



JEAN MADELINE
AVEDA INSTITUTE

SCHOOL CATALOG
FEBRUARY 2024

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Date Published: FEBRUARY 2024



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 the Jean Madeline Aveda Institute and let yourself grow.

THE JEAN MADELINE AVEDA INSTITUTE MISSION

The mission of the Jean Madeline Aveda Institute is to prepare our students for careers in the fields of cosmetology and esthiology, including the development of practical skills necessary for success with business skills, customer service, retailing and communications. The Jean Madeline Aveda Institute is committed to fostering an environment of respect and trust in order to allow students to express their individuality and creativity.

We create exceptional experiences through education, wellness and dedication, in our institutes, spas, salons and the beauty industry. The distinctive learning environment at the Jean Madeline Aveda Institute (herein after known as "Institute") encourages personal and professional growth, the continuous quest for knowledge and a commitment to teamwork.



AVEDA MISSION

Our mission at Aveda is to care for the world we live in, from the products we make to the ways in which we give back to society. At Aveda, we strive to set an example for environmental leadership and responsibility, not just in the world of beauty, but around the world.

AVEDA VISION

Connecting beauty, environment, and well-being.

AVEDA BELIEFS

1. We believe in treating ourselves, each other and the planet with care and respect.
2. We believe social responsibility is our responsibility.
3. We believe ecological and profit goals are mutually achievable.
4. We believe our authenticity and experience are our points of difference.
5. We believe in inspiring and educating people to integrate wellness and beauty in their lives.
6. We believe in the power of oneness, from our global image to a focused network.
7. We believe learning never ends.
8. We believe in encouraging innovation and empowered decision making.
9. We believe our actions, products and services should always embody excellence.
10. We believe personal and organizational balance is the key to sustainable success.
11. We believe true leadership is delivered with passion and by example.

AREAS OF STUDY

Your training will encompass three types of learning: Academic knowledge, the foundation of your education; Practical experience, the application of your knowledge; Professional business-building skills, vital for your success. Each level of your education will emphasize a different combination of learning approaches.

BASIC COSMETOLOGY

Explore the latest styles and techniques in hair cutting and styling, skin care, nail care and makeup.

ESTHETICS

Learn specialized techniques to purify, balance and renew the skin, makeup application and waxing.

TEACHER

Learn and practice methods associated with progressive education and successful teaching.



SCHEDULE

The following Schedules and Programs may not be available at all locations, check with the campus for availability.*

BASIC COSMETOLOGY

Queen Village				
Schedule	Time to Complete	Days	Times	Hours per week
Full Time	38 weeks	Tuesday through Saturday	9:AM to 4:PM	32.5
Full Time	38 weeks	Monday through Friday	9:AM to 4:PM	32.5
Three Quarter Time	50 weeks	Monday through Friday	9:45AM to 2:45PM	25
University City				
Schedule	Time to Complete	Days	Times	Hours per week
Full Time	38 weeks	Tuesday through Saturday	9:AM to 4:PM	32.5
Full Time	42 weeks	Tuesday through Friday	9:AM to 5:PM	30
Part Time	63 weeks	T/W/Th Saturday	5PM-9:30PM 9AM-4PM	20
Neshaminy Mall				
Schedule	Time to Complete	Days	Times	Hours per week
Full Time	38 weeks	Tuesday through Saturday	9:AM to 4:PM	32.5
Three Quarter Time	42 weeks	Tuesday through Friday	9:AM to 5:PM	30

ESTHETICS

Queen Village				
Schedule	Time to Complete	Days	Times	Hours per week
Full Time	9 weeks	Tuesday through Saturday	9:AM to 4:PM	32.5
Three Quarter Time	12 weeks	Monday through Friday	9:45AM to 2:45PM	25
Full Time	10 weeks	Tuesday through Friday	9:AM to 4:30PM	28
Neshaminy Mall				
Schedule	Time to Complete	Days	Times	Hours per week
Full Time	10 weeks	Tuesday through Friday	9:AM to 4:30PM	28

TEACHER *additional schedules available, minimum 20 hours per week

Queen Village				
Schedule	Time to Complete	Days	Times	Hours per week
Full Time	15 weeks	Tuesday through Saturday	9:AM to 4:PM	32.5
Full Time	15 weeks	Monday through Friday	9:AM to 4:PM	32.5
Three Quarter Time	20 weeks	Monday through Friday	9:45AM to 2:45PM	25
University City				
Schedule	Time to Complete	Days	Times	Hours per week
Full Time	15 weeks	Tuesday through Saturday	9:AM to 4:PM	32.5
Three Quarter Time	17 weeks	Tuesday through Friday	9:AM to 4:PM	30
Part Time	25 weeks	T/W/Th Saturday	5PM-9:30PM 9AM-4PM	20
Neshaminy Mall				
Schedule	Time to Complete	Days	Times	Hours per week
Full Time	15 weeks	Tuesday through Saturday	9:AM to 4:PM	32.5
Three Quarter Time	17 weeks	Tuesday through Friday	9:AM to 5:PM	30

CAREER OPPORTUNITIES

SALON INDUSTRY

1. Hair Stylist
2. Esthetician
3. Makeup Artist
4. Manicurist
5. Sales Representative
6. Permanent Waving Specialist
7. Hair Coloring Specialist

All career opportunities listed are entry level.

EDUCATION & OTHER FIELDS

1. Instructor
2. Freelance Educator
3. Manufacturer Educator
4. Consultant/Trainer
5. Freelance Makeup Artist
6. Stylist or Makeup Artist for film, theater, fashion or print
7. Distributor Educator

The programs at the Jean Madeline Aveda Institute provide instruction in theory and are designed to develop practical skills required for licensure. Teaching methods include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

Students are graded based on classroom and homework assignments, chapter tests, model assignments and practical guest services.

All courses are taught in English.



BASIC COSMETOLOGY PROGRAMS

Express your creativity and talent in hair, skin and nail care and makeup application. Our cosmetology course incorporates 1250 hours of extensive hands-on learning to provide you with a complete understanding of beauty and wellness.

HOURS REQUIREMENTS

38 weeks, 1250 hours/Full Time
50 weeks, 1250 hours/3/4 Time
63 weeks, 1250 hours/Part Time
Theory Curriculum: 300 hours
Practice & Clinic Floor Curriculum: 950 hours

LEVEL 1

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

Weeks 1 through 13: Full Time
Weeks 1 through 21: Part Time
Approximate Theory Time: 183.5 hours
Approximate Practical Time: 225.5 hours
Approximate Total: 409.5 hours

LEVEL 2

Apply your knowledge through clinic experiences while you increase your skills and gain the expertise you need to meet the Jean Madeline Aveda Institutes service standards and state safety requirements.

Weeks 14 through 26: Full Time
Weeks 22 through 43: Part Time
Approximate Theory Time: 39 hours
Approximate Practical Time: 370 hours
Approximate Total: 409.5 hours

LEVEL 3

Get ready to launch your career with in-depth training in client service, time management, self-promotion, goal-setting, merchandising and entrepreneurship. Your speed, accuracy and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill certification examination and possess the theoretical knowledge you need to pass your exam. It's time to realize your dreams as a salon professional.

Weeks 27 through 38: Full Time
Weeks 44 through 63: Part Time
Approximate Theory time: 39 hours
Approximate Practical time: 392 hours
Approximate Total: 431 hours

BASIC COSMETOLOGY COURSE OUTLINE

HOURS REQUIREMENTS

Basic Cosmetology at the Jean Madeline Aveda Institute is the art and science of enhancing beauty for both men and women. Our program includes instruction in the care of hair, nails and skin. Students will learn hair design, color, cutting and styling and will apply this knowledge to mannequins, live models and guests. The care of healthy nails, manicure, pedicure, and table set-up is also taught. Skin care, facial waxing, and makeup is the finishing touch of the Aveda experience.

PROGRAM GOALS

The Basic Cosmetology program at Jean Madeline Aveda Institute prepares students to become licensed Cosmetologists in the state of Pennsylvania. The program includes both theory and practical experience which together comprise the skills required for licensure.

PROGRAM CONTENT

Course units required by the Pennsylvania State Board of Cosmetology and the number of hours associated with each are listed below:

Hours

Theory (Classroom Instruction): 75 hours

Orientation, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity

Bacteriology, Decontamination and Infection Control: 75 hours

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use, and Safety

Shampoo, Rinses, Scalp Treatments: 75 hours

Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, Use, and Safety

Hairstyling: 150 hours

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, Use and Safety

Haircutting: 200 hours

Principles and Techniques of Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Shears

Hair Coloring & Bleaching: 125 hours

Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

Chemical Rearranging (Texture Services): 200 hours

Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing

Manicuring, Pedicuring, Nail Extensions: 120 hours

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques

Facials: 120 hours

Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

Salon Business, Retail Sales, Career and Employment Information: 50 hours

Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics

Instructor Discretion: 60 hours

To be applied by the Instructor to strengthen student performance; or other related training.

Total: 1250 Hours

BASIC COSMETOLOGY COURSE OUTLINE

INSTRUCTIONAL METHODS

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem-solving, lecture, individualized instruction, and student presentations. Online Platform: LearnAveda includes a Textbook by Salon Fundamentals Cosmetology. (Pivot Point) Hard copy textbook available for an additional fee.

- [View hardware requirements for Microsoft Teams here.](#)
- [View web application requirements here.](#)
- [View network bandwidth requirements here.](#)

GRADING PROCEDURES

Your progress at Jean Madeline Aveda Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, Mannequin Practice Guide (MPG), projects, and a final practical and written examination. Academic advisement (report card) is given at the end of each level.

Grading Scale

100 - 93 A

92 - 83 B

82 - 70 C

69 - below F

A: Excellent

B: Very Good

C: Satisfactory

F: Failing

ESTHETICS PROGRAM

Prepare for an exciting future in skin care with Jean Madeline Aveda Institute. Our Esthetics curriculum provides 300 hours of skin care training with an emphasis on using pure flower and plant essence treatments. Upon completion, you'll be ready to succeed as a licensed esthetician.

HOURS REQUIREMENTS

10 weeks, 300 hours/Full Time
18 weeks, 300 hours/Part Time
Theory Curriculum: 90 hours
Practice & Clinic Floor Curriculum: 210 hours

LEVEL 1

Learn the fundamentals of facial manipulations, equipment and plant aromaology as you study the related sciences of anatomy and histology, along with state safety requirements. Combining theoretical knowledge and hands-on experience, this unit puts you on your way to a career in skin care.

Weeks 1 through 3: Full Time
Weeks 1 through 4.5: Part Time
Total Instruction: 90 hours

LEVEL 2

Apply your knowledge through clinic experiences while you increase your understanding in the classroom. In this unit, you'll refine your skills and gain the expertise you need to meet the Jean Madeline Aveda Institute's skin care and makeup service standards and state safety requirements.

Weeks 4 through 6: Full Time
Weeks 5.5 through 9: Part Time
Total Instruction: 90 hours

LEVEL 3

Get ready to launch your career with in-depth training in client service, time management, self-promotion, goal-setting, merchandising and entrepreneurship. Your speed, accuracy and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill certification examination and possess the theoretical knowledge you need to pass your exam. It's time to realize your dreams as a salon professional.

Weeks 7 through 10: Full Time
Weeks 10 through 18: Part Time
Total Instruction: 120 hours

ESTHETICS COURSE OUTLINE

The Esthetics Program at the Jean Madeline Aveda Institute is the art and science of enhancing beauty, health and relaxation for both men and women. Our program includes instruction in the physiology, analysis, and care of skin. Students will learn a variety of facial and relaxation techniques and will apply this knowledge to live models and guests. Full body and facial waxing are core skills, and makeup is the finishing touch of the Aveda experience.

PROGRAM GOALS

The Esthetics program at the Jean Madeline Aveda Institute prepares students to become licensed Estheticians in the state of Pennsylvania. The program includes both theory and practical experience which together comprise the skills required for licensure.

PROGRAM CONTENT

Course units required by the Pennsylvania State Board of Cosmetology and the number of hours associated with each are listed below:

Hours

Theory (Classroom Instruction): 40 hours

Orientation, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, Professional Ethics First Aid, Chemistry, Anatomy and Physiology, Electricity,

Bacteriology, Decontamination and Infection Control: 100 hours

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety

Facials: 160 hours

Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

Total: 300 Hours

ESTHETICS COURSE OUTLINE

INSTRUCTIONAL METHODS

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Online Platform: Learn Aveda Esthiology Fundamentals (Pivot Point). Hard copy textbook available for an additional fee.

GRADING PROCEDURES

Your progress at Jean Madeline Aveda Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, Mannequin Practice Guides (MPG's), projects, and a final practical and written examination. Academic advisement (report card) is given at the midpoint of the program, 150 actual hours and upon completion 300 actual hours.

Grading Scale

100 - 93 A

92 - 83 B

82 - 70 C

69 - below F

A: Excellent

B: Very Good

C: Satisfactory

F: Failing

TEACHER PROGRAM

ARE YOU INTERESTED IN TAKING YOUR CAREER TO THE NEXT LEVEL?

Each year, the Jean Madeline Aveda Institute selects a very limited number of graduates to participate in its Basic Cosmetology and Esthetics Teacher Program. The Teacher Program consists of both advanced training and hands-on experience. Trainees work with the Director of Educator Development and with experienced educators who hold a variety of advanced Aveda certifications. Training includes the study of adult learning styles and education techniques, presentation skills, and classroom management. Trainees also learn and practice lesson planning and test creation and security. The understanding and application of rules and laws governing cosmetology in the state of Pennsylvania are the foundation of both the theory and practice components of the program.

****Admission to the Teacher Program requires a valid Pennsylvania Cosmetology or Esthetics license, unless enrollee has graduated from the Jean Madeline Aveda Institute within 3 months of contracted start date.**

PROGRAM GOALS

Participants in the Teacher Program at Jean Madeline Aveda Institute demonstrate a passion for education and a desire to contribute to the professional development of others. Through a comprehensive theory curriculum and extensive practical experience, trainees are well prepared to become licensed Cosmetology or Esthetics instructors in the state of Pennsylvania.

PROGRAM CONTENT

Course units required by the Pennsylvania State Board of Cosmetology and the number of associated hours are listed on the following page. The Teacher course consists of a minimum of 500 hours of instruction in theory and practical application.

Hours

Sciences: 300 hours

Teaching techniques for subjects related to cosmetology curriculum, The teaching plan and learning environment, Basic learning styles and principles, Effective classroom management and supervision, Basic methods of teaching, Program review, development and lesson planning, Educational aids and technology in the classroom, effective presentation.

Student Teaching: 100 hours

Lesson Planning, Demonstrations, Classroom Presentations, Teaching Study and Testing Students

Salon Management Theory: 75 hours

Student salon, Practical skills training, student salon philosophy, High tech, High touch safety the essences of teamwork, great customer service, building a successful clientele, supervising multiple students.

Professional Practices: 25 hours

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, Use and Safety

Total: 500 hours

TEACHER COURSE OUTLINE

INSTRUCTIONAL METHODS

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Online Platform: Learn Aveda Salon Fundamentals Mindful Teaching Pro. Hard copy textbook available for an additional fee.

GRADING PROCEDURES

Your progress at Jean Madeline Aveda Institute will be evaluated on the basis of classroom work, homework assignments, chapter tests, exams, model assignments, daily clinic practical experiences, projects, and a final examination. Academic advisement (report card) is given at midpoint, 250 actual hours and upon completion 500 actual hours.

Grading Scale

100 - 93 A

92 - 83 B

82 - 70 C

69 - below F

A: Excellent

B: Very Good

C: Satisfactory

F: Failing

HOURS REQUIREMENTS

Our Teacher Program consists of 500 hours of classroom and hands-on training combined. Students completing the Teacher program will receive the education necessary to become licensed as Cosmetology/Esthiology instructors.

15 weeks, 500 hours

- a. instruction in teaching techniques;
- b. instruction in preparing lesson plans;
- c. instruction in preparing class lectures and presentations;
- d. instruction in career planning and development;
- e. instruction in preparing examinations; and
- f. Pennsylvania Laws and administrative rules.
- g. conducting theory classes from prepared lesson plans;
- h. preparing and giving examinations; and
- i. giving practical demonstrations


COME TO THE RIGHT PLACE

The campuses of the Jean Madeline Aveda Institute are located in the Greater Philadelphia Area. The Jean Madeline Aveda Institute is the ideal setting for your professional education.

The Jean Madeline Aveda Institute was founded to create some of the most successful entrepreneurs in hair, skin, makeup and total body wellness. Our curriculums are designed to blend professional techniques with retail and business building skills.

The institute emphasizes personal well-being as well as environmental responsibility. All Institutes are equipped with professional equipment to enhance your learning.

Each location has classrooms, shampoo and dispensary areas, large student salons, practice laboratories, retail stores, administrative offices, and guest reception areas. Public parking is available, and all Institutes are accessible to public transportation.



UNIVERSITY CITY
3943-45 CHESTNUT ST.
PHILADELPHIA, PA 19104
PHONE: 215.386.0404
FAX: 215.386.5160



QUEEN VILLAGE (SOUTH PHILADELPHIA)
315A BAINBRIDGE STREET
PHILADELPHIA, PA 19147
PHONE: 215.574.9670
FAX: 215.238.0991



NESHAMINY MALL
NESHAMINY MALL #528
BENSALEM, PA 19020
PHONE: 215.332.2000
FAX: 215.332.5689

CAMPUSES

GUEST SERVICES AREA

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

STUDENT CLASSROOMS

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

RESOURCE LIBRARY AND ADMINISTRATIVE OFFICES

A resource library has books on styling, motivation, health and wellness for your reference. Institute directors and admissions personnel are also available to respond to your questions and concerns. Online resources are available as well.

AVEDA ENVIRONMENTAL LIFESTYLE STORE

A retail center for Aveda hair, skin, flower and plant Pure-Fume and body care, makeup and lifestyle products is located on all campuses. The store gives you the opportunity to practice your guest service and retailing skills.

ADMISSIONS

ARE YOU READY TO BEGIN?

If you're excited about the prospect of training at the Jean Madeline Aveda Institute, here's all you have to do to get started.

ADMISSIONS PROCESS

1. Have a career planning session with an Admissions Representative.
2. Complete an admissions application.
3. Provide valid proof of High School Completion or Higher. This includes a copy of high school/college diploma, high school/college transcript with a graduation date or GED. * The Jean Madeline Aveda Institute does not accept ATB (Ability to Benefit) students.
4. Provide a valid USA Government Issued Photo ID. This includes a driver's license, state issued ID, or passport. Must be at least 17 years old and a Citizen or eligible non- Citizen (with documentation).
5. Meet with a financial aid representative (if applicable).
6. Sign an enrollment agreement with an admissions representative.

To schedule an information interview,

call the Admissions Department at 1-877-SAY-JEAN or Text us at 980-SAY-JEAN

*If you were educated outside of the United States, provide the following: an evaluation of your education only from an accredited evaluation service provider. Foreign High School Diploma must be translated into English and confirmed as the academic equivalent of a high school diploma.

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

The Jean Madeline Aveda Institute does not recruit students currently attending or admitted to another school offering a similar program of study.

HOME-SCHOOLED STUDENTS

Though Home-Schooled students are not considered to have a high school diploma or equivalent, they are eligible for admission into the Jean Madeline Aveda 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
6. Verification of the Home School District approval of the Home School and Program.

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.

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

RE-ENROLLMENT GUIDELINES

Policy: There are circumstances that may force students to be dropped or withdraw for extended periods (other than "Leave of Absence"). Re-enrollments will be considered on a student-by-student basis, and the decision remains solely that of Jean Madeline Aveda Institute. Unless there are extenuating circumstances, that student will re-enter training at the hourly mark at which they departed. *Students with 30 hours or less to complete may start at any time.

If a student leaves Jean Madeline Aveda Institute and is eligible for reinstatement, that student will be reinstated in whatever status the student left in according to the Satisfactory Progress Policy: Re-Establishment of Status procedure. Former students seeking re-enrollment to the institute should contact the Institute Director to begin the re-enrollment process. The Institute Director will investigate the reasons the student previously withdrew or was terminated from the Institute.

If a student was terminated for behavioral issues, then he/she must meet with the appropriate school officials to determine the eligibility for re-enrollment. The student may need to satisfy conditions specified by the Institute Director before he/she is re-admitted to the Institute. If the former student is eligible to re-enroll, the Institute Director will inform Financial Aid of their interest in returning and a Financial Aid Coordinator will contact them to begin the financial packaging process.

If a student withdrew for medical, personal, or financial reasons, the Institute Director will discuss with the student the expectations and policies and will inform Financial Aid of the student's interest in returning. Financial Aid will contact the student and begin the financial packaging process.

Once the student finishes the financial packaging process, Professional Development will coordinate a return date for the student based on the progress he/she made before withdrawing. As part of this analysis Professional Development will work with the Institute's instructor team to determine the number of the student's previously earned hours that will be accepted upon re-enrollment. The student must sign an Enrollment Agreement Addendum prior to returning to his/her program if the student has withdrawn within the last 6 months. Any student re-enrolling 6 months after the last date of attendance must reapply for admission, paying all required admissions and enrollment fees, and will be charged the current hourly rate for all remaining hours.

TRANSFER STUDENTS

Applicants for transfer into the Jean Madeline Aveda Institute Basic cosmetology and esthetics programs are considered on an individual basis. Requests for transfer of hours must be made prior to the student signing a program enrollment agreement. Jean Madeline Aveda Institute may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. The Jean Madeline Aveda Institute may accept transfer hours into any course. The determination of the hours accepted for transfer will be based on attendance % at the prior institution and an examination of the individual's technical skills and knowledge of the program and subject matter. The Jean Madeline Aveda Institute does not award credit for prior experiential learning. ^(CB)

SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

The Jean Madeline Aveda Institute does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, financial status, veteran status or ethnic origin.

If you would like to request academic adjustment or auxiliary aids, please contact the Institute's Section 504 Compliance Coordinator, Ms. Joan Reilly. You may contact Ms. Reilly at 315 A Bainbridge St, Philadelphia, PA 19147, phone 215.238.9998 ext. 1123, email jreilly@jeanmadeline.edu. You may request academic adjustments or auxiliary aids at any time.

Applicants who are people with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program, or activity; or result in undue financial or administrative burdens considering the Institute's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify Ms. Reilly, the Institute's Section 504 Compliance Coordinator of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute will accept a verbal request. You may contact Ms. Reilly at 315 A Bainbridge St, Philadelphia, PA 19147, phone 215.238.9998 ext. 1123, email jreilly@jeanmadeline.edu.
- 2) Ms. Reilly will schedule a time to meet with you after receiving your request for accommodation. This meeting helps ensure that the Institute obtains adequate information and understanding of your individual needs.
- 3) Ms. Reilly will review the request and give you a written determination as soon as possible but not more than two weeks after receiving the request.

SEXUAL MISCONDUCT POLICY

The Jean Madeline Aveda Institute is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Sexual assault, sexual harassment and sexual exploitation, stalking, domestic violence and dating violence are also forms of sexual misconduct.

The Institute's Sexual Misconduct Policy describes the school's programs to prevent sexual misconduct, and the procedures that the school will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the Institute community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Institute's Title IX Coordinator, Ms. Reilly, on-site or by calling 215.238.9998 ext 1123. The Institute provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. The Institute will respond quickly to all sexual misconduct reports and take appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy.

The Institute's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property or in connection with any Institute- sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the Institute, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion, or other protected status. The Institute encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in the Policy, the Institute will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

TUITION INVESTMENT

Scheduled payments are due on or before the student's first day of school attendance, unless there is an acceptable funding plan including Title IV Financial Aid. Acceptable forms of payment are as follows: Credit Card, Cash, Check, Money Order Scholarship, Title IV, Sallie Mae or Private Loan. There is no penalty for payment in full at time of enrollment or anytime during program.

Exceptions to these payment options must be approved by the Director of Student Services and Financial Aid, for example application or registration fee waivers.

BASIC COSMETOLOGY PROGRAM INVESTMENT *

Tuition: \$20,180

Books Equipment & Supplies: \$1000

Registration Fee: \$150

Application Fee: \$50

Total: \$21,380

ESTHETICS PROGRAM INVESTMENT *

Tuition: \$4825

Books Equipment & Supplies: \$700

Registration Fee: \$150

Application Fee: \$50

Total: \$5725

TEACHER PROGRAM INVESTMENT *

Tuition \$7630

Books Equipment & Supplies \$250

Registration Fee \$150

Application Fee \$50

Total: \$8080

Tuition after January 24, 2024

BASIC COSMETOLOGY PROGRAM INVESTMENT *

Tuition: \$20,255

Books Equipment & Supplies: \$1000

Registration Fee: \$100

Application Fee: \$25

Total: \$21,380

ESTHETICS PROGRAM INVESTMENT *

Tuition: \$5400

Books Equipment & Supplies: \$700

Registration Fee: \$100

Application Fee: \$25

Total: \$6225

TEACHER PROGRAM INVESTMENT *

Tuition \$7630

Books Equipment & Supplies \$250

Registration Fee \$100

Application Fee \$25

Total: \$8005

*The Books Equipment & Supplies Fee includes all professional tools, supplies, textbooks, and uniforms.

*Registration fee secures position in class enrollment date.

* All amounts subject to change.

*Any tuition payment received after the 5th of the month will incur a \$50 late fee.

*All checks returned for insufficient funds or checks requested to be reissued by JMAI will be charged a fee of \$30.

*In addition to the amounts shown herein there may be an additional cost to students for optional miscellaneous books, materials, supplies, equipment and/or special events. These costs will not exceed \$500. VA Benefits will not cover the cost of optional charges.

BASIC COSMETOLOGY AND ESTHETICS CLASS START DATES

Orientation for all new classes will take place on the students first day of school and hours will be received. See calendar*

FINANCIAL AID

FEDERAL FINANCIAL AID

Federal student aid is available to qualified students. Those that qualify may be awarded a Pell grant, Direct Subsidized and/or Unsubsidized Stafford loans, and/or Direct Parent Plus loan. To be considered for aid, a student must complete a FAFSA (Free Application for Federal Student Aid), which is available at www.studentaid.gov. The amount of financial aid that a student may be awarded is based on a student's EFC (Expected Family Contribution), which is determined by his or her FAFSA application. More information regarding federal student aid can be found online at <https://studentaid.gov>

TO BE TITLE IV ELIGIBLE

A student must be a citizen of the United States or an eligible non-citizen, enrolled as a regular student in an eligible program. Eligible programs at Jean Madeline Aveda Institute are Basic Cosmetology and Teacher.

- All students using Title IV loans are required to complete Entrance Counseling, which can be completed at <https://studentaid.gov>
 - Students are expected to have completed Entrance Counseling prior to Orientation. *
- * No student is eligible to receive Title IV loan funds until Entrance Counseling is complete.

All students using Title IV loans are required to sign a master promissory note (MPN). An MPN can be signed online at <https://studentaid.gov>. Any student planning to receive funds from a Parent Plus loan must also have a Parent MPN on file. A parent MPN may be signed at the aforementioned link.

All Students are required to complete Exit Counseling upon graduating or withdrawing from the program visit <https://studentaid.gov> to complete Exit Counseling.

The Office of Financial Aid is available to assist in the collection of Verification documents, the completion of Entrance and Exit Counseling, as well as the signing of a Master Promissory Note.

Some students enrolled at the school may be eligible to receive living expenses through Title IV funding. Students eligible to receive living expenses are eligible because he/she has more award money available to him/her than tuition, supplies, fees, taxes, and any other charges that may be due to the school. Title IV disbursements are released as a student progresses satisfactorily through his/her program; living expenses are released due to these funds being over amounts owed to the school. In almost all circumstances, living expense funds come from loan funds and must be paid back.

FINANCIAL AID CONTINUED

Students Selected for Verification

Certain students who have completed a FAFSA may be selected for Verification; all students selected for Verification are required to submit relevant (and requested) income and/or tax information to the Office of Financial Aid to be Title IV eligible. Students selected for Verification will generally be given notice of this prior to a student's first day of class (also known as "Orientation"). If a student's FAFSA is found to be selected for Verification post-Orientation, the Financial Aid Office will provide the student with written notification within two business days of being aware of the selection; such notification will outline directions and required documentation needed to complete the Verification process. Upon receiving this notification from the Financial Aid Office, the student will have 3-4 business days to submit the required documentation needed to satisfy Verification. If the required documentation is not received within this period, possible delay or forfeit of federal aid may occur resulting in a full self-pay balance.

If there are differences between the information listed on your FAFSA and your Verification documents, the Financial Aid Office will assist you in making the required corrections. If your EFC (Expected Family Contribution; used to determine your Financial aid offer) changes because of these corrections, the Financial Aid Office will notify you via written notification, in the form of an updated offer letter; This notification will occur within one to two months of your starting class.

In the event of a student's award package changing due to Verification and an overpayment occurs, the Institute will return any funds that are due back to the Department of Education on the student's behalf.

Students may email the Financial Aid Office at StudentServices@jeanmadeline.edu in regard to questions about Verification, Entrance and Exit Counseling, Master Promissory Notes, and other general inquiries regarding student financial aid. Students may make appointments to meet with a Financial Aid Representative for longer inquiries.

If you have questions about your account's status, contact the Institute's Student Services at the location attending. For a list of scholarships pertaining to the beauty industry, please see our website: www.jeanmadeline.edu.

VETERANS EDUCATION BENEFITS

Students eligible for Veterans Education Benefits may be able to use these funds to help finance their education. For more information, visit <http://www.benefits.va.gov/gibill>.

- A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.
- Jean Madeline Aveda Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the Institute due to the delayed disbursement funding from VA under chapter 31 or 33.
- A Covered Individual has the ability to attend or participate in the course of education during the period beginning on the date on which the individual provides to Jean Madeline Aveda Institute a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - The date on which payment from VA is made to the institution.
 - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/

STUDENT SERVICES

HOUSING

The Jean Madeline Aveda Institute does not own or operate housing facilities.

PLACEMENT

With a network of many salons and spas nationwide, the Jean Madeline Aveda Institute can help you begin your professional career. We will help you gain the knowledge you need with annual career fairs, career days and self-promotional instruction. Nonetheless, the Jean Madeline Aveda Institute is primarily an institution of learning and does not guarantee job placement.

STUDENT ACTIVITIES

While at the Jean Madeline Aveda Institute, you will have the opportunity to participate in a variety of events and activities that are educational, interesting, innovative, and exciting.

ACADEMIC AND INDIVIDUAL ADVISEMENT

Jean Madeline Aveda Institute provides academic advisement to all students. We offer tutoring should you experience challenges in meeting the minimum performance standards and course requirements as set by the Institute and the State of Pennsylvania Board of Cosmetology.

VOTER REGISTRATION

Voter registration forms are available upon request in the financial aid office.

ACADEMIC INFORMATION

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The 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 Satisfactory Academic Progress at the completion of the following evaluations periods:

Cosmetology	450 actual hours and 14 weeks 900 actual hours and 28 weeks
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Esthetics	150 actual hours and 5 weeks
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Teacher	250 actual hours and 8 weeks
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*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 88% 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 88% 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 1.136% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full Time 32.5 hrs/wk) - 1250 Hours	44 Weeks	1420
Cosmetology (3/4 Time 25 hrs/wk – 1250	57 Weeks	1420
Cosmetology (Part time 20 hrs/wk) – 1250 Hours	71 Weeks	1420
Esthetics (Full time 32.5 hrs/wk) – 300 Hours	10 Weeks	340
Esthetics (3/4 Time 28 hrs/wk) -300 Hours	12 Weeks	340
Esthetics (3/4 Time 25 hrs/wk) – 300 Hours	14 Weeks	340
Esthetics (Part Time 20 hrs/wk) – 300 Hours	17 Weeks	340
Teacher (Full Time 32.5 hrs/wk)- 500 Hours	17 Weeks	568
Teacher (Part Time 20 hrs/wk) -500 Hours	28 Weeks	568

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 28 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 88% of the scheduled contracted hours.

If a student exceeds the maximum time frame for course completion, they will be withdrawn from the program.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The cumulative grade average measures the quality of the student's coursework. Grades are based on practical assessments, tests, quizzes, and projects. Students must maintain a written grade average of 70%. Students may make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100 A
83 – 92 B
70 – 82 C
69 and BELOW

A - EXCELLENT
B - VERY GOOD
C - SATISFACTORY
F - FAILING

DETERMINATION OF PROGRESS STATUS

Students in all courses of study must meet both attendance and academic minimum standards for one satisfactory check period at midpoint of the course. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination within 7 business days of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

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 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 may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory 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 10 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 10 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, 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.

LEAVE OF ABSENCE POLICY

This Policy applies for all student requests for a leave of absence from the Jean Madeline Aveda Institute ("JMAI").

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring JMAI to perform a refund calculation. An LOA may be granted for medical, personal and/or financial reasons.

To qualify as an approved LOA:

All requests for LOA must be submitted in advance in writing, include the reason for the student's request, and include the student signature.

1.

- A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were Injured in a car accident and needed a few weeks to recover before returning to JMAI, the student would not have been able to request the LOA in advance.
- JMAI may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if JMAI documents the reason for its decision and collects the request from the student later. In this example, the beginning date of the approved LOA would be determined by JMAI to be the first date the student was unable to attend JMAI because of the accident.

LEAVE OF ABSENCE POLICY CONT.

2. Leave of Absence Request Process:

- ⊗ A student must complete a Request for LOA in writing prior to the Leave of Absence start date.
- ⊗ Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.
- ⊗ Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date.
- ⊗ JMAI reserves the right to require documentation from outside sources to substantiate an LOA request. For example, a doctor's note for a medical LOA.

3. For an LOA to be approved there must be a reasonable expectation that the student will return from the LOA.

4. All LOA requests are subject to approval by the Institute Director. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.

5. JMAI shall not assess the student any additional institutional charges as a result of the LOA.

6. A LOA request can be approved for a minimum of ten (10) calendar days and may not exceed sixty (60) calendar days. Maximum number of LOAs granted is three (3), exceptions may be made for medical reasons. All LOAs together with any additional leave of absences must not exceed a total of sixty (60) calendar days in a twelve (12) month period.

7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

8. JMAI shall extend the student's maximum time frame and the contract enrollment period by the same number of calendar days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of JMAI.

9. Should a student not return or call from his/her leave of absence at the expiration of an approved LOA, the student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.

STUDENT RIGHTS OF PRIVACY & ACCESS POLICY AND PROCEDURE

POLICY: In accordance with FERPA The Jean Madeline Aveda Institute respects and protects each student's right to privacy and access. No personal information about any student will be communicated by staff or faculty to anyone without the student's written permission. Student files are maintained in restricted areas, with access limited to appropriate personnel only. Further, any student has the right to inspect his/her files and may authorize release of any information to any recipient by signing a "Release of Information". All requests for information about students from outside parties must be in writing. No telephone inquiries about students will be acknowledged without the student's explicit permission. (Exception: parents/guardians of any dependent minor student may be given information about the student and gain access to the student's files without permission from the student).

PROCEDURE:

1. At time of enrollment, all students are required to complete and sign a "Release of Information" authorizing the institute to make specific types of information available to only those the student specifies.
2. Whenever a student requests an information release to outside parties the student is required to complete and sign a "Release of Information." Signed releases are kept with all corresponding information and maintained in the student's file.
3. Protected files are maintained in the student services office, which is kept locked whenever unoccupied. Access to protected files is limited to school employees. (Student teachers do not have access to students' personal files.
4. No originals may be released from student files without explicit permission from Institute Directors.
5. Students may inspect their files with reasonable notice. A student may authorize others to inspect file contents but must first complete and sign a "Release of Information". No student file may be reviewed by students or others unless done so in the presence of an authorized staff member.

**In accordance with FERPA students are hereby informed that the Institute's accrediting commission(NACCAS), State and Federal Student Aid Organizations, and Program Reviewers/Auditors, have authorized access to all student records for any accreditation process initiated by Jean Madeline Aveda Institute, by NACCAS, in responding to a NACCAS directive, and during the implementation of Department of Ed related Financial Aid Audits and/or Program Reviews.*

GRADUATION AND LICENSING REQUIREMENTS

GRADUATION REQUIREMENTS

To receive a certificate of completion from Jean Madeline Aveda Institute, you must:

1. successfully complete the hours required for course curriculum.
2. complete tuition and fee obligations.
3. Meet satisfactory progress requirements.

ADDITIONAL HOURS

If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the Institute Director, at an hourly rate of \$15.00 to be paid by the student in advance.

MAKEUP WORK & POLICY PROCEDURES

POLICY:

All students in all courses of study are provided with a syllabus indicating the due date for all homework and activities. Should students be absent, they are expected to consult their syllabus and return to school prepared to make up assignments. The following procedures apply:

PROCEDURE:

1. Students missing tests will be given an opportunity to make up work. If tests are not made up, student will receive a failing grade. It is the student's responsibility to arrange for make-up testing and make-up must occur during normal hours.
2. Students will be given the opportunity to complete make up work prior to the Satisfactory Academic Progress check. In the opinion of the instructional and administrative staff, if a student has not made sufficient progress in the mastery of practical skills at the end of a level or a portion of the Course of Study, a recommendation may be made that the student repeat the level or part of the Course of Study. (In such cases, where the students may remain in training for more hours than the required or contracted, the student will not be charged extra tuition as a direct result of such a recommendation. For students using the GI Bill®, benefits will stop at the end of the original enrollment period.)

LICENSING REQUIREMENTS

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice. JMAI does not guarantee that the student will pass the examination.

To receive a license in the state of Pennsylvania, a Basic cosmetology, Esthetics or Teacher student is required to:

1. Complete the hours of instruction.
2. Successfully complete the written theory and state law examination conducted by the Pennsylvania State Board of Cosmetology, at the published location. Provide any required documentation to the Pennsylvania State Board of

Cosmetology, including criminal history record for all states lived in within the last 5 years. See the Pennsylvania cosmetology candidate handbook listed <https://home.pearsonvue.com>.

POLICIES AND STANDARDS

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

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

GENERAL APPEARANCE: Students should dress professionally each day for school prior to being signed in. No stains or holes are permitted on clothing. Facial hair must be groomed. Hair must be in a finished style. Makeup must have a finished look with mascara, lip gloss and blush. Students who, in the reasonable determination of Jean Madeline Aveda Institute, are not dressed professionally will be dismissed for the day. Shirts: Jean Madeline Aveda Institute t-shirt must be worn at all times. Jean Madeline Aveda Institute sweatshirt may be worn over top of Jean Madeline Aveda Institute t-shirt. Black layered shirts underneath Jean Madeline Aveda Institute t-shirts are permitted.

BOTTOMS: Solid black pants or skirts only. Skirts at or below knee length must be worn with either black tights or black sheer stockings. Skirts above knee length must be worn with black tights. No shorts, leggings, denim, sweatpants, or yoga pants are permitted.

SHOES: Shoes must be black and in good repair, worn with either socks or black stockings. Uggs, slippers, backless or open toed shoes, and moccasins are not permitted. Shoes, socks and leg warmers must be all black.

SLIP RESISTANT SAFETY FOOTWEAR – HIGHLY RECOMMENDED:

As you are aware, the beauty industry uses many liquid and solid materials for the care of hair, nails and skin. Due to the nature of many of these materials, FOR YOUR OWN SAFETY it is highly recommended that while you are attending classes at Jean Madeline Aveda Institute, you wear shoes that provide slip resistant technology. Leather soled shoes, while they may offer more style, do not provide any traction on a slippery surface. Slip Resistant shoes are available at most retailers and online.

HEAD COVERINGS: Except for any head covering expressly required by documented religious doctrine of the student's religion, full or partial head coverings is prohibited while the student participates in (i) the curriculum of the school or (ii) events sponsored the school. Headbands less than 2" in width are permitted.

OTHER: No logos, slogans or statements on any clothing or the Jean Madeline Aveda Institute issued bag with the exception of Jean Madeline Aveda Institute Logo. No sunglasses worn at any time. No cellphones, earphones, iPods, or similar products in class or student salon, unless permission provided by Instructor. Only aprons supplied in student's Jean Madeline Aveda Institute kit are acceptable to be worn. Scarves and necklaces are acceptable provided they do not cover the Jean Madeline Aveda Institute logo on the t-shirt or sweatshirt when worn. Occasionally Jean Madeline Aveda Institute may sponsor themed "dress up" days where certain temporary additions to the dress code are acceptable. On these days both the standard dress code and the additional themed clothing and apparel are considered appropriate dress. 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 on the clinic floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
2. Food and Beverages are allowed in the classroom area only, during non classroom time.

POLICIES & STANDARDS

CONTINUED

3. Because Jean Madeline Aveda Institute is a smoke-free facility, smoking is not allowed on school property.
4. Cell Phones may be used for educational purposes when permission is given by your instructor. No voice recording allowed at any time.
5. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive instructor permission to be in unassigned areas.
6. To benefit from the training and technical experience Jean Madeline Aveda Institute offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using nonprescription controlled substances or intoxicants will be terminated.
7. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an instructor within the educational situation. Students who refuse an assigned service may be dismissed for the remainder of the day.
8. Students are responsible for their own personal property and will be provided with a lock for a locker to keep all personal belongings.
9. For the student to perform professional services, student kits are to be complete at all times.
- 10 Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment will result in termination.

SUSPENSION

Students who are suspended by the Institute Director have up to three school days to provide the Director documentation that the stipulations have been met. Once the Institute Director has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of suspension will be recorded in the student's permanent file. While a student is suspended, no clock hours may be earned, and tuition charges are suspended. If a student on suspension fails to respond in three school days, the student is automatically terminated.

MAJOR STANDARDS VIOLATIONS

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

GROUND FOR TERMINATION

Student participation may be terminated by School for the following causes: Student (a) is absent for (14) or more consecutive days and does not contact the School; (b) possesses and/or distributes alcohol or drugs in or around School facilities; (c) engages in verbal threats, physical violence, excessive profanity, racial or sexual innuendo or harassment; (d) vandalizes or steals; (e) purposely misrepresents personal information on contracts or documents; (f) fails to return, as scheduled, from Leave of absence; (g) demonstrates a consistently negative attitude and/or unprofessional comportment; (h) fails to meet tuition payment responsibilities; (i) demonstrates unacceptable attendance and/or punctuality; (j) consistently refuses to take advantage of learning opportunities; and/or (k) demonstrates unacceptable academic performance and/or progress. (A more detailed explanation of School standards is set forth in the School Catalog). Student may be suspended or terminated from School, at option of School, upon written notice from School to Student. Official withdrawal date is the date Student is terminated.

SOCIAL MEDIA POLICY

This policy provides guidance concerning the use of social media through the Institute's network, systems or equipment and/or the use of social media to represent or discuss matters related to Institute and/or members of the Institute community. This policy is intended to supplement, not replace, other policies of the Institute, which remain in full force and effect and apply to the use of or participation in social media. This policy applies to all use of social media by Institute students, faculty and staff to represent or discuss matters concerning the Institute and/or members of the Institute community, whether or not such use involves the Institute's network or other computer resources.

DEFINITION OF SOCIAL MEDIA

"Social media" is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. Examples of popular social media include, without limitation, texting, blogs and propriety platforms such as Twitter, Facebook, Instagram, Snapchat, LinkedIn, YouTube, TikTok, and Flickr. This Policy applies to social media that is currently available or emerging as well as all other online tools and/or platforms that may become available after the adoption of this Policy by the Institute.

INTRODUCTION

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an institution. The Institute recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the Institute community, including students, faculty, staff, parents, alumni, and other interested parties.

It is important to recognize, however, that laws and Institute policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by Institute students, faculty and staff through social media. Even activities of a private nature conducted away from the Institute can subject you to disciplinary action if they reflect poorly on the Institute or interfere with the conduct of Institute business.

USAGE GUIDELINES FOR POSTING TO SOCIAL MEDIA SITES

- Be careful what you post. Consider the clarity, length and tone of your comments before posting them. You are responsible for what you post. Remember, your post may last forever, even if you later try to modify or remove it.
- Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the Institute in any capacity.
- On personal sites, identify your views as your own. If you identify yourself as an Institute student, faculty or staff member online, it should be clear that the views expressed are not necessarily those of the Institute.
- Sign your post with your real name and indicate your relationship to the Institute. Do not use pseudonyms or post anonymously.
- Respect the views of others, even if you disagree. Do not use profane, obscene, or threatening language.
- Be truthful, accurate and complete in describing the Institute's programs and services.
- Obey the Terms of Service of any social media site or platform in which you participate.

Review the privacy settings of each social media site accessed or used to understand how the site uses the information that its users provide. Be careful about

SOCIAL MEDIA POLICY

CONTINUED

- revealing excessive personal information.
- Whenever appropriate, link back to information posted on the Institute website instead of duplicating content. For assistance, please contact the Director.
- Whenever, as a member of the Institute faculty, you utilize social media as a means of student participation in course work be sure to also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium. For example, some students may not be comfortable with opening a Facebook account.

PROHIBITED SOCIAL MEDIA ACTIVITY

To the full extent permitted by law, the following conduct is specifically prohibited while participating in social media, and constitutes a violation of this Policy. This applies with respect to posting to any Institute social media site, communicating with members of the Institute community, or discussing the Institute on any site, even through your own personal account or using your own device without using the Institute's network or equipment.

- Using social media to harass, threaten, insult, defame or bully another person or entity; to violate any Institute policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.
- Posting copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Information that is widely available to the public and posted on the Internet may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.
- Using the Institute or Aveda name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate.
- Disclosing confidential Institute information, non-public strategies, student records, or personal information concerning (past or present) members of the Institute community without proper authorization.
- Posting content in violation of applicable laws, including without limitation posting content that includes education records in violation of the Federal Education Records Protection Act (FERPA).
- Posting content that is false, misleading, obscene, defamatory, libelous, tortious, threatening, harassing, abusive, hateful, racially or ethnically disparaging, inflammatory, offensive, fraudulent, discriminatory, invasive of the privacy or publicity rights of other, or otherwise injurious, unlawful or illegal.
- Insulting, disparaging, disrespecting or defaming the Institute or members of the Institute community.

POLICY VIOLATIONS

The Institute reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from the Institute or termination of employment, upon students, faculty, or staff who use private social media sites or communications resources in violation of this Policy.

In appropriate cases, such conduct may also be reported to law enforcement authorities.

Note: In accordance with applicable laws and regulations, subject to other applicable Institute policies, this Policy does not prohibit employees from using social media to discuss among themselves, even in terms that may be critical of the Institute, matters relating to the terms and conditions of their employment.

ATTENDANCE

Daily attendance is critical, as proper time management is crucial to the success of a salon/spa professional. The Jean Madeline Aveda Institute is a clock hour institution, therefore clocking in and out is extremely important. Students are expected to report to an Instructor to be clocked in upon arrival, in and out for lunch, and out at the end of the day. Students must notify an instructor each time they leave the building, and when they return.

Jean Madeline Aveda Institute can only issue credit for hours that are properly documented. Jean Madeline Aveda Institute will honor documented daily time earned.

IT IS THE STUDENT'S RESPONSIBILITY TO CHECK IN WITH AN INSTRUCTOR TO BE CLOCKED IN AND OUT.

Students are required to clock in no later than the exact minute school begins for the day. Students are not permitted to clock in unless they are in adherence with Institute dress code and prepared to begin training for the day.

STUDENT RESPONSIBILITIES

Each day, full-time students are provided with a 1/2-hour lunch break. Lunch times will vary by day and will depend on classroom and clinic schedules. Full-time students must be clocked back in from lunch within the time of their scheduled lunch break. Eating lunch in the classroom after a student's allotted meal period has passed is not permitted. All breaks must be approved by an instructor.

The Jean Madeline Aveda Institute is dedicated to providing hands-on professional training in the fields of cosmetology and esthiology. Part of the Institute's responsibility to the student and to our professional colleagues is to provide prospective employers with a true evaluation of the student's ability, behavior, and attitude.

To do this, the Jean Madeline Aveda Institute must witness student responsibility during training. A responsible student, like a valued employee, is in attendance, ready to begin at the assigned time. They have planned for childcare, back-up childcare, weather conditions, etc. Patrons and fellow students are inconvenienced when a student does not meet his/her responsibility of being on time.

To ensure students obtain the skills necessary for professional success, the Institute expects students to maintain a cumulative attendance percentage of not less than 93%. This means that a student is physically present and actively engaged in training for not less than 93% of their scheduled attendance. Students are given a bank of suggested hours per level.

For the Cosmetology program available absent hours are broken down by level as follows:

Level 1: 19.5 hours may be missed

Level 2: 32.5 hours may be missed

Level 3: 36 hours may be missed

Unused absent hours from any level may be carried over into the next level and added to the allowable hours missed

Failure to maintain a 93% cumulative attendance percentage will result in the student being subject to professionalism counseling with representatives of the Institute's professional development team and may result in termination from the program. If an extended leave is necessary, please see the Leave of Absence section of this catalog.

Students may have an excused absence for a Funeral (1 day), Jury Duty or a Court Subpoena. Documentation must be provided verifying attendance in Court or attendance at the funeral on the Funeral Director's Letterhead.

Any student who has zero attendance and no approved Leave of Absence for 14 consecutive days or greater will immediately be terminated from the program. To ensure that the provided education and training is properly maintained, IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP ANY MISSED WORK & ASSIGNMENTS DURING AN ABSENCE. Failure to maintain adequate attendance and/or failure to make up missed work and/ or assignments may prevent a student from advancing to a subsequent level in their program.

ATTENDANCE CONTINUED

CALL IN POLICY

Students are asked to call or send a message to their Students Services Office due to an absence or late arrival 30 minutes prior to their scheduled start time

PLEASE BE CONSIDERATE OF YOUR GUESTS, INSTRUCTORS AND FELLOW STUDENTS BY SENDING A MESSAGE IF YOU ARE GOING TO BE LATE.

LATE ARRIVAL

All students arriving late must follow the procedure listed below immediately upon arrival:

- Report directly to classroom/clinic floor instructor to be clocked in
- Complete a tardy slip and identify the late arrival time

EARLY RELEASES

Students requesting an early release must:

- Report directly to the student's assigned instructor for the day
- Complete an early release form and identify the time of release

TIME RECORD POLICIES

It is a state requirement that the school provide an accurate system for recording all students' times, services and class hours. Students are ultimately responsible for clocking hours on a daily basis. Jean Madeline Aveda Institute will honor documented daily time worked.

- Always clock in/out with an instructor at the beginning and end of each day, and at the beginning and end of each lunch break.

EXPECTED ABSENCE

Students who are planning to be absent need to:

- Obtain and complete an expected absence slip, which must be signed by the student's instructor.

MAKEUP HOURS POLICY & PROCEDURES

POLICY

Students may have the opportunity to make-up hours missed, should they fall below 100% attendance. Make-up sessions will be announced in advance. Students who have missed time will be permitted to request this make-up time. No student should attend more than 8 hours of time per school day.

Although every effort will be made by the instructional staff to ensure that guest services are completed on time, a student may run late servicing a guest. Such time will also be considered make-up hours

PROCEDURE

Please meet with the Instructor who is overseeing the makeup hour to be credited for the time.

CANCELLATION & REFUND POLICIES

NOTICE OF CANCELLATION AND REFUND FOR BASIC COSMETOLOGY , ESTHETICS, AND TEACHER

Enrollment can be terminated by written notice from one party to the other. Said notice must be in writing and delivered to the student or the School Director in person. The refund policy is as follows:

1. If a student's application is rejected by the school, or if he/she cancels enrollment within three (3) business days from the execution of the enrollment agreement, all monies collected by the school will be refunded, excluding \$50 application fee, whether or not the student has begun the course of instruction.
2. If a student cancels his/her enrollment after three (3) business days from the execution date of the enrollment contract, but before the student begins the course of instruction, he/she is entitled to a refund of all monies paid to the school less the \$50 Application and \$150 registration fees.
3. If a course is cancelled by the school subsequent to the student's enrollment, and before instruction in the course has begun, the school will provide a full refund of all monies paid.
4. If the school cancels the course and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall at its option (a) provide a pro-rata refund to the student if the student transfers to another school based on the hours accepted by the receiving school; or (b) provide completion of the course; or (c) participate in a Teach-Out Agreement; or (d) provide a full refund of all monies paid.
5. If, for any reason, the school is permanently closed and no longer offers instruction after a student has enrolled and instruction has begun, the student shall be entitled to a pro rata refund of tuition.
6. If either party cancels the enrollment contract after the student begins class and after three (3) business days of signing the enrollment agreement, the school will keep the \$50 application fee, \$150 registration fee, the student kit fee (as the kit becomes the property of the student) and the applicable tuition amount as determined pursuant to the following schedule:

Percentage length completed to total length of program	Amount of total tuition owed to the school
.01% - 9%	10%
10% - 19.9%	20%
20% - 29.9%	30%
30% - 39.9%	40%
40% - 49.9%	50%
50% - 59.9%	60%
60% and over	100%

CANCELLATION & REFUND POLICIES CONTINUED

The refund calculation will be completed within 30 days of the withdrawal date. The refund calculation is based upon the student's actual hours as of the determination date. Any refund due the student is calculated based upon the student's last date of attendance. The refund calculation does not apply to a student whose date of withdrawal occurs after such student has completed 60% of the actual length of the program for which the student has been charged. At this point, the student will be charged 100% of all tuition and fees.

Any money due to the applicant or student shall be refunded within 45 days of the official withdrawal date or the date the school determines that the student has withdrawn. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school 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. All miscellaneous cost which have not yet become due will be void.

If the student does not return or call from his/her leave of absence by the date of his/her expected return, that student shall be considered terminated. For students on an approved leave of absence, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. The date of withdrawal shall be the student's last day of attendance, as evidenced by attendance records.

Note that the school's institutional refund policy applies after any applicable return of federal Title IV funds.

COLLECTION POLICY

If the student is terminated or withdrawn from the school, the school shall inform the student of any balance owed to the school. Unless otherwise documented as part of an approved payment plan between the student and the school, beginning 30 days after the date the student is informed of a balance due the student shall be assessed a monthly late payment penalty equal to 1.5% computed upon the amount due to the school.

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 set forth in this catalog. In the event that the student's enrollment agreement 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. In certain situations where mitigating circumstances are in evidence, the school may, in its sole discretion, provide a refund that exceeds this refund policy.

RETURN OF TITLE IV POLICY

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 Institute and/or the student. The R2T4 formula is applicable to an eligible student receiving federal aid when that student withdraws or is terminated from the Institute.

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/clocked hours. The date of determination is the earlier of:

- The date the student notifies the Institute of the student's withdrawal or the date of the student's withdrawal, whichever is later.
- The Institute terminates the student's enrollment as provided in the Enrollment Agreement.
- If a student does not return or call from the student's leave of absence by the date of the student's expected return, the student shall be considered terminated.
- If the student unofficially withdrew, the 14th calendar day of consecutive absence from the Institute.

CANCELLATION & REFUND POLICIES CONTINUED

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in 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 60% of the payment period has been completed. After 60% of the payment period has been scheduled to be complete, 100% of the Title IV funds are earned. 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 has earned more Title IV funds than have been disbursed, the Institute must offer the amount of earned funds as a post-withdrawal disbursement.

Post-withdrawal disbursements may be offered from Pell Grant funds first if eligible. If there are current educational costs due the Institute 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 to the student if eligible. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the Institute 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:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal Direct Parent PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance

Any unearned Title IV funds must be returned to the appropriate program within 45 days of the date of determination. Any unearned funds that have not yet been disbursed to the student must be offered to the student within 30 days of the date of determination if not applied directly to the student's account.

The statute requires 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Jean Madeline Aveda Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn from the Jean Madeline Aveda Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Jean Madeline Aveda Institute to determine if your credits or certificate will transfer.

COMPLAINT PROCEDURES

A student may lodge a complaint by communicating in writing to any administrator who shall attempt to resolve complaints related to the person's duties

Written complaints may be submitted by completing a challenge/solution form. The form is available from the Administrator. A completed challenge/solution form will be routed to the Professional Development Team investigation. The Team will review the complaint with the appropriate Jean Madeline Aveda Institute Team Members and will issue a response within 10 days. This response will include a summary of the Institute's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be listed.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

Students may pursue unresolved complaints with the Pennsylvania State Board of Cosmetology:

P.O. Box 2649 Harrisburg PA, 17105-2649.

Tel: 1-717-783-7130.

Email: state-cosmetology@pa.gov

Students may also pursue any unresolved complaints with the National Accrediting Commission of Career Arts & Sciences:

3015 Colvin St, Alexandria, VA 22314

Tel. 703-600-7600.

Complaint forms are available through NACCAS. Students are required to try to resolve problems through the Institute's complaint procedure prior to filing a complaint with NACCAS.

OWNERSHIP & ACCREDITATION

Jean Madeline Aveda Institutes are owned by Sam & Debbie Lehman. Sam Lehman is a cosmetologist with lifelong involvement in ownership and management of beauty salons, day spas, and beauty supply companies. As President of Jean Madeline Inc., he has reached the pinnacle in his profession and has created the Institutes to match his high standards of excellence.

The Lehmans demand that the Institutes reflect what is most professional and progressive in our industry-in the same manner that their salons have represented the profession so proudly for so many years.

Our faculty is a skilled team of experienced instructors with knowledge of classic and contemporary techniques. Instructors have met program licensing requirements and are trained in all aspects of hair, skin and nail esthetics, body care and related subjects.

The Jean Madeline Aveda Institutes are cosmetology schools approved and licensed by the Pennsylvania State Board of Cosmetology:
P.O. Box 2649 Harrisburg PA, 17105-2649.
Tel: 1-717-783-7130

The Jean Madeline Aveda Institute is accredited with the National Accrediting Commission of Career Arts & Sciences:
3015 Colvin St, Alexandria, VA 22314
Tel. 703-600-7600.
Web: www.naccas.org

Jean Madeline Aveda Institute
240 New York Drive STE 1
Fort Washington, PA 19034

GRADUATION, LICENSURE & JOB PLACEMENT

The Jean Madeline Aveda Institute is committed to providing the highest quality Basic Cosmetology and Esthetics education and training available. Our curriculum includes an extensive State Board Review designed specifically to prepare you for success with the Pennsylvania State Board of Cosmetology licensing exam. Our highly trained educational team and administrative support staff are dedicated to providing you with the skills necessary to be successful in the classroom and as you begin your career.

Each year, the Jean Madeline Aveda Institute reports to its accrediting agency, the National Accrediting Commission of Career Arts and Sciences. The following information was reported to NACCAS with respect to students who enrolled at the Institute with an original expected graduation date falling within the calendar year 2022.

Total number of students scheduled to complete (all programs): 347
Total number of students actually completed: 271
2022 Completion rate: 78.1%
Percentage of graduates passing State Board exam: 94.55%
Percentage of graduates employed: 74.6%

Outcome Rate Assessment: The outcome rates were calculated according to the National Accrediting Commission of Career Arts and Sciences guidelines for the reporting dates 1-1-22 to 12-31-22.

The completion, placement, and licensure rates are reported on the cumulative of all programs offered at the main campus and all associated additional locations, the cumulative of all programs offered at the individual main campus or additional location and specific programs at the individual main campus or an additional location.

Completion rates are calculated based on the cohort of students that were scheduled to graduate that graduated. Placement rate are calculated based on the cohort of students that was eligible for placement that were placed. Licensure rate was calculated based on the cohort of students that took all parts of the required state exams that passed. Specific definitions and guidelines of the calculations can be attained by contacting the accrediting agency.

Cumulative of all programs offered at Jean Madeline Aveda Institute, Neshaminy, Queen Village and University City Campus for Completion (78.1%) Placement (74.6%) Licensure (94.55%).

Neshaminy Campus Completion (95.18%) Placement (94.82%) Licensure (95.16%)
Neshaminy – Cosmetologist Completion (94.44%) Placement (94.12%) Licensure (94.55%).
Neshaminy – Esthetician Completion (100%) Placement (100%) Licensure (100%).
Neshaminy – Instructor Completion (100%). Placement (100%) Licensure (100%).

University City Campus Completion (47.9%) Placement (70.96%) Licensure (86.4%).
University City – Cosmetologist Completion (47%) Placement (66.67%) Licensure (84.85%).
University City – Esthetician Completion (N/A) Placement (N/A) Licensure (N/A).
University City – Instructor Completion (66.67) Placement (100%) Licensure (100%).
N/A was indicated because the cohort did not have data to be reported for the reporting dates.

Queen Village Campus Completion (94.3%) Placement (64%) Licensure (97%).
Queen Village – Cosmetologist Completion (86.79%) Placement (93.94%) Licensure (97.06%).
Queen Village – Esthetician Completion (98.86%) Placement (49.25%) Licensure (97.10%).
Queen Village – Instructor Completion (N/A) Placement (N/A) Licensure (N/A).
N/A was indicated because the cohort did not have data to be reported for the reporting dates.

CATALOG ADDENDUM

Physical & Safety Requirements

Cosmetologist: Students must be able to manipulate comb, cutting instruments, blower, brush, etc. with the use of their hands, hold arms and hands above the client's head and walk around the client's head and bend the knees and/or back while performing the service. Students should expect to work with various types of solutions, beauty products, and chemicals.

Estheticians: Students must be able to manipulate the face and/or body with their hands, apply and remove creams and lotions, and utilize skin instruments while standing and/or seated. Students should expect to work with various types of solutions, beauty products, and chemicals.

Instructor: Trainees must be able to complete the above-mentioned physical requirements in their field of study when learning how to instruct students. Trainees should be ready to work with various types of solutions, beauty products, and chemicals.

The expectation of the industry may encompass all the above, in addition to licensure. Individual employers may have other pre-requisites for employment as well.

Job Demand – Results for Pennsylvania

There are a number of different websites that are available for the student to research on job demand, salary expectations, and employment outlook.

Websites include both government websites and commercial resources such as the Bureau of Labor and Statistics, Indeed.com, PayScale.com, etc.

Many individuals ask how much they can reasonably make as a licensed professional (e.g. Cosmetologist, Esthetician, and Instructor). The answer depends on an individual choice such as working full time/part-time, as an employee/self-employed, commission/salary, etc.

Jean Madeline Aveda Institute makes no representation of any income resulting in undergoing our training.

The student must research and assess what they believe to be true based on their personal parameters.

Some common ways of researching include:

- Search the following on Google: How much does an X make in [City, PA]
- X = You can use the program name, title of the position, etc.
- Be sure to indicate the City or Region that you will most likely work in. Jean Madeline Aveda Institute discourages students from using the national average, as each region, may be different.
- Use Google to search governmental databases. There are national, and state databases that monitor labor statistics and workforce statistics that may be helpful.
- Students may also want to visit salons, shops, and spas to do interviews of current licensed professionals to gather data.

Jean Madeline Aveda Institute encourages the student to research to make an informed decision.

CATALOG ADDENDUM

Educational Consumer Information

Important Consumer Information Compliance with the code of Federal Regulations (CFR 668.6) governing the administration of Higher Education Act Title IV program funds requires the following disclosures for each school (OPE ID#) by program, SOC (Standard Occupational Classification) Code, and CIP (Classification of Instructional Program) Code. You may access occupational profiles for each occupation on line at <https://nces.ed.gov/ipeds/cipcode>.

If you have any challenges, please contact Jean Madeline and the Institute Director will assist you.

Cosmetologist (SOC 39-5012) (CIP 12.0401) The occupation is "Licensed Cosmetologist". The nature is operator in all phases of hair, skin, & nails as described by the Licensing Department of the State of Pennsylvania. The level is job entry employment as a Cosmetologist.

Esthetician (SOC 39-5094) (CIP 12.0409) The occupation is "Licensed Esthetician". The nature is operator in limited phases of skin care as prescribed by the Licensing Department of the State of Pennsylvania. The level is job entry employment as an Esthetician.

Instructor /Vocational Education Teacher (SOC 25-1194) (CIP 12.0413) The occupation is "Licensed Instructor". The nature is instructor in Cosmetology, Barbering, Manicuring, or Esthetics. The level is job entry as an instructor of Cosmetologist, Barber, Manicurist, or Esthetician.

On-Time Graduation – The percentage of students who completed a program within the normal time to complete, which is described in the catalog, based on the student's schedule, and provided in the enrollment agreement for a student to complete the program without incurring additional charges.

Tuition, fees, books and supplies – Charged to students for completing a program within normal time.

Placement Rate – For students completing a program, calculated according to methodology required by the school's accrediting agency.

Median Loan Debit – For students completing a program separated by Title IV, HEA Loans, Private Loans and Intuition financing plans.

Consumer Information Chart Data Codes: N/D – No Data – No Students in the program for the reporting period, N/A –Not Applicable – New Campus with insufficient data to report, and D/P – Data Protected per U.S. Department of Education privacy concerns.

CATALOG ADDENDUM

Consumer Information - Location and Assistance

- **Financial Assistance** – Financial Aid Student Services Office
- **Enrollment Costs** - Admissions, Catalog, Financial Aid Student Services Office, Website
- **Student Loan Obligations, Counseling & Repayment** - Financial Aid Student Services Office
- **Graduation, Completion Rates, Placement** - Admissions Office, Catalog
- **Institution Accreditation and Licensing** - Catalog, Directors Office
- **Satisfactory Progress Policy** – Catalog, Directors Office
- **FERPA (Family Educational Rights/Privacy)** - Directors Office, Financial Aid Student Services Office
- **Security Policies & Crime Statistics** - Catalog, Directors Office, Campus Security Report, Website
- **Transferability of Credit** – Catalog
- **Cancellation and Refunds** - Catalog, Enrollment Contract, Financial Aid Student Services Office
- **Course Outlines and Objectives** - Catalog
- **Drug and Alcohol Abuse Prevention** - Directors Office, Orientation Material
- **Voter Registration Application** - Website
- **Copyright Policy** – Catalog
- **Additional Information on Sex and Drug Abuse** – Directors Office, Financial Aid Student Services Office
- **Violence Against Women Act information** – Directors Office, Financial Aid Student Services Office
- **Emergency Evacuation and Lock Down Procedure** – Campus Security Report, Directors Office

Temporary Leave of Absence Policy Due to Covid-19

Due to special circumstances brought on by the Covid-19 pandemic JMAI has the right to grant more than one (1) Leave of Absence (LOA) for situations related to the Covid-19 pandemic such as medical reasons, family emergency, childcare provider issues, inability to participate in temporary distance education or other situations with appropriate documentation*.

LOA requests can be approved for a minimum of five (5) calendar days and may not exceed one hundred eighty (180) calendar days in a twelve (12) month period.

The LOA policy remains the same except for the above-mentioned circumstances.

*We understand during this pandemic documentation has been difficult and will consider all reasonable requests.

Expired 4/15/2023

FACULTY & STAFF

ADMINISTRATIVE STAFF

Samuel Lehman, President
Justin Lehman, Vice President
Danielle Lehman, Senior Director of Operations
Joan Reilly, Senior Compliance Director
Jillian Fischetti, Institute Director
Jenni Nguyen, Institute Director
Deena Gabel, Institute Director
Melissa Crowley, Director of Financial Aid and Student Services
Admissions Director

Please click here for our [full staff listing](#).

INSTRUCTIONAL STAFF

Queen Village:
Jenna Branca-Ocasio
Tracy Hickenbottom
Ashley Laska
Elizabeth West Maguire

Neshaminy Mall:
Deanna Baranowski
Mackenzie McPhail
Alyssa Mellon
Kelly Skierski

University City:
Tyesha Hart
Yoo Lee
Roseann Plante
Dante Whitley
Gabriella Zampirri

CALENDAR

2024 Start Dates per campus

QV	Basic Cosmetology	Mon – Fri (9:45 – 2:45 / 25 hrs)	2/27/2024
QV	Basic Cosmetology	Mon – Fri (9:45 – 2:45 / 25 hrs)	5/29/2024
QV	Basic Cosmetology	Mon – Fri (9:00 – 4:00 / 32.5 hrs)	9/4/2024
QV	Basic Cosmetology	Mon – Fri (9:00 – 4:00 / 32.5 hrs)	11/26/2024
QV	Esthetics	Tues – Fri (9:00 – 4:30 / 28 hrs)	2/13/2024
QV	Esthetics	Tues – Fri (9:00 – 4:30 / 28 hrs)	5/7/2024
QV	Esthetics	Tues – Fri (9:00 – 4:30 / 28 hrs)	8/6/2024
QV	Esthetics	Tues – Fri (9:00 – 4:30 / 28 hrs)	10/29/2024
NMY	Basic Cosmetology	Tues – Fri (9:00 – 5:00 / 30 hrs)	2/27/2024
NMY	Basic Cosmetology	Tues – Fri (9:00 – 5:00 / 30 hrs)	5/29/2024
NMY	Basic Cosmetology	Tues – Sat (9:00 – 4:00 / 32.5)	9/4/2024
NMY	Basic Cosmetology	Tues – Fri (9:00 – 5:00 / 30 hrs)	11/26/2024
NMY	Esthetics	Tues – Fri (9:00 – 4:30 / 28 hrs)	2/6/2024
NMY	Esthetics	Tues – Fri (9:00 – 4:30 / 28 hrs)	5/7/2024
NMY	Esthetics	Tues – Fri (9:00 – 4:30 / 28 hrs)	8/6/2024
NMY	Esthetics	Tues – Fri (9:00 – 4:30 / 28 hrs)	11/5/2024
UC	Basic Cosmetology	Tues - Fri (9:00 - 5:00 / 30 hrs)	2/27/2024
UC	PT Basic Cosmetology	T/W/TH (5:00-9:30) S (9-4)	5/29/2024
UC	Basic Cosmetology	Tues - Fri (9:00 - 5:00 / 30 hrs)	5/29/2024
UC	Basic Cosmetology	Tues - Fri (9:00 - 5:00 / 30 hrs)	9/4/2024
UC	PT Basic Cosmetology	T/W/TH (5:00-9:30) S (9-4)	10/8/2024
UC	Basic Cosmetology	Tues - Fri (9:00 - 5:00 / 30 hrs)	11/26/2024

School Calendar

Dates	
Monday January 1, 2024	Holiday
Tuesday January 2, 2024	Holiday
Wednesday January 3, 2024	In Service
Monday January 15, 2024	MLK
Tuesday February 13, 2024	In Service
Wednesday February 14, 2024	In Service
Monday February 19, 2024	President's Day
Tuesday May 14, 2024	In Service
Monday May 27, 2024	Memorial Day

Wednesday June 19, 2024	Juneteenth
Thursday July 4, 2024	Independence Day
Tuesday August 13, 2024	In Service
Monday September 2, 2024	Labor Day
Monday October 14, 2024	Columbus Day
Thursday October 31, 2024	PT CLOSED ONLY UC
Tuesday November 12, 2024	In Service
Wednesday November 27, 2024	PT CLOSED ONLY UC
Thursday November 28, 2024	Thanksgiving
Friday November 29, 2024	OPEN for MAKEUP Hrs
Tuesday December 24, 2024	Christmas Eve
Wednesday December 25, 2024	Christmas
Thursday December 26, 2024	Holiday
Tuesday December 31, 2024	PT Closed New Years Eve & Early Dismissal FT students
Wednesday January 1, 2025	New Years
Thursday January 2, 2025	Late Opening FT students
Tuesday January 7, 2025	In Service
Monday January 20, 2025	MLK Day
Tuesday February 11, 2025	In Service
Monday February 17, 2025	President's Day
Tuesday May 13, 2025	In Service
Monday May 26, 2025	Memorial Day
Thursday June 19, 2025	Juneteenth
Friday July 4, 2025	Independence Day
Tuesday August 19, 2025	In Service
Monday September 1, 2025	Labor Day
Friday October 31, 2025	PT CLOSED ONLY UC
Tuesday November 11, 2025	In Service
Wednesday November 26, 2025	PT CLOSED ONLY UC
Thursday November 27, 2025	Thanksgiving
Friday November 28, 2025	OPEN for MAKEUP Hrs
Wednesday December 24, 2025	Christmas Eve
Thursday December 25, 2025	Christmas
Friday December 26, 2025	Holiday closed
Wednesday December 31, 2025	PT Closed New Years Eve & Early Dismissal FT students
Thursday January 1, 2026	New Years
Friday January 2, 2026	Late Opening FT students
Tuesday January 6, 2026	In Service

*Calendar and Start Dates are subject to change.

COVID-19 SAFETY

Our Commitment To Your Safety

The health, wellness & safety of our students, staff, guests & community remain our highest priority. We continue to adhere to state & local guidelines and implement new policies as needed to ensure that our students, staff, guests & community experience the safest learning environment possible. [Click here to learn more](#) about our ongoing commitment to your safety.

