



CINTA AVEDA INSTITUTE



Course Catalog
April 2014 –December 2014
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www.cintaaveda.edu
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Updated annually and as needed

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

Cinta Aveda Institute Mission

Our mission at Cinta Aveda Institute is to cultivate our industry's next leaders. By providing quality education and encouraging the continuous quest for knowledge and growth, we set the stage for excellence. We train our students with the technical skills to thrive in the beauty industry while teaching environmental sustainability and responsibility; creating a team of inspired, artistic, and prepared future beauty and wellness professionals.

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Areas of Study

- Cosmetology
- Cosmetology/Barbering Crossover
- Esthiology
- CIDESCO: Esthetics and Beauty Therapy
- Massage
- Master Barber
- Teacher Training

Your training will encompass three types of learning:

1. **Theoretical knowledge:** the foundation of your education.
2. **Practical experience:** the application of your knowledge.
3. **Professional business-building skills:** vital for your success.

Career Opportunities

Salon / Spa Industry

- Hair stylist
- Barber
- Esthetician
- Makeup artist
- Nail technician
- Massage Therapist
- CIDESCO Diplomat
- Sales representative
- Permanent waving specialist
- Hair coloring specialist
- Salon / spa manager

Education & Other Fields

- Instructor
- State Board member or inspector
- Educational Director for a product Manufacturer
- Consultant/ trainer
- Paramedical esthetician
- School owner
- Freelance makeup artist
- Stylist or makeup artist for film, theater, fashion or print

About The Institute

This is the place! The Cinta Aveda Institute is a private institution that is approved to operate by the Bureau for Private and Postsecondary Education.

Cinta Aveda institute is located in exciting downtown San Francisco, just blocks from Union Square. Classes are held at 305 Kearny St, 333 Kearny St, and 23 Grant Ave, San Francisco, CA 94108

Guest Services

A diverse array of guests visits the Aveda Institute for beauty and wellness services. As a student you will have the opportunity to perform a spectrum of hair, skin, nail and/or massage services in a virtual salon/spa setting, under the supervision of your educators.

Student Classrooms

Classrooms have been designed to provide the proper environment for different types of learning and activities. Classrooms will use a variety of whiteboard, lecture, demonstration, and video projector teaching formats. Lecture rooms will provide seating with tables, and whiteboards and projectors. Workshop rooms will contain station areas (mirrors and ledges, or beds and carts). Some rooms combine both lecture and workshop rooms with all previously listed amenities.

Service floor areas will mimic a realistic salon/spa environment with individual stations for hair services and individual spa rooms for Esthiology services. Both service floors will have

brow bars and an active dispense area. The Salon floor has a dispensary and shampoo bowl area, manicure area, and hood dryers. CIDESCO and Esthiology students will have access to a variety of facial and body machines along with magnifying lamps, steamers, and wax pots.

Resource Library and Administrative Offices

A resource library with computers has ebooks on styling, motivation, health and wellness for your reference. Computers are located in 305 Kearny on the 2nd and Lower Level for student use. Educators and administrative personnel are also available to respond to your questions and concerns. Additional resource books can be found in the administrative offices and are available to be checked out. Current periodicals are found throughout the classrooms.

Aveda Experience

Center

A retail center for Aveda hair, skin, body care, makeup and lifestyle products. The store

gives you the opportunity to practice your client service and retailing skills.

Housing

Cinta Aveda Institute does not have any dormitory facilities under its control. Housing is available as close to the Institute as across the street. The surrounding 1 mile radius of the school offers many housing opportunities. Efficiencies can be found for as low as \$600 across the street ranging to \$3500 for apartments on Nob Hill. The neighborhoods surrounding the Institute are: Nob Hill, China Town, Financial District, Tender Nob, SOMA, Tenderloin, North Beach, and Embarcadero.

The Cinta Aveda Institute holds no responsibility to find or assist a student in finding housing.

Enrolled Students

All students enrolled at the Cinta Aveda Institute will adhere to the policies and procedures in this catalog set forth by NACCAS, DOE, and the State of California.

Faculty

Cinta Gibbons - President/Owner

With over 20 years in the beauty industry in Europe and the US, and having run a successful San Francisco salon for over 15 years, Cinta Gibbons is the ideal partner to own and operate the Cinta Aveda Institute, San Francisco. Cinta Salon opened in 1991, and from the beginning attracted the best and brightest in the beauty industry; salon professionals passionate about beauty and dedicated to delivering current and cutting-edge styles. In April of 1995, her salon was invited to join the prestigious Intercoiffure Mondial, an international association that promotes excellence in the beauty industry. Cinta is committed to continually mentoring and nurturing new talent, and is a renowned leader in promoting the highest level of excellence in the profession. Cinta is excited to connect her team of salon professionals to people interested in starting a career in the beauty industry.

Gerard Gibbons - Treasurer/Owner

Gerard Gibbons co-founded Cinta Aveda Institute with Cinta Gibbons in 2008. With a background in architecture, Gerard designed Cinta Aveda Institute to be not only cutting edge in the beauty industry, but also to be green in line with Aveda's mission. He continues to play a part behind the scenes in the daily operations of the Institute and has played a key part in the Institute's expansion and renovation. Gerard has also worked in partnership with Cinta on other projects including award-winning Cinta Salon.

Chloe Goodrich, Director of Finance

A native of Dublin, Ireland, Chloe serves as Director of Finance of both the Cinta Aveda Institute and Cinta Salon. In her role she provides management, control and administration of all fiscal operations. Chloe has over 15 years of experience in Finance and Business Administration, prior to joining Cinta's team; Chloe honed her skills with dynamic Bay Area start-ups where she gained financial experience over a myriad of industries. She is excited to work for a company whose mission is the encouraging the continuous quest for knowledge and growth of its students.

Mariela Onisko - Institute Director

Mariela was born in Peru and grew up just outside of San Francisco in Lafayette, California. Mariela has worked with Cinta Gibbons for the last ten years, and as the Director of Cinta Salon for the last five years. With humble beginnings as a Salon Coordinator, Mariela continued to grow with Cinta Salon as Front Desk Manager, to Director of Sales and Customer Service, and then to Salon Director before becoming the Director at Cinta Aveda Institute. Cinta Salon was named San Francisco's *Best of the Rest* Salon by 7x7 Magazine in 2012, under Mariela's direction. With a well-rounded, multi-faceted understanding of a market-leader salon and what it takes to succeed in the industry, Mariela aspires to empower future graduates by sharing her wealth of insider knowledge to be the best. Mariela's vision is to provide Cinta Aveda students with the best education possible, establishing a solid foundation through incorporating both technical and business skills, so they can maximize their success as they progress throughout their careers.

Mariela has lived in California for the majority of her life, between Los Angeles and San Francisco. Constantly inspired by the beauty and fashion industry, Mariela previously styled wardrobe on music videos and photo shoots. Realizing she loved being with people and leading teams, Mariela worked at a few different salons before finding Cinta Salon. As a little girl, Mariela was often caught putting on her grandmother's lipstick and trying on

heels. Today, she is excited to be sharing her passion for the beauty industry with Cinta Aveda students and helping them achieve their own dreams.

Charlotte Price - Esthetics Team Lead/CIDESCO diplomat

Charlotte is a native Californian; born and raised in Lake Tahoe; Charlotte moved to San Francisco five years ago and began working for Cinta at the Cinta Salon, as the lead Esthetician there. She has been with Cinta Aveda Institute since its inception. Drawn to the field of Esthetics because of her love of industry, it was while in school that she realized she wanted to be an educator. Charlotte is a Certified Aveda Educator and a Certified Aveda Spa Coach. Charlotte is looking forward to becoming a CIDESCO diplomat, so that she can bring her intense passion for the industry and the field of education to CAI's latest Skin Care program. When she is not at the Institute Charlotte spends her free time outdoors and traveling with friends and family.

Michaelia Baskerville, Admissions Team Lead

Born and raised in the Bay Area, Michaelia made the decision to venture out of the East Bay to pursue her education at Dominican University of California before making her way to San Francisco. During her time at Dominican, not only did Michaelia obtain her Bachelors in business marketing and an MBA in global management, but she was also the captain of Dominican's NCAA II woman's basketball team. While athletics has played a major role in her daily life, Michaelia has always been drawn to the creativity of the beauty and fashion industry. In order to fill that desire, Michaelia returned to the classroom and began working on her professional designation with the Fashion Institute of Design and Merchandising.

After managing her professional life, athletics, and furthering her education, Michaelia has joined the Cinta Aveda admission's team to assist future industry leaders one-on-one on their own personal journeys of higher education, creativity, and wellness.

Katie Phillips-Admissions Team Lead

Katie was born and raised in the Napa Valley and later moved to San Diego, where she received her BA Degree in History from the University of California San Diego. She took a beginning level massage and bodywork class for fun during that time and discovered her passion for massage therapy and holistic health. Katie has been a Massage Therapist since 2000. She has a wealth of knowledge in the health and wellness industry from her experience managing and practicing massage in day spas, healing centers, and her own private practice. She also has an Admissions background at a local massage school, where she thoroughly enjoyed working with students one-on-one to assist them in achieving their goals and realizing their career dreams. In her free time, Katie loves to run, hike, cook, and spend time with friends and family.

Cassandra Miller, Admissions Coordinator

As a Bay Area native, Cassandra began her career as a teenager working at a local salon. She became inspired about makeup artistry, and began helping out with special occasion and bridal guests. After returning from Howard University in Washington, D.C., where she was awarded a soccer scholarship and studied Broadcast Journalism, she began her career as the Guest Service Manager at Bliss Spa within the W Hotel. After noticing a lack in marketing events, she began collaborating with the W Hotel and the SFMOMA to produce specialized events. This drove Cassandra's passion for event planning and she was awarded the Event Marketing Project Manager position. After gaining 2 years of experience, Cassandra moved to Florence, Italy. There she focused on producing live music events in Florence, Livorno, and Riccione, Italy. While working in Italy she attended the Instituto Italiano where she studied language, cuisine, and culture. Cassandra returned to the Bay Area, and continued specializing in event production management for such companies as Elizabeth Arden and All Saints

Spitalfields. Cassandra joined Cinta as a member of her professional salon team and transitioned into a Cinta Aveda Institute Admissions Coordinator. As a member of the Cinta Aveda Admissions team Cassandra loves experiencing the individual excitement of each student she works with as she helps them enter their new careers. When she's not at the Institute, Cassandra continues to enjoy her time as an event planner and avid soccer player.

Christy Swenson, International CIDESCO and Esthetics Educator

Christy grew up in Alaska. She began her career in Massage Therapy in 1998 working with a chiropractor for the American Olympic Running Team. She then moved into a more holistic environment, working at Aveda Spas throughout Oregon. Her passion for massage turned into a career in Health and Wellness. Christy was later hired to help open a Tony Robins spa in the Fiji Islands and to help train Fijians. She also worked in Costa Rica training staff at her friend's spa. After years in the industry, she became an Esthetician through the Cinta Aveda Institute Esthiology program, and a Yoga Instructor. She then moved to Panama to teach yoga and became a part of the Wellness community there. Christy is passionate and excited about the Health and Wellness Industry and loves teaching anatomy, physiology, massage, and esthetics, using her experience as a valued way to pass on enthusiasm with this line of work. Christy is the second Cinta Aveda alumnus to be joining our staff.

Cori McLaughlin, Cosmetology Educator

Cori was born and raised in Mendocino County. She grew up in a salon, where her mother was a glamour stylist. At age 5, she remembers dreaming of owning her own salon when she grew up. Starting in the beauty industry as a certified Massage Therapist, Cori opened her own location in two years, offering massage, skin care, and tanning services. She expanded her business into a full service day spa and salon and finished a Cosmetology apprentice program, specializing in skin care. As a business owner, Cori enjoyed being part of an intricate team, but moreover, she loved teaching her staff, hearing their feedback, and expanding their collective vision. Having been fully immersed in the industry for nearly a decade, Cori decided to move to San Francisco to pursue the big city life. She was drawn to the Aveda brand as it correlates with her personal mission in life: taking care of the world as well as the people who live in it. Her passion in the industry translates to caring for her guests by targeting their beauty and wellness needs with a personalized touch and compassion. She specializes in skin care, cuts, and color.

Elizabeth Groat, Operations Coordinator

Elizabeth is a Bay Area Native who grew up enjoying the beauty and fashion industry. As a Presidential Scholar, she received her Bachelor's of Arts in Criminal Justice and Sociology at San Francisco State University. Being continually drawn to beauty and style, Elizabeth began her career at Cinta Salon as a Salon Coordinator. She then took her talents to manage a high-end Italian boutique located within Union Square. After successfully expanding the boutique she returned to Cinta to ensure that the Cinta Aveda Institute operations run seamlessly.

Emma Buchanan, Senior Coordinator

A native of a small Ohio town, Emma joined us only a short time ago after venturing out west with her husband. Growing up in the country Emma would dream of a life in the big city. During her third year at the Columbus College of Art & Design, her dream finally came true for the first time. She traveled to New York City for a studio program and as an intern at the 20x24 Polaroid Studio. After returning to graduate with her BFA, Emma constantly craved for that big city lifestyle once again. She kept busy by having a number of jobs, one of them being a Guest Service Coordinator at the local Aveda Salon. There she fell in love with the Aveda lifestyle and the atmosphere it created. She began at the Cinta Aveda Institute as a Coordinator, then quickly made the advancement to Senior Coordinator. Outside of work, you can find Emma taking pictures with her collection of vintage cameras, thrifting, and drinking too many lattes.

Inessa Artemyeva, Finance Coordinator

Inessa was born and raised in Khabarovsk, Russia. Through the foreign exchange program, Inessa received a Bachelor's degree from Far Eastern State Transportation University (Russia) in Management and a Bachelor's degree from the University of Alaska Anchorage in Marketing. As of 2013, Inessa is a proud American citizen. She proclaims that moment as "the highlight of [her] year." As the Finance Coordinator for the Cinta Aveda Institute and Cinta Salon, Inessa oversees financial operations and provides support to the Director of Finance. Inessa tries to visit her parents, whom she misses dearly, in Russia every year. In her free time, she indulges in tennis, bowling, camping, swimming, and rollercoasters.

Jennifer Lopez, Financial Aid Coordinator

Jennifer moved to the East Bay for a career opportunity in 2009. She has worked in fields related to education for seven years. During her early working experience as a tutor and outreach mentor, she realized that she enjoyed coaching and helping students achieve their goals. In order to be able to meet the needs of her students, Jennifer is dedicated to continuing her own personal growth and education. Jennifer gained experience with financial aid by assisting department directors, corporate directors, loan management representatives, and several individual financial aid professionals. She then gained a lot of knowledge about the administration of Title IV funded programs by working in an individual financial aid position at a cosmetology school. Jennifer's mother was a professional salon stylist and Jennifer was able to witness firsthand her mother's journey of growth as a professional in a creative and innovative career. Her mother's journey has given Jennifer a great deal of empathy for those who are passionate in traveling on their own creative journey. Jennifer is enthused to work among talented and inspired individuals.

Jocelyn Stringer - Admissions Coordinator

Jocelyn comes to Cinta Aveda Institute by way of the world of higher education. She holds a Bachelors Degree in Theatre Arts and History and a Masters Degree in Literature and is a certified ESL instructor. Drawn to the creative intensity of the beauty industry because of its fast pace, exponential creativity, and attention to detail, Jocelyn relishes in being a part of the Admissions team; she enjoys being a part of the first impressions our students make upon entering into their chosen fields. Being a part of such an amazing entity, she loves the idea of marrying her passions for education and creativity. She is also a senior company member in one of San Francisco's thriving non-profit theatre companies, an avid cook, and connoisseur of all things San Francisco.

Joel Cortes – Cosmetology Educator

Sharing a hometown with Aveda is no easy undertaking. A native of Minneapolis, Joel has been a gypsy of sorts having lived and worked in Minnesota, Washington, Hawaii, and California. He is a graduate of the Glen Dow Academy (Spokane, WA) in both their Cosmetology and Instructor Certification programs. Fluent in both written and spoken Spanish, Joel is also a great asset to our team; moreover, his management, marketing, and customer service skills honed in great salons across the country add a bright spark to the existing multi-faceted Education Team.

Kat Campbell, Esthetics Educator

Kat received her formal Esthetics training from San Francisco Institute of Esthetics and Cosmetology, licensed in California and Oklahoma in 2004. Since then, she has worked in medical and spa environments with an emphasis on education. As a proven team leader and educator, she led the Esthetics Educator Program at Ihloff Salon and Spa.

In 2009, Kat owned and operated a successful small business, specializing in advanced hair removal techniques, threading, and Brazilian bikini. Before Kat became an educator here at the Cinta Aveda Institute, she was a fantastic guest lecturer for our Esthiology and CIDESCO students, demonstrating advanced chemical peel, ingredient knowledge, and advanced hair removal techniques. Kat brings with her ten years of training and a

plethora of product knowledge. Kat enjoys having the ability to help people on a personal level by making positive changes in the way they feel and look at themselves and is delighted to teach students to do the same.

Kate League – Cosmetology Educator

Kate comes to us by way of the Brown Aveda Institute in Cleveland, Ohio, as both a graduate and a former educator. With a background as a hair and makeup designer for theaters, Kate has a passion for styling and makeup which she looks forward to sharing with the future stylists of the industry. She has learned from Vivienne Mackinder during the launch of HairDesigner TV, and has taken specialty classes from Aveda greats such as Jeffrey Scott and David Adams. In her spare time, Kate is pursuing a Master's Degree in Drama Therapy from the California Institute of Integral Studies. She is looking forward to making San Francisco her new home and having a positive impact in the lives of her students.

Karen Leverich - Esthetics Educator

Karen arrived in the Bay Area by way of the Midwest. Although born and raised in Salt Lake City, Utah; Karen is a Minnesota girl at heart. In 2005, Karen attended the Aveda Institute Minneapolis where she dreamed of one day becoming an educator of Esthiology. After earning her Esthiology certification and receiving her Minnesota Esthetics license, Karen worked at a premiere Minneapolis salon for seven successful years, even receiving local publication recognition for her Brazilian waxing skills. Now a Esthetics Educator at the Cinta Aveda Institute, Karen is thrilled to share her passion for the beauty industry, education, aromaology, whole-being well-being, Aveda and all things esthetics.

Outside of the beauty industry, Karen's areas of interest include travel, music, social work, Ayurvedic studies and practices, her beloved friends, family, fiancé, and cats.

Kimberly Riley-Esthetics Educator, CIDESCO Diplomat

Kim joins Cinta Aveda Institute with over 15 years of cosmetic experience. A Bay area native, Kim first entered the beauty industry as a licensed Cosmetologist. Inspired by her mother's struggles as an adolescent with acneic skin, and the ridicule that followed, Kim developed a passion for helping men and women with their own skin care issues. As a lover of all things related to the beauty industry, Kim has already had an impressive career: she has been Benefit's Lead Esthetician for the San Jose area and has also carefully crafted a specialty for Speed Waxing Services. Kim was drawn to the world of education because she loves learning, sharing the knowledge her experience has provided her, and helping shape the next generation of beauty professionals.

Lana Chrisman - Administrative Coordinator

Lana was born and raised in Pacifica, California. She joins the Cinta Aveda team with over 10 years of Customer Service experience, and she is both a certified Spa Technician and California licensed Esthetician through Skyline College since 2008. Lana has been with us since 2011 as a Coordinator and was promoted to an Assistant Lead within a year. She has now been promoted to Administrative Coordinator after being with us for 2½ years, to work closer with the students and behind the scenes to help the Institute grow. Passionate about the beauty industry, Lana enjoys learning about the business side of Beauty School. She admires Aveda's natural approach to makeup, skin, and hair care. Lana spends her free time outdoors with her significant other and their dog, Layla.

Lauren Carter - Financial Aid Coordinator

Lauren was raised in California as part of a big family. At 17, she jumped into cosmetology school, building a skill set that allowed her to travel all over California, learning different high pace markets, and working for some beauty industry leaders. That experience sparked her passion for the education side of the beauty world.

Lauren joins the Cinta Aveda team with eight years of experience in the industry, and four years of experience in education and finance. Lauren loves that Aveda is a sustainable company, with a passion for wellness, and an empowering focus on each and every professional and client. She's excited to help get future industry professionals started on their amazing journey.

Maria Lorenzi - International CIDESCO Educator

Maria has been educating since 1981. As a former apprentice of the San Francisco Opera House, Maria's career has taken her from a deep knowledge of make-up and image consultation to being proficient as a photographic make-up artist and award winning fantasy make-up artist. She has been certified by UC Berkeley as an Instructor, CIDESCO as a certified educator and examiner, along with the National Holistic Institute and many other industry related certifications. Maria is a licensed cosmetologist whose passion is education and sharing her knowledge with her students.

Mary Taylor - Finance Coordinator

Mary is from the beautiful city of Denver, Colorado where she grew up attending concerts at the legendary Red Rocks Amphitheater and hiking some of nation's best trails in the Rocky Mountains. Having relocated to San Francisco's historic North Beach neighborhood in 2013 for what she calls "The Experience of a Lifetime," she enthusiastically embraced the cultural and geographic transition. Mary joined the Cinta Salon team as a Salon Coordinator only a few days after making the big move and excelled in this role. Hungry for more, Mary made the transition to Administrative Finance Coordinator at the Cinta Aveda Institute where she could take on bigger projects and provide a larger contribution to the team. When not at the office, Mary enjoys exploring the City, cooking, playing with her adorable kitten, and watching Grey's Anatomy.

Priscilla M. Varela- Cosmetology, Barber educator

As a native San Franciscan, Priscilla is proud to be a key member of a team responsible for molding and shaping the next bright stars in the beauty industry. She graduated from Miss Marty's of San Francisco and received her Cosmetology license in 1979. While in college she majored in Fashion Merchandising and worked in the fashion industry. After working in salons throughout the bay area, she returned to teaching to pursue her career as an educator. As an educator, Priscilla specializes in State Board Technique and Business Classes as well as floor instruction where she can assist students with translating the current trends in the industry from High Concept to "Wearable" art. As the Director of Education she oversees the education team keeping them inspired and motivated to expand and share their expertise with our students. Priscilla is a constant example of how passion, personal strength, and confidence come into play every day in the classroom, salon floor, and out in the "real" world. Outside of the Institute, Priscilla celebrates her close connection to her family and of course, all things San Francisco!

Rosie Arellano, Cosmetology Educator

Rosie Arellano is a native of Yerrington, Nevada. After attending Carson City Beauty Academy, she cultivated a passion for the relationship between fashion and beauty. Her passion drove her into the world of hair styling. While working at an Aveda Concept salon in Nevada, she began to dream about finally relocating to San Francisco. After a busy six years in Nevada, it was time to make that dream a reality! As a new transplant to the Bay Area, Rosie spends a lot of her time taking the recommendations of her Bay Area native students' and coworkers' and play tourist throughout the City with her fiancé. She also enriches the lives of our students and guests as she is fluent in both written and spoken Spanish.

Shayna Gibin- Esthetics Educator

Shayna started her training at the Makeup Designory in Los Angeles where she studied fashion makeup ranging from runway to film. She worked as a freelance artist for Smashbox cosmetics for 2 years as well as working with

agencies in San Francisco and several photographers for print and portfolio building. After a few years of freelance Shayna decided to take her education to the next level and enrolled at Cinta Aveda Institute in the Esthiology program. After graduating from the Esthiology program she continued to freelance and build her portfolio and personal client base. She has worked for Bobbi Brown and Christian Dior Cosmetics as a business manager at both Saks Fifth Avenue and Nordstrom, as well as traveled to her clients' homes for their skin care and makeup needs. Shayna returned to Cinta Aveda Institute in order to realize a lifelong goal: she has always wanted to be an educator! In addition to her wealth of Makeup experience, Shayna brings a great understanding of the retail, business, and client loyalty aspects of the Beauty Industry that will aid in our Esthiology students' growth as trusted Skin Care professionals.

Stephanie Denny - Guest Services and Experience Center Lead

Stephanie has been working in the beauty industry for over a decade with a passionate commitment to improving beauty and health through education on healthy lifestyle choices and proper skincare techniques. A graduate of the Bellus Academy in San Diego, California, Stephanie received her license in Esthetics through the state of California. She has used her expertise working in various positions in the industry including managing the operations of the highest grossing Sephora in the Midwest, supervising the front desk of a high-end Hilton spa in downtown San Diego, working as a freelance makeup artist in various settings, and now as the Guest Services and Experience Center Lead at the Cinta Aveda Institute. In addition to her professional background, Stephanie has devoted herself to being informed and educated on all things organic, natural, and holistic. She believes that beauty comes from within, starting with healthy lifestyle and nutrition choices and use of organic and natural lifestyle and beauty products.

Before moving back to San Francisco after a four year detour in Germany, San Diego, and Kansas City, Stephanie took a year and a half to travel the world as a back packer. In her free time, Stephanie enjoys sailing, pilates, riding her bike all over the city, salsa dancing, and going to live shows. Stephanie is passionate about her service as a PETA action member, an HRC volunteer, and she campaigned for Obama during both elections.

Tina My, Student Services

Tina moved to the Bay Area from North Carolina as her significant other was offered a great opportunity in 2013. Moving from North Carolina to California was a life changing experience for Tina. She fell in love with the Bay Area as soon as she moved here. Tina started with the Cinta Aveda Institute as an Administrative Coordinator with over five years of customer service experience and was soon promoted to Student Services Coordinator. She is currently attending the University of Phoenix to pursue her Bachelor's Degree in Management and plans on utilizing it with Cinta Aveda Institute. Tina's outgoing and caring personality is a wonderful asset while she interacts with the students. She relishes working in the Beauty Institute and strives to learn more and more everyday. Tina is extremely goal orientated and never comes to work without a smile.

Cosmetology

Cosmetology- Curriculum Overview

Full-time Flex Schedules

58 weeks – 1600 Hours

Flex Schedules

Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm

-or-

Mon, Wed, Fri 9:00 am – 8:00pm

2014 Start Dates:

Jan 29th & 30th, Mar 26th & 27th, May 21st & 22nd, July 18th & 19th, Sep 12th & 13th, Nov 5th & 6th

Express your creativity and talent in hair, skin, nail care, and makeup application. Our cosmetology course incorporates 1,600 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you'll be ready to succeed as a licensed cosmetologist.

Phase 1: Intro Phase

Total Instruction: 400 hours

Full Time: weeks 1 - 14

You'll start by learning the fundamentals of cutting, styling, and chemical restructuring of hair; skin and nail care; make-up; and the related sciences. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You'll be introduced to retailing, client servicing, and personal development skills. This phase also covers state safety requirements.

Phases 2 & 3: Alpha & Beta Phases

Total Instruction: 800 hours

Full Time: weeks 15 – 42

Unlock your creativity as you explore the latest trends and techniques in hair cutting, styling, coloring, permanent waving and chemical restructuring. Time in the on Salon floor allows you to become increasingly confident in your professional abilities, and you begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

Phase 4: Gamma Phase

Total Instruction: 400 hours

Full Time: weeks 43 - 56

Get ready to launch your career with in-depth training in guest services, time management, self promotion, goal setting, merchandising, and entrepreneurship. Your speed, accuracy, and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the

skill-certification examination and possess the theoretical knowledge you need to pass the written examination required by the Cinta Aveda Institute

and the state of California for licensure. It's time to realize your dreams as a salon professional.

Cosmetology- California Requirements

An Aveda Institute 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. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

Technical Instruction	Practical Operations	Cosmetology/Barbering Unit Description
Hair Dressing – 1100 hours To be completed in the following subject matters:		
65 hours	240	Hair Styling- Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
40 hours	105	Permanent Waving and Chemical Straightening- Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions
60 hours	50	Hair Coloring and Bleaching- Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers
20 hours	80	Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting
915 hours	-	Guided Practice
Health and Safety- 200 hours To be completed in the following subject matters:		
20 hours	-	Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
45 hours	-	Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
20 hours	-	Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
15 hours	-	Anatomy and Physiology: Human Anatomy, Human Physiology.
100 hours	-	Guided Practice
Esthetics – 200 hours To be completed in the following subject matters:		

25 hours	40	Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.
25 hours	30	Eyebrow Beautification and Make-up: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.
150 hours	-	Guided Practice
Manicuring and Pedicuring- 100 hours To be completed in the following subject matters:		
10 hours	25	Manicuring and Pedicuring: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.
25 hours	120 nails	Artificial Nails and Wraps: acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs
65 hours	-	Guided Practice
-	-	Professional Skills Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service records.

Cosmetology / Barbering

Cosmetology/Barbering- Curriculum Overview

Full-time Flex Schedules
71 weeks – 2000 hours

Flex Schedules

Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm

2014 Start Dates: Mar 27th, July 19th, Nov 6th

Express your creativity and talent in hair, skin, nail care, and makeup application. Our Cosmetology/Barbering course incorporates 2,000 hours of extensive hands-on learning to provide you a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed cosmetologist or barber.

Phase 1: Intro Phase

Total Instruction: 400 hours
Full Time: weeks 1 - 14

The emphasis of the Intro Phase is to introduce the fundamentals of Cosmetology. You will spend the first 3 months in a 6 week rotation of introductory classes. Depending where in the rotation you join

the class, you will be doing one of the following: hair cutting, styling, coloring, permanent waving, skin, or nail care. Students learn state safety requirements, and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops.

Students also learn retail merchandising, makeup artistry, guest servicing and personal development skills to further their professional achievement. Upon successful completion of this phase, you will have the primary skills and experience to meet the Aveda Institute's service concept, and advance to Phase 2.

Phases 2 & 3: Alpha & Beta Phases

Total Instruction: 800 hours

Full Time: weeks 15 – 42

In the Alpha and Beta phases you will learn how to apply your knowledge and advance the skills necessary to succeed in the salon. During the Alpha Phase you will receive instruction on industry job requirements, interviewing techniques, resume writing, employee benefits and wages, in addition to being introduced to the student salon. In the Beta phases, you will be introduced to contemporary techniques in haircutting, hair styling, and hair coloring, permanent waving, chemical restructuring hair, and nail care. These units expand upon your practical skills that will now become standard behavior. Through the review of theoretical knowledge and practical experience in the student salon, you will see improvement in confidence, dexterity and technical performance. After successfully completing the Alpha and Beta phases, you will advance to Phase 4

Phase 4: Gamma Phase

Total Instruction: 400 hours

Full Time: weeks 43 - 56

In the Gamma phase you will receive in-depth training in guest servicing, time management, self-promotion, communication, goal-setting, merchandising and successful salon entrepreneurship, in addition to spending the remainder of your educational time getting practical experience in the student salon. You will be coached to fine-tune your coordination, speed, accuracy and concentration to meet entry-level salon requirements. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Phase 5: Barber Phase

Total Instruction: 400 hours

Full Time: weeks 57 - 71

During this last and final phase of the Cosmetology/Barbering course, you will complete your knowledge in facial shaving and hair removal. Additionally you will concentrate on specific modalities in barbering haircuts. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Cosmetology/Barbering- Curriculum Overview (continued)

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

Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

Technical Instruction	Practical Operations	Cosmetology/Barbering Unit Description
Hair Dressing – 1100 hours To be completed in the following subject matters:		
65 hours	240	Hair Styling- Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
40 hours	105	Permanent Waving and Chemical Straightening- Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions

60 hours	50	Hair Coloring and Bleaching- Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers
20 hours	80	Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting
915 hours	-	Guided Practice.
Health and Safety- 200 hours To be completed in the following subject matters:		
20 hours	-	Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
45 hours	-	Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
20 hours	-	Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
15 hours	-	Anatomy and Physiology: Human Anatomy, Human Physiology.
100 hours	-	Guided Practice
Esthetics – 200 hours To be completed in the following subject matters:		
25 hours	40	Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.
25 hours	30	Eyebrow Beautification and Make-up: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.
150	-	Guided Practice.
Manicuring and Pedicuring- 100 hours To be completed in the following subject matters:		
10 hours	25	Manicuring and Pedicuring: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.
25 hours	120 nails	Artificial Nails and Wraps: acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs
65 hours	-	Guided Practice
Barber Techniques- 400 hours To be completed in the following subject matters:		
25 hours	40	Shaves
25 hours	40	Rest Facials
20 hours	60	Barber Hair Cuts and Hair styles
10 hours	20	Scalp Manipulations
10 hours	5	Application of chemicals used on the hair; hairpieces; measuring, fitting and servicing of hairpieces and rolling cream massages.
310	-	Guided Practice.
-	-	Professional Skills Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service records.

Barbering

Barbering- Curriculum Overview

Full-time Flex Schedules

50 Weeks-1500 Hours

Flex Schedules

Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm

2014 Start Dates: Jan 30th, Mar 27th, May 22nd, July 19th, Sept 13th, Nov 6th

Express your creativity and talent in hair, and barbering skills. Our Barbering course incorporates 1500 hours of extensive hands-on learning to provide you a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed barber.

Phase 1: Intro Phase

Total Instruction: 400 hours

Full Time: weeks 1 - 14

The emphasis of the Intro Phase is to introduce the fundamentals of Cosmetology and Barbering. You will spend the first 3 months in a 7 week rotation of introductory classes. Depending where in the rotation you join the class, you will be doing one of the following: hair cutting, styling, coloring, permanent waving, skin, or nail care. Students learn state safety requirements, and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops.

Students also learn retail merchandising, guest servicing and personal development skills to further their professional achievement. Upon successful completion of this phase, you will have the primary skills and experience to meet the Aveda Institute's service concept, and advance to Phase 2.

Phases 2 & 3: Alpha & Beta Phases

Total Instruction: 400 hours

Full Time: weeks 15 –30

In the Alpha phase you will learn how to apply your knowledge and advance the skills necessary to succeed in the salon or barber shop. In the Alpha phase, you will be introduced to contemporary techniques in haircutting, hair styling, and hair coloring. These units expand upon your practical skills that will now become standard behavior. Through the review of theoretical knowledge and practical experience in the student salon, you will see improvement in confidence, dexterity and technical performance. After successfully completing the Alpha phase, you will advance to Phase 3. In Beta Phase 3 you will hone your skills taught in Alpha. Your timing, skills, confidence, and over performance will be perfected in this Phase.

Phase 4: Gamma Phase

Total Instruction: 300 Hours

Full Time: weeks 30-50

In the Gamma phase you will receive instruction on industry job requirements, interviewing techniques, resume writing, employee benefits and, spending the remainder of your educational time getting practical experience in

the student salon. You will continue to build up your skills in permanent waving, chemical restructuring hair, and nail care. You will be coached to fine-tune your coordination, speed, accuracy and concentration to meet entry-level salon requirements. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Barbering- Curriculum Overview (continued)

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

Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

Technical Instruction	Practical Operations	Barbering Unit Description
Hair Dressing – 1100 hours To be completed in the following subject matters:		
200 hours	400	Hair Styling- Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
40 hours	100	Permanent Waving and Chemical Straightening- Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions
60 hours	50	Hair Coloring and Bleaching- Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers
100 hours	150	Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting
Health and Safety- 200 hours To be completed in the following subject matters:		
40 hours	-	Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
85 hours	-	Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
40 hours	-	Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
35 hours	-	Anatomy and Physiology: Human Anatomy, Human Physiology.
Barber Techniques- 200 hours To be completed in the following subject matters:		
100 hours	100	Shaves

Master Barber Program

Cosmetology/Barbering- Curriculum Overview

Full-time Flex Schedules
14 weeks – 400 hours

Flex Schedules

Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm

2014 Start Dates: Jan 30th, March 27th, July 19th, Nov 6th

Express your creativity and talent in hair, skin, nail care, and makeup application. Our Master Barber Program includes 400 hours of extensive hands-on learning to provide you a complete understanding of barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed barber.

Master Barber Phase

Total Instruction: 400 hours
Full Time: weeks 1-14

The Master Barber Program is a 400-hour intensive technical course designed for the licensed Cosmetologist to continue their education in the art of facial shaving, hair removal, and specific modalities in barbering haircuts. Completion of this program prepares the student to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Master Barber Program- Curriculum Overview (continued)

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

Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

Technical Instruction	Practical Operations	Cosmetology/Barbering Unit Description
Barber Techniques- 400 hours To be completed in the following subject matters:		
25 hours	40	Shaves
25 hours	40	Rest Facials
20 hours	60	Barber Hair Cuts and Hair styles
10 hours	20	Scalp Manipulations
10 hours	5	Application of chemicals used on the hair; hairpieces; measuring, fitting and servicing of hairpieces and rolling cream massages.
40 hours	20	Advance hair cutting techniques
100 hours	-	Health and Safety Considerations, disinfection and sanitation, Anatomy and Physiology
170 hours	-	Guided Practice
-	-	Professional Skills Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service records.

Esthiology

Esthiology- Curriculum Overview

Full-time Flex Schedules

21 weeks – 600 hours

Flex Schedules

Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm

-or-

Mon, Wed, Fri 9:00am – 8:00pm

2014 Start Dates: TTHS Jan 9th, Mar 27th, Jun 10th, Sep 4th, & Nov 11th

MWF Feb 19th, May 5th, July 23rd, Oct 10th

Prepare for an exciting future in skin care with Cinta Aveda Institute. Our Esthiology curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you'll be ready to succeed as a licensed esthetician.

Phase 1: Intro Phase

Total Instruction: 300 hours

Full Time: weeks 1- 10

The emphasis of the Intro Phase is to introduce the fundamentals of skin analysis, facial manipulation procedures, aromology, makeup, use of facial equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops.

Upon successful completion of this phase, you will have the primary skills and experience to meet the Aveda Institute's spa service concept, and advance to Phase 2.

Phase 2: Alpha Phase

Total Instruction: 300 hours

Full Time: weeks 11- 21

During the Alpha Phase you will refine your practical skills by spending time in the student spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis is placed on makeup, aromology, the art of retailing, and guest servicing. Students will learn business skills about the industry job requirements, interviewing techniques, resume writing, employee benefits and wages.

Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Esthiology- California Requirements

An Aveda Institute 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. Your education will include both technical instruction and practical operations. Technical instruction will

include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.

Technical Instruction	Practical Operations	Cosmetology/Barbering Unit Description
Facials – 350 hours		
To be completed in the following subject matters:		
275 hours	140	Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.
75 hours	-	Preparation: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.
Health and Safety- 200 hours		
To be completed in the following subject matters:		
50 hours	-	Law and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
50 hours	-	Health and Safety Considerations: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.
50 hours	-	Disinfection and Sanitation: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
50 hours	-	Anatomy and Physiology: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.
Hair Removal and Make-up- 50 hours		
To be completed in the following subject matters:		
25 hours	50	Eyebrow Beautification: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.
25 hours	40	Make-up: Skin analysis, basic and corrective application, application of false eyelashes.
-	-	Professional Skills Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.

CIDESCO

CIDESCO: Esthetics & Beauty Therapy- Curriculum Overview

Full-time Flex Schedules
53 weeks – 1500 hours

Full Time Schedules

Mon, Wed , Fri 9:00am – 8:00pm

2014 Start Dates: Feb 19th, May 5th, July 23rd, Oct 10th

Take your skin care career to the next level with Cinta Aveda Institute. Our CIDESCO: Esthetics & Beauty Therapy curriculum provides 1500 hours of skin care training covering all aspects of skin care, make-up, electrical equipment, full body massage, manicure and pedicure in its natural form. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you'll be ready to succeed as a licensed spa therapist, proficient in skin care, massage therapy manicure and pedicure. The CIDESCO diploma is recognized internationally in 30 Countries.

Phase 1: Intro Phase

Total Instruction: 300 hours

Full Time: weeks 1- 10

The emphasis of the Intro Phase is to introduce the fundamentals of skin analysis, facial manipulation procedures, aromology, makeup, use of facial equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops.

Upon successful completion of this phase, you will have the primary skills and experience to meet the Aveda Institute's spa service concept, and advance to Phase 2.

Phase 2: Alpha Phase

Total Instruction: 300 hours

Full Time: weeks 11- 21

During the Alpha Phase you will refine your practical skills by spending time in the student spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis will be placed on makeup, aromology, the art of retailing, and guest servicing. Students will learn business skills about the Industry job requirements, interviewing techniques, resume writing, employee benefits and wages.

Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Phase 3: Beta, Gamma, and Delta Phase

Total Instruction: 900 hours

Full Time: weeks 22- 53

During the CIDESCO Phase you will expand your knowledge to include Advanced Facial and Body procedures. This phase will also include knowledge in Cosmetic Chemistry, Dermatology, Anatomy and Physiology and Advanced Electrical Machines. You will become proficient in Full Body Massage, Health and Wellness. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examination set forth by CIDESCO. Having successfully passed this examination you will receive your CIDESCO Diplomat Certification recognized in over 30 countries.

CIDESCO- International Requirements

An Aveda Institute education is rigorous and thorough. Throughout the CIDESCO program, you'll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.

Technical Instruction	Practical Operation	CIDESCO Unit Description
5 hours	-	History of Esthetics and Development
5 hours	-	Ethics: Professional Conduct

30 hours	-	Business Studies
25 hours	-	Dermatology: Common Skin Disease and Disorders
20 hours	-	Tissues
	20	Face Cleaning
	20	Skin Analysis
	5	Tinting Eyebrow & Lashes
	5	Shaping
	10	Deep Cleansing Steam & Ozone
25 hours	-	Physics and Knowledge Of Electrical Apparatus
25 hours	-	Facial Treatment Electrical
	25	Basic Anatomy
	25	Cells and tissues
	5	Adipose tissues
20 hours	10	Muscles
20 hours	10	Nerves
10 hours	-	Histology
10 hours	-	Vascular System
10 hours	15	Lymphatic system
	5	Metabolism
		Possible physiological responses:
5 hours	-	Effects of heat
5 hours	-	Mechanical effects
5 hours	-	Chemical effects
5 hours	-	Electrical capacity of the body
20 hours	-	Electricity Basic principles
		Facial Treatment
20 hours	40	Manual
	20	Facial Mask
	25	Make-up

10 hours	5	Cosmetic Camouflage
5 hours	10	Manicure
5 hours	10	Massage hand /arm
5 hours	10	Pedicure
5 hours	20	Depilation Leg, thigh & bikini
5 hours	20	Depilation Under-arm, arm & face
10 hours	20	Lymphatic System
70 hours	-	Theory of Body Massage
	50	Body Massage Manual
	30	Body Massage Electrical
5 hours	-	Hygiene: Personal & Salon
	10	Body Correction
	20	Fitness Figure
5 hours	10	Acupressure
5 hours	10	Reflexology
15 hours	-	Diet and Nutrition
15 hours	-	First Aid
120 hours	-	Chemistry and Cosmetic Science
955 hours	-	Guided Practice

Massage

Massage- Curriculum Overview

Full-time Flex Schedules

21 weeks – 600 hours

Flex Schedules

Mon, Wed, Fri 9:00am – 8:00pm

2014 Start Dates: Coming Soon!

Jump start your massage therapy career with Cinta Aveda Institute. Our Massage curriculum provides 600 hours of massage training covering all aspects of anatomy, manipulative skills, and full body massage. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest

speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you'll be ready to succeed as a licensed massage therapist or related career.

Phase 1: Intro Phase

Total Instruction: 300 hours
Full Time: weeks 1- 10

The emphasis of the Intro Phase is to introduce the fundamentals of body analysis, anatomy and physiology, insertion and origin of body muscles for body manipulation procedures, use of equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops.

Upon successful completion of this phase, you will have the primary skills and experience to meet the Aveda Institute's spa service concept, and advance to Phase 2.

Phase 2: Gamma Phase

Total Instruction: 300 hours
Full Time: weeks 11- 21

During the Gamma Phase you will refine your practical skills by spending time in the student spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis is placed on knowledgeable body treatments and the art of retailing, and guest servicing, in addition, you will receive instruction on industry job requirements, interviewing techniques, resume writing, employee benefits and wages.

Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification required by the appropriate county in the State of California for certification.

Massage- California Requirements

An Aveda Institute education is rigorous and thorough. Throughout the Massage program, you will cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.

Technical Instruction	Massage Unit Description
05	Historical Overview of Massage
150	Practice of Therapeutic Massage Health Requirements, Certifications, Educational Requirements, Scope of Practice
50	Human Anatomy and Physiology Cells, Enzymes, Tissues
30	The Anatomical of the Body Body Cavities and Organs
10	System One Integumentary System
10	System Two The Skeleton System
10	System Three The Muscular System
10	System Four Circulatory System Lymph-Vascular, Immune

10	System Five Nervous System
10	System Six Endocrine System
10	System Seven Respiratory System
10	System Eight Digestive System
10	System Nine Excretory System
10	System Ten Human Reproductive System
40	Equipment
20	Table Draping
180	Classification of Massage Movements Technique, Complete Massage
05	Therapeutic Procedures
05	Hydrotherapy
05	Spa
05	Athletic/Sports Massage
05	Business & Practices

Teachers Training

Teachers Training- Curriculum Overview

Full-time Flex Schedules

21 weeks – 600 hours

Flex Schedules

Mon, Wed, Fri 9:00am – 8:00pm

2014 Start Dates: Coming Soon!

TEACHERS TRAINEE (COSMETOLOGY INSTRUCTOR) COURSE – 600 HOURS

The course of study for students enrolled in a cosmetology instructor training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. To enroll in Teachers Training program, a valid state board license is required.

EDUCATIONAL PERFORMANCE AND OCCUPATIONAL GOALS

The Cosmetology Instructor course is mandated by the State Board of Barbering and Cosmetology. It is designed to prepare licensed cosmetologists for the State Board Instructors licensing examination. This examination determines the individual's basic skills for entry level positions in the Beauty Industry. The training provided will prepare the graduate with the knowledge and skills needed to pass the State Board Examination and if desired,

pursue a vocation at entry level, as a Cosmetology Instructor, manicurist specialist, pedicurist, nail artist, nail salon manager, nail supply representative, nail products demonstrator, hairdresser, salon manager, skin care technician, hair colorist, salon owner, cosmetic sales representative, beauty supply representative, product demonstrator. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles.

INSTRUCTIONAL METHODS

The course is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive, career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Technical instruction means instruction presented by means of demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

TEACHER TRAINEE COURSE GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology Instructor with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination

Technical Instruction	Practical Operation	Teacher Trainee Unit Description
25 hours		The Barbering and Cosmetology Act and Rules, Ethics
25 hours	-	Communications, Human Relations, Compensations, Business
25 hours		Preparatory Instruction
25 hours	-	(a) Instructional techniques: method of instruction; lecture; demonstration; performance; communication skills; instructional aids; and use of questions to promote learning
25 hours	30	(b) Organization techniques: 4 step teaching method; performance objectives; and learning domains, etc
25 hours	30	(c) Lesson planning: subject title; outlines development; and visual aids, etc
25 hours	-	(d) Techniques of evaluation: purpose of tests; types of test; test administration; scoring; and grading, etc
125 hours	-	Conducting classroom and technical instructions and demonstrations, effective classroom management
60 hours	-	Supervising and training of students while they are practicing the art of cosmetology on a client or mannequin in a classroom or student salon
60 hours	-	Educational aids and technology in the classroom
60 hours		Standard print materials, audio/visual
60 hours	-	Assessing progress and advising students
60 hours		Grading styles, What is in a grade

A student enrolled in the six hundred (600) clock hour instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is

paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

Admissions

Admissions Procedure

1. Are you ready to begin? If you're excited about the prospect of training at the Aveda Institute, here's all you have to do to get started.
2. Have a Career Planning Session with and Admissions Coordinator.
3. Complete Enrollment Checklist, issued at Career Planning Session.
4. Create/Finalize Financial Aid

Admissions Requirements

5. Complete the Application for Admission
6. High School Diploma or a copy of your General Education Diploma (GED) with completion date
7. Submit the State issued photo I.D. or passport.
8. As an enrolling student, you are required to read this catalog prior to signing an enrollment agreement. You are also required to review the School Performance Fact Sheet, which is provided to you prior to signing the Enrollment Agreement.
9. Pass the Cinta Aveda Institute's Entrance Assessment, Wonderlic
10. Social Security Card- required for State Board Licensure (or valid state board license for Teachers Training)
11. Submit Letter of Intent (typed, one page).
12. Financial Plan with a Financial Aid Coordinator
13. Complete Enrollment Paperwork

To schedule a one-on-one career planning session, call the Admissions department at 415-989-4400 x 1

- The Cinta Aveda Institute does not admit ability-to-benefit students.
- The Cinta Aveda Institute has not entered into an articulation or transfer agreement with any other college or university.

- The Cinta Aveda Institute requires no information regarding vaccinations from potential students to attend school.
- The Cinta Aveda Institute does not provide English-as-a-second language instruction.

Transfer/Re-entry Students

The Cinta Aveda Institute only accepts transfer hours from other Aveda Institutes; acceptance of hours will be based on assessment and granted on a case-by-case basis. Assessment will include a practical and written examination to determine skill set.

Re-entry within 180 days

A student who re-enters the same program in the Institute within 180 days is treated as if she did not cease attendance for purposes of determining the student's aid awards for the period. If the student re-enters the same program, she is considered to be in the same payment period she was in at the time of the withdrawal. The student retains her original eligibility for that payment period and is treated as though she did not cease attendance. The student is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

Transfer From Another School/Re-entry after 180 days

If a student withdraws from a program and re-enters the same program more than 180 days after a withdrawal, the Institute will treat the hours remaining in the program as if they are the student's entire program and the student will be treated as a transfer student. Cinta Aveda Institute accepts transfer hours from students who were previously enrolled at an Aveda Institute. Transfer hours from another institution are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Students are charged the hourly rate of tuition for any remaining hours they complete at Cinta Aveda Institute. Students are charged a prorated fee for any missing kit items.

Foreign Students

The Cinta Aveda Institute admits students from other countries. Such students must provide proof of high school graduation from their home country, or provide proof of satisfactory completion of General

Education Diploma ("GED"). The Institute does not provide students with English language services. The Institute does not provide visa services nor will the Institute vouch for student status.

All instruction at the Institute will occur in English. In order to ensure that a prospective foreign student has the language skills necessary to succeed in the program, such prospective student must achieve a satisfactory passing grade in an English language proficiency test, by Wonderlic. Prior to enrolling a

prospective foreign student, Director of Education shall administer a proficiency test. In the prospective student achieves as satisfactory grade on such test, then she/he shall be eligible for admission to the Institute.

For further information, call the Admissions department at 415-989-4400 x1

Financial Assistance

Sources of Financial Assistance

You can afford a quality education. Cinta Aveda Institute participates in the Federal Student Aid Program, which can help make your education affordable and attainable. During your Career Planning Session, your Financial Aid Coordinator will explain all of your financial options and explain everything you need to know to create a financial plan that works for you. In an attempt to make education something everyone can afford, Cinta Aveda Institute offers competitively priced career programs, and the option of an interest free payment plan. Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a postsecondary education. Financial aid is money made available to help students meet the cost of college attendance.

If you wish to apply for financial aid or if you have questions, contact the Cinta Aveda Institute Financial Aid Office at (415) 989-4400 x258. Additional information regarding the student aid programs may be found in the "free Application for Federal Student Aid" (FAFSA) published by the U.S. Department of Education. You may call the Federal Student Aid Information Center Monday through Friday between 9am and 5pm (Eastern Time) at 1(800)433-3243.

Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

A student is eligible for Federal Financial Aid at Cinta Aveda Institute if he/she:

- Is enrolling in the Cosmetology or Esthiology program
- Is a U.S. citizen or eligible noncitizen
- Has a valid social security number
- Not owe a refund on a Pell Grant at any school
- Not be in default on a Federal Direct Stafford Loan at any school
- Maintains satisfactory academic progress while in school (see the Cinta Aveda Institute SAP policy in our Course Catalog)
- Be registered for selective service (if the student is male between the age of 18-25)
- Have a High School Diploma (or equivalent), or a GED.

Application for Federal Financial Aid

The Free Application for Federal Student Aid (FAFSA) needs to be completed to determine eligibility for Federal Financial Aid. Documentation to substantiate the data entered on the form may be required by the Financial Aid Office. Forms and assistance in completing them are available at the Cinta Aveda Institute. In addition to the FAFSA, the Cinta Aveda Institute requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

All Title IV funds are awarded based on eligibility. You can determine your eligibility by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at www.fafsa.ed.gov. You must be fully enrolled at Cinta Aveda Institute before any Title IV aid will be disbursed on your behalf. To ensure that the Cinta Aveda Institute receives your FAFSA, you can add our school code, which is: **041800**. If you have entered Cinta Aveda's school code on your FAFSA, we will receive a report and will be able to determine the types and amount of aid you are eligible for.

While receiving financial aid, the student has the following responsibilities:

- The student has the responsibility to remain in Satisfactory Academic Progress (SAP).
- The student must complete all application forms truthfully and accurately.
- The student is responsible for providing all documentation to the financial aid office in a timely manner. Failure to do so could result in not receiving a financial aid award.
- The student is responsible for reading and understanding all materials he or she signs and for keeping copies of those documents.
- The student is responsible for all agreements that he/she signs.

The institute offers the following financial aid programs to those who qualify

Cinta Aveda Institute is approved for, and participates in the following U.S. Department of Education programs intended to defray the costs of school for those students eligible for financial aid considerations.

Federal Pell Grants

Pell grants are awarded only to first-time undergraduates. This is gift aid and does not require repayment; however, students must demonstrate financial need to qualify. The Federal Pell Grant program is federally funded with the purpose of helping financially needy students meet the cost of postsecondary education. This program is centrally administered by the Federal Government and is typically the foundation of a student's aid package. Pell grants are awarded by the Department of Education using a sliding scale that is based on the EFC (which is calculated by the FAFSA). Pell Grant awards are based on the 9-month Expected Family Contribution (EFC) on the student's valid FAFSA, the academic year, and the cost of attendance for a full-time student for a full academic year. The Scheduled Award amounts are specified on the Pell Payment Schedules released by the Department of Education. The Scheduled Award is the maximum amount the student can receive during the award year, if he or she attends full-time for a full academic

year. The award year begins on July 1 of one year and ends on June 30 of the next year. For example, the 2013-14 award year begins July 1, 2013, and ends June 30, 2014.

• The maximum Pell Grant award for 2013-14 for one academic year is \$5,645.00

• The eligible EFC for 2013-14 Pell Grant award is between \$0 - \$5081.

• The maximum duration of Pell eligibility is 6 Scheduled Awards, as measured by the percentage of "Lifetime Eligibility Used" (LEU). For example, one Scheduled Award equals 100% LEU. A student is ineligible to receive further Pell Grant funds if they have reached or exceeded the 600% limit for the program.

Federal Direct Stafford Loans:

Funds received from either of the loan programs are subject to repayment from the student.

- **Stafford Subsidized Loans** –Students must demonstrate financial need to qualify for Subsidized loans. The Department of Education pays for your interest while you are in school and during grace and deferment periods. The student would pay a combined origination/ guaranty fee of 3% rebated directly to the U.S. Department of Education. Currently Stafford Subsidized loans are offered at a 3.86%/1.072% interest rate
- **Stafford Unsubsidized Loans** – Students to not need to demonstrate need for unsubsidized loans. Students are responsible for interest during the life of the loan. Currently Stafford Unsubsidized loans are offered at a 3.86%/1.072% interest rate.
- **Federal Direct PLUS Loans** – non need based loan. Available to parents of dependent students to contribute to their child's education. This is a loan for parents and requires repayment. The PLUS provides low interest rate loans to parents of undergraduate students regardless of financial need. These funds assist students with educational expenses. Parent PLUS Loans are only available to parents of dependent students. The Parent is

responsible for all interest and payments, and cannot be transferred to the student. Currently PLUS loans are offered at a 6.41%/4.288% interest rate.

- The student for whom the parent is borrowing the loan must meet all of the eligibility criteria for financial aid.
- The parent borrower must meet the citizenship criteria and not be in default or owe repayment on a Title IV loan or grant.
- The student for whom the parent is borrowing must have a current and valid FAFSA.

The information you report on the FAFSA when you apply for aid is used in a formula established by U.S. Congress that will calculate your Expected Family Contribution (EFC). Your EFC will help determine the types and amounts of aid you are eligible for.

Students must reapply for Federal Financial Aid annually. The FAFSA award year begins on July 1st of each year and ends on June 30th of the following year. *Federal Financial Aid **is not** automatically renewed for the next award year.* It is the sole responsibility of the student to reapply for Federal Financial Aid annually if he or she wants to continue to participate in any Federal Aid program.

Federal Financial Aid Disbursement

Disbursements of Federal Financial Aid are made based on a per payment period basis. All federal loans come in 4 disbursements in the Cosmetology program and 2 disbursements in the Esthiology program based on hours accumulated.

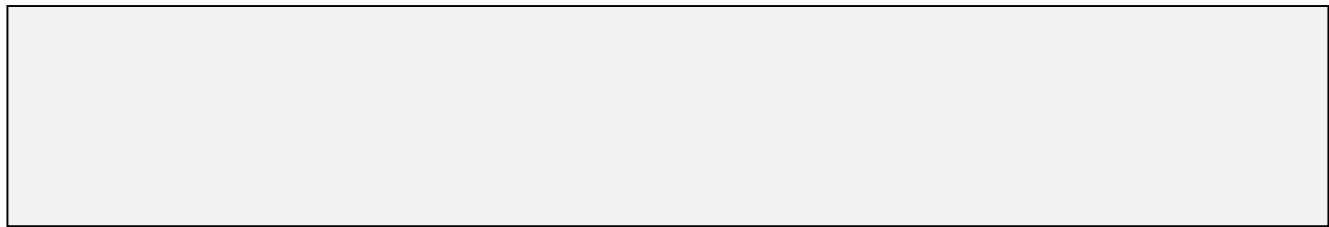
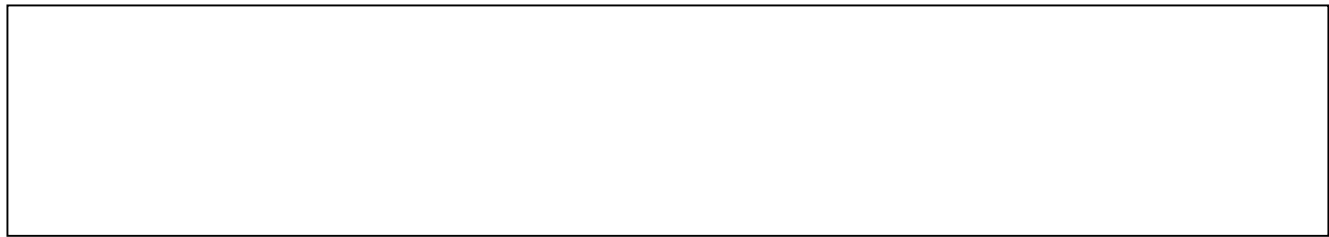
You are responsible for this Financial Aid. If you get a student loan, you are responsible for repaying the loan amount plus applicable interest less the amount of any refund.

Treatment of Federal Funds if the student withdraws from the course of study

Federal regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from a course of study. If the student withdraws before 60% of the payment period in the course, the student would have earned the same percentage of aid received. For example, if the student withdraws at 50% of the payment period, the student would have earned only 50% of the aid received. To determine the percentage completed, the scheduled hours of class or the actual hours attended (if less than 70% of the scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. Withdrawing students will be responsible for any institutional charges not covered by student aid.

- Available to dependent and independent students
- School Code 00600872
- **Monthly Payment Plan**
- **Sallie Mae Smart Options Student Loan**
- **0% interest** applies to tuition paid in full before graduation
- **Option of additional money for living expenses available (Max \$6000)**
- **Request to remove Co-signer after max of 36 months**
- **Federal Direct Stafford Loans**
- **Fixed interest rate & credit score tier rate**
- **No prepayment penalty**
- **Competitive Interest Rates**
- **Available to those who qualify**

For details on how to apply, speak to your Admissions Representative



Student Services

Placement

Cinta Aveda Institute assists in career placement in three ways: holding semi-annual career fairs where we host 20-30 salons in house that are during students enrolled hours; maintaining a Career Board with the most current job postings in our area; and hosting guest speakers in the Institute once a month to speak to students about career opportunities within their salons/spas. The Cinta Aveda Institute does not guarantee emplacement.

Academic Counseling

Cinta Aveda Institute provides academic counseling to all students. We will help you with tutoring, should

you experience challenges in meeting the minimum performances standards and course requirements as set by the Institute and the California Cosmetology Board.

Individual Counseling

If you experience personal challenges, Cinta Aveda Institute encourages students to contact Student Services for a list of local crisis hotlines, which provide personal counseling referrals to a network of professionals.

Student Records

All student records are retained on the premises for 5 years from the enrollment date.

Student Activities

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

Artistic Team: Students participate in industry photo shoots and fashion shows to gain experience in editorial styling and makeup.

Cinta Alumni Association

Cinta Aveda Institute Alumni Association encourages graduates to keep in touch with classmates, receive advanced training and placement assistance.

Academic Information

Student Evaluation - Satisfactory Academic Progress (SAP) Policy

Your progress at Cinta Aveda Institute will be evaluated on the basis of written tests, daily clinic practical experiences, daily quota experiences, a final practical and written examination and projects. Practical applications are graded on competency; written and theory applications on the scale below.

Written/Theory Grading Scale

100 | 93 A
92 | 85 B
84 | 77 C
76 | 70 D
69 | below F

A – Excellent
B – Very Good
C – Satisfactory
D – Needs Improvement
F - Failing

EVALUATION PERIODS

All students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	400, 800, 1200, 1600 scheduled hours
Esthetics	150, 300, 450, 600 scheduled hours
CIDESCO	300, 600, 900, 1200 scheduled hours
Cosmetology/Barbering Crossover	400, 800, 1200, 1600, 2000 scheduled hours
Teachers Training	150, 300, 450, 600 scheduled hours
Barbering	300, 600, 900, 1200, 1500 scheduled hours
Master Barber	

All students receive SAP's at Evaluation Periods.

*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 satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

All students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. 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, the school will determine if the student has maintained at least 90% cumulative

attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1600 Hours	80 Weeks	2400
Esthetics (Full time, 33 hrs/wk) – 600 Hours	30 Weeks	900
CIDESCO (Full time, 30 hrs/wk) – 1500 Hours	75 Weeks	2250
Cosmo/Barber Cross (Full time, 30 hrs/wk) – 2000 Hours	100 Weeks	3000
Teachers Training (Full time, 30 hrs/wk) – 600 Hours	30 Weeks	900

*The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 90% of the scheduled hours.

ACADEMIC PROGRESS EVALUATIONS

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 minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100 93 A	A – Excellent
92 85 B	B – Very Good
84 77 C	C – Satisfactory
76 70 D	D – Needs Improvement
69 below F	F – Failing

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Your progress at the Cinta Aveda Institute will be evaluated for the purposes of SAP quarterly throughout your scheduled hours. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress. Students are required to attend a minimum of 90% of the hours possible on the applicable attendance schedule per contract enrollment. Students are also

required to maintain a written grade average at a minimum of 70%.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by

the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal.

APPEAL PROCEDURE

If the student is unable to earn the student is required a minimum 70% GPA in all classes and operations as well as a minimum 90% attendance status, the student will be first given a warning. The student will have until the next evaluation period to bring his/her grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic plan. If satisfactory academic progress requirements or academic plan are not met, the student's financial aid will be interrupted and the student will be responsible for payment of all tuition balances.

In order for the student to continue to receive federal financial aid, the student MUST APPEAL the satisfactory academic progress decision at 10 calendar days after the probationary period and prevail upon appeal. 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 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 Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file.

If the appeal is not granted, the student will be expected to pay the full tuition in cash. If the student is unable to pay in cash, he/she will be dismissed from the Institute.

If an appeal is granted and financial aid is reinstated on a probationary status, the student is required to earn a minimum 70% GPA in all classes and operations as well as a minimum 85% attendance status. This calculation will be performed at quarterly intervals, grades or attendance below the fore mentioned minimums will negatively impact these calculations and may result in termination of financial aid and/or dismissal. Once a cumulative GPA of 70% and 85% attendance rate have been earned by the student for one full SAP period they will be removed from probation and notified of their new status by the financial aid office.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect

upon the school's satisfactory academic progress standards.

TRANSFER HOURS

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.

Access to Cumulative Records

The Cinta Aveda Institute respects each student's right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. To protect each student's privacy the following policies and procedures have been established:

Upon enrollment, each student is provided and reviews a copy of Cinta Aveda Institute's Privacy Act release form. After reviewing and agreeing to the terms of the release, the student signs and dates the form acknowledging their rights under agreement.

Cinta Aveda Institute accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has reached eighteen years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for the protection of the privacy of the student educational records rests primarily with the student services coordinator and the financial aid representative. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents such as tax forms
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
3. Confidential letters and statements of recommendation, placed in the records after

January 1, 1975 to which the students have waived their right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.

4. Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record which pertains only to the inquiring student.

There are exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1995, a publication of the American Association of College Registrars and Admissions Officer.

1. To school officials within the institution who have been determined by the Cinta Aveda Institute to have a legitimate interest in the records. School officials include counselors

and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional

staff who directly relate to the administrative task of Cinta Aveda Institute. A school official has a legitimate educational interest in the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of the student. When doubt is raised about an individual's 'need to know' or legitimate educational interest in having access to specific information, the issue shall be decided by the Cinta Aveda Institute Director.

2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state of federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of Cinta Aveda Institute
6. To accrediting organizations to carry out their accrediting functions.

7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Cinta Aveda Institute will grant equal access to the student's education records upon demonstration of dependency as described above.
8. To appropriate parties in a health or safety emergency subject to determination by the Director.
9. To personnel complying with a judicial order or lawfully issued subpoena provided that Cinta Aveda institute makes reasonable attempt to notify students in advance of compliance. **NOTE:** Cinta Aveda Institute is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for law enforcement purpose, orders the college not to disclose the existence or contents of the subpoena.
10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Cinta Aveda Institute will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

Cinta Aveda Institute will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicated the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in obtaining the information. The record may be reviewed by the eligible student.

ANNUAL NOTIFICATION OF FERPA RIGHTS

Cinta Aveda Institute will give annual notice to current students of their rights under the Act. New students will receive their information and release form during their enrollment.

STUDENT RIGHTS AFTER CEASING ATTENDANCE OR GRADUATION

Students who have ceased attendance or have graduated from Cinta Aveda Institute have the same FERPA rights as students that are currently attending, including the right to:

- a) Inspect their education records

- b) Appeal information found in education record
- c) Have their education record privacy protected by Cinta Aveda Institute

The release of education records information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate for twenty five years following the death of a student.

PRIVACY RIGHTS OF DECEASED STUDENTS

Student Information Release Policy

Cinta Aveda Institute requires written authorization from a student or parent/guardian (in case of a dependent) or graduate in order to release academic, attendance, enrollment status, financial and/or any other information to agencies, prospective employers or any other party seeking information about the student.

We do not publish directory information pertaining to any information regarding our student body. Nor do we sell such information to any entity.

Student Information Release Policy does not pertain to information required by the National Accrediting Commission of Career Arts & Sciences for accreditation purposed, or in response to a directive of the Commission.

Makeup Policy

Students who know they will be missing a written and/or practical quiz or test may make it up ahead of time to receive full credit. It is the student's responsibility to coordinate the time with their educator and it may fall outside of their normally scheduled hours. Students who are absent the day of written and/or practical exam may take the quiz/test within 3 school days. Failure to comply with the makeup policy will result in a 30% reduction in score value.

Cinta Aveda Institute is a competency based school, all students must take a practical examination to move into the next phase. Failure to complete practical testing may result in repeating the 14 week phase.

Payment Options

Interest Free Payment Plan - Cinta Aveda Institute offers customizable payment schedules to all students. 0% interest applies to tuition paid in full by graduation.

Sallie Mae Smart Options Loan - Cinta Aveda Institute accepts Sallie Mae student loans. Sallie Mae offers flexible repayment options and allows payment deferments until the student is out of school. For more information, or to apply for a Sallie Mae loan please visit www.salliemae.com

GI Bill/ Veterans Assistance Grants - Cinta Aveda Institute is proud to participate in the GI Bill. FOFor more information, and to determine if you qualify please visit www.gibill.va.gov

Graduation & Licensing

Graduation Requirements

To receive a diploma from Cinta Aveda Institute, you must:

1. Meet the minimum course requirements.
2. Complete required course hours. (respective to program)
3. Complete tuition and fee obligations.
4. Meet satisfactory progress requirements.

5. Demonstrate competency in all modalities.

If at any time you do not demonstrate competency in any of the modalities in relation to your course, you will be required prior to moving to the next phase to demonstrate competency.

Repeat Phase Policy

The culmination of each phase will be a final examination at which time you will be required to pass both the written and practical aspects of that phase with a score of 80 or higher to progress to the next phase.

Additional Hours

If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the Director of Education, an additional hourly rate of \$15 per hour to be paid by the student in advance.

Licensing Requirements

To receive a license in the state of California, a Cosmetology, Cosmetology/Barbering or Esthiology student is required to:

1. Complete the hours in the course of instruction.
2. Successfully demonstrate competency in all modalities of required curriculum.
3. Submit State required exam fees and application.
4. Successfully complete the written theory and practical examination conducted by the California Board of Barbering & Cosmetology at local testing facilities.

Policies and Standards

To help you achieve excellence in our Career Programs, we have established these guidelines to ensure fairness, understanding and positive work habits among our students.

To help prepare you for the workplace, Cinta Aveda Institute operates much like a professional salon environment. Late arrivals, absences and other interruptions in your training have a significant effect on your achievement - just as they would if you were an employee in a salon, day spa or other professional environment. By law, we must keep track of your training hours for licensure.

Because every student is a future employee, manager or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

1. Maintaining a professional appearance is vital to success. A professional appearance includes:

- a. Professional solid black shirt; must be professional and have sleeves. *(No tank tops, sleeveless shirts allowed)* Professional solid black dress pants: includes knee length dress skirts, knee length dress *(No shorts, skirts, dresses or any clothing item hitting above the knee).*
- b. Identification badges and student name tags are to be worn as issued during all clocked hours to identify students to clients. If either is lost, the student must replace at a cost of \$10.00 (per item) or be dismissed until compliant.
- c. Footwear must be professional in appearance and have a closed toe

and heel. No tennis shoes or tennis shoe look-alikes.

- d. Cinta Aveda Institute reserves the right to maintain an esthetic standard for all students, including professional personal hygiene and grooming and, to the extent appropriate, makeup, appropriate facial hair and standard dress code adherence.
- e. Students, who are, in the reasonable determination of Cinta Aveda Institute, not dressed professionally, will be dismissed for the day.

2. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:

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| <p>a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) will be dismissed pending notification.</p> | <p>b. Food, candy and gum are allowed in the lunchroom area only.</p> <p>c. Personal electronic devices may only be used in the lunchroom area.</p> |
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3. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive instructor permission to be in unassigned areas.
 4. To benefit from the training and technical experience Aveda Institute offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will be terminated.
 5. All services or work done by students must be assigned by, performed under the supervision of and evaluated by an instructor within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.
 6. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their property in these locked areas. 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. Stealing, cheating, defacing or damaging student or school equipment will result in termination and require monetary restitution.

Minor Standard Violations

Minor violations include assigned area violations, property misuses, guest service violations, unprofessional behavior and any disruptive behaviors determined by instructors and team leaders as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. Anytime during the student's program the violation of a minor standard may result in lost hours, and repeated violations may result in suspension from the school or termination.

All minor standard violations will result in a student being put on probation for that infraction. A student will receive 4 probation notices

for each similar violation before dismissal occurs. On the fourth probationary notice a final warning will be given, on the fifth infraction of the same violation a student will be dismissed from the program.

Major Standard Violations

Major standards include using controlled substances/alcohol, defacing or destroying property, stealing, falsifying documents, committing fraud, abusing and/or causing physical harm to others and violating local, state and federal laws. At anytime during a student's program, the violation of a major standard will result in termination.

All major standard violations will result in immediate dismissal.

Appeal may be made by submitting a written letter to the Institute Director and a hearing will be held with 3 team members to hear the student appeal and review the case. Verdict of the appeal hearing will be given within 30 days of the hearing to the student.

Attendance/Absences

Students are expected to attend school as specified in their enrolment agreement. If students encounter situations that mandate missed hours, such as emergencies, illness, funeral, court dates, injury, transportation challenges, etc. each field of study has a predetermined "pool of hours"

that can be used for class or clinic time missed. The allowed "pool of hours" is the maximum time that students can be absent and still achieve the quality of skills that will produce excellence in the workplace.

- Cosmetology Students can be absent for a total of 100 hours.
- Cosmetology/Barbering Students can be absent for a total of 140 hrs.
- Esthiology Students can be absent for a total of 40 hours.
- Esthiology/CIDESCO Students can be absent for a total of 100 hrs.

Ultimately it is the students' responsibility to keep track of hours missed. Attendance Progress is evaluated at the end of each quarter; students under 67% attendance will be put on probation for the following phase. Students may only be on probation for one period during their enrollment. Students who don't maintain satisfactory attendance progress by second review period will be terminated from the program.

Late Arrival

School starts promptly at 9:00am (8:30am on Saturday). There will be no admittance after class start time. Class resumes promptly after lunch. There will be no admittance after lunch.

Early Releases

Students are encouraged not to leave prior to their scheduled

departure time. If a student wishes to leave school early for any reason, they must consult their educator prior to clocking out. It is at the educator's discretion to grant a student early leave. Hours missed due to early leave will come out of the students' pool of hours.

Notice of Expected Absence

Students planning to be absent must complete electronic student inquiry form with the category of expected absence. This will be electronically submitted to student services.

Leave of Absence

Please inquire with the Institute Director if you find that you will require a Leave of Absence during your enrollment. You must make an appointment to discuss LOA procedures. All leaves must be approved by a Director.

An approved leave will extend your enrollment contract to accommodate the length of your LOA. You will not be penalized for the time you are away from school on an approved LOA. You must return on the date you designate on your LOA form, or your contract will be terminated according to Federal Law.

Time Record Policies

Cinta Aveda is a clock hour institution. Clocking in and out each day is the manner in which

students hours are accumulated towards course goal.

Students use finger prints to clock in and out each day; in order to record their time at school. It is the student's responsibility to clock in and out to ensure you are credited with attendance hours.

Students failing to clock-in/out are responsible for correcting time discrepancies with their educator. Students who fail to correct their time discrepancies within 30 days of the notice understand that the unadjusted balance of hours will become part of their federal record.

Physical and Safety Demands of Industry Professionals.

- Repetitive hand, arm and wrist motion
- Possible chemical smell
- Stretching and bending
- Working with sharp objects
- Contact with communicable disease

Holidays

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Holiday Season
- New Years Day

Holidays are subject to change without prior notice.

Student Grievance/Appeal Policy

Complaint procedures are addressed in the student catalog and handbook, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 7 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be mailed to the corporate office at the address listed in the current student handbook, or delivered personally to the Director.
3. The complaint will be reviewed by the management team and a response will be sent in writing to the student within 14 days of receiving the complaint. The initial response may not provide for final resolution of the problem, but will notify the student of the continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management team, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 30 days within committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 21 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. Corporate management shall consider the report and take under consideration or advisement the recommendations of the committee.

Discrimination Policy

Cinta Aveda Institute does not discriminate on the basis of sex, age race, color, religion or ethnic origin in admitting students.

Cancellation and Refund

Policy

- a) **STUDENT'S RIGHT TO CANCEL.** All funds paid will be returned if the Student is rejected for enrollment. You have the right to cancel the contract for a course of instruction within 7 contracted business days. You will be refunded 100% of all costs including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement. Business day means, a day on which you were scheduled to attend class.
 - a. In accordance with California state-mandated refund policy the Institute shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

- b) Cancellation. Shall occur when you give written notice of cancellation at the Institute's address. A notice of cancellation form is available by requesting one from our Admissions Department by calling (415) 989-4400, extension 1 or by emailing admissions@cintaaveda.edu. You must return the signed notice of cancellation by mail, hand delivery, telegram, or email. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. You do not cancel the Agreement by just not attending classes.
- c) Withdrawal from course. You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the fifth business day following the first class you have attended, the Institute will remit a refund within 45 days following your formal withdrawal date. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, or the date of expulsion by the school. If you fail to return from a Leave of Absence or cancel your enrollment while you are on a leave of absence, your formal cancellation date will be your last date of attendance prior to leaving for a leave of absence. Unofficial withdrawals are determined by the Institute through monitoring your attendance once per week. You are obligated to pay only for hours scheduled for educational services rendered. The refund shall be calculated by adding \$150 early drop fee and non-refundable kit fee, then dividing the remaining total tuition by the number of hours in the program to obtain the hourly charge for the program. The amount owed by the Student for the purposes of calculating a refund is derived by multiplying the total hours elapsed as of the last day of attendance by the hourly charge for instruction plus the amount of the early drop fee and kit fee specified in the contract. If the amount earned by the Institute is more than the Student has paid, the Student is legally obligated to make satisfactory arrangements for payment of the debt incurred.
- d) Kit Policy. Upon enrollment, Students are issued all necessary equipment. Once issued, the kit becomes the property of the Student and is non-returnable.
- e) Hypothetical Refund Example in accordance with the California state-mandated refund policy. Assume that a CASH PAYING Student, upon enrollment in a 1,600-hour course, pays \$10,000.00 for tuition and \$500.00 (documented cost to the Institute) for equipment as specified in the Enrollment Agreement and withdraws after 600 hours have elapsed without returning (due to sanitary reasons) the equipment he/she obtained. The pro rata refund to the Student would be \$6,250.00 based on the calculation stated below.

Total Paid:	\$10,500.00	Tuition Cost:	\$10,000.00	Paid for Instruction:	\$10,000.00
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Hours in Course:	1,600	Hours Elapsed:		600	
Less cost of un-returnable				=	
Equipment (non-refundable):		(\$ 500.00)		Hourly Charge:	\$6.25
owed (600 X \$6.25):	(\$3,750.00)				Tuition
Equals amount paid for instruction:	\$10,000.00				Refund Due:
	\$6,250.00				

For the purpose of determining the amount you owe for the time you attended (to include the hours of training offered to the Student but not attended by the Student), you shall be deemed to have withdrawn from the course when any of the following occurs:

- 1) You notify the Institute of your withdrawal or the actual date of withdrawal
 - 2) The Institute terminates your enrollment due to academic failure or for violation of its rules and policies stated in the Institute Catalog.
 - 3) You failed to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
 - 4) You fail to return on schedule, from an approved leave of absence. Termination will be the scheduled date of return.
- f) **Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be

paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

- g) **Student Tuition Recovery Fund (STRF):** The student is responsible for paying the state an assessment amount for the Student Tuition Recovery fund.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- a) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- b) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- a) You are not a California resident, or are not enrolled in a residency program, or
- b) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Refunds: If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date (whether officially or unofficially) in the order stated in CFR 34 section 668.22. According to California State law (section 94919(c) or 94920(d) or 94927) a pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student. The required date of the refund is calculated based on the student's last date of attendance. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid funds. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution. When situations of mitigating circumstances are in evidence, Cinta Aveda Institute will issue a refund to the student that may exceed Tuition Adjustment Guidelines. If

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before

instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood. **School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

- h) **Official Termination date.** Students will be officially withdrawn 21 calendar days from the last day of recorded attendance.
If any portion of your cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations, and third, to the Student if applicable.
- i) **Termination by Institute.** A Student may be terminated from the Institute for any infraction or noncompliance with the Institute policies, rules, or this Enrollment Agreement.
- j) **Course Cancellation.** If a course is canceled subsequent to a Student's enrollment, and before instruction in the course has begun, the Institute shall at its option: 1. Provide a full refund of all money paid; or 2. Provide completion of the program or course.
- k) **School Closure.** If the Institute closes subsequent to a Student's enrollment, and before instruction in the course has begun, the Institute shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.
- l) **Notice Concerning Transferability Of Clock Hours Earned At Our Institute.** Transcripts will not be released until tuition charges are paid in full. The transferability of credits you earn at the Cinta Aveda Institute is at the discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in CIDESCO/cosmetology/Esthiology is also at the complete discretion of the institution to which you may seek to transfer. If the hours or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cinta Aveda Institute to determine if your hours or diploma will transfer.

Questions & Complaints

Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, P (916) 431-6959 F (916) 263-1987

Complaints

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888)

370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web-site www.bppe.ca.gov

Bankruptcy

The Cinta Aveda Institute has never filed for bankruptcy, nor does it have a pending bankruptcy. Cinta Aveda Institute is not operating as a debtor in possession, has not filed a petition within the last five years, and has not had a petition filed against it within the preceding five years.

Aveda Institutes' Founder

Horst M. Rechelbacher

Aveda Corporation founder Horst M. Rechelbacher has redefined the face of beauty worldwide. For nearly four decades, he has been a major, motivating force in hair care and the beauty industry. A world-renowned hair stylist, artist, entrepreneur and educator, he's a master of innovation: moved by a keen intelligence, artistic talent and quest for knowledge, he has 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 Environmental Lifestyle 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 lifestyles.

Horst's dynamic vision and ideas are embodied in the Aveda Institute, which he founded in 1976. Under his vital leadership, the Aveda Institute has become an internationally acclaimed center of learning for professionals in cosmetology, esthiology, manicuring, spa body care and massage. Still actively involved in education, Horst continues to develop and direct various aspects of Institute curriculum and training, always evolving new techniques and technologies. The very essence of Horst's vision and ideas, the Aveda Institute is a stimulating, interactive learning center that offers a comprehensive program that blends basic theory with practical experience in real-life salon and spa environments.

2014 Tuition & Fees

	Tuition	Books, Tools, Supplies	STRF	Total
COSMO/BARBERING	\$27,945.00	\$2,882.50 + \$1,300.00	\$16.00	\$32,143.50
MASTER BARBER PROGRAM	\$5,370.00	\$1,300.00	\$3.50	\$6,673.50
CIDESCO	\$20,692.00	\$2,200.00 + 2,650.00	\$13.00	\$25,555.00
COSMETOLOGY	\$22,575.00	\$2,882.50	\$12.50	\$25,470.00
ESTHIOLOGY	\$10,500.00	\$2,200.00	\$6.50	\$12,706.50
MASSAGE	\$8,000.00	\$1,000.00	\$4.50	\$9,004.50
TEACHER'S TRAINING	\$5,370.00	\$300.00	\$3.00	\$5,670.00

School Holiday and Closures

Wed and Thurs – January 1 & 2 New Years Day and Inservice Day

Mon and Tues – May 26 & 27 Memorial Day and Inservice Day

Fri and Sat – July 4 & 5 Forth of July

Mon and Tues – September 1 & 2 Labor Day and Inservice Day

Thurs and Fri – November 27 & 8 Thanksgiving

December 24, 2014 – January 1, 2015 Winter Break

Licensed by:

CA Board of Barbering and Cosmetology

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Sacramento, CA 95834

Phone 800-952-5210

Accredited by:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

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