



THE INSTITUTE OF
BEAUTY AND WELLNESS



AN **AVEDA** BEAUTY SCHOOL

Milwaukee • Madison



UNLEASH YOUR POTENTIAL

Your creativity and uniqueness are valued here. We encourage our students to do what they love and represent what they believe.

REV.08/07/2023

TABLE OF CONTENTS

WHY AVEDA?

Mission & the Aveda Difference	5
Guest Educators + Workshops	7
Externship Program	8
Job Placement	9

PROGRAMS & CAREERS

Your Education & Future Career Opportunities	11
Ayurveda Esthetic	13
Barbering	15
Cosmetology	17
Esthiology	19
Manicuring	21
Massage Therapy	23
Instructor	25

ADMISSIONS

Faculty & Staff	26
Our Schools	27
Enrollment Requirements	29
Notification of Acceptance, Classes, Transfer Students, Advanced Standing	
Tuition	30
Late Payment, Refund Policy, Return of Title IV Fund (Federal Financial Aid) Policy, Veterans Refund Policy, Notice of Cancellation, Breach of Contract	
Tuition Rates	32
Cosmetology, Barbering, Esthiology, Massage Therapy, Manicuring, Ayurveda Esthetic, Instructor (Milwaukee Only), Ayurveda Body Therapies (2 Weeks), Makeup Workshops	
Financial Aid	32
Financial Aid Process, Financial Aid Eligibility, Federal Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Federal Plus Loan	
Scholarships	33
Graduation & Licensing Requirements	33
Graduation Requirements, Licensing Requirements	
Student Services	33
Housing, Placement, Academic and Individual Counseling, Student Activities, Access to Cumulative Records, Student Information Release Policy	
Challenges & Grievances	34
Student Challenges, Grievances	
2020 Naccas Outcome Rates	35

POLICIES & STANDARDS

Policies & Standards	37
Standards, Physical Demands & Safety, Dress Codes & Appearance, Attendance Policies, Absences, Makeup Work, Tardiness, Time Record Policies, Vacations, Holidays, Hybrid Distance Education Policy, Student Activities, Access to Cumulative Records, Student Information Release Policy	
Satisfactory Academic Progress Policy	39
Academic, Attendance, Determination of Progress, Progress Evaluation, Warning & Probation Status, the Appeal of Warning & Probation, Academic & Individual Counseling, Withdrawals - Passing/Failing, Withdrawals - Re-Entry, Transfer Students, Incompletion/Repetition & Remedial Courses, Changes in Course of Study, Leave of Absence	
Title IX Notice of Nondiscrimination	41
The Rationale for Programs Longer than State Requirements	42
State Authorization Disclosures	43
State Licensure, Location Change	
Self Evaluation Process	43
Licensing	43
Accreditation, Affiliations	



THE Aveda MISSION

“Our mission at Aveda, is to care for the world we live in, from the products we make to the ways in which we give back to society. At Aveda, we strive to set an example for environmental leadership and responsibility, not just in the world of beauty, but around the world.”

Horst M. Rechelbacher

Founder, Aveda

WHY AVEDA

OUR MISSION is to provide a quality professional education that extends beyond simply passing the state licensure exam. We want you to achieve longevity and success in the fields of **Cosmetology, Barbering, Esthiology, Massage Therapy, Manicuring, Instructor** and **Ayurveda Esthetic**.

WE STRIVE TO:

- Create an environment of trust and respect
- Encourage a commitment to teamwork
- Promote personal and professional development
- Inspire the continuous quest for knowledge and growth

By supporting our students in this manner, we enable them to provide service that exceeds their clients' expectations.

WE ARE AN AVEDA INSTITUTES dedicated to supporting our students and teams in becoming successful beyond their expectations as artists and professionals. We do so by living out our core values in everything we do:

PRIORITIZE PEOPLE

At Be Aveda Institutes, each individual – student, guest and teammate – is seen, heard and aligned with their best self.

BE ACCOUNTABLE

We act responsibly in everything we do, always giving more than we take.

EXERCISE TRANSPARENCY

We bare it all from ingredients to education, and beyond.

HAVE FUN

Life is short. We celebrate one another and have fun in all that we do.

RETURN TO NATURE

We find inspiration in the land and embrace the Ayurvedic principles we were founded on.



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LEARN FROM THE BEST

GUEST EDUCATORS + WORKSHOPS = EDUCATION FUND

We are committed to taking education to the next level. The Institute of Beauty and Wellness uphold a no-tipping policy for student service providers.

If guests wish to contribute money to the student's education, both schools have established an Education Fund to enhance your basic training program with advanced guest speakers, demonstrations, and hands on workshops.

These donations allow us to bring in guest educators that are above and beyond the regularly scheduled

curriculum and will allow you to have a continual education resource for your future needs.

The **Education Fund** is a student body collaborative effort that allows these educators from all domains in the industry to share their experiences with students. Our Alumni are encouraged to come back after graduation and receive life-long guest education.



"I really felt the participation and the interest of the students. They had the most pertinent questions and to me that reflects the teaching that they are receiving at The Institutes. It all came out in the afternoon on the live model, hands on. What hospitality, picturesque surroundings and an architecturally stimulating environment! Needless to say, I am looking forward to a second round!"

YVES DURIF
YVES DURIF SALON, NYC



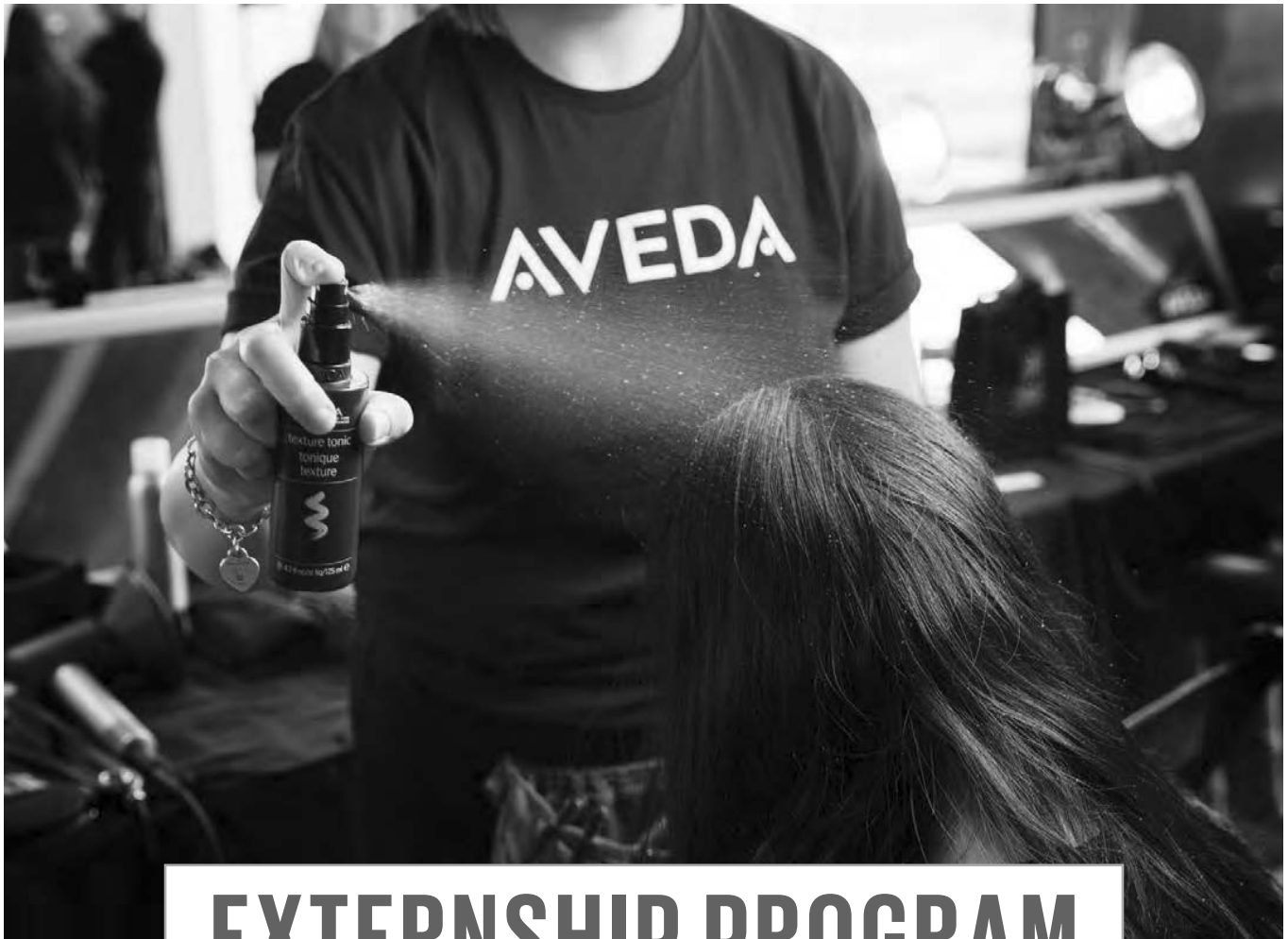
"Creativity and enthusiasm is contagious at The Institute of Beauty and Wellness' state of the art training facility. The student's exposure to advanced education and top-notch guest educators so early on in their learning process is evident in their "anything is possible" attitude. The Institutes and the Downtown Milwaukee neighborhood left me feeling so inspired by the culture that thrives there. I am excited for the future of The Institute of Beauty and Wellness' passionate hairstylists and their mission to change lives through beauty."

SUSAN FORD
GLOBAL MEN'S CUTTING COACH



"I am fortunate enough to have traveled the world working with some of the top salons and schools, and The Institute of Beauty and Wellness in Milwaukee is on the top of my list. The Institutes offers excellent education that is relevant to the needs and demands of today's top salons, preparing the students for an exciting and rewarding career in hairdressing."

VIVIENNE MACKINDER
WORLD RENOWNED HAIR STYLIST &
LIFETIME ACHIEVEMENT AWARD WINNER



EXTERNSHIP PROGRAM

WHAT IS AN EXTERNSHIP?

The intent of the Externship Program is to provide **job-related experiences**, strengthen problem-solving and decision-making skills, and prepare students for **occupational success** through a temporary training program, prior to graduation.

HOURS PER PROGRAM:

Cosmetology	up to 40 hours
Barbers	up to 20 hours
Esthiology	up to 20 hours

WHAT WILL YOU DO?

- ▶ Shadow, assist and perform services independently (under licensed professionals' discretion)
- ▶ Improve the skills and knowledge needed to be successful in the industry

ELIGIBILITY

- ▶ Theory courserwork must be complete
- ▶ GPA in good standing
- ▶ Maintain a 94% attendance rate



JOB PLACEMENT

Our Student Services team is dedicated to helping students **develop resumes**, curate competitive social media profiles to **build a professional brand**, complete **AVEDA's retail training program** (required to work in an AVEDA Salon) and discover career opportunities by managing an in-house **Job Board** and hosting **Career Fairs**.

CAREER FAIRS:

- Our Institutes host quarterly career fairs
- 30+ employers attend
- Interview opportunities with salon & spa owners
- Open to alumni and current students

JOB BOARD

- Regional opportunities throughout WI
- AVEDA Network opportunities worldwide
- Open to alumni and current students

With a vast network of salons, spas and health clubs nationwide, The Institute of Beauty and Wellness can help you begin your professional career. The Institute of Beauty and Wellness offer employment advisory services as defined by Wis. Admin. Code § SPS 409.05. We will help you gain the knowledge you need with several career fairs and self promotional instruction. Placement services provided by The Institutes are offered as an assistance in working out the student's placement but is not offered as an assumption of the responsibility for finding the student a job. The Institute of Beauty and Wellness are primarily institutions of learning and do not guarantee job placement.



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PROGRAMS & CAREERS

YOUR EDUCATION

COSMETOLOGY

Explore the latest styles and techniques in haircutting, color, texture, styling, skincare, nail care, and makeup.

BARBERING

Master the latest styles and techniques in haircutting, texture, styling, and shaving..

MASSAGE THERAPY

Learn massage therapy and total body wellness using both ancient and modern techniques.

AYURVEDA ESTHETIC

Ayurveda is a complete lifestyle and wellness program derived from ancient Indian tradition, including nutrition, bodywork, spa therapies, and meditation. Licensed Estheticians and Massage Therapists can participate in this program's Ayurveda Body Therapy portion to gain advanced body works skills.

ESTHIOLOGY

Learn hair removal, body treatments, facials, makeup, and specialized techniques to purify, balance and renew the skin.

MANICURING

Develop a complete understanding of advanced nail care services with hand and foot care. Learn Aveda's natural manicure and pedicure techniques and the latest technology in nail art, gels, and acrylic.

INSTRUCTOR

Provides the foundational skills needed to pursue a career as an instructor in beauty or wellness. Learn effective lesson planning, communication skills, coaching, and grading principal techniques before you receive hands-on experience observing on the clinic floor. (Instructor Program not offered at Aveda Institute Madison.)

**The Institute of Beauty and Wellness are accredited by The National Accrediting Commission of Career Arts and Sciences (NACCAS).*

YOUR FUTURE CAREER OPPORTUNITIES

DAY SPA

- Massage Therapist
- Ayurveda Esthetician
- Body Care Specialist
- Spa Therapist
- Spa Director
- Spa Owner
- Private Practice
- Esthetician
- Sales Representative

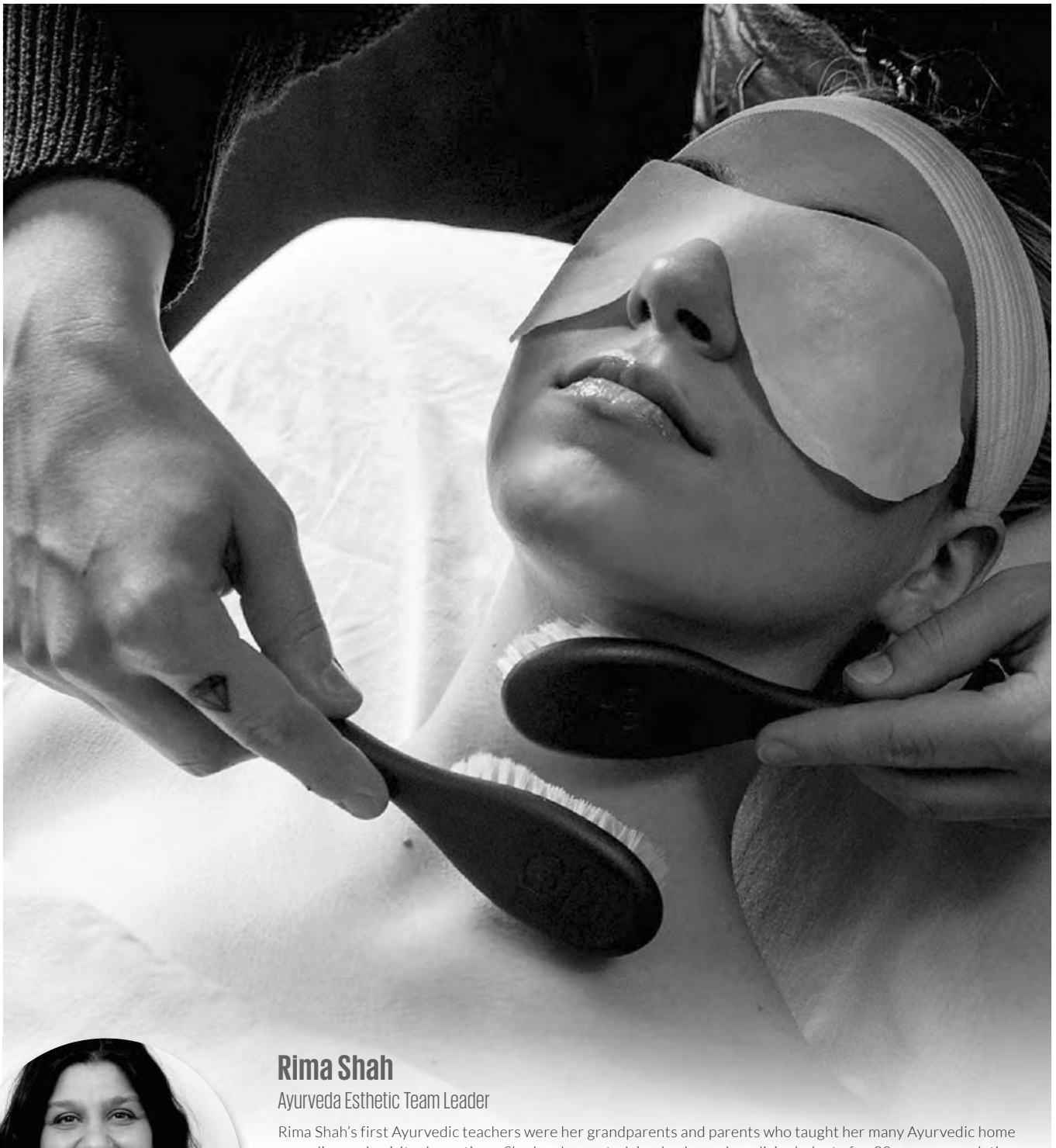
SALON

- Hair Stylist
- Barber
- Esthetician
- Makeup Artist
- Manicurist
- Sales Representative
- Hair Coloring Specialist
- Salon Manager
- Salon Owner

EDUCATION & OTHER FIELDS

Education & Other Fields

- Instructor
- Guest Educator
- Wellness Counselor
- State Board Member or Inspector
- Educational Director for a Product Manufacturer
- Consultant/ Trainer
- Paramedical Esthetician
- School Owner
- Freelance Makeup Artist
- Stylist or Makeup Artist for film, theater, fashion, or print
- Massage Therapist at Chiropractic Clinic, Physical Therapy Clinic, Medispa, Destination Spa, or Resort



Rima Shah
Ayurveda Esthetic Team Leader

Rima Shah's first Ayurvedic teachers were her grandparents and parents who taught her many Ayurvedic home remedies and spiritual practices. She has been studying herbs and medicinal plants for 30 years, completing both Western and Ayurvedic herbal studies. She founded and created the Apothecary at Kanyakumari in 2004 and created some of her signature products. She was part of the faculty of Kanyakumari from 2004-2009. She taught Ayurvedic Herbalism, Women's Health, and Panchakarma at the Bhavana Institute of Yoga and Ayurveda from 2010-2014. She currently teaches an Ayurveda Health Counselor Program at the Institute of Beauty and Wellness in Milwaukee and Madison, 2016-present. Rima runs a full Ayurveda clinic offering consultations, treatments, and classes in Milwaukee, WI. She is a licensed 200RYT Yoga teacher, Aromatherapist, 600 hr trained meditation teacher, and Vedic Counselor.

Rima teaches at both, Milwaukee & Madison, campuses.

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AYURVEDA ESTHETICS

Ayurveda is an ancient science aimed at preventing and healing imbalances within the body. Our 1000-hour Ayurveda Esthetic Program provides an integrative and holistic approach to beauty and wellness based on the theory and practices of Ayurveda. The Esthetic portion focuses on how to take care of skin externally, while the Ayurveda approach teaches how to heal from the inside out.



1,000 COURSE HOURS
424 HRS THEORY + 576 HRS PRACTICAL



DAY (PART-TIME, 39 WEEKS)*

Mon.-Thurs. 8:30am-4pm
*Milwaukee Campus

THEORY/PRACTICAL HOURS BY SUBJECT	THEORY HOURS	PRACTICAL HOURS
Anatomy and Physiology	5	25
Law & Code, Business, Ethics	5	21
Safety + Sanitation	3	47
Chemistry	7	17
Treatments	6	122
Electricity	7	38
Makeup	6	26
Electives (Ayurvedic Body Therapies)	7	108
Ayurvedic Anatomy, Physiology and Digestion	75	-
Food Awareness	39	-
Philosophy and History	26	-
Sanskrit	20	-
Constitutional Assessment	37	13
Ayurvedic Lifestyle Management	39	13
Herbalism	52	-
Ayurvedic Psychology	26	-
Theories of Detoxification	13	-
Managing Vata, Pitta and Kapha in the Body	58	7
Yoga	32	7
Practical (Internship; Clinic)	0	93
THEORY VS. PRACTICAL	463 HRS	537 HRS
TOTAL COURSE HOURS	1,000 HRS	

NOTE: Upon completion, students will be eligible to apply for the Ayurvedic Accreditation Commission Board (AACB) Ayurvedic Health Counselor board certification exam and, upon passage, apply for National Ayurvedic Medical Association (NAMA) Professional Membership. Our graduates receive an Ayurveda Esthetic Certificate from the Institute of Beauty and Wellness as well as meet the requirements to apply to become a licensed esthetician in the State of Wisconsin.

As one of the first schools in the nation to offer this course, we are also proud to help our students apply for a membership with the Association of Ayurvedic Professionals of North America (AAPNA) as a Registered Ayurvedic Lifestyle Consultant and with the National Ayurvedic Medical Association (NAMA) as an Ayurvedic Health Counselor.



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BARBERING

Encompassing current grooming techniques in cutting, shaving and texture, our students acquire the technical skills necessary to grow a career in barbering focused on detail and precision. The 1,000-hour Aveda certificate program's dual focus on real-world business applications—including safety and sanitation training, networking opportunities within the local barbering community, career fairs, a private job board, and an externship program—helps students learn how to develop a sustainable practice that also respects the environment.



1,000 COURSE HOURS
288 HRS THEORY + 712 HRS PRACTICAL



3-DAY (49 WEEKS)
Wed.-Fri. 8:30am-4pm

EVENING (PART-TIME, 50 WEEKS)
Mon.-Thurs. 4:30pm-9:30pm

THEORY/PRACTICAL HOURS BY SUBJECT	THEORY HOURS	PRACTICAL HOURS
Hygiene, grooming and personal development	5	-
Bacteriology, sterilization and sanitation	15	10
Tools, equipment and implements (identification and usage)	3	10
Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling thermal waving, finger waving, roller setting, pin curl placement, blow-drying, shampooing, scalp and hair treatments, conditioning, reconditioning, hair analysis, care of hair pieces, wigs and wefts	100	400
Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, and bleaching	87	250
Chemistry, tools, equipment and implements (identification and usage)	20	30
Shaving, beard and mustache shaping, trimming, men's facial, facial massages, and basic principles of electricity	15	-
Anatomy and physiology of the hair, skin, nails and disorders of the hair, skin and scalp Product knowledge, product use and sales, preparing and consulting with customers for services	15	-
Laws, rules, professional ethics and history of barbering	18	-
Individual student needs, industry trends and electives, i.e., record keeping, mathematics, communications, human relations, public relations, first aid, etc. (Theory hours include structured visits conducted by the school outside of the classroom at one or more barbering or cosmetology establishments)	10	12
	THEORY VS. PRACTICAL	288 HRS 712 HRS
	TOTAL COURSE HOURS	1,000 HRS

* Available at Milwaukee Campus Only



REV.08/07/2023

COSMETOLOGY

Connect with beauty, fashion, wellness and art in our hands-on cosmetology program. Explore the latest styles and techniques in hair cutting and styling, skin care, nail care and makeup. You will have the technical skills, as well as professional business skills to enhance the guest experience, preparing you for successful careers such as a hair stylist, makeup artist or salon owner.



1,600 COURSE HOURS
563 HRS THEORY + 1,037 HRS PRACTICAL



DAY (FULL-TIME, 47 WEEKS)
Mon. 9am-4pm & Tues.-Fri. 8:30am-4pm

3-DAY (54 WEEKS)
Mon.-Wed. 10am-9pm

THEORY/PRACTICAL HOURS BY SUBJECT	THEORY HOURS	PRACTICAL HOURS
Hygiene, grooming and personal development	10	-
Bacteriology, sterilization and sanitation	20	20
Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow-drying, shampooing, scalp and hair treatments, conditioning, reconditioning, hair analysis, care of hair pieces, wigs and wefts, tools, equipment and implements (identification and usage.)	140	440
Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry, tools, equipment and implements (identification and usage.)	185	392
Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy and introduction to electrolysis and basic principles of electricity, tools, equipment and implements (identification and usage.)	35	60
Manicuring and pedicuring, including nail enhancement, tools, equipment and implements (identification and usage.)	10	25
Anatomy and physiology of the hair, skin, nails and disorders of the hair, skin, scalp and nails	50	-
Product knowledge, product use and sales, preparing and consulting with customers for services	30	-
Laws, rules, professional ethics and history of barbering and cosmetology	18	-
Individual student needs, industry trends and electives, i.e., record keeping mathematics, communications, human relations, public relations, first aid, guest educators, etc. (Hours may include structured visits conducted by The Institutes outside of the classroom at one or more barbering or cosmetology establishments)	65	100
THEORY VS. PRACTICAL	563 HRS	1,037 HRS
TOTAL COURSE HOURS	1,600 HRS	



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ESTHIOLOGY

Study specialized techniques to purify, balance, and renew the skin. Master the skill of facials, waxing, body treatments, and makeup application. You will acquire extensive business-building skills, providing the foundation you need for a career as a licensed esthetician.



600 COURSE HOURS
297 HRS THEORY + 303 HRS PRACTICAL



DAY (FULL-TIME, 18 WEEKS)
Mon. 9am-4pm & Tues.-Fri. 8:30am-4pm

EVENING (PART-TIME, 30 WEEKS)
Mon.-Thurs. 4:30pm-9:30pm

THEORY/PRACTICAL HOURS BY SUBJECT	THEORY HOURS	PRACTICAL HOURS
Introduction: Law & Code, Bookkeeping, Business Management, History and Ethics	33	-
Bacteriology, sterilization and sanitation	35	30
Anatomy and Physiology	40	-
Chemistry, Treatments and Process	40	-
Treatment, Product and Techniques	50	150
Electricity, Machines and Equipment	12	37
Makeup and Color Analysis	15	26
Individual Student Needs, Electives and Eyelash Extension Certification	72	60
THEORY VS. PRACTICAL	297 HRS	303 HRS
TOTAL COURSE HOURS	600 HRS	



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MANICURING

Learn the fundamentals of manicuring, pedicuring, sanitation, gel and acrylic nails. The 300-hour manicuring curriculum is focused on the complete understanding of all nail care services as well as foot and hand care. Filled with Aveda rituals, this program prepares you with a well-rounded education for a future in the beauty industry that you have always wanted.



300 COURSE HOURS
131 HRS THEORY + 169 HRS PRACTICAL



DAY (PART-TIME, 11 WEEKS)
Mon.-Thurs. 8:30am-4pm

EVENING (PART-TIME, 15 WEEKS)
Mon.-Thurs. 4:30pm-9:30pm

THEORY/PRACTICAL HOURS BY SUBJECT	THEORY HOURS	PRACTICAL HOURS
Introduction: Law & Code, Bookkeeping, Business Management, History and Ethics	36	-
Safety, Sanitation and Sterilization, First Aid and Bacteriology	10	25
Nails and Skin Disorders	24	10
Anatomy and Physiology	18	8
Manicuring and Pedicuring	24	112
Introduction to Advertising	12	-
Individual student needs and electives (Theory hours may include structured visits conducted by the school outside of the classroom at one or more barbering cosmetology, or manicuring establishments.)	7	14
	THEORY VS. PRACTICAL	131 HRS 169 HRS
	TOTAL COURSE HOURS	300 HRS

* Available at Milwaukee Campus Only



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MASSAGE THERAPY

The massage industry offers diverse options for employment after graduation from an FSMTB assigned school. The 750 hour program will prepare you to work in this dynamic field by guiding you through human anatomy, pathology, physiology and kinesiology.

Your journey begins with anatomy and movement. It then guides you through the complexity of the human body by teaching increasingly complex massage techniques and modalities. Through this understanding you will learn how to improve the human body and psyche through the power of touch and the art of intention.

Throughout the Massage Therapy program you will be engaged in promoting wellness in your own life and your guests. You

will also learn the business of the massage profession through business initiatives designed to teach you to sell yourself and the products you use.

Succeed in a spa, health club, alternative care/medical setting or even start your own business. Attain the skills you need to pass the national licensure exam, become state licensed and contribute to the beautiful field of massage therapy.



750 COURSE HOURS

355 HRS THEORY + 395 HRS PRACTICAL



3-DAY (22 WEEKS)*

Mon.-Wed. 8:30am-4pm

*Madison Campus

DAY (PART-TIME, 27 WEEKS)*

Mon.-Thurs. 8:30am-4pm

*Milwaukee Campus

EVENING (PART-TIME, 38 WEEKS)

Mon.-Thurs. 4:30pm-9:30pm

THEORY/PRACTICAL HOURS BY SUBJECT	THEORY HOURS	PRACTICAL HOURS
Anatomy, Physiology, Pathology, Kinesiology	275	
Business, Laws & Ethics	60	
Massage Therapy and Body Work Theory, Technique and Practice	320	
Student Clinics	70	
Adult CPR & Standard First Aid	8	
Additional Massage Therapy & Body Work Coursework	7	
State Law & Jurisprudence	10	
	THEORY VS. PRACTICAL	355 HRS 395 HRS
	TOTAL COURSE HOURS	750 HRS

NOTE: The Massage Therapy program of the Institute of Beauty and Wellness is approved by the State of Wisconsin Educational Approval Program to be offered and taught at Aveda Institute Madison, a teaching location of the Institute of Beauty and Wellness. As both locations are owned by Susan Haise, the Massage Therapy program, including curriculum and graduation requirements, are identical at both locations.



REV.08/07/2023

INSTRUCTOR

ARE YOU A LICENSED PROFESSIONAL WITH A PASSION TO TEACH?

Our 150 hour Instructor Program will provide you with the foundational skills needed to pursue a career as an instructor in beauty or wellness. Learn effective lesson planning, communication skills, coaching and grading principal techniques before you receive hands on experience of observing on the clinic floor. Approximately three hours of homework per week will be given. The program will have 32 observation hours and 40 student teaching hours to be fulfilled based on availability and scheduling.



150 COURSE HOURS
110 HRS THEORY + 40 HRS PRACTICAL



DAY (20 WEEKS)
Mon. 9am-5pm

THEORY/PRACTICAL HOURS BY SUBJECT	THEORY HOURS	PRACTICAL HOURS
Goals, rules, and review of curriculums	14	-
Objectives, competencies, methods, lesson planning, teaching techniques of the practical laboratory, interpersonal relations, evaluation and grading principles	64	-
Classroom management, communications, counseling, record keeping, safety and first aid	32	-
Practical applications on the clinic floor and basic skills of practical teaching techniques (prerequisite items 1, 2 & 3)	-	40
	THEORY VS. PRACTICAL	110 HRS 40 HRS
	TOTAL COURSE HOURS	150 HRS

FACULTY & STAFF

SUPERVISORY ADMINISTRATION

Susan Haise Owner

DIRECTORS & ADMINISTRATION

Kari Kennedy Director, Milwaukee
 Ariana Oldenberg Director, Madison
 Caitlin Charo Education & Development Team Lead

FINANCE & FINANCIAL AID

Financial Aid 414-319-7581
 Gregory Mathews Financial Aid Administrator
 Diane Pandl Finance & Compliance Administrator

ADMISSIONS

Madison Admissions 608-250-3100
Milwaukee Admissions 414-227-2889
 Brittany York Admissions Team Lead
 McKenna Shaffer Senior Admissions Coordinator
 Ana Lalaj Admissions Coordinator
 Jay Sandoval Jimenez Admissions Coordinator
 Sophie Weinsheim Admissions Coordinator

STUDENT SERVICES

Student Services studentservices@ibw.edu
 Gaya Glassen Student Services Team Lead
 Kirsten Zimdars Student Services Coordinator

MADISON CAMPUS

COSMETOLOGY/BARBERING

Scott Staples Team Lead
 Eric Chapman Educator
 Sydney Compton Educator
 Kaitlin Freeman Educator
 Samantha Hensler Educator

ESTHIOLOGY

Suzanne O'Connell Team Lead
 Melissa Basinski Educator
 Angela Covarrubias Educator
 Jenna Jonas Educator
 Mercedes Jones Educator
 Justina Wiegel Educator

MASSAGE THERAPY

Jamie Bates Educator
 Anne Giordano Educator
 Megan Murphy Educator

MILWAUKEE CAMPUS

AYURVEDA ESTHETIC

Rima Shah Team Lead
 Ashlee Winger Educator

COSMETOLOGY/BARBERING

Shari Andrews Educator
 Amelia Brandolino Educator
 Alyse Heston Educator
 Chris Jones Educator
 Shanel Jordan Educator
 Amy Lile Educator
 Michelle Mikula Educator
 Ashley Nielsen Educator
 Lindsey Nicholas Educator
 Tammy Robinson Educator

INSTRUCTOR

Caitlin Charo Educator
 Gaya Glassen Educator
 Tammy Robinson Educator

ESTHIOLOGY

Cori Raymond Assistant Team Lead
 Alica Castro Educator
 Jerricka Jacobs Educator
 Gwen Janda Educator

MANICURING

Dez Nicols Educator
 Sondra Swessel Educator

MASSAGE THERAPY

Dr. Teresa Tetting Educator
 Christine Welch Educator
 Krislyn World Educator

OUR SCHOOLS



MILWAUKEE

327 E. St. Paul Ave.
Milwaukee, WI 53202
414-227-2889

Located in Milwaukee's Historic Third Ward, the arts and fashion district of the city. Riverfront dining, shops, theatres, and art galleries make this a prime location for anyone interested in the salon and spa industry.



MADISON

353 E. Campus Mall
Madison, WI 53715
608-250-3100

Located in University Square, walking distance to the University of Wisconsin Madison's eclectic State Street, the Capitol Building, & Lake Monona, making this a prime location for any young professional in the salon & spa industry.

CLIENT SERVICE AREAS

The Institute of Beauty and Wellness and Aveda Institute Madison provide all students the opportunity to perform services on a diverse clientele. We provide a quality salon and spa setting where students can perform hair, skin, nail and body services under supervision of licensed instructors.

STUDENT CLASSROOMS

Classrooms have been designed to provide the proper environment for different types of learning and activities. The classrooms are equipped with the latest technologies in audio-visual equipment and access to learnaveda.net, Aveda's online curriculum portal.

EQUIPMENT

At The Institute of Beauty and Wellness, there are a variety of equipment available for student use including: manicuring stations, hydraulic chairs, massage and esthetic tables and fully equipped skin care stations with dermascopes and steamers at each station.

AVEDA EXPERIENCE CENTER

Both schools house a retail center for Aveda hair, skin, flower and plant Pure-Fume™ and body care, makeup and lifestyle products. Product knowledge and retail success are two ways that you can increase your value in the salon industry. The store gives you the opportunity to practice your client services and business skills with guests.



REV.08/07/2023

ADMISSIONS

ENROLLMENT REQUIREMENTS

- Schedule and complete a tour of the facility.
- Interview with an Admissions Representative.
- Complete Admissions Application (<https://ibw.edu/enrollnow/> or <https://www.avedainstitutemadison.com/enrollnow/>) - and submit a \$50 non-refundable application fee.
- Submit official proof of education (high school diploma, high school diploma equivalent, official high school transcript, or transcript showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree).
- Take an entrance assessment* if any of the following apply:
 - GPA is 2.0 or below
 - Copy of diploma or GED does not verify GPA
 - Home-schooled or foreign diploma
- Provide proof of age with a document such as a driver's license, government-issued identification, birth registration/certificate, passport, etc.
- Complete the Free Application For Federal Student Aid (FAFSA) or agree to the estimated payment contract.
- Provide proof of professional license (instructor program only).
- Transfer students only: submit a \$100 transfer application fee before evaluation of transfer credit hours; and an official copy of transcripts from the previous school.

Note: If a foreign applicant provides a high school diploma, the Admissions Team requires that the applicant have an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

NOTIFICATION OF ACCEPTANCE

The application deadline is the day before a class starts. Upon completion of enrollment requirements, the Institute will notify applicants of their acceptance in person or in writing, then a starting date will be confirmed. Please refer to **catalog inserts 4-5** for the program's starting and calculated completion dates. Upon confirmation, the admissions team will send/fill out an enrollment contract for the chosen program and start date. If the student is under 18 on the date of signing the Student Enrollment Contract, the student must also have their Parent/Guardian of a dependent minor sign the Student Enrollment Contract. Returning a completed contract to The Institute of Beauty and Wellness guarantees enrollment. Enrollment is on a first-come/first-serve basis. *If a student does not pass the entrance assessment, they are allowed to retake the assessment in six months.

CLASSES

The Institutes reserves the right to combine or cancel classes as enrollment demands.

TRANSFER STUDENTS

The Institute of Beauty and Wellness considers transfer applicants on a case-by-case basis.

ADVANCED STANDING

The Institute of Beauty and Wellness does not grant advanced training for prior education and training. At their discretion, the Institute of Beauty and Wellness may refuse transfers if admission requirements, including tuition, cannot be met. At their discretion, the Institute of Beauty and Wellness may refuse the Institute of Beauty and Wellness may accept or reject transfer hours. Program testing may be necessary. The Institute of Beauty and Wellness may allow students to re-enter a program after withdrawing.

If a student's academic progress were unsatisfactory when they withdrew from the institutes and later wished to re-enter institutes, the student would return under that same status. If a student withdraws with satisfactory academic progress, they may return under that same status without loss of credit, grades, or hours.

In their admissions, instruction, and graduation policies, the Institute of Beauty and Wellness practices no discrimination based on race, religion, color, financial status, sex, national or ethnic origin, age, veteran status, or sexual orientation.

The Institute of Beauty and Wellness does not recruit students currently attending or admitted to another institute offering a similar program of study.

TUITION

Tuition Rates include student kits and textbooks which must be entirely purchased from the institutes. Students can opt-in to purchase an iPad in their student kit at an additional cost.

A down payment of tuition is due two weeks prior to the start of classes. The remaining balance is due according to the student's payment plan at the enrollment time.

All tuition must be fully received no later than three weeks before graduation. The student understands that they may be required to incur additional costs for miscellaneous supplies and/or events not to exceed \$100.00. The student's obligation to pay these sums at these times is without regard to student qualification for financial aid from any other source. Forms of payment include cash, check, credit/debit card (with a 3% fee), cashier's check, and Federal Financial Aid.

LATE PAYMENT

If a student fails to make any payment within one (1) week after it is due, then a) the total tuition may become automatically due and payable, and b) the institutes may suspend the student's attendance and/or diploma until the balance is paid in full.

REFUND POLICY

The refund policy is as follows: A student will receive a **full refund** of all money collected by the institutes if the student:

1. Cancels enrollment within three business days of executing the enrollment contract under SPS 406.03
2. Was accepted for enrollment but was unqualified for entrance, and the institutes did not secure a disclaimer under SPS 409.04
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the institutes or in oral representations made by or on behalf of the institutes
4. A student will receive a full refund of all money collected by the institutes if a course is canceled prior to enrollment.

A student will receive a **partial refund** of all money collected by The Institutes if the student:

1. A student is entitled to a pro-rata refund of all money collected by the institutes if the institutes are permanently closed and no longer offer instruction after a student has enrolled.
2. All refunds will be made within ten business days of cancellation, and the institutes will arrange for termination of the student's obligation to pay any sum. period, is entitled to a pro-rata refund under SPS 408.05 as follows:

AT LEAST	BUT LESS THAN	REFUND OF TUITION
1 CLASS	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	-	NO REFUND

Note: Completion means the number of scheduled class clock hours elapsed from the start of the student's enrollment until the student's last date of attendance divided by the total number of class clock hours required to complete the course of instruction. Consequently, our refund policy is calculated based on scheduled class hours rather than actual class hours.

The institutes encourage but do not require students who want to withdraw to provide the institutes with written notice of withdrawal. The institutes determine a student's constructive notice of withdrawal by monitoring clock hour attendance at least every thirty (30) calendar days, and a determination is made to withdraw a student who has been absent without notice or explanation for 14 or more consecutive calendar days. The institution's determination that a student withdrew is the date that written notification of withdrawal was received or would revert to 14 calendar days after the student's last date of attendance.

The institutes shall acknowledge in writing a student's withdrawal within ten business days of the withdrawal determination date. Any refund of money due to the student shall be refunded within 40 business days of the withdrawal determination date. The institutes do not require students to ask the institutes to issue a refund of money collected by the institutes.

All miscellaneous costs which have not yet become due will be void. In case of a leave of absence, the institutes shall refund any money due the student within 40 business days of the earlier of the last day of the student's leave of absence if the student fails to return or the date the student notifies the institutes that the student will not be returning. The institutes shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who, for any reason, withdraws or is dismissed by the institutes and who, within 40 business days of the withdrawal or dismissal, tenders for reimbursement the equipment and supplies in their original condition. The institutes may elect a more generous refund policy to accommodate mitigating circumstances. A student's account may be sent to collections for nonpayment.

RETURN OF TITLE IV FUND (FEDERAL FINANCIAL AID) POLICY

If a student who received or was eligible to receive Federal Financial Aid withdraws or is terminated when the clock hours scheduled to have been completed is 60% or less of a payment period, the school will determine the amount of that Title IV Aid the student earned according to the Return of Title IV Funds Calculation mandated by the U.S. Department of Education. If a student withdraws or is terminated when the clock hours scheduled to have been completed is more than 60% of a payment period, the student is considered to have earned all awarded aid for that payment period. In the case where a student's Return of Title IV Funds Calculation indicates that the student has earned more than was disbursed, the student would be owed a post withdrawal disbursement. The school must make the post withdrawal disbursement of a Federal Pell Grant as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew. The school must offer a post withdrawal disbursement of a Federal Direct Loan to a student, or parent for a Direct Parent PLUS Loan, within 30 days of the date of a school's determination that a student has withdrawn. The school must allow at least 14 days for a student, or parent, to accept any post withdrawal disbursement of loan funds. If a post withdrawal disbursement creates a credit balance on a student's account, the credit balance will be disbursed as soon as possible but no later than 14 days after the credit balance was created.

The withdrawal date would always be the student's last date of attendance. If a student officially withdraws, the date the student provided official notification would be the date of school's determination that the student withdrew. The school encourages but does not require students who want to withdraw to provide the school a written notice of withdrawal. The school determines a student's constructive notice of withdrawal by monitoring clock hour attendance at least every thirty (30) calendar days and a determination is made to withdraw a student who has been absent without notice or explanation for 14 or more consecutive calendar days. The date of the institution's determination that a student withdrew would revert back to 14 calendar days after the student's last date of attendance. The date that a student did not return from an approved Leave of Absence would also be the date of the school's determination that the student withdrew. The school is required to perform this calculation and return a portion of Federal funds to the Federal Title IV programs within 45 days of determining when the student withdrew. The student will be notified by the school if he/she is also required to return funds based on the calculation.

When the amount of Title IV Aid that must be returned has been determined, the school will return the funds in the following order:

1. Unsubsidized Federal Direct loans
2. Subsidized Federal Direct loans
3. Federal PLUS (Parent) loans
4. Federal Pell Grants

The school's Refund Policy and Return of Title IV Funds Policy are independent of one another. A student who withdraws or is terminated may have to return unearned Federal aid and still owe the school for their program.

If after the Return of Title IV Funds calculation and school's Refund Policy calculation have been applied to a student's account there is a credit balance, the credit balance will be disbursed as soon as possible but no later than 14 days after the Return of Title IV Funds Calculation was completed.

VETERANS REFUND POLICY

When a veteran or other eligible student enrolled in a non-accredited institute fails or ceases to attend a class, withdraws from a class, or is terminated for any reason before a class is completed, the institutes will refund a pro-rata portion of all tuition, fees, and other related charges for that class. The exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days for the course. An established registration fee (variously designated as an application fee, enrollment fee, or the like) in an amount not to exceed \$10 need not be subject to proration. Where the established fee is more than \$10, the amount over \$10 is subject to proration. In addition, pro-rata refunds must be made within 40 days after the last class attended or the effective date of the withdrawal or termination. (Authority: 38 CFR 21.4255).

NOTICE OF CANCELLATION

The Institute of Beauty and Wellness institutes encourage but do not require students who want to terminate their enrollment to provide the institutes with written notice of cancellation. The institutes prefer that notice be hand delivered, emailed, or mailed, postage prepaid, either registered or certified, return receipt requested, to the other party at the address listed on the Student's Enrollment Contract. If a student misses the entire first day of their program, they is deemed to have provided a construction notice of cancellation. In case of cancellation, the previously stated "Refund Policies" will determine the amount of refund to the student. The Institute of Beauty and Wellness, under State of Wisconsin Regulation, are required to carry a Surety Bond in accordance with RL 61.06. This bond is required to protect students, parents/guardians, or sponsors from economic loss. The bond provides indemnification to any student or enrollee within the limits of the bond. For further information, contact Capitol Indemnity Corporation. The contact addresses for the company issuing the bond are as follows:

Milwaukee Campus:

The Institute of Beauty and Wellness
R&R Insurance, 1581 E Racine Ave.,
P O Box 1610 Waukesha, WI 53187-1610

Madison Campus:

The Institute of Beauty and Wellness
 The Ohio Casualty Insurance Company
 62 Maple Ave., Keene, NH 03431

BREACH OF CONTRACT

For any violation of this contract, institute policies, standards, or attendance, as stated in the institute’s catalog, the Administrative Staff of The Institute of Beauty and Wellness may cancel this contract.

The student would receive a Notice of Cancellation from the institutes. This contract and the student’s enrollment can be terminated only by written notice of cancellation from one party to another party.

A cancellation notice will be hand delivered or mailed by registered or certified mail to the address listed on the student’s contract.

TUITION RATES

Kit price (including applicable tax) and tuition are subject to change without notice prior to completion of the Student Enrollment Contract

AYURVEDA ESTHETIC

Kit price (including applicable tax)	\$1,300.00
Tuition	\$13,425.00
Total	\$14,725.00

**Students can opt in to purchase an iPad in their student kit at an additional \$300.*

BARBERING

Kit price (including applicable tax)	\$2,100.00
Tuition	\$13,200.00
Total	\$15,300.00

**Students can opt in to purchase an iPad in their student kit at an additional \$300.*

COSMETOLOGY

Kit price (including applicable tax)	\$2,500.00
Tuition	\$21,015.00
Total	\$23,515.00

**Students can opt in to purchase an iPad in their student kit at an additional \$300.*

ESTHIOLOGY

Kit price (including applicable tax)	\$1,500.00
Tuition	\$9,515.00
Total	\$11,015.00

**Students can opt in to purchase an iPad in their student kit at an additional \$300.*

INSTRUCTOR (MILWAUKEE ONLY)

Kit price (including applicable tax)	\$200.00
Tuition	\$1,415.00
Total	\$1,615.00

**Students can opt in to purchase an iPad in their student kit at an additional \$300.*

MANICURING

Kit price (including applicable tax)	\$1,000.00
Tuition	\$2,735.00
Total	\$3,735.00

**Students can opt in to purchase an iPad in their student kit at an additional \$300.*

MASSAGE THERAPY

Kit price (including applicable tax)	\$1,300.00
Tuition	\$12,155.00
Total	\$13,455.00

**Students can opt in to purchase an iPad in their student kit at an additional \$300.*

AYURVEDA BODY THERAPIES (2 WEEKS)

Total (including applicable tax)	\$750.00/WK
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MAKEUP WORKSHOPS

Airbrush Workshop (including applicable tax)	\$150.00
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FINANCIAL AID

FINANCIAL AID PROCESS

1. Request an FSA ID at <https://studentaid.gov>
2. Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov> The Institute of Beauty and Wellness’s institute code is 038083.
3. Several days after a FAFSA has been submitted, notified of eligibility will be sent by the institute’s Financial Aid Administrator.

Some FAFSAs are selected for a review process called verification, where a student may have to submit financial documentation to the Financial Aid Administrator.

FINANCIAL AID ELIGIBILITY

Eligibility is determined using a formula established by the U.S. Department of Education to evaluate the information reported on the FAFSA. The formula produces an Expected Family Contribution (EFC) that determines what Federal Financial Aid a Student may be eligible to receive.

FEDERAL PELL GRANT

A Federal Pell Grant, unlike a loan, does not have to be repaid, providing the program is completed. Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s or professional degree.

DIRECT SUBSIDIZED LOAN

This loan is awarded based on the financial need determined by the institutes’ cost of attendance minus the student’s Expected Family Contribution (EFC) and scholarship and grant awards. The federal government pays interest on the loan (“subsidizes” the loan) until a student begins repayment and during authorized periods of deferment. Students will receive a six-month grace period after which they are no longer enrolled to begin repayment of their loan.

DIRECT UNSUBSIDIZED LOAN

This loan is not awarded based on need. A student will be charged interest from when the loan is first disbursed until it is paid in full. A student will receive a six-month grace period after they are no longer enrolled to begin repayment of their loan. However, a student may pay the interest charges quarterly during their enrollment or grace period.

FEDERAL PLUS LOAN

This program enables parents with good credit histories to borrow to pay the education expenses of each dependent undergraduate student/child. The yearly limit on the PLUS Loan is equal to the cost of attendance minus any other financial aid received. Repayment of this loan begins within 60 days after the loan is fully disbursed. A parent may request an in-institutes deferment to delay payment while their child is in institutes and a 6-month grace period after the student is no longer enrolled.

SCHOLARSHIPS

The Institute of Beauty and Wellness may offer scholarship(s) to incoming and current students enrolled in a specific program of study. Funds are awarded based on The Institute of Beauty and Wellness criteria. When The Institute of Beauty and Wellness provides a scholarship, any eligible candidate meeting the set criteria may apply for the scholarship. Eligible candidates may apply for multiple scholarships; however, each candidate is eligible to receive a maximum of one scholarship per enrolled program.

GRADUATION & LICENSING REQUIREMENTS

GRADUATION REQUIREMENTS

To receive a diploma from The Institute of Beauty and Wellness, a student must:

1. Complete the required amount of program hours.
2. Complete all projects.
3. Meet the satisfactory progress requirement of 80% or above for GPA and 90% or above for attendance.
4. Student must pass their final theory and practical exam with an 80% or above.
5. Pay all tuition obligations.
6. Complete exit interview.
7. For Massage Therapy students: Take the FSMTB National Licensing Examination and State Law Examination

Note: Please be advised that other states may require additional hours of instruction for licensing eligibility. Please meet with admissions for the

appropriate information.

Ayurveda Practitioners are not required to take a State of Wisconsin Licensure Examination to practice Ayurveda in Wisconsin but do have the opportunity to become licensed Estheticians. Upon completion, students will also be eligible to apply for the National Ayurvedic Medical Association Certification Board (NAMACB) Ayurvedic Health Counselor board certification exam and upon passage apply for National Ayurvedic Medical Association (NAMA) Professional Membership.

LICENSING REQUIREMENTS

To receive a license in the state of Wisconsin, a cosmetology, massage therapy, manicuring, or esthiology student is required to:

1. Complete the hours in the course of instruction.
2. Successfully completed the skill certification examination.
3. Successfully completed the written theory and state law examination conducted by Pearson Vue for cosmetology, esthiology and manicuring, barbering, and by the State and FSMTB for massage therapy at off-campus locations.

Note: Massage Therapy students must take the State of Wisconsin State Law Exam before graduation in accordance with the Wisconsin State Law starting January 1, 2012.

The FSMTB National Licensing Exam will be applied once a student has accrued 500 hours of training. Each student must make arrangements for a test date within an appropriate time frame (2-3 weeks after the FSMTB Application and Payment). Failure to secure a test date may result in the administration requesting the student take a leave of absence until this requirement is fulfilled.

Please be advised that other states may require additional hours of instruction for licensing eligibility. Check with admissions for the appropriate information.

Massage Therapy students are not graduated from the program until the State Law Exam and the National Licensing Exam have been completed for massage therapy.

If a student does not pass their State Law exam or National Licensing Exam the first time, payment for each subsequent exam is the student's responsibility for massage therapy.

STUDENT SERVICES

HOUSING

The Institute of Beauty and Wellness can assist students in finding roommates and suitable housing, though The Institute of Beauty and Wellness does not own or operate housing facilities.

PLACEMENT

The Institute of Beauty and Wellness can help students begin professional careers nationwide with a vast network of salons, spas, and health clubs. The Institute of Beauty and Wellness offers employment advisory services defined by Wis. Admin. Code § SPS

409.05. We will help students gain the knowledge they need with several career fairs and self-promotional instruction. Placement services provided by the institution are offered as assistance in working out the student's placement but are not offered as an assumption of the responsibility for finding the student a job. The Institute of Beauty and Wellness is primarily a learning institution and do not guarantee job placement.

ACADEMIC AND INDIVIDUAL COUNSELING

The Institute of Beauty and Wellness provides academic counseling to all students. We will help you with tutoring should you experience challenges in meeting the minimum performance standards and course requirements as set by The Institute of Beauty and Wellness, Aveda Institutes Madison, and the State of Wisconsin Department of Safety and Professional Services. If you experience personal challenges, The Institute of Beauty and Wellness encourages students to contact the professional resources for counseling located in the student handbook.

STUDENT ACTIVITIES

While at either Institute, students will have the opportunity to participate in various events and activities ranging from photo shoots to fashion shows that are educational, exciting, and great networking opportunities, whatever their passion may be in the industry, they will have the opportunity to be creative and have fun.

Student Leadership Council is a group within both institutes that offers students and their peers the chance to use their natural leadership skills. One representative from each class participates on the council - coordinating and leading student assemblies, representing their class at meetings and other activities - furthering their management training.

ACCESS TO CUMULATIVE RECORDS

Students, and parents/guardians of dependent minors, who are in regular attendance at The Institute of Beauty and Wellness or, have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate, factual, and do not violate the student's privacy or other rights. Students and/or parents/guardians of dependent minors should schedule an appointment with the department team leader to review the student's records. The institution will maintain student records while a student is enrolled and for a minimum of six years after a student is no longer enrolled. The institution will maintain student records while a student is enrolled and for a minimum of six years after a student is no longer enrolled. Student transcripts will be retained indefinitely.

STUDENT INFORMATION RELEASE POLICY

In accordance with FERPA (Family Educational Rights and Privacy Act), The Institute of Beauty and Wellness do require written authorization from a student or parent/guardian (in the case of

a dependent minor) or graduate in order to release academic, attendance, and enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student except for internal reviews including but not limited to student records audit, compliance reviews, accreditation process or financial audit. Each student must give written consent in response to a third-party request.

CHALLENGES & GRIEVANCES

STUDENT CHALLENGES

All students should try to solve challenges peer to peer first. If agreement on a decision or compromise cannot be reached, the student(s) is encouraged to fill out the Challenge and Solution Plan form. These forms are designed to help lead students through problem-solving.

When a student challenge occurs, the student is responsible for completing a Challenge and Solution Plan form, including a suggested resolution for the challenge. This completed form should be given to a team lead or administration. The student will receive a response from that person within one week. Information collected from Challenge and Solution forms is further discussed at student leadership and administrative meetings to improve the institutes' environment.

GRIEVANCES

Students, staff, or other interested parties may file a complaint against the institutes; however, the complaint must be in writing to the institutes' owner/director and should outline the allegation or nature of the complaint. An institute representative will meet with the complainant within ten days of receipt of the written complaint. The meeting between the complainant and the Institute's representative will be written. The complainant will receive a copy of the documentation at the time of the meeting. If, after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the complaint committee.

The committee will meet within 21 days of receiving the complaint to review all allegations. If further information is needed from the complainant, a letter will be written outlining the additional information needed. If no further documentation is needed, the committee will act on the allegations and send a letter to the complainant within 15 days, stating the steps taken to correct the problem or show information that the allegations were not warranted or based on fact. For grievances not satisfactorily resolved with the institutes, Massage Therapy students may contact the Department of Safety and Professional Services – Educational Approval Program, P.O. Box 8366, 4822 Madison Yards Way, Madison WI 53705; www.dsps.wi.gov; dspseap@wisconsin.gov; (608) 266-1996. Cosmetology, Barbering, Esthiology, and Manicuring students may contact Wisconsin Department of Safety and Professional Services, P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705; <https://dsps.wi.gov/Pages/BoardsCouncils/Cosmetology/>; dsps@wisconsin.gov; 608-266-2112

If the complainant wishes to pursue the matter further, a complaint form is available through the accreditation agency: NACCAS 703-600-7600. This process should only occur if the Institute's procedure cannot resolve the complaint.

Grievances must be handled professionally. The Institute does not tolerate unprofessional conduct. Including but not limited to physical confrontations, derogatory or foul language, belligerence, confrontational, hostile behavior, or attitudes. If such behavior occurs, individuals will be sent home for the day or terminated from the program, resulting in a formal write-up. All grievances will have a plan with the administration and individual(s) to support them.

Director - Kari Kennedy
414-319-7572 or kari@ibw.edu or kari@aimadison.com

Director - Ariana Oldenburg
414-319-7594 or ariana@aimadison.com

Institutes' Owner - Susan Haise
414-319-7522 or susan@ibw.edu or susan@aimadison.com

2021 NACCAS OUTCOME RATES - MADISON

PROGRAM	GRADUATION	LICENSURE	PLACEMENT
Ayurveda Esthetic	50.00%	100.00%	50.00%
Barbering	-	-	-
Cosmetology	76.47%	100.00%	84.62%
Esthiology	95.24%	89.47%	52.63%
Instructor	N/A	N/A	N/A
Manicuring	100.00%	100.00%	50.00%
Massage Therapy	-	-	-
Overall	85.71%	93.55%	64.29%

2021 NACCAS OUTCOME RATES - MILWAUKEE

PROGRAM	GRADUATION	LICENSURE	PLACEMENT
Ayurveda Esthetic	83.33%	100.00%	70.00%
Barbering	50.00%	25.00%	40.00%
Cosmetology	76.47%	100.00%	89.47%
Esthiology	88.24%	81.25%	45.71%
Instructor	100.00%	N/A	75.00%
Manicuring	91.67%	90.91%	27.27%
Massage Therapy	84.62%	100.00%	54.55%
Overall	84.44%	87.94%	51.75%

2021 NACCAS OUTCOME RATES - COMBINED

PROGRAM	GRADUATION	LICENSURE	PLACEMENT
Ayurveda Esthetic	75.00%	100.00%	66.67%
Barbering	50.00%	25.00%	40.00%
Cosmetology	75.29%	100.00%	87.50%
Esthiology	90.06 %	83.58%	47.55%
Instructor (MKE)	100.00%	N/A	75.00%
Manicuring	92.31%	91.67%	29.17%
Massage Therapy	84.62%	100.00%	54.55%
Overall	84.75%	89.27%	54.70%



REV.08/07/2023

POLICIES & STANDARDS

POLICIES & STANDARDS

To help students achieve excellence in our institutes, we have established these guidelines to ensure fairness, understanding, and positive work habits among our students.

Violation of these policies and standards may lead to counseling, warning letter(s), and termination of enrollment. To resume the course of instruction after suspension or dismissal for unsatisfactory progress, attendance or conduct, the student must interview his or her instructor and the Administrative Director. Each case will be handled individually. In some cases, resuming instruction may require waiting for the next available course of instruction. If a student wishes to resume a course of instruction after a withdrawal and has satisfactory progress, the student must interview their instructor and the Administrative Director. Each case will be handled individually.

STANDARDS

- Abstain from the use of alcohol and controlled substances prior to and during institute hours. (This includes lunchtime and off-site events.)
- Respect the rights of all others and remain courteous in the classroom and on the clinic floor. (This includes refraining from using offensive, discriminatory or derogatory language.)
- Consume food and beverages in assigned areas only.
- Smoking is prohibited in the building.
- Gum and candy are not allowed in class or during clinic activities.
- Never refuse an assigned service. If this occurs, the student will be excused for the day and receive credit only for hours in attendance.
- Be responsible for the security and maintenance of personal work station.
- Theft will not be tolerated and may result in immediate termination from The Institute of Beauty and Wellness.
- Be responsible for daily cleaning/sanitation duties, including laundry and other general duties.

PHYSICAL DEMANDS & SAFETY

- Repetitive motion for hands, arms, and wrists.
- Possible exposure to chemical smells.
- Stretching and bending.
- Possible work with sharp objects.
- Possible contact with a communicable disease.
- Possible requirements to stand for long periods

DRESS CODES & APPEARANCE

- All students must maintain a professional appearance.
- All clothing items (including accessories and shoes) must be entirely black. Shoes should be comfortable with an excellent slip-resistant sole. The administration will occasionally announce opportunities to wear other colors and indicate rules.
- Name tags must be worn and be visible at all times while on the Institute's premises.
- Observe personal hygiene and grooming. Only Aveda Aromas are to be worn.

ESTHIOLOGY, AYURVEDA ESTHETIC, & MASSAGE THERAPY STUDENTS:

- On the practical floor, hair should be worn off the face.
- Necklaces, bracelets, rings, and large earrings are not permitted on the practical floor. Wedding bands, however, may be worn.
- Nails must be clipped back to the skin line. Color nail polish is not permitted; clear polish may be worn

ATTENDANCE POLICIES

To help prepare students for the workplace, The Institute of Beauty and Wellness operates like a professional salon or spa. Late arrivals, absences, and other interruptions in training have a significant effect on performance. By law, the Institute must keep track of student training hours for licensure or certification. See Pg. 39 under Satisfactory Academic Progress for attendance requirements per program.

ABSENCES

Regular attendance allows students to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and extensive and diverse practical experience available. The Institute of Beauty and Wellness does not have excused absences. Absences are recorded in the institutes' two attendance tracking systems, Zenoti and Advantage.

MAKEUP WORK

Any homework missed due to absences is due two class days after the student resumes attendance.

TARDINESS

Students are expected to arrive on time. Any student arriving late must discuss the tardiness with the instructor and make up any missed time. Students are tardy when they are more than one minute late for class. Excessive tardiness may result in written documentation, suspension and/or termination.

TIME RECORD POLICIES

It is a state requirement that the institutes provide an accurate system for recording all students' times, services, and class hours. Students are ultimately responsible for tracking hours daily. The Institute of Beauty and Wellness will honor documented weekly time worked, up to 40 hours. Always clock in/out on the time clock at the beginning and end of each day. The institute maintains records for attendance by an attendance history report from the institute's student information system, Advantage.

VACATIONS

When Accepted into the educational course(s), a student will not be allowed to take leaves of absence for vacations or other reasons during their scheduled training, except for unexpected medical problems.

HOLIDAYS

The Institute of Beauty and Wellness recognizes the following days as legal holidays:

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve & Day
- New Year's Eve & Day
- Winter Break (Dec. 25-Jan. 1)

Administration to use discretion on closing. Additional closure days before and after holidays are at the administration's discretion and may vary annually. Days off due to legal holidays, institute closings, and class cancellations are recorded, extending the enrollment contract's estimated completion date.

HYBRID DISTANCE EDUCATION POLICY

Hybrid Distance Education allows students to attend classes online while completing hands-on practical clinical hours on campus. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or guest.

Students will receive an institute email address and access to Microsoft Office cloud-based software, including Outlook, Teams, Word, Excel, and PowerPoint. Students will need internet access and video capacity to participate in Distance Education.

Online classes will be held on Microsoft Teams or other presentation software such as Zoom. Students will receive an Outlook invite to join the class. Educators will take attendance at the beginning of class and be logged daily. Attendance may also be taken when they return from lunch/breaks etc. Students must have their video screens on and be actively engaged during class. Educators can dismiss students from class on Teams if they are not participating or actively engaged. Students must be logged in live in order to receive hours.

All students will periodically meet with an educator (in-person) to review their academic performance throughout their program. Students will have to pass the comprehensive theory and practical exam in order to graduate. Students' transcripts and other documents identify their hybrid program's distance education component.

Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Please connect directly with the licensure board in the state they wish to transfer hours to discuss their requirements as this may vary state by state.

A Distance Education Assessment of student performance will be conducted on campus with an educator at least once monthly concerning any distance education completed in the preceding month.

STUDENT ACTIVITIES

While at either school, you will have the opportunity to participate in a variety of events and activities ranging from photo shoots to fashion shows that are educational, interesting, and great networking opportunities. Whatever your passion may be in the industry, you will have the opportunity to be creative and have fun.

Student Leadership Council is a group within both schools that offers you and other students the chance to use your natural leadership skills. One representative from each class participates on the council - coordinating and leading student assemblies, representing your class at meetings and other activities - furthering your management training.

ACCESS TO CUMULATIVE RECORDS

Students, and parents/guardians of dependent minors, who are in regular attendance at The Institute of Beauty and Wellness or Aveda Institutes Madison, have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate, factual, and do not violate the student's privacy or other rights. Students and/or parents/ guardians of dependent minors should schedule an appointment with the department team leader to review the student's records. Student records will be maintained by The Institutes s while a student is enrolled and for a minimum of six years after a student is no longer enrolled. Student records will be maintained by The Institutes s while a student is enrolled and for a minimum of six years after a student is no longer enrolled. Student transcripts will be retained indefinitely.

STUDENT INFORMATION RELEASE POLICY

In accordance with FERPA (Family Educational Rights and Privacy Act), The Institute of Beauty and Wellness do require written authorization from a student or parent/guardian (in the case of a dependent minor) or graduate in order to release academic, attendance, and enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student with the exception of internal reviews including but not limited to student records audit, compliance reviews, accreditation process or financial audit. Each student must give written consent each time in response to a third-party request.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in academic work and attendance is a requirement for all students during all terms for which they are enrolled at either The Institute of Beauty and Wellness or, including summer, whether or not the student receives Title IV Funds (Federal Financial Aid) during those terms.

This policy is intended to comply with all applicable rules and regulations established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the United States Department of Education. The institutes' satisfactory academic progress policy is provided to applicants before enrollment in the course catalog and the enrollment contract.

ACADEMIC

Students must meet a minimum of 80% in their academic grades.

When enrolling in our programs, a student accepts the responsibility to perform at the prescribed standards and achieve results to graduate. The objective is to recognize, equitably and uniformly, the performance of individual students. Attendance, level of cooperation, attitude, professionalism, and completing the necessary homework, projects, and tests are absolute necessities.

Academic progress is measured by the following:

Chapter Tests	25%
Student Projects	25%
Mock State Board Practical & Written Exam	25%
Technical Evaluations	25%

Grading Scale

98-100	Honor Roll
94-97	Very Good
87-93	Good
80-86.....	Satisfactory
79-Below	Unsatisfactory

ATTENDANCE

Students must maintain a minimum of 90% attendance record. The start and completion of class dates are set for perfect attendance. Beyond that, it is the student's responsibility to continue their program until the total requirement of clock hours is concluded.

A student's maximum completion time is 111% of the course length. Maximum time frames to complete the individual courses are as follows:

Ayurveda Esthetic (Day)	43 weeks.....	1110 scheduled hours
Barbering (3-Day).....	54 weeks.....	1110 scheduled hours
Barbering (Evening).....	56 weeks.....	1110 scheduled hours
Cosmetology (Day)	52 weeks.....	1776 scheduled hours
Cosmetology (3-Day).....	60 weeks.....	1776 scheduled hours
Esthiology (Day).....	20 weeks.....	666 scheduled hours

Esthiology (Evening).....	33 weeks.....	666 scheduled hours
Instructor (Day)	22 weeks.....	166 scheduled hours
Manicuring (Day)	13 weeks.....	333 scheduled hours
Manicuring (Evening).....	17 weeks.....	333 scheduled hours
Massage Therapy (Day).....	30 weeks.....	833 scheduled hours
Massage Therapy (3-Day).....	40 weeks.....	833 scheduled hours
Massage Therapy (Evening).....	43 weeks.....	833 scheduled hours

DETERMINATION OF PROGRESS

All students' quantitative (attendance) and qualitative (academic performance) elements are evaluated on a cumulative basis at designated evaluation periods throughout their program to determine Satisfactory Academic Progress. Cosmetology students are evaluated at 450, 900, 1250, and 1600 completed (actual) hours. Esthiology students are evaluated at 300 and 600 completed (actual) hours. Massage Therapy students are evaluated at 375 and 750 completed (actual) hours. Manicuring students are evaluated at 150 and 300 completed (actual) hours. Ayurveda Esthetic students are evaluated at 450, 900, and 1000 completed (actual) hours. Barbering students are evaluated at 450, 900, and 1000 completed (actual) hours. Students who do not achieve Satisfactory Progress may no longer be eligible for Title IV, HEA program funds, if applicable unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the subsequent scheduled evaluation. Students have access to a hard copy of their Satisfactory Progress Determination at the time of each evaluation.

PROGRESS EVALUATION

The institutes periodically monitor student progress with our Satisfactory Academic Progress Policy.

WARNING & PROBATION STATUS

Students who do not achieve satisfactory academic progress are placed on warning status until the subsequent evaluation and must meet with their Department's Team Leader and/or the Administrative Director of the institutes.

At this meeting, the student and Administrative Team will devise a study plan, set academic goals, discuss extra credit, and decide on any other course of action that needs to be taken. The student is still eligible for Title IV Aid while on warning. The institutes' financial aid administrator will notify a student on warning how their status impacts their eligibility for Federal Financial Aid.

- If the student has achieved the institute's academic work and attendance requirements at the end of the warning, then the student has re-established that they meet the institute's satisfactory academic progress and is taken off warning.
- If at the end of the warning, the student has not demonstrated satisfactory academic progress, then the institutes may allow for the status of probation for a student if:
- The student prevails upon appeal of an adverse progress determination prior to being placed on probation;

- The institutes determine that satisfactory academic progress can be met by the end of the subsequent evaluation period; or
- The institutes develop an academic plan for the student that, if followed, will ensure that the student can meet the institutes' satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.
- If the student has achieved the institute's academic work and attendance requirements at the end of the probation, then the student has re-established that they meet the institute's satisfactory academic progress and is off probation.
- If at the end of the probation, the student has not demonstrated satisfactory academic progress, then the student may be terminated from the institutes at the discretion of the Administrative Team. Future enrollment considerations will be individually reviewed.

THE APPEAL OF WARNING & PROBATION

Students may appeal a failed satisfactory academic progress determination by filing a written appeal to the Administrative Director. Students must provide documentation regarding why they failed to make satisfactory academic progress. Valid reasons for submitting an appeal include, but are not limited to: illness or injuries, children's illness or injuries, death of a relative or friend, family emergencies, pregnancies, maternity/paternity leave, disabilities, or legal matters. Students must also explain what has changed in their situation that will allow the achievement of satisfactory academic progress at the subsequent evaluation. The Administrative Director reviews the appeal of a failed satisfactory academic progress determination. If the appeal is approved, the student will have prevailed upon appeal resulting in probation status. The results of the appeal are documented in the student's file.

WITHDRAWALS - PASSING/FAILING

If a student withdrew from a course and was passing, it would be included in their academic grades. If they were also achieving the minimum attendance requirement, the student would have made satisfactory academic progress during their last evaluation. The clock hours for the course are counted as both attempted and achieved. Students who withdrew from a course and were failing would have it impact their GPA. The clock hours for the course are counted as both attempted and achieved.

WITHDRAWALS - RE-ENTRY

If a student withdraws and later re-enters institutes, they will re-enter in the same progress status as at the time of withdrawal.

TRANSFER STUDENTS

Transfer hours from another institute accepted toward a student's program are counted as both attempted and completed hours to determine when the maximum allowable time frame has been exhausted. Satisfactory Academic Progress evaluations are based on actual contracted hours at The Institute of Beauty and Wellness.

INCOMPLETION / REPETITION & REMEDIAL COURSES

Course incompleteness or repetitions do not affect the satisfactory academic progress policy. This Institute does not offer remedial courses.

CHANGES IN COURSE OF STUDY

If a student enrolls in a second course, their satisfactory academic progress is reviewed only for the course that the student is currently enrolled in. Academic grades and attendance records from a prior course will not be included in the current satisfactory academic progress determination. If a student is concurrently enrolled in two courses, their satisfactory academic progress will be reviewed for each course independently.

LEAVE OF ABSENCE

A leave of absence is a temporary interruption in a student's program of study. It is offered to students when situations are encountered that require an extended amount of time to be missed from institutes for a medical condition in which a physician requires the student to be out of institutes. A leave of absence must be a minimum of 30 calendar days. In order to return from medical leave, we will need a doctor's written notice of readiness to return to institutes and any limitations that might be required. For any other concerns, if a student feels they need to take a leave of absence, the authorization of the leave will be based upon administrative discretion.

A student's request for a leave of absence must be submitted in writing on an Institute Leave of Absence form, signed, and dated. The student must include the reason for the leave of absence. There must be a reasonable expectation that the student will return from the leave of absence. Due to unforeseen circumstances, the institutes may grant a leave of absence to a student who did not provide the request prior to the leave of absence. A student granted a Leave of Absence is not considered to have withdrawn, and no refund calculation is required. The Leave of Absence and any other leaves of absence must not exceed 180 days (calendar days) in an any-12 month period. When calculating the maximum time frame for a student's approved LOA, the institutes must ensure that it accounts for all periods of nonattendance (including weekends and scheduled breaks). Thus, since an approved LOA may not be more than 180 days, the institute might have to reduce the length of a student's LOA if the 180th day is scheduled to fall on a day the institutes will be closed. The leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. All parties must make initial changes to the enrollment contract period, or an addendum must be signed and dated by all parties. The student returning from a leave of absence will return to institutes under the same progress status as when they left. The institution may not assess the student for additional instructional charges due to the leave of absence. If a student's leave of absence extends beyond the maximum time frame (the date of return) for a leave of absence, the student will be considered a withdrawal. The withdrawal date to calculate a refund is always the student's last day of attendance.

Enrollment Dates: All students are expected to be in attendance

from the starting date to the ending date as specified in the student contract. The start and completion of class dates are set for perfect attendance.

Beyond that, it is the student's responsibility to begin making up hours at the program's midpoint. The student does not have the flexibility to determine which dates they would like to make up hours and will need to follow the schedule set forth by the Team Leader. All missed hours must be made up to satisfy the state-required licensing hours for that program. There may be a lapse between the class graduation date and the time in which a student may make up missed hours.

TITLE IX NOTICE OF NONDISCRIMINATION

The Institute of Beauty and Wellness/ does not discriminate based on sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individuals have been designated as the Title IX Coordinators by The Institute of Beauty and Wellness/ to handle inquiries regarding The Institute of Beauty and Wellness/ Title IX policies, including receiving and responding to information about any incident of sex discrimination:

The Institute of Beauty and Wellness

Caitlin Charo, Assistant Director: caitlin@ibw.edu,
327 E St. Paul Ave, Milwaukee WI, 53202

Aveda Institutes Madison

Ariana Oldenburg, Director: ariana@aimadison.com
353 E Campus Mall, Madison WI, 53715

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Office for Civil Rights by email at ocr@ed.gov or the addresses provided at the following website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance or a term or condition of participation in student activities or other events or activities sanctioned by The Institute of Beauty and Wellness.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by The Institute of Beauty and Wellness.

- Such conduct otherwise has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile, or offensive educational environment.

Forms of sexual harassment include but are not limited to sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, and promise of reward for sexual favors. Students, faculty, or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred.

Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at The Institute of Beauty and Wellness/ as such acts are inappropriate and create an environment contrary to the goals and mission of The Institute of Beauty and Wellness/. Any such acts will be thoroughly investigated and subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

All persons within The Institute of Beauty and Wellness community must work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under The Institute of Beauty and Wellness policies and procedures.

All students and staff of The Institute of Beauty and Wellness are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.

THE RATIONALE FOR PROGRAMS LONGER THAN STATE REQUIREMENTS

COSMETOLOGY – 1600 CLOCK HOURS

Prior to 2016, the Cosmetology program was 1800 clock hours. The program was decreased to 1600 clock hours to be closely aligned with the State of Wisconsin Department of Safety and Professional Services' requirement of 1550 clock hours.

The additional 50 clock hours for the program will be devoted to guest education. The Institute of Beauty and Wellness is committed to bringing in nationally recognized guest educators to enhance our students' education level with their demonstrations, hands-on workshops, and lectures.

COSMETOLOGY THEORY/PRACTICAL HOURS BY SUBJECT

- I. Hygiene, grooming and personal development.
PRACTICAL HOURS 10, THEORY HOURS, 0
 - II. Bacteriology, sterilization and sanitation.
PRACTICAL HOURS 20, THEORY HOURS, 20
 - III. Haircutting, tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts. Tools, equipment and implements (identification and usage).
PRACTICAL HOURS 140, THEORY HOURS, 440
 - IV. Hair straightening, relaxing, thermal straightening, blow-outs, permanents, coloring, tinting, bleaching and chemistry. Tools, equipment and implements (identification and usage)
PRACTICAL HOURS 185, THEORY HOURS, 392
 - V. Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology. Tools, equipment and implements (identification and usage).
PRACTICAL HOURS 35, THEORY HOURS, 60
 - VI. Manicuring, including nail Enhancement. Tools, equipment and implements (identification and usage).
PRACTICAL HOURS 10, THEORY HOURS, 25
 - VII. Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.
PRACTICAL HOURS 50, THEORY HOURS, 25
 - VIII. Product knowledge, product use and sales, preparing and consulting with customer for services.
PRACTICAL HOURS 30, THEORY HOURS, 0
 - IX. Laws, rules, professional ethics and history of cosmetology.
PRACTICAL HOURS 18, THEORY HOURS, 0
 - X. Individual student needs, industry trends and electives (e.g. record keeping, mathematics, communications, human relations, public relations, first aid, guest educators, etc. Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology establishments.)
PRACTICAL HOURS 165, THEORY HOURS, 100
- TOTAL : PRACTICAL HOURS 563, THEORY HOURS, 1037**

ESTHIOLOGY – 600 CLOCK HOURS

The esthology program was increased from 450 clock hours to 600 clock hours in 2009 in response to several factors.

- First, student feedback expressed the interest for a longer program so that all topics were covered in depth and more practical experienced was gained.
- Second, the program was increased in order to include information from both the spa and medical aspects of the industry, reflecting a growing trend in the industry for medispa services.

ESTHIOLOGY THEORY/PRACTICAL HOURS BY SUBJECT

- I. Introduction law and code, bookkeeping, business management, history and ethics
PRACTICAL HOURS 33, THEORY HOURS, 0
 - II. Safety, sterilization and sanitation.
PRACTICAL HOURS 35, THEORY HOURS, 30
 - III. Anatomy and physiology
PRACTICAL HOURS 40, THEORY HOURS, 0
 - IV. Chemistry, treatments and process
PRACTICAL HOURS 40, THEORY HOURS, 0
 - V. Treatment, product and treatment
PRACTICAL HOURS 50, THEORY HOURS, 150
 - VI. Electricity, machines and equipment
PRACTICAL HOURS 12, THEORY HOURS, 37
 - VII. Makeup and color analysis
PRACTICAL HOURS 15, THEORY HOURS, 26
 - VIII. Individual student needs and electives
PRACTICAL HOURS 72, THEORY HOURS, 60
- TOTAL : PRACTICAL HOURS 297, THEORY HOURS, 303**

MASSAGE THERAPY – 750 CLOCK HOURS

The Massage Therapy program was increased from 600 clock hours to 750 clock hours in 2011 in response to several factors.

- First, student feedback expressed the interest for a longer program so that all topics were covered in depth and more practical experienced was gained.
- Second, the program was increased in order to include information from both the spa and medical aspects of the industry, reflecting a growing trend in the industry for health and wellness alternative options in the health care industry.
- Third, the changes were made to prepare students for the anticipated licensure requirements as of 2012. Students that graduate from a massage therapy program in the State of Wisconsin must take their state law exam before graduation.

MASSAGE THEORY/PRACTICAL HOURS BY SUBJECT :

- I. Anatomy, physiology, pathology, kinesiology
PRACTICAL & THEORY HOURS 275
- II. Business, laws and ethics
PRACTICAL & THEORY HOURS 60
- III. Massage therapy and body work, theory, technique and practice
PRACTICAL & THEORY HOURS 320

IV. Student clinics

PRACTICAL & THEORY HOURS 70

V. Adult CPR and standard first aid

PRACTICAL & THEORY HOURS 8

VI. Additional coursework

PRACTICAL & THEORY HOURS 7

VII. State Law and Jurisprudence

PRACTICAL & THEORY HOURS 10**TOTAL : PRACTICAL & THEORY HOURS 750**

STATE AUTHORIZATION DISCLOSURES

STATE LICENSURE

The Institute of Beauty and Wellness has determined that all programs offered have curriculums that meet the state of Wisconsin educational requirements for licensure. Students are responsible for meeting all graduation and licensing requirements. The Institute of Beauty and Wellness has not determined what states its curriculums meet the educational requirements for licensure. The Institute of Beauty and Wellness has not verified the curriculum transferability to any other states. Applicants should know that each state has different licensure requirements and is subject to changes. Applicants are ultimately responsible for verifying their student eligibility for state licensure and satisfying any requirements. While a program may initially meet the educational requirements for licensure, changes in requirements could impact the program's ability to meet any new educational requirements. Applicants are encouraged to check with their state licensure board to confirm licensure requirements and obtain additional guidance as needed from the respective licensure board. The institute's admissions department will assist the applicant if an applicant wants to learn more about licensure in another state. If a student wants to learn more about licensure in another state, the institute's student services department will assist the student.

LOCATION CHANGE

Upon admission to The Institute of Beauty and Wellness, applicants provide the Institute with their physical location by noting the state they live. If a student changes the state they live in, they should notify the institute's admissions department by email and/or letter. If The Institute of Beauty and Wellness determines a program does not meet the licensure requirements in the state where the student is located, the institutes have 14 days from that date to notify the student directly. This notification must be in writing via email and/or letter.

SELF EVALUATION PROCESS

The Institute of Beauty and Wellness regularly receive feedback from current students through surveys, focus groups, exit interviews, monthly student leadership meetings, and a full-time Director that students have access to regularly. The Institute of Beauty and Wellness receive feedback from graduates in

a graduate survey. Every year, The Institute of Beauty and Wellness has an advisory board committee meeting attended by the institute's administration, advisory committee members (professionals from each program), current students, and graduates. Based on the feedback received, the institution implements improvements and changes, as applicable, to maintain compliance with the State of Wisconsin licensing, NACCAS, and U.S. Department of Education regulations.

LICENSING

Our faculty is a skilled team of experienced instructors with knowledge of classic and contemporary techniques. Instructors have met licensing program requirements and are trained in all aspects of hair, skin, nails, massage, body care, and related subjects. The Institute of Beauty and Wellness's programs are approved and licensed by:

Wisconsin Department of Safety and Professional Services

(for Cosmetology, Barbering, Esthiology, and Manicuring)

4822 Madison Yards Way

P.O. Box 8366, Madison, WI 53705

608-266-2112

<https://dsps.wi.gov/Pages/BoardsCouncils/Cosmetology/>

dsps@wisconsin.gov

Wisconsin Department of Safety and Professional Services – Educational Approval Program

(for Massage Therapy)

4822 Madison Yards Way

P.O. Box 8366, Madison, WI 53705

608-266-1996

<https://dsps.wi.gov/Pages/Programs/EducationalApproval/>

DSPSEAP@wisconsin.gov

ACCREDITATION

The Institute of Beauty and Wellness are accredited by:

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street, Alexandria, VA 22314

(703) 600-7600

AFFILIATIONS

The Institute of Beauty and Wellness are affiliated with:

Ayurvedic Accreditation Commission

351 Pleasant Street, Suite B #450, Northampton, MA 01060

(413)-425-3884

Association of Ayurvedic Professionals of North America

567 Thomas Street, Suite 400, Coopersburg, PA 18036

(484) 550-7725

Federation of State Massage Therapy Boards

P.O. Box 198748, Nashville, TN 37219

(866) 962-3926



THE INSTITUTE OF BEAUTY AND WELLNESS



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AN **AVEDA** BEAUTY SCHOOL