



O·BRIENS AVEDA INSTITUTE

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

Aveda Mission Statement

“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.”

---Horst Rechelbacher, Founder

O'Briens Aveda Institute Mission Statement

O'Briens Aveda Institute prepares its students to graduate from its institute to become successful professionals in the fields of cosmetology, barbering and spa therapy.

O'Briens Aveda Institute is committed to reviewing our Guidelines regularly and determining what training programs and student services are needed to train individuals in cosmetology and beauty while respecting the environment and meeting the demands of the community.

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O'Briens Aveda Institute is accredited by the National Commission of Career Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22203-1816. 1-703-600-7600. We have been nationally accredited since 1968. "The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and programs of cosmetology arts and sciences." We are licensed by the Vermont State Board of Barbering and Cosmetology, Office of Professional Regulation, National Life Building, North FL2, Montpelier, VT, 05620-3402, 1-802-828-2465. We are approved by the Vermont State Board of Health.

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Financial Aid

O'Briens Aveda Institute is approved by the U.S. Department of Education to offer federal financial assistance if the student is eligible and is enrolled as a regular student at least half-time.

We offer the following sources of financial aid:

- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Student Loan Program (Stafford and PLUS)

Eligibility Requirements:

- Have financial need
- Have a high school diploma or GED
- Be a US citizen or eligible non-citizen
- Be enrolled in an eligible program
- Be making satisfactory progress

One of the very first steps to getting started in the enrollment process is getting your financial aid paperwork completed. Please complete a FAFSA on-line at www.fafsa.ed.gov using the school code 008658. All aid is disbursed to O'Briens Aveda Institute and applied to your account BEFORE any monies will be disbursed to you for living expenses. Please follow the direction of our Financial Aid Counselor, Beth Reeve, to be sure that your funds come through in a timely manner.

- Federal PELL Grant
- Federal Supplemental Education Opportunity Grant
- Federal Direct Student Loan Program

How to get started:

See what you are eligible for in financial aid; have your tax information available and be sure you know our school code (008658). Go to the FAFSA website (www.fafsa.com) to apply for federal aid. The second step will be to apply for a Vermont State Grant online at the VSAC website (www.VSAC.org)

If you have any questions regarding financial aid, please contact the Financial Aid Counselor:

Beth Reeve at breeve@obriensavedainstitute.org

Admissions Requirements

Cosmetology, Barbering and Spa Therapy classes start year round. Please consult our website or the Admissions Department for upcoming start dates.

- Submit proof of high school completion or GED administered by the State of Vermont
- Submit a copy of your driver's license or ID
- Submit proof of MMR vaccine and a copy of your social security card, birth certificate or passport
- Take the Entrance Exam (with a passing grade of 70 or higher) or have an approved Rationale of Acceptance Report and complete within one hour
- Read and understand this booklet and assume responsibility for following the rules and regulations set forth by the Vermont State Board of Barbering and Cosmetology, the Vermont Board of Health, and O'Briens Aveda Institute
- Complete enrollment paperwork
- Get your financial aid in place, or set up payment plans
- If you have children, please get your daycare into place well ahead of your start date
- If you do not yet have reliable transportation, be sure that you do before your start date

**This Institute does not discriminate on the basis of sex, race, religion, ethnic origin, color, or age.
We reserve the right to change any rule or policy at anytime as needed.**

Student Support Services

We strive to meet the varying needs, interests, and abilities of each student enrolled in our courses.

We do not guarantee employment placement and cannot guarantee placement prior to or after a student's graduation date. We would be happy to assist you in finding placement through advising and employment leads. We also include resume and interviewing classes in our course to prepare you. We strive to meet the varying needs, interests, and abilities of each student enrolled in our courses.

You are entitled access to your own records, upon written request, by appointment with the supervision of a staff member. Parents of a dependent minor may also have access to that student's records. No information (financial or otherwise) will be released to any person, institution, or agency without the prior written permission from you or your parent/guardian (if you are a minor) upon written request.

FERPA does allow us to disclose records to certain parties such as NACCAS, our accrediting agency. Request for Release forms may be obtained and filed with the school's business office. For more information, please refer to the FERPA policy.

You are welcome and encouraged to schedule appointments with staff members for academic, financial, career, or individual advising. The school maintains a list of agencies that may be able to further assist you when a problem is beyond our scope of expertise.

Dress Code

We want you to have every advantage when you finish your training at O'Briens Aveda Institute. That's why we have guidelines regarding the way you dress when you're in training. This is an appearance-oriented industry, and your clients' impression of you is part of your success. If you look neat and professional, people will have a better impression of you and your work.

- Black pants. No spandex or sweatpants. Pants must be professional and all black (no pin stripes or patterns). No shorts or skirts. Capri pants are permitted. Pant length must cover mid-calf but not touching the ground.
- Black shirts without writing (unless it's an Aveda - approved shirt). Shirts must cover underarms, midriff area, and lower back. No exposed skin. Complete coverage of cleavage, bare midriff or stomach and back while raising your arms, stooping, or bending. No hoodies or sweatshirts. No pilled, tattered, cut or worn-out tops.
- Lab coat must be worn at all times. Please keep it in good condition and laundered.
- Black or nude socks must be worn.
- Black footwear must be professional in appearance. Must be closed-toe and closed heel. No work boots, athletic, tennis shoes or tennis shoe look-alikes. All shoes must be in good repair, clean, polished, and not scuffed.
- No hats or bandanas.
- Subtle piercings are accepted. Facial piercings are limited to one. One small stud in face and earrings should be limited with no spacers or barbells. Tattoos must be covered whenever possible. Jewelry must be worn in moderation.
- Headphones are not allowed in the clinic, classroom, bathrooms, or hallways. These items may only be used in the lunchroom or outside the building.
- Synthetic perfumes are not allowed. Pay close attention to your scent. Be aware that certain foods, smoking, personal hygiene, and your health may affect your scent. You will be working in close proximity to your guests. Hands must be washed prior to servicing each guest.
- Name tag must be worn at all times.
- Lab coats will be provided.

Campus

We are located at 1475 Shelburne Road in South Burlington, Vermont, near the shores of Lake Champlain. Shelburne Road provides easy access to and from the city of Burlington and surrounding towns. The city bus passes by our campus every half-hour.

Our first floor includes:

- Reception area
- 2 working clinics (Clinic A and Clinic B)
- 3 rest rooms
- Barber area
- Student lounge
- 2 waxing rooms

Our second floor includes:

- School business office
- Interview room
- 2 large classrooms
- Instructors' lounge
- 2 restrooms
- Spa Therapy rooms

Lockers
It is our policy to provide locker space for our students. Lockers are located in the Student Break room on the 1st floor. Each locker is numbered. You may be asked to share a locker, but there are usually enough available so that you won't have to. We recommend investing in a padlock.

Academic Calendar

O'Briens Aveda Institute accepts beginner cosmetology students at the beginning of January, March, May, July, September, and October at 8:00 AM, followed by roll call (or as otherwise indicated).

Class size is limited to enable us to give each student personal attention. Class minimum is 4.

Our Cosmetology classes run Monday, Tuesday and Wednesday or Wednesday, Thursday and Friday from 8:00 AM to 7:00 PM. Barbering and Spa Therapy classes are Monday through Friday from 8:00 AM to 3:30 PM.

A half-hour lunch break is scheduled for each school day, and students are given two 15-minute breaks each day. Cosmetology students will also get a 30-minute dinner break.

O'Briens Aveda Institute observes the following holidays:

- New Year's Day (January 1st)
- Memorial Day (4th Monday in May)
- Fourth of July (July 4th)
- Labor Day (1st Monday in September)
- Thanksgiving (4th Thursday in November)
- Christmas (December 25th)

School calendars are provided for all students. This will indicate any planned school closures or excused days; it will also include 'expected hours', the hours students should be in attendance.

Required Level of Achievement

We use the following Grading Scale at O'Briens Aveda Institute for both written and practical tests.

Grading Scale

90-100	Excellent
80-89	Good
70-79	Average
Below 70	Failing

Evaluation Procedure

Theory tests are administered at the end of corresponding chapters. We incorporate both oral and written testing. Tests are developed by our instructional staff. We also use some commercially produced tests. Grades are given to students in a timely manner and, if a student is having difficulties academically, a special advising session is scheduled. If a student passes a written test, that grade will be recorded. Re-takes are given only if the student fails a written test. All tests are to be given at a scheduled time. Practical exams are given at approximately each third of the course. There are practical mock exams and written mock exams. Instructors giving these exams will meet with students to discuss strong and weak areas so that improvements may be made. A copy of each evaluation's front page, test results, and some goals are given to each student. These are considered the student's 'report card'.

Attendance

We begin school at 8:00 AM. If you do not make the 8:00 AM punch you may not enter the classroom/clinic until 9:00 AM and you will not receive credit for that hour. **9:00 AM is the last punch of the day.** If you must be absent, it is your responsibility to call the school to report your absence by 8:00 AM.

You must maintain a 79% attendance rate here at O'Briens Aveda Institute. You may not exceed the maximum completion time as indicated on our Satisfactory Progress Policy.

If you will not be in attendance, please call 658-9591 Ext 2 or 1-888-658-9490 to report your absence—before 8:00 AM. If you do not call in you will receive a MINOR VIOLATION.

Students are given a school calendar quarterly; this calendar indicates the days we are open. "Expected hours" are the hours that we expect you to be here.

We monitor student hours and you will receive a weekly report in your student mailbox. Please review the report carefully. If there is a discrepancy, please report it within 5 school days. If it is not reported within 5 days, changes will not be made.

You are allowed 5% of your contracted hours to be used for personal or medical time. After these hours are used, you will begin accruing overtime charges (currently \$7.00 per hour). **We do not accept any medical notes or other documentation excusing time.** For more details about the overtime policy and leave of absence policy, please read below.

Leave of Absence

A student may request a leave of absence (up to 30 days) for personal or medical reasons. This leave request must be in writing and include the reason for the leave. Leaves may be approved or denied at the discretion of the Director.

Students who have specific emergencies are eligible for an approved leave of absence for up to 180 calendar days. Following are some situations that qualify:

- serious health condition of student (doctor's documentation)
- care of an immediate family member with a serious health condition (doctor's documentation)
- birth/adoption of a child and care for that child
- death of an immediate family member
- jury duty or military service

A Leave of absence (LOA), together with any additional leaves of absence, must not exceed a total of 180 days in a 12-month period.

We will not charge the student any additional institutional charges during the leave, and therefore, the student is not eligible for any financial aid. The student's projected graduation date will be adjusted accordingly. A student's failure to return from a LOA may have an effect on the student's loan repayment terms, including the expiration of the student's grace period.

If a student fails to return from a LOA, the student will be dropped from enrollment after 14 days. When a student returns from a leave of absence the student must meet with the curriculum director to determine if there is any missed material to be made up.

Termination

We will terminate students from enrollment for the following reasons:

- use of drugs and/or alcohol within the Institute or on its premises
- being under the influence of drugs/alcohol while in attendance
- being out without notice for more than 14 days
- failure to return from a leave of absence
- not maintaining Satisfactory Progress
- cheating on a test/exam
- disrespecting others or inappropriate conduct
- refusal to follow our rules

You will be notified in writing of your termination. If you are still currently enrolled and on the premises, a formal meeting will be called. The Director and another staff member will be present. You will be informed of the decision and given an opportunity to state your views. Financial obligations will be indicated in the written notice. All other termination paperwork will be completed.

Withdrawal

It is our policy to handle withdrawal procedures as efficiently as possible. We ask for a written letter of withdrawal or a phone call stating your reasons. If you miss 14 consecutive days without notifying us of your intent, you will automatically be dropped from our enrollment. A Withdrawal Checklist will be completed and FAS will be notified.

Depending on your situation we may have to return federal funds or you may still have financial obligations to the Institute. If any loans were applied to your account and don't have to be returned, you will still owe loan payments for the time you spent here.

Any student who withdraws from school before the financial aid has been disbursed will be responsible for all tuition owed. Regardless of the reason why student aid has been terminated or hasn't arrived, the financial obligation is the responsibility of the student.

Suspension

We will suspend students for the following reasons:

- inappropriate behavior
- theft within or on school premises
- refusal to cooperate with supervising instructors and/or other staff members
- total disregard of the rules/regulations
- not maintaining Satisfactory Progress academically or in attendance
- disregard of our policies and repeated offenses

You will be called into a meeting with the Director. Reasons for suspension will be stated and documented and both parties will have an opportunity to discuss what has transpired. The suspension will be waived or put into effect and an incident report will be written. Suspended days are considered unexcused.

Refund Policy

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid, with the exception of the \$50 non-refundable application fee, within thirty days of the official cancellation or withdrawal.

If a student cancels within three business days of the signing of the enrollment agreement, O'Briens Aveda Institute will refund all monies, with the exception of the non-refundable \$50 application fee, regardless of whether the student has started training. If a student cancels after three business days, but prior to entering classes, s/he shall be entitled to a refund of all monies paid to the school, less a non-refundable \$50 application fee.

The cancellation date will be either the postmark on the written notification by the student (or, in the case of a minor, a parent or guardian) or the date said information is delivered to the school administration.

All requests for refunds must be made in writing, even if these requests are made in person.

In the event of termination/cancellation by request of O'Briens Aveda Institute, any unearned monies paid after the withdrawal date will be refunded.

Any monies due the applicant or student shall be refunded within 14 days of written cancellation or termination by the school, which shall occur no more than 30 days from the last date of physical attendance, or in the case of a leave of absence, the documented date of return.

The portion of the enrollment period for which the student will be charged is determined by dividing the number of clock hours that are scheduled to be completed as of the last day attended by the number in the payment period. The percentage of enrollment time will be rounded up to the nearest 10%. Any unpaid charges owed by the student will be subtracted. A termination fee (\$150) will also be subtracted. Refunds will be credited in the following order:

- 1.) Unsubsidized Federal Stafford Loan,
- 2.) Subsidized Federal Stafford Loan,
- 3.) Federal PLUS Loan, and Federal Pell Grant,
- 4.) FSEOG
- 5.) State grant funds are re-funded to the state agency according to the agency's refund policy.

The following institutional adjustment policy (subject to change) applies if a student withdraws or otherwise fails to complete the course:

Percentage of Clock Hours Scheduled to be Completed to Course Clock Hours	Percentage of Tuition Charged For Payment Period
0.01% to 10.0%	10%
10.1% to 14.9%	40%
15.0% to 25.0%	45%
25.1% to 50.0%	70%
50.1% and over	100%

Individuals, who fail to register, do not attend classes, withdraw, or otherwise fail to complete the period of enrollment for which the assistance was provided are eligible for refunds. This policy covers unearned tuition, fees, and the materials fee.

When situations of mitigating circumstances are in evidence, the school may provide a refund that exceeds this policy.

Withdrawn students have the option of returning kit items, books, and/or lab coats. However, the cost of the items will be prorated if: 1) they are not returned within 10 days of withdrawal and 2) they are re-issuable. Equipment cannot be re-issued if it cannot be reused, because of recognized health and sanitation reasons.

Federal financial aid is earned based on the percentage of the enrollment period (calculated to 4 decimal places and rounded to third decimal place) the student was scheduled to complete, or was scheduled to complete, as of his/her withdrawal date as indicated below. Excused absences do not count as hours completed.

<u>Clock Hours Scheduled to Complete</u>	<u>Percentage of Aid Earned</u>
More than 60% of hours in enrollment period . . .	100%
60% or less of hours in enrollment period . . .	Clock hours scheduled to complete divided by clock hours in enrollment period.

If our school is permanently closed, and no longer offering instruction after you have enrollment, you will be entitled to a pro-rated refund of tuition. If a course is cancelled subsequent to your enrollment, the school shall (at its option): 1) provide a full refund of all monies paid, or 2) provide completion of the course. You will be given a minimum of 30 days notice if the school is to be closed permanently for any reason.

Transfer Policy

The Aveda curriculum is primarily used at O'Briens, in addition to certain aspects of the Milady curriculum. Anyone wishing to transfer into the Institute from another accredited post-secondary school must first present a valid affidavit from that school, verifying your hours spent there. The transfer student will be evaluated practically and in theory. Hours transferred in are determined on a case-by-case basis. Some or no hours will be accepted.

Transfers may be asked to purchase additional textbooks. The transfer student must also fulfill all of our enrollment checklist items and admission criteria. Anyone wishing to transfer out of this Institute will not receive an affidavit of hours until all financial obligations are met.

It is our policy to provide information about our facility at career and college fairs for the purpose of recruitment. We do not recruit students already enrolled or attending another program of study that is similar. We do, however, assist students seeking us out for the purpose of transferring from a similar program. The already enrolled or attending student must initiate the contact with us.

Re-Entry Policy

It is our policy to consider the re-entry of former students who have not graduated. Candidates for re-entry must complete a Request for Re-Entry application and file it with the Director. Our instructional staff will review this application and the applicant will receive an approval or denial within 30 days. Students who have withdrawn or were terminated from this Institute may not apply for re-entry for a period of 3 months after their drop date. Re-enter applicants who have unfulfilled financial obligations to the Institute will not be allowed to re-enter until these debts have been paid. Re-enter applicants whose last enrollment was terminated by the Institute will be subject to minimum monthly attendance and/or academic evaluations if enrolled.

Students who previously had poor attendance will be on a month-to-month attendance, if s/he slips below 79% attendance s/he will be expelled from the program. Re-enter applicants who have withdrawn or have been terminated twice will not be considered for re-enrollment. Upon re-entry, the student will undergo an academic evaluation to determine class level assignment.

We will accept all, part, or none of the previous enrollment hours. Hourly tuition rates current at the time of enrollment will apply. Re-enter students will be charged a \$50 application fee upon re-enrollment. Re-entry students are responsible for supplementing needed kit materials at their own expense. If contracting for more than 50% of the course, re-entry students must have the required textbooks or purchase them from us. Re-entry students must adhere to the policies and procedures of the Institute that are being enforced at the time of re-enrollment.

Campus Guidelines

Name Policy

It is our policy to have students address their instructors as "Mr.", "Mrs.", or "Ms." Please do not address them by their first names—or by any endearing terms. Please give them the respect that they deserve.

Lunch

Some students bring their lunch; others order out to local delis and restaurants. We provide a refrigerator, microwave and vending machine for student use. You may eat in the student lounge or outside on the side lawn picnic tables. All students who are in attendance for more than 6 hours must take a lunch break. Students must punch in and out for lunch. Lunches are 30 minutes long. Please pick up your garbage and dispose of it. Do not adjust your lunch period in the book; your supervising instructor will do that. Lunches are generally from 12:00 noon to 12:30; this may vary. Lunches more than or less than 30 minutes are not permitted without authorization from the Director.

Break Room

It is our policy to provide our students with a break room. You may go here during breaks and lunch periods. The break room is on the 1st floor. It is supplied with tables, chairs, vending machines, a microwave, a refrigerator, and lockers. Please take the responsibility of cleaning up after yourself when you are through eating. Garbage receptacles have been provided.

Breaks

It is our policy to give 2 breaks per day. Breaks are up to 15 minutes long. They are generally given at 10:00 AM and at 2:20 PM, but this is strictly up to your supervising instructor. You are required to punch out for breaks on the back of your card. Breaks are to be taken in the student break room or outside. You must not leave the premises during breaks unless you get special permission and clock out.

Time Clock

We are considered a 'clock hour school', meaning that you cannot graduate until you have completed the required number of hours. To record hours, students must punch a time clock to track their time. Students under 500 hours will be punching in on the 2nd floor time clock and students over 500 hours will be punching in on the 1st floor time clock. When you arrive, punch in. Always punch out for lunch.

Please try to punch your card correctly—they're sometimes difficult to read. It is in your best interest to keep track of your time yourself too. You will have an opportunity to review your weekly hours sheet—please be sure your hours are correct. If you see a discrepancy, please go to the business office within that week.

NEVER punch another student's time card. You may both be subject to expulsion. Don't play games with your time card to get credit where it isn't deserved--this is considered cheating and you could be expelled. **Do not carry your time card with you - leave it in the time card slot.**

Drug Policy

It is the policy of O'Briens Aveda Institute to enforce its Drug Prevention Program Certification. No student or staff member will be allowed to attend this institution under the influence of drugs and/or alcohol. Anyone who does not adhere to this policy will be subject to expulsion or termination of employment. Students and staff members will be asked to sign the Anti-Drug Abuse Act Certification form upon enrollment or hire.

Kits

It is our policy to distribute the equipment and supplies necessary to perform clinic and practical services to our students. Books, lab coats and ID tags are distributed during week #1. Partial kits will be distributed during week #1 also. Occasionally we have back ordered items, but we do our best to get everything to you promptly. A kit list will be given out and you are asked to check off items as you receive them. We recommend marking your items with a permanent marker or engraving pen.

The Institute will not be held responsible for your lost, stolen, or damaged items. Please take your kit and personal items home each night and lock them up during the day. Many students leave items in their locked cars. Please purchase a padlock for your kit and locker to prevent unnecessary theft. We would love to trust everyone around us, but this isn't realistic--items come up missing sometimes.

Kits are to be with you at school everyday. You must be prepared to do all aspects of the course at any given time. Schedules may change on occasion, so please don't rely on the written schedule. Any student who is not prepared for class or clinic may be asked to leave until they are prepared.

Cell Phones

We understand that some students have children and other responsibilities. However, cell phones are disruptions. You may carry phones, but turn the tones to silent. Wait until your break or lunch period to return your calls. You may not answer your phone during class or clinic unless it is an emergency. ABSOLUTELY NO TEXTING. If you repeatedly abuse the cell phone rule, you will receive a MINOR VIOLATION and be asked to leave your cell phone in your car or locker or an instructor will hold it until you punch out.

Bad Weather

We will inform students in advance of any school closings, but that may be impossible in the case of bad weather. Please listen to WOKO 98.9 for the school closing report. If schools in your area are closed (or in an area that you must travel through), your time will be excused.

Safety

Each of us plays an important role in keeping our campus a safe place to learn, work and visit. By following our safety guidelines, such as securing your personal property and reporting suspicious or criminal activity right away, YOU can keep O'Briens Aveda Institute a safe community for all to enjoy.

Physical Demands/Safety

O'Briens Aveda Institute feels that students interested in a career in cosmetology or a related field should consider all aspects of the decision. Persons wanting to become professionals in this field must:

- have finger dexterity and a sense of form and artistry
- enjoy dealing with the public and be able to follow directions
- keep abreast of the latest fashions and beauty techniques
- work long hours while building a personal clientele in order to earn the desired income
- make a strong commitment to the educational process and complete training
- be aware of the danger of sharp implements, such as shears and razors, and the dangers of hot implements, such as curling irons. You are dealing with the public and are responsible for your clients' safety.

In addition, applicants and students should be aware that:

- The work can be physically demanding because of long hours standing with hands at shoulder level or sitting over a nail station or esthetician's chair.
- A personal investment may be required for advertising and promotions if you're a salon owner.
- There will be exposure to various chemicals and fumes that may cause allergic reactions.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.

Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission, or independent contracting.

Course Descriptions

Each of these subjects will be covered in theory and practical work; we follow our written curriculum and the guidelines set forth by the Vermont State Board of Barbering and Cosmetology. Massage hours are based on guidelines set forth by the National Certification Board for Therapeutic Massage and Bodyworks. At this time, the State of Vermont does not require a license for massage. All courses are taught primarily in English.

Cosmetology

This course of study is a full 1500-clock hour cosmetology course. We use the Milady Standard Cosmetology curriculum and the Aveda curriculum, which include chapters on the history of cosmetology, life skills, your professional image, infection control, anatomy and physiology, chemistry and electricity, properties of the hair/ scalp, principles of hair design, shampooing/ rinsing/conditioning, haircutting, hairstyling, braiding, wigs, chemical texture services, histology of the skin, hair removal, facials/facial makeup, how to provide a manicure and pedicure, salon business, seeking employment, and on the job.

We also offer a series of Career Development classes and guest speakers. Our cosmetology course covers units in both practical and theory application.

Cosmetology is 1500 Hours

Shampooing and related chemistry	25 hours
Waxing (superfluous hair)	15 hours
Permanent Waving, hair straightening, and related chemistry	350 hours

Finger waving, pin curls, styling, roller formation, blow-waving, and related chemistry	250 hours
Manicuring, sculpted nails and related chemistry	50 hours
Basic esthetics, facials, makeup, related chemistry	50 hours
Tinting, bleaching, rinse, reconditioning, related chemistry	275 hours
Haircutting	300 hours
Instruction, lectures on sanitation, sterilization, hygiene, anatomy, laws, rules, regulations	165 hours
Professional ethics.	20 hours

By obtaining your license in Cosmetology, you may be qualified to be a Stylist, Hair Color Technician, Instructor, Theatre Arts Specialist and more!

Barbering

This course of study is a full 1000-clock hour barbering course. We use the Milady Standard Barbering curriculum along with an Aveda Curriculum supplement. Including chapters on study skills, history of barbering, professional image, bacteriology, infection control, implements/tools, equipment, anatomy/physiology, chemistry, electricity/light therapy, properties and disorders of the skin, properties and disorders of the scalp, treatment of the hair/scalp, men's facial massage and treatments, shaving and facial hair design, men's haircutting and styling, men's hair pieces, women's haircutting and styling, chemical texture services, hair coloring and lightening, nails and manicuring, barbershop management, job search, state board preparation and licensing laws. We also offer a series of Career Development classes and guest speakers. Our barbering course covers units in both practical and theory application.

Barbering is 1000 clock hours

Blow-dry styling	50 hours
Hair shaping (tapered, clipper, thinning, blending, scissor over comb).	400 hours
Facial Hair trimming	60 hours
Chemical waxing	95 hours
Hair lightening & coloring	95 hours
Chemical relaxing	96 hours
Shaving	65 hours
Scalp and facial massage	35 hours
Safety, sanitation and infection control	80 hours
Honing and Stropping.	25 hours

By obtaining your license in Barbering, you may be qualified to be a Master Barber or facial shaving specialist and more!

Spa Therapy

This course of study is a full 1200-clock hour spa therapy course. We use the Milady's Theory & Practice of Esthetics and Massage curriculums, in addition to the Aveda curriculum, which includes chapters on basic facials, facial massage, facial machines, makeup, business skills, professional ethics, etc. We also offer a series of Career Development classes and guest speakers. This course combines an esthetics course and massage therapy course and covers units in both practical and theory applications.

Spa Therapy is 1200 clock hours

Introduction to skin	30 hours
Bacteriology	30 hours
Sterilization and sanitation	20 hours
Physiology and histology of the skin	50 hours
Nutrition.	20 hours
Human Anatomy/Kinesiology/ Body Systems	175 hours
Chemistry in esthetics.	20 hours
Procedures for consultation	30 hours
Facial massage	150 hours
Mask therapy	30 hours
Electrical machines	60 hours
Hair removal	30 hours
Make up	100 hours
Business Management	40 hours
Practical work & related categories.	200 hours
Massage/ Body work assessment	175 hours
Pathology	40 hours

By obtaining your license in Spa Therapy, you may be qualified to be an Esthetician,
Masseuse, Instructor and more!

Standard Occupational Classification

The U.S. Department of Labor's Standard Occupational Classification (SOC) codes for programs offered at O'Briens Aveda Institute

Cosmetology: 39.5012

Esthetics: 39.5094

Barbering: 39.5011

Massage: 31.9011

Links to these occupational profiles may be found on the U.S. Department of Labor's O*NET website at <http://www.onetonline.org>

Classification of Instructional Programs

The purpose of the Classification of Instructional Programs (CIP) is to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics. Your Program CIP numbers are below:

Cosmetology: 120401

Barbering: 12042

Esthetics: 12040

Massage: 513501

Graduation Requirements

Student must meet the following graduation requirements to pass the course:

- Satisfactory completion of required clock hours
- Academic average of 70 or above
- Pass final written and practical exams
- Payment in full of all financial obligations to O'Briens Aveda Institute (including overtime charges)

After meeting our graduation requirements, we will issue you a diploma and Affidavit of hours. You will then be entitled to apply for the Vermont State Board exam. During your exit interview we will give you all the information you need to apply for the exam.

Graduation/Completion Rates 2010/2011

Cosmetology:

67% of the students scheduled to graduate from our cosmetology course graduated,
91% of the students passed their state board exam,
83% of the students who passed the state board exam were placed in jobs.

Barbering:

83% of the students scheduled to graduate from our barbering course graduated,
100% of the students passed their state board exam,
80% of the students who passed the state board exam were placed in jobs.

Massage:

100% of the students scheduled to graduate from our Spa Therapy course graduated,
Massage is not regulated in Vermont so no state boards were taken,
100% of our massage students were placed in jobs.

Spa Therapy: This class was added during 2010/2011. Figures will appear in a revised 2011/2012 copy.

Nail Technology: This course was not taught at O'Briens Aveda Institute in 2010/2011.

Our 2009/2010 NACCAS Annual Report overall rates were:

Completion 63.3%, Placement 89.47%, Leisure 73.33%.

Job Opportunities

By obtaining your license in cosmetology, barbering, massage or spa you may be qualified to be a stylist, hair color technician, instructor, theatre arts specialist, massage therapist, spa therapist, sales consultant or more!

The average starting wage for a new stylist in Vermont is \$15.00 - \$20.00 per hour; it depends on your employer's compensation package. According to the U.S. Bureau of Labor Statistics, the media compensation for these programs are:

Cosmetologist: \$11.21 Hourly, \$23,330 Annually **Estheticians:** \$13.74 Hourly, \$28,580 Annually
Barber: \$11.61 Hourly, \$24,160 Annually **Massage Therapist:** \$16.94 Hourly, \$35,230 Annually

O'Briens Aveda Institute overall job placement rate is 89.47%

The salon industry is about abundance. If you're interested in fashion, you can work on photo shoots, runway shows, movies and more. If you prefer a salon environment, the industry is exploding. The average full-time salon salary across the US can be as high as \$50,000 per year. The price of a hair cut in an Aveda salon is twice the industry standard. That means you can earn well over the national average. The career paths are vast and our staff will help you get started.

Tuition & Fee Information

	<u>Cosmetology</u>	<u>Barbering</u>	<u>Spa Therapy</u>
Application Fee	\$50	\$50	\$50
Enrollment Fee	\$150	\$150	\$150
Books/ Materials*	\$500	\$500	\$900
Kit/ Materials **	\$1100	\$900	\$1,100
Lab coat/ Apron Fee	\$50	\$50	\$25
Tuition	\$15,000	\$11,000	\$13,200
Total:	\$16,850	\$12,650	\$15,425

*Kit/ Materials Fee covers the cost of kit/tools and materials used throughout the course.

** Books/ Materials Fee covers the cost of additional and written materials.

Payment Plans

You must choose a payment plan or apply for financial aid prior to or at the time of enrollment. We can make no claims regarding your eligibility for financial aid. If financial aid doesn't cover the cost of your course you must choose an alternate payment plan before you complete 100 hours of schooling. If we don't receive this information you will be suspended in good standing until confirmation is received. You may make financial arrangements with the business office regarding payments. We also accept MasterCard and Visa.

Cosmetology Plan #1 \$5,000 paid at entry date. Balance of \$11,850 will be paid as follows: \$2,962.50 paid the first week of the 2nd, 3rd, 4th and 5th month of enrollment.

Cosmetology Plan #2 \$4,000 paid at entry date. Balance of \$12,850 will be paid as follows: \$2,141.67 paid the first week of the 2nd, 3rd, 4th, 5th, 6th, and 7th month enrollment.

- Barbering Plan #1** \$3,000 paid at entry date. Balance of \$9,650 will be paid as follows: \$2,412.50 paid the first week of the 2nd, 3rd, 4th, and 5th month of enrollment.
- Barbering Plan #2:** \$2,000 paid at entry date. Balance of \$10,650 will be paid as follows: \$1,775 paid the first week of the 2nd, 3rd, 4th, 5th, 6th, and 7th month of enrollment.
- Spa Therapy Plan #1** \$3,000 paid at entry date. Balance of \$12,425 will be paid as follows: \$3,106.25 paid the first week of the 2nd, 3rd, 4th, and 5th month of enrollment.
- Spa Therapy Plan #2** \$2,000 paid at entry date. Balance of \$13,425 will be paid as follows: \$2,237.50 paid the first week of the 2nd, 3rd, 4th, 5th, 6th, and 7th month of enrollment.

TURN YOUR PASSION INTO A PROFESSION TODAY!