

**Aveda  
Arts & Sciences  
Institute**

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**Minneapolis**

# **STUDENT CATALOG**



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

# Institute Information

## **Integrating the Elements. Awakening the Senses.**

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

## **Develop your Natural Talents.**

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

## **The Founder**

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

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

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

## **Programs**

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

All programs encompass three types of learning:

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

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

**Language Offered**

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

**Mission Statements****Aveda Arts & Sciences Institute Mission Statement**

Vision:

To awaken people to the potential of beauty by elevating generations of creatives.

Position:

To transform passion into purpose by empowering students to achieve their potential.

**Aveda Arts & Sciences Institute School Curriculum Mission Statement**

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

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

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

**Ownership**

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

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

Edwin H. Neill GST Trust: 50%

Debra A. Neill Baker: 50%

**Contact Information**

Aveda Arts & Sciences Institute Minneapolis

400 Central Avenue SE

Minneapolis, MN 55414

Phone: (612) 331-1400

Toll-Free: (800) 274-6778

Fax: (612) 378-7430

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

# Facilities

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

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

## **Student Classrooms**

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

## **Grand Atelier**

A breathtaking theater space used for student shows, films, exhibits, music and dance performances, and fashion and hair shows.

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

## **Library**

The institute library is located on the 4th floor behind the Grand Atelier. Students can privately use the library for prayer or pumping during institute hours with their educator's approval.

## **Aveda Experience Center**

The institute has two retail centers for Aveda hair, skin and body care, flower and plant Pure-Fume™, makeup, and lifestyle products. The stores give you the opportunity to practice your guest service and retailing skills.

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

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

## **Building Security**

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

## **Parking**

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

# Accreditation, Licensure, and Associations

## Accreditation

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

## Licensure

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

## Contact Information

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

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

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

## Associations

Aveda Arts & Sciences Institute Minneapolis belongs to the following associations:

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

# Admission

## Admission Requirements

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

1. Have a career planning session with an Admissions Manager;
2. Submit a letter of intent;
3. Submit a letter of recommendation;
4. Submit a completed enrollment application and \$100.00 application fee;
5. Provide proof of age (e.g., driver's license, US passport, government-issued identification)
6. Provide proof of US citizenship or lawful status (e.g., US Birth Certificate, US Passport, US Certificate of Citizenship, US Naturalization Certificate, Permanent Resident Card, or valid Nonimmigrant Visa)
7. Submit immunization record as required by Minnesota law\* (M.S. 135A.14);
8. Be proficient in English as defined by the Minnesota Board of Cosmetology's March 4, 2019 memo;
9. Have successfully completed high school or its equivalent as evidenced by a copy of a diploma, copy of GED certificate, or copy of transcript showing high school completion date\*\*; and
10. If a Massage Therapy student, submit a massage waiver form.

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

### Exceptions:

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

\*\*If homeschooled, the student must provide evidence of completion of homeschooling that state law treats as home or private school. If the state issues a credential for home school, the student must provide this credential. In addition, if the applicant has a foreign high school diploma, the applicant must provide evidence that verification of their high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

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

### **Validating Documentation**

All students need to provide Aveda Arts & Sciences Institute Minneapolis with the documentation listed above prior to signing the enrollment contract. Student financial aid will not be disbursed if the proper documentation is not provided.

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

If the institute has reason to believe that the high school transcript was not obtained from an entity that provides secondary school education, Aveda Arts & Sciences Institute Minneapolis will check with the department of education in the state in which the high school is located. If the validity of the high school diploma or G.E.D. cannot be confirmed, the student will not be admitted. The school's decision is final, and not subject to appeal.

### **Transfer Hours**

#### *Earned from another Aveda Institute*

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

#### *Earned from a non-Aveda Institute*

Aveda Arts & Sciences Institute Minneapolis does not accept transfer hours from non-Aveda institutes.

#### *Veterans Affairs Students*

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

### **Articulation Agreements**

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

### **Program Reentry**

Students whose enrollment has been terminated, voluntarily or involuntarily, must wait 6 months before applying for consideration of re-entry. A letter must be submitted to the Institute Director stating the re-entry request and reasons for consideration. Aveda Arts & Sciences Institute reserves the right to waive the 6-month waiting period when extenuating circumstances occur.



**Ability to Benefit** Aveda Arts & Sciences Institute Minneapolis does not accept Ability to Benefit students.

**Nondiscrimination Policy**

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



# Cosmetology

## (Diploma)

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

### Full-Time Schedules

A-side: Monday through Wednesday 8:30 am-7:30 pm, every other Saturday 7:30 am-6:30 pm (1-hour break) (replaces Wednesday) (30 hours per week, 52 weeks total)

Short-day: Tuesday through Friday 8:30am – 4:30pm (30-minute break) every other week, then Wednesday through Saturday 8:30am – 4:30pm (7:30am – 3:30pm on Saturday) (30-minute break) every other week

### Program Outline

Hours/ Service Exercises	Subject (as required by Minnesota Rule 2110.0510)
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240 hours	<b>Preclinical theory instruction</b> in the sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; infection control; safety procedures related to the practice of cosmetology; and Minnesota statutes and rules which pertain to the regulation of the practice of cosmetology; student orientation; and elementary service skills.
180 hours	<b>Theory</b> instruction in applied science and skills in shampooing, scalp and hair conditioning, hair design and shaping, chemical hair control, hair coloring, hair styling, skin care and facials, makeup, waxing, and manicuring and nail care, client consultation and skin analysis, as well as instruction in business practice and in the Minnesota laws regulating those practices and labor relations
80 hours (150 exercises)	<b>Scalp and Hair Conditioning</b>
50 hours (300 exercises)	<b>Shampooing</b>
150 hours (75 exercises)	<b>Hair Design Shaping</b>
200 hours (300 exercises)	<b>Hair Styling</b>
200 hours (60 exercises)	<b>Chemical Hair Control</b> (includes six chemical relaxing exercises)
100 hours (50 exercises)	<b>Hair Coloring</b>
150 hours (50 exercises)	<b>Manicures</b> (includes 10 applications of artificial nails of which three are sculpted on the nail)
200 hours (144 exercises)	<b>Facials, Makeup, and Waxes</b> (including 60 facials, 40 makeup applications, 20 facial waxes, and 20 body waxes with one-half of all waxes being soft and one-half of all waxes being hard), 2 full applications of eyelash extensions, 1 set removal, and 1 patch test
<b>1550</b>	<b>Skill Total Hours (1130)</b>
<b>TOTAL HOURS</b>	<b>Theory Total Hours (420)</b>

The above hour requirements must be met by each student in each category.

\*Incorporated in the above curriculum is eyelash technician training. It includes 8 hours of preclinical theoretical instruction in the following: structure, function, and disorders of the eye and orbital area; eyelash growth cycles; contraindications and allergic reactions; infection control; eye shapes and eyelash evaluation; product ingredients; health and safety; and applicable laws and rules. It also 6 hours of clinical instruction in the practical application of eyelash extensions, including client consultation, design, cleansing the eye area, applying eyelash extensions, and removing eyelash extensions. The student must also complete 2 full applications of eyelash extensions, 1 set removal and 1 patch test.



## Cosmetology Curriculum Overview

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

### **Plant Aromaology**

history of aromaology  
therapeutic effects  
custom testing and blending

### **Chemistry**

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

### **Anatomy and Physiology**

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

### **Shampooing/Conditioning**

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

### **Hair Styling**

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

### **Hair Cutting**

implements and techniques  
sectioning  
scissors  
clippers  
razors  
client consultation

### **Chemical Hair Relaxing/Restructuring**

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

### **Makeup**

color theory  
contoured and natural makeup application  
subtle and dramatic application

### **Skin Care**

histology  
disorders  
facials  
cleansing  
moisturizing

### **Hair Coloring**

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

### **Nail Care**

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

### **Personal/Career Development**

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

### **Permanent Restructuring**

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

### **State Rules and Regulations**

Minnesota laws and rules  
safety and sanitation requirements



## **Career Opportunities**

Career opportunities in the Cosmetology field include the following:

### *Salon/Spa Industry*

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

### *Education and Other Fields*

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

## **Textbook Information**

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



# Esthiology

## (Diploma)

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

### Full-Time Schedules

A-side: Monday through Wednesday 8:30 am-7:30 pm, every other Saturday 7:30 am-6:30 pm (1-hour break) (replaces Wednesday) (30 hours per week, 20 weeks total)

Short-day: Tuesday through Friday 8:30am – 4:30pm (30-minute break) every other week, then Wednesday through Saturday 8:30am – 4:30pm (7:30am – 3:30pm on Saturday) (30-minute break) every other week

#### Program Outline

Hours	Subject (as required by Minnesota Rule 2110.0520)
120 hours	Preclinical instruction in the theory of sciences of anatomy, dermatology and chemistry as related to skin care; infection control; safety procedures related to the practice of skin care; and Minnesota statutes and rules which pertain to the regulation of the practice of skin care; student orientation; and elementary service skills
200 hours	Clinical instruction and experience, including 60 facials; 40 makeup applications; 20 face waxes and 20 body waxes with one-half of all waxes being hard waxes and one-half of all waxes being soft waxes; 2 full applications of eyelash extensions, 1 set removal, and 1 patch test.
280 hours	Applied science and skills in the procedures of cosmetic care of the skin, client consultation and skin analysis, applications of facials and makeup, and in waxing, as well as instruction in business practices and in the Minnesota laws regulating those practices and labor relations
<b>600 Total Hours</b>	The above hour requirements must be met by each student in each category.

\*Incorporated in the above curriculum is eyelash technician training. It includes 8 hours of preclinical theoretical instruction in the following: structure, function, and disorders of the eye and orbital area; eyelash growth cycles; contraindications and allergic reactions; infection control; eye shapes and eyelash evaluation; product ingredients; health and safety; and applicable laws and rules. It also 6 hours of clinical instruction in the practical application of eyelash extensions, including client consultation, design, cleansing the eye area, applying eyelash extensions, and removing eyelash extensions. The student must also complete 2 full applications of eyelash extensions, 1 set removal and 1 patch test.



## Esthiology Curriculum Overview

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

### **Anatomy and Physiology**

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

### **Makeup**

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

### **Plant Aromaology**

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

### **Facial Massage**

- aveda massage
- basic touch
- facial massage
- pressure point massage

### **Personal/Career Development**

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

### **Chemistry**

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

### **Clinic Practice**

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

### **The Spa Experience**

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



## **Career Opportunities**

Career opportunities in the Esthiology field include the following:

### *Salon/Spa Industry*

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

### *Education and Other Fields*

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

## **Textbook Information**

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



# Advanced Practice Esthiology

## (Diploma)

Prepare for an exciting future in advanced skin care with Aveda Arts & Sciences Institute Minneapolis. The Advanced Practice Esthiology curriculum provides 500 hours of advanced manipulative skills in the areas of dermaplaning, chemical peels, electrical energy services, advanced facial treatments, skin needling, and infection and safety measures. Upon completion, you'll be ready to succeed as a licensed advanced practice esthetician.

### Full-Time Schedule

A-side: Monday through Wednesday 8:30am - 7:30pm (1-hour break), every other Saturday 7:30am – 6:30pm (1-hour break) (replaces Wednesday) (30 hours per week, 20 weeks total)

Short-day: Tuesday through Friday 8:30am – 4:30pm (30-minute break) every other week, then Wednesday through Saturday 8:30am – 4:30pm (7:30am – 3:30pm on Saturday) (30-minute break) every other week (30 hours per week, 20 weeks total)

### Program Outline

Hours	Subject (as required by Minnesota Rule 2110.0525)
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206.5  
hours

**Theoretical Instruction In:**

- advanced cell histology of the skin
- lymphatic system
- wound healing
- skin classification systems
- dermatological disorders and terminology
- advanced practice skin care treatments
- chemistry and biochemistry of product ingredients and modalities
- electrical and light energy
- client consultation with skin classifications and medical history
- infection control
- health and safety.

293.5  
hours

**Clinical Instruction and Experience In:**

- skin analysis
- client consultation
- dermaplaning or a machine exfoliation service
- chemical peels to include alpha hydroxy acids, beta hydroxy acids, trichloroacetic acids, and blended acid peels
- electrical energy services to include services using direct current, indirect current, sound energy, and light energy
- advanced facial treatments using lymphatic drainage and advanced extractions
- skin needling
- infection control and safety procedures.

**500  
Total  
Hours**

The above hour requirements must be met by each student in each category.



**Required Quotas:**

30 Advanced Exfoliation Chemical Peels, including at least:

- 10 beta hydroxy acid peels (BHA)
- 10 alpha hydroxy acid peels (AHA)
- 2 trichloroacetic acid peels (TCA)
- 8 other peels, which may include any of the above, blends, or another type of advanced exfoliation chemical peel

30 Advanced Exfoliation Machine or Device Treatments, which may include:

- Dermaplaning
- Microdermabrasion
- Hydradermabrasion, or
- Another type of advanced exfoliation machine or device treatment
- \*\*\*Note: All 30 quotas in this category could be performed with one device or machine type, or split across multiple device or machine types

30 Electrical Energy Treatments, including at least:

- 5 treatments using direct current
- 5 treatments using indirect current
- 5 treatments using light energy
- 5 treatments using sound energy
- 10 treatments, which may include any of the above or another type of advanced practice esthetics electrical energy treatment

10 Skin Needling Treatments

3 Advanced Extractions

20 Lymphatic Drainage Treatments



## **Career Opportunities**

Career opportunities in the Advanced Esthiology field include the following:

### *Salon/Spa Industry*

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

### *Education and Other Fields*

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

## **Textbook Information**

- Milady Standard Advanced Esthetics (2<sup>nd</sup> edition, 2012)
- Aesthetics Exposed: Mastering Skincare in a Medical Setting and Beyond (1<sup>st</sup> edition, 2014)



# Esthiology/

## Advanced Practice Esthiology

### (Diploma)

Prepare for an exciting future in advanced skin care with Aveda Arts & Sciences Institute Minneapolis. The Advanced Practice Esthiology curriculum provides 500 hours of advanced manipulative skills in the areas of dermaplaning, chemical peels, electrical energy services, advanced facial treatments, skin needling, and infection and safety measures. Upon completion, you'll be ready to succeed as a licensed advanced practice esthetician.

#### Full-Time Schedule

A-side: Monday through Wednesday 8:30am - 7:30pm (1-hour break), every other Saturday 7:30am – 6:30pm (1-hour break) (replaces Wednesday) (30 hours per week, 40 weeks total)

Short-day: Tuesday through Friday 8:30am – 4:30pm (30-minute break) every other week, then Wednesday through Saturday 8:30am – 4:30pm (7:30am – 3:30pm on Saturday) (30-minute break) every other week (30 hours per week, 40 weeks total)

#### Program Outline - Esthiology

Hours	Subject (as required by Minnesota Rule 2110.0520)
120 hours	Preclinical instruction in the theory of sciences of anatomy, dermatology and chemistry as related to skin care; infection control; safety procedures related to the practice of skin care; and Minnesota statutes and rules which pertain to the regulation of the practice of skin care; student orientation; and elementary service skills
200 hours	Clinical instruction and experience, including 60 facials; 40 makeup applications; 20 face waxes and 20 body waxes with one-half of all waxes being hard waxes and one-half of all waxes being soft waxes.
280 hours	Applied science and skills in the procedures of cosmetic care of the skin, client consultation and skin analysis, applications of facials and makeup, and in waxing, as well as instruction in business practices and in the Minnesota laws regulating those practices and labor relations

**600** The above hour requirements must be met by each student in each category.

#### Total Hours

\*Incorporated in the above curriculum is eyelash technician training. It includes 8 hours of preclinical theoretical instruction in the following: structure, function, and disorders of the eye and orbital area; eyelash growth cycles; contraindications and allergic reactions; infection control; eye shapes and eyelash evaluation; product ingredients; health and safety; and applicable laws and rules. It also 6 hours of clinical instruction in the practical application of eyelash extensions, including client consultation, design, cleansing the eye area, applying eyelash extensions, and removing eyelash extensions. The student must also complete 2 full applications of eyelash extensions, 1 set removal and 1 patch test.



**Program Outline – Advanced Practice Esthiology****Hours Subject (as required by Minnesota Rule 2110.0525)**206.5  
hours**Theoretical Instruction In:**

- advanced cell histology of the skin
- lymphatic system
- wound healing
- skin classification systems
- dermatological disorders and terminology
- advanced practice skin care treatments
- chemistry and biochemistry of product ingredients and modalities
- electrical and light energy
- client consultation with skin classifications and medical history
- infection control
- health and safety.

293.5  
hours**Clinical Instruction and Experience In:**

- skin analysis
- client consultation
- dermaplaning or a machine exfoliation service
- chemical peels to include alpha hydroxy acids, beta hydroxy acids, trichloroacetic acids, and blended acid peels
- electrical energy services to include services using direct current, indirect current, sound energy, and light energy
- advanced facial treatments using lymphatic drainage and advanced extractions
- skin needling
- infection control and safety procedures.

**500  
Total  
Hours**

The above hour requirements must be met by each student in each category.



**Anatomy and Physiology**

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

**Makeup**

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

**Plant Aromaology**

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

**Facial Massage**

aveda massage  
basic touch  
facial massage  
pressure point massage

**Personal/Career Development**

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

**Chemistry**

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

**Clinic Practice**

clinic set-up  
sanitation  
time management  
daily goals

**The Spa Experience**

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



## **Required Quotas:**

30 Advanced Exfoliation Chemical Peels, including at least:

- 10 beta hydroxy acid peels (BHA)
- 10 alpha hydroxy acid peels (AHA)
- 2 trichloroacetic acid peels (TCA)
- 8 other peels, which may include any of the above, blends, or another type of advanced exfoliation chemical peel

30 Advanced Exfoliation Machine or Device Treatments, which may include:

- Dermaplaning
- Microdermabrasion
- Hydradermabrasion, or
- Another type of advanced exfoliation machine or device treatment
- \*\*\*Note: All 30 quotas in this category could be performed with one device or machine type, or split across multiple device or machine types

30 Electrical Energy Treatments, including at least:

- 5 treatments using direct current
- 5 treatments using indirect current
- 5 treatments using light energy
- 5 treatments using sound energy
- 10 treatments, which may include any of the above or another type of advanced practice esthetics electrical energy treatment

10 Skin Needling Treatments

3 Advanced Extractions

20 Lymphatic Drainage Treatments



## **Career Opportunities**

Career opportunities in the Advanced Esthiology field include the following:

### *Salon/Spa Industry*

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

### *Education and Other Fields*

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

## **Textbook Information**

- Aveda Education. *Connect Aveda* (2012), Aveda. No charge.
- Aveda Education. *Art and Science of Esthiology* (2010), Aveda. No charge.
- Aveda Education. *Face to Face* (2012), Aveda. No charge.
- Aveda Education. *Advanced Face to Face* (2011), Aveda. No charge.
- Pivot Point. *Salon Fundamentals – Esthetics (Coursebook, Study Guide)* (2004, 2006), Pivot Point International Inc. Retail Price: \$181.00 .
- Milady Standard Advanced Esthetics (2<sup>nd</sup> edition, 2012)
- Aesthetics Exposed: Mastering Skincare in a Medical Setting and Beyond (1<sup>st</sup> edition, 2014)



# Massage Therapy

## (Diploma)

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

### Full-time Schedule

Monday through Friday 8:30 am-4:00 pm (45-minute break) (33.75 hours per week, 18 weeks total)

Program Outline	
Hours	Subject
202.75	Massage Modalities and Techniques
30.25	Business, Professionalism, and Ethics
156.75	Anatomy, Physiology, Kinesiology, and Pathology
9.75	Educator Discretion
200.5	Clinic Floor Experience
600	Total Hours

The above hour requirements must be met by each student in each category.



## Massage Therapy Curriculum Overview

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

### **Anatomy & Physiology**

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

### **Pathology**

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

### **Plant Aromatology**

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

### **Additional Massage Modalities**

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

### **Massage Theory**

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

### **Massage Techniques**

Primary focus:

- swedish
- deep tissue

Secondary focus:

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

### **Clinic Practice**

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

### **Personal/Career Development**

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



## Career Opportunities

Career opportunities in Massage Therapy include the following:

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

## Textbook Information

- Elaine N., Marie B. *Essentials of Human Anatomy & Physiology Plus Mastering A&P* (2020), Pearson Publishing. ISBN: 9780135625606. Retail price \$169.98.
- Rob McAtee. *Facilitated Stretching, 4<sup>th</sup> edition*, Human Kinetics. ISBN: 9781450434317. Retail price \$42.00.
- R. Werner. *Massage Therapists Guide to Pathology, 7<sup>th</sup> edition*. ISBN: 9780998266343. Retail price \$85.95.
- Andrew Biel. *Trail Guide to the Body 6<sup>th</sup> Edition - Student Workbook* (2019), Books of Discovery. ISBN: 9780996835985. Retail price \$24.95.
- Andrew Biel. *Trail Guide to the Body 6<sup>th</sup> Edition - Student Textbook* (2019), Books of Discovery. ISBN: 9780996835985. Retail price \$64.95.
- Patricia J. Benjamin. *Tappan's Handbook of Massage Therapy, 6<sup>th</sup> edition*. ISBN: 0134082699, Retail price \$184.37



# Academic Schedule

## **Cosmetology**

<b>Start Date</b>	<b>Contract End Date*</b>
January 29, 2024	February 22, 2025
January 30, 2024	February 22, 2025
April 8, 2024	May 3, 2025
April 10, 2024	May 3, 2025
June 24, 2024	July 19, 2025
June 26, 2024	July 19, 2025

## **Esthiology**

<b>Start Date</b>	<b>Contract End Date*</b>
January 29, 2024	June 29, 2024
January 30, 2024	June 29, 2024
April 8, 2024	September 7, 2024
April 10, 2024	September 7, 2024
June 24, 2024	November 23, 2024
June 26, 2024	November 23, 2024

## **Esthiology/Advanced Practice Esthiology**

<b>Start Date</b>	<b>Contract End Date*</b>
January 22, 2024	October 19, 2024
March 25, 2024	December 21, 2024
May 28, 2024	February 22, 2025

## **Massage Therapy**

<b>Start Date</b>	<b>Contract End Date*</b>
January 29, 2024	June 21, 2024
April 8, 2024	August 30, 2024
June 24, 2024	November 15, 2024

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

# Holiday Schedule

Aveda Arts & Sciences Institute Minneapolis students will have off the following days:

Event	Days Off
New Year's Day	January 1, 2024
Martin Luther King Jr. Day	January 15, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024
Independence Day and day after	July 4, 2024 – July 5, 2024
Labor Day	September 2, 2024
Thanksgiving and day after	November 28-29, 2024
Winter Holiday Break 2023	December 25, 2024 through December 31, 2024

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



# Cost of Education

## Investment in Education

Tuition and charges are valid for programs starting between July 1, 2023 - June 30, 2024.

Cosmetology	Esthiology	Advanced Practice Esthiology	Esthiology/ Advanced Practice Esthiology	Massage Therapy
\$22,150 Tuition	\$13,800 Tuition	\$11,500 Tuition	\$25,300 Tuition	\$10,300 Tuition
\$3,000 Kit Fee	\$2,050 Kit Fee	\$1,250 Kit Fee	\$2,700 Kit Fee	\$1,900 Kit Fee
\$50 Enrollment Fee	\$50 Enrollment Fee	\$50 Enrollment Fee	\$50 Enrollment Fee	\$50 Enrollment Fee
<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>	<u>\$100 Application Fee</u>
<b>\$25,300 Total*</b>	<b>\$16,000 Total*</b>	<b>\$12,900 Total*</b>	<b>\$28,150 Total*</b>	<b>\$12,350 Total*</b>

\*Prices are subject to change without notice

## Payment Schedule

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

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

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

## Late Payments

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

## Acceptable Methods of Payment

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

**Tuition Discount***Student Transfers from Aveda Institute*

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



# Financial Aid

Aveda Arts & Sciences Institute Minneapolis's Financial Aid counselors are Nora Menchaca and Kimberly Rosana. Both are available to meet or speak with students to assist them with the financial aid process. For more information regarding the information below or if you have additional financial aid questions, please call Nora Menchaca at (612) 378-7412 or by email at [nora.menchaca@avedaarts.edu](mailto:nora.menchaca@avedaarts.edu) or Kimberly Rosana at (612) 378-7406 or [Kimberly.rosana@avedaarts.edu](mailto:Kimberly.rosana@avedaarts.edu).

## Application Process

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

## Sources of Financial Aid

### Student Loans

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

### Grants

- **Federal Pell Grant-** Federal Pell grants are usually awarded only to undergraduate students who have not earned a bachelor's or a professional degree. The amount a student receives depends on (1) financial need; (2) cost of attendance; (3) status as a full-time or part-time student; and (4) plans to attend school for a full academic year or less. A Federal Pell Grant, unlike a loan, does not need to be repaid, except under certain circumstances (e.g. you withdraw from school prior to the planned program completion date).
- **Federal Supplemental Educational Opportunity Grant (FSEOG)-** FSEOG is a grant for undergraduate students with exceptional financial need. This means that you do not need to pay it back except under certain circumstances stated above in the description of Pell Grants. Each school receives a certain amount of FSEOG funds each year from the U.S. Department of Education. Once the full amount of the school's funds is awarded to students, no more FSEOG awards can be made for that year.
- **Minnesota State Grant-** Minnesota State Grants are limited to (1) students who have not yet attended eight full-time semesters of postsecondary education or the equivalent. Students who have withdrawn for active military service or for a major medical illness while under the care of a physician after December 31, 2002 are given an extra term of eligibility; and (2) students who

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

### Other Financial Resources

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



# Refund Policies

## Institutional Refund Policies

### **Refund Policy/Buyer's Right to Cancel**

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your contract within 5 business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX).

If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX)

If you withdraw from your program after 75.00% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official (a person employed by the institute in an administrative, supervisory, academic, research, or support staff position).

If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

### **Return to Title IV Policy**

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

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

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

#### **Withdrawal Date**

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

If a student did not receive all the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institute must obtain a student's permission before it can disburse them. Grant funds will be disbursed within 45 days. Students and/or parents will be notified within 30 days and their response is needed within 14 days. If a credit balance occurs, funds will be sent to student/parent within 14 days.

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

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

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

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

The institute must return this amount within 45 days of the date of determination of withdrawal even if it did not keep this amount of the student's Title IV funds.

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



(or parent) must make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds a student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the institute or the Department of Education to return the unearned grant funds within 45 days of the date of determination of withdrawal.

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

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

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

#### *Date of Determination of Withdrawal*

The date of determination is the earlier of:

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

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

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

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

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

### **Minnesota State Refund Policy**

#### **Part I – Determining Amount of Net Refund of Institutional Charges**

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

Please see the 2021-22 Minnesota State Grant manual.

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

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

### **Veterans Refund Policy**

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



# Attendance and Academics

## Arriving Late

Time management is an important skill not just for your time as a student, but during your entire life and career. You are expected to arrive on time and be prepared for the day. Students must clock in by the published start time listed.

## Time Keeping Guidelines

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

## Makeup Assignments

Make-up assignments are required in the case of any missed assignments and there is no charge for make-up assignments.

## Makeup Days

Students may be provided opportunities to make up time by attending classes on days they are not scheduled. Students' make up schedules are managed and approved by the Aveda Arts & Sciences Institute staff. Any student choosing to make up hours must follow these guidelines:

- Report to your educator by the designated class start time to receive your assignment. If the educator is not available, report to the program manager to receive your assignment.
- Participate in all scheduled theory/practical assignments
- Stay the duration of the school day. Students may not make up time by attending partial days.

Abuse of the makeup policy may result in disciplinary action and/or termination from the program.

## Break Policy

Students will be provided a break each day in accordance with their program schedule. The breaks will be scheduled by the educator and depend on classroom and clinic services. Students who do not return from their scheduled break on time will not be allowed to earn hours for the rest of the day.

## State Sheet Procedures

State sheets are required by the Minnesota Board of Cosmetology (Minn. R. 2110.0670 and Minn. R. 2110.0680). Therefore, it is necessary to keep accurate records on a daily basis. State sheets are used in conjunction with the time reports to record theory hours of training and the amount of services performed. Theory hours and services must be recorded daily and transferred to new state sheets at the beginning of each phase to reflect your cumulative hours and services.

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

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

**Academics**

At the conclusion of each phase, students' progress is measured by their grades. Students must achieve an average score of 80% to pass a phase. A Cosmetology student who fails any three phases may be terminated. An Esthiology, Advanced Practice Esthiology, or Massage Therapy student who fails any two phases may be terminated.

**Leaves of Absence**

The institute allows for leave of absences. Students who need to take an extended break from their program will need to follow the Leave of Absence policy.

**Withdrawals**

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

# Leave of Absence Policy

This Leave of Absence Policy applies to all students and students must follow this policy in requesting a leave of absence. A student may be granted more than one leave of absence in any 12-month period; however, the total combined leave time may not exceed 180 calendar days. The minimum number of days requested for a leave of absence must be one calendar week. All requests for a leave must be submitted in advance, in writing (unless unforeseen circumstances prevent the student from doing so), include the reason for the student's request, and the student's signature. When a student does not submit the request prior to a leave of absence that is granted due to unforeseen circumstances, the institute will document the reason for its decision and will collect the request from the student at a later date. Permission for a leave of absence will be evaluated on an individual case-by-case basis and will be granted at the discretion of the Director only in extenuating circumstances. The institute must determine that there is a reasonable expectation that the student will return from the leave, and the date of expected return must be specified in the request. Students will not be assessed additional charges as a result of taking an approved leave of absence.

A student granted a leave of absence meeting these requirements is not considered to have withdrawn, and no refund calculation is required. However, if the student does not re-enter within the specified time and has not notified the institution, the student's enrollment will be terminated and s/he will be granted a refund according to the refund policy.

The withdrawal date is determined by the last date the student attended class. Students who return from a leave of absence must return to the same schedule they were attending prior to the leave. The student's contracted graduation date and maximum time frame will be extended by the same number of days taken in the approved leave of absence. Changes to the contract period will be made by changes to the enrollment agreement initialed by all parties or an addendum to the enrollment agreement signed by all parties.

If a student must take a leave:

- The student shall submit a Leave of Absence Request form to the Director.
- The leave must be approved by the Director. Approval decisions will be made in accordance with this policy.
- If the leave of absence is due to unforeseen circumstances (i.e. accident, etc.) the beginning date of the approved LOA would be the first date the student was unable to attend school.

If a student's leave of absence is NOT approved, and the student needs to be absent the student will have to withdraw and apply for re-enrollment when the student is able to return. All drop/refund policies will be applied.

**Any leave of absence is subject to the approval of the Institute Director. Due to the nature of the curriculum in the first phase, there will be no leaves of absence granted during this phase.**

VA students will be terminated from VA educational benefits while on an approved leave of absence.

**NO LEAVE OF ABSENCE SHALL EXCEED 180 CALENDAR DAYS.**

The Institute reserves the right to verify the authenticity of all doctor's excuses with healthcare provider.

## **Additional Information:**

Students must remove their belongings from their assigned locker before taking a leave of absence. Please note that any student who fails to return to the school at the end of an approved leave of absence is considered to have withdrawn from the school. Locker contents will be held for 48 hours after the drop date, after which they will be discarded.



# Satisfactory Academic Progress Policy

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

## Evaluation Periods

Students are evaluated for SAP as follows:

Cosmetology	450, 900, 1,225 clocked (actual) hours
Esthiology	300 clocked (actual) hours
Advanced Practice Esthiology	250 clocked (actual) hours
Esthiology/Advanced Practice Esthiology	450, 775 clocked (actual) hours
Massage Therapy	300 clocked (actual) hours

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

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

## Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Aveda Arts & Sciences Institute Minneapolis will determine if the student has maintained at least 80% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Maximum Time Frame

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

Course	Maximum Time Allowed
	Weeks
<b>Cosmetology</b> 1,550 hours; 52 weeks	65
<b>Esthiology</b> 600 hours; 20 weeks	25
<b>Advanced Practice Esthiology</b> 500 hours; 20 weeks	25
<b>Esthiology/Advanced Practice Esthiology</b> 1100 hours; 40 weeks	50

<b>Massage Therapy</b> 600 hours; 18 weeks	22.5
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Periods when a student does not receive Title IV aid count toward the maximum timeframe. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours. If a SAP evaluation shows that the student cannot possibly complete a program within 125% of the program length, the student is no longer eligible for financial aid, but can continue at the institution on a cash pay basis.

### **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 at the same intervals as attendance. 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. Comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative written grade average of 80% comprised of academic and practical work 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:

90-100%	80-89%	0-79%
Excellent	Satisfactory	Unsatisfactory

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will be notified of any evaluation that impacts eligibility for financial aid, if applicable. Students deemed not maintaining SAP at the evaluation period may have their Title IV and Minnesota financial aid funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Satisfactory academic progress evaluation results are maintained by and available for review in the financial aid office. Students will be notified of any evaluation that impacts their eligibility for financial aid.

### **Warning**

Students who do not meet minimum requirements for attendance and academic progress at an evaluation period are placed on warning until the next scheduled evaluation and are eligible for financial aid while in the warning period. Within seven (7) school business days following the evaluation, the student will be advised by the financial aid office in writing of the actions required to attain SAP by the next evaluation. If, at the end of the warning period, the student still has not met both the attendance and academic requirements, the student will be deemed to not be making satisfactory progress and all financial aid will be terminated and the student may be subject to termination from the school.

### **Probation**

Students who do not meet minimum requirements for attendance and academic progress at the end of the warning period may appeal the negative satisfactory progress determination, and must prevail on the appeal before being placed on probation. Additionally, only students who have the ability to meet satisfactory

progress by the end of the probationary period may be placed on probation. The student will be provided a written academic plan outlining 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 the attendance and academic requirements, s/he will be determined as NOT making satisfactory academic progress and, if applicable, will not be eligible to receive Title IV and Minnesota financial aid and will be terminated from school.

#### **Re-establishment of Satisfactory Academic Progress**

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

#### **Appeal Procedure**

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

#### **Transfer Students**

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

#### **Interruptions and 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 later re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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

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



# Professional Standards and Conduct

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

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

## Student Appearance Standards

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

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

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

advertisement. Hair must be clean and styled and given a finished current look, with makeup on prior to arriving. Students are not permitted to use the makeup units in the retail area without the assistance of a Retail Advisor.

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

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

### **Conduct Standards**

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

1. Maintain a learning environment for all students. Anyone who is disruptive in the classroom or clinic floor (rudeness, foul language, bullying behavior or comments, or other unprofessional behavior) may be dismissed for the day, suspended, and/or terminated.
2. Eat food, candy, and gum only in break areas.
3. Use only Aveda beverage containers on clinic.
4. Refrain from smoking (including e-cigarettes) on school property. Aveda Arts & Sciences Institute Minneapolis is a smoke-free facility.
5. Fully participate in all classroom and clinic activities utilizing Aveda's products and treatment/service protocols.
6. Maintain a mentally alert and sober state of mind. Students using controlled substances or intoxicants will be terminated as they have committed a major standard violation.
7. Perform all services or projects assigned by, performed under the supervision of, and evaluated by educators. Students who refuse an assigned service will be dismissed for the remainder of the day.
8. Keep working area clean.
9. Complete safety and sanitation duties.
10. Remain in assigned areas or receive their educator's permission to be in unassigned areas.
11. Provide locks for student lockers and/or lockable stations and secure their property in these locked areas. Students are responsible for their own personal property. If students leave Aveda Arts & Sciences Institute Minneapolis by transfer, withdrawal, or termination they must take all their belongings with them. Items left in the locker and/or workstation will be disposed of or donated after 48 hours in order to provide space for other incoming students. Students requiring their lock to be cut must contact Security.
12. Inventory and label their kit immediately after receiving it. It is the students' responsibility to ensure all kit items are in proper working order upon receipt. Any discrepancies and/or defective items must be brought to their educator's attention within 48 hours of receipt. After the 48 hours of kit receipt it will be the responsibility of the student to maintain, and replace when necessary, all items received within the kit. Except for iPads, electronic kit devices (blow dryer, clippers, and curling irons) will be warranted by the institute for a period of two weeks from receipt. After the two week time period has lapsed the warranty will be that of the manufacturer. It is the student's responsibility to complete and mail in any and all warranty cards enclosed with their kit items. It is also the student's responsibility to contact the manufacturer themselves after the 2-week period if they need to file a warranty claim.
13. Refrain from using the student kit for personal use. The student kit is to be used only on guests. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items will have to be replaced by the student within 24 hours. If the student does not have the item, they will be dismissed until their kit is complete. Student kits are to be used for assigned services only. Aveda Arts & Sciences Institute Minneapolis is not responsible for stolen items from the kit.
14. Solicit only authorized products, merchandise, or services.

15. Refrain from stealing, cheating, defacing, or damaging student or school equipment. The failure to do so will result in termination and may require monetary restitution.
16. Pay for services at the time of completion. Students may receive services off the clock and receive a 50% discount off all skin and hair services. Services must be booked by the guest relations team.

Photographs and recordings (including any images or recordings captured by a smart phone or tablet) taken on campus or at a school-sponsored event are only permissible with the knowledge and consent of all parties involved.

### **Respectful Environment Policy**

Aveda Arts is committed to maintaining a positive and professional working and learning environment in which all people are treated with dignity and respect, as well as providing healthy and safe workplace and learning environments that are free from unlawful discrimination and harassment including intimidating, hostile, or offensive conduct. All forms of inappropriate or unlawful conduct are contrary to this policy and the Company's values and will not be tolerated.

The scope of this policy applies to students, partners and guests.

### **Hate Speech**

For the purpose of this policy, hate speech is speech that offends, threatens, or insults groups, based on race, color, religion, national origin, sexual orientation, gender identity, disability or other traits. What a partner/student posts on social media – even in their own personal page could also be hate speech if it attacks a specific group of people.

Students must refrain from racial, ethnic or homophobic slurs, personal insults, obscenity, harassment, threats and any other such conduct including posts made on social media sites. Students must never harass, threaten, libel or defame fellow students, partners or guests.

Students must avoid using statements, photographs, video or audio that reasonably could be viewed as invasive of another individual's privacy, discriminatory, defamatory, malicious, obscene, threatening or intimidating, that disparages other students, or that might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, color, religion, national origin, sexual orientation, gender identity, disability or any other status protected by law or school policy.

In this regard, there is no distinction if the post was made while in or out of school. Violation of this policy may result in disciplinary action up to and including termination.

### **Chosen Name and Preferred Pronoun Policy**

Aveda Arts & Sciences Institute recognizes that some students wish to identify themselves by a name other than their Legal Name (i.e., the name stated on the student's birth certificate or primary form of government-issued identification). For this reason, students can select to identify a Chosen Name in addition to their Legal Name by submitting a written request to the Student Care Manager. In addition to a student's Chosen Name, the student may identify their Preferred Pronouns, for others within the Aveda Arts & Sciences Institute community to utilize when referring to the student. No documentation is necessary to select a Chosen Name or Preferred Pronouns.



Once selected, a Chosen Name and Preferred Pronouns can be utilized in the following administrative areas:

- Class Roster
- During Classes

Use of a Legal Name is required in the following administrative areas (even if the student has chosen a different Chosen Name):

- Aveda Arts & Sciences Institute Diploma issued upon graduation
- Transcripts
- Financial Aid
- Payment/Billing
- State Board Documentation
- Student Name Tag (per Minn. R. 2110.0740)

Selecting a Chosen Name and Preferred Pronouns with Aveda Arts & Sciences Institute will not change the student's Legal Name or pronouns referenced in any government records or on any government-issued identification. Students who do change their Legal Name and/or pronouns in any government records or on any government-issued identification can thereafter provide documentation evidencing the change(s) to the Student Care Manager, and then the Student Care Manager will update school records accordingly. Aveda Arts & Sciences Institute is not to be held liable for any misuse of the Chosen Name or Preferred Pronouns, by its management, staff, educators, clients, or other students.

### **Neighborhood Relationships**

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

### **Safety**

#### *Medical Emergencies and Accidents*

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

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

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

Notify security or another staff member immediately in the case of a medical emergency such as:

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

Security will collect the following information:

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

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

#### *Safety Reports*

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

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

#### **Search Policy**

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

# Technology Use and Social Media

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

## 1. **Definitions.**

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

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

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

## 2. **General Requirements.**

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

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

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



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

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

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

# **Student Religious Observance Accommodation Policy & Procedure**

Students who are unable to meet the Institute's policies or procedures due to a sincerely-held religious belief should contact the Institute Director and ask for a Religious Reasonable Accommodation form. Students will be asked to provide documentation from their religious organization substantiating the student's religious belief and identifying how the belief affects the student's ability to meet an Institute policy or procedure. The Institute will grant a request for reasonable accommodation so long as doing so does not fundamentally alter the program and the student is able to meet the program requirements with or without the reasonable accommodation.

# Copyright Infringement and Illegal File Sharing Policy

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

## I. Policy Statement

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

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

## II. Penalties for Copyright Infringement

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

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

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

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

## III. Annual Disclosure

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



#### **IV. Plan to Combat Copyright Infringement**

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

##### **A. Technology-based Deterrents**

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

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

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

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

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

#### **V. Legal Alternatives**

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

#### **VI. Review of Effectiveness of Copyright Infringement Deterrence Plan**

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

# Sex Discrimination and Sexual Misconduct Policy

## **Notice of Nondiscrimination**

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

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

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

Kalli Blackwell Peterman  
General Manager, Aveda Arts & Sciences Institute Minneapolis  
kallib@avedaarts.edu  
(985) 520-4776  
303 S. Pine St.  
Hammond, LA 70403

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

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

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

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

### **Scope of Policy**

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

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

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

### **Application of Procedures**

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

### **Definitions**

#### **a. Complainant**

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

#### **b. Respondent**

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

#### **c. Sex Discrimination**

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

#### **d. Sexual Harassment**

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

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

Actions that can constitute sexual harassment include:

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

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

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

If at any time you are able to answer yes to any of the above questions, you should immediately contact the Student Care Manager or Director for students; or the General Manager for Beauty Basics, Inc., for employees; or if you are not certain of whom to contact or not comfortable contacting someone else, you should always feel free to contact the Institute's Title IX Coordinator Kalli Blackwell Peterman, phone: (985) 520-4776, email: kallib@avedaarts.edu .

#### **e. Sexual Violence**

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

#### **f. Sexual Assault**

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



parts.

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

Sexual assault includes, but is not limited to:

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

### **g. Consent**

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

As explained further below consent cannot be given if someone:

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

Consent cannot be inferred from:

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

### **h. Coercion**

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

### **i. Incapacitation**

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

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

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

#### **j. Dating Violence**

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

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

#### **k. Domestic Violence**

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

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

#### **l. Stalking**

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

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

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

**m. Retaliation**

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

**Title IX Coordinator**

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

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

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

**Confidentiality**

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

The Institute recognizes that some individuals may wish to keep their concerns confidential. Because of the Institute's obligation to investigate and respond to reports, the Institute cannot guarantee complete confidentiality. It is also important to understand that **responsible employees are not confidential resources, and are obligated to report to the Institute any information they receive about sex discrimination or sexual misconduct.** "Responsible employees" are those who: (1) have the authority to take action to redress harassment, (2) have a duty to report to appropriate Institute officials sexual misconduct or any other misconduct by students or employees, or (3) a student could reasonably believe has this authority or responsibility. The Institute's "Responsible Employees" are listed in the faculty and administration section of the Institute's student catalog. It also includes retail and guest service employees.

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

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

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

#### *Requests for confidentiality or non-action*

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

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

#### *Confidential Community Resources*

Confidential communications are those communications which legally cannot be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances, such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. The Institute recognizes that some individuals may wish to keep their concerns confidential, and that the Institute cannot ensure confidentiality. The Institute encourages individuals who have experienced sexual misconduct to talk to someone about what happened. Community resources may be able to provide assistance and support while ensuring confidentiality. Some of these resources include:

- **Crisis Connection 612-379-6363**
- **National Sexual Assault Hotline 800-656-HOPE (4673)**
- **Love is Respect 866-331-9474**



- **Child Abuse Hotline 800-422-4453**
- **Safe Horizon Hotline 866-689-HELP (4357) or 800-621-HOPE (4673)**

### **Non-Participation and Silence**

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

### **Interim Measures and Ongoing Accommodations**

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

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

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

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

### **Waiver of Drug/Alcohol Violations**

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

### **No Retaliation**

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

### **Treatment of the Parties**

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

### **Conflicts**

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

### **Timelines**

Generally, the Institute will complete the investigation and adjudication processes outlined below within sixty (60) calendar days of receiving a complaint under this policy. Some complaints may, however, take longer to investigate and resolve. The Institute is committed to investigating and resolving all matters as promptly as possible and strives to meet the timing requirements set forth in these procedures. However, in some cases, extensions to the timing requirements may be necessary. The Title IX Coordinator may grant reasonable extensions to timing requirements in these procedures when warranted by the circumstances. For example, extensions of timing requirements may be granted if the Institute has been asked to delay its procedures during the evidence gathering stage of a criminal investigation, if the reported allegations are particularly complex (including, without limitation, allegations that involve multiple incidents and/or multiple individuals), or if witnesses are not on campus due to a scheduled break or for another reason. Extensions will be no longer than necessary. The complainant and respondent shall receive written notice of any extensions and the reason for the extension.

### **Reservation of Flexibility**

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

### **Written Notification**

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

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

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

### **Reporting Sex Discrimination or Sexual Misconduct**

#### **a. Reports to Law Enforcement**

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

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

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

#### *Harassment Orders, Protective Orders and No-Contact Orders*

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

A harassment restraining order is a court order issued against an alleged harasser, regardless of the

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

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

A no-contact order is an Institute directive that serves as notice to an individual that they must not have verbal, electronic, written, third-party or other communications or contact with another individual. To request a no-contact order from the Institute, individuals should contact Kalli Blackwell Peterman, phone: (985) 420-4776, email: [kallib@avedaarts.edu](mailto:kallib@avedaarts.edu). The Institute is responsible for honoring requests for information about available options for orders for protection, restraining orders, and no-contact orders and will comply with and enforce such orders.

#### *Crime Victims Bill of Rights*

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

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

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

Victims of domestic abuse also have the right to terminate a lease without penalty. Victims of sexual assault have the right to undergo a confidential sexual assault examination at no cost, make a confidential request for HIV testing of a convicted felon, and are not required to undergo a polygraph examination in order for an investigation or prosecution to proceed. In cases of domestic abuse and violent crime where an arrest has been made, victims also have the right to be provided notice of the release of the offender, including information on the release conditions and supervising agency.

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



## **b. Reports to the Institute**

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

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

- the Title IX Coordinator, Kalli Blackwell Peterman, phone: (985) 520-4776, email: [kallib@avedaarts.edu](mailto:kallib@avedaarts.edu)
- the Institute Director, Teri Cipowski, phone: (612) 378-7420, email: [teri.cipowski@avedaarts.edu](mailto:teri.cipowski@avedaarts.edu)
- Cosmetology Education Managers, Maureen Murphy/Christina Hince, phone: (612) 378-7422, email: [maureen.murphy@avedaarts.edu](mailto:maureen.murphy@avedaarts.edu), [christina.hince@avedaarts.edu](mailto:christina.hince@avedaarts.edu)
- Esthiology & Massage Therapy Education Manager, Lori Hooper, phone: (612) 378-7423, email: [lori.hooper@avedaarts.edu](mailto:lori.hooper@avedaarts.edu)
- or Campus Security, email [Minneapolis.security@avedaarts.edu](mailto:Minneapolis.security@avedaarts.edu)

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

- the Title IX Coordinator, Kalli Blackwell Peterman, phone: (985) 520-4776, email: [kallib@avedaarts.edu](mailto:kallib@avedaarts.edu);
- the Institute Director, Teri Cipowski, phone: (612) 378-7420, email: [teri.cipowski@avedaarts.edu](mailto:teri.cipowski@avedaarts.edu)
- Cosmetology Education Managers, Maureen Murphy/Christina Hince, phone: (612) 378-7422, email: [maureen.murphy@avedaarts.edu](mailto:maureen.murphy@avedaarts.edu), [christina.hince@avedaarts.edu](mailto:christina.hince@avedaarts.edu)
- Esthiology & Massage Therapy Education Manager, Lori Hooper, phone: (612) 378-7423, email: [lori.hooper@avedaarts.edu](mailto:lori.hooper@avedaarts.edu)
- or Campus Security, email [Minneapolis.security@avedaarts.edu](mailto:Minneapolis.security@avedaarts.edu)

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

- Title IX Coordinator, Kalli Blackwell Peterman, phone: (985) 520-4776, email: [kallib@avedaarts.edu](mailto:kallib@avedaarts.edu);
- the Institute Director, Teri Cipowski, phone: (612) 378-7420, email: [teri.cipowski@avedaarts.edu](mailto:teri.cipowski@avedaarts.edu)
- or Campus Security, email [Minneapolis.security@avedaarts.edu](mailto:Minneapolis.security@avedaarts.edu)

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

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

“Confidentiality” section above for further information related to requests for confidentiality.

## **INCIDENTS AND COMPLAINTS INVOLVING SEXUAL VIOLENCE**

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

### **Preservation of Evidence**

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

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

### **Immediate and On-Going Assistance to Survivors of Sexual Violence**

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

### **Resources For Any Person Impacted By Sexual Violence**

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

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

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

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

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

For more information about Sexual Assault Nurse Examiners, please visit [http://www.hcmc.org/services/HCMC\\_MAINCONTENT\\_428](http://www.hcmc.org/services/HCMC_MAINCONTENT_428).

Sexual Assault Resource Service: 612-873-5832

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

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

#### Crisis Hotlines

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

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

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

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

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

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

Interface Employee Assistance Plan

[www.4eap.com](http://www.4eap.com)

(713) 781-3364

(800) 324-4327

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

#### **Complaint Involving Sexual Violence**

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



Contact information

- Title IX Coordinator, Kalli Blackwell Peterman, phone: (985) 520-4776, email: kallib@avedaarts.edu;

**Institute's Resolution Process for Complaint Involving Sexual Violence**

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

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

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

**a. Advisors**

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

Guidelines for advisors are:

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

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

#### **b. Investigation**

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

##### **1. Appointment of Investigator(s)**

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

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

##### **2. Complainant's Account**

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

##### **3. Respondent's Account**

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

##### **4. Witness Statements, if applicable**

The investigator(s) may interview any witnesses who may have information of relevance to the alleged misconduct. The investigator(s) may exercise discretion in the selection of witnesses to be interviewed. The naming of a witness by either party does not obligate the investigator(s) to interview that proposed

witness. The investigator may conduct additional interviews with witnesses whose names were provided by individuals other than the complainant and the respondent.

5. Other Evidence, if applicable

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

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

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

7. Compilation of Investigation File

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

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

8. Parties' Review of the Investigation File

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

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

9. Timing of Investigation

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

**c. Adjudication**

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

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

#### 1. Adjudicator’s Review of the Investigation File

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

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

#### 2. Determination

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

#### 3. Sanctions and Remedies

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

#### Students

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

- warning,
- behavioral contract,
- required attendance at educational programs,
- required assessment or counseling,
- restriction of privileges,
- no future admission,



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

#### Institute Personnel

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

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

#### Third-Parties

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

- conditions upon the individual's presence on campus or at Institute events,

- no trespass and no contact orders, or
- other steps deemed necessary to protect the Institute community.

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

#### 4. Notice of Outcome

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

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

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

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

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

### **Initiation of Complaint**

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

### **Formal and Informal Resolution Options**

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

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

#### **a. Informal Process and Resolution**

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

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

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

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

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

#### **b. Formal Process**

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

##### **1. Investigation**

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

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

##### **2. Adjudication**

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

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

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

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

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

### 3. Notice of Outcome

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

### **ALTERNATIVE PROCEDURE**

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

The OCR office for institutions located in Minnesota is:

U.S. Department of Education

Office for Civil Rights

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago IL 60661-4544

Tel: 312.730.1560

TDD: 800-877-8339

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)



# Drug-Free School and Workplace Policy

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

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

## ***Standards of Conduct***

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

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

## ***Disciplinary Sanctions***

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

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

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

## ***Legal Sanctions***

This description is intended to provide a basic, general understanding of the range of serious legal sanctions which can arise from the unlawful possession, distribution and/or use of illicit drugs and alcohol.

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

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

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

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

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

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

addition, one may be fined not more than \$1 million. A second offense is punishable by not more than 30 years, or if death or serious bodily injury result, life in prison, and a fine of \$2 million.

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

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

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

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

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

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

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

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

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

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

grams of a mixture containing cocaine or methamphetamine; 25 grams or more of a mixture containing heroin; 500 grams or more of a mixture containing a narcotic drug other than cocaine, heroin, or methamphetamine; 500 grams or more of a mixture containing amphetamine, phencyclidine, or hallucinogen, or 500 or more dosage units of those substances; and 50 kilograms of marijuana or tetrahydrocannabinols or 500 or more marijuana plants. First degree offenses are punishable by imprisonment of up to 30 years and/or a fine of \$1 million.

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

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

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

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

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

Minn. Stat. § 152.027, subd. 7(a) prohibits the sale of any amount of kratom or a substance that contains

mitragynine or 7-hydroxymitragynine to a person under the age of 18. A violation is punishable by imprisonment of not more than 1 year and a maximum fine of \$3,000. Minn. Stat. § 152.027, subd. 7(b) prohibits minors from unlawfully possessing any amount of kratom or a substance that contains mitragynine or 7-hydroxymitragynine. A violation is punishable by imprisonment of not more than 90 days and/or a fine of not more than \$1,000.

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

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

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

### ***Health Risks***

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

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

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

### ***Counseling, Treatment and Rehabilitation***

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

- Alcohol Drug Interventions and Drug Treatment 888-762-3750



- Alcohol and Drug Abuse Hotline 877-737-5230
- Help Hotline for those who live with alcoholics 888-4AL-ANON or 888-425-2666
- Marijuana Anonymous Hotline 800-766-6779

# Standard Violations and Complaint Procedure

## Minor Standard Violations

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

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

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

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

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

## Major Standard Violations

Major standard violations include:

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

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

## Suspensions

The Director determines whether a student's conduct should result in suspension. If a student is suspended, their locker must be vacated immediately upon suspension. Aveda Arts & Sciences Institute Minneapolis is not responsible for missing items after the student has been suspended. Any items not taken home will become the property of Aveda Arts & Sciences Institute Minneapolis after 48 hours from the date of suspension. The institute will donate or dispose of all items left at the institute. When a student

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

### **Terminations**

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

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

### **Internal Student Complaint Procedure**

A student, educator, or interested party may file a complaint against the school in the form of a grievance as outlined in this policy. The complaint must be in writing to the school's director and should outline the allegation or nature of the complaint.

### **Informal Resolution**

Attempts at an informal resolution should be made whenever possible and the student should discuss the matter with the responsible individual. If no resolution can be reached, the student should consult his or her Assistant Director/Director to help with informal resolutions. Every effort should be made to resolve the matter at an informal level without escalating the complaint to the status of a formal grievance. Discussions aimed at informal resolution must remain confidential and generally last for no more than 30 working days.

### **Filing a Formal Grievance**

If no informal resolution occurs and the student wishes to make a formal grievance, the student should, within two weeks of the abandonment of attempts at informal resolution, inform in writing the Director that he or she has rejected any offer made during the informal process of resolution (if such was made) and that he or she intends to file a formal grievance describing the source of the complaint, its consequences, and the informal efforts at resolution made to date. This statement must also include a description of the remedy sought. The grievance must be filed within 10 business days of the informal resolution meeting.

### **Review of the Grievance Statement**

The Director will review the written statement and consult with the Regional Director and General Manager to suggest referral of the complaint to the Grievance Committee.

### **Formation and Proceeding of the Grievance Committee**

If the complaint is forwarded to the Grievance Committee, the General Manager convenes a proceeding of the committee to review the written statement. Such a proceeding may involve one or more meetings, depending on how long it takes to collect, present and evaluate the evidence needed to review the grievance. The initial meeting will take place within 15 business days of receipt of the written grievance. The General Manager will chair the Grievance Committee, which will consist of the Regional Director, Director, Asst. Director, and, depending on the nature of the case, a faculty member included for expertise regarding academic related matters.

The merits of the grievance are evaluated within the context of the school's policy, a consensus is reached by a majority vote and, when appropriate, a remedy is recommended. The Committee responds with a written decision within 10 business days following the final meeting.

Students must exhaust the institution's internal complaint process before submitting the complaint to the Cosmetology Board or school's accrediting agency.

The student can also contact the following regulatory agencies:

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

# Disability Accommodation Policy

## Section 504/ADA Disability Accommodation & Grievance Policy

### 1. Statement of Non-Discrimination and Accommodation

- a. Aveda Arts & Sciences Institute (the "Institute") does not discriminate on the basis of disability.
- b. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the Institute, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations.
- c. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the Campus Disability Compliance Coordinator (School Director) at each campus, who has been designated to coordinate the efforts of the Institute to comply with Section 504 and ADA. Alternatively, students may contact the Corporate Disability Compliance Coordinator, Kalli Blackwell. Ms. Blackwell may be reached at 303 South Pine St. Hammond, LA 70403 or (985) 892-9953 ext. 1224.

### 2. Requests for Accommodation

- a. Individuals with disabilities wishing to request a reasonable accommodation must contact the Campus Disability Compliance Director (School Director). A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the School Director, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the Campus Disability Compliance Coordinator.
- b. The Campus Disability Compliance Coordinator will provide a student or applicant with the **Request for Accommodations form**. A copy of the form is attached to this policy. A student or applicant can also request a copy of the form by contacting the Corporate Disability Compliance Coordinator, Kalli Blackwell Peterman. Mrs. Blackwell Peterman may be reached at the above contact information.
- c. Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified profession in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability



	specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The Institute may request additional documentation as needed.

- d. Director must forward the Accommodations Request Form to the Corporate Disability Compliance Coordinator within 24 hours of receipt from the student or applicant. A copy of the form will be retained in the campus Disability Compliance Coordinator's confidential disability file for the student or applicant.
- e. After the Corporate Disability Compliance Coordinator receives the Request Form and the required documentation, the Corporate Disability Compliance Coordinator (or a designated person trained to address such requests) will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.
- f. If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.
- g. The Institute will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Campus Disability Compliance Coordinator or Corporate Disability Compliance Coordinator will be responsible for such arrangements.

### 3. Grievance Process

- a. The Institute has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
- b. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. The Institute will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
- c. Procedure
  - i. Grievances must be submitted to the Corporate Disability Compliance Coordinator, Kalli Blackwell Peterman. Mrs. Blackwell Peterman may be reached at 303 South Pine St., Hammond, LA 70403 or (985) 520-4776. Grievances must be submitted to the Corporate Disability Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
  - ii. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
  - iii. The Corporate Disability Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Corporate Disability Compliance Coordinator will maintain the files and records relating to such grievances.

- iv. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the Corporate Disability Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the Corporate Disability Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.
- v. The person filing the grievance may appeal the decision of the Corporate Disability Compliance Coordinator by writing to Lauren Fender, Compliance Director, within 15 days of receiving the Corporate Disability Compliance Coordinator's decision. The Compliance Director shall issue a written decision in response to the appeal no later than 30 days after its filing.
- vi. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.
- vii. The Institute will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

# Student Services

## Housing

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

## Placement

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

The institute offers the following career placement services:

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

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

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

## Individual Counseling

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

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

## Student Discount Policy

We are offering our students the following product discount:

All Aveda retail products, including tea 50% off; All Smashbox retail products: 25% off

Please note that only Aveda products should be worn, including aromas. No more than three of one product can be purchased at one time. \*Discount not applicable to students on probation or leave of absence.

# Student Records

## Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

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

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

### **Disclosure of Directory Information**

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

- Student's name;



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

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

### **Transcripts**

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

- full legal name when you attended institute
- last four digits of your social security number
- dates of attendance
- program(s) attended
- campus attended (Minneapolis)
- address(s) you would like your transcripts sent to

Send requests to:

Aveda Arts & Sciences Institute Minneapolis  
Attn: Student Care Manager  
400 Central Avenue SE  
Minneapolis, MN 55414

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

# Graduation and Licensing Requirements

## Graduation Requirements

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

1. Complete 1,550 hours for Cosmetology, 500 hours for Advanced Practice Esthiology, 1100 hours for Esthiology/Advanced Practice Esthiology, or 600 hours for Esthiology or Massage Therapy;
2. Cosmetology, Esthiology, Advanced Practice Esthiology, and Esthiology/Advanced Practice Esthiology students must meet service requirements as required by Minnesota law and turn in state sheets;
3. Cosmetology, Esthiology, Advanced Practice Esthiology, and Esthiology/Advanced Practice Esthiology students must successfully complete all practical skills exams as required by Minnesota law and must meet with the program coach to create the Minnesota Board of Cosmetology course completion certificate as documentation of successfully completing requirements set for by Minnesota state law; and
4. Satisfy all financial obligations unless other arrangements have been made.

## Licensing Requirements for Cosmetology, Esthiology, Advanced Practice Esthiology, and Esthiology/Advanced Practice Esthiology

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

- Complete a Minnesota Board of Cosmetologist Examiner's ("BCE") application;
- Pay the application fee;
- Provide a copy of original certification of course completion (1,550 hours for Cosmetology, 600 hours for Esthiology, 500 hours for Advanced Practice Esthiology, 1100 hours for Esthiology/Advanced Practice Esthiology);
- Provide original passing results from the Minnesota State Laws and Rules exam;
- Provide original passing results from the General Theory Exam;
- Provide original passing results from the Written Practical Exam.

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

## Licensing Requirements for Massage Therapy

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

# Consumer Disclosure Information

## Graduation, Placement, and Licensure Statistics

(Calculated pursuant to National Accrediting Commission of Career Arts & Sciences (NACCAS) 2022 Annual Report (Data) Standards. The cohort consists of all students scheduled to graduate in 2022.)

	Cosmetology	Esthiology	Advanced Practice Esthiology	Esthiology/Advanced Practice Esthiology	Massage Therapy	Overall
<b>Graduation</b>	57.66%	66.07%	N/A	N/A	92.5%	63.82 %
<b>Placement</b>	83.92%	62.96%	N/A	N/A	67.57%	73.96%
<b>Licensure</b>	100%	100%	N/A	N/A	N/A	100%

## Voter Registration Information

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

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

## Department of Education

[www.ed.gov](http://www.ed.gov)

# **Addendum A**

Administration and Faculty

# Administration

<b>Institute Director</b> Teri Cipowski teri.cipowski@avedaarts.edu 612.378.7420	<b>Regional Financial Aid Director</b> Meg Maki meg.maki@avedaarts.edu 612.378.7418
<b>Student Care Manager</b> Christin Garske christin.garske@avedaarts.edu 612.378.7433	<b>Financial Aid Manager</b> Nora Menchaca nora.menchaca@avedaarts.edu 612.378.7406
<b>Student Care Manager</b> Jennifer Walther jennifer.walther@avedaarts.edu 612.378.7457	<b>Financial Aid Manager</b> Kimberly Rosana kimberley.rosana@avedaarts.edu 612.378.7409
<b>Cosmetology Educator Coach</b> Christina Hince christina.hince@avedaarts.edu Maureen Murphy maureen.murphy@avedaarts.edu 678.378.7422	<b>Business Officer</b> Jay Sherman jay.sherman@avedaarts.edu 612.378.7409
<b>Admissions Manager</b> Sarah Ritzer sarah.ritzer@avedaarts.edu 612.378.7427	<b>Spa Educator Coach</b> Lori Hooper lori.hooper@avedaarts.edu 678.378.7423
<b>Admissions Manager</b> Jessica Rank Jessica.rank@avedaarts.edu 612.378.7474	<b>Admissions Manager</b> Cimone Black cimone.black@avedaarts.edu 612.378.7414
<b>Security</b> minneapolis.security@avedaarts.edu	<b>Admissions Manager</b> Cayle Kautzman cayle.kautzman@avedaarts.edu 612.378.7425
<b>Front Desk Manager</b> Annie Lusso annie.lusso@avedaarts.edu	



# Faculty

## **Cosmetology/Hair Technician**

- Stephen Adams
- Julie Dachtera
- Rebecca Dickenson
- Dan Dotseth
- Rhianna Flores
- Todd Gaglione
- Lynne Gause
- Tammy Gilbert
- Christina Hince
- Elizabeth Hoh
- Julie Hunkins
- Lacey Johnson
- Valencia Johnson
- Lindsey Lickteig
- Ashley Mendoza
- Maureen Murphy
- Emily Panten
- Amy Poff
- Cathy Prior
- JoAnn Roth
- Dylan Schlachter
- Tanner Stork
- Shannon Underwood
- Robert Wilber

## **Esthiology**

- Jaylee Brouillet
- Holly Chase
- Anet Eisermann
- Bethany Geraghty
- Lori Hooper
- Marissa Johnson
- Kassandra Kruse
- Rachel Meinerts
- Michaela Poole
- Darlene Prevost
- Melissa Stenberg
- Laura Wahlert
- Kylee Wardhaugh
- Kaylea Wiechman

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

**Advanced Practice Esthiology**

- Jaylee Brouillet
- Anet Eisermann
- Bethany Geraghty
- Lori Hooper
- Kassandra Kruse
- Rachel Meinerts
- Michaela Poole
- Darlene Prevost
- Melissa Stenberg
- Kylee Wardhaugh
- Kaylea Wiechman

**Instructor Training**

- Christina Hince

**Massage Therapy**

- Brett Ailts
- Sandra Watson
- Henry Kaldhusdal

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