



AVEDA
FREDRIC'S INSTITUTE
INDIANAPOLIS

DEVELOPING FUTURE LEADERS IN THE WORLD OF BEAUTY AND WELLNESS™

Course Catalog

Aveda Fredric's Institute
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Indianapolis, IN 466250
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Aveda Fredric's Institute is licensed by the
Indiana Professional Licensing Agency
402 West Washington Street
Room W072 Indianapolis, IN 46202
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Aveda Fredric's Institute maintains accreditation by the:
National Accrediting Commission of Career Arts and Sciences (NACCAS) 4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
ph. 703.600.7600
www.naccas.org
Accreditation Number: 024081-00

Aveda Fredric's Institute is owned and operated by Essential Educational Concepts, LLC.

Develop your Natural Talent

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

Aveda Fredric's Institute Developing future leaders in the world of beauty and wellness.™

NOTICE: The Manicuring program is being postponed until further notice.

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All courses are taught in English.

The Institute Mission

The Aveda Fredric's Institute provides a unique post-secondary education learning environment encouraging creativity, teamwork and discipline in preparing students for employment and careers in the pursuit of Cosmetology Arts and Sciences. Inspiring students to exceed expectations and continue their quest for lifelong learning through education, respect and integrity. Developing future leaders in the world of beauty and wellness.™

Date of Publication: July 2017

Areas of Study & Career Opportunities

Your training will encompass three types of learning: Theoretical knowledge, the foundation of your education. Practical experience, the application of your knowledge. Professional business-building skills, vital for your success.

Each phase of your education will emphasize a different combination of learning approaches.

Cosmetology

Explore the latest styles and techniques in haircutting, hair coloring, restructuring, styling, skin care, nail care and makeup techniques.

Career Opportunities:

Hair stylist
Hair coloring specialist
Makeup artist
Manicurist
Sales representative

Manicuring

Learn the structure of hands, arms and nails and gain knowledge of nail cosmetics in both manicuring and pedicuring.

Career Opportunities:

Manicurist
Sales representative

Esthetics

Learn specialized techniques to purify, balance and renew the skin using both ancient techniques and state of the art methods and makeup techniques.

Career Opportunities:

Esthetician
Makeup artist
Hair Removal
Sales representative

Instructor Training

Learn the essentials to obtain an Instructor's license in the State of Indiana with knowledge in lesson planning and teaching methods in theory based curriculum and clinical practices.

Career Opportunities:

Cosmetology Educator
Esthiology Educator
Manicuring Educator
Freelance Educator
Manufacturer Educator
Distributor Educator

All career opportunities listed are entry level.

Cosmetology

Full-Time Schedule 50 weeks
30 hours of scheduled instruction per week

Monday - Wednesday: 9 am - 8 pm or
Thursday - Friday: 9 am - 8 pm and Saturday: 8 am - 7 pm

Effective 2017

Monday/Wednesday/Friday 9 am - 8 pm
or Tuesday/Thursday 9 am - 8 pm and Sat. 8 am - 7 pm

Express your creativity and talent in hair, skin, nail care and makeup application. Our cosmetology course incorporates 1,500 hours of theoretical and hands-on learning to provide understanding of beauty and wellness. Upon completion, you will be eligible to take the State of Indiana licensing exam.

Introduction/Alpha Unit

Learn the fundamentals of cutting, styling and chemical restructuring of hair; skin; nail care; makeup; and the related sciences. Lectures, demonstrations and hands-on workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You will be introduced to retailing, client servicing and personal development skills. This unit also covers State safety, health and sanitation requirements.

Beta Unit

Unlock your creativity as you explore the trends and techniques in haircutting, styling, coloring, permanent waving and chemical restructuring. Assigned clinic time allows you to become increasingly confident in your professional abilities. You will learn employment and career skills such as interviewing and resume writing.

Gamma Unit/Salon Lifestyle

Get ready to launch your career with training in client service, time management, self-promotion, goal-setting, merchandising and entrepreneurship. Fine tune speed, accuracy, concentration and technical skills. You will demonstrate competency in all tasks required for the skill certification examination, and the theoretical knowledge necessary to pass the written examination required by the Aveda Fredric's Institute and the State of Indiana for licensure.

Weeks 1 through 26

Classroom: 499.75 hours
Clinic: 281.25 hours
Total: 780.00 hours
(Classroom total includes orientation.)

Weeks 27 through 38

Classroom: 30 hours
Clinic: 321 hours
Total: 351.00 hours
(Includes professional development break.)

Weeks 39 through 50

Classroom: 45.25 hours
Clinic: 322.75 hours
Total: 369.00 hours
(Subject to change to reflect the completion of 1500 hours.)

Cosmetology

1500 Clock Hours Cosmetology: 30 hour Per Week Schedule Program Phase

| Program Phase | Intro I & II | Alpha I & II | Beta I & II | Gamma I & II |
|---------------------------------------|--------------|---------------|-------------|-------------------|
| Anatomy & Physiology NC Hours 12.25 | 10.25/0 | 2/0 | | |
| Chemistry NC Hours: 13 | 9/0 | 4/0 | | |
| Electricity NC Hours: 5 | 5/0 | | | |
| Facials & Makeup NC Hours: 30 C: 45 C | 26/0 | 1.5/15 | 0/15 | 2.5/15 |
| Hair Trichology NC Hours: 14.5 | 13.5/0 | | | 1/ |
| Haircoloring NC Hours: 79.5 C: 150 | 51.5/0 | 17.25/50 | 9/50 | 1.75/50 |
| Hairstyling NC Hours: 77.25 C: 210 | 62/0 | 14.5/70 | 0/70 | .75/70 |
| Perms/Chemicals NC Hours: 70.75 C:250 | 39/0 | 11.25/70 | 9.75/97 | 10.75/83 |
| Sanitation NC Hours: 41.5 | 26.25/0 | 3/0 | 0 | 12.25/0 |
| Laws & Rules NC Hours: 11 | 4/0 | 3.75/0 | 0 | 3.25/0 |
| Shampooing NC Hours: 11 C: 30 | 9/0 | 1.25/10 | 0/10 | .75/10 |
| Scalp Treatments NC Hours: 10 C: 10 | 8.25/0 | 0/3 | 0/3 | 1.75/4 |
| Manicuring NC Hours: 23.5 C: 25 | 15.5/0 | 5.75/8 | 0/8 | 2.25/9 |
| Pedicuring NC Hours: 13.25 C: 15 | 13.25/0 | 0/5 | /5 | 0/5 |
| Haircutting NC Hours: 100.75 C: 175 | 55.75/0 | 25.5/44.25 | 11.25/58 | 8.25/72.75 |
| Salesmanship NC Hours: 15.5 C: 5 | 5/0 | 10.5/2 | 0/2 | 0/1 |
| Management NC Hours: 21 | 12.5/0 | 8.5/0 | | |
| Skin NC Hours: 15.5 | 5/0 | 10.5/0 | | |
| Hair Removal NC Hours: 9.75 C: 10 | 9.75/0 | 0/4 | /3 | 0/3 |
| | | | | |
| Non-Clinic | 380.5 | 119.25 | 30 | 45.25/575 |
| Clinic | | 281.25 | 321 | 322.75/925 |

- Subject to change to reflect the completion of 1500 hours.
- Satisfactory Academic Progress is based on the actual hours of completion at 450, 900 and 1200.
- Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 90% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.

Curriculum Overview | Cosmetology

Throughout the 50 week Cosmetology program, covering the following topics in varying levels of depth and detail, as a foundation for your professional career.

Plant Aromatology™

History of aromatology
Therapeutic effects
Custom testing and blending

Chemistry

Scalp and hair analysis
Bacteriology
Infection control
Sanitation/sterilization
Ingredient analysis
Anatomy & 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 Cutting

Implements and techniques
Sectioning
Scissors
Clippers
Razors
Client consultation

Hair Styling

Thermal styling
Conventional thermal (marcel) irons
Electric thermal irons
Blow-dry styling & finishing
Wet styling
Fingerwaving
Pin curl techniques
Roller curls
Comb out techniques
Artistry in hair styling and hairdressing

Permanent Restructuring

History of permanent waving
Chemistry of solutions
Pre-perm analysis
Rod selection
Perming techniques
Custom perm design and wrapping

Chemical Hair

Relaxing/Restructuring

Product analysis
Client hair analysis
Application techniques
Equipment, implements and materials

Hair Coloring

Color theory
Classifications of hair color
Product analysis
Corrective coloring
Trend techniques
One dimensional
Multidimensional Foils
Bleach/toner

Skin Care

Histology Disorders
Facials
Cleansing
Moisturizing
Massage - facial, scalp, shoulder, neck for relaxation

Makeup

Color theory
Contoured and natural makeup application
Subtle and dramatic application

Nail Care

Manicures/pedicures
Nail design
Massage techniques for hands, arms and feet

State Rules and Regulations

Indiana laws and rules
Safety and sanitation requirements

Personal/Career Development

Time management
Goal setting
Team building
Communication
Leadership
Cover letter/resume writing
Interview techniques
Job requirements
Employee benefits and wages
Retail strategies
Connect Aveda
Merchandising
Salon entrepreneurship
Marketing

Esthetics

Full Schedule

24 weeks

Mon.|Wed.|Fri.: 9 am - 8 pm or

Tues.|Thurs. 9 am - 8 pm | Sat.: 8 am - 7 pm

Prepare for a future in skin care with Aveda Fredric's Institute. Our Esthetics curriculum provides 700 hours of skin care, body care and makeup training with an emphasis on using pure flower and plant essences in treatments. Upon completion, you will be eligible to take the Indiana State Board licensing exam.

Introduction

Learn the fundamentals of dermanalysis, facial manipulations and equipment and plant aromaology as you study the related sciences of anatomy/histology, and Indiana safety, health and sanitation requirements. Combining theoretical knowledge and hands-on experience, this unit places you on your way to a career in skin care.

Alpha/Beta Unit

Apply your knowledge through clinic experiences while you increase your understanding in the classroom. In this unit you will develop skills necessary to meet the Aveda Fredric's Institute's skin care, body care and makeup service standards and Indiana safety, health and sanitation requirements.

Gamma Unit/Salon Lifestyle

Fine-tune your accuracy, concentration, speed and technical skills. Demonstrate competency required for the skill certification examination, and theoretical knowledge necessary to pass the written examination required by Aveda Fredric's Institute and the State of Indiana for licensure.

Weeks 1 through 6

Classroom: 195.75 hours

Clinic: 0 hours

Total: 195.75 hours

(Classroom total includes orientation.)

Weeks 7 through 20

Classroom: 89 hours

Clinic: 275.5 hours

Total: 364.5 hours

Weeks through 21 through 24

Classroom: 15.25

Clinic: 124.5 hours

Total: 139.75 hours

(Subject to change to reflect the completion of 700 hours.)

| Program Phase [Esthetics 700 Hours] | Intro | Alpha | Beta | Gamma |
|--|------------|--------------|------------|--------------|
| Chemistry of Skin NC Hours: 17.25 C.25 | 11/0 | 6.25/7.5 | 0/8 | 0/9.5 |
| Physiology Dermatology NC Hours 30.75 C.30 | 25/0 | 3/15 | 2.75/8 | 0/7 |
| Bacteriology NC Hours 15.25 C.20 | 14.75/0 | 0.5/7.5 | 0/5 | 0/7.5 |
| Machines NC Hours 20.25 C.30 | 12.5/0 | 7.75/10 | 0/10 | 0/10 |
| Skin Facials NC Hours 73.75 C.120 | 46.25/ | 8.25/40 | 10.25/40 | 9/40 |
| Makeup NC Hours 28.25 C.40 | 10/0 | 9.75/15 | 8.5/15 | 0/10 |
| | | | | |
| Hair Removal NC Hours 15 C.55 | 10.75/0 | 4.25/15 | 0/20 | 0/20 |
| Safety NC Hours 5 C.15 | 2.75/0 | 1.5/7.5 | 0/4 | .75/3.5 |
| Professional Development NC Hours 20.75 | 13.75/0 | 0 | 3.5/0 | 3.5/0 |
| Management/Salesmanship NC Hours 25 C 20 | 16.25/0 | 3/5 | 5.75/10 | /5 |
| Intro to Advanced Spa NC20 C 15 | 10/0 | 5/5 | 5/5 | 0/5 |
| Statues NC Hours 10 | 4/0 | 2/0 | 2/0 | 2/0 |
| Intro to Skincare NC 18.75 C.30 | 18.75/0 | 0/15 | 0/8 | 0/7 |
| | | | | |
| Non Clinic Totals | 195.75 | 51.25 | 37.75 | 15.25 |
| Clinic Totals | | 142.5 | 133 | 124.5 |
| Grand Total Non-Clinic | 300 | | | |
| Grand Total Clinic | 400 | | | |

- Subject to change to reflect the completion of 700 hours.
- Satisfactory Academic Progress is based on the actual hours of completion at 350.
- Satisfactory Academic Progress must be achieved at cumulative 80% GPA and cumulative 90% Attendance for each above stated evaluation to maintain Satisfactory Academic Progress.

Curriculum Overview | Esthetics

Throughout the Esthetics program, you will cover the following topics in varying levels of depth and detail, providing a foundation for your professional career.

Anatomy & Physiology

- Full body anatomy
- Cells, tissue and organs
- Muscular system
- Nervous system
- Circulatory system
- Endocrine system
- Excretory system
- Respiratory system
- Digestive system
- Lymphatic system

Chemistry

- Bacteriology
- Safety and sanitation procedures
- Ingredient analysis
- Skin disorders AIDS and hepatitis
- Nutrition

Skincare

- Histology
- Facials
- Product analysis
- Balancing imperfections
- Electricity and currents

Makeup

- Color theory
- Contoured and classic makeup applications
- Dramatic and subtle look
- Bridal and makeup for aging skin
- Lash application

Plant Aromatology™

- History of plant aromatology
- Psychology of aroma
- Therapeutic effect
- Custom testing and blending
- Methods of application

Facial Massage

- Relaxation massage
- Detoxification massage for lymphatic drainage
- Basic touch
- Facial massage
- Pressure point massage

Clinic Practice

- Clinic set-up
- Sanitation
- Time management
- Daily goals

Treatments

- Aveda product systems
- Facial treatments
- Brow and lash tinting
- Face/Body hair removal
- Methods of hair removal
- Microdermabrasion theory
- Hand and arm hot stone massage
- Body treatments with massage

Personal/Career Development

- Time management
- Goal setting
- Team building
- Communication
- Leadership
- Cover letter/resume writing
- Interview techniques
- Job requirements
- Employee benefits and wages
- Retail strategies
- Connect Aveda
- Salon entrepreneurship
- Merchandising
- Marketing

Manicuring*

*Federal Student Aid is not available for the Manicuring Program.

Introduction/Alpha Unit

Learn the fundamentals of manicuring, pedicuring, use of equipment, and related sciences of anatomy and histology along with the study of nail diseases and disorders. Emphasis is placed on the practice of safety and sanitation requirements of the Indiana State Board of Cosmetology.

In the Alpha phase, you begin to apply your acquired knowledge to practical situations in the clinic.

Beta Unit

Now that you know how to do it, take this opportunity to sharpen your skills. You will learn management skills, retailing skills, customer care and service skills.

Gamma Unit/Salon Lifestyle

Learn the final strategies necessary for career placement and interviewing. Fine-tune your speed, accuracy, concentration and technical skills. You will demonstrate competency in tasks required for the skill certification examination and theoretical knowledge you need to pass the written examination required by the Aveda Fredric's Institute and the State of Indiana for licensure.

Weeks 1 through 6

Classroom: 171.50 hours

Clinic: 62.50 hours

Total: 234.00 hours

(Classroom total includes orientation.)

Weeks 7 through 9

Classroom: 19.50 hours

Clinic: 97.50 hours

Total: 117.00 hours

Weeks 10 through 12

Classroom: 4.00 hours

Clinic: 95.00 hours

Total: 99.00 hours

(Subject to change to reflect the completion of 450 hours)

| Program Phase - Manicuring 450 Hours | Intro | Alpha | Beta | Gamma |
|--------------------------------------|-------|----------|------------|----------|
| Sanitation NC Hours 40 | 23.25 | 9 | 6.75 | 1 |
| Anatomy & Disorders NC Hours 25 | 22 | 3 | | |
| Statutes NC Hours 11 | 3 | 7 | | 1 |
| Nail Techniques NC Hours 44 C.160 | 25.25 | 14.75/40 | 4./60 | 60 |
| Manicuring NC Hours 27.75 C.50 | 20 | 2/12.5 | 3.75/18.75 | 2./18.75 |
| Pedicuring NC Hours 13.5 C.25 | 10.5 | 3./6 | 11.75 | 7.25 |
| Chemistry NC Hours 10 | 7 | 3 | | |
| Salesmanship NC hours 13.75 C.10 | 6 | 7.75/2 | 3 | 5 |
| Electric Drill/File NC Hours 10 C.10 | | 5./2 | 5./4 | 4 |
| Non Clinic Total | 117 | 54.5 | 19.5 | 4 |
| Clinic Total | | 62.5 | 97.5 | 95 |
| | 117 | 117 | 117 | 99 |
| Grand Total Non-Clinic | 195 | | | |
| Grand Total Clinic | 255 | | | |

curriculum overview | Manicuring

Throughout the Manicurist program, you will learn the following topics in varying levels of depth and detail for your professional career.

Anatomy & Physiology

Cells, tissues and organs Muscular system
Nervous system
Circulatory system

Chemistry

Bacteriology
Safety and sanitation
Ingredient analysis
Nail disease and disorder
AIDS and hepatitis

Sculptured Nails

Tips
Full sculpture
Silk wraps
Nail art
Gel nails

Spa Services

Natural nail manicures
Natural nail pedicures
Customized manicures and pedicures
Hand and arm massage
Foot and leg massage

Clinic Practice

Clinic set-up
Sanitation
Time management
Daily goals

Treatments

Aveda product systems
Hand and arm hot stone massage
Foot and leg hot stone massage

Personal/Career Development

Time management
Goal setting
Team building
Communication
Leadership
Cover letter/resume writing Interview techniques
Job requirements
Employee benefits and wages Retail strategies
Connect Aveda
Salon entrepreneurship Merchandising
Marketing

Instructor Training

Full-Time Schedule

25 weeks | Days scheduled to reflect 40 hours

Monday through Friday: 9:00 am | 8:00 pm Saturday: 8 am | 7 pm

Curriculum Overview

1000 hours Aveda Fredric's Institute Instructor Training course provides knowledge that the State requires for Instructors. As a licensed Cosmetologist, Esthetician or Manicurist that has worked in the salon industry for a minimum of 6 months, you can begin to develop a career as an Instructor. Upon completion you will be eligible to take the State of Indiana licensing exam.

Introduction/Alpha/Beta/Gamma Unit

Learn the fundamentals of instruction methods to develop both theoretical and clinical classroom environments. The curriculum includes course outline and development, Indiana Laws & Rules, lesson planning, teaching techniques and aids, administration, record keeping, administering and grading both theoretical and practical examinations and technical skills assist teaching in both the classroom and clinic service areas under the supervision of a licensed instructor. Upon completion, you will be eligible to take the State of Indiana licensing exam.

Introduction/Alpha

Weeks 1 through 15

Classroom: 300 hours

Practice/Clinic: 305 hours

Total: 605

(Classroom total includes orientation.)

Beta/Gamma

Weeks 16 through 25

Classroom: 0 hours

Practice/Clinic: 395 hours

Total: 395 hours

(Subject to change to reflect the completion of 1000 hours.)

| Program Phase - Instructor 1000 Hours | Intro | Alpha | Beta | Gamma |
|--|------------|--------|--------|--------|
| Orientation & Review Curriculum T & D 50 Hours/100 P | 50 | 40P | 30P | 30P |
| Intro to Teaching T & D 60 Hours | 60 | | | |
| Course Outline & Development T & D 160 Hours/170 P | 160 | 50P | 60P | 60P |
| School Administration Records/Laws T&D 30 Hours/20P | 30 | 10P | 5P | 5P |
| Teaching/Assisting 150/Practice 150 Hours/260 P | 102.5P | 102.5P | 102.5P | 102.5P |
| Non Clinic Total (300) | 300 NC | | | |
| Practice/Clinic(Total (700) | 102.5P | 202.5P | 197.5P | 197.5P |
| Grand Total Non-Clinic | 300 | | | |
| Grand Total Practice/Clinic | 700 | | | |

Aveda Fredric's Institute

Developing future leaders in the world of beauty and wellness™

Aveda Experience Centers

A retail center for Aveda hair, skin, flower and plant Pure-Fume™ opportunity to practice your guest service and retailing skills.

Guest Experience Areas

A diverse array of guests come to the Aveda Fredric's Institute for beauty and wellness services. As a student, you will have the opportunity to perform a spectrum of hair, skin, makeup, nail and body services in a virtual salon setting, under the supervision of licensed Instructors.

Student Classrooms

Classrooms have been designed to provide the proper environment for different types of learning and activities. Four interactive classrooms are designated for hands-on instruction, demonstration and theory.

The student salon features advanced technology and learning aids including; a 68 station Cosmetology hands-on clinic, 1 hair removal room, 4 manicure and 4 pedicure hands-on stations, stress relieving area, 4 makeup stations, 9 facial beds, and rejuvenating shampoo room.

Resource Library and Administrative Offices

A resource library provides books on styling, motivation, health and wellness for your reference. Aveda Fredric's Institute Team members are also available to respond to your questions and concerns.

Admissions

Are you ready to begin?

If you are excited about the prospect of training at the Aveda Fredric's Institute, here is how you apply.

To be considered for admission each applicant is required to complete the following:

1. Admissions application.
2. An informational interview and tour with an Admissions Representative followed by a second interview to determine admission eligibility.
3. Pass Admissions Exam.
4. Provide a copy of high school diploma, GED or equivalent.
5. Provide a copy of driver's license, birth certificate or valid passport.
6. Submit one letter of recommendation.
- 7. If offered admission:**
8. Submit a registration fee of \$350 upon acceptance. (Effective 7/1/2017)

*If a student, or in the case of a student under legal age, his/her parent or guardian, cancels his/her enrollment agreement and requests his/her money back in writing, within three business days of signing the enrollment contract, all monies collected by the school.

*If a student cancels his/her contract after three business days of signing the enrollment contract but prior to starting classes; then he/she shall be entitled to a refund of all monies paid.

Home-Schooled

Though Home-Schooled students are not considered to have a high school diploma or equivalent, they are eligible for admission into the Aveda Fredric's Institute. Home-School students must provide a copy of their complete high school transcript. Home-School transcripts must include the following information:

1. Name, Address, and Phone Number of Home-School.
2. Student's personal information (name, address, date of birth, social security number).
3. Itemization of courses and final grades achieved for each grade level accomplished.
4. Date of Graduation.
5. Name and signature of the Home-School Administrator.

Home-School transcripts must be notarized by a Notary Public and sent to the Institute's Admissions Office in an envelope sealed and sent by the Home-School Administrator.

Every Indiana home-schooled student must submit written verification from the appropriate school district that student has been excused from compulsory attendance for home education.

If the high school information cannot be verified, the student will be required to take and pass a high school equivalency test prior to enrollment.

Transfer Students

Applicants for transfer into Aveda Fredric's Institute are considered on an individual basis. Aveda Fredric's Institute may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. Transfer of earned hours, grades, practicals may be applied based on State requirements and at the discretion of Aveda Fredric's Institute.

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

The Aveda Fredric's Institute does not recruit students who are currently attending or admitted to another school offering a similar program of study.

Aveda Fredric's Institute does not accept transfer credits at this time.

Ability to Benefit

Aveda Fredric's Institute does not accept Ability to Benefit Students(ATB).

Felony Conviction

Aveda Fredric's Institute does not accept students who have record of a felony conviction.

Vaccination Policy

The Institute requires no information regarding vaccinations from potential students to attend school.

Re-Entry Policy

If a student withdraws in good standing, he or she may return under the same status and without loss of credit, grades or hours. A student may or may not be readmitted at the Institute's discretion if a student's performance was unsatisfactory when he or she withdrew or terminates from school.

Payment for any prior balance due to the Aveda Fredric's Institute from a previous enrollment must be prearranged prior to reentry.

To schedule an informational interview, call the Admissions Team at 877.AVEDA.ED or 317-578-5500 option 2.

Schedule and Tuition

Holidays: Aveda Fredric's Institute recognizes the following days as observed holidays:

New Year's Day

Memorial Day

Independence Day/Summer Break

Labor Day

Thanksgiving Day

Christmas Day

Days off due to observed holidays and closing(s) are recorded as such and extend the enrollment contract.

COSMETOLOGY - 1500 HOURS | 50 WEEKS

2017 COURSES BEGIN: Jan. 10 | Feb. 20 | April 4 | May 15 | July 18 | Aug. 21 | Oct. 3 | Nov. 13

HOURS OF ATTENDANCE: M/W/F 3 Day Program: 9:00 am - 8:00 pm

T/TH/SAT 3 Day Program: T/TH - 9:00 am - 8:00 pm SAT 8:00 am - 7:00 pm

| INVESTMENT | | (effective 8/1/17) |
|--------------------|------------------------------|------------------------------|
| Tuition | \$18,400.00 | \$19,000.00 |
| Student Kit/Books | \$ 1,735.00* | \$ 1,800.00* |
| **Registration Fee | \$ 350.00 (effective 7/1/17) | \$ 350.00 (effective 7/1/17) |
| TOTAL | \$20,485.00 | \$21,150.00 |

ESTHETICS - 700 HOURS | 24 WEEKS

2017 COURSES BEGIN: Feb. 27 | April 25 | Sept. 11 | Nov. 7

HOURS OF ATTENDANCE: M/W/F 3-Day Program - 9:00 am - 8:00 pm

T/TH/SAT 3-Day Program - T/TH - 9:00 am - 8:00 pm SAT 8:00 am - 7:00 pm

| INVESTMENT | | (effective 8/1/17) |
|--------------------|------------------------------|------------------------------|
| Tuition | \$ 8,800.00 | \$ 9,425.00 |
| Student Kit/Books | \$ 1,350.00* | \$ 1,175.00* |
| **Registration Fee | \$ 350.00 (effective 7/1/17) | \$ 350.00 (effective 7/1/17) |
| TOTAL | \$10,500.00 | \$10,950.00 |

MANICURING - 450 HOURS | 12 WEEKS

Dates and times to be announced.

| INVESTMENT | |
|--------------------|------------------------------|
| Tuition | \$4,905.00 |
| Student Kit/Books | \$ 480.00* |
| **Registration Fee | \$ 350.00 (effective 7/1/17) |
| TOTAL | \$5,780.00 |

**Registration Fee effective 7/1/2017

INSTRUCTORS PROGRAM - 1000 HOURS | 25 WEEKS

Program dates and tuition investment TBD. Instructor's course applies to individuals that currently hold a Cosmetology, Esthetics or Manicuring license.

COST OF ATTENDANCE Cost of Attendance is exclusive of Tuition and Fees and is based on the national cost of living averages from 2016/17. Students residing with parents - \$1,037/month. Students residing independently - \$1,957/month.

PAYMENT METHODS Cash, Check, Credit Card or Sallie Mae Smart Option Loan. VA* and Federal Aid are available for those who qualify. Cash payments are due before start date or if enrolled after the 6 week deadline the tuition is due ten days from the date of the signed contract or before the 1st day of class whichever is earlier unless there is an acceptable funding plan.

Observed holidays, school closings, inclement weather and Professional Development Break are recorded as such and extend the enrollment contract.

3/2017 Prices and course dates subject to change without notice.

*Student kit/books includes professional tools, supplies, textbooks, iPad and mannequins needed.

For more information on our graduation rates, the median debt of students who completed the program, and other important information, visit www.avedafi.edu/consumer-information

Financial Aid

At the Aveda Fredric's Institute we believe every student should be able to obtain an education, regardless of financial status. To make this possible, we aid students in resourcing financial assistance to those who qualify.

Federal Student Aid

Aveda Fredric's Institute is eligible to participate in Title IV Federal Student Aid Program, administered by the US Department of Education, for those who qualify. All prospective students are given the opportunity to meet with the Financial Aid Director at Aveda Fredric's Institute.

Those who qualify may be awarded a Pell Grant, Direct Subsidized and/or Unsubsidized Stafford loans, and/or Direct Parent Plus loan.

www.FAFSA.ed.gov www.federalstudentaid.ed.gov

Federal Student Aid is not available for the Manicurist Program.

Veterans Administration

For those who qualify please contact the Veterans Administration. VA tuition does not include cost of electronic devices and excludes iPad payment.

www.gbill.va.gov

SallieMae Financial

Sallie Mae provides education financing for career training. It may provide an ideal education funding solution to qualified student borrowers who still need funds after maximizing grants, scholarships and federal loans.

www.SallieMae.com/SmartOption

Financial Aid Office Hours

Monday -Friday 9:00 a.m. - 5:00 p.m.

Saturday 8:30 a.m.- 4:30 p.m.

Career Placement & Student Services

Career Placement Services

The Aveda Fredric's Institute is primarily an institution of learning and does not guarantee job placement. We do offer personalized assistance for students and graduates that need additional help with placement or transferring a license out of state. Classes are offered to assist the student as they enter the professional salon spa industry. Instruction in resume and cover letter creation, interviewing skills and salon spa career expectations are given to each class. Positions available in the industry are posted on a career board as well as Aveda Fredric's Institutes website.

Housing

The Aveda Fredric's Institute can assist students in finding roommates and suitable housing, though the Institute does not own or operate housing facilities.

Placement

With a network of many salons, spas, health clubs and medical clinics nationwide, the Aveda Fredric's Institute can help you begin your professional career. We will help you gain the knowledge you need with professional development education, professional development break and self-promotional instruction.

Student Opportunities

While at the Aveda Fredric's Institute, students may be presented opportunities to participate in a variety of educational and creative events/activities such as editorial photo shoots, motion picture hair and makeup work and fashion shows.

Academic and Individual Advising

The Aveda Fredric's Institute provides academic advising to all students. We will help you with tutoring should you experience challenges in meeting the minimum performances standards and course requirements as set by the Institute and the State of Indiana.

If you experience personal challenges, the Aveda Fredric's Institute encourages students to contact First Call for Help, a local crisis hotline staffed by consultants who provide personal advising referrals to a network of professionals by dialing 211 or 317-926-4357.

Alumni

Aveda Fredric's Institute Alumni can visit the Students and Alumni section of our website to receive information about

advanced training, career opportunities and to view professional development tools. www.avedafi.ed

Academic Information

Access to Cumulative Records: Students, and parents or guardians of dependent minors who are in regular attendance at the Aveda Fredric's Institute, have the right to inspect and review the student's educational, financial and attendance records to insure they are accurate, factual and do not violate the student's privacy and other rights. Students shall have the right to review his/her education records within 21 days of the day the Institute receives the requests for access. Students and/or parents or guardians of dependent minors should schedule an appointment with the administrative team to review the student's records onsite. No original records may be removed from school premises. Copies are made upon request. Records are remained onsite for 5 years.

Student Information Release Policy: The Aveda Fredric's Institute requires written authorization from a student, the parent or guardian of a dependent minor, or a graduate in order to release academic, attendance, enrollment status, financial and/or any other information to agencies, prospective employers, or any other party seeking information about the student. NACCAS reserves the right to inspect student records for any accreditation purposes. The Institute requires written consent from the student or guardian for release of records in response to each third party request unless otherwise required by the law. Aveda Fredric's Institute does not publish directory information or release such information to unauthorized parties.

Family Education Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

For additional information or technical assistance, you may contact the following address:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

A complete copy of the policy is available upon request from the Admissions office and on the website under the consumer and disclosure policy.

Graduation & Licensing Requirements

Graduation Requirements

To receive a diploma from the Aveda Fredric's Institute, you must:

1. Complete 1500 hours for Cosmetology, 700 hours for Esthetics, 450 hours for Manicuring and 1000 hours for Instructor Training.
2. Complete all assignments with a minimum of 80% GPA and 90% attendance.
3. Complete tuition and fee obligations.
4. Meet satisfactory academic progress requirements.
5. Successfully complete the AFI skill certification examination.
6. Meet practical service quota requirements to complete Indiana State Board Progress Book.

Makeup Work

Students requiring to make up projects, quotas or tests must do so before the end of their phase. Failure to comply will result in receiving a "0" for that assignment affecting the cumulative GPA.

Licensing Requirements

To receive a license in the state of Indiana, the student is required to:

1. Complete the required hours in the course of instruction and graduation requirements.

2. Submit the following items to Student Services upon completion: Indiana license application and licensing fee.
3. Successfully pass the Indiana written examination at the designated test center (testing fee required).
4. Upon course completion, the application for licensure and passing test scores will be submitted to the Indiana Professional Licensing Agency. (License fee \$40)
5. Upon approval, the Indiana Professional Licensing Agency will issue license for print on their website. www.in.gov/pla/

NOTE: The State of Indiana no longer issues work permits prior to licensing, effective July 1, 2013.

Transcripts

Requests for transcripts are protected by federal law, and can only be released with the written request of the student. You may request a transcript by submitting a written letter of request. The cost of a transcript is \$10.00. Written requests may take 5-10 business days to process after the request is received. Please remit cash, check, or money order made payable to the Aveda Fredric's Institute.

Satisfactory Academic Progress Policy

Aveda Fredric's Institute Satisfactory Academic Progress Policy

The Satisfactory Academic Progress 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. This Policy is provided to applicants prior to enrollment and is consistently applied to all students enrolled at the Institute.

NOTE: Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This Policy is intended to comply with all applicable rules and regulations applicable to students eligible to receive Title IV federal student financial aid. In the event that any provision of this Policy conflicts with any rules or regulations in effect with respect to Title IV federal student financial aid, the rules and regulations of Title IV shall apply.

Attendance Progress:

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Program - 450, 900 and 1200 actual clock hours

Esthetics Program - 350 actual clock hours

Manicuring Program - 225 actual clock hours

Instructor Training Program - 500 actual clock hours

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 111% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

| PROGRAM WEEKS SCHEDULED HOURS | MAXIMUM TIME ALLOWED |
|---|----------------------|
| Cosmetology (Full time, 30 hrs/wk) – 1500 Hours | 56 Weeks 1667 |
| Esthetics (Full time, 30 hrs/wk) – 700 Hours | 27 Weeks 778 |
| Manicuring (Full time, 37 hrs/wk) – 450 Hours | 14 Weeks 500 |
| Instructors (Full time, 40 hrs/wk – 1000 Hours | 30 Weeks 1111 |

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

D. Academic Progress Evaluations

Theory, practical and clinical work are used to determine academic progress. Your academic progress at the Institute will be evaluated on the basis of written tests, clinical practical experiences, and final exams. Students must maintain a minimum

cumulative grade point average of 80% in academic and practical/clinical work in order to be considered making satisfactory progress. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading Scale

| | |
|--------------|--------------|
| 95-100 | A Honor Roll |
| 88-94 | B |
| 80-87 | C |
| 79 and BELOW | Failing |

Satisfactory Academic Progress Policy

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. All periods of the student's enrollment are counted when assessing progress, even periods in which the student did not receive Title IV funds.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will become ineligible to receive Title IV funds. See "Probation" and "Appeal Procedure" below.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may reestablish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

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 wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. 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 satisfactory academic progress 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 Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NOTIFICATION AND RECORDS

Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in the Course Catalog.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, incompletes and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

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

Accreditation Status: Aveda Fredric's Institute™ approved by NACCAS April 2009

Standards & Policies

To help you achieve excellence in the Cosmetology, Esthetics, Manicuring, and Instructor Training we have established these guidelines to ensure fairness, understanding and positive work habits among our students.

Student Professional Standards of Excellence

The Aveda Fredric's Institute intention is to best prepare students for a successful career in the salon spa industry. Standards that are created by Aveda Fredric's Institute are reflective of the current salon spa environments and expectations.

1. Students must reflect a professional and polished look during all school hours and events.
2. Hair must be styled and makeup must be worn in an acceptable manner as if employed at a high end salon spa. (no banana clips, pony tails, bandannas or hats).
3. The unified look color is BLACK. All clothing must be clean and wrinkle free.
4. Nails must be kept clean and maintained – NO chipped nail polish.
5. Tattoos that may be offensive must be covered during school hours and events.
6. Visible piercing is limited to ears only; tongue, facial and visible body piercing is not permitted and must be removed during school hours and events.
7. Students must practice exceptional personal hygiene.
8. Students must be well groomed and shaved.
9. Gum chewing is not allowed. Fresh breath, without the use of gum is necessary while with guest.
10. Personal aroma choice must be natural and not overpowering.

Student Professional Attire

1. Solid black closed toe shoes must be worn. All types of tennis shoes, Croc style shoes and shoes with color stripes or print are NOT permitted.
2. Ankles must be covered with black socks or black tights.
3. Solid black pants, skirts or dresses must be worn. Black denim, sweat/activewear styles are NOT permitted. Pants cannot drag on the floor or be frayed and dirty at the hem.
4. Solid black tops must be worn, sleeves are to be cap length or longer.
5. Skirts and dresses must be at knee or longer.
6. No logos, slogans, statements are permitted on clothing, with the exception of Aveda company logos.
7. Students must wear a chemical apron when performing color services.
8. Nametag must be worn at all times and be visible to guest and Institute team.

Students who are not in professional attire and not representing our professional image may be dismissed at the Institute's discretion which will result in loss of hours.

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

1. To maintain a learning environment for all students, anyone who is disruptive in the classroom or student salon (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
2. Food, snacks, and beverages may be consumed in the comfort and classroom areas only.
3. Because the Aveda Fredric's Institute is a smoke-free facility, smoking is not allowed on school property or surrounding premises. These areas should be kept litter-free
4. So as not to interrupt the educational process, students will be notified of emergency phone calls only.
5. Students must adhere to all parking requirements set forth by management of Castleton Square Mall and Aveda Fredric's Institute.

6. Cell phones must be stored in locker turned off or silent during class- room and student salon hours. Cell phones and texting may be used during breaks in the designated break and locker areas or outside of the building. Disregard for this policy will result in cell phone being taken away and returned to the student at the end of the school day.
7. To ensure that each student receives consistent and comprehensive instruction in the classroom and service environments, students must remain in assigned areas or receive educator permission to be in unassigned areas.
8. To benefit from the training and technical experience Aveda Fredric's Institute offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants.
9. Students using controlled substances or intoxicants will be terminated. All services or assigned work performed by students are performed under the supervision of, and evaluated by an educator within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day.
10. Student kits are to be used for assigned services only. Only authorized use of products, merchandise or services will be considered professional.
11. Tips are not expected or accepted. In lieu of tips, guests may donate to our Student Education Fund and ongoing efforts to raise money for grassroots organizations such as Breast Cancer awareness and Earth Month.
12. It is the student's responsibility to secure their personal items in their assigned locker.
13. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items, including pagers will have to be replaced by the student within 24 hours.
14. Stealing, possession of concealed weapons, defacing or damaging student or school equipment/property will result in termination and require monetary restitution.

To help prepare you for your future employment, the Aveda Fredric's Institute operates much like a professional salon environment. Late arrivals, absences and other interruptions in your training have a significant effect on your achievement—just as they would if you were an employee in a salon, day spa or other professional environment. By law, we must maintain record of your earned training hours for licensure eligibility in the State of Indiana.

Attendance Policy & Standards

The purpose of this policy is to assert that attendance is crucial for successful completion of the enrolled program and preparation in future career employment. Students must be in attendance for a minimum of 3 hours per day. If students encounter situations that mandate missed hours, such as emergencies and illnesses, each field of study has a predetermined amount of allowable time missed that can be used for classroom and/or student salon absence. The allowable time missed has been established as the maximum amount of time that students can be absent and still achieve the quality of skills that will be necessary and course completion as contracted. The Aveda Fredric's Institute does not distinguish between excused or unexcused absences.

COSMETOLOGY CLASSES Monday/Tuesday/Wednesday Schedule or Monday/Wednesday/Friday Schedule

Cosmetology Students may be absent up to and no more than a total of 150 hours, of which only 60 hours may be missed on Mondays or the days after or before a holiday.

Each student must maintain a 90% attendance during each Evaluation period. Please see Evaluation checkpoints listed below.

- Evaluation Period 1=450 Hours (no more than 45 cumulative hours missed during this period)
- Evaluation Period 2=900 Hours (no more than 90 cumulative hours missed during this period)
- Evaluation Period 3=1200 Hours (no more than 120 cumulative hours missed during this period)
- Evaluation Period 4=1500 Hours (no more than 150 cumulative hours missed during this period)

Beyond 150 hours of absence or beyond 60 hours missed on Mondays or the days after or before a holiday, the student will be terminated with the opportunity for one appeal.

Absence/ Late arrival (upon start of day or returning from lunch): Students must notify Student Services of absence/late arrival prior to 9am M-F and 8 am Saturday, the start of the scheduled day of attendance, by calling phone 317-578-5500 x5509. A late arrival may not exceed 3 times during each evaluation period. A late arrival is anytime after 9 am Monday-Friday or 8 am on Saturday, or returning late from lunch break. This does not include a pre-arranged late arrival with a 5 day notice.

Early Departure: If students leave during the scheduled school day, the students must notify Student Services/Guest Care and Educator. Early departures may not exceed 3 times during each evaluation period.

- Evaluation Period 1=450 Hours (no more than 3 late arrivals and 3 early departures during this period)
- Evaluation Period 2=900 Hours (no more than 3 late arrivals and 3 early departures during this period)
- Evaluation Period 3=1200 Hours (no more than 3 late arrivals and 3 early departures during this period)
- Evaluation Period 4=1500 Hours (no more than 3 late arrivals and 3 early departures during this period)

For the 4th occurrence and each occurrence thereafter of a late arrival or early departure in an evaluation period (until the

next evaluation period), the student will serve a one day suspension and the day is recorded as missed hours.

Voluntary Withdrawal Due to 2 consecutive No Call /No Show: The Institute will consider a student who is absent for two consecutive school days without notifying the Institute to have voluntarily withdrawn, unless the Institute, in its sole discretion determines there were extenuating circumstances beyond the student's control.

Pre-arranged Absence/ Holiday Absence: Students must request for future expected absence and or holiday absence with Students Services to ensure proper planning for testing/academics/and student salon services 5 days in advance (subject for approval based on available hours to be absent).

COSMETOLOGY CLASSES Thursday/Friday/Saturday Schedule or Tuesday/Thursday/Saturday Schedule

Cosmetology Students may be absent up to and no more than a total of 150 cumulative hours, of which only 60 hours may be missed on Saturdays or the days after or before a holiday.

Each student must maintain a 90% attendance during each Evaluation period. Please see Evaluation checkpoints listed below.

- Evaluation Period 1=450 Hours (no more than 45 cumulative hours missed during this period)
- Evaluation Period 2=900 Hours (no more than 90 cumulative hours missed during this period)
- Evaluation Period 3=1200 Hours (no more than 120 cumulative hours missed during this period)
- Evaluation Period 4=1500 Hours (no more than 150 cumulative hours missed during this period)

Beyond 60 hours missed on Saturdays or the days after or before a holiday, the student will be terminated with the opportunity for one appeal.

Absence/ Late arrival (upon start of day or returning from lunch): Students must notify Student Services of absence/late arrival prior to 9am M-F and 8 am Saturday, the start of the scheduled day of attendance, by calling calling phone 317-578-5500 x5509. A late arrival may not exceed 3 times during each evaluation period. A late arrival is anytime after 9 am Monday- Friday or 8 am on Saturday, or returning late from lunch break. This does not include a pre-arranged late arrival with a 5 day notice.

Early Departure: If students leave during the scheduled school day, the students must notify Student Services/Guest Care and Educator. Early departures may not exceed 3 times during each evaluation period.

- Evaluation Period 1=450 Hours (no more than 3 late arrivals and 3 early departures during this period)
- Evaluation Period 2=900 Hours (no more than 3 late arrivals and 3 early departures during this period)
- Evaluation Period 3=1200 Hours (no more than 3 late arrivals and 3 early departures during this period)
- Evaluation Period 4=1500 Hours (no more than 3 late arrivals and 3 early departures during this period)

For the 4th occurrence and each occurrence thereafter of a late arrival or early departure in an evaluation period (until the next evaluation period), the student will serve a one day suspension and the day is recorded as missed hours.

Voluntary Withdrawal Due to 2 consecutive No Call /No Show: The Institute will consider a student who is absent for two consecutive school days without notifying the Institute to have voluntarily withdrawn, unless the Institute, in its sole discretion determines there were extenuating circumstances beyond the student's control.

Pre-arranged Absence/ Holiday Absence: Students must request for future expected absence and or holiday absence with Students Services to ensure proper planning for testing/academics/and student salon services 5 days in advance (subject for approval based on available hours to be absent).

ESTHETICS CLASSES Monday/Wednesday/Friday Schedule or Tuesday/Thursday/Saturday Schedule

Esthiology Students may be absent up to and no more than a total of 75 hours, of which only 40 hours may be missed on Saturdays or the days after or before a holiday.

Each student must maintain a 90% attendance during each Evaluation period. Please see Evaluation checkpoints listed below.

- Evaluation Period 1=350 Hours (no more than 37.5 cumulative hours missed during this period)
- Evaluation Period 2=700 Hours (no more than 75 cumulative hours missed during this period)

Beyond 40 hours missed on Saturdays/Mondays or the days after or before a holiday, the student will be terminated with the opportunity for one appeal.

Absence/ Late arrival (upon start of day or returning from lunch): Students must notify Student Services of absence/late arrival prior to 9am M-F and 8 am Saturday, the start of the scheduled day of attendance, by calling calling 317-578-5500 x5509. A late arrival may not exceed 3 times during each evaluation period. A late arrival is anytime after 9 am Monday-

Friday or 8 am on Saturday, or returning late from lunch break. This does not include a pre-arranged late arrival with a 5 day notice.

Early Departure: If students leave during the scheduled school day, the students must notify Student Services/Guest Care & Educator. Early departures may not exceed 3 times during each evaluation period.

- Evaluation Period 1=1-350 Hours (no more than 3 late arrivals and early departures during this period)
- Evaluation Period 2=351-700 Hours (no more than 3 late arrivals and early departures during this period)

For the 4th occurrence and each occurrence thereafter of a late arrival or early departure in an evaluation period (until the next evaluation period), the student will serve a one day suspension and the day is recorded as missed hours.

Voluntary Withdrawal Due to 2 consecutive No Call /No Show: The Institute will consider a student who is absent for two consecutive school days without notifying the Institute to have voluntarily with- drawn, unless the Institute, in its sole discretion determines there were extenuating circumstances beyond the student's control.

Pre-arranged Absence/ Late Arrival Request/ Holiday Absence: Students must request for future expected absence and or holiday absence 5 days in advance with Students Services to ensure proper planning for testing/academics/and student salon/spa services (subject to approval based on available hours to be absent). All approvals for requested absence are based on available hours.

MANICURING

Manicuring Students may be absent up to and no more than a total of 30 hours, of which only 8 hours may be missed on Saturdays or the days after or before a holiday.

Each student must maintain a 90% attendance during each Evaluation period. Please see Evaluation checkpoints listed below.

- Evaluation Period 1=225 Hours (no more than 22 cumulative hours missed during this period)
- Evaluation Period 2=450 Hours (no more than 45 cumulative hours missed during this period)

Beyond 45 hours of absence or beyond 16 hours missed on Saturdays or the days after or before a holiday, the student will be terminated with the opportunity for one appeal.

Absence/ Late arrival (upon start of day or returning from lunch): Students must notify Student Services of absence/late arrival prior to 9am M-F and 8 am Saturday, the start of the scheduled day of attendance, by calling calling phone 317-578-5500 x5509. A late arrival may not exceed 3 times during each evaluation period. A late arrival is anytime after 9 am Monday- Friday or 8 am on Saturday, or returning late from lunch break. This does not include a pre-arranged late arrival with a 5 day notice.

Early Departure: If students leave during the scheduled school day, the students must notify Student Services/Guest Care & Educator. Early departures may not exceed 1 time during each evaluation period.

- Evaluation Period 1=225 Hours (no more than 3 late arrival and 3 early departure during this period)
- Evaluation Period 2=450 Hours (no more than 3 late arrival and 3 early departure during this period)

For the 4th occurrence and each occurrence thereafter of a late arrival or early departure in an evaluation period (until the next evaluation period), the student will serve a one day suspension and the day is recorded as missed hours.

Instructors Training Monday-Saturday Flexible Schedule

Instructor Training Students may be absent up to and no more than a total of 100 hours, of which only 50 hours may be missed on Saturdays/Mondays or the days after or before a holiday.

Each student must maintain a 90% attendance during each Evaluation period. Please see Evaluation checkpoints listed below.

- Evaluation Period 1=500 Hours (no more than 37.5 cumulative hours missed during this period)

Beyond 50 hours missed on Saturdays/Mondays or the days after or before a holiday, the student will be terminated with the opportunity for one appeal.

Absence/ Late arrival (upon start of day or returning from lunch): Students must notify Student Services of absence/late arrival prior to 9am M-F and 8 am Saturday, the start of the scheduled day of attendance, by calling calling 317-578-5500 x5509. A late arrival may not exceed 3 times during each evaluation period. A late arrival is anytime after 9 am Monday-

Friday or 8 am on Saturday, or returning late from lunch break. This does not include a pre-arranged late arrival with a 5 day notice.

Early Departure: If students leave during the scheduled school day, the students must notify Student Services/Guest Care & Educator. Early departures may not exceed 3 times during each evaluation period.

Voluntary Withdrawal Due to 2 consecutive No Call /No Show: The Institute will consider a student who is absent for two consecutive school days without notifying the Institute to have voluntarily with- drawn, unless the Institute, in its sole discretion determines there were extenuating circumstances beyond the student's control.

Pre-arranged Absence/ Late Arrival Request/ Holiday Absence: Students must request for future expected absence and or holiday absence 5 days in advance with Students Services to ensure proper planning for testing/academics/and student salon/spa services (subject to approval based on available hours to be absent). All approvals for requested absence are based on available hours.

Voluntary Withdrawal Due to 2 Consecutive No Call/No Show:

The Institute will consider a student who is absent for two consecutive school days without notifying the Institute to have voluntarily with- drawn, unless the Institute, in its sole discretion determines there were extenuating circumstances beyond the student's control.

Pre-arranged Absence/ Late Arrival Request/ Holiday Absence: Students must request for future expected absence and or holiday absence 5 days in advance with Students Services to ensure proper planning for testing/academics/and student salon/spa services (subject to approval based on available hours to be absent). All approvals for requested absence are based on available hours.

Leave of Absence

The school may grant an approved medical or personal leave of absence according to the following guidelines:

- The student has made a written request of the intended leave.
- A leave of absence that is not an emergency must be requested a minimum of 10 calendar days prior to the requested date of leave. Written documentation supporting the request is required.
- The leave of absence must be a minimum of 10 calendar days and not to exceed 90 calendar days.
- The Institute will grant only one leave of absence within an enrollment period, unless extenuating circumstances can be proved and documented.
- During a contracted enrollment period, a professional development week is designated time spent touring and interviewing with salon spas, for pre-planned vacations and or makeup hours.
- If a student leave of absence is not approved and the student does not report to school during the requested leave, the student is considered to have withdrawn and the refund requirements are applied.

All leave of absences are subject to the approval by the Aveda Fredric's Institute Director. If a student's performance is satisfactory/ unsatisfactory when he/she takes a leave of absence, he/she may return under that same status and without loss of hours or grades.

Minor violations include:

1. Leaving school without notifying and/or approval of an Educator.
2. Not being in assigned area.
3. Refusing to perform guest services during clinic assignments.
4. Not following the supervision of the Educator(s) direction/instruction when servicing guest.
5. Unprofessional behavior, use of foul language towards co-students, guests, and or Aveda Fredric's Institute staff.
6. Disruptive behavior determined by Educators as interrupting and/or preventing the regular operation of the school or preventing the education of other students.
7. Dishonest academic conduct, i.e. cheating.
8. Disregard for school parking standards during school hours.
9. Smoking on property premises and/or surrounding plaza properties and behind the building's properties.
10. Out of dress code (black uniform shirt, black pants, black closed toe shoes, black socks and nametag).
11. Use of cell phone in classroom or on clinic areas. Cell phones are only permitted during scheduled lunch and breaks in designated areas.

A Student Advising Form is completed documenting the minor violation and plan for correction. The Student Advising Form is placed in the student file. Anytime during the student's program a minor violation may result in lost hours at the discretion of the Educator and/or Administrative Staff.

Major violations include:

1. Use of illegal drugs and/or alcohol.

2. Defacing or destroying property.
3. Stealing.
4. Falsifying documents, committing fraud, clocking in/out and signing in/out another student.
5. Abusing and/or causing physical harm to others which includes but not limited to: hitting, pinching, scratching, pushing, pulling, kicking, slapping, spitting, punching with intent to harm or initiate fighting
6. Bullying a Co-student/Educator/Staff Member/Guests
7. Violating local, state, and federal laws.
8. Possession of weapons or firearms.
9. Posting on Social Media/texting, use of foul language/negative statements or photos that could be hurtful and harmful towards co-students, guests, and or Aveda Fredric's Institute staff.
10. Services may only be performed under the supervision of a licensed Instructor. An enrolled student is prohibited from performing services outside of Aveda Fredric's Institute prior to Indiana State Board licensure for free, pay or otherwise. Misrepresentation of licensure and/or performing services as a non-licensed professional are considered major violations.

All major violations will be written and documented in the student's file and will result in suspension/termination. A Student Advising Form is completed documenting the major violation. The Student Advising Form is placed in the student file.

Cancellation & Refund Policies

In the event that a student withdraws/terminates during their program, the following refund calculations are prepared as follows.

Title IV Students:

1. Title IV Refund Policy applied
2. Institutional Refund Policy applied.

Non-Title IV Students:

1. Institutional Refund Policy applied.

Return to Title IV Policy

Step 1: Return to Title IV Policy applied first.

Step 2: Student account updated.

Step 3: Refund calculation.

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

For unofficial withdrawals a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined no later than 30 days after the end of the payment period, the academic year, or end of the program, whichever is earlier.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus Loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements may be offered if eligible from Pell Grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant

post withdrawal disbursement will be credited to the student's account.

Any Pell Grant funds in excess of current educational costs may be offered if eligible to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all Financial Aid students due a refund:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loan
4. Subsidized Direct Stafford Loan
5. Federal Perkins Loan
6. Federal PLUS Loan
7. Direct PLUS Loan
8. Federal Pell Grant
9. FSEOG

Refunds will be made to the federal programs within 30 days of the date of determination.

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

Institutional Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment or are terminated by the school, the following refund policy will apply. All monies due to the applicant or student will be refunded within 45 days of the official withdrawal date or the date the school determines that the student has withdrawn.

Cancellation/Official Withdrawal notices must be in writing. The cancellation/official withdrawal date will be determined by the postmark on the written notification, or the date the notice is delivered to the school administrator/owner in person.

The school will consider the student withdrawn if the student does not attend class for 14 consecutive days or notify the school of his/her intention to withdraw. The official withdrawal date is determined by the last day attended, as evidenced by attendance records. Attendance is monitored on a weekly basis. All miscellaneous costs that have not yet become due will be void.

- A. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three business days of the signing of the enrollment contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
- C. If a student cancels his/her contract after three business days of signing the enrollment contract but prior to starting classes; then he/she shall be entitled to a refund of all monies paid to the school less the \$350 registration fee.
- D. For students who enroll in and begin classes, but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

| % of scheduled time enrolled to total course/program | Tuition Owed |
|---|---------------------|
| 0.01% to 4.9% | 20% |
| 5% to 9.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

Enrollment time is defined as the time between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due to the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student or formal termination by the school, which shall occur no more than fourteen (14) days from the last day of physical attendance, or in the case of a leave of absence, the scheduled date of return. Attendance is monitored on a weekly basis.

E. If a student is on an approved leave of absence and notifies the school that he/she will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning; or the date that the student was expelled by the school.

F. When situations of mitigating circumstances are in evidence, the school may provide a refund that exceeds the amount determined pursuant to the refund schedule set forth in paragraph D, above.

G. The cost of the kit and supplies is not included in tuition adjustment computations. These items become the property of the student and are non-refundable.

H. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall, at its option:

1. Provide a pro-rata refund; or
2. Participate in a Teach-Out Agreement

I. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

1. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
2. Provide completion of the course and/or program; or
3. Participate in a Teach-Out Agreement; or
4. Provide a full refund of all monies paid

J. If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course and/or program.

Collection Policy

When a student is terminated/withdraws from the program we inform the student of any balance owed to the school by mailing out a letter with this information. A student's diploma and/or hours will be released once all financial obligations to the school have been fulfilled.

The School is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the School's cancellation and refund policies. In the event that the student's enrollment is sold or discounted to a third party, such third party shall be required to comply with the cancellation and refund policy set forth herein.

The Founders & Staff of Aveda Fredric's Institute

Frederic J. Holzberger

Frederic J. Holzberger is the Founder, President and CEO of Essential Educational Concepts LLC. and Aveda Fredric's Institute. From 1985 - 2005, he was the Exclusive Distributor of AVEDA Environmental Lifestyle Beauty Products in Ohio, Indiana, Kentucky and Michigan.

Mr. Holzberger holds a Bachelor of Science Degree in Marketing from Miami University in Oxford, Ohio.

Understanding marketing and practicing it in its truest form, the relationships with salon customers, retail consumers and cosmetology students has been nurtured through the integrity of a single line focus and the commitment to education and communication through networking with state of the art technologies.

Through his focused marketing plan, Frederic has received numerous, prestigious industry and business awards and appointments including the Ernst and Young Cincinnati/Northern Kentucky Entrepreneur of the Year in 1998. Other awards include Cincinnati Business Courier Crescendo Award 1995, Aveda Distributor of the Year, Aveda Masters of the Arts Award and Chain Store Age Magazine, Top 25 Retail Entrepreneurs of the Year 1998, Fairfield Business Person of the Year 2000, Aveda Community Leadership Award 2000, Creative Thinking Association, Creative Thinking Award 2000 and Fairfield Volunteer Spirit Award 2002. In August of 2004, Frederic and his family were honored to receive the Goring Center Family Business of the Year Award for Community Service. Frederic has received the Aveda Lifetime Achievement Award, inducted into the Junior Achievement Business Hall of Fame, and was inducted into the 2010 North American Hairstyling Awards (NAHA) Hall of Leaders, and Intercoiffure (2016)

Julie Holzberger

Julie Holzberger is Co-Founder of Aveda Fredric's Institute. Mrs. Holzberger holds a Bachelor of Arts Degree in

Communications from Miami University in Oxford, Ohio. After college, she began her business career developing significant market share for Pitney Bowes Corporation's mailing and shipping division. In 1995, Julie joined Aveda Fredric's Corporation as a Territory Manager helping to educate salon staff on business building systems through retail and legendary customer service and guest care. Her profound skills led to promotion to Regional Territory Manager before opening the Aveda Fredric's Institute in 1999. As an integral part of the education process, Julie assists and guides students to fulfill their career goals. She has helped lead Aveda Fredric's Institute to become a finalist in 2001, 2002, and 2004 for the prestigious Better Business Bureau Torch Award for Business Ethics and Integrity at the highest level. Julie was selected to speak at the 2005 American Association of Cosmetology Schools annual convention and served as a member the Aveda Institute Advisory Board effectively leading over forty Aveda Institutes with Aveda's Vision, Mission and Values. In 2012, Frederic, Julie and Aveda Fredric's Institute were honored to receive the Southern Ohio Medical Mutual Pillar Award for Community Service.

Under the leadership of Julie and Frederic the Aveda Fredric's Institute has been recognized repeatedly as honoree or top honoree for the Modern Salon School of Excellence (2010 - 2014) and as a Salon Today Top 200 Salon (2006, 2014, 2015).

Administrative Staff

Administrative Staff

Julie Ferguson, Guest Care Director
Brittany Henry, Student Services
Courtney Hughes, Admissions Director
Diane Palumbo, Director
Becky Puckett, Chief Financial Officer
Ryan Nicley, Operations Director
Gary Trame, Senior Financial Aid Director
Allyson Whitney, Financial Aid Administrator

Faculty - Indianapolis

Jenessa Baker, Cosmetology Educator
Emily Browning, Cosmetology Educator
Gwendolyn Davis, Cosmetology Educator
Eric Greenburg, Cosmetology Educator
Katie Hammonds, Cosmetology Educator
Amanda Hawkins, Cosmetology Educator
Stephanie Huntsman, Cosmetology Educator
Daleana Palumbo, Cosmetology/Esthetics Educator
Diane Palumbo, Director, Title IX Coordinator/504 Coordinator
Samantha Rader, Cosmetology/Esthetics Educator
Amy Savka, Cosmetology Educator
Ashley Thomas, Cosmetology/Esthetics Educator
Samantha Williams, Cosmetology Educator

Directions

From the North on I-69 South

Take I-69 South to the 82nd Street – Exit 1 towards Castleton. Take the ramp towards Castleton, to the right. Merge onto 82nd Street, head West 1/2 mile to Castleton Square Mall.

From the North on I-65 South

Take I-65 South to I-465 East. Take Allisonville Road exit – Exit 35. Turn right onto Allisonville Road. Turn left onto 82nd Street, follow to Castleton Square Mall.

From the South on I-65 North

Take I-65 North to I-465 East/I-465 North. Take Allisonville Road exit – Exit 35. Turn left onto Allisonville Road. Turn left onto 82nd Street, follow to Castleton Square Mall.

From the East on I-70 West

Take I-70 West, merge onto I-465 North. Take the Allisonville Road exit – Exit 35. Turn left onto Allisonville Road. Turn left onto 82nd Street, follow to Castleton Square Mall.

From the West on I-70 East

Take I-70 East, merge onto I-465 North. Take the Allisonville Road exit – Exit 35. Turn right onto Allisonville Road. Turn left onto 82nd Street, follow to Castleton Square Mall.

From the East on I-74 West

Take I-74 West to I-465 North.

Take Allisonville Road exit – Exit 35. Turn left onto Allisonville Road. Turn left onto 82nd Street, follow to Castleton Square Mall.

From the West on I-74 East

Take I-74 East to I-465 North. Take Allisonville Road exit – Exit 35. Turn right onto Allisonville Road. Turn left onto 82nd Street, follow to Castleton Square Mall.

DEVELOPING FUTURE LEADERS IN THE WORLD OF BEAUTY AND WELLNESS.™

The Aveda Fredric’s Institute 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.

Service and Retail Hours

Monday - Friday 9am to 8pm

Saturday 8:15am to 7pm

Castleton Square Mall
6020 East 82nd Street
Indianapolis, IN 46250

Phone: 317.578.5500

Toll- Free: 877.AVEDA.ED

Fax: 317.284.5592

www.avedafi.edu

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