



**Avanti Beauty Academy L.L.C.
Student Catalog
Cosmetology Program**

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Licensed in the State of Utah by:

State Commission & License
Division Of Occupational & Professional Licensing
Heber M. Wells Bldg. 4th Floor
160 East 300 South
Salt Lake City, Utah 84145
(801) 530-6633

Address:

1240 E. 100 S. Ste. 102 St. George, Utah 84790
Phone: 435-250-4078 Email: info@avantiacademy.org

Owner & Instructor: Mariona Malmgren Mariona@avantiacademy.org
Compliance Coordinator & I.T. Specialist: Bridger Farnsworth
Office Manager/Student Coordinators: Felicity Farnsworth
Instructors: Mariona Malmgren, Mckenna Jack, Daisy Medina, Addy Johnson, & Ella Brower
Substitute Instructors: Laura Stratton & including employed instructors.

ADVISORY BOARD

Shawn Seely	Licensed Massage Therapist/Nurse
Barb Christiansen	Masters of Education & Curriculum Development
Amber Scott	Salon Manager
Zuria Burell	Cosmetologist/School Owner
Andrea Brown	Former Graduate
Lindsey Neilson	Salon Owner/School Owner

Curriculum and studies are developed and delivered in English.

Avanti Beauty Academy Mission Statement

An educational facility driven to offer students a strong foundation of cosmetology standards, industry skills, state board procedures, affordable services with quality, kindness and beauty.

ADMISSION POLICY

Title VI of the Civil Rights Act states: no person in the United States shall, on the grounds of race, color, religion, sex, age, or ethnic origin, be excluded from participating or discriminated against. We will adhere to the rights of all those employed and enrolled in our Academy. We reserve the right to deny students based on their ability to perform the basic essential functions of the program.

ADMISSION PROCEDURES

Students will be approved for enrollment through *one* of the following criteria:

- A US high school diploma with a transcript or a GED, or its equivalent
- Evidence of completed Homeschool documentation approved by the state
- Have evidence of a foreign student's high school diploma. Should a prospective student provide a foreign high school diploma, the student must obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This must come from an outside agency and will be at the expense of the student. Qualifies under the "ability to benefit" standards with ATB testing (specific applicants only) which is conducted at the academy. (*see ATB Requirements below*)
- **High school students** must show documentation of a 2.5 GPA or higher.
&
- Provide a form of Government Identification: driver's license, birth certificate, Passport, etc. Completes the qualifications on the student application form along with an interview during a school tour.

ABILITY TO BENEFIT

Definition of Ability to benefit: a student who is beyond the age of compulsory education, lacks a high school diploma, or its equivalent and has the ability to benefit from the Academy's education. Those who are not enrolled in high school, or do not have a high school diploma or GED can perform the ATM exam on location. Ask administration for more details.

TRANSFER STUDENT POLICY

Avanti Beauty Academy will not actively recruit students currently enrolled at other institutions. We believe in behaving ethically and courteously to all those in the beauty industry. However, if a student voluntarily applies to our Academy we will proceed in the following fashion:

1. Receive student official transcript records from previous institution.
2. The student will take be evaluated to determine what additional lessons need to be instructed.
3. After determining the student's educational level, a payment plan (including \$100 registration fee) and schedule and education plan will be created around the remaining education criteria. The Academy will determine how many SAP reports need to be conducted in conjunction with the remaining hours

**Disclaimer: Not all transfer students and hours will be admitted to ABA. Final determination will be made by the admitting director. Technical skills will be reviewed prior to admission based on the transfer students enrollment interview to determine program placement.*

PROOF OF AGE

Proof of age may be documented in any way, but not limited to birth certificate, driver's license, government issued identification, birth registration, passport, etc.

TUITION COSTS & FEES

Registrations Fee (non-refundable)	\$100
Books/Kit/uniform (non-refundable)	\$1,850
Tuition	\$13,400
Total Cost	\$15,350
Required Deposit	\$2,500

Tuition covers all master classes outlined in the curriculum. However, additional fees will apply for specialty classes, trips, state board testing requirements, past contract hours, replacement tools/supplies/kit items, services or experiences as those circumstances and opportunities arise to the academy and its students.

Payment options

These payment options do not reflect hours accumulated after the contract expiration date.

Those fees will be calculated upon graduation time.

Hours beyond graduation are charged \$5.00 per hour after the contract expires.

Payment plans are available through the *Lumion portal*.

SCHOLARSHIP/REWARD REGULATIONS

Scholarships are awarded as funds are available. Scholarship recipients must maintain compliance in attendance and academics. Scholarship students should be an example to the community and to their fellow students. If they are placed into probation, they may forfeit their scholarship and the payment will be made before hours can be released for state board testing. If a student drops out of the school,

they forfeit their scholarship. Students are not eligible for student rewards if they are placed on probation.

END OF CONTRACT HOUR FEES

The Utah State Board of Cosmetology requires 1600 hours for completion. Avanti Beauty Academy allows up to 1,800 (200 missed) hours beyond the scheduled hours before charging \$5.00 per hour beyond the contracted hours. Tuition must be paid prior to hours released to the state for graduation. Students will be dropped after exceeding 2,000 scheduled/offered hours of their scheduled program hours.

COURSE LENGTH & STATE REQUIREMENTS

The Utah State Board of Cosmetology requires 1250 clock hours for graduation, but Avanti requires 1600. Attendance hours are to be productive/active hours while the student is present. Students will be required to take a written and practical examination with the state. A score of 70% or higher on both the written and practical state exams are required to become licensed in the state of Utah.

<i>Allocated Hours</i>		
<i>Subject</i>	<i>Practical Hours</i>	<i>Theory Hours</i>
Science	0	55
Infection Control		20
Chemistry		5
Electricity		5
Anatomy & Physiology		10
Structure/diseases/disorders of hair skin and nails		15
Principles & techniques of Hair	930	240
Hairstyling	100	50
Hair Shaping	150	50
Hair Coloring	450	50
Chemical Texture Services	50	30
Scalp and Hair Treatments	30	10
Shampoo	50	20
Barbering, Clipper Cuts, & Shaves	100	30
Principles & techniques for the Skin	20	25

Skin Care Treatments	5	10
Make up	5	5
Hair Removal	10	5
Contradictions		5
Principles & techniques for the Nails	25	30
Manicure	10	10
Pedicure	10	10
Artificial Nails	5	10
Career & employment information	25	250
Orientation and Professional Ethics		50
Communication Skills		50
Compensation Methods		5
Income Reporting		5
Licensing or Certification Requirements		20
State Laws & Regulations		20
Business Basics		50
Record Keeping	25	50
Sub Total	1000	600
TOTAL HOURS	1600	

CLASS SCHEDULES

Full Time	8:30 a.m. - 5:00pm (45 min lunch)	8 hrs per day 40 hours a week	49 weeks <i>including allowed absences</i>
Part Time AM	8:30-2:00 Mon-Thur 8:30-1:00 Friday	5.5/4.5 hours per day 28.5 Hours a week	67 Weeks <i>including allowed absences</i>
Part Time PM	3:00-8:30 Mon-Thur 3:00-7:30 Friday	5.5/4.5 hours per day 28.5 Hours a week	67 Weeks <i>including allowed absences</i>

THEORY AND DISTANCE EDUCATION

Session 1: Monday 8:30-10:00 am

Session 2: Monday 3:00-4:30 pm

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**Flex schedules available based on an analysis of the student's situation and the current enrollment status of the school. All schedules are to be discussed with the director prior 2 weeks prior to changes.*

Avanti Beauty Academy is a Hybrid program where students are required to complete 2 hours a week online. There are no additional charges added to the student fee for online learning outside of original books and fees costs. 100 hours maximum is allowed outside of the campus. Students will attend one theory session in person a week to follow up with their instructor to ensure learning. **Final Comprehensive Exam is required at 1400 hours**

LUNCH & BREAK POLICIES

Full time students are allowed a 45 minute lunch and tardiness does apply to the lunch break. Part time students are allowed one scheduled 15 minute break. Students are required to clock out for lunch if they are attending a full day. Students are required to clock out when they leave the building and not visibly accessible. Failure to clock out will result in disciplinary action.

TARDY & ATTENDANCE POLICY

Students must arrive on time for their contracted time assigned. Tardiness/Attendance is recorded on students' professionalism sheets daily. Tardies/Attendance must be maintained at 80%. Students are allowed 2 'day of call outs every 400 hours totaling 8 days overall. If a student is sick for more than one day, they can call out on the first day and the school can reschedule the following days without penalty. After 8 same day call outs, the school will implement a \$10 professionalism fine to the student's contract. Upon an absence, students must notify the Academy 12 hours prior to their scheduled time. Failure to make contact with the school, is considered a no-show and will result in 10% off of their professionalism grade. If the student fails to contact the school a second time, they will be placed on probation. The student will be dropped if no shows continuously occur.

If a student's attendance/professionalism falls below 80%, they will be placed on probation. They have the next SAP cycle to achieve compliance. If they fail to improve above 80%, after which, an additional evaluation will be conducted by administration determining the next course of action which will impact the hour fees at the end of the contract and/or result in termination from the program. Students may submit Doctor, legal or restrictive appointment notes to their student file documenting certain absences. Students are allotted 200 hours of

absences before being subject to absentee fines. Documentation does not guarantee an excused absence but may be reviewed in extenuating circumstances.

*If a student is absent for *more than two weeks* with no written or verbal communication, and the school has made ample attempts to contact the student *and* their emergency contact, the student will be automatically dropped from the academy. Any personal belongings not claimed or paid for will be forfeit and become property of the Academy.

PROGRESS REPORTS & SAP AND SCHEDULED MEETINGS

Students are required to maintain an 80% grade average in each area of their overall grades to be considered to be making satisfactory academic progress. Students have constant access to these records through their student Google file.

There are 4 individual areas that students are evaluated on:

- *Theory*
- *Clinicals*
- *Professionalism*
- *Attendance*

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

PROGRESS REPORT Meetings:

Progress report (Pre-SAP) meetings may be conducted approximately every 200 scheduled hours prior to each official SAP evaluation. These meetings are intended to review a student's academic and attendance progress, identify any areas of concern, and provide guidance to help the student remain on track for successful completion of the program.

If a student is demonstrating insufficient progress, a warning may be issued during a Pre-SAP meeting. Students who fail to meet the required SAP standards at each 400-hour benchmark will be placed on SAP Probation in accordance with the institution's Satisfactory Academic Progress policy.

Official SAP Evaluations:

Final Satisfactory Academic Progress (SAP) Evaluations

Official SAP evaluations are conducted every 400 **scheduled** hours and are mandatory for all students. Each evaluation is documented in writing and maintained in the student's Google file, where it is available for the student to review.

Students who meet the institution's minimum standards for both attendance and academic performance are considered to be making satisfactory academic progress and will remain in good standing until their next scheduled SAP evaluation.

Warnings are not issued during official SAP evaluations. Students who fail to meet the minimum SAP requirements—including attendance standards or maintaining a minimum academic average of 80%—will be placed on SAP Probation. Students placed on probation must meet the conditions outlined in their probation plan and demonstrate satisfactory improvement by the next scheduled SAP evaluation to remain eligible for continued enrollment.

Academic Improvement Plan:

During the SAP meeting, students on probation will be informed of their status and provided with an academic improvement plan developed in collaboration with their advising instructor. If a student successfully raises all graded areas to 80% or higher by the next 400-hour evaluation, they will be removed from probation. However, failure to improve performance may result in dismissal from the program at the subsequent SAP review.

Appeal Process:

Students who believe their SAP evaluation is not equitable may submit a written appeal requesting a re-evaluation. The appeal must include:

- Documentation explaining why satisfactory academic progress was not met.
- Evidence of any changes in circumstances that will enable the student to achieve satisfactory progress (qualifying reasons include death of a relative, an injury or illness of the student, as well as other qualifying special circumstances as approved by the director)

Once submitted, the academy will review the appeal and provide a written decision regarding the final outcome to be stored in the student's file.

As previously stated, Avanti Beauty Academy allows up to 1,800 (200 missed) hours beyond scheduled hours before charging \$5.00 per hour beyond those contracted. Students will be dropped after exceeding 2,000 scheduled hours (125%, or the maximum time frame) of their scheduled program hours.

Please note, all outstanding tuition must be paid prior to hours released to the state for graduation, and any approved leave of absence will extend a student's contract period and maximum time frame by at least the same amount of time approved for the leave of absence.

ACADEMIC LEVELS

The criteria for performance and academics will change as the student progresses into the various levels. They are as follows:

Level 1-Prima “Basics” (0-200 hours)

- Passed the Prima written final above 80%
- Passed the Prima practical test above 80%

Level 2 Verde-green (400 hours) “Intro to the Salon Floor”

- Completed Verde Level Sheet
- Booked and performed 15 requested services

Level 3 Argento-silver (800 hours)

“Mastering Customer Service and Business Development”

- Completed Argento Level Sheet
- Performed 15 rebooked clients from previous services (does not need to be the same 15 previous clients)

Level 4 Avventura-gold (1200) “Formulation, Directing and Consultation”

- Completed Avventura Level Sheet
- Self consulted and performed 10 color services and received the instructor’s approval for said service without correction
- Self consulted and performed 10 cut services and received the instructor’s approval for said service without correction

Level 5 Finita-purple (1600 hours) “State Board Mastery”

- Delivered services within an acceptable time frame displaying a sense of urgency which includes low customer wait room times
- Completed Finita Level Sheet
- Passed the mock state board above 80%
- Created a graduation plan and performed final interview with director
- Scheduled state board tests

MAKE-UP WORK POLICY

All required classroom assignments must be completed and submitted as a condition of graduation. Students are also required to complete all practical procedures assigned within each cycle level before advancing to the next level of training.

Failure to complete required assignments or procedures within the designated cycle level may result in a **warning** during a Pre-SAP meeting or **SAP Probation** at an official SAP evaluation, in accordance with the institution's Satisfactory Academic Progress policy.

Students may not graduate with outstanding assignments or grades of zero. Any incomplete or missing work must be completed prior to graduation.

Late assignments will receive a **10% grade reduction for each month** they are submitted after the original due date.

Students who are absent from Monday theory classes are responsible for making up the missed theory work during the following month's scheduled make-up session. To receive approval, students must submit a **Theory Make-Up Request Form** identifying the assignments they need to complete.

All theory assignments and make-up work must be completed during designated theory hours unless otherwise approved by the instructor or school administration.

CLINIC FLOOR PROCEDURES

Student Clinic Floor Policies

Each student will be provided with fair and equitable opportunities to perform a variety of salon services throughout their training. Students are expected to accept all client services assigned to them and view each appointment as an opportunity to develop their technical skills, professionalism, and confidence.

Every client service must begin with a thorough consultation. Before the service is performed, students must complete all required sanitation procedures and demonstrate appropriate customer service standards. An instructor must approve the consultation and sign the service ticket before the service begins. Services that are not properly signed off by an instructor will not receive credit toward graduation requirements.

Students are expected to complete their own work. When an instructor assigns an assistant for educational purposes, service credit will be shared between the participating students as determined by the school.

Students may receive salon services as clients only on days when the clinic schedule is less than **50% booked**. To be eligible, students must be current on all required coursework and clinic responsibilities. This includes, but is not limited to:

- CIMA requirements
- Practical procedure sheets
- Classroom assignments
- Theory work
- Any other required academic or clinic-related work

Students who have outstanding assignments, incomplete clinic work, or are on probation may not receive salon services until all required work has been completed.

STUDENT DAY OF BEAUTY POLICY

As a celebration of completing the cosmetology program, eligible students may receive a complimentary **Day of Beauty** during their final weeks of enrollment.

To qualify for a Day of Beauty, students must meet **all** of the following requirements:

- All practical procedure sheets have been completed.
- All theory assignments have been completed with passing grades.
- The student has successfully passed all required state board examinations.

The following guidelines apply to all Day of Beauty appointments:

- The appointment must be scheduled within the student's **final two (2) weeks** of enrollment.
- Complimentary services are limited to a maximum value of **\$100**. Any services exceeding \$100 will be charged at the current student discount rate.
- Appointments may only be scheduled on **Wednesdays or Thursdays**.
- Appointments may **not** be scheduled on clinic days that are more than **75% booked**, ensuring client service availability remains the priority.
- The appointment must receive **prior instructor approval**, and the instructor must sign the clinic schedule indicating approval.
- The appointment must be **booked as actual services**, not simply blocked out on the schedule, to accurately reflect clinic activity.

- At checkout, the services will be processed through the point-of-sale system using a **\$100 Day of Beauty discount**. This ensures all services are properly recorded for clinic and educational records. Any amount exceeding the \$100 allowance will be charged to the student at the applicable student discount rate.

The school reserves the right to deny or reschedule a Day of Beauty appointment if the student does not meet the eligibility requirements or if scheduling needs require clinic availability for paying clients.

REGULAR STUDENT SERVICES

Appointments should be scheduled on a Wednesday or Thursday and may not be scheduled during peak performance days which is over 75% booked. Instructor must sign on the schedule that it is approved. Needs to be booked for the service, not just blocked out. We need to account for the service in our bookkeeping system. Student services are also subject to being moved or cancelled due to clients being our first priority.

Student Service Discount Policy

Students may receive salon services at a **50% discount** on eligible services while enrolled in the program. Any additional products required to complete the service will be charged at the **full retail price**.

The following services are provided at no charge to currently enrolled students:

- Haircuts
- Shampoo services
- Styling services
- Hair tinsel applications

To receive student service benefits, students must remain in compliance with all school requirements. Students who are not in good academic or attendance standing may have student service privileges suspended until compliance is restored.

STUDENT AND STAFF RETAIL DISCOUNT

10% off, cannot be combined with monthly promotions, but students can participate in sales offered to the public

GRADUATION REQUIREMENTS

- 80% overall grade average
- Finished all assignments, levels and criteria issued by the academy
- Hours are completed (1600 hrs)

After completing all the requirements, students are awarded a diploma of completion.

EXTERNSHIP OPPORTUNITIES

When students have completed the following requirements, they are allowed to participate in an externship at 1500 hours at the discretion of the academy approval:

- Written and Practical State Board Exams are passed
- All Assignments including grid sheets are completed and above 80%

Externships can only be completed at establishments that meet the following requirements:

- Business has been active for over 2 years
- Has no disciplinary action against their license with the city or the state
- Has current state and city licenses

SCHOOL MASTER CALENDAR

The school will be closed for the following holidays during each year:

Martin Luther King Day
President's Day
Spring Break 2 Scheduled Days
Easter Break 1 Scheduled Day
Memorial Day
Independence Day Break 3 Scheduled Days
July 24th-State Holiday
Labor Day
Columbus Day
Veterans Day
Thanksgiving 3 Scheduled Days
Christmas Eve Break to New Years

TEACH OUT AND ONLINE LEARNING

If in the event there is prolonged sickness, scheduling issues or other absence circumstances beyond the normal standards, students can opt in to video conferencing for hours. Students will be required to complete assignments and activities that are issued during the regular hours.

Avanti Beauty Academy will also implement when necessary online learning for specific classes that require additional attention for the student. ABA will not exceed the state allowed amount of hours. Approval by the administration is required prior to the student attending online classes.

DRESS CODE

Students will be required to wear the following:

- Avanti school uniform T-Shirt is required for events, off campus events and marketing purposes as well as wearing to school
- Other shirts that are approved include: *preferably* solid colored well-fitting: no low cuts, belly showing or overly tight fabrics. Fabrics that can be seen through must include fuller coverage on the torso, back and chest. Shirts must cover the tops of the shoulders and under the armpits.
- All clothing cannot have print or patterns representing other companies, organizations, groups, people or places. Kindness logos and slogans and professional patterns are acceptable with approval.
- Pants/capris-no extreme patterns, no holes above the knee (minor distressed ok) Holes must not be excessive or overly large
- No shorts or skirts
- Closed toed shoes or sandals that are attached to the heel
- Avoid extreme style choices that interfere with the ability to function
- Professional appearance including but not limited to, make-up, hair styled, nails groomed
- Highest standards of hygiene (teeth brushed, deodorant, shower, shaving, etc). All clothing must be properly laundered, and clean.
- Inappropriate clothing will be immediately addressed by having students leave or change.

CODE OF CONDUCT

Avanti Academy prides itself on its ability to show kindness and respect to all people. We expect the same from our students which includes (but not limited to) a zero tolerance to the following behaviors which do not require any verbal or written warnings:

- Stealing (items, information, clients, etc.)

- Cheating and not adhering the school protocols in place (including dishonesty with grades or duties)
- Disrespectful behavior to staff, students or guests
- Violence (physical or in verbal or written speech)
- Destruction of property (not taking care of the property)
- Slandering the Academy's reputation or it's students, staff, or clients
- Threats verbal or non-verbal, or on social media
- Tampering with anyone or anything not belonging to another person without permission.
- Criminal activity on or off campus as it may disrupt the education process and reputation of the Academy
- Acting as an instructor, interfering with the educational process. *Refer to Utah State Code Effective 5/12/2020*

58-11a-502. Unlawful conduct. Unlawful conduct includes:

practicing or engaging in, or attempting to practice or engage in activity for which a license is required under this chapter unless: the person holds the appropriate license under this chapter.

***If any student is found involved in any of these behaviors, a review will be performed by administration and they may be terminated immediately.**

DISCIPLINARY ACTIONS

There are 3 levels of discipline that may be carried out by an academy. They are as outlined:

- 1-Verbal/Written warning depending on the severity and situation.
- 2- Probation.
- 3-Suspension or Termination depending on severity.

TERMINATION BY THE ACADEMY

Disciplinary actions must adhere to this outline:

1. After all previous warnings, suspensions, and probations have been exhausted, student will proceed to #2 below.
2. **DROPPED**-Student has exhausted hours beyond 125% of the allowed hours for graduation. They will also be dropped from the program at any time they willingly violate the Code of Conduct rules. Being dropped from the academy must be performed or approved by the school director/manager and all documentations will be provided.

3. Re-entry into Avanti Beauty Academy will require a student to re-enroll under a separate contract. Re-entry will be to the discretion of Avanti Beauty Academy pertaining to skill level and cause of the drop.

WITHDRAWAL AND EXIT POLICIES

If a student withdraws from Avanti Beauty Academy or when a student is terminated by the academy, the following steps will be taken:

1. Written Notification:

- Students withdrawing voluntarily must submit a written statement explaining their reason for withdrawal.
- Unofficial withdrawals are determined through monitoring clock hour attendance. If a student has not notified the academy and stops attending for ten business days they are considered withdrawn.
- If the academy initiates termination, it will provide written documentation stating the reason.

2. Determination of Attendance and Financial Obligations:

- The academy will determine the student's last date of attendance. For students on an approved leave of absence who decide not to return, the date of withdrawal will be the earlier of the scheduled date of return or the date the student notified the institution they will not be returning. In instances of expulsion, the cancellation date will be considered the time of resolution through this disciplinary action, not necessarily the date of the incident.
- A financial review will be conducted to assess whether the student owes a balance or is eligible for a refund. Refunds are calculated based on scheduled hours offered to the student, with clock hours reviewed on a weekly basis. (Refer to the refund policy for details.)

3. Outstanding Tuition Payments:

- If a student owes unpaid tuition, the academy will work to establish a payment arrangement within a reasonable timeframe.
- If a former student fails to meet the agreed-upon payment schedule, their account may be sent to a collection agency after 60 days. Any

promissory notes or contracts for tuition that may be distributed to these third-party agencies, as well as collection correspondence complies with the institution's Withdrawal and Settlement policy.

4. Personal Belongings:

- Students must remove personal belongings from the premises within 48 hours. The academy is not responsible for any unclaimed items.

5. Refund Processing:

- If a refund is required, it will be issued to the payor within 45 calendar days after determination that a student has withdrawn, whether officially or unofficially. Official withdrawal dates will be based on written documentation provided.
- A termination fee of \$150 will be applied to the student's account. All outstanding fees must be paid before receiving an official transcript.

6. Cancellation Before Enrollment:

- If a student or legal guardian decides to cancel enrollment within three business days of signing the enrollment agreement, all payments excluding the application fee, will be refunded. If a student or legal guardian decides to cancel enrollment after the three business day period, all monies will be returned less the application fee and any applicable registration fees. Any cancellation
- will be determined by the postmark on a written notification, or the date the information is delivered to the academy in person.

7. Mitigating Circumstances:

- If qualifying extenuating circumstances are documented, the director may approve an adjusted refund beyond the standard minimum tuition adjustment policy.

8. Non-Refundable Fees:

- Costs related to books, kits, uniforms, extra classes, and additional fees are not included in tuition refunds. Please also note the application fee (not to exceed \$100) is also non-refundable whether admission to the academy is approved, denied or wait-listed.

9. Program Cancellations and School Closure:

- If the academy cancels a program or academy closure occurs before a program begins, all payments, including the registration fee, will be refunded.
- If a program is canceled after it has begun, the academy will either:
 - Provide a **pro-rated refund** for students transferring to another institution based on completed hours.
 - Offer participation in a **teach-out agreement** to allow students to complete their education.

REFUND POLICY CHART

All refunds are based on scheduled/offered hours of \$13,400 tuition costs:

Percentage length completed to total length of course or program	Amount of total tuition (<i>not including kit, supplies or fees</i>) owed to the school	Dollars retained or owed to the Academy
0.01%-4.9% (1-78 hrs)	20%	\$2,680.00
5.0%-9.9% (79-158 hrs)	30%	\$4,020.00
10%-14.9% (159-238 hrs)	40%	\$5,360.00
15%-24.9% (239-398 hrs)	45%	\$6,030.00
25%-49.9% (399-799 hrs)	70%	\$9,380.00
50% and over (800+ hrs)	100%	\$13,400.00

If the school closes/cancels a course and ceases to offer instruction after the student has enrolled and instruction has begun, the Academy will do one of the following:

1. Provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school
2. Provide a completion of the course or program
3. Participate in a teach out curriculum
4. Provide a full refund of all monies

LEAVE OF ABSENCE POLICY

Avanti Beauty Academy recognizes that unforeseen circumstances may necessitate a temporary leave from attendance and are not considered dropped from the

Academy. Students are permitted only one leave of absence (LOA) during their enrollment term with the student's intention of returning and finishing their schooling. A leave of absence must be requested in advance and a signed LOA form should be completed in writing, unless an emergency prevents the student from submitting the required LOA form beforehand. A LOA will start on the last day of the student's attendance.

To be considered for approval, students must provide documentation supporting their request, which will be reviewed by the school director. Acceptable reasons for an LOA may include, but are not limited to: the death of an immediate family member, hospitalization, or unexpected natural disasters. However, approval is not automatic and will be granted at the academy's discretion. If a student decides to take a non-approved LOA, the Academy will consider the student as dropped from the program. The withdrawal date will be considered the student's last day of attendance including any hybrid attendance and any funds owed to the academy or owed to the student will be calculated according to the last day of attendance.

During an approved LOA, students will not receive any financial repercussions due to the requested LOA. The contract hours will be adjusted accordingly, but financial commitments will resume upon the student's return to school and no refund calculation is required at this time.. The duration of an LOA ranges from 21 to 50 calendar school days. If the leave exceeds the allowed days, the student may submit an appeal with proper documentation, however, the Academy may consider having the student drop and re-enroll upon approval. The student will return at the same level as when they started their leave if they return within 2 years.

EMPLOYMENT ASSISTANCE

Avanti Beauty Academy is not responsible for finding graduates employment, but will assist as much as possible. We will offer honest earned letters of recommendations, references, and coordinate with local salons and beauty professionals to assist in the employment process. The Academy may also post job listings in the student breakroom and through digital communication for current opportunities.

EQUIPMENT, FACILITIES & PARKING

Avanti Beauty Academy comprises 11 hair stations, 3 shampoo stations, 2 pedicure stations, 2 manicure stations, one facial room, 1 office, a reception area, 1 break room, laundering facility, 2 restrooms, a dispensary for supplies & 1 storage and filing area and one classroom. If students are found to damage equipment or the

facilities due to negligence, the Academy may elect to charge the student for damages incurred.

Students cannot park in front of the school or in front of the neighboring businesses. Student parking can be located on the surface street on the south side of the building, near the entry on the east side of Troon Park entrance, and in the middle sections of the community parking north of the building. If complaints occur due to students violating the parking policy, the Academy may allow towing of vehicles after warnings are issued.

ELECTRONIC & AUDIO DEVICES POLICY

Phones and computers will be used to track student hours and class assignments. Use of computers for any other purpose is prohibited without staff permission. Students may bring cell phones, laptops and ipads to the school and use for classwork or break time use. While not in use, they must be properly stored away. Personal phone calls must be taken in the break room or outside. Recording or taking pictures (regardless of the type of device used) of anyone is prohibited without consent. Avanti Academy will not resume responsibility for students' electronic devices. Failure to comply with this standard will result in probation or expulsion from the academy.

PRODUCTS, EDUCATIONAL TOOLS & KITS

Avanti Beauty Academy is thrilled to collaborate with Eufora and AlterEgo of Italy to be the main supplier of color, styling aids and products. They offer a high standard of production that is environmentally safe and non-toxic. The Academy will mainly but not solely, utilize the Milady Standard Textbook and Exam books for their main source of curriculum following Utah State Testing.

Student kits will be distributed during their first week of school. Students will sign documentation stating that they have received all of their tools and implements guaranteed in the student kit. If students have signed off and either lose or break their items, the student is responsible for replacing said items. (*Optional class items are not covered in the general school kit.*)

STUDENT IDENTITY

Students must not share their student login information with any other individual. Posing as any other student or asking another student to pose as themselves, will result in termination of both parties. Students and Staff do not have the authority to share personal information about students, staff or clients whether verbal or on social media platforms without consent from the student, staff or client.

STUDENT RIGHTS TO INFORMATION

Avanti Beauty Academy protects students' privacy by not disclosing "personally identifiable information in education records" without the written consent of an eligible student or if the student is a minor, their parents. We also will allow access to the student's personal records per scheduled request and through their student digital file.

GRIEVANCE POLICY

If an enrolled student wants to issue a complaint to the school in relation to the academy or its constituents, it must be done formally in writing (email is required to info@avantiacademy.org) including the following details must be outlined:

- The date of the complaint issued
- The date of the policy violation
- The parties involved by name and any witnesses if possible
- What policy has been violated
- The desired outcome
- Full name assigned to the complaint

Complaints cannot be submitted anonymously as it limits the academy's ability to correct the issue.

ACADEMY RIGHT TO RELEASE STUDENT INFORMATION

Student information will not be released to other entities without prior authorization from the student or for the following circumstances:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for, or on behalf of, the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To comply with a judicial order or lawfully issued subpoena
- Financially responsible individuals listed on the student enrollment agreement

STUDENT SUPPORT SERVICES

Avanti Beauty Academy will make student support services available in an conspicuous area. These services will include the following:

- <https://www.sgcity.org/evhresources/> housing, dove house, switchpoint
- If you suspect **child abuse or neglect** is occurring please call our 24/7 intake hotline at 1-855-323-3237.
- **National Domestic Violence Hotline** 24/7 Multilingual
800-799-7233
- <https://www.sbhcc.us/services/crisis-support>

Southwest Behavior Center

WASHINGTON COUNTY LOCATION

474 W. 200 N. St. George, UT 84770 (435) 634-5600

ADA/OSHA/EPA COMPLIANCE

The Academy will continually review and comply with all governing organizations to ensure rights and policies to all students. Prior to enrollment, students are required to notify the Academy of any disabilities that require reasonable accommodations in compliance to the ADA laws. Without prior acknowledgement or documentation, the Academy cannot comply with the student's requests.

EMERGENCY & DISASTER PLANS

Prevention of accidents and disasters protocols will be administered, reviewed and practiced at all times. However, in the event of a disaster or emergency, the following individuals may be contacted:

Property Management: Pioneer West Realty Office 435-628-2696

ERA Realty HOA: 435-628-3950

Plumbing: Ty Stratton 435-359-8153

Computer Issues: Bridger Farnsworth 435-214-8003

Electrical: Ignacio Blanco 435-862-0408

City of St. George Utilities: 435-627-4700

Insurance company & Agent: American Family Insurance-Udy Associates

Gas Company Dominion Energy: 1-800-323-5517

Non-emergency Fire Department: 435-627-4150

Non-emergency Police Department: 435-627-4300

All Major emergencies dial 911

In case of a fire or other disaster requiring evacuation, all students, staff and clients will exit to the nearest exit and meet at the south side of the building near 200 S. street. Reception or lead administrator will take a headcount and roll call.