



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

***Revised 2/15/2024***

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Avanti Beauty Academy is “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. 4<sup>th</sup> 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](mailto:info@avantiacademy.org)

Owner & Instructor: Mariona Farnsworth [Mariona@avantiacademy.org](mailto:Mariona@avantiacademy.org)  
Facilities Coordinator: Stefenie Frisbie  
Compliance Coordinator & I.T. specialist: Bridger Farnsworth

Office Manager, Social Media Manager and Student Coordinator: Eliza Farnsworth & Felicity Farnsworth  
Instructors: Mariona Farnsworth, Kylee Tiffany, Laura Stratton, Mckenna Jack  
Substitute instructors: Kiera Guymon, Bailey Francis, Angie Bradshaw as well as currently employed instructors.

#### ADVISORY BOARD

Shawna Seely  
Barb Christiansen  
Amber Scott  
Zuria Burell  
Andrea Brown

Curriculum and studies are developed and delivered in English only.

### **Avanti Beauty Academy Mission Statement**

*To be a dedicated educational facility that is driven to offer its students a strong foundation of cosmetology standards to ensure industry skills alongside state board procedures, while offering our community an affordable service with exceptional quality, kindness and beauty.*

The word *Avanti* is Italian - to move forward or advance.  
Our Academy will be forward focused by looking to the future with a bright hope in the direction of health and responsibility.

#### ADMISSION PROCEDURES

Title VI of the Civil Rights Act states: that 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.

#### ADMISSION POLICY

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 has been verified by an outside agency that is qualified to translate documents into English and confirm its academic equivalence to a U.S. high school diploma
- Qualifies under the "ability to benefit" standards with ATB testing (specific applicants only) which is conducted at the academy.
- High school students-Must have a legal guardian sign for liability
- 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.

High school students must show documentation of a 2.5 GPA or higher *and* take the ATB test and receive the correct scores in order to be admitted. Retakes are allowed at the cost to the applicant.

## 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.

## 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 5-8 weeks depending on the selected schedule. Once the basic training module is completed, the academic director is able to adjust the student's schedule to fit both the students needs as well as the criteria put forth by the academy. This must be approved by the academic director only and payment schedules must reflect timely payments before the student is to graduate.

Full Time	8:30 a.m. <i>(with a 30 min. Lunch period)</i> 5:00p.m	8 hrs per day <i>No more than 40 hours per week</i>	Minimum weeks 33 Maximum weeks 48
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>	Minimum weeks 76 Maximum weeks 86
Nights Mon-Thurs	5:30p.m.-10:00 pm	4.5 hrs per day <i>18 hours per week</i>	Minimum weeks 89 Maximum weeks 100
Flex Schedule <i>(after basics is completed) This schedule must be approved by administration</i>	Student will select a theory schedule and hours will be based around said theory class	Average 4.5 hrs per day <i>A minimum of 22.5 hours per week</i>	Minimum weeks 76 Maximum weeks 86

## THEORY SCHEDULES

Morning Full Time: 8:30-9:30 a.m. Afternoon Part Time: 1:00-1:30 p.m.  
Nights: 5:30-6:00 p.m. Students are enrolled into one theory class a day.  
Students must get approval to switch to a different theory class.

## 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 take 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.

## TARDY & ATTENDANCE POLICY

Students are to keep track of their monthly calendars. Each day is stamped when a student arrives on time and signs off at the end of each day. When students are late, they will forfeit their morning stamp points which impacts their over professionalism grade.

Attendance must be maintained at 80% per month. Upon an absence, the student must call in and notify the Academy of their absence within the first ½ hour of their schedule. Failure to contact the school is considered a no-show. A no contact/no show will be treated as an automatic probation. This is considered their written warning. If the student fails to contact the school a second time, they will receive a week suspension adding hours to their contract.

If a student falls below 80%, they will be given a written warning. They have the next month to get back into compliance. If they fail to improve above 80%, they will be placed on probation for 30 days- 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.

### END OF CONTRACT HOUR FEES

The Utah State Board of Cosmetology requires 1600 hours for completion. We allow up to 200 hours beyond the scheduled graduation date before charging \$5.00 per hour beyond the contracted date. Hours+90% of tuition must be paid prior to hours released to the state for graduation.

### SCHOOL MASTER CALENDAR

The school will be closed for the following days in 2024 but not limited to these days:

Jan 1	New Years Break	SCHOOL CLOSED
Jan 15	MLK Day	MUD
Feb 19	President's Day	MUD
Mar 14-15	Spring Break	SCHOOL CLOSED
Mar 29-1	Easter Break	SCHOOL CLOSED
May 27	Memorial Day	MUD
July 4-5	Independence Day Break	SCHOOL CLOSED
July 24	State Holiday	MUD
Sept 2	Labor Day	MUD
Oct 14	Columbus Day	MUD
Nov 11	Veterans Day	MUD
Nov 27-29	Thanksgiving Break	SCHOOL CLOSED
Dec 24-2	Christmas Break	SCHOOL CLOSED

“Make-Up Days” may be scheduled on non-break days referred to as "MUD". MUD days may be open for students to make up hours or assignments based upon staffing availability and students needs. Those students who are currently in compliance with their academics and attendance, can choose to attend MUD sessions without any implications to their contracted hours. If there are no students that are required to attend MUD sessions, administration will determine if the school will be in closure status. Students will be notified a week prior. Students must sign up for MUD sessions and attend. If they sign up and no show, they may result in loss of future MUD session privileges.



## START DATES FOR 2024 (*Curriculum cycles rotate every 8 weeks*)

January 8th  
March 18th  
May 13th  
July 8th  
September 3rd  
October 28th

### 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 *may* also be reviewed prior to admission based on the transfer students enrollment interview.

### 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 theory hours. Students will be required to complete assignments and activities that are issued during the theory 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)	\$1,500
Tuition	\$13,400
<b>Total Cost</b>	<b>\$15,000</b>
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.

#### SATISFACTORY ACADEMIC PROGRESS POLICY

There are two components that students are evaluated on:

Quantitative: based on attendance 80% or higher; and

Qualitative: based on performance 80% or higher

#### 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”

- Maintains Prima standards
- Booked and performed 15 requested services

Level 3 Argento-silver (641-960 hours)

“Mastering Customer Service and Business Development”

- Maintains all standards in the Verde level
- 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”

- Maintains all standards in the Argento level
- 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
- Maintains Avventura standards
- Passed the mock state board above 80%
- Created a graduation plan
- Interview at 3 beauty business for job placement
- 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. If a student misses an entire chapter, they may be required to retake the chapter as it cycles back around.

## 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.

## DRESS CODE

Students will be required to wear the following:

- 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. All clothing must be properly laundered, and clean
- 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
- Name Tag
- Avoid extreme tattoos & piercings that interfere with speech, vision, noise, dexterity and focus
- Professional appearance including but not limited to, make-up, hair styled, nails groomed
- Highest standards of hygiene (teeth brushed, deodorant, shower, shaving, etc)

\*If a student is out of dress code, they will receive one verbal warning, documented by the staff on the student's file. If the same student is warned again, it will become a formal written warning. If student behavior persists, students may be asked to clock out for the day until the clothing is remedied.

## 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
- Violence (physical or in verbal or written speech)
- Destruction of property or the Academy's reputation
- 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

\*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 4 levels of discipline that may be carried out by an academy. They are as outlined:

- 1-Verbal warning
- 2-Written warning
- 3-Suspension (can be in school or out of school suspension to allow the academy to review the situation and determine the next course of action)
- 4-Termination

## 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 violated one of the Code of Conducts. Being

dropped from the academy must be performed or approved by the school director and all documentations will be provided.

### 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 rata 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 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)

## INCENTIVES & REWARDS

Prior to graduation, students can receive *Denarii* points as rewards for specific programs that the academy is incentivising at the time. These programs are flexible and can be changed at any time for the learning of the students at the academy. These rewards are **not** part of tuition and rewards may be revoked for warnings or suspensions.

## 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 will also post job listings in the student breakroom for current opportunities.

## EQUIPMENT, FACILITIES & PARKING

Avanti Beauty Academy comprises 9 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

Time clocks, phones and computers will be used to track student hours. 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. Electronics are not allowed on the clinic floor with the exception of building a professional portfolio. Recording or taking pictures of anyone is prohibited without written 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 its constituents, it must be done formally in writing (email is acceptable/preferred to [info@avantiacademy.org](mailto: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 a 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.sbhc.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  
JB Spilker 435-680-1367

ERA Realty HOA: 435-628-3950

Stefanie Tanner: 435-429-5907 Building maintenance

Plumbing: Tyson Stratton 435-359-8153

Electrician: John Erdmann 801-836-1131

Computer Issues: Bridger Farnsworth 435-214-8003

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.