



**Avanti Beauty Academy L.L.C.
Catalog & Student
Handbook**

Revised 7/2/2024

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Avanti Beauty Academy is in "Candidacy Status" with:

N.A.C.C.A.S.

National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600

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 Farnsworth Mariona@avantiacademy.org

Facilities Coordinator: Stefenie Frisbie

Compliance Coordinator & I.T. specialist: Bridger Farnsworth

Office Manager, Social Media Manager and Student Coordinator: Gillian Mohlmann, Felicity Farnsworth
 Instructors: Mariona Farnsworth, Kylee Tiffany, Laura Stratton, Mckenna Jack
 Student Instructor: Daisy Medina
 Substitute instructors: Kiera Guymon, Bailey Francis, Angie Bradshaw 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 only.

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 criterias:

- A 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. (*see ATB Requirements below*)
- 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 *and* take the ATB test (\$50) and receive the correct scores in order to be admitted. Retakes (\$25) are allowed at the cost to the applicant and must wait the 2 week grading period between tests.

And

- One form of Government Identification: driver's license, birth certificate, Passport, etc.

And

- Can fulfill the qualifications on the student application form along with an interview.

HIGH SCHOOL PROGRAM REQUIREMENTS

Students who wish to begin their career early, must have met with their school counselor to ensure they have the scheduling ability to attend classes.

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.

“ATB”-ABILITY TO BENEFIT REQUIREMENTS

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. They must:

1. Prior to admission, complete a Nationally recognized, standardized or industry developed test which measures the student’s aptitude to successfully complete the program which they have applied
2. If they have a foreign high school diploma, documentation will be translated into english and verified that it is equivalent to a U.S high school diploma by an outside party. This will be done at the expense of the student.

COURSE LENGTH & STATE REQUIREMENTS

The Utah State Board of Cosmetology requires 1600 clock hours for graduation. 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.

CLASS SCHEDULES

Basic training is approximately 5-8 weeks. Students may make 2 approved schedules changes during their time in the program with two weeks notice. Students are responsible for keeping consistent schedules.

Full Time	8:30 a.m. <i>(with a 30 min. Lunch period)</i> 5:00p.m	8 hrs per day <i>40 hours a week</i>	33-48 weeks
AM Part Time PM Part Time	8:30 a.m. -1:00 p.m. 1:00 p.m. -5:30 p.m.	4.5 hrs per day <i>22.5 hours per week</i>	76-86 weeks
Nights Mon-Thurs	5:30p.m.-10:00 pm	4.5 hrs per day <i>18 hours per week</i>	89-100 weeks
Flex Schedule <i>(after basics)</i> <i>This schedule must be pre-approved</i>	Students must collaborate with the school director for their schedules to include theory classes	<i>A minimum of 24 hours per week</i>	66-100 weeks

THEORY

Our school is a Hybrid program where students are required to complete an average of 2-4 hours a week online. 200 hours maximum is allowed outside of the campus. Students will attend one theory class in person a week to follow up with their instructor.

LUNCH & BREAK POLICIES

Students scheduled for more than 5 hours a day are allowed a 30 minute lunch break and tardiness does apply to the lunch break. Students attending less than 5 hours are allowed a 15 minute break. Students are required to clock out for lunch if they are attending a full day. The only exception is if an appointment consumes their entire day, however the academy will strive to accommodate designated breaks whenever possible. Students are required to clock out when they leave the building. Failure to clock out will result in disciplinary action.

TARDY & ATTENDANCE POLICY

Students must keep track of their monthly calendars. Students receive a credit at the beginning of each shift when the student arrives on time and signed off at the end of each day after cleaning their designated station and completed their sanitation duties. When students are late, they will forfeit their points which impacts their professionalism grade.

Attendance must be maintained at 80%. Upon an absence, the student must notify the Academy prior to their scheduled time. Failure to contact the school, the schedule is considered a no-show. If the student fails to contact the school a second time, they will be placed on probation. Academy *may* remove the student from the clinic schedule until student becomes consistent.

If a student 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.

*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.

Pre-SAP & SAP AND SCHEDULED MEETINGS

Students will meet with the director *approximately* every 200 hours “offered”. They will review their strengths and weaknesses and areas of concern. Final SAP Cycles end every 400 hours. Students on probation 2 times *may* be dropped from the program and must be subject to the refund policy in their contracts.

There are two components that students are evaluated on:

Quantitative: based on attendance 80% or higher; and

Qualitative: based on performance 80% or higher

Both must be met in order to stay in compliance with the academy.

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” (0-320 hours) grading scale:

- Followed directions & safety and sanitation procedures.
Maintains professionalism in all aspects
- Passed the Prima written final above 80%
- Passed the Prima technical test out

Level 2 Verde-green (321-640 hours) “Intro to the Salon Floor”

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

Level 3 Argento-silver (641-960 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)
- Demonstrated business principles and retail sales

Level 4 Avventura-gold (961-1280) “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 (1281-1600 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 classroom assignments must be submitted to graduate. Student’s must have all procedures completed during each cycle level before proceeding to advancement level. Failure to do so will result in warning/probation. Zeros are not permitted for graduation.

CLINIC FLOOR PROCEDURES

Each student will be given fair opportunities to perform various services. Students will accept all services assigned and view each client as an opportunity to grow and develop their skills. Every service must begin with a consultation and an instructor's signature after all sanitation and customer service procedures have been performed. Services must be signed off in order to receive credit. Students must complete their own work. If assigned an assistant, credit is shared between students.

END OF CONTRACT HOUR FEES

The Utah State Board of Cosmetology requires 1600 hours for completion. Avanti Beauty Academy allows up to 1,850 (250 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. Student will be dropped after exceeding 2,000 scheduled hours (125%) of their scheduled program hours.

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
Memorial Day
Independence Day Break
July 24th-State Holiday
Labor Day
Columbus Day
Veterans Day
Thanksgiving Break
Christmas Break-New Years

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. If however a student voluntarily applies to our Academy we will proceed in the following fashion:

1. Receive student completed hours and academic records
2. The student will take a 100 question admittance test to determine their educational level. The percentage achieved on the test will determine how many of the transfer hours will be applied to the transfer student.
3. After determining student's educational level, a payment plan including \$100 transfer fee, and schedule will be created around the remaining education criterias

**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.

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.

TUITION COSTS & FEES

Registrations Fee (non-refundable)	\$100
Books/Kit/T-Shirts (non-refundable)	\$1,600
Tuition	\$13,400
Total Cost	\$15,100
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.

SCHOLARSHIP REGULATIONS

Scholarships are awarded as funds are available from grants and donors. 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.

DRESS CODE

Student's will be required to wear the following (-5 pts for each violation day):

- Avanti school uniform T-Shirt is required for events and marketing purposes as well as wearing to school on a regular basis
- Other shirts that are approved include: primarily solid colored -preferred colors are: black, navy, dark chocolate brown, forest green, dark plum, dark gray, & tans. 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.
- Clothing cannot have print or patterns representing other companies, organizations, groups , people or places. Kindness logos and slogans are acceptable.
- 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
- Name Tag
- Avoid extreme styles 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 student 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
- Cheating (including dishonesty with grades or duties)
- 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

- 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 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 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.

REFUND POLICY

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage length completed to total length of course or program	Amount of total tuition (<i>not including kit or supplies</i>) owed to the school	Dollars retained or owed to the school
0.01%-4.9% (1-80 hrs)	20%	\$2,700.00
5.0%-9.9% (81-159 hrs)	30%	\$4,050.00
10%-14.9% (160-239 hrs)	40%	\$5,400.00
15%-24.9% (240-399 hrs)	45%	\$6,075.00
25%-49.9% (400-799 hrs)	70%	\$9,450.00
50% and over (800+ hrs)	100%	\$13,500.00

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

Avanti Beauty Academy understands extenuating circumstances may require a temporary leave from attendance. Only one leave of absence is allowed during a student's term of enrollment. A leave of absence form will be submitted to the student file. Documentation will be required from the student to be allowed for a leave of absence and be approved by the school director. The following reasons may include but are not automatically permitted and not limited to: Death of an immediate family member, hospitalization, or unforeseen natural disasters. Payment plans are still required to be fulfilled during a LOA but the contract hours will be amended to the original contract. The leave allows 21-50 calendar days.

GRADUATION REQUIREMENTS

- 80% overall grade average
- Finished all assignments, levels and criterias issued by the academy
- Money owed to the school must be paid before releasing the students' hours to the state.
- Hours are completed (1600 hrs)

EMPLOYMENT ASSISTANCE

Avanti Beauty Academy is not responsible for finding graduates employment, but will assist as much as possible. We will offer 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, 2 pedicure stations, 2 manicure stations, one facial room, 1 office, a reception area, a large break room, laundering facility, 2 restrooms, a dispensary for supplies & 1 storage and filing area and one classroom.

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.

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 of anyone is prohibited without consent. Avanti Academy will not resume responsibility for students' electronic devices.

PRODUCTS, EDUCATIONAL TOOLS & KITS

Avanti Beauty Academy is thrilled to collaborate with 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 the appropriate curriculums. Student's will sign documentation stating that they have received all of their tools and implements guaranteed in the student kit. If student's have signed off and either lose or break their items, the student is responsible for replacing said items. (*Speciality class items are not covered in the general school kit.*)

STUDENT IDENTITY

Students must not share their student login information with any other student. 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 without written consent from the student.

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.

GRIEVANCE POLICY

If an enrolled student wants to issue a complaint to the school in relation to the academy or it's 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 correctly address the issue.*

ACADEMY RIGHT TO RELEASE STUDENT INFORMATION

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

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.

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 will be contacted:

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

ERA Realty HOA: 435-628-3950

Stefanie Tanner: 435-429-5907 Building maintenance

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

Ryan Farnsworth: 435-668-2950

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.