Aveda Institute Minneapolis. The loan will accrue interest at a rate of seven percent (7%) when the student is no longer actively enrolled in classes at Aveda Institute Minneapolis.

Payment Terms – The loan term (*i.e.*, length) will depend on the length of the Aveda Institute Minneapolis program in which the student is enrolled, but in no event will the loan term exceed five (5) years starting from the date the loan is disbursed. The student will be required to make at least \$100.00 minimum monthly payments during enrollment at Aveda Institute Minneapolis.

Sample Loan Repayment Schedule

The following is a sample repayment schedule for a loan of \$5,000.00 with a total term of forty-eight (48) months, assuming the student pays only the minimum \$100.00 monthly payment while enrolled at Aveda Institute Minneapolis for one (1) calendar year:

MY PAYMENT SCHEDULE WILL BE:

Number of payments	Amount of each payment	Payments are due monthly, the same day of each month beginning:	APR %
12	\$ \$100.00	5/7/2017	0.00 %
36	\$ \$117.33	5/7/2018	7.00 %
	\$		%
	\$		%

Default – A student who borrows an Aveda Institute Minneapolis private loan must repay the loan in accordance with the terms and conditions of the loan contract signed by the student. In addition to other terms and conditions found in the loan contracts, if the student fails to timely make any payments on time, the loan will be in default. There is no pre-payment penalty or pre-payment fee if the student chooses to pay off the loan early.

Other Financial Resources

- **Private Scholarships-** A number of organizations and corporations offer scholarships. Check with your employer or parents' employers for available scholarship programs.
- **Aveda Institute Minneapolis Scholarship-** It is up to Aveda Institute Minneapolis's discretion to develop and provide internal scholarship opportunities for any of its programs, start dates, and/or schedules. Any internal scholarship opportunities will be communicated to all existing enrolled and prospective students, who meet the qualifications to apply.
- **Private Loans-** If you wish to borrow from another private loan lender you can also do so. Aveda Institute Minneapolis does not have a preferred-lender listing for private loans. We recognize that you have many choices when considering a private loan; therefore, we have provided a historical listing of lenders that Aveda Institute Minneapolis students have utilized in the past three to five prior years in the link below. The order of lenders in the list is alphabetical and does not infer preference for a particular lender. Aveda Institute Minneapolis does not endorse any lender. You may choose any private loan lender you prefer whether or not they are on the list below. You may choose a lender that best meets your needs and requirements. In addition to the list below, you can use general Internet search engines to look for private loans. Federal loan borrowing is always encouraged first. <https://choice.fastproducts.org/FastChoice/home/2123200/2>
- **Veterans Benefits-** Students eligible for Veteran Education benefits may be able to use these funds to help finance their education. To apply, you can apply online at www.gibill.va.gov. You can also visit your nearest VA regional office to apply in person, or call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you. The institute's VA Certifying Official also has application forms and can help you apply. Please bring your certificate of eligibility to the financial aid office to begin enrollment certification with the VA.
- **Segal Americorps Education Award-** You are eligible for a Segal AmeriCorps Education Award if you successfully complete a term of service with one of the following approved AmeriCorps programs in accordance with your member contract: AmeriCorps State and National Program; AmeriCorps VISTA Program; AmeriCorps NCCC Program. To access and manage the award, register online at <https://my.americorps.gov/mp/login.do>. You can check award balances, access important financial information, request forbearance, and make payments to your educational institution or loan holder.

Refund Policies

Institutional Refund Policies

Refund Policy/Buyer's Right to Cancel

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the enrollment contract is considered effective. An enrollment contract will be presumed to effective on the date the institute notifies you that you have been accepted into the institute, and you have signed the enrollment contract. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program, you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to \$100 fee, if you provide notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges. The institute's kit cannot be reasonably resold and therefore is nonrefundable if the kit has been opened.

You will receive notice acknowledging your withdraw request within 10 business days after receipt of the notice, and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institute. If you do not withdraw or contact the institute about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

The institute shall maintain evidence that the refund is received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with the applicable regulations. The above refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Return of Title IV Policy

Federal law determines how the institute must determine the amount of Title IV program assistance a student earns if they withdraw from school. The Title IV program funds that are covered by this law are: Federal Pell Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though aid is posted to a student's account at the start of each period, the student earns the funds as they complete the period. If the student withdraws during the payment period, the amount of Title IV program assistance students earn is determined by a specific formula. If the student receives less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the institute must return the excess funds.

The amount of assistance a student earns is determined on a pro rata basis. For example, if a student completed 30% of their payment period, the student would earn 30% of the assistance originally scheduled to receive. Once a student completes more than 60% of the payment period, the student earns all of the assistance scheduled for that period.

Withdrawal Date

A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance.

If a student did not receive all the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institute must obtain a student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that the student does not incur additional debt. The institute may automatically use all or a portion of the post-withdrawal disbursement or grant funds for tuition and fees as contracted with the institute. The institute needs a student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not provide their permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce their debt at the institute.

Because of other eligibility requirements, there may be Title IV program funds that a student is scheduled to receive which are not available once they withdraw. For example, a first-time, first-year undergraduate student, who has not completed the first 30 days of the program before withdraw, is not eligible for Direct Stafford Loan funds that they may have received had the student remained enrolled past the 30th day.

If a student receives (or school or parent on the student's behalf) excess Title IV Program funds that must be returned, the institute must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

The institute must return this amount even if it did not keep this amount of the student's Title IV funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that a student must return (or the student's parent for a Direct Plus Loan), the student (or parent) must repay in accordance with the terms of the promissory note. That is, the student (or parent) must make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds a student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original

amount of the overpayment is \$50 or less. The student must make arrangements with the institute or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from the institute's refund policy. Therefore, a student may still owe funds to the institute to cover unpaid institutional charges. The institute may also charge a student for any Title IV program funds that the institute was required to return.

For questions about Title IV program funds, a student can call the Federal Student Aid Information Center at 1-800-4-FEDAID. Information is also available on the U.S. Department's "Financial Aid for Student's Home Page" at www.studentaid.gov.

Any unearned Title IV funds must be returned to the appropriate program within 45 days of the date of determination of withdrawal.

Date of Determination of Withdrawal

The date of determination is the earlier of:

- The date the student notifies the institute of the student's withdrawal or the date of the student's withdrawal, whichever is later;
- The date the institute terminates the student;
- The student has failed to attend classes for a 14 calendar days period. For purposes of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the 14-day period.

Returns by the institute shall be paid, as applicable, in the following sources, in order, up to the total net amount disbursed from each source.

1. Unsubsidized Direct Loans (other than Direct PLUS loans);
2. Subsidized Direct Loans;
3. Direct Plus Loans;
4. Federal Pell Grants for which a return is required;
5. Federal Supplemental Education Opportunity Grants (FSEOG) for which a return of funds is required.

Any unearned funds that have not yet been disbursed to the student must be offered to the student within 30 days of the date of determination if not applied directly to the student's account.

The law states that a student is responsible for all unearned Title IV program assistance that the institute is not required to return. This is determined by subtracting the amount returned by the institute from the total amount of unearned Title IV funds to be returned.

Minnesota State Refund Policy

Part I – Determining Amount of Net Refund of Institutional Charges

- A. Amount of funds (financial aid, cash) applied to the original institutional charges for the period, including any post-withdrawal disbursements of Title IV financial aid applied to institutional charges. If funds exceed the original institutional charges, enter the amount of original institutional charges.
- B. Subtract amount of original institutional charges the school can retain per its institutional or state-mandated refund policy.
- C. If gross refund is not greater than zero, then no refund is due to the state financial aid programs.

- D. Subtract amount of institutional share of any required refund for Title IV financial aid programs.
- E. Net Refund Of Institutional Charges** If net refund is not greater than zero, then no refund is due to state financial aid programs.

Please see Appendix 13b of the 2014-15 Minnesota State Grant manual

Part 2 – Determining Proportional Share of Non-Title IV Financial Aid Package for Refund

List all non-Title IV financial aid disbursed to the student for the payment period. Take amount disbursed by State Financial Program times the percent of total amount of Non-Title IV Aid disbursed and this equals the percentage to be refunded back to the State Financial Aid Programs.

Veterans Refund Policy

If the student receives veterans' benefits for attendance in a state or federally approved course and fails to enter the course, withdraws, or if the student is terminated at any time prior to completion, that student receives a refund of all tuition, fees, and other charges that exceed a pro rata portion of the total charges. The pro rata portion is determined by the ratio of the number of days or hours of instruction completed to the total number of instruction days or hours in the course, in accordance with Chapter 36, Title 38 US Code Section 1776. An established application fee in an amount not to exceed \$10 need not be subject to proration. Where the established application fee is more than \$10, the amount in excess is prorated.

Attendance and Academics

Attendance Policy (pool of hours)

Aveda Institute Minneapolis strongly encourages students to attend school every day. We understand emergencies occur and to account for these, each program has a predetermined amount of hours that can be missed. The number of hours allowed ("pool of hours") is the maximum time that a student can be absent. There is also a limit to Saturday hours that can be missed. The limits are as follows:

Cosmetology- 100 absent hours are allowed to be missed. Of these 100 hours only 41 can be missed on a Saturday. Any absent hours over 100 hours or 41 hours on a Saturday (whichever comes first) will result in termination.

Esthiology/Massage Therapy- 43.5 absent hours are allowed to be missed. Of these 43.5 hours only 27 can be missed on a Saturday or Monday. Any absent hours over 43.5 hours or 27 hours on a Saturday or Monday (whichever comes first) will result in termination.

In addition to the requirements for attendance, students are also required to maintain overall Satisfactory Academic Progress (SAP) to maintain eligibility for financial aid from Title IV funds. Those standards require a cumulative rate of attendance of 80%, and a cumulative grade average of 80% at the end of each evaluation period. A full description can be found in the Satisfactory Academic Progress (SAP) Policy.

Arriving Late

Time management is an important skill not just for your time as a student, but during your entire life and career. You are expected to arrive on time and be prepared for the day. Students are allowed one late arrival, up to 30 minutes, per school week and must check in with the Student Care Manager to receive a late pass. If a student is late a second time in a given week they will be sent home and not allowed to accrue hours for the day. Any time missed will count towards their pool of hours.

Monday/Saturday Absences

Mondays and Saturdays are crucial to the student's education. Cosmetology students are only allowed to miss 6 Mondays or Saturdays and Esthiology and Massage Therapy students are only allowed to miss 4 Mondays or Saturdays during their course of study. Leaving early on a Monday or Saturday constitutes an absence. Additional Monday/Saturday absences could result in termination.

Bereavement

In the unfortunate event of the death of a spouse or domestic partner, child, mother, father, sister, brother, grandparent, grandchild, or corresponding in-law or step relation, students will be entitled to up to five excused school days off with necessary supporting documentation. One excused school day off will be provided for the death of any other family member with supporting documentation. Please send requests for bereavement, along with supporting documentation, to the Student Care Manager for approval. In the event a student needs additional time, it will count towards their pool of hours.

Military Obligation or Jury Duty

In the event a student requires time away from school due to a military obligation, jury duty or mandatory court appearances the student may be entitled to excused school days off with necessary supporting documentation. Please send requests in advance, along with supporting documentation, to the Student Care Manager for approval.

Time Keeping Guidelines

Aveda Institute Minneapolis is a clock hour institution and therefore clocking in and out is extremely important. The institute can only issue credit for hours that are properly documented. Students must clock in at the beginning of the day and when returning from their break. Students must also clock out when starting their break and at the end of the school day. It is the student's responsibility to review the time reports weekly for accuracy. Any **adjustments to the student's time clock entries need to be corrected within one week of receiving the time reports** and must be communicated through an educator to the Student Care office.

Break Policy

Cosmetology, Esthiology, and Massage Therapy day schedule students will be provided with a 45 minute break each day. All other flexible schedule students will be given a one hour lunch break. The break will be scheduled by the educator and depend on classroom and clinic services. Students who do not return from their scheduled break on time will not be allowed to earn hours for the rest of the day and the missed time will count towards their pool of hours.

State Sheet Procedures

State sheets are required by the State of Minnesota. Therefore, it is necessary to keep accurate records on a daily basis. State sheets are used in conjunction with the time reports to record theory hours of training and the amount of services performed. Theory hours and services must be recorded daily and transferred to new state sheets at the beginning of each phase to reflect your cumulative hours and services.

Students must adhere to the following rules with regard to state sheets:

- State sheets must be filled out on a daily basis.
- State sheets must remain on campus at all times; and
- Upon returning from an absence, a student will have the following class day to correct and complete their State sheet.

Academics

At the conclusion of each phase, students' progress is measured by their grades. Students must achieve an average score of 74% to pass a phase. A Cosmetology student who fails any three phases will be terminated. An Esthiology or Massage Therapy student who fails any two phases will be terminated.

Leave of Absences

The institute does not allow for leave of absences. Students who need to take an extended break from their program will need to drop and reenter pursuant to the below policy.

Withdrawals

All withdrawals must be submitted in person or via email or mail to the Student Care Manager and include the student's full name and reason for withdrawal. State sheets must be turned in to the Student Care office upon last date of attendance and a two week waiting period will exist before a transcript request can be fulfilled. Students' locker and assigned station must be vacated immediately upon withdrawal. Aveda Institute Minneapolis is not responsible for missing items after the student has withdrawn. Any items not taken home will become the property of Aveda Institute Minneapolis after five business days from the date of withdrawal. The institute will donate or dispose of all items left at the institute.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) policy is consistently applied to all students enrolled at Aveda Institute Minneapolis. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for SAP as follows:

Cosmetology	450, 900, 1,225 clocked (actual) hours
Esthiology	300 clocked (actual) hours
Massage Therapy	300 clocked (actual) hours

*Transfer students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of the evaluations ensures that students have had at least one evaluation by midpoint in the course or academic year, whichever occurs sooner. An academic year is defined as 900 hours.

Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Aveda Institute Minneapolis will determine if the student has maintained at least 80% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. In order to be considered making satisfactory progress, all students must be in compliance with the Institute's Attendance Policy (Pool of Hours).

Maximum Time Frame

The maximum time (125% of the course length) allowed for students to complete each course at SAP is stated below:

Course	Maximum Time Allowed Weeks
Cosmetology 1,550 hours; 46 weeks	58
Cosmetology 1,550 hours; 51 weeks	64
Esthiology 600 hours; 18 weeks	23
Massage Therapy 600 hours; 18 weeks	23

Periods when a student does not receive Title IV aid count toward the maximum timeframe. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours. The institute will suspend financial aid eligibility after any SAP review, which shows that the student cannot possibly complete a program within 125% of the program length. If that occurs, the student can continue at the institution on a cash pay basis.

Academic Progress Evaluations

Students are required to maintain a cumulative grade of 80% or higher to be considered maintaining SAP. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a number of practical experiences. Academic learning is evaluated after each phase. The academic grade consists of written and practical tests, homework, and projects. There are no retakes on examinations unless the student has a personal education plan that allows him or her to retake an exam. Practical skills are evaluated according to criteria adopted by the institute. Incomplete projects, exams, and practical work are recorded as a "0" and averaged into the final grade of each phase.

Numerical grades are considered according to the following scale:

100-94	93-87	86-80	79-74	73-Below
A	B	C	D	F

Makeup Work

Written exams, quizzes, assignments and projects may be submitted or taken on the day following the due date or exam date for a maximum of 80%. If a student is absent on the due date or exam date they may turn it in or take the exam on the day they return for a maximum of 80%. If the student does not submit the project, assignment, or take the exam or quiz by the day following the due date or scheduled exam date on the day he or she returns from an absence, they will receive 0%. Students cannot make up practical exams. If a student misses a practical exam, they will receive 0%.

If a student has a planned absence that falls on an assigned due date or exam date, they can turn in the assignment, project, or take the written exam or quiz early for full credit as approved by their assigned educator. Students must contact their educators to schedule taking the written exam or quiz early. Students cannot take the practical exam early.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each evaluation. The institute will also keep a copy of this SAP evaluation. Students deemed not maintaining SAP at the evaluation period may have their Title IV and Minnesota financial aid funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, they will be deemed ineligible to receive Title IV and Minnesota financial aid unless the student successfully appeals the decision and is placed on probation.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation if the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet SAP standards by the end of the evaluation period may be placed

on probation. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met the attendance and academic requirements required for SAP, they will not be eligible to receive Title IV and Minnesota financial aid. Students will be notified of any evaluation that impacts their eligibility for financial aid.

Re-establishment of Satisfactory Academic Progress

Students may re-establish SAP, Title IV, and Minnesota financial aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Appeal Procedure

If a student is determined to not be making SAP, the student may appeal the determination within five business days of the SAP evaluation. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet SAP standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed by the Director and a decision will be made and reported to the student within 10 business days of the Director's receipt of the appeal. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on probation and federal and Minnesota financial aid will be reinstated, if applicable.

Transfer Students

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned for the purpose of determining when the allowable maximum time frame has been exhausted.

Withdrawals

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal. That means that students' prior scheduled hours from their first enrollment will continue to apply toward the maximum timeframe.

Noncredit, Remedial Courses, Incompletes, Repetitions, English as a Second Language (ESL)

Noncredit, remedial courses, incompletes, and repetitions do not apply to this institute. In addition, the institute does not accept English as a Second Language (ESL) courses for credit or offer those courses. Therefore, these items have no effect upon the institute's SAP standards.

Changing Programs

If a student begins a program like Cosmetology, does not finish, and decides to begin a different program at the institute like Esthiology, the student's SAP will start all over for Esthiology.

Professional Standards and Conduct

To help you achieve excellence in Cosmetology, Esthiology, or Massage Therapy, we have established these guidelines to ensure fairness, understanding, and positive work habits among our students.

To help prepare you for the workplace, Aveda Institute Minneapolis operates much like a professional salon environment. Late arrivals, absences, and other interruptions in your training have a significant effect on your advancement—just as they would if you were an employee in a salon, day spa, or other professional environment. Any staff member can hold students accountable for standards. Termination may result from any infraction of the below standards.

Student Appearance Standards

Aveda Institute Minneapolis maintains an aesthetic standard for students, which encompass all aspects of personal hygiene, grooming (e.g., hair, makeup, facial hair, nails, etc.), and a strict dress code requirement. Students are to arrive at school groomed, in uniform, and in compliance with all appearance standards. If, in the opinion of the staff, a student's appearance does not conform to the standards, the student will be sent home.

Because every student is a future employee, manager, or entrepreneur, standards of professionalism must be met in preparation of the demands of the industry. Maintaining a professional appearance is vital to success. A professional appearance at Aveda Institute Minneapolis is:

- Student dress code is all black.
- Nametags must be worn at all times.
- Shirts must be solid black (no prints). Sleeveless shirts including tank tops are not permitted. Shirts must cover shoulders, underarms, midriff area, and lower back. No exposed skin. There must be complete coverage of underarms, cleavage, midriff, stomach, and back while raising arms, stooping, and bending. No hoods or sweatshirts. No pilled, tattered, cut, or worn-out tops.
- Pants, knee-length skirts, and dresses must be professional and solid black. Clothing considered unprofessional includes jeans, sweatpants, and shorts.
- Footwear must be professional in appearance, and must have a closed toe and closed heel. Colored footwear is permitted. Because of noise levels, heels are not permitted for Esthiology or Massage Therapy students. All shoes must be clean, polished, not scuffed, and in good repair.
- Students may accessorize with colored belts, scarves, jewelry, and socks.
- Headbands may be worn provided that they do not cover more than 1/3 of the head. No other head attire may be worn unless for a religious purpose.
- An apron will be supplied in the student kit and must be clean, neat, not torn, unstained, unaltered, and worn at all times when in the building. If the apron does not meet these standards, the student has 24 hours to replace it from Aveda Institute Minneapolis at the student's expense.
- Revealing and unprofessional clothing (as determined by educators) is not allowed. All clothing must be clean, neat, pressed, and in good repair and reflect current fashion at an elevated taste level. Jewelry, including piercings, may be worn in moderation.
- Headphones and cell phones are not allowed on the clinic floor. These items may only be used during break times.
- Synthetic perfumes are not allowed. Pay close attention to your scent. Be aware that certain foods, smoking, personal hygiene, and your health may affect your scent. Gum chewing is not allowed, but breath mints are highly encouraged. You will be working in close proximity of your guests during services. Hands must be washed prior to servicing each guest and at all other appropriate times. A very light aroma or Pure Fume is refreshing. Anything heavier may bother other people.

- Aveda products are recommended to be worn, including aromas. Hair, makeup, and nails should reflect the taste level of Aveda Institute Minneapolis. We are our best advertisement. Hair must be clean and styled and given a finished current look, with makeup on prior to arriving. Students are not permitted to use the makeup units in the retail area without the assistance of a Retail Advisor.

There will be opportunities for students to dress in Aveda Institute Minneapolis approved t-shirts and jeans on designated days. Participation in these events may require a donation to be made to the school's fundraising initiatives and is optional.

Educators reserve the right to send any student home if his/her choice of attire is unprofessional.

Conduct Standards

Students are expected to conduct themselves in a professional manner at all times. Students must do the following:

1. Maintain a learning environment for all students. Anyone who is disruptive in the classroom or clinic floor (rudeness, foul language, bullying behavior or comments, or other unprofessional behavior) may be dismissed for the day, suspended, and/or terminated.
2. Eat food, candy, and gum only in break areas.
3. Use only Aveda beverage containers on clinic.
4. Refrain from smoking (including e-cigarettes) on school property with the exception of the fenced in area in the parking lot across 4th street. Aveda Institute Minneapolis is a smoke-free facility. Please ensure cigarette remains are disposed of in the proper receptacles. The institute cares for students' health, and the use of tobacco products is strongly discouraged. Smoking cessation programs, as well as smoking quit guides, are available on the American Cancer Society and National Cancer Institute's websites.
5. Fully participate in all classroom and clinic activities utilizing Aveda's products and treatment/service protocols.
6. Maintain a mentally alert and sober state of mind. Students using controlled substances or intoxicants will be terminated as they have committed a major standard violation.
7. Perform all services or work assigned by, performed under the supervision of, and evaluated by educators. Students who refuse an assigned service will be dismissed for the remainder of the day.
8. Keep working area clean.
9. Complete housekeeping duties.
10. Remain in assigned areas or receive their educator's permission to be in unassigned areas.
11. Provide locks for student lockers and/or lockable stations and secure their property in these locked areas. Students are responsible for their own personal property. If students leave Aveda Institute Minneapolis by transfer, withdrawal, or termination they must take all their belongings with them. Items left in the locker and/or workstation will be disposed of or donated after five business days in order to provide space for other incoming students. Students requiring their lock to be cut must notify their program manager.
12. Inventory and label their kit immediately after receiving it. It is the students' responsibility to ensure all kit items are in proper working order upon receipt. Any discrepancies and/or defective items must be brought to their educator's attention within 48 hours of receipt. After the 48 hours of kit receipt it will be the responsibility of the student to maintain, and replace when necessary, all items received within the kit. Except for IPads, electronic kit devices (blow dryer, clippers, and curling irons) will be warranted by the institute for a period of two weeks from receipt. After the two week time period has lapsed the warranty will be that of the manufacturer. It is the student's responsibility to complete and mail in any and all warranty cards enclosed with their kit items. It is also the student's responsibility to contact the manufacturer themselves after the 2 week period if they need to file a warranty claim.
13. Refrain from using the student kit for personal use. The student kit is to be used only on guests. For the student to perform professional services, student kits are to be complete at all times. Any

missing or damaged kit items will have to be replaced by the student within 24 hours. If the student does not have the item, they will be dismissed until their kit is complete. Student kits are to be used for assigned services only. Aveda Institute Minneapolis is not responsible for stolen items from the kit.

14. Solicit only authorized products, merchandise, or services.
15. Refrain from stealing, cheating, defacing, or damaging student or school equipment. The failure to do so will result in termination and require monetary restitution.
16. Pay for services at the time of completion. Students may receive services off the clock and receive a 20% discount off all skin and hair services. Services must be booked by the guest relations team.

Neighborhood Relationships

Aveda Institute Minneapolis is located next to businesses and private homes. Once you are a student here, this becomes your neighborhood. We have made positive contributions to this area, and we ask that you do as well. We ask that you respect our neighbors by not sitting and standing in front of their properties smoking. Everyone around you is a potential customer or future employer and therefore, it is important that we use this as an opportunity to build good relationships with them.

Safety

Medical Emergencies and Accidents

Aveda Institute Minneapolis's goal is to provide and maintain a safe and non-violent academic and working environment. In an effort to consistently reach this goal, we have established the following procedures in the event that a student witnesses or becomes involved in an occurrence.

All students are encouraged to remain calm and to take an active role in maintaining a safe environment. To avoid accidents and injuries, students are required to take preventative measures by:

- using equipment properly;
- following manufacturer's directions when using chemicals and products;
- immediately wiping spills found on the floor;
- assisting elderly and disabled clients;
- keeping all aisles and areas around work stations, including classrooms, free from personal items and debris; and
- immediately reporting building and equipment safety hazards to security or staff.

Notify security immediately by calling 1234 from any in-house phone in the case of a medical emergency such as:

- falls
- cuts/burns
- apparent heart attack
- unconsciousness
- chemical product (spills or swallowing)
- violent acts, assault, or rape

Security will collect the following information:

- nature of medical problem
- address of the building
- location of the person in the building
- notify the Administrative personnel of the location and nature of the accident
- stay with the injured person
- have someone meet the Emergency personnel
- keep the area clear of bystanders

When calling 911, emergency personnel from Hennepin County Medical Center will automatically be dispatched. Students must assist in documenting the incident and forwarding the paperwork to the

administrative offices.

Safety Reports

Security personnel must be called to the scene for all accidents to gather the following information and submit a written report to the school's administration:

- name, address, phone number of the injured person
- name of student(s) and educator working on the guest (if applicable)
- date and time of accident
- description of how the accident happened
- name, address, phone number of other witnesses to the accident

Search Policy

Lockers and stations furnished for student use belong to the school and are subject to search by the institute or police officials at any time for any reason. By entering onto the premises of the institute, students agree that they and any parcels, including handbags, briefcases, purses, or other items and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

Technology Use and Social Media

Technology and social media can make our lives better and easier. They are a powerful tool and the Aveda Institute Minneapolis encourages students to learn to use technology and social media effectively and appropriately. But if you use technology or social media in a way that is unlawful or inappropriate, it may have negative business and legal consequences for you and for the Institute. Also, the Aveda Institute Minneapolis expects its students to conduct themselves in a way that reflects positively on both the student and the school. Therefore, we have this Technology Use and Social Media Policy (the “Technology Policy”) and you must comply with its requirements as a condition of your participation in the Aveda Institute Minneapolis’s programs.

1. Definitions.

A. Technology Resources. For purposes of this policy, “Technology Resources” means any technological device or other technological resource you may use while you are a student at Aveda Institute Minneapolis, including but not limited to computers, tablet devices, smart phones, e-readers, other mobile devices, network access, email, Internet, and other online tools. It does not matter whether the device or resource is owned or provided by the Institute, or is personally owned and paid for by you.

B. Social Media. “Social Media” means any online tool through which people communicate, including but not limited to:

- Blogs (web-based journals) and micro-blogs (e.g., Twitter);
- Social networking sites (e.g., Facebook, LinkedIn, social gaming sites, chat rooms);
- Message boards and discussion websites (e.g., Reddit);
- Wikis (collaborative web sites, e.g., Wikipedia);
- Video and picture sharing (e.g. Instagram, Youtube, Snapchat), and music sharing;
- Comments on news or other sites;
- Podcasts (multimedia files distributed over the internet); and
- Learn Aveda.net.

2. General Requirements.

A. Student Conduct Policies. Students must comply with all Aveda Institute Minneapolis policies when using Technology Resources and Social Media, including, but not limited to, policies that address non-discrimination and harassment.

B. No Bullying. It is a violation of this policy and against student conduct expectations for you to use Technology Resources or Social Media to engage in conduct that is obscene, pornographic, defamatory, threatening, unlawfully discriminatory or harassing, or that violates the privacy or property rights of someone else. Examples of prohibited conduct include, but are not limited to posting threats of harm to another student online, sending harassing or threatening text messages or emails, circulating embarrassing rumors about someone using email or social media, or posting compromising pictures or videos of another student. You are responsible for the content of your personal postings.

C. Use Good Judgment and Get Permission. Students are encouraged to use Social Media to capture and promote the exciting things they are learning and doing at Aveda Institute Minneapolis. But you must use good judgment about what you photograph and what you post. For example, before you post a picture of another person, get permission to do so. Never take a photo of a client without asking permission first.

D. Institute-Owned Technology Resources: No Privacy; Obey the Law. You have no expectation of privacy as to the use of or information contained on Technology Resources if the Technology Resources are owned by the Institute. It is a violation of this policy and against student conduct expectations for you to use Institute-owned computers or devices in any manner that violates the law, such as by searching for, accessing, viewing or posting material that is obscene, pornographic, defamatory, threatening, unlawfully discriminatory or harassing, or that violates the privacy or property rights of someone else.

- You may not use Institute-owned Technology Resources for gambling, interactive game playing, or any illegal activities.
- In addition, you may not use Institute-owned Technology Resources to access, view, or distribute pornographic or other sexually graphic images.
- Use good judgment to prevent damage to Institute computers and devices (e.g. keep beverages away from the computer).
- Do not download or distribute pirated software or data; deliberately propagate any virus, worm, Trojan horse, or trap-door program code; disable or overload any computer system or network; or circumvent any system intended to protect the privacy or security of the Institute's data or devices. You are prohibited from attempting to disable, defeat, or circumvent any Institute security measure.

3. Policy Violations. A student's violation of this policy may lead to discipline, up to and including termination from the program. The Institute reserves the right to report any illegal activities to appropriate authorities.

Student Religious Observance Accommodation Policy & Procedure

Aveda Institute Minneapolis desires to have a vibrant and diverse student body and seeks to promote an educational environment that is respectful of students' religious beliefs and practices. As part of this commitment, Aveda Institute Minneapolis will make efforts to provide reasonable religious accommodations to students for sincerely held religious beliefs.

What is a Religious Accommodation?

A religious accommodation is an adjustment to an Institute policy, procedure or other requirement that is made to allow a student or applicant to practice their religion. The need for an accommodation could arise where an individual's observances or practices conflict with the application process, the dress code, or a student's course requirements. A religious accommodation may relate to a religious holiday, weekly religious practice, dress and grooming, or religious expression. For example, circumstances may arise when an exam or assignment due date conflicts with a student's observance of a religious holiday. The student may be able to reschedule or arrange an alternative exam or assignment due date.

What Makes an Accommodation Reasonable?

Reasonable accommodations do not pose an undue hardship to the Institute. It is an undue hardship for a proposed accommodation to cause the Institute to run afoul of state or federal law or accreditation rules, or to otherwise compromise the Institute's ability to deliver, and/or the student's ability to obtain, quality, professional education and training.

Requesting an Accommodation

The Student Care Manager is the designated point of contact for applicants and students who are seeking religious accommodations. To request accommodations or assistance related to religious observance, such as obtaining a time and/or place to pray, or flexibility to wear certain attire, or if you have questions about this policy, please contact the Student Care Manager.

Heather Walsh, Student Care Manager
heather.walsh@avedaarts.edu
612-378-7433

The student is responsible for communicating in advance in writing the need for an accommodation to the Student Care Manager. The Student Care Manager will assist in determining what accommodation(s), if any, may be reasonable and appropriate.

Missing Class

Students should take steps to minimize the need for missed class time due for religious observance whenever possible. For example, students should enroll for classes with schedules that do not conflict with, or minimize time missed for, weekly religious observance. In general, it is unreasonable for the Institute to craft a specialized schedule for an individual student when a class schedule that does not conflict with a student's weekly religious observance already exists.

Likewise, Aveda Institute Minneapolis provides all students with a pool of hours to cover the maximum time that a student can be absent without undermining the efficacy and quality of the Institute's academic program(s). Students who may wish to miss class to observe religious holidays are encouraged to carefully conserve their pool of hours to cover absences for this purpose. In special circumstances, the Institute may provide some additional, though limited, flexibility to students with respect to the pool of hours in order to accommodate religious observance. However, such accommodations generally will not

be available for absences due to travel.

Rescheduling Classes or Assignments

In circumstances in which an exam or assignment due date conflicts with a student's observance of a religious holiday, the student is responsible to provide advance notice in writing to the Student Care Manager of the conflict. The student is also responsible to collaborate with the Student Care Manager to develop a plan to reschedule or arrange an alternative exam, assignment due date, or other course activity affected by a religious holiday.

Copyright Infringement and Illegal File Sharing Policy

Aveda Institute Minneapolis (the "Institute") is committed to combatting copyright infringement and illegal file sharing. Pursuant to certain stipulations in the Higher Education Opportunity Act of 2008 ("HEOA"), the Institute complies with regulations pertaining to the distribution of copyrighted materials. As part of this compliance, the Institute has adopted and implemented a plan to combat illegal file sharing. This Copyright Infringement and Illegal File Sharing Policy (the "Policy") serves to fulfill the HEOA requirements and outlines the Institute's position regarding this topic.

I. Policy Statement

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

Copyright infringement of any kind is not permitted at the Institute and may subject the infringer to criminal and civil penalties as well as termination of employment or dismissal from the Institute. The institute Director will determine whether a violation of this policy has occurred.

II. Penalties for Copyright Infringement

The unauthorized copying, sharing or distribution of copyrighted material is strictly prohibited. It is a violation of federal law, the Copyright Act, and the Institute's Student Catalog. Students who infringe a copyright are subject to disciplinary action under the Minor Violation Disciplinary Process, up to and including termination. Employees may be subject to disciplinary action ranging in severity from a warning up to and including termination of employment.

In addition, unauthorized distribution of copyrighted material, including authorized peer-to-peer file sharing, may subject you to civil and criminal liabilities.

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.

III. Annual Disclosure

The Institute will annually circulate this policy, which apprises students of the criminal and civil penalties, as well as disciplinary sanctions, for violations of copyright laws, to all students as part of the distribution of the Student Catalog. In addition, this Policy is located on the Institute's website.

IV. Plan to Combat Copyright Infringement

Aveda Institute Minneapolis has developed and implemented a plan to effectively combat the unauthorized distribution of copyrighted material by users of its network without unduly interfering with the educational and research use of the network. Included in its plan are the following technology-based deterrents and mechanisms for education on appropriate and inappropriate use of copyrighted materials.

A. Technology-based Deterrents

Pursuant to the Digital Millennium Copyright Act (“DMCA”), the Institute accepts and responds to all claims of copyright infringement received. All copyright infringement notices must be sent to our designated agent:

Aveda Institute Minneapolis
Attn: Lauren Fender, Compliance Director
lauren.fender@avedaarts.edu

B. Mechanisms for Education on Appropriate and Inappropriate Use of Copyrighted Materials

The Institute utilizes a variety of techniques to educate students and the community about copyright and their responsibilities to respect copyright, including the following:

- Including this Policy in the Student Catalog provided to all students at the beginning of their program;
- Posting this Policy on the Institute’s website; and
- Offering links to legal download sites, resources about copyright, and providing information and assistance to students and employees to navigate common copyright issues.

V. Legal Alternatives

As part of compliance with the HEOA, the Institute provides information about numerous legal sources of photos, music, videos, books and other copyrighted material. A list of legal sources is available through the Educause website at <http://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-onli>. The Institute’s Copyright Basics contains additional links to legal sources.

VI. Review of Effectiveness of Copyright Infringement Deterrence Plan

The Institute will periodically review its copyright education efforts. Reviews of these efforts will also take place when considerable changes to the law, regulations or other events require.

Sex Discrimination and Sexual Misconduct Policy

Notice of Nondiscrimination

Aveda Institute Minneapolis (the "Institute") does not discriminate on the basis of race, color, creed, national and ethnic origin, sex, age, religion, disability, sexual orientation, gender identity or other legally protected status in its employment policies, education programs and activities, or any other area of the Institute. Harassment based upon an individual's legally protected status is a form of prohibited discrimination.

In accordance with Title IX, this policy addresses the Institute's prohibition of all forms of sex discrimination. Sexual harassment is a form of sex discrimination. Sexual harassment includes a variety of unwelcome behavior of a sexual nature, and in its most severe form includes sexual violence. Examples of sexual violence include, but are not limited to: sexual assault, domestic violence, dating violence, and stalking. This policy discusses "sexual misconduct" when referring to sexual harassment in all forms, including sexual violence.

Questions or concerns about the application of Title IX, sex discrimination, sexual harassment or other forms of sexual misconduct may be directed to the Institute's Title IX Coordinator:

Heather Walsh
Student Care Manager, Aveda Institute Minneapolis
heather.walsh@avedaarts.edu
(612) 378-7433
400 Central Ave. S.E.
Minneapolis, MN 55414

The Institute is committed to a safe and healthy environment and as such will not tolerate sexual harassment or sexual violence in any form. Sexual assault is a crime and is a violation of an individual's rights and dignity. Sexual assault is not only an act of disrespect, violence, aggression or coercion against an individual, but also an attack on the Institute community. The Institute is committed to promptly, impartially, and equitably addressing and resolving all reports of discrimination, harassment, or sexual violence. The Institute will promptly respond to complaints of sexual misconduct to stop the conduct, ensure that such actions are not repeated, and address the effects of the misconduct on any individual or the Institute's learning community. Retaliation against an individual who brings a complaint or pursues legal action, or against an individual who serves as a witness in an investigation, is prohibited and will not be tolerated.

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Phone: (312) 730-1560
TDD: (877) 521-2172
Email: OCR.Chicago@ed.gov

See also: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

Scope of Policy

This policy applies to all Institute community members including students, employees, contractors, volunteers, vendors, independent contractors, and all other visitors. This policy also applies regardless of the sexual orientation or gender identity of any of the parties.

Sex discrimination or sexual misconduct committed in connection with any Institute program, whether on or off campus, is prohibited and will not be tolerated. This policy applies to any incident that may adversely impact an employee's work and/or a student's or other person's participation in the Institute's educational, extra-curricular, or other programs and activities. In addition, this policy applies to off-campus conduct that the Institute determines may cause or threaten to cause an unacceptable disruption at the Institute or which may interfere with an individual's right to a non-discriminatory educational environment.

The Institute is committed to addressing sex discrimination and sexual misconduct and encourages individuals to report incidents to appropriate Institute authorities. Individuals found responsible for sex discrimination or sexual misconduct will be subject to disciplinary action deemed appropriate by the Institute. A complete list of possible sanctions is set forth below in the section entitled "Sanctions and Remedies."

Application of Procedures

Procedures for reporting, investigating, and resolving conduct prohibited under this Policy are based upon the nature of the parties' relationship to the Institute. In situations where the complainant or respondent is a third party (i.e., visitor or other person not connected to the Institute), the Title IX Coordinator will determine, in their discretion, whether the procedures under this Policy or another process is the best way to address the alleged misconduct, consistent with the Institute's commitment to promptly and equitably address and resolve reports of discrimination, harassment, and sexual violence.

Definitions

a. Complainant

The person alleged to have been subjected to conduct that violates this policy.

b. Respondent

The person accused of engaging in conduct that violates this policy.

c. Sex Discrimination

Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual misconduct, differential treatment, and gender-based harassment.

d. Sexual Harassment

Sexual harassment includes unwelcome conduct such as sexual advances, requests for sexual favors, sexually motivated physical contact, offensive comments, or other verbal or nonverbal communication, or physical conduct of a sexual nature, including sexual violence, when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational experience or employment, or the individual's submission or rejection of such conduct is used as the basis of an educational program or activity decision or employment decision affecting such individual; or
- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's education or employment or creating an intimidating, hostile, or offensive educational or work environment.

Actions that can constitute sexual harassment include:

- Unwelcome sexual flirtations, advances, propositions, or requests for sexual favors;
- Verbal abuse of a sexual nature, obscene language, off-color jokes, commentary about an individual's body, sexual innuendo, and gossip about sexual relations;
- The display of derogatory or sexually suggestive posters, cartoons, drawings, objects, notes, letters, emails, or text messages;
- Unwelcome visual conduct such as leering or making gestures;
- Videotaping or taking photographs of a sexual nature without consent;
- Cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without consent;
- Engaging in conduct of a sexual nature which creates an intimidating, hostile, or offensive academic or work environment (e.g., sexually-oriented jokes, offensive physical contact, obscene messages and gestures);
- Punishing or threatening to take adverse action against a subordinate or student for refusing to comply with sexual demands.

Although certain forms of sexual harassment may seem self-evident, recognizing such behavior when it is happening to you or others around you can be difficult. In making such an assessment consider whether the behavior is sexual or sex-based in nature and:

- Is offensive, unwanted or both;
- Interferes with your (or another's) ability to enjoy the employment or academic environment;
- Interferes with job or academic performance;
- Causes unnecessary discomfort, humiliation or harm to you or others around you.

If at any time you are able to answer yes to any of the above questions, you should immediately contact the Student Care Manager or Director for students; or the General Manager for Beauty Basics, Inc., for employees; or if you are not certain of whom to contact or not comfortable contacting someone else, you should always feel free to contact the Institute's Title IX Coordinator Heather Walsh, phone: (612) 378-7433, email: heather.walsh@avedaarts.edu.

e. Sexual Violence

Sexual Violence is a severe form of sexual harassment and includes sexual assault or other sexual violence, domestic violence, dating violence, and stalking. Many types of sexual violence include nonconsensual sexual contact, but this is not a necessary component.

f. Sexual Assault

Sexual Assault is any sexual contact, including but not limited to sexual penetration, with another person who does not or cannot give consent. This may or may not include force. For purposes of this Policy, "sexual contact" shall have the same meaning as it has under Minnesota law, and includes, but is not limited to, the intentional touching of an individual's breasts, inner thighs, buttocks, genitals and/or groin area, whether clothed or unclothed; or the coerced touching by an individual of another's intimate

parts.

Sexual assault is also prohibited by Minnesota law. See Minn. Stat. § 609.341 *et seq.*

Sexual assault includes, but is not limited to:

- Rape (the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by or of a sex organ of any person, without the consent of the victim);
- Fondling (the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim);
- Incest (sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law);
- Statutory rape (sexual intercourse with a person who is under the statutory age of consent).

g. Consent

Consent is words or overt actions by a person clearly indicating a freely given present agreement to perform a particular sexual act with another, at the time of the act. Consent can only be given by someone who: acts freely, voluntarily, and with knowledge of the fact and nature of the sexual act involved. Consent is a mutually understood freely given “yes,” not the absence of “no.” Consent can be withdrawn at any time. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent.

As explained further below consent cannot be given if someone:

- is incapacitated by drugs or alcohol
- is threatened, coerced or intimidated into submission
- is not conscious
- is physically incapacitated
- is mentally incapacitated
- is not of legal age to consent (16 years old in Minnesota)

Consent cannot be inferred from:

- consent to another form of contact or sexual activity
- a prior sexual, romantic or marital relationship
- an existing sexual, romantic or marital relationship
- silence, or an absence of resistance
- prior sexual activity with other individuals

h. Coercion

Coercion means the use by the actor of words or circumstances that cause the complainant reasonably to fear that the actor will inflict bodily harm upon the complainant or another, or the use by the actor of confinement, or superior size or strength, against the complainant that causes the complainant to submit to sexual contact against the complainant’s will. Proof of coercion does not require proof of a specific act or threat. See Minn. Stat. § 609.341, subd. 14.

i. Incapacitation

Incapacitation means the inability to understand the fact, nature, or extent of the sexual situation. Incapacitation may result from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the influence of drugs or alcohol. With respect to incapacitation due to consumption of drugs or

alcohol, incapacitation requires more than being under the influence of drugs or alcohol; a person is not incapacitated simply because they have been drinking or using drugs. Where alcohol and/or drugs are involved, incapacitation is determined based on the facts and circumstances of the particular situation looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation, whether the individual was able to communicate decisions regarding consent, nonconsent or the withdrawal of consent, and whether such condition was known or reasonably should have been known to the accused or a reasonable person in the accused's position.

Use of drugs or alcohol by the accused is not a defense against allegations of sexual misconduct and does not diminish personal responsibility. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

j. Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence is also prohibited by Minnesota Law. See Minn. Stat. § 518B.01 *et seq.*

k. Domestic Violence

A felony or misdemeanor crime of violence committed against the victim by a family or household member. "Family or household member" means: current or former spouse, parent, child, other blood relative, or persons involved in a significant romantic or sexual relationship, person with whom the victim shares a child in common, a man and woman if the woman is pregnant and the man is alleged to be the father, and, persons who presently reside together or who have resided together in the past. While not exhaustive, the following are examples of conduct that can constitute domestic violence: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

Domestic violence is also prohibited by Minnesota Law. See Minn. Stat. § 518B.01 *et seq.*

l. Stalking

Stalking means engaging in a course or pattern of unwelcome and unwanted conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress. Stalking can be a form of sexual harassment if based on someone's sex. Stalking behavior includes, but is not limited to:

- Repeated, unwanted, intrusive, and frightening communications by phone, mail, and/or email;
- Repeatedly leaving or sending victim unwanted items, presents, or flowers;
- Following or lying in wait for the victim at places such as home, school, work, or recreation place;
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets;
- Damaging or threatening to damage the victim's property;
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth;
- Unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family, work, or neighbors, etc.

Stalking is also prohibited by Minnesota law. See Minn. Stat. § 609.749.

m. Retaliation

Retaliation means adverse action taken against an individual for making a good faith report of a violation of this policy, for supporting another person's report, or participating in an investigation or other proceedings based on the report. Retaliation includes, but is not limited to, any form of intimidation, threats, coercion, or harassment.

Title IX Coordinator

The Institute has designated Heather Walsh as having overall responsibility for coordinating the Institute's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator will ensure Institute policies and procedures and relevant state and federal laws are followed, ensure appropriate training, prevention, and education efforts take place, oversee the school's response to reports and complaints of sex discrimination and harassment, including monitoring compliance with procedural requirements and timelines outlined in this policy, coordinate the school's efforts to identify and address any patterns or systemic problems revealed by such reports and complaints, and assist in answering any other questions related to these policies and procedures.

Heather Walsh
Student Care Manager, Aveda Institute Minneapolis
heather.walsh@avedarts.edu
(612) 378-7433
400 Central Ave. S.E.
Minneapolis, MN 55414

Kalli Blackwell Peterman, General Manager for Beauty Basics, Inc., serves as a Deputy Title IX Coordinator for sexual misconduct complaints involving employees and assists the Title IX Coordinator with implementation of the Institute's policy for matters involving employees and matters involving both a student and an employee.

Kalli Blackwell Peterman
General Manager
kallib@avedaarts.edu
(985) 520-4776
303 S. Pine Street
Hammond, LA 70403

Confidentiality

The Institute encourages individuals to report all incidents of sexual misconduct to the Institute so that the Institute can investigate and resolve such incidents. This enables the Institute to provide more resources and assistance to a complainant and to more effectively provide a safe, nondiscriminatory environment. An individual who reports an incident of sexual discrimination or misconduct is not required to initiate or participate in the Institute's complaint procedures or to report to law enforcement. However, under certain circumstances, the Institute may determine that it has a responsibility to move forward with the formal investigation of a complaint (even without the participation of the individual who has alleged the sexual misconduct).

The Institute recognizes that some individuals may wish to keep their concerns confidential. Because of the Institute's obligation to investigate and respond to reports, the Institute cannot guarantee complete confidentiality. It is also important to understand that **responsible employees are not confidential**

resources, and are obligated to report to the Institute any information they receive about sex discrimination or sexual misconduct. “Responsible employees” are those who: (1) have the authority to take action to redress harassment, (2) have a duty to report to appropriate Institute officials sexual misconduct or any other misconduct by students or employees, or (3) a student could reasonably believe has this authority or responsibility. The Institute’s “Responsible Employees” are listed in the faculty and administration section of the Institute’s student catalog. It also includes retail and guest service employees.

While only certain Institute employees are considered “responsible employees” for purposes of reporting known or suspected incidents of sexual misconduct, it is the Institute’s expectation that all students and employees will report incidents of sexual discrimination and sexual misconduct (including names of the alleged victim and accused) to the Title IX coordinator so that the Institute can investigate the incident and take the appropriate steps to address the situation.

When a report of sexual misconduct is made to the Institute, every effort will be made by the Institute to ensure confidentiality to the extent possible, subject to the Institute’s need to respond to such complaints and to report campus crimes in accordance with applicable federal and state law. The Institute will protect a complainant’s confidentiality to the extent possible even if the complainant does not specifically request confidentiality. While the Institute is obligated to provide the Institute community with general information regarding incidents of sexual assaults and certain other crimes occurring on campus, publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and daily crime log, will not include names or other information that may personally identify either the complainant or the respondent.

To ensure that a complainant’s personally identifying information will not be included in publically available recordkeeping, the Title IX Coordinator describes the alleged incidents by removing the complainant’s name and any other identifier that would enable the public to identify the complainant in the context of the incident report.

Requests for confidentiality or non-action

Upon receiving a report of a violation of this policy, the Institute will seek the consent of the complainant to proceed using the procedure(s) set forth herein. The Institute strives to honor any request that a complainant may make to keep any such report confidential or for the Institute not to investigate or respond to such report, but complying with any such request will limit the Institute’s ability to meaningfully respond to a report. In deciding whether the complainant’s request can be honored, the Institute will weigh the request against the seriousness of the alleged misconduct, the Institute’s obligation to maintain a safe and nondiscriminatory learning environment for its students, and the Institute’s commitment to addressing and preventing recurrence of misconduct. This determination will be made by the Title IX Coordinator.

If the Institute decides that it has an obligation to investigate and address the alleged policy violation, it will notify the complainant before proceeding. The Institute will maintain confidentiality to the extent reasonably possible, subject to its need to conduct an investigation and respond to the situation in accordance with this policy and applicable federal and state law. In all cases, the individuals investigating and responding to incidents or allegations of misconduct will share information about the incident or allegation, investigation and response within and outside the Institute only on a “need to know” basis. However, complete confidentiality generally will not be possible.

Confidential Community Resources

Confidential communications are those communications which legally cannot be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances, such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. The Institute recognizes that some individuals may

wish to keep their concerns confidential, and that the Institute cannot ensure confidentiality. The Institute encourages individuals who have experienced sexual misconduct to talk to someone about what happened. Community resources may be able to provide assistance and support while ensuring confidentiality. Some of these resources include:

- **Crisis Connection** 612-379-6363
- **National Sexual Assault Hotline** 800-656-HOPE (4673)
- **Love is Respect** 866-331-9474
- **Child Abuse Hotline** 800-422-4453
- **Safe Horizon Hotline** 866-689-HELP (4357) or 800-621-HOPE (4673)

Non-Participation and Silence

If, at any time during the complaint procedures explained below, a party decides not to participate, the Institute will proceed with the applicable complaint process and make a determination based upon the information available. Silence in response to an allegation will not necessarily be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed.

Interim Measures and Ongoing Accommodations

At any time after a report of a potential violation of this policy has been received by the Institute, the Institute will provide interim support and/or ongoing accommodations if the complainant requests them and if they are reasonably available, to protect an individual from further harm and to meet its obligations to maintain a safe, nondiscriminatory learning and working environment for students and employees. The Institute is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense. The Institute must take such steps even when an individual asks to keep a reported violation confidential, when a request is made not to investigate, and regardless of whether an individual chooses to report to Campus Security Authorities or local law enforcement. Interim or protective measures may include:

- Establishing a "no contact" order between individuals.
- Prohibiting an individual from being on campus or at Institute events.
- Changing a student's or employee's status.
- Changing work, class, or other schedules.
- Providing assistance with academic issues.
- Providing excused absences for 1-5 days.
- Providing security escorts.
- Providing parking passes.
- Issuing a timely warning of any substantial threat or danger to the community.
- Making information about and providing assistance with respect to orders for protection and harassment restraining orders, including enforcement of such orders.
- For students who choose to transfer to another institution: At the student's request, providing information about resources for victims of sexual assault at the institution to which the student is transferring.

Such measures will vary based on the particular facts and circumstances, including, but not limited to, the specific need expressed by the complainant, the age of the student[s] involved, the severity or pervasiveness of the allegations, any continuing effects on the complainant, whether the complainant and alleged respondent share the same class, transportation, or job location, and whether other judicial measures have been taken to protect the complainant. The Title IX Coordinator will be responsible for determining what measures will be put in place.

To request an interim measure or accommodation, individuals should contact the Title IX Coordinator. The Institute will maintain as confidential any accommodations or protective measures provided to an

individual, to the extent that maintaining such confidentiality will not impair the ability of the Institute to provide the accommodations or protective measures. The Institute will only disclose information necessary to provide the accommodations or protective measures in a timely manner. The Title IX Coordinator will determine what information about a victim should be disclosed and to whom this information will be disclosed. The Institute will inform victims before sharing personally identifying information that the Institute believes is necessary to provide an accommodation or protective measure. The Institute will tell the victim which information will be shared, with whom it will be shared, and why.

Waiver of Drug/Alcohol Violations

The Institute strongly encourages reporting instances of violations of this policy, including assault, dating or domestic violence or stalking. Consequently, individuals who report such information, and individuals who participate in an investigation into allegations of violations of this policy, will not be disciplined by the Institute for any violation of its drug and alcohol policies in which they might have engaged in connection with the reported incident.

No Retaliation

The Institute prohibits retaliation against any individual who makes a good faith report of a potential violation of this policy, who supports another person's report, or who acts as a witness in any investigation into a complaint. Any concerns of retaliation should be reported to the Title IX Coordinator, the Institute Director, or General Manager for Beauty Basics, Inc.. The Institute will take appropriate action against any individual who retaliates against another person in violation of this policy. The Institute will respond to complaints of retaliation pursuant to the procedures set forth in this policy.

Treatment of the Parties

The Institute will treat all parties involved in the complaint resolution procedure with dignity and respect. Each party has the right to participate in the process or decline to participate, with the understanding that the Institute will proceed with the process and make a determination based upon the information available. A complainant shall never be treated in a manner that suggests they are at fault for sexual assault or sexual violence or that they should have done something different to avoid becoming a victim. The Institute will provide nonjudgmental support to all parties who are engaged in the complaint resolution procedure and will assist any party, at their request, with preserving information, documents, or other materials relevant to a report or proceeding initiated under this policy.

Conflicts

The Institute's resolution process will be conducted by officials who do not have a conflict of interest or bias for or against the complainant or respondent. If a complainant or respondent has any concern that any individual acting for the Institute under this policy has a conflict of interest, such concern should be reported to the Title IX Coordinator. The Title IX Coordinator will review the concerns and take appropriate steps to ensure that no conflicts of interest exist on the part of anyone investigating, adjudicating or otherwise resolving a complaint under this policy. If the Title IX Coordinator has a conflict of interest with respect to a complaint, the Institute's Director or the Director's designee shall appoint an alternate person to oversee adherence to this policy with respect to the complaint at issue. If the Director is a party to the complaint or has a conflict of interest with respect to a complaint, the General Manager for Beauty Basics, Inc. shall ensure that the institution puts in place appropriate safeguards under the circumstances to ensure that the institution promptly and equitably responds to the complaint, including, but not limited to, appointment of alternate individuals to oversee adherence to this policy.

Timelines

Generally, the Institute will complete the investigation and adjudication processes outlined below within sixty (60) calendar days of receiving a complaint under this policy. Some complaints may, however, take longer to investigate and resolve. The Institute is committed to investigating and resolving all matters as promptly as possible and strives to meet the timing requirements set forth in these procedures.

However, in some cases, extensions to the timing requirements may be necessary. The Title IX Coordinator may grant reasonable extensions to timing requirements in these procedures when warranted by the circumstances. For example, extensions of timing requirements may be granted if the Institute has been asked to delay its procedures during the evidence gathering stage of a criminal investigation, if the reported allegations are particularly complex (including, without limitation, allegations that involve multiple incidents and/or multiple individuals), or if witnesses are not on campus due to a scheduled break or for another reason. Extensions will be no longer than necessary. The complainant and respondent shall receive written notice of any extensions and the reason for the extension.

Reservation of Flexibility

The procedures set forth below reflect the Institute's desire to respond to complaints in good faith and in a manner that promotes fairness to all parties. The Institute recognizes that each case is unique and that circumstances may arise which require that it reserve some flexibility in responding to the particular circumstances of the matter. In the rare cases where it is not possible or practical to follow this procedure, the Institute reserves the right to modify the procedure or to take other administrative action as appropriate under the circumstances.

Written Notification

In compliance with federal and state law, this policy and its contents provide written notification to students and employees of the following:

- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available, both within the Institute and the community, for victims of sexual violence;
- Options for, available assistance in, and how to request changes to academic and working situations, or protective measures, for victims of sexual violence;
- A written explanation of the procedures for the Institute's disciplinary action in cases of alleged sexual violence; and
- A written explanation of the rights and options of a student or employee who is a victim of sexual violence, whether the offense occurred on or off campus.

This policy: (1) will be distributed annually to all students and employees of the Institute, (2) is posted on the student bulletin boards, and (3) will be provided by the Institute to any student or employee who reports to the Institute that the student or employee has been a victim of sexual violence.

Reporting Sex Discrimination or Sexual Misconduct

a. Reports to Law Enforcement

Individuals who believe they have been subjected to criminal sexual misconduct are encouraged to notify local law enforcement authorities and will be assisted by campus authorities in notifying such authorities, if the individual so chooses. The Institute will comply with an individual's request for assistance in notifying authorities. Individuals are encouraged to report the incident to the Minneapolis Police Department.

If you would like to report sexual violence to law enforcement, the Minneapolis Police Department is located at 350 South 5th Street, Room 130, Minneapolis, MN 55415 and can be contacted by calling 911 or (612) 673-5701 or emailing police@minneapolismn.gov. Call 911 to report a crime in process or if an officer is needed at the scene. To report a crime that is a non-emergency not requiring a police officer at the scene, call 311 or 612-673-3000 if calling from outside Minneapolis.

Reporting to law enforcement is not necessary for the Institute to proceed with an investigation.

Harassment Orders, Protective Orders and No-Contact Orders

Individuals who would like to avoid contact with another individual have several options available to them, including seeking a harassment restraining order or protective order from a civil court or requesting a no-contact order from the Institute.

A harassment restraining order is a court order issued against an alleged harasser, regardless of the relationship between the alleged harasser and the alleged victim, which orders the harasser to stop harassing the victim and/or to have no contact with the victim. The Institute does not issue harassment restraining orders but one can be obtained through making an application to Hennepin County District Court. Petition forms to apply for Harassment Restraining Orders are available at the 4th District Court Self-Help Center on the Public Service Level (2nd floor) of the Hennepin County Government Center in downtown Minneapolis. Forms are also available on-line at www.mncourts.gov/ctforms, but forms must be submitted to the Court Administrator at the Hennepin County Courthouse, 300 S 6th St Minneapolis, MN, during business hours.

An order for protection is a civil court order that protects one family or household member from domestic abuse by another family or household member. The Institute does not issue orders for protection but one can be obtained through making an application to Hennepin County District Court. Anyone seeking an Order for Protection should contact the Hennepin County Domestic Abuse Service Center (DASC) to schedule an appointment at (612) 348-5073. District Court staff will help you complete the paperwork (Affidavit and Petition) needed to ask for a temporary "ex parte" Order for Protection. An order of protection can be enforced by contacting local law enforcement. The Institute will fully cooperate with any order for protection issued by a criminal, civil, or tribal court.

A no-contact order is an Institute directive that serves as notice to an individual that they must not have verbal, electronic, written, third-party or other communications or contact with another individual. To request a no-contact order from the Institute, individuals should contact Heather Walsh, phone: (612) 378-7433, email: heather.walsh@avedaarts.edu. The Institute is responsible for honoring requests for information about available options for orders for protection, restraining orders, and no-contact orders and will comply with and enforce such orders.

Crime Victims Bill of Rights

Pursuant to state law, victims of crime must be informed of their rights under the Crime Victims Bill of Rights. The following is a summary of crime victims' rights under Minnesota law.

When a crime is reported to law enforcement, victims have the right to:

- Request that their identity be kept private in reports available to the public;
- Be notified of crime victim rights and information on the nearest crime victim assistance program or resource;
- Apply for financial assistance for non-property losses related to a crime;
- Participate in prosecution of the case, including the right to be informed of a prosecutor's decision to decline prosecution or dismiss their case;
- Protection from harm, including information about seeking a protective or harassment order at no cost;
- Protection against employer retaliation for taking time off to attend protection or harassment restraining order proceedings; and
- Assistance from the Crime Victims Reparations Board and the Commissioner of Public Safety.

Victims of domestic abuse also have the right to terminate a lease without penalty. Victims of sexual assault have the right to undergo a confidential sexual assault examination at no cost, make a confidential request for HIV testing of a convicted felon, and are not required to undergo a polygraph

examination in order for an investigation or prosecution to proceed. In cases of domestic abuse and violent crime where an arrest has been made, victims also have the right to be provided notice of the release of the offender, including information on the release conditions and supervising agency.

Complete information about crime victims' rights can be found at: <https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/crime-victims-rights.aspx>.

b. Reports to the Institute

The Institute encourages anyone who has experienced or knows of an incident of sexual discrimination or misconduct to report the incident to the Institution. Reports should include as much information as possible to enable the Institute to respond appropriately. Reports can be made by telephone, email, or in person to the individuals listed below. Forms are also available from the Title IX Coordinator, the Student Services office, or General Manager for Beauty Basics, Inc., (for employees) at the addresses listed below or online at: <http://aveda.edu/minneapolis/report-harassment/>. Upon receipt of a report, the Institute will initiate its response and resolution process as set forth herein.

Reports of sex discrimination or sexual misconduct may be made by or about **students** to the following:

- the Title IX Coordinator, Heather Walsh, phone: (612) 378-7433, email: heather.walsh@avedaarts.edu
- the Institute Director, Sandra Wagner, phone: (612) 378-7420, email: sandra.wagner@avedaarts.edu
- Compliance Director, Lauren Fender, phone: (985) 415-7569, email: lauren.fender@avedaarts.edu
- Cosmetology Education Manager, Teri Cipowski, phone: (612) 378-7449, email: teri.cipowski@avedaarts.edu
- Esthiology & Massage Therapy Education Manager, Monique Faraday, phone: (612) 378-7423, email: monique.faraday@avedaarts.edu
- or the Campus Security Guard, phone: (612) 378-7442, email Minneapolis.security@avedaarts.edu

Reports of sex discrimination or sexual misconduct may be made by or about **employees** to the following:

- the Title IX Coordinator, Heather Walsh, phone: (612) 378-7433, email: heather.walsh@avedaarts.edu;
- Deputy Title IX Coordinator, Kalli Blackwell Peterman, phone: (985) 520-4776, email: kallib@avedaarts.edu;
- the Institute Director, Sandra Wagner, phone: (612) 378-7420, email: sandra.wagner@avedaarts.edu
- Compliance Director, Lauren Fender, phone: (985) 415-7569, email: lauren.fender@avedaarts.edu
- Cosmetology Education Manager, Teri Cipowski, phone: (612) 378-7449, email: teri.cipowski@avedaarts.edu
- Esthiology & Massage Therapy Education Manager, Monique Faraday, phone: (612) 378-7423, email: monique.faraday@avedaarts.edu
- or the Campus Security Guard, phone: (612) 378-7442, email Minneapolis.security@avedaarts.edu

Reports of sex discrimination or sexual misconduct may be made by or about **third parties** to the following:

- Title IX Coordinator, Heather Walsh, phone: (612) 378-7433, email: heather.walsh@avedaarts.edu
- the Institute Director, Sandra Wagner, phone: (612) 378-7420, email:

- sandra.wagner@avedaarts.edu
- Compliance Director, Lauren Fender, phone: (985) 415-7569, email: lauren.fender@avedaarts.edu
- or the Campus Security Guard, phone: (612) 378-7442, email Minneapolis.security@avedaarts.edu

The Institute accepts anonymous reports by submitting a complaint online at <http://aveda.edu/minneapolis/report-harassment/> or by submitting a complaint through the internal student complaint procedure. The Institute's Title IX Coordinator will receive all online complaints. The Title IX Coordinator will receive the complaint submitted through the internal complaint procedure and forward to the Title IX Coordinator.

The individual making the report is encouraged to provide as much detailed information as possible to allow the Institute to look into the report and respond as appropriate. The Institute may be limited in its ability to investigate an anonymous report unless sufficient information is furnished to enable the Institute to conduct a meaningful and fair investigation. Additionally, the Institute cannot guarantee complete confidentiality because it may have a legal obligation to respond to an anonymous report. See "Confidentiality" section above for further information related to requests for confidentiality.

INCIDENTS AND COMPLAINTS INVOLVING SEXUAL VIOLENCE

If you have been sexually assaulted, it is important to seek medical care, especially if you have been physically injured. Even if you do not have any visible physical injuries from the assault, there may be physical injuries that you cannot see, and medical and health centers can provide additional services such as testing for sexually transmitted diseases and emergency contraception.

Preservation of Evidence

It is important to preserve evidence which may be necessary to the proof of sexual assault, dating violence, domestic violence, or stalking or which may be helpful in obtaining a protective order. To preserve evidence, do not change clothes, bathe, douche, or brush your teeth. This is important for the evidence collection process that will occur at the hospital. Individuals should go to the Hennepin County Medical Center Emergency Room, located at 730 South 8th Street, Minneapolis MN 55415, to obtain a medical exam and preserve evidence that may be necessary for criminal prosecution as soon as possible. If you decide to make a report with the police, it is best for evidence collection to occur within 96 hours of the sexual assault. Keep in mind, though, that evidence collection does not require you to make a police report, but it does help preserve the evidence if you later decide to file a police report. Additional resources are set forth below in the section entitled, "Resources For Any Person Impacted by Sexual Violence."

The institution will provide complete and prompt assistance, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with incidents of sexual violence, including sexual assault.

Immediate and On-Going Assistance to Survivors of Sexual Violence

The Institute will support any person adversely impacted by sexual violence. Both the Institute and the community provide a variety of resources to assist and support individuals who have experienced sexual violence. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to file a complaint with the Institute or make a report to law enforcement. Support services include, but are not limited to, referring the individual to appropriate, fair, and respectful counseling and support services, making changes to academic, living, and/or working arrangements to protect the individual from contact with the alleged perpetrator, assistance in filing a criminal complaint, providing information about restraining orders and other measures as set forth above in the section entitled, "Interim Measures and Ongoing Accommodations."

Resources For Any Person Impacted By Sexual Violence

Hennepin County Medical Center (HCMC) provides Sexual Assault Resources Services (SARS) assistance to victims of rape and sexual assault through area hospital emergency departments 24 hours per day. Sexual Assault Nurse Examiners (SANEs) perform a special exam and collect evidence in a "rape kit." In addition to answering any questions, SANEs will carry about a special exam which involves:

- Collecting and saving evidence that will be needed to report sexual assault to law enforcement
- Evaluating risk for pregnancy and discussing safe prevention options
- Evaluating risk of contracting a sexually transmitted infection and offering medication to reduce that risk
- Further evaluating and documenting any injuries
- Providing resources to help during your recovery. This will include advocate services, agencies for medical follow-up, information about reporting this crime to law enforcement, information about the Crime Victims Reparations Fund and many other resources

Choosing to be seen by a SANE is about your health and safety; you have the right to decline any part of the exam at any time. You do not need to decide if you want to report an incident of

sexual assault to law enforcement right away. You can discuss your options for reporting with your SANE, a sexual assault advocate, or your friends and family. If you decide to report after you leave the hospital the evidence collected during the exam will be saved for up to three (3) months. If you have already reported your assault, your SANE will make sure the correct law enforcement agency is made aware that evidence was collected.

The county in which you were assaulted is required by law to pay for your forensic exam. If you have injuries that require medical care, such as stitches or x-rays, your insurance will be billed if that is possible. Any charges beyond this will be covered by the hospital at which you were seen.

For more information about Sexual Assault Nurse Examiners, please visit http://www.hcmc.org/services/HCMC_MAINCONTENT_428.

Sexual Assault Resource Service: 612-873-5832

701 Park Avenue, Orange Building, 2.220, Minneapolis, MN 55415

Students and employees who feel they have been the victim of any form of sexual violence may also wish to seek support or confidential counseling from any of the following resources.

Crisis Hotlines

- **Crisis Connection** 612-379-6363
- **National Sexual Assault Hotline** 800-656-HOPE (4673)
- **Love is Respect** 866-331-9474
- **Safe Horizon Hotline** 866-689-HELP (4357) or 800-621-HOPE (4673)

Victim Advocacy: **Cornerstone** (612) 374-9077

Legal Assistance: **Tubman Legal Clinic** (612) 870-2426

Visa and Immigration Assistance: **Immigrant Law Center of Minnesota** 800-223-1368

Student Financial Aid: Meg Maki Financial Aid Counselor (612) 378-7418

Employees also have access to counseling services through the below resource.

Interface Employee Assistance Plan

www.4eap.com

(713) 781-3364

(800) 324-4327

The Institute does not have professional counselors or pastoral counselors on site, but the Student Care Manager can help guide a student or employee to the necessary resource.

Complaint Involving Sexual Violence

Complaints are generally initiated by individuals who believe that their rights under this policy have been violated, but any individual may initiate the complaint procedure. In addition, the Institute reserves the right to move forward with a complaint resolution process to protect the safety and welfare of the community, even if the complainant chooses not to make or move forward with a complaint. Generally, the Title IX Coordinator will make a determination of whether the Institute will move forward with a complaint resolution process in the absence of a complaint filed by the complainant. If the Institute decides that it has an obligation to move forward with a complaint resolution process, it will notify the complainant before proceeding. Complaints of sexual misconduct should be made through the Title IX Coordinator, the Student Services office, Kalli Blackwell Peterman (for employees), or online at <http://aveda.edu/minneapolis/report-harassment/>.

Contact information

- Title IX Coordinator, Heather Walsh, phone: (612) 378-7433, email: heather.walsh@avedaarts.edu
- Deputy Title IX Coordinator, Kalli Blackwell Peterman, phone: (985) 520-4776, email: kallib@avedaarts.edu;

Institute's Resolution Process for Complaint Involving Sexual Violence

Complaints of a violation of this Policy received by the Institute will be processed either according to the following Resolution Process for Complaint Involving Sexual Violence or the Formal or Informal Resolution Process for Incidents and Complaints of Sexual Misconduct that Do Not Involve Sexual Violence, depending on the nature of the allegations. The following process shall generally apply to complaints of a violation of this Policy received by the Institute that involve allegations of sexual violence, including sexual assault, dating violence, domestic violence, and stalking, regardless of where the alleged incident occurred.

The Institute's resolution process will be conducted by officials who receive annual training on issues related to sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, and on how to conduct a resolution process that protects the safety of victims and promotes accountability. The annual training includes, but is not limited to, the following topics: legal requirements for handling complaints of sexual misconduct, relevant evidence and how it should be used, proper techniques for questioning witnesses, basic rules for conducting proceedings, avoiding actual or perceived conflicts of interest, and the impact and challenges of trauma in investigating and adjudicating allegations of misconduct.

The complainant and respondent shall be given timely notice of meetings at which the complainant or respondent or both will be present.

a. Advisors

The complainant and the respondent have the right to be assisted by an advisor of their choice, including an attorney, during any institutional disciplinary proceeding or related meeting, as long as the advisor acknowledges in writing the below guidelines for advisors. An advisor who is not a potential witness in the case is recommended.

Guidelines for advisors are:

- The purpose of the advisor is to support a student in the complaint process. Advisors should be chosen for their ability to assist a student with the process.
- Advisors may confer with their advisee, but they may not actively participate in the complaint resolution process. The advisor may accompany the complainant or respondent to all meetings relating to the complaint resolution process. The advisor may not appear in lieu of the complainant or respondent or speak on their behalf in either in-person or written communications to the Institute. The advisor may not communicate directly with the investigator(s), adjudicator(s), appellate officer(s), the Title IX Coordinator, Deputy Title IX Coordinator, or any other school official involved in the complaint resolution process and may not interrupt or otherwise delay the complaint resolution process.
- The investigation file or other information provided to a party in any case may be made available to their advisor with the written permission of the involved student who has chosen the advisor, subject to the same limitations as those placed upon the parties and conditioned

upon the advisor's agreement to maintain the confidentiality of student education records or other confidential information.

- Violations of confidentiality or other forms of interference with the complaint procedure by the advisor may result in disqualification of an advisor.
- The Institute will provide the parties information regarding the selection of an advisor by another party, including whether the other party's advisor is an attorney.

b. Investigation

Following the submission of a completed complaint form that states a possible violation of this policy, which includes allegations of sexual violence, the Institute will complete a thorough, fair, impartial, and prompt investigation.

1. Appointment of Investigator(s)

The Title IX Coordinator, or their designee, will appoint one or more investigators. The complainant and the respondent will be notified in writing of the identities of the investigator(s) assigned to their case. As discussed above, each investigator assigned under this policy will have received, at a minimum, annual training on issues related to sexual violence, including how to conduct an investigation that protects the safety of victims and promotes accountability.

The complainant or respondent may request the removal of an investigator on the grounds of personal bias or other conflict of interest. See "Conflicts" section above. Such requests may be made by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than two (2) business days after receiving notice of the identity of the investigator(s) assigned to the matter. The Title IX Coordinator will determine whether to accept or deny the challenge. If the request is accepted, a replacement will be appointed and notice will be provided to the complainant and respondent.

2. Complainant's Account

The investigator(s) shall interview the complainant to obtain the complainant's account of the alleged misconduct or to verify information the complainant has already provided in their report or complaint. In addition, the complainant shall be invited to advise the investigator(s) of any witnesses they believe should be interviewed, and/or other evidence that they believe should be reviewed by the investigator(s). The investigator(s) may also request additional information from the complainant. The complainant may decide when (or when not) to repeat a description of the alleged misconduct and has the right to decline to participate in the complaint resolution procedure. If at any time the complainant declines to participate in the process, the Institute's ability to meaningfully investigate and resolve a complaint may be limited. In such cases, the Institute will proceed with the complaint resolution procedure, if possible to do so without the complainant's participation, and will make a determination based upon the information available as set forth above in the section entitled, "Non-Participation and Silence."

3. Respondent's Account

In a separate meeting, the investigator(s) shall interview the respondent to obtain the respondent's account of the alleged misconduct. In addition, the respondent shall be invited to advise the investigator(s) of any witnesses they believe should be interviewed, and/or other evidence that they believe should be reviewed by the investigator(s). The investigator(s) may also request additional information from the respondent. The respondent has the right to decline to participate in the complaint resolution procedure. In such cases, the Institute will proceed with the complaint process and will make a determination based upon the information available as set forth in the above section entitled, "Non-Participation and Silence."

4. Witness Statements, if applicable

The investigator(s) may interview any witnesses who may have information of relevance to the alleged

misconduct. The investigator(s) may exercise discretion in the selection of witnesses to be interviewed. The naming of a witness by either party does not obligate the investigator(s) to interview that proposed witness. The investigator may conduct additional interviews with witnesses whose names were provided by individuals other than the complainant and the respondent.

5. Other Evidence, if applicable

The investigator(s) may request and review other evidence of relevance to the alleged misconduct, such as video recordings, photographs, text messages, or other artifacts.

6. Investigator's Summary of the Investigation, if applicable

The investigator(s) may prepare a written summary of the investigation to guide the adjudicator in their review of the information gathered during the investigation.

7. Compilation of Investigation File

The investigator(s) shall compile evidence into an investigation file. The investigation file shall consist of any information, documents, recordings, or artifacts that are provided to the adjudicator. Such information may include, as applicable:

- The written complaint;
- The investigator's summary of the investigation.

8. Parties' Review of the Investigation File

The investigation file, and any other information that will be shared with school officials for adjudication of a matter, will be made available for review by the complainant and respondent. Confidential information in the investigation file that cannot be shared with the parties or the adjudicator(s) may be redacted from the file in accordance with applicable federal and state law. The investigation file cannot be copied or removed from the location provided by the Institute for review purposes.

Following review of the investigation file, both parties shall have the opportunity to provide a written statement containing any comments or additional information the parties would like the adjudicator(s) to consider. The written statement shall not exceed 2,000 words in length. The written statement must be submitted within ten (10) calendar days after the investigation file is made available to the parties. The parties shall have an opportunity to review the written statement submitted by the other party and may submit a written rebuttal statement not to exceed 1,000 words in length. The rebuttal statement must be submitted within five (5) calendar days after a party's receipt of the other party's initial written statement.

9. Timing of Investigation

The Institute will attempt to complete the investigation process within twenty (20) business days of the initiation of the complaint, but, as discussed in the Timelines Section above, in some cases more time will be required. For example, if a criminal report has been filed, the Institute's procedures, including any investigation, may be temporarily delayed to allow law enforcement to gather evidence. Such delay may only occur at the request of law enforcement and shall not be any longer than necessary for law enforcement to complete the gathering of evidence. In no case will the Institute wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation. Any extension of the investigation process will be no longer than necessary and the reason for the extension will be shared with the parties in writing.

c. Adjudication

Upon completion of the investigation, the Institute Director will review the investigation and make a determination as to whether it is more likely than not that a violation of this Policy occurred, and if so, what sanctions are warranted. The Institute reserves the right to appoint additional adjudicators to assist in making a determination. As discussed in the introduction to the Institute's Resolution Process for Complaint Involving Sexual Violence Section above, each adjudicator assigned under this policy will have received, at a minimum, annual training on issues related to sexual violence, including how to conduct an

adjudication process that protects the safety of victims and promotes accountability.

The complainant and the respondent shall receive written notice of the identity of the adjudicator(s) assigned to adjudicate the complaint. The complainant or respondent may request the removal of an adjudicator on the grounds of personal bias or other conflict of interest. See "Conflicts" section above. Such requests may be made by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than two (2) business days after receiving notice of the identity of the adjudicator(s) assigned to the matter. The Title IX Coordinator will determine whether to accept or deny the challenge. If the request is accepted, a replacement will be appointed and notice will be provided to the complainant and respondent. The decision of the Title IX Coordinator with regard to the challenge is final and is not appealable.

1. Adjudicator's Review of the Investigation File

The investigation file will be made available to and reviewed by the adjudicator(s) following confirmation of his, her, or their appointment. The investigation file shall consist of the following: complaint, investigator's summary of the investigation, and the written statements of the parties. Upon review of the investigation file, the adjudicator(s) may, in their discretion, request additional investigation by the investigator(s), or to review specific evidence or information obtained by the investigator.

The Title IX Coordinator will ensure that the complainant and respondent have been given equivalent opportunities to present relevant information for consideration in the investigation and adjudication process. At any time during the investigation and adjudication phases, the Title IX Coordinator may review the investigation summary, written statements of the parties, and other evidence to determine whether additional investigation is necessary, statements and documents received by the investigator are within the appropriate scope of the investigation, and/or information or other evidence contained in the investigation file should be redacted.

2. Determination

The adjudicator(s) will render a decision based upon the investigation file, written statements provided by the parties, and any other information the adjudicator(s) deem appropriate and which is made available to both the complainant and respondent. The Title IX Coordinator is available for consultation, but the Title IX Coordinator will not participate in making a decision. The adjudicator(s) will use a preponderance of the evidence standard ("more likely than not") in determining whether a violation of the policy has occurred.

3. Sanctions and Remedies

If the decision is made that it is more likely than not that the respondent violated this policy the adjudicator(s) shall determine appropriate sanction(s). The determination will include steps to take to prevent recurrence of any such violations, and as appropriate, remedies for the Complainant. Should the Institute determine that other sanctions are deemed necessary to protect the Institute community, those specific sanctions will be included in following year's Annual Security Report.

Students

Sanctions imposed upon students who are determined to have violated this policy may include the following, depending on the seriousness of the violation. Each of these sanctions may be imposed alone or in combination for a respondent found responsible for sexual misconduct, including for violations of the dating violence, domestic violence, sexual assault, or stalking provisions of this policy:

- warning,
- behavioral contract,
- required attendance at educational programs,
- required assessment or counseling,
- restriction of privileges,

- no future admission,
- conditions upon the individual's presence or campus or at Aveda Institute Minneapolis events,
- no trespass or no contact order(s),
- suspension, ranging from one (1) to sixty (60) days, with reinstatement requirements including behavioral contracts, required attendance at educational programs, required assessment or counseling, and conditions upon individual's presence on campus or at Aveda Institute Minneapolis events,
- involuntary withdrawal, ranging from six (6) days to one (1) year, with reentry requirements including behavioral contracts, required attendance at educational programs, required assessment or counseling, and conditions upon individual's presence on campus or at Aveda Institute Minneapolis events,
- expulsion.

Institute Personnel

Sanctions for Institute personnel deemed to have violated this policy may include the following, depending on the seriousness of the violation. Each of these sanctions may be imposed alone or in combination for a respondent found responsible for sexual misconduct, including for violations of the dating violence, domestic violence, sexual assault, or stalking provisions of this policy:

- performance counseling on appropriate behavior and expectations,
- warning (oral or written),
- awareness letter for employee's file,
- performance improvement plan,
- reference to violation in individual employee performance development plan,
- required attendance at educational programs,
- required assessment or counseling,
- conditions upon individual's presence on campus or at Aveda Institute Minneapolis events,
- no trespass or no contact order(s),
- unpaid suspension, ranging from one (1) day to two (2) years, with reinstatement requirements including behavioral contracts, required attendance at educational programs, required assessment or counseling, and ongoing conditions upon individual's presence on campus or at Aveda Institute Minneapolis events,
- suspension of promotion and salary increments, ranging from six (6) months to two (2) years, with reinstatement requirements including behavioral contracts, required attendance at educational programs, required assessment or counseling, and ongoing conditions upon individual's presence on campus or at Aveda Institute Minneapolis events,
- suspension or withdrawal of privileges, ranging from one (1) day to two (2) years, with reinstatement requirements including behavioral contracts, required attendance at educational programs, required assessment or counseling, and conditions upon individual's presence on campus or at Aveda Institute Minneapolis events,
- change in duties,
- demotion and/or termination of employment,
- ineligibility for rehire following termination.

Third-Parties

Sanctions for third-parties who have been deemed to have violated this policy may include the following, depending on the seriousness of the violation. Each of these sanctions may be imposed alone or in combination for a respondent found responsible for sexual misconduct, including for violations of the dating violence, domestic violence, sexual assault, or stalking provisions of this policy:

- conditions upon the individual's presence on campus or at Institute events,
- no trespass and no contact orders, or

- other steps deemed necessary to protect the Institute community.

Remedies, accommodations and protective measures for the complainant include those listed in the above section, "Interim Measures and Ongoing Accommodations."

4. Notice of Outcome

The parties shall receive a simultaneous written notice of the outcome of the complaint. The notice shall include the determination of the adjudicator(s); where a violation is deemed to have occurred, the sanctions imposed; the rationales for the determination and sanctions, including, how the evidence was weighted, how the information supports the result, and the standard of evidence applied; and the date by which the result becomes final as provided below; any other steps the Institute has taken to eliminate the conduct and prevent its recurrence; and, in the complainant's notice, remedies offered or provided to the complainant. If the decision is made that there is not sufficient basis to establish that it is more likely than not that a violation of this policy occurred, the parties will be notified of that determination, including the rationale for the result, and the complainant will be informed of other procedures for resolving the complaint and of other resources that may be available to the complainant.

Normally, the Institute will complete the adjudication process and provide a notice of outcome within twenty-five (25) calendar days of completion of the investigation. In some cases, more time may be required.

INCIDENTS AND COMPLAINTS OF SEXUAL MISCONDUCT THAT DO NOT INVOLVE SEXUAL VIOLENCE

As discussed above, complaints of a violation of this Policy received by the Institute will be processed either according to the Resolution Process for Complaint Involving Sexual Violence or the following Formal or Informal Resolution Process for Incidents and Complaints of Sexual Misconduct that Do Not Involve Sexual Violence, depending on the nature of the allegations. The following process shall generally apply to complaints of a violation of this Policy received by the Institute, such as allegations of sexual harassment, that do not involve allegations of sexual violence.

The Institute's resolution process will be conducted by officials who receive training and/or have to experience handling matters related to sexual harassment and sexual violence, including how conduct a resolution process that protects the safety of victims and promotes accountability.

Initiation of Complaint

Complaints are generally initiated by individuals who believe that their rights under this policy have been violated, but any individual may initiate the complaint procedure. In addition, the Institute reserves the right to move forward with a complaint resolution process to protect the safety and welfare of the community, even if the complainant chooses not to make or move forward with a complaint. Generally, the Title IX Coordinator will make a determination of whether the Institute will move forward with a complaint resolution process in the absence of a complaint filed by the complainant. If the Institute decides that it has an obligation to move forward with a complaint resolution process, it will notify the complainant before proceeding. When a complaint is made under this policy, the Institute may ask that the report be confirmed in a written and signed complaint form. The Title IX Coordinator or other Institute official is available to assist in the completion of this form. Complaint forms are available from the Title IX Coordinator, the Student Services office, or General Manager for Beauty Basics, Inc.

Formal and Informal Resolution Options

There are two avenues for resolution of an alleged policy violation in cases that do not involve sexual violence: formal and informal resolution. If a complaint is processed informally, the complainant, respondent or Institute has the option to move the complaint to the formal process at any time. Informal resolution is never appropriate in cases involving allegations of sexual assault.

The Title IX Coordinator is available to explain the informal and formal resolution procedures. In addition, the Title IX Coordinator may also directly refer the matter to other institutional disciplinary procedures. This referral option will generally be used when: (1) the type of behavior that is alleged to have occurred does not constitute a violation of the sexual misconduct policy or (2) the behavior that is alleged to have occurred is better handled under another disciplinary procedure. Every attempt will be made to determine the appropriate option for resolution within five (5) business days of the submission of the complaint.

a. Informal Process and Resolution

If an informal resolution is pursued, the Title IX Coordinator (or their designee) will attempt to facilitate a resolution that is agreeable to all parties. Under the informal process, the Institute will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the Institute, and the Institute community.

Any party to the complaint has the option to discontinue the informal process and request a formal investigation. The Institute also always has the discretion to initiate a formal investigation. If at any point during the informal process, the complainant, the respondent, or the Institute wish to cease the informal process and to proceed through the formal procedure, the informal process will stop and the formal process outlined below will be invoked.

Any informal resolution must adequately address the concerns of the complainant, as well as the rights of

the respondent and the overall intent of the Institute to stop, remedy, and prevent policy violations. To facilitate such a resolution, the Title IX Coordinator will make a recommended resolution that may include a variety of institutional responses or requirements, including, but not limited to, counseling or education on appropriate behavior, a requirement of behavioral changes, a written warning and/or other disciplinary actions, up to and including termination of employment for employees or suspension or expulsion for students.

If all parties to the complaint and the Institute agree in writing to the terms and conditions of a recommended resolution within five (5) business days, the case will be resolved without further process under this procedure. If all parties to the complaint do not agree in writing to the terms and conditions of the recommended resolution within five (5) business days, the complaint will be referred to the formal process.

b. Formal Process

If a complaint is not processed through the Informal Process, or is not resolved through the Informal Process outlined above, the complaint shall be processed according to the formal procedure outlined below.

1. Investigation

The Institute will complete a thorough, fair and impartial investigation. The investigation will be conducted by one or more investigators appointed by the Title IX Coordinator. At least one investigator shall be appointed for each case. The complainant and the respondent shall receive written notice of the identity of the investigator(s) assigned to investigate the complaint. Either party may request the removal of an investigator on the grounds of personal bias or other conflict of interest. See “Conflicts” section above. Such requests may be made by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than two (2) business days after receiving notice of the identity of the adjudicator(s) assigned to the matter. The Title IX Coordinator will determine whether to accept or deny the challenge. If the request is accepted, a replacement will be appointed and notice will be provided to the complainant and respondent. The decision of the Title IX Coordinator with regard to the challenge is final and is not appealable.

The investigator(s) shall interview the complainant, respondent and/or other witnesses and may request additional information from the complainant, respondent or others. In addition, the complainant and respondent shall have an opportunity to advise the investigator(s) of any witnesses they believe should be interviewed, and/or other evidence that they believe should be reviewed by the investigator(s). The investigator may interview witnesses who were not suggested by either party. Normally, the Institute will complete the investigation process within twenty (20) business days of the initiation of the complaint or the referral from the informal process, but in some cases more time will be required.

2. Adjudication

The Institute will complete a thorough, fair, impartial, and timely adjudication process. The complainant and the respondent shall receive written notice of the identity of the adjudicator(s) assigned to adjudicate the complaint and the Title IX Coordinator reserves the right to appoint additional adjudicators to assist in making a determination. Either party may request the removal of an adjudicator on the grounds of personal bias or other conflict of interest. See “Conflicts” section above. Such requests may be made by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than two (2) business days after receiving notice of the identity of the adjudicator(s) assigned to the matter. The Title IX Coordinator will determine whether to accept or deny the challenge. If the request is accepted, a replacement will be appointed and notice will be provided to the complainant and respondent. The decision of the Title IX Coordinator with regard to the challenge is final and is not appealable.

The investigation file will be made available to and reviewed by the adjudicator(s) following his, her, or their appointment. Upon review of the investigation file, the adjudicator(s), in consultation with the Title IX

Coordinator, may request additional investigation by the investigator(s). The adjudicator(s) will render a decision based upon the investigation file and any other information the adjudicator(s) deems appropriate. While the Title IX Coordinator is available for consultation, the Title IX Coordinator will not participate in making a decision. The adjudicator(s) will use a preponderance of the evidence (or “more likely than not”) standard in determining whether a violation of this policy has occurred, and if so, what sanctions are warranted.

If the decision is made that there is not sufficient basis to believe that it is more likely than not that the respondent violated this Policy, the parties will be notified of that determination and informed of other resources that may be available.

If the decision is made that it is more likely than not that the respondent violated this policy, the adjudicator(s) or the adjudicator’s designee shall determine appropriate sanction(s). The determination will include steps to take to prevent recurrence of any such violations, and as appropriate, remedies for the complainant. Possible sanctions include counseling or education on appropriate behavior, a requirement of behavioral changes, a written warning and/or other disciplinary actions, up to and including termination of employment for employees or suspension or expulsion for students.

3. Notice of Outcome

The parties shall receive a simultaneous written notice of the outcome of the complaint, to include the determination of the adjudicator(s); where a violation is deemed to have occurred, in the respondent’s notice, any imposition of sanctions, and in the complainant’s notice, any imposition of sanctions that directly relates to the complainant; any other steps the Institute has taken to eliminate the conduct and prevent its recurrence; and, in the complainant’s notice, remedies offered or provided to the complainant. Every attempt will be made to complete the adjudication process and provide a Notice of Outcome within twenty-five (25) business days of the completion of the investigation. In some cases more time may be required.

ALTERNATIVE PROCEDURE

Nothing in this policy is intended to interfere with the right of any individual to pursue other avenues of recourse which may include, but is not limited to, filing a complaint with the United States Department of Education’s Office for Civil Rights (OCR).

The OCR office for institutions located in Minnesota is:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago IL 60661-4544
Tel: 312.730.1560
TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

Drug-Free School and Workplace Policy

Aveda Institute Minneapolis embraces the spirit of the public law that requires schools to provide a drug-free campus and work place. As part of our institutional philosophy, we are dedicated to the advancement and wellbeing of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The institute will abide by the policy outlined below, which applies to both students and employees. Employees are also subject to the Neill Corporation drug and alcohol policy, which is incorporated by reference herein.

Standards of Conduct

The possession, distribution, or consumption of alcoholic beverages is prohibited on all Aveda Institute Minneapolis property, whether owned or leased. Students and Minnesota Cosmetology and Esthiology licensees are prohibited from school premises while consuming or under the influence of an intoxicant or alcohol. At institute-sponsored functions where alcohol may be served, Aveda Institute Minneapolis prohibits unlawful or irresponsible possession, distribution and consumption of alcoholic beverages, regardless of location and regardless of age. Aveda Institute Minneapolis enforces the drinking laws of the state of Minnesota, including the prohibition of use by persons younger than 21 years of age.

Aveda Institute Minneapolis prohibits the unlawful possession, distribution, use, and being under the influence of illegal drugs and/or controlled substances on any property leased or owned by the institute or in any program or activity sponsored by the institute in any location. Although the Minnesota Medical Cannabis Act allows those with a qualifying medical condition to use medical marijuana in certain circumstances, the possession of marijuana is prohibited under federal law. Aveda Institute Minneapolis accordingly prohibits possession, distribution, use, and being under the influence of marijuana on any property leased or owned by the institute or in any program or activity sponsored by the institute in any location.

Disciplinary Sanctions

Aveda Institute Minneapolis will impose disciplinary sanctions on students and employees (consistent with federal, state, or local law) for violations of the standards of conduct set forth in this policy. Disciplinary sanctions may include expulsion or termination of employment and referral for prosecution. As a condition of enrollment, students must abide by the terms of the policy or one or more of the following actions will be taken within 30 days:

- reporting the violation to law enforcement officials;
- taking appropriate disciplinary action against such student, up to and including expulsion; or
- requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

If an employee is not terminated after violating the Aveda Institute Minneapolis's alcohol and drug policy, they may be required to participate in a substance abuse assistance or rehabilitation program as a condition of continued employment.

Legal Sanctions

This description is intended to provide a basic, general understanding of the range of serious legal sanctions which can arise from the unlawful possession, distribution and/or use of illicit drugs and alcohol. Individuals who are concerned about specific circumstances should consult applicable laws and/or seek

legal counsel. In addition to the federal and state sanctions outlined below, secondary civil consequences may also flow from criminal drug violations. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the state or federal government. Those who are convicted of felony violations may be barred from governmental employment or from licensed professions such as law, medicine and teaching. In addition, individuals may face a variety of penalties imposed by municipal ordinances.

Federal Sanctions. Federal anti-drug laws could affect a number of areas on the lives of our students and employees. Students could lose eligibility for financial aid, could be denied other federal benefits such as Social Security, retirement, welfare, health, disability, and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict resident members of their household who are involved in drug-related crimes on or near the public housing premises.

Federal Drug Offenses and Penalties, 21 U.S.C. § 841 et. seq.

§ 841(b)(1)(A) Distribution, manufacture, possession, and dispensing of 1 kilogram or more of a mixture containing a detectable amount of heroin; 5 kilograms or more of a mixture containing a detectable amount of coca leaves or cocaine; 280 grams or more of a mixture which contains cocaine base; 400 grams or more of a mixture containing a detectable amount of fentanyl or 100 grams or more of a mixture containing a detectable amount of a fentanyl analogue; 100 grams or more of PCP or 1 kilogram or more of a mixture or substance containing a detectable amount of PCP; 10 grams or more of a mixture containing a detectable amount of LSD; 1,000 kilograms of a mixture containing a detectable amount of marijuana or 1,000 or more marijuana plants; or 50 grams or more of methamphetamine or 500 grams or more of a mixture containing a detectable amount of methamphetamine, is a felony punishable by not less than 10 years in prison nor more than life in prison; and if death or serious bodily injury results, not less than 20 years nor more than life in prison; and not more than a \$10 million fine for a first offense. A second offense is punishable by not less than 20 years nor more than life in prison and a fine of not more than \$20 million. Two or more prior offenses may result in life in prison and a fine of not more than \$20 million.

§ 841(b)(1)(B) In the case of distribution, manufacture, possession, and dispensing of 100 kilograms or more of a mixture containing a detectable amount of marijuana or 100 or more marijuana plants; 100 grams or more of a mixture containing a detectable amount of heroin; 500 grams or more of a mixture containing a detectable amount of coca leaves or cocaine; 28 or more grams of a mixture which contains cocaine base; 40 grams or more of a mixture containing a detectable amount of fentanyl or 10 grams or more of a mixture containing a detectable amount of a fentanyl analogue; 1 gram or more of a mixture containing a detectable amount of LSD; 10 grams or more of PCP or 100 grams or more of a mixture containing a detectable amount of PCP; 5 grams or more of methamphetamine or 50 grams or more of a mixture containing a detectable amount of methamphetamine, one may be sentenced to not less than 5 years in prison nor more than 40 years; and if death or serious bodily injury results, not less than 20 years nor more than life in prison; and fined not more than \$5 million for a first offense. A second offense is punishable by not less than 10 years and not more than life in prison and a fine of not more than \$8 million.

§ 841(b)(1)(C) For distribution, manufacture, possession, and dispensing of 50 to 99 kilograms of a mixture containing a detectable amount of marijuana, or 50 to 99 marijuana plants; more than 10 kilograms of hashish; more than 1 kilogram of hashish oil; any amount of other schedule I or II substances; any drug product containing gamma hydroxybutyric acid; or 1 gram or less of flunitrazepam, one may be sentenced to not more than 20 years in prison. If death or serious bodily injury result, one may be sentenced to not less than 20 years nor more than life in prison. In addition, one may be fined not more than \$1 million. A second offense is punishable by not more

than 30 years, or if death or serious bodily injury result, life in prison, and a fine of \$2 million.

§ 841(b)(1)(D) For distribution, manufacture, possession, and dispensing of a quantity of marijuana less than 50 kilograms, or 1 to 49 marijuana plants, less than 10 kilograms of hashish, or less than one kilogram of hashish oil, one may be sentenced to not more than 5 years and fined not more than \$250,000. A second offense is punishable by not more than 10 years in prison and a fine of not more than \$500,000.

§ 841(b)(1)(E) For distribution, manufacture, possession, and dispensing of any amount of other schedule III drugs, one may be sentenced to not more than 10 years in prison, or if death or serious bodily injury result, not more than 15 years in prison. One may be fined not more than \$500,000. A second offense is punishable by not more than 20 years in prison, or if death or serious bodily injury result, not more than 30 years, and a fine of not more than \$1 million.

§ 841(b)(2) For distribution, manufacture, possession, and dispensing of any amount of all other schedule IV drugs (other than one gram or more of flunitrazepam), one may be sentenced to not more than 5 years in prison and fined not more than \$250,000 for a first offense. A second offense is punishable by not more than 10 years in prison and a fine of not more than \$500,000.

§ 841(b)(3) For distribution, manufacture, possession, and dispensing of any amount of all schedule V drugs, one may be sentenced to not more than 1 year and fined not more than \$100,000 for a first offense. A second offense is punishable by not more than 4 years in prison and a fine of not more than \$200,000.

§ 848(b) If one is the head of a "drug ring" of 5 or more persons engaged in a criminal enterprise involving the manufacture, acquisition, transportation, distribution, or sale of illegal substances, one may be sentenced to life in prison in certain circumstances.

§ 853(a) All of the above include the possibility of forfeiture of property derived from or used in the distribution of illegal drugs, or used in the manufacture of such drugs.

§§ 859-60 Distribution of controlled substances to persons under 21 years of age may be punishable by twice the above sentences, as may distribution within 1,000 feet of a school, college, or university.

Federal law also imposes penalties for simple possession of controlled substances, as set forth in 21 U.S.C. § 844(a). A first conviction may result in a term of imprisonment of not more than one year, a minimum fine of \$1,000, or both. A second conviction will result in imprisonment for not less than 15 days but not more than 2 years and a fine of at least \$2,500. Penalties for a third conviction include imprisonment for not less than 90 days but not more than 3 years, and a minimum fine of \$5,000.

State Law Sanctions for Drug Offenses. Minnesota statutes related to drugs and controlled substances may be generally found under Chapter 152 of the Minnesota Statutes.

Minn. Stat. § 152.021 Controlled substance crimes in the first degree include the sale of 17 grams or more of a mixture containing cocaine or methamphetamine; 10 grams or more of a mixture containing heroin; 50 grams or more of a mixture containing a narcotic drug other than cocaine, heroin, or methamphetamine; 50 grams or more of a mixture containing amphetamine, phencyclidine, or hallucinogen, or 200 or more dosage units of that mixture; and 25 kilograms or more of a mixture containing marijuana or tetrahydrocannabinols. First degree crimes also include possession of 50 or more grams of a mixture containing cocaine or methamphetamine; 25 grams or more of a mixture containing

heroin; 500 grams or more of a mixture containing a narcotic drug other than cocaine, heroin, or methamphetamine; 500 grams or more of a mixture containing amphetamine, phencyclidine, or hallucinogen, or 500 or more dosage units of those substances; and 50 kilograms of marijuana or tetrahydrocannabinols or 500 or more marijuana plants. First degree offenses are punishable by imprisonment of up to 30 years and/or a fine of \$1 million.

Minn. Stat. § 152.022 Controlled substance crimes in the second degree include the sale of 10 or more grams of a mixture containing a narcotic drug other than heroin; 3 or more grams of a mixture containing heroin; 10 or more grams of a mixture containing amphetamine, phencyclidine, or hallucinogen, or 50 or more dosage units of that mixture; 10 kilograms or more of marijuana or tetrahydrocannabinols; and any amount of a schedule I or II narcotic drug to a person under the age of 18 or in a school zone, park zone, public housing zone, or a drug treatment facility. Second degree crimes also include possession of 25 grams or more of a mixture containing cocaine or methamphetamine; 6 grams or more of a mixture containing heroin; 50 grams or more of a mixture of other narcotic drugs; 50 grams or more of a mixture containing amphetamine, phencyclidine, or hallucinogen, or 100 or more dosage units of that mixture; and 25 kilograms or more of a mixture containing marijuana or tetrahydrocannabinols or 100 or more marijuana plants. Second degree offenses are punishable by imprisonment of up to 25 years and/or a fine of not more than \$500,000.

Minn. Stat. § 152.023 Controlled substance crimes in the third degree include the sale of any amount of a mixture containing a narcotic drug; 10 or more dosage units of a mixture containing phencyclidine or hallucinogen; any amount of a mixture containing a schedule I, II, or III substance (other than a schedule I or II narcotic) to a person under the age of 18; and 5 kilograms or more of a mixture containing marijuana or tetrahydrocannabinols. Third degree crimes also include possession of 10 grams or more of a mixture containing a narcotic drug other than heroin; 3 or more grams of a mixture containing heroin; 50 or more dosage units of a mixture containing a narcotic drug; any amount of a schedule I or II narcotic drug or a mixture containing methamphetamine in a school zone, a park zone, a public housing zone, or a drug treatment facility; and 10 kilograms or more of a mixture containing marijuana or tetrahydrocannabinols. Third degree offenses are punishable by imprisonment for not more than 20 years and/or a fine of not more than \$250,000.

Minn. Stat. § 152.024 Controlled substance crimes in the fourth degree include the sale of a mixture containing a schedule I, II, or III substance, except marijuana and tetrahydrocannabinols; a mixture containing a schedule IV or V substance to a person under the age of 18; and any amount of marijuana or tetrahydrocannabinols in a school zone, a park zone, a public housing zone, or a drug treatment facility. Fourth degree crimes also include possession of 10 or more dosage units of a mixture containing phencyclidine or hallucinogen; and possession of a mixture containing a schedule I, II, or III substance (other than marijuana and tetrahydrocannabinols) with intent to sell the substance. Fourth degree offenses are punishable by imprisonment for not more than 15 years and/or a fine of not more than \$100,000.

Minn. Stat. § 152.025 Controlled substance crimes in the fifth degree include the sale of a mixture containing marijuana or tetrahydrocannabinols and sale of a mixture containing a schedule IV substance. Fifth degree crimes also include possession of a mixture containing a schedule I, II, III, or IV substance, except a small amount of marijuana. Fifth degree offenses are punishable by imprisonment of not more than 5 years and/or a fine of not more than \$10,000. A first offense involving possession of less than 0.25 grams of a controlled substance other than heroin or less than 0.05 grams of heroin is a gross misdemeanor punishable by imprisonment of not more than 1 year and a maximum fine of \$3,000.

Minn. Stat. § 152.027, subd. 4 prohibits the sale or possession of small amounts of marijuana (42.5 grams or less). Violation of this subdivision is a petty misdemeanor and the offender shall be required to participate in a drug education program and may be fined up to \$300.

Minn. Stat. § 152.027, subd. 7(a) prohibits the sale of any amount of kratom or a substance that contains mitragynine or 7-hydroxymitragynine to a person under the age of 18. A violation is punishable by

imprisonment of not more than 1 year and a maximum fine of \$3,000. Minn. Stat. § 152.027, subd. 7(b) prohibits minors from unlawfully possessing any amount of kratom or a substance that contains mitragynine or 7-hydroxymitragynine. A violation is punishable by imprisonment of not more than 90 days and/or a fine of not more than \$1,000.

The state laws concerning driving under the influence of alcohol (see below) apply equally to driving under the influence of drugs.

State Law Sanctions for Alcohol Offenses. State laws regulating the production, dispensation, possession, and use of alcohol may be found in Chapter 340A of the Minnesota Statutes. State laws prohibit the sale or distribution of alcoholic beverages to any person under the age of 21, or to an obviously intoxicated person. Violation of these laws is punishable by up to 1 year in jail and a \$3,000 fine. Underage drinking carries a minimum fine of \$100. Trying to purchase alcohol with a fake ID can result in a loss of driving privileges for at least ninety (90) days.

Criminal sanctions may also apply to those who operate motor vehicles while under the influence of alcohol and/or drugs. Under Minnesota law, the first conviction for driving while impaired carries a penalty of up to ninety (90) days in jail and a \$1,000 fine. The penalty increases to not more than one year imprisonment and up to a \$3,000 fine if the driver fails to submit to a blood alcohol test. Drivers under the age of 21 cited for any amount of alcohol use while driving will lose their license for 30 days, or 180 days if the person has previously been cited for a similar violation, and face up to a \$1,000 fine and 90 days in jail.

Health Risks

Drugs and alcohol can be highly addictive to the body and can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, institute, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, and anxious or experience sexual indifference, loss of physical coordination and appetite, coma, convulsion, or even death. Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover or feeling "burnt out," being preoccupied with plans of the next drink or "high," or slowed reflexes that can be especially dangerous while driving. Alcohol-related driving deaths are the top killer of 15- to 24- year-olds.

Signs that could indicate when someone is in trouble with drugs or alcohol, including:

- abrupt changes in mood or attitude;
- continuing slump at work or school;
- continuing resistance to discipline at home or school;
- inability to get along with friends or family;
- unusual temper flare-ups;
- increased borrowing of money;
- heightened secrecy;
- a complete new set of friends.

Counseling, Treatment and Rehabilitation

Students can obtain drug and alcohol education information and a list of counseling and support services from the Student Care Manager. Employees should contact Human Resources for assistance. Resources for students and employees struggling with alcohol and or substance abuse problems include:

- Alcohol Drug Interventions and Drug Treatment 888-762-3750
- Alcohol and Drug Abuse Hotline 877-737-5230

- Help Hotline for those who live with alcoholics 888-4AL-ANON or 888-425-2666
- Marijuana Anonymous Hotline 800-766-6779

Standard Violations and Complaint Procedure

Minor Standard Violations

Minor violations include, but are not limited, to the following:

- plagiarism;
- assigned area violations, which is defined as being in an area of the building your educator has not approved;
- guest service violations, including refusing a service ticket unless for a legitimate legal reason, or not following educator instruction;
- dress code violation;
- rude or aggressive language, comments or actions towards students or staff;
- unprofessional behavior; and
- any disruptive behaviors as determined by staff.

Anytime during the student's program, the violation of a minor standard may result in dismissal for the day and repeated violations may result in termination from the program.

The intent of this minor standard violation procedure is to ensure that the student is successful at Aveda Institute Minneapolis and to provide the student with a standard of performance expected within the salon/spa employment industry. If the student has any questions or concerns about meeting these expectations, the student should immediately contact their educator.

*Aveda Institute Minneapolis reserves the right to expedite any offense to possible dismissal for the day or termination.

Major Standard Violations

Major standard violations include:

- Using, under the influence of, or in possession of controlled substance or alcohol;
- defacing or destroying property;
- stealing personal or company property;
- falsifying documents or timekeeping;
- threats;
- committing fraud;
- abusing and/or causing physical harm to others;
- harassing or bullying behaviors;
- Aveda product diversion;
- possession of handguns or other weapons; and
- violating local, state, or federal laws

Anytime during the student's program, the violation of a major standard may result in termination. The Director will determine the consequence of the violation. If a student is terminated from a program for a major violation, they will not be considered for reentry into any program.

Suspensions

The Director determines whether a student's conduct should result in suspension. If a student is suspended, their locker must be vacated immediately upon suspension. Aveda Institute Minneapolis is not responsible for missing items after the student has been suspended. Any items not taken home will become the property of Aveda Institute Minneapolis after five business days from the date of suspension. The institute will donate or dispose of all items left at the institute. When a student returns from a

suspension, they must sign an enrollment contract addendum, and their enrollment contract will be extended by the number of days taken in the suspension.

Terminations

The Director determines whether a student's conduct should result in termination. State sheets must be turned in to the registrar upon the last date of attendance and a two week waiting period will exist before a transcript request can be fulfilled. A fee of \$5.00 will be applied if a transcript request is not made within 30 days from termination. Student tuition account information will be mailed to the student within 10 business days from termination, and the student may be required to complete and return loan exit paperwork if applicable. If a student is terminated from Aveda Institute Minneapolis, they are not eligible to enroll any future programs at the institute.

Student's locker and assigned station must be vacated immediately upon termination. Aveda Institute Minneapolis is not responsible for missing items after the student has been terminated. Any items not taken home will become the property of Aveda Institute Minneapolis after five business days from the date of termination. The institute will donate or dispose of all items left at the institute.

Internal Student Complaint Procedure

The institute will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in institute files to determine the frequency, nature, and patterns of complaints for the institute.

Complaints regarding Institute

Students are encouraged to share solutions to challenges that they observe in their classrooms and on the clinic floor with their educator. Student challenge forms are available for this purpose and can be obtained from the educators, the Student Service office, or the admissions' receptionist. Often improvements are made due to the constructive suggestions that are received on these forms. After thoughtfully completing the form, the Challenge Resolution Form must be submitted to the Student Service Manager's office. In order to receive a response, the student's name and student number are required. Once received, solutions will be evaluated and returned by the Director within 10 business days with resolution.

Complaints regarding Policy Decisions, including Student Termination

If a student is terminated or disagrees with an institute policy decision, they can appeal within 5 business days from the institute's determination on the form provided by the Student Care Manager.

Reasons for which students may appeal a negative determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student's appeal must contain the following:

- (1) Reason(s) why the policy determination was incorrect or the student failed to adhere to the policy;
- (2) Reason(s) why the policy determination should be overturned, along with supporting documentation;
- (3) If a Satisfactory Academic Progress (SAP) determination, the appeal must include a response on what has changed about the student's situation that will allow him or her to achieve SAP by the next evaluation point, or if based on the institute's internal academics/attendance policy, what changed about the student's situation that will allow him or her to be successful if granted the appeal to return to school.

Appeal documents will be reviewed by the Director and a decision will be made and reported to the student within 10 business days of the Director's receipt of the appeal. The appeal and decision documents will be retained in the student's file.

The student can also contact the following regulatory agencies:

- National Accrediting Commission of Career Arts & Sciences, Inc. ("NACCAS"), 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600;
- The Minnesota Board of Cosmetology, 1000 University Avenue West, Suite 100, St Paul, Minnesota 55104, Telephone: (651) 201-2742, Fax: (651) 649-5702, <https://mn.gov/boards/cosmetology/>; and/or
- The Minnesota Office of Higher Education, Registration & Licensing, 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota, 55108, (651) 259-3965 or (800) 657-3866, info.ohe@state.mn.us.

Disability Policy

Aveda Institute Minneapolis strives to make its programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. In conformance with the law, Aveda Institute Minneapolis will provide academic accommodations to qualified students with diagnosed disabilities to ensure that they have equal access and are not discriminated against because of disability. The Aveda Institute Minneapolis facilities (including restrooms and classrooms) permit handicapped persons to enroll and benefit from the institute's programs.

What is a disability?

A disability is defined as a physical, intellectual, or mental impairment that substantially limits one or more major life activities. Accommodations are designed to provide students with disabilities with full access to the educational experience at the Aveda Institute Minneapolis. Accommodations are arranged on an individual, case-by-case basis, based on the limitations and recommendations stated in a student's documentation and a thorough discussion between the student and the Student Care Manager. Examples of accommodations include (but are not limited to) extended time on tests, a quiet room for testing, books in audio format, and note takers.

Accommodation Process

The Student Care Manager is the designated point of contact and primary support person for applicants and students with disabilities who are seeking accommodations. The Student Care Manager acts as a resource for students with disabilities, verifies and files documentation, certifies eligibility for services, and establishes reasonable accommodations.

Heather Walsh, Student Care Manager
heather.walsh@avedaarts.edu
612-378-7433

Applicants to the Aveda Institute Minneapolis are not required to disclose a disability during the admissions process, but if they wish to obtain accommodations with respect to the admissions process, they are encouraged to contact the Student Care Manager. The Student Care Manager will assist in determining what accommodations, if any, may be appropriate to make the admissions process accessible to an otherwise qualified applicant with a disability. Any information disclosed regarding an applicant's disability will be kept confidential and shared with institute personnel on a limited and need-to-know basis only in accordance with federal and state laws.

Students with disabilities who would like to request academic accommodations are responsible for initiating the process. This is a key difference between high school and post-secondary education; in high school, it was the school's job to identify students with disabilities and to create an individualized education program (IEP) to serve that student. But at a post-secondary institution like the Aveda Institute Minneapolis, it is the **student's responsibility** to request an accommodation for a disability. Note also that while a student's parent(s) may have played an active and leading role in advocating for the student during high school, at post-secondary institutions, it is the student who is responsible for communicating with the school about needed accommodations.

Since the accommodation process is not a disciplinary and otherwise adversarial process, students are not allowed to invite outside advocates or legal personnel to any meeting to discuss accommodations (including but not limited to initial meetings, follow-up meetings, meetings regarding accommodation concerns, etc.). These discussions provide a meaningful opportunity and learning experience for the student to engage in self-advocacy.

Notification Guidelines

Please reach out to the Student Care Manager in a timely manner in order to prevent delays in the provision of accommodations and/or services. A general guideline is at least two weeks prior to the beginning of classes or as soon as a disability becomes known. Please keep in mind that Aveda Institute Minneapolis is a special learning environment where students engage in both classroom and applied learning, so it may take additional time to determine and implement appropriate accommodations. The sooner we know of your need for accommodation, the sooner we can work together to identify and implement needed accommodations to make the institute's unique educational program accessible.

Notifying an instructor or other institute personnel is not considered official notification to initiate the accommodation process. If a student discloses a disability to other institute personnel, that person may contact the Student Care Manager and/or recommend that the student contact the Student Care Manager.

What Happens Next?

Students with disabilities will meet with the Student Care Manager to discuss their disabilities, functional limitations/barriers, past use of accommodations (if any), and desired accommodations. Complete, current information about the disability from an appropriate third party is often helpful for this initial discussion, and may be required depending on the disability and the situation. The Student Care Manager will assist the student in determining what specific third party information is needed. Together, the student and the Student Care Manager will determine what reasonable accommodations and/or services may be appropriate. The Student Care Manager may consult with faculty, staff, and/or outside professionals regarding essential elements and reasonable accommodations. The institute will maintain disability-related documentation and ensure that documents are confidential and shared with institute personnel on a limited and need-to-know basis only.

What Accommodations Might Be Available?

A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility that enables a qualified student with a disability to have an equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly situated student without a disability. Reasonable accommodations may include alterations to rules, policies, or practices, removal of architectural or communication barriers, or the provision of auxiliary aids.

Aveda Institute Minneapolis is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified disabled student. To determine reasonable accommodations, the Student Care Manager may seek information from appropriate institute personnel regarding essential standards for courses, programs, services, activities, and facilities. Final determination of reasonable accommodations is made by the Student Care Manager. Reasonable accommodations are determined by examining:

- the barriers resulting from the interaction between the documented disability and the learning environment;
- the possible accommodations that might remove the barriers;
- whether or not the student has access to the course, program, service, activity, or facility without accommodations; and
- whether or not essential elements of the course, program, service, activity, or facility are compromised by the accommodations.

Please note that reasonable accommodations do not and should not:

- substantially alter the educational standards or mission of the Aveda Institute Minneapolis;
- fundamentally alter the nature of the program, course, service, activity, and/or practice/policy as written and applied;

- allow access to a program when a student is not otherwise qualified (with or without accommodations) to meet the academic and technical standards required for admission or participation in an education program, course, service and/or activity;
- cause undue financial or administrative hardship;
- be a personal service or device (e.g., wheelchairs, hearing aids, personal transportation); or
- pose a direct threat to the health or safety of the student with a disability or others as a result of accommodation implementation.

How Will Accommodation(s) Be Implemented?

Once it is determined that a student is eligible for an accommodation and what accommodation is appropriate and required, the Student Care Manager will provide the student with a written communication documenting the need for and the appropriate accommodation. The Student Care Manager may provide guidance and assistance to the student's instructors to assist in implementing the accommodation, but it will be the student's responsibility to discuss the accommodation with each of the student's instructors for any courses impacted by the accommodation.

Documentation Guidelines

In most circumstances, students seeking accommodations are required to provide disability-related documents from appropriate licensed professional(s) that verify the student as having a disability and to determine the need for reasonable accommodations. Documentation serves two purposes. It establishes existence of a disability (a physical or mental impairment that substantially limits a major life activity) that affords protection under the law, and it demonstrates a need for accommodations to ensure equal access to courses, programs, services, activities, and facilities.

Elements of Documentation

Documentation from a licensed professional legitimizes a student's request for accommodations and generally must include the following information:

- A clear statement of the diagnosed disability, and an explanation of how the student meets the diagnostic criteria;
- A description of the functional limitations resulting from the disability as they relate to the student's ability to learn and participate in the educational program;
- A list of the accommodations recommended to allow the student to participate fully and equally in the educational program, along with an explanation of how the professional decided on these accommodations and how the recommended accommodations will assist the student;
- Documentation of educational, developmental, and medical history relevant to the diagnosed disability, and a description of any tests, assessments and evaluations performed, which identify any records or materials reviewed as part of the testing process.

These documents must be current (ordinarily within the last three years), must appear on official letterhead of the licensed professional, and must be signed by a qualified professional not related to the student.

Costs

The cost of obtaining student documentation is borne by the student. If the initial documentation is incomplete or inadequate in determining the extent of the disability and reasonable accommodations, the Student Care Manager has the discretion to require additional documentation. Any cost of obtaining additional documentation is also borne by the student. Pending receipt of documentation, Aveda Institute Minneapolis reserves the right to deny services or accommodation.

Rights and Responsibilities

Students with disabilities have the right to:

- Full and equal participation in the services and activities of Aveda Institute Minneapolis;
- Reasonable accommodations, academic/work adjustments and/or auxiliary aids and services;
- Appropriate confidentiality of information regarding their disability and to choose to whom, outside of the Aveda Institute Minneapolis, information about their disability will be disclosed, except as disclosures are required or permitted by law;
- Information readily available in accessible formats.

Students with disabilities have the responsibility to:

- Meet qualifications and maintain essential institutional standards for courses, programs, and activities;
- Identify as an individual with a disability when an accommodation is needed and to seek resources, information, counsel and assistance as necessary;
- Demonstrate and/or document (from an appropriate professional) how the disability limits their participation in courses, programs, and activities; and
- Follow published procedures for obtaining reasonable accommodations, academic/work adjustments and/or auxiliary aids and services; or when requesting barrier removal.

The Aveda Institute Minneapolis has the right to:

- Establish essential functions, abilities, skills, knowledge and standards for courses, programs, and activities or facilities and to evaluate individuals with disabilities on these bases;
- Determine the appropriate standards in developing, constructing, remodeling and maintaining facilities;
- Confirm disability status and request and receive current, relevant documentation that supports requests for accommodations, academic/work adjustments and/or auxiliary aids and services;
- Have staff engage with individuals with disabilities to determine reasonable accommodations;
- Select resource options among equally effective accommodations, academic/work adjustments and/or auxiliary aids and services;
- Deny a request for accommodations, academic/work adjustments or auxiliary aids and services, and/or barrier removal in facilities if the documentation does not demonstrate that the request is warranted, if the individual fails to provide appropriate documentation, or if the request is not found to be reasonable given the circumstances of the individual in relation to the situation/setting; and
- Refuse unreasonable accommodations, academic/work adjustment or auxiliary aids and services, and/or facility-related barrier removal requests that impose a fundamental alteration of a program or activity of the Aveda Institute Minneapolis.

The Aveda Institute Minneapolis has the responsibility to:

- Provide information to students with disabilities in accessible formats upon request;
- Ensure that courses, programs, activities and facilities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings;
- Evaluate students on the basis of their abilities and not their disabilities;

- Respond to requests on a timely basis;
- Provide or arrange reasonable accommodation, academic/work adjustments and/or auxiliary aids and services in courses, programs, services, jobs, activities and facilities; and
- Maintain appropriate confidentiality of records and communications, and to disclose such information as needed where permitted or required by law.

Grievance Procedure

The Student Care Manager is identified as the individual responsible for reviewing and approving reasonable accommodations for students with disabilities. The Student Care Manager also assists to ensure that accommodations are implemented appropriately. Students who have questions or concerns regarding the accommodation process and/or a specific outcome may request a review of the situation by contacting the Student Care Manager. If, after discussing the matter with the Student Care Manager, a student remains concerned about the process or outcome, they may contact the institute's Director in a timely manner to file a complaint.

Students who feel they have been discriminated against on the basis of disability may likewise bring their concern to the Student Care Manager and/or file a complaint with the institute's Director.

Students may also file a complaint directly with the U.S. Department of Education's Office for Civil Rights ("OCR"). The statute of limitations for filing a complaint with OCR is 180 days from the time the incident occurred.

Student Services

Housing

Aveda Institute Minneapolis can assist students in finding roommates and suitable housing, though the institute does not own or operate housing facilities. Aveda Institute Minneapolis is not responsible for any housing agreement entered into by students.

Placement

With a network of many salons, spas, health clubs, and chiropractic clinics nationwide, Aveda Institute Minneapolis can help you begin your professional career. We'll help you gain the knowledge you need with career fairs, career days, and self-promotional instruction. Nonetheless, Aveda Institute Minneapolis is primarily an institution of learning and does not guarantee job placement.

- The institute offers the following career placement services: **Career Instruction-** The institute's curriculum includes training on professionalism, resumes, cover letters, interview preparation, job search skills, and graduation and licensure requirements.
- **Career Fairs-** The institute has Career Fairs. These Career Fairs are an excellent opportunity for students to network with potential employers and explore opportunities in the field.
- **Industry Panel-** The institute organizes and facilitates an annual Industry Panel. This Panel gives the students a unique chance to directly ask the featured experts questions and advice about expectations going into the industry and what is needed to be successful in their chosen field.

The qualities that employers look for and those that the school monitors are:

- Attitude
- Professionalism
- Grooming
- Grade average
- Overall attendance
- Friday and Saturday attendance
- Technical skills
- Time management
- Retail skills

Academic and Individual Counseling

Aveda Institute Minneapolis provides tutoring should you experience challenges in meeting the minimum performance standards and course requirements. If you experience personal challenges, Aveda Institute Minneapolis encourages students to contact United Way 211, a local information line staffed by consultants who provide personal counseling referrals to a network of professionals and crisis resources. The student manual also contains a list of numbers for counseling services. Students needing assistance can also speak with the Student Care Manager.

Student Activities While at Aveda Institute Minneapolis, you'll have the opportunity to participate in a variety of events and activities that are educational, interesting, and just plain fun.

Student Discount Policy

We are offering our students the following product discount:

Aveda retail products **50% off**

Non-Aveda products and accessories **20% off**

No more than three of one product can be purchased at one time.

Student Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the institute receives a request for access. The student should submit to the Student Care Manager, a written request that identifies the record(s) the student wishes to inspect. The Student Care Manager will then make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the institute to amend a record should write to the Director, identify the part of the record that the student wants changed, and specify why it should be changed. If the Director decides not to amend the record as requested, the institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The institute requires written consent from the student and parents or guardians of dependent minors (each time) before releasing any student information in response to a third party request, unless otherwise required by law.

The institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). A school official also may include a volunteer or contractor outside of the institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the institute with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the institute.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of

FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Disclosure of Directory Information

Under FERPA, the institute may disclose designated "directory information" without your written consent, unless you have advised the institute to the contrary. The institute has designed the following information as directory information:

- Student's name;

- Address;
- Telephone Listing;
- Electronic mail address;
- Photograph;
- Date and place of birth;
- Field of study;
- Grade level;
- Enrollment status;
- Dates of attendance;
- Participation in activities;
- Degrees;
- Honors and awards received; and
- Most recent institution attended.

If you do not want the institute to disclose directory information from your education records without your prior written consent, you must notify the Student Care Manager in writing at the start of a student's program.

Transcripts

To receive a copy of your academic transcript a student must submit a written request. The written request must include:

- full legal name when you attended institute
- last four digits of your social security number
- dates of attendance
- program(s) attended
- campus attended (Minneapolis or Washington D.C.)
- \$5.00 check or money order payable to Aveda Institute Minneapolis (includes one transcript per \$5.00)
- address(s) you would like your transcripts sent to

Send requests to:

Aveda Institute Minneapolis
Attn: Heather Walsh, Student Care Manager
400 Central Avenue SE
Minneapolis, MN 55414

Official transcripts will be withheld if tuition or fees are owed. All students have the right to view their transcripts with proper notification to the Registrar.

Graduation and Licensing Requirements

Graduation Requirements

To receive a diploma from Aveda Institute Minneapolis, a student must do all of the following:

1. Complete 1,550 hours for Cosmetology, 600 hours for Esthiology or Massage Therapy;
2. Cosmetology and Esthiology students must meet service requirements as required by Minnesota law and turn in state sheets; and
3. Cosmetology and Esthiology students must provide proof of successful completion of the course completion certificate (which includes your practical skills test results) and written exams (including Minnesota state laws and rules exam; general theory exam; and written practical exam) or provide proof that the student obtained a license from another state.

Licensing Requirements for Cosmetology and Esthiology

To work as a Cosmetologist or Esthetician in the State of Minnesota, a student must obtain a license. To obtain an initial operator's license, a student must do the following:

- Complete a Minnesota Board of Cosmetologist Examiner's ("BCE") application;
- Pay the application fee;
- Provide a copy of the student's high school or GED diploma or transcript*;
- Provide a copy of original certification of course completion (1,550 hours for Cosmetology and 600 hours for Esthiology);
- Provide original passing results from the Minnesota State Laws and Rules exam;
- Provide original passing results from the General Theory Exam;
- Provide original passing results from the Written Practical Exam.

Exam results are valid for one year. To schedule written exams, contact PSI at 1-800-733-9267.

*If you were educated outside the U.S., your education documents must be evaluated by Aequo International at your expense (effective July 1, 2016). Complete the online application at nasba.tfaforms.net/327178 and attach a copy of your credential report to your application. This report must verify completion of an education equivalent to a U.S. high school diploma. If it does not, a GED will be required for licensure. For more information on the credentialing process, contact Aequo International at 1-844-882-3786 or aequointernational.com.

Licensing Requirements for Massage Therapy

The State of Minnesota has no state licensing regulations concerning the practice of massage therapy. Each city or county in the state decides if and how they will regulate massage therapists.

Consumer Disclosure Information

Graduation, Placement, and Licensure Statistics

(Calculated pursuant to National Accrediting Commission of Career Arts & Sciences (NACCAS) 2017 Annual Report Standards. The cohort consists of all students scheduled to graduate in 2017.)

	Cosmetology	Esthiology	Massage Therapy	Overall
Graduation	74.87%	72%	91.38%	76.20 %
Placement	98.57%	92.59%	98.11%	96.35 %
Licensure	100%	100%	N/A	100%

Voter Registration Information

In Minnesota, students can register to vote online, by mail, or at the polls on Election Day. Students can also register to vote by checking a box on their driver's license application or renewal form.

- **Online**—<https://mnvotes.sos.state.mn.us/voterregistration/voterregistrationstep1.aspx>.
- **By Mail**—Below is a link to download the registration application to vote by mail.
[file:///C:/Users/glamancu/Downloads/English-Voter-Registration-Application%20\(3\).pdf](file:///C:/Users/glamancu/Downloads/English-Voter-Registration-Application%20(3).pdf)
Students can also request the voter registration form from the Student Care Manager.
- **In-person**—Below is a link with instructions on how students can register to vote on Election Day.
<http://mnvotesinfo.sos.state.mn.us/voters/voter-registration/>

Department of Education

www.ed.gov

Addendum A

Administration and Faculty

Administration

Institute Director Sandra Wagner 612.378.7420 sandra.wagner@avedaarts.edu	Student Care Manager Heather Walsh 612.378.7433 heather.walsh@avedaarts.edu
Cosmetology Education Coach Teri Cipowski 612.378.7449 teri.cipowski@avedaarts.edu	Financial Aid Manager Jay Sherman 612.378.7409 jay.sherman@avedaarts.edu
Financial Aid Director Shayla Floyd 612.378.7406 shayla.floyd@avedaarts.edu	Financial Aid Manager Meg Maki 612.378.7418 meg.maki@avedaarts.edu
Financial Aid Manager Kathy Lundmark 612.378.7412 kathy.lundmark@avedaarts.edu	Admissions Manager Sarah Adams 612.378.7447 sarah.adams@avedaarts.edu
Compliance Director Lauren Fender 985.415.7569 lauren.fender@avedaarts.edu	Admissions Manager Amanda Scott Lerdal 612.378.7446 amanda.scott-lerdal@avedaarts.edu
Admission Manager Sarah Ritzer 612.378.7427 sarah.ritzer@avedaarts.edu	Spa Education Coach Monique Faraday 612.378.7423 monique.faraday@avedaarts.edu
Education Administrative Assistant Angie Hime 612.378.7429 angie.hime@avedaarts.edu	Guest Services 512.872.6737
Experience Center Team Lead Christin Garske 612.378.7429 christin.garske@avedaarts.edu	Security 952.232.7281 Minneapolis.security@avedaarts.edu
VP Human Resources Karen McLaughlin 985.345.1085 karen.mclaughlin@neill.com	

Faculty

Cosmetology

Lyndon Barston
Mitch Bauer
Deb Camasta
Teri Cipowski
Todd Gaglione
Lynne Gause
Christina Hince
Julie Hunkins
Denise Jamison
Melanie McClendon
Ilyana Nomeland
Cathy Prior
Dylan Schlachter
Patricia Thompson
Sandra Watson
Laurel Whiteis

Esthiology

Natalie Faucher
Colleen Helmrichs
Lori Hooper
Darlene Prevost
Lindsey Raven
Sarah Richardson
Melissa Stenberg

Massage Therapy

Brett Ailts
Allan Block

*Note: The above list does not contain substitute instructors.