



RIZZIERI AVEDA SCHOOL



# School Catalog

**Volume 63, August 2023**

**8200 Town Center Blvd Voorhees, NJ 08043**

**Telephone: 856.988.8600 Fax: 856.504.0129**

**Rizzierischools.com**

**As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.  
This is updated as needed and may be found on our website.**





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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*

*Frank Rizzieri*

Anna Rizzieri  
Owner

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, Barbering and Teacher Training programs are owned by Beauty Management Inc. dba Rizzieri Aveda School for Beauty and Wellness, and 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)**

*3015 Colvin Street, Alexandria, Virginia 22314, 703-600-7600*

**Mission Statements**

**Rizzieri Aveda School Mission Statement**

- To prepare students in the field of Cosmetology, Skin Care, Manicuring, Barbering 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, Barbering, 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, Barbering 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 and a basic skills test 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 and a basic skills test 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, Barbering 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.



**Arbitration Agreement and Waiver of Jury Trial**

(Separate handout to be signed at orientation)

I, \_\_\_\_\_, and the Institute, agree as follows:

Student Initial

\_\_\_\_ 1: Unless otherwise prohibited by Items 11 & 12, below, any dispute I may bring against the Institute, or any of its parents, subsidiaries, officers, directors, or employees, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration conducted by the American Arbitration Association (the “AAA”), under its Consumer Arbitration Rules (“Consumer Rules”), and decided by a single Arbitrator. The arbitration hearing will be conducted in the county in which the Institute is located.

\_\_\_\_ 2: The Federal Arbitration Act (“FAA”) shall govern the interpretation, scope, and enforcement of this Agreement. Any and all disputes concerning the interpretation, scope, and enforcement of this Agreement shall be decided exclusively by a court of competent jurisdiction, and not by the Arbitrator.

\_\_\_\_ 3: Both the Institute and I explicitly waive any right to a jury trial for all claims. I understand that the decision of the Arbitrator will be binding, and not merely advisory. The award of the Arbitrator may be entered as a judgment in any Court having jurisdiction.

\_\_\_\_ 4: This Agreement does not affect either party’s right to seek relief in small claims court for disputes or claims within the scope of the small claims court’s jurisdiction.

\_\_\_\_ 5: The costs of the arbitration filing fee, Arbitrator’s compensation, and facilities fees that exceed the applicable court filing fee will be paid by the Institute.

\_\_\_\_ 6: I agree that any dispute or claim I may bring shall be brought solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, consolidated or joint action.

\_\_\_\_ 7: Any remedy available from a court under the law shall be available in the arbitration.

\_\_\_\_ 8: I may, but need not, be represented by an attorney at arbitration.

\_\_\_\_ 9: Except as specifically required by Federal law and/or the laws of the State in which the Institute is located, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the AAA. I



agree that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.

\_\_\_\_\_ 10: I understand the information about the AAA arbitration process and the AAA Consumer Rules can be obtained at [www.adr.org](http://www.adr.org). I shall disclose this document to the AAA if I file an arbitration.

\_\_\_\_\_ 11: The Institute (“We”) agrees that this Agreement cannot be used to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or our provision of educational services for which the Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

\_\_\_\_\_ 12: We agree that neither we nor anyone else will use this Agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

\_\_\_\_\_ 13: If any part of this Agreement is declared unenforceable or invalid, it shall be severable, and the remainder of this Agreement shall continue to be valid and enforceable.

\_\_\_\_\_ 14: This Agreement shall be governed by and shall be interpreted in accordance with the laws of the State in which the Institute is located.

**I have had an opportunity to fully read and understand this entire agreement. By my above initials and my below signature, I certify that I have read, understand, and agree to the terms of this agreement.**

Student’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent’s/Guardian’s Signature: \_\_\_\_\_  
(If applicant is a minor)

Date: \_\_\_\_\_

Authorized School \_\_\_\_\_







RIZZIERI AVEDA SCHOOL

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**RIZZIERI AVEDA SCHOOL  
NOTICE REGARDING CLASS ACTION WAIVER  
AND ARBITRATION AGREEMENTS**

As required by 34 C.F.R. § 685.300, the Institute (“We”) hereby provides the following notices:

**A.** We agree not to use any pre-dispute agreement to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

**B.** We agree not to use any pre-dispute arbitration agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit regarding such a claim, or you may be a member of a class action lawsuit regarding such a claim even if you do not file it. This provision does not apply to any other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Direct Loan or the provision of educational services for which the loan was obtained.

**ACKNOWLEDGMENT:** I acknowledge receiving the Institute’s Notice Regarding Class Action Waiver and Arbitration Agreements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: <https://apps.adr.org/webfile>
- Email box: [casefiling@adr.org](mailto:casefiling@adr.org)
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association – Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA



More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879.

For more information about the School's arbitration process please contact:

Ms. Valerie Ferrie, Director  
8200 Town Center Blvd  
Voorhees Township, NJ 08043  
Phone (856) 552-1445, ext. 2401  
Email: [vferrie@rizzieri.com](mailto:vferrie@rizzieri.com)

### **Areas of Study and Course Outline and Objectives**

#### **Cosmetology and Hairstyling (Cosmetology)**

##### **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**

<b>Full Time</b>	<b>January Day Part Time</b>	<b>November Three Quarter Time</b>
35 hours per week	21 hours per week	24 hours per week





## RIZZIERI AVEDA SCHOOL

9 ½ months

8:30 a.m. – 4:30 p.m.

Monday – Friday (Jr Phase)

Tuesday – Saturday (Sr Phase)

12 months

8:30 – 4:30

Tuesday, Wednesday

And Friday (Jr Phase)

Tuesday, Wednesday

Saturday (Sr Phase)

12 months

11:00am – 8:00pm

Tuesday, Thursday

And Friday (Spring Start)

Tuesday, Wednesday

and Friday (Fall Start)

***All schedules provide for a varied one-hour lunch and two, ten-minute breaks during all the phases of the program***



### **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	\$18550.00
Registration Fee	\$350.00
Application Fee	\$25.00
Books and Supplies	\$3100.00





### **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
<b>Total</b>	<b>351</b>	<b>849</b>	<b>1,200</b>

### 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 Specialist (Skin Care)

### 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**

**April & October Part Time** Tuesday and Thursday

5:30 p.m.–8:30 p.m.  
Saturday 8:30 a.m.–4:30 p.m.  
13 hours per week  
11 ½ Months

**June & December Part Time** Monday, Wednesday &

Friday evenings  
4:30 p.m. – 8:30 p.m.  
12 hours per week  
12 months

##### **April & October Part Time**

April – Tuesday, Thursday & Friday 1:00pm – 4:00pm  
October – Monday, Wednesday & Friday 9:00am–12:00p  
15 hours per week

***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.***







## **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 halfway 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 HydraFacial. 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	\$13,050.00
Registration Fee	\$350.00
Application Fee	\$25.00
Books and 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
<b>Total</b>	<b>275</b>	<b>325</b>	<b>600</b>

**Career Opportunities**

Makeup Technician

Skin Care Specialist

Platform Artist

Retail Specialist

Product Representative

Salon Owner or Manager

State Board Member/ Examiner

Education Consultant





## **Manicuring**

### **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**

15 hours per week

5 months

Monday, Tuesday, & Wednesday

Monday & Wednesday: 9:00 a.m. – 2:00 p.m.

Tuesday: 3:30 p.m. – 8:30 p.m.

***The five-hour part-time 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	\$4200.00
Registration Fee	\$350.00
Application Fee	\$25.00
Books and Supplies	\$950.00

**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
<b>Total</b>	<b>120</b>	<b>180</b>	<b>300</b>

**Career Opportunities**

Manicurist

Pedicurist

Product Sales Representative



## **Student Teacher Training (Teacher Training)**

### **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**

14 hours minimum per week

Tuesday 10:30a – 12:30p is mandatory

***For a seven hour 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:	\$25.00
Books and Supplies	\$1150.00

### **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
89-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
	5	10	15
Hair and Scalp Treatments, Reconditioning Treatments			
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			
Manicuring and Pedicuring	10	20	30
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
<b>Total</b>	<b>220</b>	<b>280</b>	<b>500</b>

**Career Opportunities**

Private School Instructor  
Public School Instructor

Product Representative  
Director of Education

School Administrator  
Platform Artist





## **Barber Program (Barbering)**

### **Barbering Course Objective**

Prepare for an exciting future in barbering with Rizzieri Aveda School. Our Barbering curriculum provides 900 hours of Barber training. Upon completion, you will be ready to succeed as a professional Barber.

#### **Program Schedule**

24 hours per week

9 ½ months

Monday, Tuesday & Thursday

11:00am – 8:00pm

*The 7-hour day schedule provides for a varied one-hour lunch and two-ten minute breaks.*

**Introduction (0-450 hours)** You will start by learning honing and stropping, shaving, fundamentals of men's and woman's cutting, styling and chemical restricting of the hair and related sciences. Lectures, demonstrations, workshops concentrate on developing skills and accuracy. You will be introduced to retail merchandising, client servicing, and personal and professional development skills. This segment also covers State safety requirements.

#### **Clinic (451-900 hours)**

As you have reached the halfway 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 and styling, coloring, permanent waving, 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 competency as well as theoretical knowledge needed to pass the written and practical examinations required by the New Jersey State Board.

#### **Instructional Methods**

##### **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 Barbering Education**

Tuition	\$13,650.00
Fees	\$350.00
Application Fee:	\$25.00
Books and 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 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 (0-500 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.

**Barbering Curriculum Overview/Outline**

Throughout the cosmetology program, you will cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

**Chemistry & Chemistry Related Sciences**

Organic and inorganic chemistry	pH scale
Matter & states of matter	Cosmetics

**Anatomy of Head, Face and Neck**

Cells, Tissues and Organs	Endocrine System	Nervous System
Circulatory System	Excretory System	Respiratory System
Digestive System	Muscular System	Skeletal System

**Shampooing and Scalp Massage**

Product Analysis	Draping for Wet and Dry Chemical Services
Procedures and Techniques	Shampoo Services

**Facial and Facial Massage**

Facial massage and treatment	Massage Manipulations
Product Knowledge	Skin Types

**Permanent Restructuring**

Chemistry	History of Permanent waving	Pre-perm analysis
Custom perm design and wrapping	Perming Techniques	Rod Selection

**Chemical Hair Relaxing/Restructuring**

Application	Product Analysis
Client Hair Analysis	Equipment, Implements, Materials
Ethic Styling	

**Hair Coloring**

Lighten/tone	Corrective Coloring	Multi-Dimensional
Classification of Hair Color	Foiling Techniques	One-Dimensional
Color Theory	Contemporary Techniques	Product Analysis

***Career Opportunities*****Specialties**

Barber in a Salon  
Guest Artist  
Sales and Product Educator



**Barbering Curriculum Requirements/Outline****900 Hour Barbering Course/Outline*****Time Disbursements for Instructional Units and Clinical Practice***

	<b>Hours of Class and Subject Related Instruction</b>	<b>Hours of Practical Instruction</b>	<b>Total</b>
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10	0	10
Decontamination & Infection Control	15	5	20
History of Hair and Barbering	4	0	4
Professional Image, Hygiene, & Related Practices	2	0	2
Shampooing & Temporary Rinses	5	15	20
Honing & Stropping	2	2	4
Shaving	20	105	125
Men's Haircutting & Styling	25	200	225
Beard & Moustache Trimming	5	10	15
Woman's Haircutting and Styling	15	55	70
Facial's & Facial Massage	5	10	15
Anatomy of Head, Face & Neck	5	0	5
Common Disorders and care of the skin, scalp & hair	5	0	5
Electricity	5	0	5
Men's hairpiece Services	15	40	55
Chemistry & Chemical -Related Services Straightening/Permanent Waving	75	135	210
Hair Color and Lightening	30	80	110
Total	243	657	900



**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") and enrolled in a NACCAS approved program. 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

**Barbering** – 450 scheduled hours

**Program Length in Clock Hours / Academic Year for Each Program**

**Cosmetology-** 1200 clock hours / 900 clock hour academic year

**Skin Care** – 600 clock hours / 900 clock hour academic year

**Manicuring-** 300 clock hours / 900 clock hour academic year

**Teacher Training-** 500 clock hours / 900 clock hour academic year

**Barbering** – 900 clock hours / 900 clock hour academic year

**Attendance Progress**

MAXIMUM TIME: The maximum time cosmetology, skin care, barbering 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
<b>Cosmetology</b>		
Full Time (35 hours a week) – 1200 Hours	43	<b>1500</b>
June Three Quarter (24 hours a week) – 1200 Hours	52	<b>1500</b>
Nov Three Quarter (24 hours a week) – 1200 Hours	52	<b>1500</b>
<b>Skin Care</b>		
Full Time (30 hours a week) – 600 Hours	25	<b>750</b>
Part Time (13 hours a week) – 600 Hours	58	<b>750</b>
Part Time (12 hours a week) – 600 Hours	63	<b>750</b>





<b>Manicuring</b>		
Part Time (12 hours a week) – 300 Hours	32	<b>375</b>
<b>Teacher Training</b>		
(14 hours a week) – 500 Hours	40	<b>555</b>
<b>Barbering</b>		
(24 hours a week) – 900 hours	47	<b>1125</b>

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. If a student exceeds maximum time frame for the program in which they are enrolled, they will be terminated from the program without an appeal.

### Academic Progress

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

Cosmetology, Skin Care, Manicuring, Barbering

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

#### Teacher Training

90-100	A	Excellent
89-Below	F	Unsatisfactory

Cosmetology, Skin Care Barbering 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 will be notified, that they 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**

After evaluated by the School, 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. The School will then develop an academic plan for the student that, if followed, will ensure that the student is able to meet the School's satisfactory academic progress requirements by the end of the next evaluation period, within the maximum timeframe established for the student. 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. However, if a withdrawn student is granted permission to re-enroll, they must adhere to the current policies for that class, in which they are scheduled to join upon their re-enrollment.

**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 actual contracted 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 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 by email at Vferrie@rizzieri.com, or by mail to Valerie Ferrie, Rizzieri Aveda School, 8200 Town Center Blvd. Voorhees, NJ 08043. You may contact the Director of Rizzieri Aveda School by phone at 856.988.8600 ext. 2401.



## **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, such as a medical situation, a family emergency, or a personal situation preventing a student from attending regularly. The student must complete a Leave of Absence Request Form, include the student's reason for the leave of absence, and sign the request, then submit along with 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. In which case, the institution may approve the leave of absence but will document the reason for doing so, and will have the student complete the leave of absence request form at a later date. Also in that particular situation, the leave of absence begin date will be the first date the student was unable to attend. A Leave of Absence must be at least 5 days in duration for all 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. Any student who begins a Leave of Absence without the written approval of the school may be withdrawn.

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 total time of the Leave of Absence cannot exceed 180 days in any 12-month period. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 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.

A student must return on the approved date. 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. If the student does not return on the approved return date, and does not contact the School prior to said date, to request a leave of absence extension, the student will be withdrawn from the program. 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. In both instances, the date of withdrawal, for the purpose of calculating a refund, is the student's last day of attendance. If a student does not return from their leave of absence, they have thirty (30) days from the date of notification to the School that they will not be returning, to collect all belongings from the school. After thirty days, the belongings will be discarded.

- 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. It is the school's discretion to determine which class a student will be placed into and at what point they return to school. Students who have taken a leave of





absence are not guaranteed a seat in a specific class and must understand that the class they need might not be offered upon their return which could jeopardize their enrollment.

Students who have been on a Leave of Absence for more than 3 months may be 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.

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. An amended enrollment agreement with the updated contract period will be drawn up and signed 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 number 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, Skin Care and Barbering 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 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](http://www.hesaa.org) or contact the Financial Aid Office to find out information on applying for this loan. Approval is credit based.

### ***Sallie Mae Loan***

Sallie Mae Smart Options Student Loans are available to cover any remaining balance not covered by Direct Funding Loans and Grants. Apply online at [www.salliemae.com](http://www.salliemae.com) or contact the Financial Aid Office to find out information on applying for this loan. Approval and interest rate is credit based.

### ***Institutional Loan Program serviced by Tuition Options, an independent third-party licensed servicer***

Institutional Loans serviced by Tuition Options are available to cover any remaining balance not covered by Financial Aid and other funding methods. This 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. Student loans are released in two separate disbursements. The first half is disbursed after the student has been in attendance for thirty days, and the second half is disbursed upon completion of the required amount of hours (Cosmetology/Barbering: 450 hours and Skin Care: 300 hours). 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/Barbering: \$500.00  
Skin Care: \$500.00  
Manicuring: \$500.00

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 by the first day of class.**

### The Franco Cipriotti Scholarship

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

- Be Pell Grant eligible (Cosmetology, Barbering and 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

#### 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.

### High School Scholarship

Cosmetology/Barbering: \$1,000.00  
Skin Care: \$500.00  
Manicuring: \$250.00





This scholarship would be awarded by the student's high school counselor. Scholarships are provided to high schools by Rizzieri Aveda School, and are given out by the discretion of the high school guidance counselor.

## **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.

- The school permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- The School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
- If applicable, the school requires additional payment for the amount that is the difference between the amount of a student's financial obligation and the amount of the VA education benefit disbursement

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 through Tuition Options, which is a company utilized by the school to manage monthly payments. Payments are due between the 1<sup>st</sup> and the 14<sup>th</sup> of the month. Payments may be by cash, check, money order, or credit card, and can be made online through Tuition Options' website. Auto – pay can also be set up for any monthly payment plan, directly by the School. If payment is not received by the 14<sup>th</sup> 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 \$25.

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, given to date (determined by hours scheduled to date), 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 \$25 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, 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, given to date (determined by hours scheduled to date), 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:

<b>Percent of Time to Total Course</b>	<b>Amount of Tuition Owed to School</b>
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 forty five (45) days of formal cancellation by the student, as defined above, or the date the School determines the Student has withdrawn, which shall occur no more than five (5) 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. All institutional refund calculations will be performed based on the student's last day of attendance.

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.

For any students who receive Title IV Financial Assistance, the Federal Return of Title IV Funds formula ("R2T4") calculation will be completed first and applicable funds shall be returned. Returned funds will be reduced from payments received on behalf of the Student, before applying the Institutional Refund Policy, to determine whether the Student is owed a refund or if a balance is owed to the School. The R2T4 Policy is described in detail in the School Catalog.

Should the School cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: provide a pro rata refund of tuition for all students transferring to another school, based on the hours accepted by the receiving school; or participate in a Teach – Out Agreement. If the School closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund. 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. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

When situations of mitigating circumstances are in evidence, the school may, at its discretion, review documentation provided by the student regarding said circumstance. After review, the School may determine if the refund to the student shall exceed the minimum tuition adjustment schedule.

### **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 and Barbering 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 <sup>st</sup> disbursement	\$2,865
	Direct Loan	\$3,500	1 <sup>st</sup> 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 provide a full refund of all monies paid or completion of the course at a later time.

### **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; 450 hours for Barbering; 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 the designated date assigned to your class. If the paperwork is not received on the date assigned to your class, 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; 500 hours for Teacher Training; or 900 Barbering.
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.
4. Currently meet tuition and fee obligations.

## **Licensing and Accreditation Requirements**

**To receive a license in the state of New Jersey, a Cosmetology, Skin Care, Barbering, 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 \$150.00 will be assessed, for the additional 50 clock hours.





## **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 2020:

- **Completion (Institutional): 86%**
- **Placement (Institutional): 62%**
- **Licensure (Institutional): 99%**

## **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**

Skin Care Full Time	Skin Care Part Time Evening	Skin Care Part Time Day
February 13, 2023	April 11, 2023	April 11, 2023
May 8, 2023	June 12, 2023	October 11, 2023
August 21, 2023	October 10, 2023	
November 13, 2023		

Cosmetology Full Time	Cosmetology Three Quarter Time
February 13, 2023	April 11, 2023
May 8, 2023	October 10, 2023
August 21, 2023	
November 13, 2023	

Manicuring
March 13, 2023
September 11, 2023

### **Teacher Training**

*Teacher Trainers may start on any full-time/three quarter program start date*

### **Barbering Program**

TBD

### **School Holidays**

Rizzieri Aveda School observes the following holidays:

New Years Day	Fourth of July	Summer Break: 4 <sup>th</sup> of July week
Martin Luther King Day	Labor Day	Winter Break: Christmas Week
President's Day	Columbus Day	
Memorial Day	Thanksgiving Day	
Juneteenth	Christmas Eve & 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 check social media. We will post on our Instagram and Facebook page. 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		
	FT Cosmetology & Teacher Training Programs	Skin Care Program
Class Begins	10:30 a.m.	11:00 a.m.
Student not permitted to enter class after	10:40 a.m.	11:10 a.m.

### **Student Services**

#### **Counseling Services**

In support of our students, Rizzieri Aveda School has created various student aid services. If you experience personal challenges, Rizzieri Aveda School encourages students to contact student services for a list of local crisis hotlines, which provide personal counseling referrals to a network of professionals.

#### **Student Activities**

You may have the opportunity to participate in a variety of events and activities that are educational, interesting and just plain fun.

#### **Job Placement Assistance**

Rizzieri Aveda School offers 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.

### **Prerequisites for Employment**

Students are encouraged to apply for a temporary license upon completion of the program. As per the State of NJ Board of Cosmetology, any graduate awaiting a practical test date, must have a temporary license in order to be permitted to work in a salon and/or spa environment.

### **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.

**Appendix A: Attendance Policy**

Students must sign in and out on their class's 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.**

	Cosmetology FT, Skin Care PT (Sat) & Teacher Training	Skin Care Full Time/PT Day & Teacher Training	April & October PT Cosmetology	Skin Care PT Day (Fri)	Skin Care PT (T, R eve)	Skin Care PT (M, W, F eve)	Mani (M, W)	Mani (T)
<b>Class Begins</b>	8:30a.m.	9:00a.m.	10:00a.m.	1:00p.m.	5:30p.m.	4:30p.m.	9:30a.m	3:30p.m.
<b>Marked as 1 hour late</b>	8:41a.m.	9:11a.m.	10:11a.m.	1:11p.m.	5:41p.m.	4:41p.m.	9:41a.m.	3:41p.m.
<b>Student not permitted to enter class after</b>	9:30a.m.	10:00a.m.	11:00a.m	2:00p.m.	6:30p.m.	5:30p.m.	10:30a.m	4:30p.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 8:20 pm, you are given credit until 7:30 pm. In order to receive the full hour, you must sign out on the hour for Skin Care, Barbering, Three Quarter Cosmetology and Manicuring Programs (full time and part time), and half hour for Cosmetology and Teacher Training Programs.

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, Vacations, 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 additional educational 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 additional educational charges.

**Cosmetology-150 hours**

**Manicuring-37 hours**

**Barbering – 112 hours**

**Skin Care-75 hours**

**Teacher Training-30 hours**

The student will be charged \$10 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, 900 hours for Barbering, 600 clock hours for Skin Care 300 clock hours for Manicuring and 500 clock hours for Teacher Training. 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.

### **Attendance Requirement First 15/30 Days of Program**

Students’ attendance is critical to the successful completion of the Rizzieri Aveda School’s educational programs. Students who miss more than the allowable number of days as set forth below may be placed on an administrative leave of absence from their program:

<b>Cosmetology/Barbering Program</b>
<b>Full time</b>
A student absent for more than 30 scheduled clock hours during the first thirty (30) calendar days of the program will be terminated from the program.
<b>Spring Three Quarter program</b>
A student absent for more than 20 scheduled clock hours during the first thirty (30) calendar days of the program will be terminated from the program.
<b>Fall Three Quarter program</b>
A student absent for more than 22 scheduled clock hours during the first thirty (30) calendar days of the program will be terminated from the program.



**Skin Care Program****Full Time -**

A student absent for more than 13 scheduled clock hours during the first fifteen (15) calendar days of the program will be terminated from the program.

**Part Time**

A student absents for more than 6 scheduled clock hours during the first fifteen (15) calendar days of the program will be terminated from the program.

**Manicuring Program**

A student absent for more than 6 scheduled clock hours during the first fifteen (15) calendar days of the program will be terminated from the program.

**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 can be accrued per week, unless otherwise approved by the Institution. Students may not exceed 30 makeup hours throughout the length of the program, in which they are enrolled. 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 will reduce the number of missed hours a student has accrued for the purpose of overtime charges. The number of hours missed will be reduced by the number of makeup hours the student has completed.

**Outside Events**

Outside events that students attend are for experience purposes only and will not be considered for accruing scheduled or makeup hours. Although hours are not being accrued, students are expected to conduct themselves in a professional manner, as they are still representing Rizzieri Aveda School.



## **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.

A withdrawn/terminated student has thirty (30) days from the date of withdrawn/termination to retrieve any belongings left at the School. Any belongings left at the School after the thirty (30) day period, will be discarded.



## **Appendix B: Administrative Policies**

To help you achieve excellence in Cosmetology, Skin Care, Manicuring, Barbering 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 to wear baseball caps, winter hats, headphones/earbuds, sunglasses or any other type of non-professional head covering. Exceptions would include religious based headwear. Scarves, headbands and fashion hats 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 docked one (1) hour for the day.
- Footwear must be professional in appearance, closed toe and worn at all times, in accordance with individual program guidelines and/or purchased from our uniform distributor. 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. There may be opportunities for students to dress differently on designated days. Participation on these days may require a donation and is optional.

**Students, who in the reasonable determination of Rizzieri Aveda School are not dressed professionally, according to the above guidelines, will be subject to the Professional Development Program resulting in a written warning or a send home for the day.**

### **Junior Students (Cosmetology, Skin Care, Manicuring)**

- Junior students must wear the white Rizzieri Aveda School uniform t-shirt provided at orientation. A long sleeve solid black or white shirt or tank top may be worn under the Rizzieri Aveda School uniform shirt. In addition, a long sleeve black or white sweat jacket, track jacket or cardigan may be worn.





- Junior students must wear solid white uniform pants
- Junior students must wear solid black or solid white, professional, rubber sole, closed toe/heel, shoes or boots. *Solid black shoes may contain solid black or solid white sole. Uggs and Timberland boots are not acceptable.* Socks must be worn at all times.
- Nametags are provided by the school and must be worn at all times.

### **Senior Students (Cosmetology, Skin Care, Manicuring)**

- Senior students must wear the black Rizzieri Aveda School uniform t-shirt provided when they move out to clinic. A long sleeve solid black or white shirt or tank top may be worn under the Rizzieri Aveda School uniform shirt. In addition, senior students must wear the black Rizzieri Aveda School lab jacket provided to them.
- Senior students must wear solid black uniform pants.
- Senior students must wear solid black or solid white, professional, rubber sole, closed toe/heel, shoes or boots. *Solid black shoes may contain solid black or solid white sole. Uggs and Timberland boots are not acceptable.* Socks must be worn at all times.
- Nametags are provided by the school and must be worn at all times.

### **Teacher Training Students**

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

## **Policy and Procedure**

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## **Model Policy**

### ***Cosmetology/Barbering 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/Barbering 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.

### **Medical Emergencies and Accidents**

Rizzieri Aveda School's goal is to provide and maintain a safe and non-violent academic and working environment. In an effort to consistently reach this goal, we have established the following procedures in the event that a student witnesses or becomes involved in an incident.

All students are encouraged to remain calm and to take an active role in maintaining a safe environment. To avoid accidents and injuries, students are required to take preventative measures by:

- using equipment properly;
- following manufacturer's directions when using chemicals and products;
- immediately wiping spills found on the floor;
- assisting elderly and disabled clients; and
- keeping all aisles and areas around work stations including classrooms free from personal items and/or debris.

#### **Emergency (medical)**

Notify a staff member immediately, so they can call 911, in case of a medical emergency such as:

- serious fall;
- apparent heart attack;
- unconsciousness;
- chemical product (spills in the eye or swallowing); or

The staff should:

- notify the administrative personnel of the location and nature of the accident;
- stay with the injured person;
- have someone meet the emergency personnel; and
- keep the area clear of bystanders.

Students must assist in the documentation of the incident.

#### **Non-Emergency (medical)**

All accidents must be reported to an instructor/staff member. The instructor will attend to the injured client or student and determine if professional medical attention is required. If there is any doubt, it is recommended that the injured person see a doctor.

#### **Incident Reports**

For all accidents, a team leader/manager on duty must be called to the scene to gather the following information and fill out an incident report:

- name, address, phone number of the injured person;
- name of student(s) and instructor working on the client (if applicable);
- date and time of accident;
- description of how the accident occurred; and name, address, phone number of other witnesses to the accident





### **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.

The school has a designated area to hang jackets if they do not fit in your locker. The school is not responsible for missing jackets, umbrellas, or any additional belongings.

### **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 asked to move their car and written up 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 blueprint 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. When all other duties are complete, 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.

## **Student Request Policy**

A request is when a student's family member comes to the clinic and requests that 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 may be considered for re-enrollment once, following a withdrawal. 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-enroll must reapply through admissions and be accepted into the program. The student must have 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. At the time of re-enrollment, 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-enrolled, 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 if requested, re-evaluation of their theoretical knowledge and practical skills. Students who are re-enrolled, must re-enter on the first scheduled class day of the week 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.

*\*Please note: To be eligible for the following process, the student must have completed the required six-month period from the last date of attendance but must be no more than eighteen months out from their last date of attendance. If the student is beyond eighteen months from their last date of attendance, they will need to re-start the program from the beginning.*

## PROCEDURE

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The student will reach out to the Student Services Representative to notify the School of their intent to return. Student Services will communicate with the Admissions Department and Education Department to initiate the process. The following is used to determine where and when a student should be placed, if re-accepted into the program:

### **0 – 100 hours**

If a student from any program was withdrawn from a course within the first 100 hours, that student would re-start the program from hour zero and would be placed with the next available next class. A spot will be reserved in the next available class for the student.

### **Over 100 hours to midpoint (300/600) of the program**

We would place a student back into the phase where the student left off, by utilizing the student's total hours attended as of their last day of previous enrollment. Academically, this would allow the student to review some of the material prior to continuing with new curriculum.

### **Clinic Phase**

This would differ between programs due to the difference in curriculum for each program. See below for guidelines:

#### **Cosmetology Students**

For cosmetology students there are typically three classes at any given time on the clinic, that have three different allotments of hours and a rolling curriculum. This gives the student multiple opportunities to join with a class on the clinic.

The Education Department would print a progress report and see where the student left off with hours as well as academics. The student would be placed with a class that is on the senior clinic and within a similar hour timeframe. They will then continue with the class's curriculum. The student would have a separate requirement sheet that must be completed, prior to beginning to take guests. This will allow the instructors to assess the student's skills before placing them in rotation for guests.

#### **Skin Care Students**

The Education Department would print a progress report and see where the student left off with both hours accrued and academics. The student would be placed with a class that pairs up in both of those areas. If there is no senior class that meets those requirements at that time, or if the senior class has maxed the number of students permitted in the class as per the NJ State Board of Cosmetology, the student would have to wait for the next available class to meet the criteria.



## **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.

## **Schedule Change Policy**

A student may request a schedule change by completing a Schedule Change Request Form located in the Student Services Office. One schedule change may be permitted per enrollment. Students should be maintaining an 80% in both GPA and Attendance to have their schedule change request considered for approval. All decisions made by administration are final.

## **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 \$25.

**Additional Educational Charges**

The student will be charged \$10 per hour for additional educational charges. See the section on Absences for a complete description of additional educational charges.

**Student ID Replacement**

If a student misplaces or loses his/her ID badge, a \$5 replacement fee will be charged. The School requests 24 hours notice for new ID replacement. Any student who requests a duplicate ID in the morning of a scheduled class day, may get the ID only if the School Administrator is available, and the student must sign in one hour late for that day.

**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.

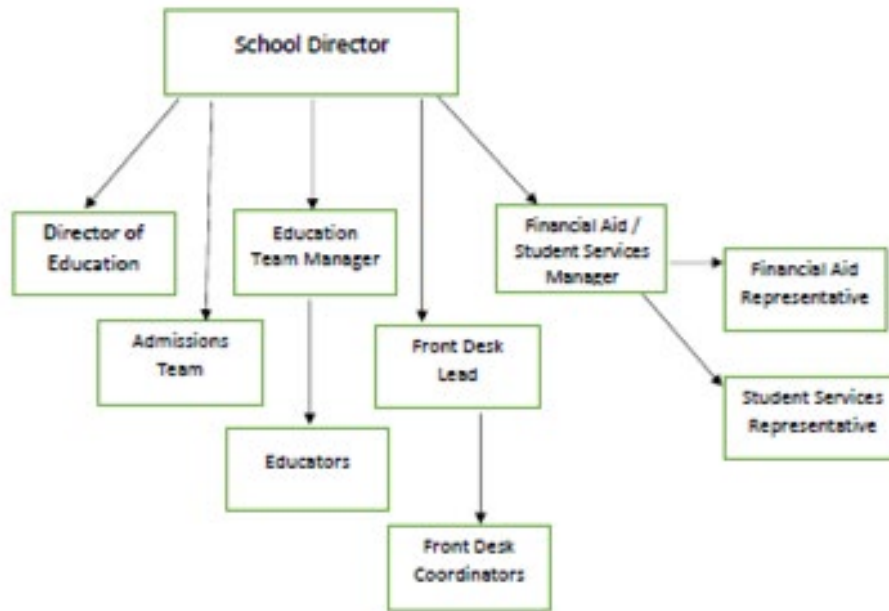
**EntraPass Security Key**

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 8:15 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	856.988.8600 option 3
Career Fair	Admissions	2270
Diplomas	Student Records	856.988.8600 option 4
Exit Interviews	Student Records	856.988.8600 option 4
Financial Aid	Financial Aid	856.988.8600 option 3
Hours	Student Records	856.988.8600 option 4
Identification Badges	Student Records	856.988.8600 option 4
Permit/License Information	Student Records	856.988.8600 option 4
Placement	Financial Aid	856.988.8600 option 3
Leave of Absence	Student Records	856.988.8600 option 4
Student Challenges	Student Services Manager	856.552.1446
Transcripts	Financial Aid	856.988.8600 option 3
Tuition Payments	Financial Aid	856.988.8600 option 3

## Appendix F: Professional Development Policy





PROFESSIONAL DEVELOPMENT PROGRAM				
<i>Minor Standard Violation</i>				
Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense & beyond	*Additional Actions
Unprepared for Class/Clinic (Junior & Senior Phase)	Verbal Warning	Written Warning	Sent Home	students may only stay for the day on the first and second offense, if they are able to discreetly acquire tools needed to perform the service they are given through the school's rental system. If they are unable to acquire the tools needed they will be sent home, regardless of 1st, 2nd or 3rd offense
Late on Mock State Board Days	Sent Home	Sent Home	Sent Home	
Unprepared for Mock State Board Days	possible failure	possible failure	possible failure	students must pass 3 mock state boards to graduate. Failing a mock state board consists of not passing at least 3 sections
Leaving Class or Clinic w/out Permission	Sent Home	Sent Home	Sent Home	
Late for Class or Late Returning from Lunch /Break	Sent Home	Sent Home	Sent Home	
Refusal of Client/ Non – Participation (in class or clinic)	Sent Home	Sent Home	Sent Home	
Classroom/Clinic Disruption (ie: personal issues, peer or instructor conflict)	Sent Home	Sent Home	Sent Home	Meeting may be scheduled to discuss being placed on a leave of absence
Negative Attitude (toward education/peers/instructor)	Written Warning	Sent Home	Sent Home	Meeting may be scheduled to discuss being placed on a leave of absence
Use of non Aveda products*	Written Warning	Sent Home	Sent Home	*Unless approved by Director of Education
Cell Phone Violation (Cell phones must be on silent and put away prior to the start of instruction. They may be used on breaks and at the instructor's discretion for educational purposes)	Verbal Warning	Written Warning	Sent Home	
Professional Appearance Violation				





<b>le: Dress Code   Uniform   Face Mask (if applicable)</b>	Written Warning*	Sent Home*	Sent Home*	<i>*Those in violation of a professional appearance may not be permitted to take guests for the day as per the instructor's discretion.</i>
<b>Nametag Violation</b>	Docked one hour for the day	Docked one hour for the day	Docked one hour for the day	<i>Students may request a new nametag from Student Services, if available, for a fee of \$5. If student is able to obtain prior to role call, an hour will not be docked.</i>
<b>Unprofessional Behavior (in the classroom or in the presence of guests)</b>	Verbal Warning	Written Warning	Sent Home	<i>Examples of unprofessional behavior include but are not limited to: -inappropriate conversations -failure to follow classroom or clinic safety policies -disrespectful behavior -falling asleep in class parking where not permitted not using the appropriate entrance</i>
<b>Violating Student Clinic Policies</b>	Verbal Warning	Written Warning	Sent Home	<i>le: consultations w/out instructors present and not consulting with instructor prior to guest leaving. Personal service, family discount, or model violation</i>



## **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. Professional Development 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 social media violations, falsifying sign-in sheets or other documents, academic cheating or plagiarism, theft or vandalism, bullying or harassment, drug or alcohol use, verbal altercations, physical altercations or threats, and possession of weapons on school ground.

Students accused of a Major Standard Violation will be immediately removed from the theory or clinic classroom to meet with the Director, and may be suspended from school pending an investigation. Students found guilty of committing a Major Standard Violation shall be subject to disciplinary action determined by the Director, up to and including suspension or termination. A student terminated from the school for a Major Standard Violation will not be eligible for re-entry into any program in the school. Refer to the section of the Cancellation and Settlement Calculation for financial responsibility if terminated.



## **Appendix G: Staff**

### ***Administrative Staff***

Anna Rizzieri – Owner  
Frank Rizzieri – President/Director  
Karen Kline – Chief Operating Officer  
Valerie Ferrie – School Director  
Nicole Palladino – Director of Education  
Sara Brady - Financial Aid & Student Service Manager  
Meg Biondi – Education Team Manager  
Victoria Sceia - Admissions Representative  
Alexandra VanLiew – Admissions Representative  
Christine Girardi – Student & Career Services  
Jill Trotman – Front Desk Lead / Inventory

### ***Instructional Staff***

Nicole Palladino – Instructor  
Meg Biondi – Instructor

### **Cosmetology Staff wear Grey Jackets**

Tiffani Dych – Cosmetology Instructor  
Susan Johnson – Cosmetology Instructor & State Board Proctor  
Caroline DelosSantos – Cosmetology Instructor  
Shante Moore-Cosmetology Instructor  
Marian Roman – Cosmetology Instructor  
Danielle Menta – Cosmetology Instructor  
Denise Randon – Cosmetology Instructor

### **Skin Care Staff wear Grey Jackets**

Allison Davis- Skin Care Instructor  
Ashley Welden – Skin Care Instructor  
Carolyn Monteleone – Skin Care / Cosmetology Instructor  
Marie O’Brien – Skin Care Instructor  
Marian Roman – Skin Care Instructor  
Kelly King – 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.

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

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

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Indicate what specific resolution you are seeking or recommending.

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



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Signature of Complainant

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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\_\_\_\_\_