



RIZZIERI AVEDA SCHOOL

Cosmetology

Skin Care

Manicuring

Teacher Training

School Catalog

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Rizzierischools.com





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The policies in this handbook are based on current policies. The Rizzieri Aveda School, at its option, may change, delete, suspend, or discontinue any part or parts of these policies at any time without prior notice.



Welcome to the Rizzieri Aveda School!

A Rizzieri Aveda School education is rigorous; we expect excellence from each of our students. The main goal of our instructors is to make sure our students graduate with the technical skills and professionalism needed to succeed in the industry they chose. You will find that we provide a creative environment for learning, and we hope that you take advantage of all that we have to offer.

We look forward to counting you amongst our successful alumni. Remember, where you go depends on where you begin.

Yours in Service,

Anna Rizzieri

Anna Rizzieri
Owner

Frank Rizzieri

Frank Rizzieri
President



History

In 1924, Franco Cipriotti opened Maison de Paris, the first cosmetology school in New Jersey. Located in Camden, the school offered students the opportunity to learn the creative art of cosmetology. Continuing Franco Cipriotti's dream, his family has continued in the forefront of health and beauty education.

Franco's daughter, Anna and her husband, Sal Rizzieri, assumed ownership of the school in 1975. The husband and wife team, along with their son, Frank—a nationally recognized editorial stylist, relocated the School to Haddonfield, New Jersey.

In 1995, the family once again moved the School. Located in suburban Marlton, New Jersey, the School incorporates beauty, wellness, and education into a state-of-the-art facility. The Rizzieri Family envisioned a building that would house the School, Salon, Day Spa, and Store. In the Marlton location, their vision became reality with the renovation of a 28,000 square foot facility.

In 2009, the family relocated the School to Voorhees, New Jersey. The Rizzieri Aveda School incorporates beauty, wellness, and education into a state-of-the-art facility. The Rizzieri family envisioned a building that would house the School and Aveda Lifestyle Store. In the Voorhees location, their vision became reality with the renovation of a 14,500 square foot top floor facility.

The Rizzieri Aveda School Cosmetology, Skin Care, Manicuring and Teacher Training programs are Approved and Licensed by:

The New Jersey State Board of Cosmetology and Hair Styling

PO Box 45003, Newark, New Jersey 07101, 973-504-6400

<http://www.njconsumeraffairs.gov/cosmetology>

The Rizzieri Aveda School is Accredited by:

The National Accrediting Commission of Career Arts & Sciences (NACCAS)

4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302, 703-600-7600

Mission Statements

Rizzieri Aveda School Mission Statement

- To prepare students in the field of Cosmetology, Skin Care, Manicuring, or Teaching by meeting the high standards set by the School and State of New Jersey.
- To provide the opportunity for students to learn technical, business, communication and service skills through individualized instruction and focused training.
- To prepare students to successfully complete the State of New Jersey requirements to practice Cosmetology, Skin Care, Manicuring, or Teaching.
- To educate students so they demonstrate the professionalism necessary to gain and maintain employment.

Aveda Mission Statement

"Our mission at Aveda is to care for the world we live in, from the products we make to 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 M. Rechelbacher, Founder, Aveda



Admissions Policies and Prior Credit Training

Admissions Policies

The Rizzieri Aveda School does not discriminate on the basis of sex, race, age, national origin, ethnic origin, financial status, color, veteran status, sexual orientation, or religion.

Cosmetology, Skin Care, and Manicuring Programs

The Rizzieri Aveda School is open to all individuals that are 17 years of age or older, have a High School Diploma or a General Equivalency Diploma, have successfully completed a career planning session with the Admissions Office, and have been accepted by the Admissions Office.

Teacher Training Program

The Teacher's Training Program is open to all individuals that are 18 years of age or older, have at least six months experience as a licensed operator in the cosmetology industry, have a New Jersey Beautician or Cosmetology License, have a High School Diploma or a General Equivalency Diploma, have successfully completed a career planning session with the Admissions Office, and have been accepted by the Admissions Office.

Prior to the entrance interview, the following must also be submitted to the Admissions Office: a typed resume and a typed 500 word essay explaining why you want to become a teacher and what you will do to make your educational experience a success.

Prior Credit Training

Rizzieri Aveda School will review a notarized transcript from a school within the AVEDA Network, but cannot guarantee that the hours will be granted based upon that school's curriculum. In most cases, the Director of Education will require completion of written and practical test, and then make a recommendation to **the New Jersey State Board of Cosmetology** for the final granting of the hours. If hours are accepted and granted by the **State Board**, the enrolling student must provide written proof that they have completed the withdrawal process from the previous school. If you are currently in default of student loans or in debt to other institutions, you must satisfy all debts prior to applying to the Rizzieri Aveda School.

Facilities and Equipment

The 14,500 square foot Rizzieri Aveda School provides Cosmetology, Skin Care, Manicuring and Teacher Training programs. The School has both classroom and clinical environments that are enhanced with all of the technical equipment necessary to learn the trade. Teaching is enhanced with the use of electronic equipment such as PowerPoint presentations, DVDs, and videos. Free parking is provided in a nearby lot.



Areas of Study and Course Outline and Objectives

Cosmetology Course Outline and Objective

Express your creativity and talent in hair, skin, nail care, and makeup application. Our Cosmetology Course incorporates 1200 hours of extensive hands on learning to provide you with a complete understanding of beauty and wellness.

Objective

Upon completion of the course requirements, the determinate graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project a professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisor and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup and nail care.
6. Perform basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedure.

Your training will encompass different types of learning: theoretical knowledge, the foundation of your education and practical experience, the application of your knowledge.

Program Schedule

Full Time

35 hours per week

9 ½ months

8:30 a.m. – 4:30 p.m.

Monday – Friday

Part Time

20 hours per week

15 months

6:00 p.m. – 10:00 p.m.

Monday - Friday

The seven hour day schedule provides for a varied one-hour lunch and two, ten-minute breaks during all of the phases of the program. The four-hour part-time evening schedule provides for one twenty-minute break.

Description

Introduction (0-600 hours) – 8200 Town Center Boulevard, Voorhees, NJ 08043

You will start by learning the fundamentals of cutting, styling, and chemical restructuring of hair. Skin and nail care, makeup and related sciences are also included. Lectures, demonstrations, and workshops concentrate on developing skill and accuracy. You will be introduced to retail merchandising, client servicing, and personal development skills. This unit also covers state safety requirements.

Clinic (601-1200 hours) – 8200 Town Center Boulevard, Voorhees, NJ 08043

As you have reached the half way mark of your training, you will now be prepared to take clients on our clinic floor. Now you can unlock your creativity as you explore the latest trends and techniques in hair cutting, styling, coloring, permanent waving, and chemical restructuring, and nail techniques.

Clinic allows you to become increasingly confident in your professional abilities. You will learn vital employment and career-advancing skills such as successful interviewing techniques and resume writing. Your speed, accuracy, and concentration are now ready for the salon. At this point, you will have the competency as well as the theoretical knowledge needed to pass the written and practical examinations required by the New Jersey State Board.



Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Online components from pivot point, 4MAT learning techniques and hand-on application.

Direct Cost of Cosmetology Education

Tuition	\$17550.00
Registration Fee	\$350.00
Application Fee	\$75.00
Supplies	\$2500.00

Grading Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical and Theory assignments are evaluated as completed and counted towards course completion only. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 80%. Numerical grades are considered according to the following scale.

90-100	A	Excellent
85-89	B	Good
80-84	C	Satisfactory
79-Below	F	Unsatisfactory

Grading Procedure

Theory, practical and clinical work are used to determine academic progress.

Classroom and Clinical (0-1200 hours) – The Grading System is as Follows:

Written=30%	Practical Evaluation=30%
Midterm/Final=35%	Homework=5%

Cumulatively, all of these make up the minimum of the 80% that will be considered a passing grade



Cosmetology Curriculum Requirements/Outline

1200 Hour Cosmetology Course

Time Disbursements for Instructional Units and Clinical Practice

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10	0	10
Decontamination & Infection Control	15	5	20
Professional Image, Hygiene & Related Practices	2	0	2
History of Barbering	4	0	4
Shaving	15	66	81
Beard & Moustache Trimming	5	10	15
Facials & Massage, Skin Care, Make-up, Depilatory, Eyebrow Arching, Shaving	25	53	78
Shampooing—including Temporary & Semi-Permanent Rinses	20	40	60
Hair and Scalp Treatments, Reconditioning Treatments	15	35	50
Hair & Basic Layer & Clipper Cut- Razor, Scissors, Thinning Shears, Tapering	40	120	160
Hairstyling-including Pin Curls, Finger-waving, & Blow Waving	25	135	160
Hair Tinting & Bleaching including Frosting, Tipping & Streaks	35	110	145
Permanent Waving	25	90	115
Chemical Relaxing & Pressing	30	60	90
Thermal Curling & Waving	10	35	45
Manicuring & Pedicure	45	90	135
Chemistry Relating to Cosmetology	30	0	30
Total	351	849	1,200

Career Opportunities

Professional Stylist
Skin Care Specialist
Makeup Technician
Nail Technician
Education Consultant

Product Representative
Salon Owner or Manager
State Board Member/ Examiner
Platform Artist



Skin Care Course Outline & Objective

Prepare for an exciting future in skin care, waxing, and makeup with Rizzieri Aveda School. Our Skin Care Program curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments.

Objective

Upon completion of the course requirements, the determinate graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project a professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisor and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of skin care, facial manipulation and makeup application.
6. Perform basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedure.

Your training will encompass different types of learning: theoretical knowledge, the foundation of your education and practical experience, the application of your knowledge.

Program Schedule

Full Time

30 hours per week
6 months
Monday-Friday
9:00 am-4:00 pm

Part Time

14 hours per week
11 ½ months

Spring Schedule

Tuesday and Thursday 6:00 p.m.-10:00 p.m.
Saturday 9:00 a.m.-4:00 p.m.

Fall Schedule

Monday and Wednesday 6:00 p.m.-10:00 p.m.
Saturday 9:00 a.m.-4:00 p.m.

The six-hour day schedule provides for a varied one-hour lunch and two, ten-minute breaks during junior and senior phase of the program. The four-hour part-time evening schedule provides for a twenty-minute break.

Description

Introduction (0-300 hours) – 8200 Town Center Boulevard, Voorhees, NJ 08043

Now you will prepare to learn the fundamentals of skin analysis, facial manipulation, make-up and plant aromaology as you study the related sciences of anatomy and histology of the skin. Combining theoretical knowledge and Aveda hands-on experience, this phase starts you on your way to a career in Skin Care.

Apply your knowledge while you increase your understanding in the classroom. You will refine your skills and gain the expertise you need to meet the Rizzieri Aveda School's Skin Care and makeup service standards, as well as state safety requirements.

Clinic (301-600 hours) – 8200 Town Center Boulevard, Voorhees, NJ 08043

As you have reached the half way mark of your training, you will now prepare to take clients on our student senior spa. You have now gained the basic skills and put them to work with the art of retailing and client service. In addition, you also learn about advanced exfoliating treatments, and receive a certification in Microdermabrasion. As you practice, you will develop the dexterity, timing, and technical performance to work with confidence.



Fine-tune your accuracy, concentration, and speed. At this point, you will have the competency as well as the theoretical knowledge needed to pass the written and practical examinations required by the New Jersey State Board.

Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Online components from pivot point, 4MAT learning techniques and hand-on application.

Direct Cost of Skin Care Education

Tuition	\$8400.00
Registration Fee	\$350.00
Application Fee	\$75.00
Supplies	\$1100.00

Grading Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical and Theory assignments are evaluated as completed and counted towards course completion only. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 80%. Numerical grades are considered according to the following scale.

90-100	A	Excellent
85-89	B	Good
80-84	C	Satisfactory
79-Below	F	Unsatisfactory

Grading Procedure

Theory practical and clinical work is used to determine academic process.

Classroom and Clinical (0-600 hours) – The grading system is as follows:

Written Exams=30%	Practical Evaluation=30%
Midterm/Final=35%	Homework=5%

Cumulatively, all of these make up the minimum of the 80% that will be considered a passing grade.



Skin Care Curriculum Requirements/Outline

600 Hour Skin Care Course

Time Disbursements for Instructional Units and Clinical Practice

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10	0	10
Professional Image, Hygiene & Related Practices	2	0	2
Decontamination & Infection Control	15	5	20
Anatomy, Physiology & Nutrition	40	0	40
Structure & Functions of Skin	35	0	35
Superfluous Hair	10	30	40
Chemistry Related to Skin Care	48	0	48
Electricity and Machines	15	40	55
Facial and Body Procedures	50	150	200
Make-up Techniques & Corrective Make-up Techniques (post-surgical)	50	100	150
Total	275	325	600

Career Opportunities

Makeup Technician
 Skin Care Specialist
 Platform Artist
 Retail Specialist

Product Representative
 Salon Owner or Manager
 State Board Member/ Examiner
 Education Consultant



Manicuring Course Outline & Objective

Prepare for an exciting future in nail care at the Rizzieri Aveda School. Our Manicuring curriculum provides 300 hours of technical nail training. Upon completion, you will be ready to succeed as a professional manicurist. This program offers a profound opportunity for personal and professional development for all students.

Objective

Upon completion of the course requirements, the determinate graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project a professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisor and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the area of nail care.
6. Perform basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedure.

Your training will encompass different types of learning: theoretical knowledge, the foundation of your education and practical experience, the application of your knowledge.

Program Schedule

Evening

12 hours per week

6 months

Monday, Thursday and Friday

6:00 p.m. – 10:00 p.m.

The four-hour part-time evening schedule provides for a twenty-minute break.

Description

Introduction (0-150 hours) – 8200 Town Center Boulevard, Voorhees, NJ 08043

Learn the fundamentals of nail technology through the combination of theoretical knowledge and hands-on practice. For the first half of your training you will learn and understand state laws, regulations, sanitation, sterilization, decontamination, anatomy and physiology of the hands and feet, systems of the body, massage techniques, as well as treatments for the nails, hands & feet (manicures, pedicures, acrylic nails, nail wraps and waxing).

Clinic (151-300 hours) – 8200 Town Center Boulevard, Voorhees, NJ 08043

As you have reached the half way mark of your training, you will now be prepared to take clients on our clinic floor. During the clinic phase, you will prepare for a challenging new career by demonstrating your theoretical knowledge through hands on practical experience. The knowledge and hands on experience that you gather in this section will transform you into a respected nail technician. The emphasis will be on increasing your dexterity, timing, technical ability, and theoretical knowledge.

At this point, you will have the competency as well as the theoretical knowledge needed to pass the written and practical examinations required by the New Jersey State Board.

Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Online components from pivot point, 4MAT learning techniques and hand-on application.



Direct Cost of Manicuring Education

Tuition	\$3000.00
Registration Fee	\$350.00
Application Fee	\$75.00
Supplies	\$450.00

Grading Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical and Theory assignments are evaluated as completed and counted towards course completion only. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 80%. Numerical grades are considered according to the following scale.

90-100	A	Excellent
85-89	B	Good
80-84	C	Satisfactory
79-Below	F	Unsatisfactory

Grading Procedure

Theory, practical and clinical work are used to determine academic process.

Classroom and Clinical (0-300 hours) – The grading system is as follows:

Written Exams=30%	Practical Evaluation=30%
Midterm/Final=35%	Homework=5%

Cumulatively, all of these make up the minimum of the 80% that will be considered a passing grade.



Manicuring Curriculum Requirements/Outline

300 Hour Manicuring Course/Outline

Time Disbursements for Instructional Units and Clinical Practice

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10	0	10
Professional Image, Hygiene, & Related Practices	2	0	2
Decontamination & Infection Control	15	5	20
Manicuring and Pedicuring	10	45	55
Diseases and Disorders of the Nail	10	0	10
Anatomy of the Hand, Arm, Foot, & Leg	10	0	10
Nail Tips and Extensions	5	25	30
Nail Wraps	5	25	30
Nail Gels	5	15	20
Sculptured Nails	10	30	40
Nail Art	5	5	10
The Skin and its Diseases	5	0	5
Removal of Unwanted Hair	10	30	40
First Aid	5	0	5
Chemicals & Chemistry Relating to Products	13	0	13
Total	120	180	300

Career Opportunities

Manicurist
Pedicurist
Product Sales Representative



Teacher Training Course Outline & Objective

Express your creativity in education. Our Teacher Training Curriculum provides 500 hours of education in methods of teaching and cosmetology technical training. Upon completion, you will be ready to succeed as a professional educator.

Objective

Upon completion of the course requirements, the determinate graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project a professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisor and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Provide introductory cosmetology educational instruction in a classroom and student clinic environment.
6. Perform basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedure.

Your training will encompass different types of learning: theoretical knowledge, the foundation of your education and practical experience, the application of your knowledge.

Program Schedule

Schedule is Flexible

No less than 2 days/week

8:30 am-4:30 pm

You will accrue seven hours per day. Your schedule includes a varied one-hour lunch and two ten minute breaks.

Description

Your training will encompass three types of learning:

- Theoretical knowledge, the foundation of your education.
- Practical experience, the application of your knowledge.
- Methods of teaching, building teaching skills, vital for your success.

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

Training – 8200 Town Center Boulevard, Voorhees, NJ 08043

You will start by learning the fundamental methods of teaching, State Board Requirements of cutting, styling, and chemical restructuring of hair, skin, nails and related sciences. Lecture, demonstration, and workshops concentrate on developing teaching skills and accuracy, and are designed to reinforce classroom instruction. You will be introduced to lesson planning, developing instructional objectives, evaluation and the effects of group learning environments.

This unit covers the State Board Regulations and will prep you for the State Board Testing. This course includes State laws, sanitation and sterilization, cutting, styling, chemical restructuring of hair, skin care, nail care and chemistry.

At this point, you will have the competency as well as the theoretical knowledge needed to pass the written and practical examinations required by the New Jersey State Board.



Instructional Methods

Methods of instruction include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations. Online components from pivot point, 4MAT learning techniques and hand-on application.

Direct Cost of Teacher Training Education

Tuition	\$5000.00
Fees	\$350.00
Application Fee:	\$75.00
Supplies	\$1000.00

Grading Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical and Theory assignments are evaluated as completed and counted towards course completion only. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 90%. Numerical grades are considered according to the following scale.

90-100	A	Excellent
85-89	B	Good
80-84	C	Satisfactory
79-Below	F	Unsatisfactory

Grading Procedure

Theory, practical and clinical work are used to determine academic process.

Classroom and Clinical (0-500 hours) – The grading system is as follows:

Written Exams=30%	Practical Evaluation=30%
Midterm/Final=35%	Homework=5%

Cumulatively, all of these make up the minimum of the 90% that will be considered a passing grade.



Teacher Training Curriculum Requirements/Outline

500 Hour Teaching Training Course/Outline

Time Disbursements for Instructional Units and Clinical Practice

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	5	0	5
Decontamination & Infection Control	5	0	5
Facials, Massage, Skin Care, Make-up, Depilatory, Eyebrow Arching, Shaving	15	15	30
Shampooing—including Temporary & Semi-Permanent Rinses	5	10	15
Hair and Scalp Treatments, Reconditioning Treatments	5	10	15
Hair & Basic Layer & Clipper Cut- Razor, Scissors, Thinning Shears, Tapering	10	30	40
Hairstyling-including Pin Curls, Fingerwaving & Blow Waving	10	30	40
Hair Tinting & Bleaching including Frosting, Tipping & Streaks	10	20	30
Permanent Waving	10	20	30
Chemical Relaxing & Pressing	10	25	35
Thermal Curling & Waving	10	20	30
Manicuring and Pedicuring	10	0	10
Chemistry Relating to Cosmetology	10	0	10
Teaching Methods	40	100	140
Motivation & Learning	10	0	10
Testing	10	0	10
Teacher Preparation	15	0	15
Instructor Evaluation	20	0	20
Classroom Management	20	0	20
Total	220	280	500

Career Opportunities

Private School Instructor
Public School Instructor

Product Representative
Director of Education

School Administrator
Platform Artist



Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in the Rizzieri Aveda School (the “School”). NOTE: Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This policy is provided to applicants prior to enrollment and is consistently applied to all students enrolled at the School. This Policy is intended to comply with all applicable rules and regulations applicable to students eligible to receive Title IV federal student financial aid. In the event that any provision of this Policy conflicts with any rules or regulations in effect with respect to Title IV federal student financial aid, the rules and regulations of Title IV shall apply.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology- 450, 900 scheduled hours

Skin Care - 300 scheduled hours

Manicuring- 150 scheduled hours

Teacher Training- 250 scheduled hours

Attendance Progress

MAXIMUM TIME: The maximum time cosmetology, skin care and manicuring students have to complete is 125% of the program length (80% attendance average). The maximum time a teacher training student has to complete is 112% of the program length (90% attendance average). The regular and maximum time for completion of each program are set forth below.

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology		
Full Time (35 hours a week) – 1200 Hours	43	1500
Part Time (20 hours a week) – 1200 Hours	75	1500
Skin Care		
Full Time (30 hours a week) – 600 Hours	25	750
Part Time (14 hours a week) – 600 Hours	54	750
Manicuring		
Part Time (12 hours a week) – 300 Hours	32	375
Teacher Training – (14 hours a week) – 500 Hours	40	560

Attendance: In order to be considered making satisfactory progress, all students must (i) be in compliance with the School’s attendance policy; and (ii) complete the program within the maximum time frame. A leave of absence extends the student’s contract period and maximum time frame by the same number of days of the leave of absence.

Academic Progress

Theory, practical and clinical work are used to determine academic process. Your progress at Rizzieri Aveda School will be evaluated on the basis of written tests, clinic practical experiences, quota experiences, a final practical and written examination, and projects. Work will be graded according to the following percentage scale:

- 90-100 A Excellent
- 85-89 B Good
- 80-84 C Satisfactory
- 79-Below F Unsatisfactory

Cosmetology, Skin Care and Manicuring students must maintain a cumulative C grade average (minimum cumulative grade point average of 80% in academic and practical/clinical work) in order to be considered making satisfactory progress. Teacher Training students must maintain a cumulative A grade average



(minimum cumulative grade point average of 90% in academic and practical/clinical work) in order to be considered making satisfactory progress.

Determination of Progress

If a student is making satisfactory progress at evaluation time, the said student is considered making satisfactory progress until the next evaluation period and will be eligible for Title IV funding. Students deemed not making satisfactory progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

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

Probation

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

Re-Establishment of Satisfactory Academic Progress

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

Interruptions, Course Incompletes, Withdrawals

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

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.



Transfer Hours

Transfer hours from another Aveda institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory academic progress periods are based on scheduled hours at the institution.

Notification and Records

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

Incompletes, repetitions and non-credit courses have no effect upon the satisfactory progress policy.



Section 504/Americans with Disabilities act Policy

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

If you would like to request academic adjustment or auxiliary aids, please contact the School's Section 504 Compliance Coordinator, Ms. Nicole Palladino. You may contact Ms. Palladino at 8200 Town Center Blvd., Voorhees Township, NJ 08043, phone 856.988.8600, extension 2275, email: npalladino@rizzieri.com. You may request academic adjustments or auxiliary aids at any time.

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

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

- 1) Notify Ms. Palladino, the School's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the School would accept a verbal request. You may contact Ms. Palladino at 8200 Town Center Blvd., Voorhees Township, NJ 08043, phone 856.988.8600, extension 2275, email: npalladino@rizzieri.com.
- 2) Ms. Palladino will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the School is obtaining adequate information and understanding of your individual needs.
- 3) Ms. Palladino will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact the School's Director of Business Development & Government Affairs within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the School's Director of Business Development & Government Affairs by email at pbrown@rizzieri.com, or by mail to Ms. Paula Brown, Director of Business Development & Government Affairs, Rizzieri Aveda School, 307 Fellowship Road, Suite 103, Mr. Laurel, NJ 08054. You may contact the Director of Business Development & Government Affairs by phone at 856.552.2262.



DISCRIMINATION GRIEVANCE PROCEDURE

The School has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500.

Step 1: A person who believes that he/she has been discriminated against by the School is encouraged, but is not required, to discuss the matter informally with the Section 504 Coordinator, Ms. Nicole Palladino, 8200 Town Center Blvd., Voorhees Township, NJ 08043, phone 856.988.8600, extension 2401, email: npalladino@rizzieri.com. If the 504 Coordinator is the subject of the complaint, the grievant may, instead, contact the School's President, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the School's Section 504 Coordinator who will investigate the complaint. [NOTE: if the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the School's President who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the School will take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the School's President within 10 business days after receipt of the written disposition. The School President or his designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The School hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the School's Section 504 Coordinator: Ms. Nicole Palladino, 8200 Town Center Blvd., Voorhees Township, NJ 08043, phone 856.988.8600, extension 2275, email: npalladino@rizzieri.com.



Leave of Absence Policy

Requests for a leave of absence are evaluated on a case-by-case basis and will only be approved for extenuating circumstances. The student must complete a Leave of Absence Request Form and submit all supporting documentation to the Student Records Administrator in advance to the start of the requested leave, unless unforeseen circumstances prevent the student from doing so. Students must be past the first thirty days of their program and be in good academic standing in order to be considered for a Leave of Absence. A Leave of Absence must be at least 10 days in duration for Cosmetology Students or 5 days in duration for all other Programs. Students who have requested a Leave of Absence will be notified within 3 school days of the requested start of the Leave Of Absence whether the leave has been approved or denied on the Leave of Absence Request Form.

The amount of time approved for a leave of absence is based on an individual assessment of each student. Students must complete the Leave of Absence Request Form in its entirety for a request to be considered. Students are able to request one extension to each Leave of Absence but the Leave of Absence cannot exceed 180 days in any 12 month period. Only two Leaves of Absence will be approved during a student's enrollment unless extenuating circumstances can be provided and documented. A student is not eligible to be considered as a perfect attendee if they take a Leave of Absence, therefore the Student will not be eligible to receive the Perfect Attendance Award.

A student must return on the approved date or they will be terminated on that day. If a student is unable to return on the approved return date, they must contact the school to request a Leave of Absence Extension prior to the approved return date.

A student returning from a Leave of Absence or other official interruption of training will return to School in the same satisfactory status as prior to his/her departure. Students must sign new paperwork for their State registration or Student Permit if required by the School prior to their return date. Students must demonstrate that they have fully resolved the circumstances leading to the Leave of Absence prior to electing to return or they will be recommended to request an extension if applicable. Students who are returning from a leave of absence will be evaluated by the education department to place them back into their program at the level at which they demonstrate competent skills. Students who have been on a Leave of Absence for more than 3 months are required to pass a technical evaluation. In some instances, the student will be required to start from the beginning of his/her course of study. If the student fails the technical evaluation, they will be terminated. The decision is made by the School and is final.

If a student on an approved Leave of Absence notifies the School that he/she will not be returning, the student will follow the procedure as described in the Withdrawal/Course Incomplete section of the catalog. The date of withdrawal, for the purpose of calculating a refund, is the student's last day of attendance.

Students placed on a Leave of Absence are not considered to be withdrawn and no refund calculation is performed while on an approved Leave of Absence. No additional instructional charges are assessed as a result of a Student taking an approved Leave of Absence. Upon the return of a student who has taken a Leave of Absence, the student's contract period will be extended by the same number of days taken in the Leave of Absence and changes to the contract period will be documented so as to be dated and initialed by all parties.

In addition to the regular Leave of Absence, students may need to be placed or take an Administrative Leave of Absence to permit them to repeat a phase. Administrative Leaves of Absence are the same as a regular Leave of Absence with the exceptions that a student need not be making Satisfactory Academic Progress and need not request the minimum amount of days. Administrative Leaves of Absence are intended to account for the time a student is not scheduled in class while waiting to retake a phase.



Financial Aid

Cosmetology and Skin Care Students (Available to Those Who Qualify)

The basic concept of financial aid is the determination of financial need. Financial need is defined as the difference between the total costs and the portion of those costs that can be expected to be met by parental and/or student contributions. To equitably determine a student's financial need, Rizzieri Aveda School utilizes the federal needs analysis set forth by the U.S. Department of Education.

Application Process

Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for grants, scholarships, and student loans. For further information please Contact the Financial Aid Office at 856-988-8600, extension 2401 and 2452. Unless students have an approved funding plan, which may include but is not limited to federal financial aid, completed prior to the first day of class, students will be contractually obligated to make monthly payments on the tuition balance until Financial Aid is completed.

Student Responsibilities

The student must be enrolled and maintain satisfactory academic progress to receive financial aid. The student must sign an affidavit of educational purposes, Selective Service Registration compliance, default certification, and the drug policy statement. The student must notify the Financial Aid Office of any name or address change; changes in his/her financial situation; and any outside scholarships, grants, or other sources of assistance.

About Financial Aid

Criteria for the selection of students and determination of the amount of the award of students who apply for financial aid are established by the U.S. Department of Education. Terms of any loan, including repayment schedules, are established by the U.S. Department of Education or the lender making the loan.

Sources of Financial Aid

Grants

Federal Pell Grant

The Federal Pell Grant is a student financial aid program designed to assist students in the continuation of their education after high school. A student who does not have a bachelor's degree, is a U.S. Citizen or permanent resident, and is enrolled on at least a half-time basis in an eligible institution, may apply for a Federal Pell Grant. Eligibility is determined by the student's/family's financial resources, according to a formula developed and reviewed by the U.S. Department of Education and Congress.

Loans

Direct Subsidized Loan

If you are unable to meet tuition expenses from grants, work, and family assistance, you may be eligible to apply for a subsidized direct student loan. Maximum loan amounts and current interest rates for the Subsidized Direct Loan may be obtained from the Financial Aid Office. The loan is guaranteed by the federal government, which pays the interest while the student is in school. Repayment generally begins six months after you leave school. Contact the Financial Aid Office for information on application procedures.



Direct Unsubsidized Loan

A Unsubsidized Direct Loan may be available to you if you are independent, do not qualify for a need-based loan or are eligible for less than the loan limit on an Unsubsidized Direct Loan. The same terms and conditions apply, except that the borrower accrues interest while in school. Repayment generally begins six months after you leave school. Contact the Financial Aid Office for information on loan limitations, application procedures and program requirements.

Direct PLUS Loan

Creditworthy parents of dependent undergraduate students may borrow under the Plus Loan program. Contact the Financial Aid Office for information on maximum loan limitations, application, and disbursement procedures, and current interest rates. The borrower pays interest and makes payments while the student attends school or may defer payments until their program completion by contacting the U.S. Department of Education.

New Jersey Class Loan

NJ Class Loans are available to cover any remaining balance not covered by Direct Funding Loans and Grants. Apply online at www.hesaa.org or contact the Financial Aid Office to find out information on applying for this loan. Approval is credit based.

Tuition Options Loan

Tuition Options Loans are available to cover any remaining balance not covered by Financial Aid and other funding methods. The tuition options loan is a last resort payment method and all other methods must be exhausted prior to contacting the Financial Aid office to apply. Approval is credit based.

Disbursement of Loan

The student must be in good standing and making satisfactory academic progress to receive the loan disbursements. All Disbursements are made by electronic funds transfer directly to Rizzieri Aveda School.

Scholarships

In order for the student to receive any discounts or scholarships from Rizzieri Aveda School, the student must complete his/her course of study. If the student withdraws from, or is dismissed from the School, his or her refund will be based on the full tuition price. There is one scholarship per student. Scholarships cannot be combined with any other offer.

General Scholarship

Cosmetology: \$1,000.00
Skin Care: \$500.00

This scholarship is awarded to students who demonstrate financial need. To apply, students must meet the following qualifications:

- Be Pell Grant eligible (Cosmetology and Full Time Skin Care Only)
- 1040 tax form and parent(s) if 23 or under
- Three letters of recommendation from professionals other than family members
- 500-word essay describing your financial hardship



The Franco Cipriotti Scholarship

Cosmetology Only:

This scholarship is given to Cosmetology students who demonstrate financial need and are committed to succeeding at the Rizzieri Aveda School. The scholarship amount will vary, and is in accordance to the Student's Financial Aid eligibility. The scholarship is used to cover the portion of tuition remaining after the Pell Grant and Student Loan has been applied. To apply, students must meet the following qualifications:

- Be fully Pell Grant eligible
- Three letters of recommendation from professionals other than family members
- 500-word essay describing your goals and your reason for enrolling in the program

The review board will interview all finalists and contact the scholarship recipient prior to the class start.

Salon and High School Scholarship

Cosmetology: \$1,000.00

Skin Care: \$500.00

Manicure: \$250.00

To apply, students must provide two letters of recommendation: one from the sponsoring salon or high school guidance counselor and the other from a non-family member. Letters must be on the sponsoring salon or high school letterhead and **must be submitted to the admissions representative at the time of registration.**

Payment Options

Veteran's Benefits

If you are an honorably discharged veteran of the armed forces or a dependent of a deceased veteran, and/or active duty, spouse, or child you may apply for veteran's educational benefits depending on your eligibility. Please contact the Veteran's Administration Office to determine eligibility and or further information.

Payment Plan

The student may make monthly, interest free payments to the school. The balance is divided over the length of the program. Tuition payments are made to the Financial Aid representative and are due the first day of each month. Payments may be by cash, check, money order, or credit card. If payment is not received by the 14th of the month, a \$10 late fee will be assessed, and the student may be suspended from class until the payment and late fee are received. During the suspension period the student will be accumulating missed hours and shall be put on warning if the student's attendance falls below 80% and/or terminated if the student exceeds the maximum allowable absences for his/her course of study. Refer to your contract for your individual payment plan.

Tuition Waiver for Multiple Programs

Rizzieri Aveda School encourages students to gain insight on the various fields that are available to any student that would like to enroll in a second program. Rizzieri Aveda School offers a 25% discount off the base tuition on the second and any subsequent programs of study.



Cancellation and Settlement Policy

Rizzieri Aveda School applies the following refund policy as explained in the Cancellation and Settlement Policy to all terminations for any reason, by either party, including student decision, course and/or program cancellation, or institution closure.

Cancellation and Settlement Policy:

If the School for any reason rejects a student, after this agreement is executed, and prior to the start of classes, the student will receive a full refund with the exception of the application fee of \$75.

If the student is terminated by the School for any reason, the School will retain a \$150 termination/withdraw fee, all cost of equipment and supplies, including books, in addition to the calculated tuition. Unofficial withdraw is considered a student missing five (5) consecutive days without contacting the School, attendance is monitored on a weekly basis.

If the student, or parent/guardian if the student is under 18 years of age, should formally cancel this agreement and make a written demand within three (3) business days of the signing of said agreement, regardless of whether the student has actually started classes, all money collected by the School will be refunded with the exception of the application fee. The postmark on the written notification will determine the formal cancellation date, or the date said information is delivered to a school administrator.

If the student, or parent/guardian if the student is under 18 years of age, cancels this agreement more than three (3) business days after the signing of said agreement, but prior to beginning actual class attendance, all money collected by the School will be refunded, less the \$350 registration fee, and the \$75 application fee.

If the student, or parent/guardian if the student is under 18 years of age, should formally cancel the agreement after three (3) business days of signing of said agreement, and after attending classes, or if the student notifies the School of his/her withdraw, he/she agrees to permit the school to retain a \$150 termination/withdrawal fee, all costs of equipment and supplies, including books, in addition to the following schedule of tuition adjustment. The amount owed of dollars/cost is based on the percent of the scheduled course hours completed as follows:

Percent of Time to Total Course	Amount of Tuition Owed to School
0.01%-4.9%	20%
5.00%-9.9%	30%
10.00%-14.9%	40%
15.00%-24.9%	45%
25.00%-49.9%	70%
50.00%-100.0%	100%

Scheduled Hours/Enrollment time is defined as the number of hours scheduled from the actual starting date of classes and the date of the student's last day of physical attendance in the School. Any monies due the student minus the \$150 termination/withdraw fee shall be refunded within thirty (30) days of formal cancellation by the student, as defined above, or by formal termination by the School, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the date of withdraw shall be the earlier of the documented return date from the leave of absence or the date the student notifies the School that he/she will not be returning.

The School shall be entitled to retain 100% of the total cost of educational supplies, including books, should the student cancel this agreement within three business days of signing of said agreement and actually started training.



In order for the student to receive any discounts or scholarships from Rizzieri Aveda School, the student must complete his/her course study. If the student withdraws from, or is dismissed from the School, his/her refund, if any, will be based on the full actual tuition price.

Any student receiving federal student financial aid funds will receive a refund based upon the current policy of the United States Department of Education. Any refund due will be refunded on the student's behalf directly to the applicable federal student aid program, in the following order: 1. Unsubsidized Direct Loan; 2. Subsidized Direct Loan; 3. Pell Grant.

Should the School cancel the Student's Course of Study subsequent to the commencement of the Course of Study or in the event the School is permanently closed and is no longer offering instruction, the Student shall be entitled to a pro rata refund of tuition. If the Course of Study is cancelled subsequent to a Student's enrollment and before instruction in the program or course has begun, the School shall provide a full refund of all monies paid or completion of the course at a later time. Accounts 90 days past due will be sent to collection with the cost of collection, including reasonable attorneys' fees, borne by the Student. The collection company complies with all of Rizzieri Aveda School's financial policies.

Return of Federal Financial Aid

A student who receives Title IV Federal Financial Aid and withdraws from Rizzieri Aveda School on or before the 60% point in the term is entitled to keep the portion of Title IV Federal Financial Aid that he/she earned up to the point of withdrawal. Federal Regulations further mandate that a student must earn his or her federal student aid or the funds must be returned to the Federal Financial Aid programs. If a student receiving Federal Financial Aid withdraws after the 60% point of the academic term, she/he is considered to have earned all of her/his Title IV Aid for that term. The Financial Aid Office will calculate the amount of aid the student has earned using the prescribed Federal Return of Title IV Funds Procedure, and returns of Title IV funds will be made within 45 days of the date the school determines the student has withdrawn. Once the earned amount of a student's financial aid has been applied to her/his institutional charges, the student is responsible for any remaining balance due to the school. Additional details and examples of the refund and repayment policies may be obtained by contacting the School.

Return of Title IV Funds

The return of Title IV funds as prescribed in Section 484B of the Higher Education Act Amendments determines the amount of the Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty-percent (60%) of the payment period. Rizzieri Aveda School defines its payment periods for the Cosmetology programs as Payment Period 1 is from 1-450 scheduled hours, Payment Period 2 is from 451-900 scheduled hours and Payment Period 3 is from 901-1200 scheduled hours. For the Skin Care Program the payment periods are defined as Payment Period 1 (1-300 scheduled hours) and Payment Period 2 (301-600 scheduled hours).

The formula in brief is as follows:

- The institution will determine the date of withdrawal and then determine the percentage of the payment period scheduled for the student. The institution will then determine the amount of Title IV aid for which the student was eligible by the percentage of the time scheduled if applicable.
- The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned by the institution.
- The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.



EXAMPLE

Financial Aid Award:	Pell Grant	\$5,730	1 st disbursement	\$2,865
	Direct Loan	\$3,500	1 st disbursement	<u>\$1,750</u>
	Total			\$4,615

Student withdraws on 01/01/2015; the student was scheduled to complete 212 hours of the 1200-hour Cosmetology program.

212 hours/450 hours (payment period 1) = 47.1%

The student had completed 47.1% of the payment period (Payment Period 1) and therefore had earned 47.1% of the financial aid that had been disbursed.

$\$4615 \text{ aid disbursed} \times 47.1\% = \$2174 \text{ earned financial aid}$

Rizzieri Aveda School must return the unearned aid to the Department of Education.

$\$4615 \text{ aid received} - \$2174 \text{ earned aid} = \$2441 \text{ unearned aid}$

Rizzieri Aveda School will return \$1750 to the Direct Loan and \$691 to the Pell Grant program for a total of \$2441.

Any refund due will be refunded on the student’s behalf directly to the applicable federal student aid program, in the following order: 1. Unsubsidized Direct Loan; 2. Subsidized Direct Loan; 3. Pell Grant.

Should the School cancel the student’s course of study subsequent to the commencement of the course of study or in the event the School is permanently closed and is no longer offering instruction, the Student shall be entitled to a pro-rata refund of tuition. If the course of study is cancelled subsequent to a student’s enrollment, and before instruction in the program has begun, the School shall, at its option provide a full refund of all monies paid.

Disclosure of Student Information

To protect the privacy of students and families, federal law sets certain conditions on the disclosure of personally identifiable information from school records. In addition, students, or a parent or guardian if the student is a dependent minor, may review or inspect their records, but must give the administrative offices 24-hour notice. In order to view their records, students must make a request with the Student Records Administrator. All student records are maintained and locked in the Administrative Offices. Students have the option to request an amendment to their records. If that amendment is denied, a hearing to challenge the content of the education records may be requested on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Regulations under the Family Educational Rights and Privacy Act (FERPA) also establish rules governing the disclosure of student information to parties other than the student. Information may be disclosed to the U.S. Department of Education, the Office of Inspector General, NACCAS, or state and local education authorities as part of an audit or program review. Information may also be made available in connection with the financial aid requested or received by a student to organizations that are conducting studies concerning the administration of student aid programs on behalf of educational agencies or institutions and to parents of dependent students as defined by the Internal Revenue Service.

Rizzieri Aveda School requires written authorization each time from a student, parent/guardian (if the student is a dependent minor), or alumni in order to release academic, attendance, enrollment, or financial status to agencies, prospective employers, or any other party seeking information about the student.

Rizzieri Aveda School will maintain all student files for six years.



Student Clinic Information

Clinic Requirements

In order to advance to the second phase of your education, the clinical phase, you must:

1. Complete 600 hours for Cosmetology; 300 hours for Skin Care; or 150 hours for Manicuring.
2. Currently meet tuition and fee obligations.
3. Demonstrate satisfactory academic progress and meet attendance requirements.
4. Submit all required items to apply for a student permit. (This includes both a physical exam and permit fee that must be submitted to the Administrative Office no later than 150 hours for Manicure, 300 hours for Skin Care, and 600 hours for Cosmetology). If the paperwork is not received in this time frame, the student will be suspended until all paperwork is received and may accrue overtime charges if applicable.

Graduation Requirements

To receive a certificate of completion from the Rizzieri Aveda School, you must:

1. Meet the published minimum course requirements.
2. Complete 1200 hours for Cosmetology; 600 hours for Skin Care; 300 hours for Manicuring; or 500 hours for Teacher Training.
3. Demonstrate satisfactory academic progress and meet attendance requirements and complete all requirement sheet items. Any student who has reached the hours required for their program and has not completed all of the requirements will be required to attend school until the requirements are met.

Licensing and Accreditation Requirements

To receive a license in the state of New Jersey, a Cosmetology, Skin Care, Manicuring or Teacher Training student is required to:

1. Satisfactorily complete the hours in the course of instruction and meet all service quota minimums.
2. Successfully complete the written theory and practical test for the state law examination. Written portion of exam will be administered thru PSI Testing Center. Practical testing will be administered thru the State Board of Cosmetology after the written exam has been passed.
3. Submit the following items to the School at an exit interview: completed license application, two 2x2 photos, license fee, certification of physical examination, and proper documentation if name has changed since high school. (A Teacher Training student is also required to submit a copy of his/her NJ Cosmetology license and a notarized letter from current employer stating a minimum of six months of employment as licensed operator.)

Pennsylvania Licensure Information

Once a cosmetology student completes 1200 clock hours, they have the option of continuing the program for an additional 50 clock hours, in order to meet the requirement of 1250 clock hours for a Pennsylvania Cosmetology License. The student must continue to accrue hours straight through until they reach 1250 clock hours. Students who complete the program and fulfill their licensure requirements for New Jersey are not permitted to return at a later time to accrue an additional 50 clock hours. An additional tuition cost to the student of \$14.63/hour will be assessed, for the additional 50 clock hours.



Job Placement Assistance

Rizzieri Aveda School offers lifetime job placement assistance. To assist the student in this process, the School offers bi-annual job fairs, a job posting board, and classes on self-promotion and business skills. With a large network of salons, spas, and medical offices both local and national, the School can help you begin your job search. However, the School is primarily an institution of learning and does not guarantee employment or job placement to individuals who successfully complete the course of study. Students should notify school upon successful employment.

Student Outcomes

The School reaches out to the completers from the prior year, in regards to where they are working and if they have received their professional license. Rizzieri Aveda School alumni will receive online surveys periodically after completing the program to assist us in compiling this information. As a Rizzieri Aveda School alumni, we ask for your assistance in keeping the School notified of your success in the industry.

Each year the School reports to its accrediting agency, the National Accrediting Commission of Career Arts & Sciences. The following information was reported to NACCAS with respect to students who enrolled at the School with an expected graduation date falling within calendar year 2012:

- Completion: 88.36%
- Placement: 68.31%
- Licensure: 92.95%

Physical Demands of the Industry

Body Position

Long intervals of standing are required and services may take over an hour to complete.

Hands and Wrists

Requires strength in hands, wrists and fingers for providing the services

Back

Requires prolonged standing and bending may place extra stress on the lower back and neck. If you have a history of back, neck and Wrist injuries we advise students to consult their physician and we may require doctor's note before enrolling into the program.

Chemicals

You will be required to work with many different types of products. If you currently have allergies or sensitivities to other products we advise the student to consult their physician

Sanitation

Communicable diseases can be easily transmitted to one individual to the next. Special attention must be paid to yourself and your clients to avoid spreading any diseases.

Trade tools

There are obvious hazards when working with any equipment such as scissors will cut and hot hair tools may burn, while massage and skin use various equipment. Please use caution while operating all equipment that you come in contact with.

General Safety

On a daily basis we use caution and common sense to avoid entering into the following situation:

Chemical burns, cuts and abrasions, hot water and towels, injury to the eyes and physical injury resulting from spills.



School Start Dates, Holidays, Delayed Openings, and Closings

Start Dates

Cosmetology

Full Time

January 5, 2015
March 2, 2015
May 4, 2015
July 6, 2015
September 8, 2015
November 2, 2015

Cosmetology

Part Time

April 6, 2015
September 8, 2015

Skin Care

Full Time

January 5, 2015
April 6, 2015
July 6, 2015
October 5, 2015

Skin Care

Part Time

March 3, 2015
September 9, 2015

Manicuring

February 2, 2015

Teacher Training

Teacher Trainers may start on any full time program start date

School Holidays

Rizzieri Aveda School observes the following holidays:

*New Year's Day Labor Day Summer Break: 4th of July week
Martin Luther King Day Thanksgiving Day Winter Break: Christmas week
Memorial Day Christmas Eve
Fourth of July Christmas Day*

Closings

In addition, the School will also be closed for several training days throughout the year. Dates will be announced and posted on the bulletin board.

Inclement Weather Closings

For weekday classes, when there is inclement weather, please listen to log onto www.kywschools.com , CBSPhilly.com/schools, or www.myfoxphilly.com for school closing information. Rizzieri Aveda School uses call number 1408 for KYW. If you are unsure whether or not the School is closed, please call the School and listen to the outgoing message. If the School is closed, the outgoing message will be changed by 6:30 am to reflect this information.

For evening and weekend classes, when there is inclement weather, call the School and listen to the outgoing message. If the School is closed, the outgoing message will be changed by 3pm for evening classes and by 6:30 am for weekend classes. If day classes have been cancelled, night classes will also be cancelled.

Delayed Opening

Only day classes will be delayed at the discretion of the school, evening classes will either be held as scheduled or cancelled. Students are permitted to enter class up to 10 minutes after the start of class, students who are more than 10 minutes late for class will be sent home.

120 Minute Delay (2 hours) Day Classes		
	Cosmetology & Teacher Training Programs	Skin Care Program
Class Begins	10:30 a.m.	11:00 a.m.
Student not permitted to enter class after	10:41 a.m.	11:11 a.m.



Student Services

Counseling Services

In support of our students, Rizzieri Aveda School has created various student aid services. Please see our administrative staff for recommendations.

Discounts

Products: A 30% discount is available on the full line of Aveda products in the Life Style Store. All non-Aveda products such as nail polish, etc. are 10% off.

Equipment: Hairdryers, curling irons, scissors and related items can be purchased in the School for Hair, Skin, and Nails at a 10% discount.

Clinic: A student may receive in any of the student clinics (hair, skin, and nails) at a reduced rate. A 50% discount off regular prices is available to immediate family on clinic services.

Family Discount Policy

Immediate family is entitled to 50% off services in any student clinic. Immediate family is eligible for discounts from two months prior to the student's start date until the student's contract end date; family discounts will no longer be permitted. Immediate family includes spouse, parents, siblings, and children only. If someone other than the student's immediate family is asking for the family discount, then the student will be considered in violation of the Family Discount Policy.

The Family Discount Registration Form must be completed at the time of registration. The Family Discount Registration Form lists the names of all immediate family members (spouse, parents, siblings, and children) who are entitled to discounts. If the family member's name is not on the Family Discount Registration Form, then the family member will not receive a discount.

Students should notify their instructor when their family members are coming in for service. Immediate family members are to report to the front desk and will be handled just like any other client.

Awards

Outstanding attendance is a reflection of outstanding commitment. We feel commitment should be rewarded. The Perfect Attendance Award is given out at the completion of the program in recognition of the student's commitment. A perfect attendee is someone who has not missed any scheduled class hours. If a student takes a leave of absence they will not be considered a perfect attendee. The following awards will be given for perfect attendance:

Cosmetology—Scissors

Skin Care—Depileve Intro Wax Kit

Manicuring—Nail brush

Teacher Training Program—\$100 gift certificate to Franklin Covey Seminars



Appendix A: Attendance Policy

Students must sign in and out on their class’ sign in sheet daily. Failure to sign out will result in loss of hours for that day. Students receive an attendance sheet on a weekly basis, and are responsible for confirming the accuracy of their attendance. Any conflicts with their weekly attendance sheet should be discussed with Student Services immediately. The School will not make any adjustments to a student’s attendance which date back over one (1) month.

Late Policy

Students are permitted to enter class up to ten minutes after the start of the class. Any student who is more than ten minutes late for class cannot sign in until the following hour.

If a student is more than one hour late, he/she will not be admitted into school.

	Full Time Programs		Part time Programs
	Cosmetology & Teacher Training	Skin Care Program	Cosmetology, Skin Care & Manicuring Programs
Class Begins	8:30 a.m.	9:00 a.m.	6:00 p.m.
Marked as 1 hour late	8:41 a.m.	9:11 a.m.	6:11 p.m.
Student not permitted to enter class after	9:30 a.m.	10:00 a.m.	7:00 p.m.

Hours are granted by the clock hour. For example: If you are a Cosmetology student and sign out at 10:20 am, you are given credit for the previous hour of 9:30 am. If you are full time Skin Care student and sign out at 10:45 am you are given credit for the previous hour of 10:00 am. If you are a Part Time Student and sign out at 7:45 pm, you are given credit for the previous hour of 7:00 pm. In order to receive the full hour you must sign out on the hour for Skin Care and Manicuring Programs (full time and part time), and half hour for Cosmetology and Teacher Training Programs (full time and part time).

Full time students are allotted 1 hour for lunch. If the student is late returning from their 1 hour lunch, the student will not be permitted into class for the remainder of the day. The only time the student is permitted to leave the building is during his/her lunch break.

Absences

Students may occasionally encounter situations that mandate missed hours such as emergencies, illnesses, religious holidays, or suspension. Each field of study has a predetermined emergency “pool of hours” that are to be used for class or clinic time missed for which the student will not accrue overtime charges. There are no special circumstances for which missed hours will be excused. The following is the amount of hours that can be missed in each course of study before the student begins to accrue overtime charges.

Cosmetology-100 hours	Manicuring-25 hours
Skin Care-50 hours	Teacher Training-25 hours

The student will be charged \$14 per hour for any hours in excess of the above stated hours. Students continue to accrue hours until completion which is 1200 clock hours for Cosmetology, 600 clock hours for



Skin Care 300 clock hours for Manicure and 500 clock hours for Teacher Trainer. If a student is absent from school without notifying the Director of Education or Student Records for five (5) consecutive days they will automatically be withdrawn from the course.

Make-Up Hour Policy

Make-up hours may be offered to students at the discretion of Rizzieri Aveda School. In order to attend make-up hours, the student must have been in attendance at school for the entire day. No more than 8 hours for full time and 4 hours for part time students can be accrued per week. Students may not make up hours in advance of attendance or “bank” hours for the purpose of graduating before their contracted end date. Students are not permitted to make-up hours during their allotted lunch. Make-up hours may be cancelled or changed at the discretion of Rizzieri Aveda School at any time, however we will attempt to provide as much advance notice as possible when canceling make-up hours. Each class will be notified of the availability of make-up hours as they are scheduled.

Attending make-up hours does not nullify actual time missed. Once a student has missed hours, those hours are always considered missed hours and are subject to overtime charges once the student has exceeded the emergency “pool of hours” that are allowed for his/her course of study.

Termination

Students who are terminated from the School will have a notice placed in their student record as to their progress at the last date of attendance. If a student is not in attendance for five (5) consecutive scheduled days, the School will automatically terminate the student from his/her course of study. Unscheduled days or hours that the School is closed due to inclement weather, holidays, or teacher in-services do not count as missed hours. For example: Martin Luther King Day and the Winter Break do not count as missed days.

The Administrative Office will compute a Cancellation/Settlement Calculation for each student that is terminated. The Cancellation/Settlement Calculation is performed in accordance with the School’s contract and the Department of Education guidelines. If the student owes money to the School, he/she has 90 days to settle his/her account. The student must repay monies owed to either the School or the loan company. After 90 days, the student’s account will be forwarded to collections.

If the School owes money to the student or the loan company, the School will refund the money to the student or loan company within 30 days of his/her formal date of termination as determined by the School. Students who are receiving Federal Financial Aid must complete an exit interview and can contact the Financial Aid Office with questions regarding their financial responsibilities to the school.



Appendix B: Administrative Policies

To help you achieve excellence in Cosmetology, Skin Care, Manicuring, and Teaching, we have established guidelines to ensure fairness, understanding, and positive work habits among our students. To help prepare you for the workplace, Rizzieri Aveda School operates much like a professional salon environment. Late arrivals, absences, and other interruptions in your training have a significant effect on your achievement – just as they would if you were an employee in a salon, day spa, or other professional organization. By law, we must keep track of your training hours for licensure or certification.

- Students are expected to conduct themselves in a professional and appropriate manner at all times. School property consists of Rizzieri Aveda School, Upper Deck of the designated student parking lot, and Voorhees Town Center (local businesses, restaurants and stores).
- To maintain the proper learning environment, all students are expected to show respect for their teachers and fellow classmates.
- Food, candy, and snacks, are allowed in the break room area only. Beverages may be consumed in the classroom during theory only. Beverages are not allowed in the classroom during practical or during clinic.
- Rizzieri Aveda School is a smoke-free facility. Smoking is allowed outside the building in designated areas only. These areas (public and school) should be kept litter free. If you choose to smoke, please be aware of the need to deodorize before returning to class and when working with clients.
- Cell phones must be turned off and put away during clinic and class time. Cell phone use is only permitted during breaks in the following areas: break room, stairwell, student entrance, or outside or in class when permitted by the instructor for educational purposes. Students will be notified only of emergency phone calls, so as not to interrupt the educational process.
- Students must enter the building through the student entrance on the East side of the building and use the side stairwell to get to the School.
- To benefit from the training and technical experience Rizzieri Aveda School offers, students need to be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which prohibits the use of controlled substances. If a student is found using, or if the School has reasonable suspicion the student is using, controlled substances, the student will be terminated.
- All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an instructor within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day.
- In order to perform professional services, students need to be prepared for class at all times. Only authorized products and merchandise are permitted in the school. Students are not permitted to solicit non menu items, products or services on the premises.
- Students are responsible for their own personal property, the School lockers and/or lockable stations. Personal property must be secured in these locked areas. The School is not responsible for missing or stolen items. If clinic locker keys are lost or misplaced, a \$30 replacement fee will be charged.



Professional Appearance and Dress Code

- The Rizzieri Aveda School Uniform Shirt provided in the student's kit is to be clean, neat, and worn during all classroom and clinic-floor hours. It should not be torn, stained or altered in any way. If it does not meet these standards, students must replace it within 24 hours at the student's expense. Students are not permitted to wear pullovers, hooded sweaters or sweatshirts at any time.
- Students are not to wear hats, bandanas, headphones, sunglasses or any other type of head covering. Exceptions would include religious based headwear. Scarves and headbands may be worn as long as the esthetic standard for uniform is being met and the student's hair is in line with the professional image expected of Rizzieri Aveda School Students.
- Identification badges are part of our uniform and must be worn as issued during all clocked hours to identify students and staff to clients. Students will be charged a \$5 replacement fee if their ID badge is lost or misplaced. The Administrative Office requires 24 hours to make a new ID badge, and the student will be sent home for the day.
- Footwear must be professional in appearance, closed toe and worn at all times, in accordance with individual program guidelines and purchased from our uniform distributor. No running shoes/sneakers are permitted and socks must be worn.
- Rizzieri Aveda School reserves the right to maintain an aesthetic standard for all students, including professional personal hygiene and grooming and—to the extent appropriate—makeup, appropriate facial hair and standard dress code adherence.

Students, who in the reasonable determination of Rizzieri Aveda School are not dressed professionally, according to the above guidelines, will be dismissed for the day.

Cosmetology Students

- From the waist down, the garment must be solid black pants and be purchased from our uniform distributor www.bestu.com.
- Junior cosmetology students must wear the white Rizzieri Aveda School uniform shirt and Senior cosmetology students must wear the black Rizzieri Aveda School uniform shirt.
- A long sleeve solid black or white shirt or tank top may be worn under the Rizzieri Aveda School uniform shirt. In addition, a Rizzieri Aveda School black track jacket or long sleeve solid black button down cardigan from Best Uniform are available for purchase and may be worn over the uniform.
- Shoes must be closed toe, solid black and professional and listed as one of the selections from our uniform distributor.
- Lab coats must be worn on the clinic when students reach 600 hours.

Skin Care Students

- From the waist down, the garment must be solid white pants and listed as one of the selections from our uniform distributor. www.bestu.com.
- The white Rizzieri Aveda School Uniform Shirt must be worn.
- A long sleeve solid white button down cardigan is available for purchase and may be worn over the Rizzieri Aveda School uniform shirt. A long sleeve solid white shirt or tank top may be worn under the uniform shirt. In addition a Rizzieri Aveda School white track jacket is available for purchase through the school to wear over the uniform.
- Lab coats must be worn on the clinic when students reach 300 hours.
- Shoes must be closed toe, solid white, and professional and listed as one of the selections from our uniform distributor.



Manicuring Students

- From the waist down, the garment must be solid black pants and be purchased from our uniform distributor www.bestu.com.
- Students must wear the black Rizzieri Aveda School uniform shirt.
- A long sleeve solid black or white shirt or tank top may be worn under the Rizzieri Aveda School uniform shirt. In addition, a Rizzieri Aveda School black track jacket or long sleeve solid black button down cardigan from Best Uniform are available for purchase and may be worn over the uniform.
- Shoes must be closed toe, solid black and professional and listed as one of the selections from our uniform distributor.

Teacher Training Students

- Teacher Training students must wear all black, no pattern, print or pinstripes with the burgundy covered jacket over it at all times. Tank tops and no-sleeve shirts are not acceptable.
- Shoes must be closed toe, solid black and professional. Socks must be worn at all times.

Model Policy

Cosmetology Models (Junior Phase)

Cosmetology juniors can bring models into class at the teacher's discretion. Models must report to the front desk and sign the hold harmless agreement prior to receiving the service. There is no charge for classroom models.

Cosmetology Models (Senior Phase)

Cosmetology seniors can bring models into the clinic at their teacher's discretion with no charge to the model. Photo Shoot models must arrive to the clinic by 10 a.m. Wednesday-Friday or by 9 a.m. on Saturday. Models must complete the model information sheet, be patch tested and set up an appointment with front desk 24 hours prior to the seating. The model must report to the front desk to sign the hold harmless agreement and sit in the waiting area until the student comes and gets them. A student may go and get their model after a teacher has assigned the model to them and given them a folder with a traveler for the model, along with the signed hold harmless agreement. After the model has received the service, the student must bring the folder to the Front desk. Even though there is no charge for the service on a model, this counts toward his/her clinic requirement sheet quota. In order for the student performing the service to receive credit for this service, he/she must return the traveler to the front desk with his/her first and last name on it along with the teacher's signature. If the traveler is not returned to the front desk, the student performing the service will not get credit for doing the service.

Skin Care Models (Junior Phase)

Skin Care Juniors can bring models into class at the instructor's discretion with no charge to the model. Models are to report to the waiting area until they are escorted to the classroom where the Hold Harmless Agreement is accomplished.

Skin Care Models (Senior Phase)

Skin Care Seniors can bring models into class at the instructor's discretion with no charge to the model. Models are to report to the waiting area until they are escorted to the classroom where the Hold Harmless Agreement is accomplished. Services done on a model count toward students' clinic requirement sheet quota.

Manicuring Models (Junior and Senior Phase)

Manicuring juniors and seniors can bring models into class at the instructor's discretion with no charge to the model. The model must report to the front desk to sign the hold harmless agreement and sit in the waiting area until the student comes and gets them. A student may go and get their model after a teacher has assigned the model to them and given them a folder with a traveler for the model, along with the signed



hold harmless agreement. After the model has received the service, the student must bring the folder to the Front desk. Even though there is no charge for the service on a model, this counts toward his/her clinic requirement sheet quota. In order for the student performing the service to receive credit for this service, he/she must return the traveler to the front desk with his/her first and last name on it along with the teacher's signature. If the traveler is not returned to the front desk, the student performing their service will not get credit for doing the service.

Safety Policy

Upon entering School premises, students agree that they and their parcels, including handbags, briefcases, purses, backpacks, or other items or personal belongings are subject to reasonable search by the School employees at any time for any reason. Students may be asked to allow School employees access to personal belongings and if the student refuses, the authorities may be contacted.

Students are provided with lockers for use in securing personal belongings. Any personal belongings that are not secured are not the responsibility of the school. All occurrences of theft, vandalism or other criminal activity should be reported to the Voorhees Township Police after notifying the Director of Education. Rizzieri Aveda School is not responsible for any personal belongings on the premises.

Locker Policy

A student's locker is the School's property, and there is no reasonable expectation of privacy in a locker. The school is not responsible for lost or stolen items. Lockers may be inspected periodically for the safety of all students and upon reasonable suspicion of violation of School policies. All the foregoing will be done in private to the extent possible, and the student's cooperation is expected. During Break Week's students are required to empty their lockers and take all belongings home with them prior to the first day of the break. Any belongings left in lockers during break week will be disposed of and students will be charged to replace kit items if required.

Parking Policy

Students must park on the upper deck of the designated parking lot, located on the West side of the building. If a student is parking anywhere else besides the upper deck of the designated parking lot on the West Side, the student will be sent home for the day, in accordance to the fair treatment policy.

Personal Service Policy

A Personal Service is when a student wishes to have a service performed on themselves in the clinic and will be charged accordingly for product usage. Students cannot receive Personal Service during their lunch break. Students are encouraged to schedule Personal Service on a day that their class is not scheduled. Senior cosmetology students may receive Personal Service Tuesdays and Thursdays after 2:30 p.m. and at the discretion of their instructor. Senior cosmetology students must get permission from the instructor supervising their row if they wish to give/receive Personal Service. Students may be required to discontinue Personal Services if there are walk-in clients and there are no other students available to take the clients.

Upon approval from clinic instructor, any student wishing to receive a Personal Service must check in at the front desk. If there is a line, students must wait in line with the other clients. Prior to receiving a Personal Service, students must pay at the front desk for their services and will then receive a stamped dispense form. The student then needs to take the signed dispense form and blue print to the instructor for a consultation. Once the instructor approves the consultation, they will sign the form, and the student can then take the forms to dispense. Students will be in violation of the Personal Service Policy if they do not pay for their services and/or check out at the front desk by 4 p.m. (day clinic) or 10 p.m. (evening clinic).



When a student performs a Personal Service, this counts toward his/her clinic requirement sheet quota. In order for the student performing the service to receive credit for this service, they must meet with an instructor for the consultation. Students are not to complete any personal service on themselves. If any student is found to be doing any personal service on themselves they will be sent home for the remainder of the day.

Dispense Policy

In the cosmetology clinic, one to two students per day will be assigned to work in the dispensary and give out products. The students that are working in dispense are not allowed any personal service time. While the students are working in dispense, the door to dispense is to remain closed and locked at all times. Students working in dispense are not permitted to bring any kind of bag or jacket into dispense. No other students are allowed into the dispensary. Students are permitted to do requirements on their mannequin or other assigned work while in dispense.

The dispense person cannot give out any products from the dispensary without a Dispense Product Release Slip that has been signed by the teacher supervising the row. If a student is caught using products without having turned in a signed Dispense Release Slip, then both the student performing the service and the dispense person will be penalized. If there is more than one person working in dispense and the instructor cannot determine which student gave out the product without receiving a signed Dispense Release Slip, then all students in the dispense will be penalized according to the Fair Treatment Policy.

Student Request Policy

A request is when a paying client, friend, or relative comes to the clinic and requests a specific student to do the service. Requests do not get priority over the other clients. The client cannot wait for the requested student to become available. Clients who request specific students are charged the regular price just like other clients. If the student is available, we will try to accommodate the clients' request, however the clinic operates on a first come, first serve basis.

Phase Repetitions

Students are evaluated in each phase with practical exams designed to determine the students' competencies with skills completed in each phase. Students who fail a phase are permitted to retake the phase, at no cost to the student, one time only. Students may elect to retake a phase or the school may suggest a student retake a phase if either their academics or attendance didn't permit them to achieve the learning objectives of that phase sufficiently. Students may need to request or be put on an Administrative Leave of Absence to account for the time in which they are waiting to retake a phase. An Administrative Leave of Absence is the same as a regular Leave of Absence, with the exception that the student need not be in good Academic Standing and need not request the minimum amount of days required by a regular Leave of Absence. For further information on Administrative Leaves of Absence, please see the Leave of Absence Policy in the School Catalog.

Re-Entry Process

Students applying to re-enter into the Rizzieri Aveda School must wait until six months from the last date of attendance to apply. Any student wishing to re-enter must have made arrangements to pay their balance to the school as determined by the Cancellation/Settlement Calculation. The Cancellation/Settlement Calculation is performed in accordance with the School's Contract and Department of Education guidelines. The student must sign a new contract and pay for the remaining hours needed to complete his/her course of study. The student is charged for the remaining hours at the current hourly rate for his/her course of study. If the student is receiving Federal Financial Aid, the student will need to reapply for additional financing (if he/she qualifies) to cover his/her remaining time left.



Once a student is re-instated, he/she will be placed into a class that is at the student's current level of education, which is based upon the number of hours completed, academic standing and re-evaluation of their theoretical knowledge and practical skills. Students who are re-instated enter in the same progress status as when they left, must re-enter their course of study on the first Monday of the month and will need to re-register with the New Jersey State Board of Cosmetology. In some instances, the student will be required to start from the beginning of his/her course of study. This decision is made by the education department and is final.

Grievance Policy

A student may lodge a complaint by communicating orally or in writing to any instructor, administrator or admissions personnel, who shall attempt to resolve complaints related to the person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the School shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the School's complaint procedure.

Written complaints may be submitted by completing a challenge/solution form. The form is available from the Student Records Office. A copy of the form is also included in the School Catalog. A completed challenge/solution form will be routed to the Director for investigation. The Director will review the complaint with the appropriate instructors and/or other administrative staff and will issue a written response within 10 days. This response will include a summary of the School's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be listed.

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

Students may also pursue any unresolved complaints with the National Accrediting Commission of Career Arts & Sciences. Students are required to try to resolve problems through the School's complaint procedure prior to filing a complaint with NACCAS.



Appendix C: Other Costs

Late Payment Fee/Returned Check Fee

A \$10 charge will be assessed on all payments that are more than 14 days past due and the student may not return to class until the payment is received. A \$20 fee will be assessed on all returned checks and the student may not return to class until a new payment has been made.

Broken Locker Fee

If a locker is damaged and cannot be locked, a \$40 fee will be charged. If locker keys are lost or misplaced, a \$30 replacement fee will be charged.

Physical Fees

Prior to the student becoming a senior and entering the clinical phase, the student must get a physical examination and apply for a student permit, which costs approximately \$5. The cost of a physical usually varies from \$50-\$150 depending on the physician.

State Licensing Fees

The written portion of the exam is \$39 payable to PSI. The practical exam must be paid to the State of New Jersey Board of Cosmetology. This includes state licensing fees and another physical examination. The cost of the exam is \$50, a one-year license is \$30, a two-year license is \$60, and a temporary permit is \$20. These fees are subject to change at the discretion of the State Board of Cosmetology.

Additional Copies of Transcripts

A request for an additional copy of a transcript must be made in writing. Each additional copy will cost \$100.

Overtime Charges

The student will be charged \$14 per hour for overtime charges. See the section on Absences for a complete description of overtime charges.

Student ID Replacement

If a student misplaces or loses his/her ID badge, a \$5 replacement fee will be charged. 24 hours notice is required for new ID replacement.

Student Clinic Requirement Fee

If a student does not have all of the objectives on their clinic requirement sheet signed off by an instructor before they complete their required amount of clock hours for their program, they must continue attending school per their regular schedule at the cost of \$100 per day until all clinic requirements are approved by an instructor. If a student does not complete the necessary clinic requirements, they will not be permitted to graduate and receive their necessary licensure documents.

EntraPass Security Key

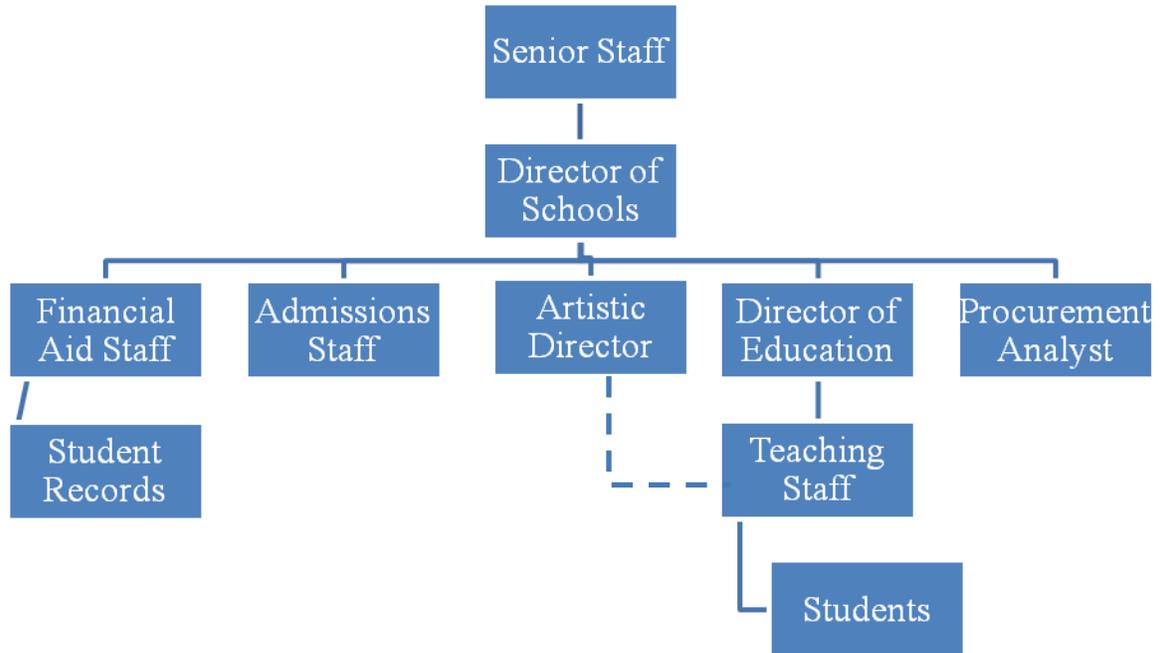
If a security key is damaged or lost, a \$30 fee will be charged. The fee must be paid in order to receive a new security key. Please see administration for a new security key. The student entrance is only accessible from the hours of 8:00 am to 9:45 pm, Monday thru Saturday.

30 Clock-Hour Methods Course (Teacher Training Only)

This course is required by the State Board of Cosmetology for licensure as a teacher. The cost of the program usually ranges from \$350-\$450. This course is offered in many different locations in New Jersey throughout the year.



Appendix D: Chain of Command





Appendix E: Resource Guide

Telephone: 856.988.8600

Fax: 856.983.1680

Service	Department	Extension
Alumni	Financial Aid	2401
Career Fair	Admissions	2270
Diplomas	Student Records	2452
Exit Interviews	Student Records	2452
Financial Aid	Financial Aid	2401
Hours	Student Records	2452
Identification Badges	Student Records	2452
Permit/License Information	Student Records	2452
Placement	Financial Aid	2401
Leave of Absence	Student Records	2452
Student Challenges	Director of Education	2275
Transcripts	Financial Aid	2452
Tuition Payments	Financial Aid	2401



Appendix F: Fair Treatment Policy

Fair Treatment Policy		
Violation	1st Offense	2nd Offense
Disrupting Class/Clinic	Written Warning	Sent Home
Non Participation or Unprepared for Class	Written Warning	Sent Home
Eat/Drink in Class/Clinic	Written Warning	Sent Home
Leaving Class w/out Permission	Written Warning	Sent Home
Late for Class or Late Returning from Lunch /Break	Sent Home	Sent Home
Refusal of Client/Work	Sent Home	Suspended 3 Days
Personal Service, Family Discount or Model Violation	Charged Full Price and Written Warning	Charged Full Price And Sent Home
Consultation w/out an Instructor Present	Written Warning	Sent Home
Dispense Violation	Written Warning	Sent Home
Entrance/Elevator Violation	Written Warning	Sent Home
Parking Policy	Sent Home	Sent Home
Dress Code/Professional Appearance Violation, Uniform Violation, Name Tag Violation	Sent Home	Sent Home
Unprofessional Behavior	Written Warning	Sent Home
Insubordination-Willfully Disobeying Authority	Sent Home	Suspended 1 day
Social Media Violation	Written Warning	Sent Home
Falsifying Sign-In Sheet or Other Documents	Termination	
Cheating/Plagiarism	Termination	
Theft/Vandalism	Termination	
Bullying or Harassment	Termination	
Drug/Alcohol Use	Termination	
Fraud	Termination	
Verbal Altercations, Physical Altercations or Threats	Termination	
Illegal Activity at School	Termination	

Remember, when you are in uniform, even if not on the School premises, you are representing Rizzieri Aveda School and subject to the Fair Treatment Policy. Any violation of the Fair Treatment Policy is subject to additional disciplinary action beyond that stated above if, as determined by the School, in its sole discretion, such violation exceeds the standards of behavior expected in any professional or educational environment.

If a Student violates the Fair Treatment Policy three times, or if such Student's conduct is of the type described where the School has imposed a greater disciplinary consequence than articulated in the chart above, a meeting will be set up with the Student (or parent or guardian if the Student is a dependent minor), the Student's instructor, and a School Administrative Official to discuss the behavior, the Fair Treatment Policy violations and the discipline. That meeting may also involve a discussion of the School's expectations with respect to the Student's future behavior and the consequences of any further failures to adhere to the Fair Treatment Policy.



Policy Violations

Students are expected to comply with all School rules while they are on School premises which include the Voorhees Town Center business and restaurants, and in the parking lot, as well as when they are in Rizzieri Aveda School uniform.

Minor Standard Violations

Minor Standard Violations include, but are not limited to, assigned area violations, minor property misuses, client service violations, cell phone violations, dress code violations, parking violations, unprofessional behavior, insubordination, and any disruptive behaviors determined by instructors and team leaders as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students.

The violation of a minor standard will result in a warning, dismissal for the remainder of the day, or possibly a longer suspension. Repeated violations will result in a longer suspension from the School or termination. The Fair Treatment Policy delineates specific violations and their consequences.

If the student is to be sent home as a result of a minor standard violation, and the violation occurs toward the end of the school day, the student will be sent home for the remainder of the day and may also be suspended for the following day.

While a student is suspended, he/she will accrue missed hours that are subject to overtime charges and the student remains responsible for all tuition charges.

Major Standard Violations

Major Standard Violations include using (or reasonable suspicion of using) controlled substances/alcohol, defacing or destroying property, theft, falsifying documents, forgery, plagiarism, cheating, threats, fraud, verbally or physically abusing and/or causing intentional physical harm to others, harassment, possession or use of handguns or other weapons, and violating local, state or federal laws.

The violation of a major standard will result in termination. If a student is terminated from the program for a major standard violation, there are no grounds for appeal and he/she will not be eligible for re-entry into any program in the School. Refer to section of Cancellation and Settlement Calculation for financial responsibilities if terminated.



Appendix G: Staff

Administrative Staff

Anna Rizzieri – Owner
Frank Rizzieri – President
Frank Rizzieri – Director of Schools
Jim Accardi – Chief Operating Officer
Nicole Palladino – Director of Education
Louis Ferrie – Artistic Director
Amy DellaPolla - Admissions Representative
Victoria Sceia - Admissions Representative
Valerie Ferrie – Financial Aid Supervisor
Sara Brady - Student Records Administrator/Financial Aid Representative
Laura Clauser – Inventory Coordinator

Instructional Staff

Cosmetology Staff wear Charcoal Gray Jackets

Tiffani Dych – Cosmetology Instructor
Chrissy Radcliff – Cosmetology Instructor
Pat Barbuto – Cosmetology Instructor & State Board Proctor
Michael Thoder - Cosmetology Instructor
Susan Johnson – Cosmetology Instructor & State Board Proctor
Nina Scheets – Cosmetology Instructor
Kimberly Edwards-Saunders – Cosmetology Instructor
Shante Moore-Cosmetology Instructor
Lexi Orem – Cosmetology Instructor
Darnissia LeSure - Cosmetology Instructor

Skin Care Staff wear Black Jackets

Sharon Mistichelli – Skin Care Instructor
Allison Davis - Skin Care Instructor
Valerie Desimone – Skin Care Instructor
Ashley Welden – Skin Care Instructor



Appendix H: Challenge/Solution Form

Challenge/Solution Form

Student Name _____ Date _____

Program _____ Full time or Part time

Please provide a one or two sentence description of your complaint.

Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved.

Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

Date



Acknowledgement Page

I _____, *prior to signing an enrollment agreement, have received a copy of and/or access to Rizzieri Aveda School's:*

- **Catalog**
- **Most recent annual report statistics for completion, licensure and placement**
- **Expected compensation for a graduate**
- **Physical demands and safety requirements**
- **Licensing requirements**

Student Signature _____

Date _____

Parent/Guardian Name _____
(Please Print)

Date _____

Parent/Guardian Signature _____
(If student is under age 18)

School Representative Signature _____