



**GARY MANUEL
AVEDA INSTITUTE**



STUDENT HANDBOOK

802 E. Pike Street Seattle, WA 98122

206.302.1044

Effective Date 10.1.2020

TABLE OF CONTENTS

VA COMPLIANCE STATEMENT (3)

INTRODUCTION (4)

Mission
Founders & Ownership
Licensing
Accreditation

BUILDING & FACILITIES (5)

Facility
Lockers & Workstations

SAFETY INFORMATION (5)

Medical Emergency & Accidents
School Closings
Fire Safety & Fire Drills
Crime Statistics

POLICY STATEMENTS (7)

Anti-Harassment & Bullying
Sexual Harassment & Sexual Violence
Consensual Romantic/Sexual Relations Cell
Phones
Drug-Free School & Workplace
FERPA
Photography & Model Release
Guest Privacy
Disabilities & Accommodations
Grievance Procedure
Satisfactory Academic Progress Policy
(SAPP)
Start Dates
Holidays & School Breaks

SATISFACTORY ACADEMIC PROGRESS POLICY (13)

SAPP Attendance
SAPP Academics SAPP
Evaluation

ATTENDANCE (16)

Program Schedule
Absenteeism
Leave of Absence
Bereavement Leave
Religious Accommodations

ACADEMICS (24)

Grades & Weight Daily Activity Trackers
Service Trackers
Assignments, Projects Tests, Quizzes & Exams
Models
State Board
Phase Advancement & Rephasing
Academic Dishonesty & Plagiarism

EXPECTATIONS (26)

Code of Conduct
Professionalism
Dress Code

FINANCIAL (28)

Payments
Refund Policy
Scholarship and Fee Waivers
Paying for School
Financial Aid
VA Education Benefits
GET

ADMISSIONS AND ENROLLMENT (31)

Program Information
Program Contract
Withdrawal Termination
Graduation Requirements
Licensing

STAFF DIRECTORY (38)

School Contact Information
Administrative Staff
Educators

This school is licensed under chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to:

Department of Licensing
P.O. Box 9026
Olympia, WA 98507-9026
plssunit@dol.wa.gov
360.664.6626

Veterans Administration Approval Statements and Pending Payment Compliance

Facility Name: Gary Manuel Aveda Institute
Facility Address: 802 E Pike Street, Seattle, WA 98122
OVA Facility Code: 25448447

Selected programs of study at Gary Manuel Aveda Institute are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Gary Manuel Aveda Institute does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs O/A) Post 9/11

G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide transcripts for review for awarding of prior credit;
- Provide written request to be certified; and/or
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

This catalog certified as true and correct for content and policy.

Signature:
Institute Director



Date: 10/10/2020

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 <https://www.benefits.va.gov/gibill>.

INTRODUCTION

The Institute Mission

The Gary Manuel Aveda Institute (hereafter also referred to as “GMAI” or “the School”) will serve with excellence and consistency to:

- Prepare students (or Students) in the fields of Cosmetology, Esthetics, and Instructor Training.
- Provide opportunities for Students to develop technical, communication, and services skills.
- Prepare Students to successfully meet the State of Washington licensing requirements to practice in their chosen field of study.
- Educate Students on the success skills necessary to gain and maintain employment in their chosen field.

Gary Manuel Aveda Institute Founders - Gary Howse and Manuel Benevich

In 1979, Gary Howse and Manuel Benevich founded Gary Manuel Salons in Seattle, Washington. In 2004, after a twenty-five-year commitment to providing top-quality education and services, Gary Manuel Salons won the Global Salon Entrepreneur of the Year Award. After grooming numerous stylists – including many who now earn annual incomes in the salon industry’s top one percent – Gary and Manuel combined their exceptional abilities and leadership skills with Aveda’s products and curriculum to deliver incomparable training for aspiring professionals, founding Gary Manuel Aveda Institute in 2005.

In 2014, Gary Howse passed away leaving behind a legacy of passion, kindness, altruism, and incredible talent. Today, Gary Manuel Salons and Gary Manuel Aveda Institute are still owned and operated by Manuel Benevich. The entire Gary Manuel team strives to embody our mission each and every day to honor Gary’s memory, and to continue providing the best education possible to Students.

Washington State Licensing

The school is licensed by the Washington State Department of Licensing, Business and Professions Division, located at 405 Black Lake Boulevard Southwest, Olympia, WA 98502. They can be reached at 360-664-6626.

In 2018 the State of Washington created a Tuition Recovery Trust Fund [TRTF] in order to provide relief for students impacted by the voluntary or involuntary closure of a school regulated under this chapter.

Money from the department of licensing tuition recovery trust fund may be used for:

- Providing refunds to students affected by school closures;
- Securing and administering records; or
- Any other response the director determines necessary to mitigate impacts of a potential or actual school closure.

Students will have three years from the last date of attendance at the school to file a claim. Claims must be submitted in writing to the Department of Licensing. You can find more information at www.studentcomplaints.wa.gov.

After verification and review, the department shall disburse funds from the TRTF to settle claims for an amount up to the value of unearned prepaid tuition.

Accreditation

The school is accredited by the National Accrediting Commission of Career Arts and Sciences, located at 3015 Colvin Street, Alexandria, VA 22314. They can be reached at 703-600-7600.



All current licenses and certifications may be viewed at the campus during regular business hours.

BUILDING & FACILITY INFORMATION

Facility

GMAI is located at 802 E Pike St, Seattle, WA 98122. This new location includes over 5,300 square feet with a cosmetology clinic floor of 38 stations and 7 spa stations for serving guests, a student break area and lockers for Students, as well as a color bar and dispensary. There are three classrooms for theory and practical learning that are all equipped with tables, chairs, practical workspace, and AV for overhead electronic teaching.

Hard copies of students' files are kept on site for three years (per State of Washington Department of Licensing and VA) and then in secured off-site storage for another four years per Title IV guidelines. Soft copies of transcripts are kept indefinitely on our student software.

Lockers, Workstations & Personal Belongings

Students are responsible for all of their belongings. Each Student will be assigned one locker, which will be the responsibility of the student to lock. Personal belongings, professional tools, and supplies can be stored at GMAI in a student's designated locker. Items cannot be stored in classrooms or workstations.

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

If students leave a program by transfer, withdrawal, or extended leave of absence, they are required to take all of their belongings with them. Items left in the locker will be disposed of after five school days. Items in unassigned, unlocked lockers will be removed and disposed.

SAFETY INFORMATION

Reporting of Crimes

Any student or staff member who has been a victim of a crime on campus is asked to report such an incident by immediately contacting the Institute Director. At that time, the student or staff member may be asked to complete a police report. Police must be contacted to place an arrest. The Director can also recommend support services, if necessary.

Medical Emergencies and Accidents

It is the goal of GMAI to provide a safe and non-violent academic and working environment. In an effort

to consistently reach this goal, we have established the following procedures.

In the event of an incident requiring police or medical intervention, Gary Manuel Aveda Institute staff shall contact the Seattle Police or Fire Department. However, any student who feels they are in immediate danger, or in need of urgent intervention, may call Seattle Police Department or 911 when necessary.

To avoid accidents and injuries, students and staff are required to take preventative measures by:

- Using equipment properly.
- Following manufacturer's directions when using chemicals and products.
- Immediately wiping spills found on the floor.
- Assisting elderly and disabled guests.
- Keeping all aisles and areas around workstations free from personal items and debris.
- Immediately reporting building and equipment safety hazards to security or staff.

In the case of a medical emergency or incident (such as falls, cuts, burns, heart attack, unconsciousness, chemical spill or violent acts), notify a Gary Manuel Aveda Institute staff member immediately, who will:

- Call 911 (if needed);
- Find out the nature of medical problem and location of the person in the building;
- Notify the administrative or leadership staff of the location and nature of the accident;
- Stay with the injured person;
- Have someone meet the Emergency personnel; and
- Keep the area clear of bystanders.

Students must assist in documenting the incident and forwarding the paperwork to the Director, Assistant Director or Student Services Advisor.

School Closings

In the event the Institute must close during normal business hours due to inclement weather or any other emergency, students will be made aware through an all-school announcement. Should it be necessary to close the school before the school day begins, Students should check the Institute's Instagram page, GroupMe.

No clock hours will be accrued during a closure and the hours for the closure will be removed from the students' schedule.

Fire Safety

GMAI has an alarm directed to the Seattle Fire Department. Whenever a fire is detected, a continuous siren will sound. In each room of the building there is a floor plan posted that will show a direct evacuation route. In the event that the fire alarm sounds, all students and staff should:

- Evacuate the building immediately.
- Instruct all clients to evacuate the building.
- Assist the clients who need help evacuating.
- Request assistance for disabled clients.
- Walk to the parking lots on the west side of Harvard and Pike cross the street from the Bartell's parking lot (1407 Harvard Avenue).
- Wait with your class and roll call will be taken by an educator or staff.
- Do not leave the parking lot.

- Return to the building only when GMAI staff have given clearance to return.

Fire Drills

From time to time, fire drills will be conducted. Everyone must follow normal procedures in evacuating the building. Only Institute staff will give clearance to re-enter the building.

Crime Statistics

As a part of GMAI's philosophy, we are dedicated to the advancement and well-being of the community we serve. Our school is committed to providing a crime-free campus in all possible ways. The following information is stated to help the School offer a safe educational environment and to comply with the 1990 Student to Know, Campus Security Act.

POLICY STATEMENTS

Students understand and agree that the policies and procedures of the school are clarified with respect to the following limitations on their privacy.

Each autumn, GMAI prepares and distributes an Annual Security and Campus Safety Report. It is our goal to provide and maintain a safe and non-violent academic and working environment. The following information is stated to instruct staff and students on how to maintain this goal and to comply with the 1990 Student Right to Know, Campus Security Act. The report is prepared by the Institute Director, Assistant Director and Student Services Advisor. The crime statistics are requested from Seattle Police Public Records.

The report is available on our website at gmaveda.com/disclosures. If you would like a paper copy of this report, please contact Student Services.

Anti-Harassment and Bullying Policy

GMAI is committed to ensuring an education environment free of bullying or harassment. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, age, gender identity or expression, religion or any other distinguishing characteristics. This policy covers conduct that takes place in the school, on school property, and at GMAI functions. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, and at GMAI functions.

Sexual Harassment and Sexual Violence

These policies pertain to all incidents of criminal sexual violence and assault that occur on property owned by GMAI or School-sponsored activities held off property. The Gary Manuel Aveda Institute is committed to ensuring an educational environment free of sexual harassment, sexual violence or harassment based on sexual orientation. Gary Manuel Aveda Institute's policy and Washington State's laws against sexual harassment provide that everyone has the right to work and obtain an education of public services free from harassment.

It is the responsibility of all persons within the GMAI to ensure an educational environment free from sexually violent and/or harassing behavior. All members of GMAI (Students and staff) are expected to report incidents of sexual harassment, sexual violence or assault, and harassment based on sexual orientation.

GMAI's designated Sexual Harassment Officer is responsible for investigating complaints of sexual harassment, sexual violence or assault, and harassment based on sexual orientation. Gary Manuel Aveda Institute's designated Sexual Harassment Officer is contacted by using the following information:

Elizabeth Noblitt, Director | elizabeth@garymanuel.com | 206.302.1062

Once a complaint has been reported, the following guidelines will be followed:

- The Institute Director will document the complaint and review it within seven days.
- In cases of harassment, the Institute Director will first attempt to resolve the challenge through a mutual agreement of the complainant and the person complained against.
- The Institute Director will maintain periodic communications with the complainant until the complaint is resolved.
- The Institute Director will resolve complaints quickly. Barring extenuating circumstances, they will complete the investigation and make their recommendation within 30 days from the time the formal investigation is initiated.

Efforts shall be made to protect the privacy of the complainants within the constraints of the law.

Complainants shall be protected, to the extent possible, from retaliation. Appropriate and immediate attention will be given to complaints. Students may also contact the Washington State Department of Human Rights, the Federal Equal Opportunity Commission, or the criminal justice system.

For all formal complaints of sexual harassment, dating violence, sexual violence or violence based on sexual orientation, the Institute Director shall determine the action to be taken, implement the action, and notify both parties of the action. Individuals found in violation of Gary Manuel Aveda Institute policies will be subject to appropriate disciplinary sanctions, including possible expulsion from the Gary Manuel Aveda Institute.

If the perpetrator of sexual violence/assault is a Student, they will be subject to disciplinary measures by Gary Manuel Aveda Institute. In the course of any sexual violence/assault proceedings, the victim, the victim's support person of choice, or attorney may be present. Gary Manuel Aveda Institute management, in cooperation with the appropriate law enforcement authorities and at the victim's request, shall shield the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternate classes, if alternative classes are available and feasible.

Under the Violence Against Women Act (VAWA), Gary Manuel Aveda Institute acknowledges claims of domestic violence and aims to help improve response to and recovery from domestic violence incidents. VAWA programs target the crimes of domestic violence, dating violence, sexual assault, and stalking. Disciplinary action will be taken under Gary Manuel Aveda Institute guidelines and VAWA. All formal complaints should be directed to:

Elizabeth Noblitt, Director | elizabeth@garymanuel.com | 206.302.1062

Disciplinary action will be taken under GMAI guidelines and VAWA. Information regarding sex offenders who may be present in the area of Gary Manuel Aveda Institute may be obtained by calling the Seattle Police Department at 206-625-5011 or by logging on to <http://web1.seattle.gov/police/sexoffender/>.

Consensual Romantic/Sexual Relations

Consensual romantic/sexual relations between staff and Students are not allowed. Questions about this policy should be directed to:

Elizabeth Noblitt, Director | elizabeth@garymanuel.com | 206.302.1062

Cell Phone Policy

In an effort to prevent harassment and bullying at school, GMAI has a no cell phone policy during school hours. Cell phones are not permitted in the classroom or on the salon floor. Students not abiding this policy will be asked to put their phone away, turn it in to their educator for the day, or be sent home for a violation of school policy. Students are not permitted to record photographs or videos on their cell phones (or other camera device) on GMAI property, unless given express permission from Gary Manuel Aveda Institute or authorized representatives.

Gary Manuel Aveda Institute Drug-Free School and Workplace

GMAI adheres to public law that requires schools to provide a drug-free campus and workplace. The school will abide by the law as outlined in the accompanying policy. As such, all students and employees must abstain from the use of drugs and alcohol while at school or during a school-sponsored event.

In the event that a student is under the influence of drugs or alcohol during school hours, the student will be terminated from the program and ineligible to return.

Because GMAI receives federal Title IV funding for its students, marijuana is considered illegal since it is not recognized as legal by the federal government. Therefore, students and staff must also abstain from its use while at school or during a school-sponsored event.

Recent federal anti-drug laws could affect the lives of students and employees in a number of ways. Students could lose eligibility for financial aid or could be denied other federal benefits such as social security, retirement, welfare, health, disability, and veterans' benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, has the authority to evict resident members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

Family Education Rights and Privacy Act (FERPA)

Students currently in attendance at GMAI and parents of dependent minor currently in attendance have a right to:

- Inspect and review the Students' education records to ensure they are not inaccurate, misleading or otherwise in violation of the Student's privacy or other rights;
- Request the amendment of the Students' education records;
- Guarantee the Student's access to their files;
- Only the school, our governing bodies and you have access to your school records;
- Consent the disclosure of personally identifiable information contained in the Students' education records, except for the information the regulations in this act authorize disclosure

without consent;

- File a complaint with the Department of Education under section 99.64 concerning alleged failure by the school to comply with the requirements of the FERPA; and
- Obtain a copy of the policy.
- GMAI requires a Release of Information form, signed and dated by the Student before releasing any information from the Student's academic or financial file.

Students must allow reasonable time to assemble records (no more than 45 days). GMAI may be liable to release of information to third party licensed accrediting agencies through access to student and other school records.

Photography and Model Release

By agreeing to GMAI policies, Students consent to and authorize the use of any and all photographs, depictions, or likenesses of them, including any that may appear in any photographs, film, video-taped program, advertisement, promotion, website, or any other form of electronic or digital media by the School, or anyone authorized by it. Students consent to and authorize the reproduction of any and all such photographs, depictions, and likenesses of them for the purpose of sale, publication, display, and exhibition thereof without time restraint. In the event that a Student would like to be excluded from the above listed, it is the sole responsibility of the student to notify Gary Manuel Aveda Institute. All photographs and videos taken on GMAI's campus are the sole property of Gary Manuel Aveda Institute.

Guest Privacy

We collect personal information about our guests, such as name, e-mail address, phone number, and mailing address. This personal information is only to be used by the Gary Manuel Aveda Institute to schedule appointments and communicate with our guests about products and services that may be of interest to them. Their information is private and confidential. While Students are encouraged to send communications to their guests, such as thank you cards and incentive offers, any Student found to be using guest information for personal gain or solicitation may be dismissed from GMAI. Guest information must not be used to solicit guests after graduation. Guest information is property of the Gary Manuel Aveda Institute.

Students with Disabilities

The Student Services Advisor is the designated official at GMAI who acts as a resource/ advocate for Students with disabilities, verifies and files documentation, certifies eligibility for services, and establishes reasonable accommodations. Any Student who has need for accommodations should contact the Serenity Marcelo, Student Services Advisor at 206.302.1050 or studentservices@garymanuel.com.

Disclosure of a disability is not required. If a Student would like an accommodation for a disability, however, it is the responsibility of the Student to request an accommodation, as provided below.

Eligibility - To be eligible for disability-related accommodations, Students must have a disability – a physical or mental impairment that substantially limits one or more of the major life activities such as walking, seeing, hearing, speaking, learning, breathing, working, taking care of oneself, or performing manual tasks.

Reasonable Accommodations - A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility, or the provision of an auxiliary aid or service, which enables a qualified Student with a disability to have an equal opportunity. Accommodations cannot interfere with the education of the Student.

Examples of reasonable accommodations include, but are not limited to:

- Tests read aloud
- Peer mentoring
- Class schedules in advance
- Adapted classroom equipment

How to Request an Accommodation - A request for accommodation form must be filled out by the student and turned in with documentation of the disability. GMAI encourages students to document their disability and file a request for accommodations before enrolling.

Documentation - Eligibility for accommodations is dependent on the nature of the disability and its impact on learning. Students must provide disability-related documents from an appropriate licensed professional(s) to verify that a Student has a disability and to determine the need for reasonable accommodations. Documentation from a licensed professional must include the following information:

- A clear statement of the diagnosed disability;
- A description of the functional limitations resulting from the disability;
- A list of the accommodations recommended;
- A statement of why the disability qualifies the applicant for accommodations requested.

The document should be current (ordinarily within the last two years), must appear on official letterhead of the licensed professional, and must be signed by a qualified professional not related to the Student.

Determination of Eligibility - Based on the information provided, Gary Manuel Aveda Institute will determine whether the Student is eligible for an accommodation under the applicable laws and GMAI policies.

Implementation - Students with disabilities will be responsible for contacting institute director if reasonable accommodations are not implemented in an effective or timely way or if they believe they have been discriminated against on the basis of disability.

Grievance Procedure

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or a complaint.

GMAI utilizes a formal grievance procedure to ensure student issues are documented and resolved in a timely manner that is not frivolous or without manner. A Grievance Form can be provided to students by any staff member and turned in to the Institute Director for resolution. The steps for file a grievance are as follows:

1. The student should file a grievance within 60 days of the date in which the incident occurred.
2. The completed form will immediately go to the institute director and necessary management will be involved in the resolution.
3. The student will meet with necessary management to discuss the grievance and any resolution or next steps being taken.
4. If needed, management will meet with necessary staff and students for interviews on the complaint.
5. If outside agencies are needed, the institute will refer the complaint to an appropriate agency.
6. The institute will have a final meeting with the student to discuss resolutions and any required documentation will be signed.

Often improvements are made due to constructive suggestions received on these forms. Student grievance forms and any related documentation is added into GMAI's yearly grievance binder.

2021 Start Dates

Start dates for the Cosmetology program:

- March 18, 2021
- May 20, 2021
- July 29, 2021
- September 30, 2021
- December 2, 2021

Start dates for the Esthetics program:

- February 1, 2021
- April 12, 2021
- June 21, 2021
- September 7, 2021
- November 15, 2021

The Instructor Training program will begin on 3/18/21. The class will proceed only if there is enough interest.

Holidays & School Breaks

Gary Manuel Aveda Institute recognizes the following as legal holidays. Days off due to legal holidays are recorded as such and extend the enrollment contract. Additional days off will be published well in advance. Pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather will be posted on GMAI's texting app and LearnAveda.net.

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

School Breaks

- Thanksgiving Holiday 2020: November 26, 2020
- Winter Break 2020: December 21, 2020 – January 3, 2021
- Summer Break 2021: July 4, 2021 – July 10, 2021
- Thanksgiving Holiday 2021: November 25, 2021
- Winter Break 2021: December 19, 2021 – January 3, 2022

Late Starts and Early Leaves

Gary Manuel Aveda Institute will have roughly two days monthly that students may start past their designated start time or leave before their designated end time. This late start or early leave will be announced ahead of time (unless due to extenuating circumstances) and will not affect a student's absentee hours.

Educator Evaluations

Our educators are evaluated on performance, classroom management and teaching methodology each July and August. In addition, at the end of each phase the educator will be evaluated from students.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAPP)

Satisfactory Academic Progress Policy (SAPP) is the standard by which GMAI evaluates and determines each Student's progression in their program. SAPP is a dual-accountability measurement of quantitative and qualitative performance that predicts a Student's eligibility to advance to each phase in their program. To be considered 'in SAPP' a student must have the minimum of the following:

Attendance: 90% overall and Academics: 80% overall GPA

Satisfactory Academic Progress Policy applies to every student enrolled in a NACCAS- approved program, whether full-time or part-time, and must be provided to students prior to enrollment.

Satisfactory Academic Progress Policy will be consistently evaluated for every student that is enrolled.

A student's SAPP may be affected due to the following:

- Phase Repeat - If a student does not pass a phase of the program at the minimum GPA requirement of 80%, the student may have to repeat the phase. During this time, the student's GPA for the phase being repeated will be cleared. The student's attendance percentage will not be altered. Beginning October 1, 2020, the failing phase grades will not be cleared but will remain and be included in the GPA, so that a student's progress report reflects the failed phase. The newer set of grades for the repeated phase will be entered into an 'extra phase module' so that both sets of grades are calculated into the GPA. Please see page 26 for more details.
- Withdrawal - If a student officially withdraws from the program, the student's SAPP evaluation will stop. If a student re-enters the program within one calendar year from last day attended, they will re- enter at the same SAPP status in which they left.
- LOA- The only time SAPP will not be evaluated is during a leave of absence. The leave of absence will extend the contract period and the maximum time frame by the same number of days taken in the LOA.
- Due to conditions beyond the institution's control (i.e. snow days, natural disaster) they will re- enter in the same SAPP status as when they left.

SAPP Attendance

Attendance is evaluated on a cumulative basis. To be considered in SAPP and progress to the next phase in the program, a student must sustain an attendance record of 90% of the student's overall scheduled hours. Students are expected to understand the calculation of their attendance, using the following equation:

Actual Attendance / Scheduled Attendance = Overall Attendance Percentage

- Cosmetology: 1600 clock hours (900 in first academic year, 700 in second academic year). Students can miss no more than **176 hours** in their scheduled program ($100/90 = 1.11 \times 1600$ hours needed for licensure = 1776 hours in maximum timeframe)**
- Esthetics: 750 clock hours (900 hours in the academic year) Students can miss no more than **82 hours** in their scheduled program ($100/90 = 1.11 \times 750$ hours needed for licensure = 832 hours in maximum timeframe) **
- Instructor Training: 500 clock hours (900 hours in the academic year). Students can miss no more than **55 hours** in their scheduled program ($100/90 = 1.11 \times 500$ hours needed for licensure = 555 hours in maximum time frame)**
- **Maximum Time Frame:** The maximum amount of time a Student has to complete their contracted program is 111% of the program length. If student does not complete the program within the maximum time frame, they may continue as a student at the institution at a rate of \$250 per week until program is completed. Transfer hours are not accepted by GMAI and do not affect maximum time frame. If a leave of absence occurs during a student's enrollment, the maximum time frame will extend by the number of days taken during the leave of absence. **
- The academic year for Esthetics and Instructor Training is 900 hours. Cosmetology's first academic year is 900 hours and the second academic year is 700 hours.

** The maximum time frame for veterans is calculated differently when your education is being paid by Veteran's Benefits. In these cases, your maximum time frame only includes the state- mandated number of hours for the program (Cosmetology 1600 hours, Esthetics 750 hours, Instructor Training 500 hours) and the school-sanctioned breaks. Any time missed during the program due to the veteran's attendance needs to be made up within the maximum timeframe of the course. In other words, the Veterans' Administration expects you to have 100% attendance.

Academics

To be considered in SAPP and to progress through each phase of the program, a student must maintain a GPA of 80%. This GPA is calculated using the weighted averages of all curriculum scores throughout the program. Grades are calculated on a numerical scale of 0% to 100%. An 80% and above is considered a passing grade and in SAPP, while a 79% and below is considered a failing grade.

Evaluation

Satisfactory Academic Progress Policy (SAPP) is evaluated per actual clock hours completed for every student. Every student is evaluated during the periods and students who are receiving financial aid are evaluated in SAPP and financial aid eligibility. SAPP will be reviewed at the following time periods for all students:

Esthetics:	375 Actual Hours from the class start date
Cosmetology:	450 Actual Hours from class start date
	900 Actual Hours from class start date
	1,350 Actual Hours from class start date
Instructor Training:	250 Actual Hours from class start date

At each evaluation period, SAPP is assessed, and students are given a “Satisfactory Academic Progress Policy (SAPP) Evaluation” form with their progress. The form is signed by the student and kept in their student file (and financial aid file, if applicable) for reference. If a student wishes to know their SAPP at a time other than at each evaluation period, they can request it from Student Services. GMAI will notify students at any evaluation point that impacts their eligibility for financial aid if applicable.

At each evaluation checkpoint, students who are meeting requirements for SAPP are considered to be making satisfactory academic progress until the next evaluation period.

For any students who are failing to meet SAPP, the following process will be followed.

- Student will be put on a “SAP Warning” (also referred to as “FA SAP Warning” for students receiving financial aid). Students will be counseled by the Assistant Director on SAPP status and, if applicable, could be in danger of receiving future financial aid disbursements. All students will acknowledge this by signing the SAPP Evaluation form and be given direction on further actions needed to meet SAPP compliance by the next scheduled evaluation. Students receiving financial aid are still eligible to receive Title IV disbursements during this time.
- If Student is not in SAPP compliance at the time of the next scheduled SAPP evaluation, the Student will become “FA SAP Ineligible” and will no longer be entitled to Title IV disbursements. However, the student can appeal the SAPP determination in order to possibly re-establish financial aid eligibility.

SAPP Appeal

If a student is determined to not be making SAPP, the student may appeal the determination **within ten calendar days**. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

- The student must submit a written appeal to the school on the designated form describing why they failed to meet SAPP standards, along with supporting documentation explaining why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve SAPP by the next evaluation point.
- GMAI will review the appeal and determine whether the academic progress standard can be met by the end of the subsequent evaluation period and/or if an academic plan must be created to ensure that the student is able to meet the institution’s SAPP requirements within the maximum time frame established for the individual. The institution will determine if SAP standards can be met mathematically by the end of the subsequent evaluation period.
- Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file.

If a student prevails upon appeal, the Satisfactory Academic Progress Policy determination will be changed to “SAPP Probation” and federal financial aid will be reinstated, if applicable.

In the event that a student does not prevail, and the appeal is denied, the Satisfactory Academic Progress Policy determination will remain “FA SAPP Ineligible” and student will not be eligible to receive future Title IV disbursements. Students may re-establish SAPP and Financial Aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

GMAI does not accept transfer hours from other institutions. Course incompletes, repetitions, and

non-credit and withdrawals have no effect on the institutions SAPP.

Acknowledgement of absence forms are utilized to create an academic plan for time missed by students. They are filled out two weeks in advance and approved by Student Services or the Assistant Director, if SAPP is not being met the recommendation of the school will be to not take time off.

For any questions regarding Financial Aid eligibility and Satisfactory Academic Progress Policy determinations, please contact:

Elizabeth Noblitt, Director | elizabeth@garymanuel.com | 206.302.1062

ATTENDANCE

All programs at Gary Manuel Aveda Institute are hours-based, in accordance with Washington State Department of Licensing laws. Students earn hours by participating in scheduled school days and program activities. Hours are only given for participation in activities with an education value for the student.

Cosmetology

Students must complete 1600 hours of in-school theory and practical work to be eligible for licensure. Students enrolled in the Cosmetology program at GMAI are scheduled for a contract ending date 1776 hours after their start date. These additional 176 hours are added to account for unforeseen circumstances or planned absences for the student to use at their leisure*. Veterans - the extra hours are not included into your contract. Please see page 14 for more details.

Esthetics

Students must complete 750 hours of in-school theory and practical work to be eligible for licensure. Students enrolled in the Esthetics program at GMAI are scheduled for a contract ending date 832 hours after their start date. These additional 82 hours are added to account for unforeseen circumstances or planned absences for the student to use at their leisure*. Veterans - the extra hours are not included into your contract. Please see page 14 for more details.

Instructor Training

Students must complete 500 hours of in-school theory and practical work to be eligible for licensure. Students enrolled in the Instructor Training program at GMAI are scheduled for a contract ending date 555 hours after their start date. These additional 55 hours are added to account for unforeseen circumstances or planned absences for the student to use at their leisure. Veterans - the extra hours are not included into your contract. Please see page 14 for more details.

Program Schedule

Cosmetology students attend 9 hours per day (27 hours/week) from 8:00 am – 6:00 pm Thursday - Saturday.

Esthetics students attend 9.5 hours per day (28.5 hours/week) from 8:00 am – 6:30 pm Monday - Wednesday.

Instructor Training students will commit to the program schedule of their initial license; therefore, Cosmetology Instructor-Trainees will follow the Cosmetology schedule and Esthetics Instructor Trainees will follow the Esthetics schedule.

** Gary Manuel Aveda Institute has a predetermined amount of space allocated to each new starting class of students. By signing Gary Manuel Aveda Institute's enrollment agreement, students agree to complete their scheduled program by their contract end date, ensuring GMAI remains within the allotted guidelines of student-to-teacher ratio and building capacity.*

Daily Schedule and Hours

Gary Manuel Aveda Institute uses two methods of tracking student attendance: a digital time clock and physical time sheet. Students are required to clock in and out daily, as well as track their daily hours using their Hours & Operations sheet. All methods are used to track student hours to ensure GMAI is consistent in its policies and students are properly documenting their accrued hours.

Time Clock – Students must always clock in and out on a biometric time clock. The clock accounts for hours accrued in increments of .25. If a student clocks in more than five minutes past the quarter hour, they are considered tardy and will only begin to accrue hours at the start of the next quarter hour (e.g. A student clocking in at 8:06 will begin to accrue hours at 8:15). Students will have until the close of the week to submit a punch correction form in the envelope outside of the Student Services office.

Hours & Operations Sheet – Students are required to sign in and out for the day with their instructor using their monthly Hours & Operations sheets. These must be signed by instructor for hours to be accepted. Students are also required to indicate number of hours each day allocated to specific curriculum and clinic activities to ensure compliance with state regulations. At the end of each month, students will have the opportunity to audit their Hours & Operations sheet against the time clock report to ensure accuracy.

Roll Call – Students are expected to be present for roll call at 8:05 am on each scheduled program day to begin logging their hours. If a student is not present for roll call, they will be considered tardy.

Breaks/Lunches – Students have one hour total each day for lunch and breaks. This allotment can be divided according to how the Educator best sees fit to accommodate the Students' needs and education.

Extra Hours – Extra hour opportunities may present themselves if a student must work through their lunch with a client appointment, stays late with a client appointment, or participates in additional workshops and other endeavors deemed worthy of curriculum-based learning or practical work.

Attendance Strikes

Attendance will be tracked for Students throughout the phase. Within each phase, the Student will be coached on the first three attendance strikes they receive. Upon the fourth attendance strike in a phase, the student will be sent home for that strike and any that follow, forfeiting their hours. Attendance strikes will be cleared at the beginning of every phase and the process will restart. Attendance strikes include:

- Arriving past scheduled arrival:
 - Students arriving past 8:05am are considered tardy, and
 - Students arriving at 9:01am or later will be sent home and are ineligible to accrue hours for the day.
- Leaving prior to scheduled departure without approval.
- Not notifying school by 7:30am the day of absence by calling the GMAI Sick Line at 206-302-1040.
- Absence that is not pre-approved with an Acknowledged Absence Form.
- Absence without qualifying documentation (doctor's note, court documentation, etc.).

Absenteeism

Day-of Notification - Students who will not be able to attend school for the day must call the GMAI's voicemail system (206-302-1040) by 7:30 am to report their absence, so their Learning Leader can be notified and any client appointments with that student can be re-scheduled.

Acknowledged Time-Off - Students who have planned absences should notify GMAI using the provided Acknowledgment of Absence form at least two weeks prior to their planned absence. The form must be signed and notated by the student's Learning Leader before filing with StudentServices.

Minimum Daily Attendance Expectation - Students must be clocked-in for a full scheduled school day to be considered present and not incur penalties for absenteeism (i.e. nine hours for all students unless otherwise noted). In the event that a student leaves early, they must be present for at least 4.5 hours in order to receive participation points for that day.

Documentation - Students are encouraged to provide Student Services with any relevant documentation related to an absence, such as doctor notes or court documentation. However, documentation does not excuse absences. Excused absences will be determined on a case-by-case basis and only in extraordinary circumstances will absences not subtract from a student's allotted absenteeism allowance.

Leave of Absence Policy (LOA)

Students may encounter times in their contracted program in which they find they cannot attend school and accrue hours due to unforeseen circumstances. Due to the strict nature of attendance, the allotted space in each class and the school, and the understanding that each student signed a contract committing to complete the program in a given amount of time, students must provide sufficient documentation to justify their need for a Leave of Absence from school. Leaves of Absence will only be granted for medically necessary leaves. To qualify for a LOA, students must provide the following:

- A written, signed, and dated request prior to the intended leave of absence. In the case of an emergency, students must contact Student Services within three calendar days to make arrangements for a Leave of Absence.

- Documentation supporting the need for a Leave of Absence (e.g. letter from a medical professional) stating the following:
 - Why is the Leave of Absence needed?
 - How long of a LOA is requested?
 - Why will the Student be successful upon return?

Approval of a Leave of Absence must meet these requirements and be in accordance with the institution's policy detailed below.

Leave of Absence Policies

- Leave of Absence Approval
 - A student will **not** be granted a LOA if the LOA, together with any other additional LOAs previously granted, exceeds a total of 180 calendar days in any 12-month period.
 - LOA eligibility is based on the status of the Student, the parent/guardian of a Student, or any legal dependents or a spouse/partner of the Student.
 - For approval, there must be reasonable expectation that the student will return from the LOA.
 - No LOA will be granted for financial hardship.
 - GMAI may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstance if, GMAI:
 - Documents the reason for our decision;
 - Collects the request for a student at a later date; and
 - Establishes the start date of the LOA as the first day the student was unable to attend school.
 - Students will not be considered on a Leave of Absence until the Student Services Advisor has approved all documentation. The student will receive written confirmation of an approved LOA, with copies of all related documents provided to the Student for their records.
 - Until a LOA is approved, the same attendance policies still apply to all students, even if documentation has been submitted and student is awaiting approval.
- Contract & Finances
 - The student's contract will be extended the same number of days in which they took their LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum to the enrollment agreement must be signed by all parties.
 - A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
 - Student will not accrue any additional fees due to leave of absence.
 - A Leave of Absence affects a student's in-school status for the purposes of deferring Financial Aid loans. If on an approved LOA, the student is still considered enrolled at the school and will be eligible for an in-school deferment for their Financial Aid loans.
 - No financial aid will be disbursed while a student is on an approved LOA and a student may lose their Financial Aid if they are unable to achieve the clock hours needed for disbursement by the end of the award year.
- Returning from Leave of Absence
 - A student's academic and attendance standing will freeze during their scheduled LOA.
 - They will return with the same attendance and academic GPA in which they left for their LOA.
 - Students will have up to two weeks following their return from a LOA to turn in or perform any outstanding assignments that were due during the course of their LOA.

- If a student does not return to GMAI at the expiration of the approved LOA or takes an unapproved LOA, the student will be withdrawn from the program. The withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

Bereavement Leave

In the event of the death of an immediate family member (i.e. spouse, child, parent, sibling, grandchild, grandparent, mother/father-in-law, sister/brother-in-law), a Student will be eligible for a maximum three-day Bereavement Leave. Students must provide proper documentation to be granted a Bereavement Leave, such as an obituary, funeral program, or death certificate.

Religious Accommodation

Gary Manuel Aveda Institute will provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with your scheduled course requirements. Students requesting a religious accommodation should make the request in writing directly to your Educator within the first two weeks of the beginning of the course and provide specific dates for which the student requests an accommodation. Students are responsible for obtaining the materials and information provided during any class missed. The student shall work with instructor to determine a schedule for missed work.

Sample Hours & Operations Sheets

Included are sample Hours & Operations Sheets to be used by Students to track their daily hours. Each form is unique to the program, with specific curriculum and clinic activities detailed out for Students to demonstrate how their time has been allocated.

Legal Name (first & last)	
Start Date	

Floor Name	
Current Month/Year	

	Day of the Month	Theory	Anatomy & Physiology	Skin & Nails	Shampooing	Scalp & Hair Analysis	Hair Cutting	Hair Styling	Artificial Hair	Permanent Waving & Chemical Relaxing	Hair coloring & Bleaching	Diseases & Disorders	Safety, Sanitation & First Aid	Time Checked In	Educator Initials	Time Checked Out	Educator Initials	Total Hours	Student Initials Verifying Hours
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Previous Total Hours		Total Hours This Month		Grand Total Hours	
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Legal Name (first & last)	
Start Date	

Floor Name	
Current Month/Year	

Day of the Month	Theory	Practice of Esthetics Services	Business Practices	Basic Anatomy & Physiology	Skin Care of Face, Neck & Hands	Massage	Facials (wraps, masks, exfoliation)	Electricity	Temporary Removal of Superfluous Hair	Cleaning & Disinfecting	Diseases & Disorders of the Skin	Safety & First Aid	Time Checked In	Educator Initials	Time Checked Out	Educator Initials	Total Hours	Student Initials Verifying Hours
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SCHOOL: Gary Manuel Aveda Institute HOURS AND OPERATIONS SHEET Instructor Training

Legal Name (first & last)	
Start Date	

Floor Name	
Current Month/Year	

	Day of the Month	Preparation of Classroom Activities	Choice of Teaching Methods	Classroom Setup	Topic / Subject Matter	Written Lesson Plans	Student Assignments	Materials & Supplies	Recordkeeping	Presentation of Information	Lectures	Demonstrations	Questions & Answers	Project Methods	Discussions	Application of Practice	Clinic Supervision	Classroom Management	Client Relations	Evaluation	Written / Practical Assessment	Communication Skills	Time Checked In	Educator Initials	Time Checked Out	Educator Initials	Total Hours	Student Initials Verifying Hours
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ACADEMICS

Gary Manuel Aveda Institute maintains at least a 1-to-20 teacher-student ratio at all times.

Grades

To be considered in SAPP and to graduate successfully from GMAI, a student must maintain a GPA of 80 percent. This GPA is calculated using the weighted averages of all curriculum scores throughout the program. Grades are calculated on a numerical scale of 0% to 100%. An 80% and above is considered a passing grade and in SAPP, while a 79% and below is considered a failing grade. A minimum GPA benchmark of 80% is set at the end of each phase to advance on to the next. This ensures a minimum GPA of 80% is met at the time of graduation.

Daily Activity Trackers

Daily participation points are awarded each day for being present and participating in any and all classroom and floor activities. Each week is worth 100 participation points, giving each day equal weight. These points are given on an "all-or-nothing" basis for the day.

- Students on a 3-day schedule will receive 33.3 points per day.
- Students on a 4-day schedule will receive 25 points per day.
- A student must be present for at least 4.5 hours of the day to receive daily participation points. In the event of an absence (with or without documentation), students will forfeit daily participation points.
- Daily Activity Trackers are due at the end of each phase.

Service Trackers

Students must complete a designated amount of services (also known as quotas) at the Institute to be eligible for graduation and state board testing. GMAI tracks and grades services according to the following policies:

- Services must be signed and dated day of service or else it will be forfeited.
- Service trackers are due at the end of each phase, for which students will receive a grade. If the service tracker is incomplete at this time, it will be given back to student to complete.
- All service trackers must be completed before a student is considered to be graduated.
- Credit on a service tracker can only be received for the service performed.
- Forging signatures is considered fraudulent and may result in termination from the program.
- Students are required to take guests for services up until time of graduation.

Assignments and Projects

- All assignments and projects are due at the beginning of the day.
- In the event of an absence, the following grades will be given:
 - o A student can turn in an assignment or project early to receive up to a 100% grade.
 - o Assignments and projects can be emailed to educator by 8:05am to receive up to a 100% grade.
 - o If a student is absent for any reason (with or without documentation), they are able to submit their completed assignment the following school day for up to an 80% grade.

- o After 1 school day, the student will receive an automatic 0% grade.

Tests, Quizzes, and Exams

- Tests and exams are taken either on paper or on a digital platform called LearnAveda.net.
- There are no retakes on exams, tests, or quizzes.
- In the event of an absence, the following grades will be given:
 - o For any pre-approved absences, tests should be taken prior to absence, and student can receive up to a 100% grade.
 - o With approved documentation, a student can take the exam for up to an 80% the following school day.
 - o Without approved documentation, a student will receive an automatic 0% grade.
 - o If a student is sent home for any reason, they are not allowed to stay to take their exam.

Cosmetology Models

- Models that arrive later than 30 minutes after scheduled arrival time will not be considered eligible.
- Models must be alone and not accompanied by any other persons, children, parents etc.
- Models must be at least 18 years of age.
- In the event of an absence of either student or model, the following grades will be given:
 - o Students will have one week from original due date to perform service, receiving a maximum grade of 80% grade. A makeup day may be provided for Earth and Water students possibly outside the week requirement.
 - o After one week or makeup date, a student will be required to perform service on a mannequin for a maximum score of 70%.
- If student is unable to showcase technical competency on model or mannequin student will be required to re-do the technique until it is satisfactory.
 - o Students may not have more than one model on a mannequin per phase.

Esthetic Models

- If model guidelines are not met for a specific technique and found unacceptable, an automatic 0% grade will be given, and service will have to be redone until standards are met.
- Models that arrive later than 30 minutes after scheduled arrival time will not be considered eligible.
- In the event of an absence of either student or model, the following grades will be given:
 - o Students will have one week from due date to perform service, receiving up to an 80% grade.
 - o After one week, student will be required to perform service, but will receive a 0% grade.

State Board Practical and Written Exams

In order for Students to properly prepare for the Washington State Department of Licensing state board exams, sample practical and written exams are administered during each program. Due to the nature of the exams and the time required to complete, specific policies are in place for these exams in regard to student attendance.

- Practical Exam – If a student is absent for their state board practical exam, they will receive an automatic 0% grade and will not be eligible to perform for a higher grade.
- Written Exam – If a student is absent for any reason (with or without documentation), they will be eligible to take the exam for up to an 80% grade.

To ensure students will be successful in obtaining licensure, upon completion of the program, they will be required to take the state board written exam until an 80% grade is achieved. If a Student is not successful on first try, they will be required to retake the exam until a passing grade is received.

Tutoring

Tutoring is available and can be set up with your Educator.

Phase Advancement and Phase Repeat

In order to advance to the next phase in each program, a student must meet minimum SAPP requirements. Due to GMAI's strict academic and attendance standards, students may be required to repeat an academic phase, maintaining their eligibility to graduate from the Institute. Student may have to repeat a phase for the following reasons:

- GPA – If a student does not pass a phase at a minimum GPA of 80%.
- Attendance – If a student misses more than three full class days of curriculum in any phase.

Cosmetology and Esthetics students are eligible are only allowed one phase repeat during their program. If a student uses maximum number of phase repeats allowed in program but fails to achieve standards to advance to the next phase, they will be dropped from the program.

While there is not a phase-repeat fee, a student may incur over-contract charges of \$250 a week for every week they attend past their maximum contract date (see page 14). Over-contract charges accrued by student due to a phase repeat are the sole responsibility of the student and will not be covered by Financial Aid.

Beginning October 1, 2020, the failing phase grades will not be cleared but will remain and be included in the GPA, so that a student's progress report reflects the failed phase. The newer set of grades for the repeated phase will be entered into an 'extra phase module' so that both sets of grades are calculated into the GPA.

With this change, veterans will not lose the eligibility of VA benefits during the phase that is being repeated.

PROGRAM INFORMATION

Cosmetology Course Outline

Program Description	The 1600-hour course incorporates the basic fundamentals and the related subjects of hair, skin, nail care, and cosmetic applications that are necessary for a well-rounded education. The primary purpose of the Cosmetology program is to teach the basic skills, safety judgments, proper work habits, and desirable attitudes necessary to attain licensure and successfully attain entry-level positions in Cosmetology or related fields.
Objectives	Upon course completion, determined graduates have developed: <ul style="list-style-type: none"> • Effective communication skills • Understanding of business skills needed for the industry • A well-rounded technical foundation in cutting, coloring, texture, and styling
Instructional Methods	The program is taught via practical and theory demonstration along with hands on practical work done by the student. Methods used are discussion, demonstration, interactive lecture, student presentation, student practice, text, and audio/visual presentation.
Grading Procedures	A grade is given for projects, practical models, tests, and quotas in each phase. A grade is given by dividing points awarded by points available. GPA is calculated using the weighted averages of all curriculum scores throughout the program. Grades are calculated on a numerical scale of 0 - 100%. An 80% or above is considered a passing grade and in SAP, while a 79% and below is considered a failing grade.

Cosmetology 3-Day Program

Phase & Hours	Phase Description
Earth Phase <u>Hours</u> Theory: 151.5 Practical: 114 Total: 256.5	Introduction to Haircutting and Styling <ul style="list-style-type: none"> * Safety & Sanitation * Introduction to Haircutting * Introduction to Styling * Braiding and Updos * Practical Implementation * Anatomy & Physiology * Aveda Haircut Techniques * Thermal Styling * Technical Practice on Mannequins * Performing Model Services
Water Phase <u>Hours</u> Theory: 85.5 Practical: 171 Total: 256.5	Introduction to Coloring and Color Applications <ul style="list-style-type: none"> * Introduction to Color Systems * Color Application & Techniques * Men's Haircut Techniques * Performing Client Services * Color Theory & Formulation * Drying & Conditioning Treatments * Practical Implementation * Technical Practice on Mannequins
Fire Phase <u>Hours</u> Theory: 85.5 Practical: 171 Total: 256.5	Advanced Hair Color and Haircuts, Updos and Introduction to Esthetics and Nails <ul style="list-style-type: none"> * Razor Cutting * Advanced Color Applications * Make-up Theory & Application * Manicures & Pedicures * Performing Client Services * Skin Diseases & Disorders * Small Surface Hair Removal * Nail Theory, Diseases & Disorders * Practical Implementation * Technical Practice on Mannequins

Air Phase <u>Hours</u> Theory: 85.5 Practical: 171 Total: 256.5	Advanced Chemical Services (Perms and Relaxers) <div> * Wet Set Styling * Chemical Theory & Implementation * Relaxers *Performing Client Services </div> <div> * Chemistry & Electricity * Perms * Advanced Hair Color Formulation * Technical Practice on Mannequins </div>
Infinity Phase <u>Hours</u> Theory: 85.5 Practical: 171 Total: 256.5	Salon Business and Job Skills <div> * Goal Setting & Job Searching * Resume & Interview Preparation *Preparation of State Board Kits *Technical Practice on Mannequins </div> <div> * Salon Ownership & Operations * Salon Tours * Performing Client Services </div>
State Board Phase <u>Hours</u> Theory: 85.5 Practical: 171 Total: 256.5	State Board Training <div> * State Board Preparation * Performing Client Services </div> <div> * State Board Exam Practice * Technical Practice on Mannequins </div>
Salon Life <u>Hours</u> Practical: 61 Total: 61 1600 Total Hours	Salon and Career Preparation <div> * Performing Client Services * Technical Practice on Mannequins </div>

Esthetics Course Outline

Description	The course incorporates the basic technical skills and the related subjects of skin care, body care, hair removal, treatments, and makeup application for a well rounded education. The primary purpose of the Esthetics program is to teach the basic skills, safety judgments, proper work habits, and desirable attitudes necessary to attain licensure and successfully attain entry-level positions in Esthetics or related fields.
Objectives	Upon course completion, determined graduates have developed: <ul style="list-style-type: none"> • Effective communication skills • Understanding of the business skills needed for the industry • A well-rounded technical foundation in waxing, facials, makeup
Instructional Methods	The program is taught via practical and theory demonstration along with hands on practical work done by the student. Methods used are: discussion, demonstration, interactive lecture, student presentation, student practice, text, and visual and audio presentation.
Grading Procedures	A grade is given for projects, practical models, tests, and quotas in each phase. A grade is given by dividing points awarded by points available. GPA is calculated using the weighted averages of all curriculum scores throughout the program. Grades are calculated on a numerical scale of 0 percent to 100 percent. An 80 percent and above is considered a passing grade and in SAP, while a 79 percent and below is considered a failing grade.

Esthetics 3-Day Program

Phase & Hours	Description
Earth Phase <u>Hours</u> Theory: 185 Practical: 100 Total: 285	Introduction to Facials <ul style="list-style-type: none"> * Safety & Sanitation * Personal Development * Self-Promotion * Facials, Masks & Treatments * Massage Basics & Pressure Points * Healthy Mind & Body * Anatomy & Physiology * Skin Physiology * Extraction Theory * Spa Experience & Client Care
Fire Phase <u>Hours</u> Theory: 100 Practical: 185 Total: 285	Waxing and Body Treatments <ul style="list-style-type: none"> * Spa Orientation * Chemistry & Product Knowledge * Body Treatments & Facials * Make-up Theory & Application * Performing Client Services * Electricity & Electrical Equipment * Hair Removal Theory * Refinements & Exfoliation * Preparation of State Board Kits * Practical Implementation
Infinity Phase <u>Hours</u> Theory: 70 Practical: 110 Total: 180 750 Total Hours	State Board Training <ul style="list-style-type: none"> * State Board Preparation * Goal Setting & Job Searching * Advanced Face & Body Treatments * Performing Client Services * Business Development * Resume & Interview Preparation * Tours of Local Spas * Practical Implementation

Instructor Training Course Outline

Description	The Instructor Training Program provides comprehensive professional and technical skills training for aspiring Cosmetology and Esthetics instructors. The primary purpose of the Instructor Training course is to teach the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and become eligible for entry-level positions in relevant fields.
Objectives	Upon course completion, determined graduates have developed: <ul style="list-style-type: none"> • Understanding of the responsibilities of an educator • Teaching methods in order to adapt to multiple learning styles • Effective lesson planning, program development, and organizational skills • Strategies for coaching students and handling challenging situations
Instructional Methods	The program is taught via practical and theory demonstration along with hands on practical work done by the student. Methods used are: discussion, demonstration, interactive lecture, student presentation, student practice, text, and visual and audio presentation.
Grading Procedures	A grade is given for projects, practical models, tests, and quotas in each phase. A grade is given by dividing points awarded by points available. GPA is calculated using the weighted averages of all curriculum scores throughout the program. Grades are calculated on a numerical scale of 0 percent to 100 percent. An 80 percent and above is considered a passing grade and in SAP, while a 79 percent and below is considered a failing grade.

Instructor Training 3-Day Program

Phase & Hours	Description
<p>Earth Phase</p> <p><u>Hours</u> Theory: 63 Practical: 99 Total: 162</p>	<p>Introduction to Instruction</p> <ul style="list-style-type: none"> * What It Means to Be an Educator / Responsibilities of an Educator * Brain Basics & Learning Styles * Preparing to Teach & Lesson Planning * Classroom Management, Supervision & Learning Environments
<p>Fire Phase</p> <p><u>Hours</u> Theory: 63 Practical: 99 Total: 162</p>	<p>Advanced Presentations</p> <ul style="list-style-type: none"> * Instructional Methods & Program Development * Assessing Learner Progress & Student Coaching * The Art of Teaching / Strategies for Overcoming Challenges * Effective Communication & Presentations
<p>Infinity Phase</p> <p><u>Hours</u> Theory: 63 Practical: 113 Total: 176</p> <p>500 Total Hours</p>	<p>State Board Preparation</p> <ul style="list-style-type: none"> * State Board Preparation * Program Curriculum (Cosmetology or Esthetics) * Refining Presentation and Technical Skills

EXPECTATIONS

Students are required to fully participate in all classroom and clinic activities utilizing Aveda products and service protocols. If unable or unwilling to participate, student will be sent home for the day and forfeit hours.

Code of Conduct

The GMAI Code of Conduct includes the four key principles that all GMAI staff and students are required to uphold our professionalism standards.

- Look, do, and be your best.
- Treat others as you want to be treated.
- Seek first to understand, then to be understood.
- Be adaptable and go with the flow.

Academic Dishonesty and Plagiarism

We are here to help our students receive the very best education possible. Therefore, GMAI does not condone academic dishonesty and plagiarism in any form. If a Student is engaging in such acts, these will result in either a verbal warning, coaching record, academic probation and/or termination as deemed appropriate by the Instructor, Education Director, Student Services Advisor and Institute Director for the severity of the misconduct. If a Student witnesses an act of academic dishonesty and/or plagiarism, they should follow the formal Grievance Procedure as directed in this handbook.

Professionalism

Students are expected to conduct themselves in a professional manner at all times and meet the following standards:

- Maintain a safe and professional learning environment. Anyone who is disruptive in the classroom or on the floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
- There are to be no personal items, food, or beverages on the clinic floor or in the classroom (with the exception of water in a reusable container).
- Gum is not allowed anywhere in building.
- GMAI is a smoke-free environment; therefore, smoking is not allowed on school property. There is no smoking in front, behind, or within 25 feet of the building, including the in the parking lot behind the building.
- Students are expected to communicate with their Learning Leader while on the clinic floor about each client's needs and circumstances. The includes the following:
 - Consultations, check points, and final checks
 - Moving appointments when running over time
 - The potential for missing a lunch
- Students are required to come prepared with all tools/supplies needed for the day. If tools are not present, they must be borrowed or purchased, or the student will be sent home for the day.
- "Phase Expectations" will be given to students on the first day of class for each phase,

which dictate specific policies for that portion of their program.

Dress Code

GMAI reserves the right to maintain an aesthetic standard for all Students. Students who, in the reasonable opinion of GMAI, are not dressed or presenting themselves professionally will be dismissed for the day. Time missed will impact the Student's hours. Students will have until 9am to adjust attire or will be sent home for the day.

Attire

- Apparel is to be 100% black in color. This applies to all attire, both in the classroom or on the floor.
- Nametags must be worn at all times during school hours. If lost, Students can replace it at the cost of \$10.00. To replace a name tag, please see the FrontDesk.
- The only logos that are approved be worn are Aveda logos and GMAI apparel.
- Skirts/dresses/shorts that are shorter than knee length must be worn with solid, black, black-out tights/leggings (no colored or patterned tights; must not be see-through).
- Pants must be solid black (not faded, torn, stained, or bleached). If wearing leggings, the tunic or shirt must cover to mid-thigh.
- No tube tops or spaghetti straps are allowed. Tank top straps must be the width of at least two fingers. Sheer tops should have a black top underneath; all visible clothing must be black.
- Clothing should cover student's back and stomach at all times.

Shoes & Accessories

- Students can wear one colored accessory (examples: jewelry, belts, ties, scarves). Colored accessories cannot exceed 10% of outfit.
- Shoes must be professional and well taken care of (not torn or dirty) and must have either a back or ankle strap, for safety reasons.
- No flip-flops, athletic shoes, fur boots, or rubber boots; shoes should be as professional as possible.

Hair, Makeup & Hygiene

- Hair must be clean and styled. No ponytails, messy buns, or hats.
- Make-up is not required, but skin must be clean.
- Student appearance should be purposeful, professional, and neat.
- Must have proper daily grooming such as fresh breath, clean nails, and managed body odor.
- If wearing aroma, must be natural aroma (such as Aveda aromas or essential oils).
- Breath should be freshened, and hands must be washed after smoking.

FINANCIAL

The costs of our programs are as follows for 2020:

Program Cost

Cosmetology	Esthetics	Instructor Training
Registration Fee: \$100	Registration Fee: \$100	Registration Fee: \$100
Book and Kit Fee: \$2,090	Book and Kit Fee: \$1,430	Book and Kit Fee: \$755
WA Sales Tax (10.1%): \$210	WA Sales Tax (10.1%): \$145	WA Sales Tax (10.1%): \$75.50
Tuition: \$18,000	Tuition: \$11,500	Tuition: \$5,000
Total: \$20,400	Total: \$13,175	Total: \$5,930.50

Payments

- Students who are not fully funded by Title IV Financial Aid awards will have a “gap payment.” Each student’s payment schedule will be broken down within their own individual contract.
- Students making monthly payments are required to fill out a Payment Authorization Form or Student Financial Plan detailing how the payments will be made.
- Acceptable payments are credit card, money order, or a cashier’s check. Personal checks and cash are not allowed.
- Payments are due by the 10th of each month unless otherwise approved by GMAI.
- If a student fails to make their scheduled tuition payments, they will be notified by GMAI that payment was insufficient or not received. Non-payment of monthly gap balance or additional monies owed may lead to suspension or termination from the program.
- If no required payment has been made by student after 30 days in the program, student will be put on unscheduled hours until an approved down payment has been made.
- Students will not be eligible to receive official transcripts or state board referral until satisfactory arrangements have been made for all debts owed to the school.
- Students who fail to make their monthly payments may be referred to a third-party collection service.
- GMAI may charge a \$20 transcript fee for transcript requests.

Refund Policy

Gary Manuel Aveda Institute’s refund policy applies to all terminations for any reason, by either party, including student decision (withdrawal), course or program cancellation, expulsion, or school closure. For applicants who cancel enrollment or Students who withdraw from enrollment a fair and equitable settlement will apply. All refund calculations will be done in a fair and timely manner.

For a student that is not accepted into the program a full refund of all monies paid shall be refunded.

For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the school applies. The following calculation percentages will begin on the fourth scheduled class day after the first day of the program and is based on actual hours.

Percent of Actual Time Attended to Total Course	Total Tuition School Shall Receive/Retain
.01% to 4.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

As a clock-hour school, refunds are calculated on the student's last day of attendance.

In the following circumstances, the official cancellation or withdrawal date shall be the **earlier date** between the postmark on written notification or the date said information is delivered to the school in person.

- A student or legal guardian cancels the contract and demands their money back in writing within three business days of signing the enrollment agreement regardless of whether the student has started class. They will be entitled to refund of all monies paid, including the \$100 enrollment fee.
- A student cancels the contract after three business days of signing but prior to class beginning, they will be refunded all monies paid **minus** the \$100 enrollment fee.
- A student notifies GMAI of their withdrawal.
- A student is expelled.
- For unofficial withdrawals, ten school days after the last day of attendance, which is determined by GMAI through monitoring clock hour attendance at least every thirty (30) days.
- In the case of a leave of absence, the earlier date between when the student informs the school that they will not be returning or the documented date of return for the Leave of Absence.
- In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

Any monies due the applicant or Student shall be refunded within 45 days of formal cancellation date, as defined above whether officially or unofficially. The 45 days will be counted from the student's last day of attendance.

For students who complete the program *earlier* than the contracted graduation date, their financial aid package may be recalculated, which may result in liabilities owed by them and/or the institution.

If a program is canceled after students have enrolled and *before* instruction has begun, the school shall provide a full refund to the students or provide completion of the program at a later date.

If a program is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

If GMAI has permanently closed or is no longer offering instruction after a Student has enrolled and instruction has begun, GMAI will provide a pro rata refund of tuition to the Student. GMAI does not participate in any teach-out plans with other institutions.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the Student may have incurred at the institution (EG: extra kit materials, books, products,

unreturned school property, etc.) are non-refundable.

If a remaining balance is owed to GMAI by the student, and payment is late or not made, the debt may be sent to a third-party collection service on ethical terms. All cancellations and settlements clearly acknowledge the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties the third party must comply with the cancellation and settlement policy of the institution. Any collections correspondence from the institution to banks, collection agencies, lawyers, or any other third parties will follow and acknowledge GMAI's Refund Policy and any parties will comply.

Scholarship and Fee Waivers

GMAI offers various forms of scholarship and fee waiver opportunities each year. Eligibility of scholarship and fee waiver opportunities are dependent on enrollment date and/or start date. Scholarship requirements include:

1. Following all admissions requirements of the program.
2. Completing any additional scholarship or fee waiver requirements as implemented by the Institute.
3. Completing all courses for graduation for final consideration.
4. Completing all graduation requirements within the contracted maximum time frame.

ADMISSIONS AND ENROLLMENT POLICY

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, race, age, color, ethnic origin, religion, or financial status. The school does not recruit students already attending or admitted to another school offering similar programs of study, nor does it accept transfer hours from another institution. The school requires that each student enrolling in the Cosmetology, Esthetics, or Instructor Training program have:

- Graduated from a high school and/or equivalent
- Is at least 17 years of age
- Instructor Training applicants must also hold a current operator license for the program in which they wish to teach (either Cosmetology or Esthetics).

All applicants must:

- Attend an in-person interview with the Admissions Team
- Provide proof of secondary education or completed post-secondary education
 - Foreign diplomas are accepted as long as they meet the following requirements:
 - 1) Diploma has been accurately translated into English, and;
 - 2) Diploma has been performed by an outside agency that is qualified, as equivalent to U.S. high school diploma.
- Provide a copy of government-issued identification and a copy of their Social Security card.
- Provide one letter of recommendation
- Provide a letter of intent
- Provide a financial plan to detail how they will be paying for the program.
- Provide proof of licensure (if applying for the Instructor Training Program).

Gary Manuel Aveda Institute does not accept transfer hours from any outside institutions.

Program Contract

Students enrolled at the Gary Manuel Aveda Institute are obligated to fulfill the directives laid out in their program contract, also known as the Enrollment Agreement. By signing their contract for enrollment, the student agrees to the following:

- Completing the program in the contracted amount of time
- Adhering to all school policies
- Paying any fees or tuition costs associated with their enrollment (including over-time fees and monies owed after withdrawal)

Withdrawal

There are two ways to withdraw from the Institute.

- Official withdrawal: A student makes an appointment with Student Services to formally exit from the Institute. If this student accepted loans, they must complete Exit Loan Counseling with Financial Aid and an Exit Interview and Advisement with Student Services. An official withdrawal allows a student to withdraw in good standing from the Institute, allowing the student to re-enter the program at a later date and resume their hours, in the same SAPP standing in which they left. Students must wait at least 3 months to return to school and have one year from date of withdrawal to return.
- Unofficial Withdrawal/Drop: An unofficial withdrawal will occur when a student has been absent for ten consecutive school days without contacting Student Services of their intent to withdraw.

If a student officially withdraws from the program, the student's SAPP evaluation will stop. If a student re-enters the program within one calendar year from their last day attended, they will re-enter in the same SAPP status in which they left. Students must wait at least 3 months to return to school and have one year from date of withdrawal to return.

Termination

Gary Manuel Aveda Institute may terminate a student's enrollment for violating the Institute's policies, including the following offenses:

- Immoral or improper conduct
- Plagiarism forging signatures or other improper handling of documents
- Noncompliance with educational requirements, Professional Conduct Standards, General Policies, Enrollment Agreement, Satisfactory Academic Progress Policy, or State Laws and Regulations
- An action which causes or could cause bodily harm to a client, student, or employee of the school
- Willful destruction of school property or Theft
- Any illegal act or violation of these policies as addressed in the Student Handbook

If student is terminated from GMAI for any of the above reasons, they will be ineligible to enroll in the future.

Graduation Requirements

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a diploma:

- Successful completion of all phases of study, required tests and assignments, practical projects, and clinic floor services for the course;
- Completion of the course of study as required by the state regulatory agency;
- Pass the final State Board written exam for the applicable course;
- Complete all required exit paperwork and attend an exit interview;
- Make satisfactory arrangements for all debts owed to the institution.

Once all hours and assignments have been finished, a student is eligible to participate in the Gong Ceremony (also known as “Gonging Out”) to signify the completion of their program. Students must stay in dress code and maintain GMAI’s professionalism expectations but are able to invite guests to join them for the ceremony.

Upon completion of the course of study and all graduation requirements, a diploma for the applicable course of study will be awarded. After all graduation requirements have been met and scheduled course has ended, the graduate can apply for the state-licensing exams. Students will be required to pay the examination fee prior to scheduling their test dates. Upon obtaining a valid license, the graduate may engage in their chosen field for compensation.

Licensing Requirements

To receive a license in Washington State, a Student is required to:

- Complete the hours in a course of instruction
- Meet the service requirements
- Complete tuition and fee obligations
- Pass the written theory and practical examinations
- Submit the following items:
 - license application
 - written examination results
 - practical examination results

Students are responsible for all costs related to preparing their State Board Kits and examination fees.

Career Placement

The Gary Manuel Aveda Institute maintains close lines of communication with many salons, spas, and Aveda Experience Centers nationwide. Although we do not guarantee job placement, we have been successful in assisting Students in finding employment through career fairs, employer presentations and self- promotion coaching. Assistance in finding a suitable employment is provided by posting jobs on the Institute’s social media pages, the job board on campus, and the use of LearnAveda.net.

For assistance with career placement, please contact our Career Placement official:

Lindsay “Friskey” Friskey, Assistant Director | friskey@garymanuel.com | 206-436-1966

SCHOOL INFORMATION

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Instructor Training Program

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