AVENUE **FIVE**
INSTITUTE

STUDENT CATALOG

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HISTORY AND PREFACE

Avenue Five Institute is a family-owned school dedicated to quality education and a vision for improvement of the beauty and wellness industry. The policies, rules, and regulations outlined in this catalog are designed to ensure excellence, safety, and a quality educational experience. Avenue Five Institute reserves the right to change and update the catalog, policies, instructional methods, course structure, and practices as needed. Students will be notified of such changes as they take place. Please note that Massage Therapy programs are only offered at the North Austin Campus and all references to the Massage Therapy programs in the catalog are only applicable to massage students students enrolled at the North Austin Campus. Applicable sections include: (a) Mission Statement And General Objectives – page 2; (b) Admissions and Enrollment – pages 2 through 3; (c) Career Considerations – page 3; (d) Class Calendar and Attendance – page 4; (e) Re-Entry Policy – page 3; (f) Transfer Policy – page 3; (g) Program Outlines – page 7; (h) Grading Procedure – page 7; (i) Advanced Massage Therapy – page 11; (j) Basic Massage Therapy – pages 11 through 12; (k) Licensure Requirements – pages through 15; (l) Career Opportunities – page 15; (m) Standard Occupational Classification “SOC” codes – page 16; (n) Scholarships and Fee Waivers – page 16; (o) Uniforms and Dress Code – page 18; (p) Attendance Conduct Standards/Makeup Hour Policy for Massage Therapy – page 19; (q) Satisfactory Academic Progress “SAP” Policy – pages 22 through 24; (r) Leave of Absence – page 24; (s) Cost of Attendance – page 28; (t) Additional Program Disclosures – pages 46 through 47.

OWNERSHIP, LICENSURE, AND ACCREDITATION

Avenue Five Institute, herein also referred to as "Avenue Five" or “the school” is owned by Avenue Five Institute, Inc., with Brandon Martin being the sole stockholder. Brandon has supervisory responsibilities for all campuses. The main campus is located at 8620 Burnet, Suite 300, Austin, Texas. The branch campus is located at 500 E Ben White, Bld E, Ste 100 Austin, TX 78704. This catalog is used for both campuses and both campuses are of common ownership. Any information contained in the catalog that is not in common will be clearly identified as such. The telephone number is (512)968-2835. All campuses are licensed by Texas Department of Licensing and Regulation, PO box 12157, Austin, Texas 78711-2157; 800-803-9202. The school is accredited by the National Accrediting Commission of Career Arts and Sciences, (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703-600-7600. The school is eligible by the United States Department of Education to participate in Title IV aid programs. All licenses and certifications may be reviewed at campus during regular business hours. The school administrator may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or financial aid programs offered.

MISSION STATEMENT AND GENERAL OBJECTIVES

Avenue Five Institute is dedicated to providing an enriched learning environment that empowers students to discover their passion for beauty and wellness and develop the professional and business skills needed to succeed in the creative world of cosmetology, esthetics, massage therapy, and customer service fields. This mission will be accomplished by: (1) Assessing institutional effectiveness through student achievement and performance as reflected in the campus completion, licensure, and employment rates and through periodic surveys of students, graduates, and employers of graduates. (2) Employing a faculty of adequate size qualified by preparation, education or experience and personality to carry out the educational objectives of the institution. (3) Maintaining effective methods of organization and administration appropriate to the educational programs offered. (4) Uniformly administering fair and equitable admissions policies and practices. (5) Providing a program of supportive services including academic advising to Students and employment assistance. (6) Developing and using well-organized programs of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development. (7) Maintaining a sound financial condition and qualified financial management. (8) Providing equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene. (8) Using systematic Student evaluation methods

ASSESSMENT PLAN

The stated mission, goals and objectives, educational programs, and support services are assessed systematically by means of: (1) Periodic student evaluations of the staff, programs and facility. (2) Periodic surveys of graduates, employers of graduates, and industry representatives as to the effectiveness of the instructional programs and support services. (3) Review of annual retention, licensure and employment rates. (4) Cooperative evaluation by staff during regular staff meetings of the institution's purpose, objectives and outcomes. (5) Feedback annually from Advisory Council comprised of industry professionals and employers from each of the fields for which training is provided. (6) Completion of an Institutional Self-Study for the school. The information received is used in formulating plans to maintain and improve the operational outcomes of the institution. Examples of improvements undertaken by the institution as a result of assessments include modifications and updates to textbooks, guest service offerings, policies, instructional staff, and curriculum content. Improvements in these areas are continually considered as assessments are received and processed.

FACILITIES

Each campus features separate classrooms with audio-visual equipment, clinic areas for theory and practical training, as well as offices for advising. Clinic areas include student workspaces and equipment for providing guest services. The clinic areas also include dispensary, retail, laundry, and reception areas. The facility also includes a library containing basic and advanced resource materials. Each student is provided

with a means to secure and store equipment and supplies.

ADMISSIONS AND ENROLLMENT

Avenue Five Institute does not discriminate in its employment, admission, instruction, or graduation policies on the basis of age, race, ethnic origin, creed, religion, color, sex, financial status, or area of origin or residence nor does the school actively recruit students already enrolled in or attending another institution offering similar programs. Avenue Five Institute may refuse admission to any applicant for any reason not protected by law. The school requires that each student enrolling must:

1) Submit proof of age and be at least 17 years of age at scheduled class commencement*
2) Pay non-refundable application fee, if applicable
3) Sign an Enrollment Agreement
4) Submit Proof of at least one of the following:
    a) High school diploma, transcripts, or equivalent from an acceptable accredited high school. Transcripts must show high school completion. Foreign High School Diplomas and Diplomas not in English must be translated and evaluated by a recognized agency for verification of validity. That outside agency must be qualified to translate the documentation to English and confirm it's equivalent to a U.S. High School Diploma. Ability to Benefit is not recognized by the school.
    b) General Education Diploma (GED), or other Department of Education recognized high school diploma equivalent such as the HiSet Exam.
    c) Completion of home schooling at the secondary level as defined by state law. Documentation must state learning outcomes and high school completion equivalency.
    d) An academic transcript of a student who has successfully completed a bachelor's degree or at least a two-year program that is acceptable for full credit toward a bachelor's degree.

*Students enrolling in the Massage Therapy programs must submit proof of age and be at least 18 years of age on scheduled class commencement. Applicants for the instructor programs must meet the above criteria and have met all requirements for licensure as a practitioner. Applicants with transfer hours must also meet transfer policy requirements. Applicants may not be accepted if they are enrolled at a primary or secondary institution or are enrolled in any other cosmetology, esthetics, or massage therapy program.

TRANSFER POLICY*

The school will administer a scholastic evaluation to students wishing to transfer into the school or require the transfer student to enter introductory training in Avenue One. Based on the evaluation results, if applicable, the school may recognize credit for all or part of the applicant's previous training or work experience provided it is recognized by the Texas Department of Licensing and Regulation. Transfer students must comply with the class level assigned by result of scholastic evaluation. In addition, such students must meet all regular admissions and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the program of study at the time of enrollment plus the applicable kit and non-refundable application fee. If transfer student borrows materials for course completion, these items must be returned before graduation. Some items may be available for purchase from school. All transfer and re-entry students must be properly registered with state regulatory agency. There is no guarantee that earned/clock hours completed at Avenue Five Institute will transfer to another institution. Avenue Five Institute is accredited by National Accrediting Commission of Career Arts and Sciences and licensed by the Texas Department of Licensing and Regulation. Students and/or graduates of Avenue Five Institute intending to transfer any earned/clock hours completed at Avenue Five Institute to another institution must first determine if outside institution will accept any credits by contacting their admissions department. Some or all of the credits and hours earned/completed at Avenue Five hours may not be accepted by other institutions for various reasons, including but not limited to differences between the School's accrediting agency and accrediting agencies of other institutions. In the event that a student is not able to transfer credits/hours from Avenue Five Institute, the student may not assert any claim or suit against the School or any complaint with any governmental agency. *The Institution does not accept transfer hours for students transferring into the massage therapy program.

RE-ENTRY POLICY*

Former students of Avenue Five Institute who wish to re-enter, must request approval from the school. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former contract will be adjusted to reflect charges for actual hours attended. Student will be responsible for any outstanding balances owed. Students who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer Student to determine class level assignment. Tuition rates current at the time of re-entry will apply unless the student re-enters the program within 180 days of previous enrollment. Students re-entering within 180 days of previous enrollment will be charged at the hourly rate of original contract. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times may not be considered for re-enrollment. The School is not responsible for storing and maintaining any kit items left behind upon withdrawal. Re-entry students who do not have a complete kit, texts, and other issued items upon return may be required to provide all such items at their own expense. Books, kits, and supplies may be purchased from the school if the Student desires. Contract periods and attendance percentages will be calculated based

on hours remaining at the re-entry contract. *For the Massage Therapy program, the above re-entry policy applies, except that a massage student that re-enters will not be required to repeat any courses that they have already successfully completed.

DISABILITY/ADA POLICY

The school does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. School campuses have access to designated handicap parking spaces and offer ramps for entrance accessibility. Reasonable accommodations are available for students who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student submits the request for reasonable accommodation. The documentation must also be completed by a qualified professional in the area off the disability. You may request reasonable accommodations, academic adjustments or auxiliary aids at any time by contacting the Director of Operations. The Director of Operations, or their supervisor, is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure: (1) Notify the Director of Operations in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. You will be provided a Request for Accommodations form, which should be submitted at least four weeks in advance of the date needed. You may contact the Director of Operations by telephone at 512.968.2835; (2) The Director of Operations, or their supervisor, will respond within two weeks of receiving the request; (3) If you would like to request reconsideration of the decision regarding your request, please contact the Director of Operations within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

CAREER CONSIDERATIONS

The school feels that students interested in pursuing a career in cosmetology, esthetics, massage, or a related field should strongly consider all aspects of such a decision. Persons who want to become professional cosmetologists, estheticians, nail technicians, massage therapists, or instructors must:

- Have physical strength and dexterity
- Enjoy dealing with the public and be able to follow a client's direction
- Keep up with the most current trends and techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the program of study
- Learn the skills necessary to operate a personal business

In addition, applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing while working on clients
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals, oils, and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space for self-employment).

CLASS CALENDAR AND ATTENDANCE

Classes are scheduled daily and students are expected to comply with their assigned schedule by attending as required. Students are strongly discouraged from missing school and absences are never considered excused. Unsatisfactory attendance may result in extra instructional overtime charges as outlined on student enrollment agreement. In special situations, a student may be granted a modified schedule with approval from management. Standard schedules are as follows:

Cosmetology/Esthetics/Instructor/Nail Technology
Full-time: 35 hours per week: Monday through Friday from 9:00am - 5:00pm
Part-time: 21 hours per week: Monday through Thursday from 5:30pm- 9:30pm and Saturday 10:00am - 3:00pm

Massage Therapy
Full-time: 35 hours per week: Monday through Friday from 9:00a - 5:00p (includes a 1 hour lunch break scheduled approximately mid-day). During the internship portion of the program, students may be scheduled to perform massage services after 5pm Monday-Friday and from 10am - 3pm Saturdays, upon approval.

Part-time: 21 hours per week: Monday through Thursday from 5:30p- 9:30p and Saturday 10:00a - 3:00pm. During the internship portion of the program, students may be scheduled to perform massage services Monday-Friday from 9am - 5pm, upon Instructor's approval.

Observed holidays are:

1. New Year's Eve (Part-Time Only)	2. New Year's Day	3. Memorial Day
4. Independence Day	5. Labor Day	6. Thanksgiving Day
7. Day after Thanksgiving	8. Christmas Eve (Part-Time Only)	9. Christmas Day

Additional closures may be scheduled at school's discretion. All planned closures are published in advance and students are never penalized financially for planned or unexpected closures.

SCHEDULE CHANGES

Students wishing to change schedules must submit a request to the administrative offices in writing. The School Director will determine if/when the change can be accommodated based upon space availability, as well as a review of student's academic and financial aid files. If approved, a $100 administrative fee will be assessed in order to process schedule change request.

REPEATED COURSEWORK

In General, for purposes of Title IV funds (under non-term provisions of §668.4c) a student must successfully complete the credit or clock hours in a payment period to advance to the next payment period, and may not be paid for repeating coursework regardless of whether the student successfully completed it unless the provisions of §668.4(g) apply: (1) Re-enters that program after 180 days; (2) Transfers into another program at the same institution within any time period; or (3) Transfers into a program at another institution within any time period.

TDLR CRIMINAL CONVICTION GUIDELINES

Every individual who applies for a license with the Texas Department of Licensing and Regulation ("the Department") is subject to a criminal background check to determine his or her suitability for the license. The Department publishes Criminal Conviction Guidelines for each occupation the Department licenses. These guidelines list the crimes which are considered to relate to each occupation, as well as other factors that affect the decisions of the Department. Prospective students are able to find out if they are likely be denied a license due to criminal history. All students should review the TDLR's Criminal Conviction Guidelines prior to applying for enrollment and request a criminal history evaluation letter if they may be at risk of denied license. Texas Law: (1) restricts the issuance of occupational licenses based on license applicant's criminal history; and (2) authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction. Notice to all applicants enrollees: "If you have been convicted of an offense or placed on probation, you might not be eligible for an occupational license issued by TDLR after you complete this educational training program;TDLR's criminal history guidelines are at www.tdlr.texas.gov/crimconvict.htm and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and you have the right to request a criminal history evaluation from TDLR, which is explained more at www.tdlr.texas.gov/crimhistoryeval.htm." Section 53.152, Occupations Code, requires that this notice be provided to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.

State law requires TDLR to order an educational program provider to refund tuition, license application fees, and examination fees if: (1) TDLR determines the provider failed to provide notice to me; and (2) a license application was denied because of criminal history. The costs associated with the criminal history request are the responsibility of the prospective student. The school is not responsible for students who are denied licensure based on criminal convictions. To request a criminal history evaluation letter, an individual must: (1) submit a request form, and (2) complete a criminal history questionnaire for each crime for which he or she was convicted or placed on deferred adjudication, and (3) pay a fee ($25.00). TDLR will issue a criminal history evaluation letter within 90 days of receiving a complete request. The letter will state that the Department would or would not recommend granting a license to the requestor, based on all of the information available to the Department at that time. TDLR's recommendation is not a final decision and cannot be appealed. If, after the requestor applies for an actual license, the Department then recommends denying the license, the requestor may ask for a hearing at the State Office of Administrative Hearings (SOAH). The final decision following a SOAH hearing will be made by the Commission of Licensing and Regulation. For complete information/forms please see: www.license.state.tx.us/crimHistoryEval.htm

TITLE IV ELIGIBILITY

Avenue Five Institute participates in the Title IV Federal Pell Grant and the Federal Direct Stafford Loan Program, and the Federal Direct Parent PLUS loan as described below. In order to apply for Title IV Aid Programs with Avenue Five Institute, the student should use the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov or contact the school's financial aid offices and speak with a Financial Aid Advisor or the Director of Financial Aid. To contact the financial aid offices via phone, dial (512) 968-2835.

Federal Pell Grant is a need-based award that does not need to be repaid. The determination for eligibility is based on the income and asset information of students and parents as presented on the FAFSA. The amount awarded is dependent on the student's family contribution (EFC).

Federal Direct Stafford Loan is a federally sponsored and regulated national student loan program for undergraduate and graduate students. These loans can come in the form of a Subsidized or an Unsubsidized Loan (or a combination of both). This loan is awarded by the school, and funds are borrowed directly from the federal government. Eligibility for the Subsidized Stafford Loan is based on financial need as determined by the Financial Aid Office. The yearly maximums for the Federal Direct Stafford loan program are based on financial need. There are origination fees associated with Direct Stafford loans. For specific information regarding current fee rates, contact the financial aid office.

Federal Direct Parent PLUS Loan is also a federally sponsored and regulated national student loan program. The PLUS Loan allows credit-worthy parents of dependent students to borrow funds to pay for their child's educational expenses. The funds are borrowed directly from the federal government, and the loan is held by the parent, not the student. The loan amount may not exceed the student's estimated cost of attendance minus any other financial assistance (financial aid, scholarships, etc) the student has been given. The Federal Direct PLUS Loan does require a credit check and some parents may not be eligible for the loan. If a parent receives notification of denial, the parent should contact the Financial Aid Office, as there may be other options available to the student. There are origination fees associated with Parent Plus loan. For specific information regarding fee rates, contact the financial aid office.

Federal Title IV Eligibility Requirements: Student has verifiable Social Security Number. Be a citizen or national of the United States; or provide evidence from the U.S.Immigration and Naturalization Service that he or she- is a permanent resident of the United States; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs. All male students age 18 and older (born after 1/1/1960) must complete Selective Service Registration. Student must demonstrate financial need. Student must have no previous Title IV student loan default. Student has not exceeded annual or aggregate loan limits to date. Students must maintain Satisfactory Academic Progress. In order to maintain eligibility for Title IV, students must comply with the SAP Policy included in this Catalog and complete their program within the specific time frame.

For all eligible programs, Avenue Five Institute's definition of an Academic Year is 900 hours and at least 26 weeks of instructional time. Program schedules are considered full time. Students must be enrolled at least half time to receive assistance from the Federal Student Loan Programs. Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits and does not have property subject to judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment. Pell awards are prorated based on attendance. Avenue Five Institute does not provide Campus-based aid programs.

A Conviction for any offense, during a period of enrollment for which a student is/was receiving Title IV program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance. Students with state/federal drug convictions must meet the following requirements to be eligible for student aid conviction for possession or sale of illegal drugs. A student must resolve any drug conviction as outlined in 34 CRF 668.32: A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; the school will only confirm if receive conflicting information. A conviction that was reversed, set aside, or removed from student's record, received when the student was a juvenile, unless she/he was tried as an adult are not considered. All other convictions for sale of drugs (including conspiring to sell) and/or possession is subject to the following:

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1yr from date of conviction	2 yr from date of conviction
2nd Offense	2yr from date of conviction	Indefinite period
3rd Offense	Indefinite period	Indefinite period

If both offenses apply, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements: Be qualified to receive funds directly or indirectly from a federal, state, or local government program. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company. Be administered or recognized by federal, state or local government agency or court. Be administered or recognized by federally, or academic advising, state-licensed hospital, health clinic, or medical doctor.

PROGRAM OUTLINES

All programs offered by Avenue Five Institute are taught in English, and follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each program. Those policies are stated here and considered to be an integral part of each of the program outlines contained in this section of the catalog. Programs are divided into four levels of training as follows:

Avenue I: Students focus on learning the underlying theory and the basic skills for providing client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, independent study, and hands-on practice.

Avenue II: Students will develop and customize their skills to meet the needs of clients. They will perform skills on live people and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, field trips (does not apply to massage students), guest speakers, independent study, and hands-on practice.

Avenue III: Students refine the skills necessary for success in the workplace and learn key business skills needed to be successful salon and spa professionals. During this Avenue, Students will learn systems that professionals are using to attract and retain customers. Successful completion of Avenue III is designed to improve opportunities for employment upon graduation. The education is provided through interactive lecture, demonstration, technology, field trips (except for massage students), guest speakers, independent study, hands-on practice, and competency skills evaluation.

Avenue IV: Students will focus on state board preparation, professional development, and placement. The education is provided through demonstration, technology, field trips (except for massage students), guest speakers, independent study, hands-on practice, and competency skills evaluation.

Avenue V: This post-graduation Avenue is reached by fulfilling all graduation requirements and entering into the Avenue Five Alumni Association. All graduates must provide documentation of licensure and employment in their chosen field. They will begin the achievement of the goals established in Avenue I while pursuing employment in a professional environment.

	Avenue I	Avenue II	Avenue III	Avenue IV
Cosmetology	0-385 Hrs	386-770 Hrs	771-1155 Hrs	1156-1500 Hrs
Esthetics	0-185 Hrs	186-375 Hrs	376-560 Hrs	561-750 Hrs
Master Esthetics	0-300 Hrs	301-600 Hrs	601-900 Hrs	901-1200 Hrs
Advanced Massage Therapy	0-185 Hrs	186-375 Hrs	376-560 Hrs	561-750 Hrs
Instructors 500	0-125 Hrs	126-250 Hrs	256-375 Hrs	375-500 Hrs
Instructor 750	0-185 Hrs	186-375 Hrs	376-560 Hrs	561-750 Hrs
Basic Massage Therapy	0-125 Hrs	126-250 Hrs	251-375 Hrs	376-500 Hrs
Nail Technology	0-75 Hrs	76-250 Hrs	251-500 Hrs	501-600 Hrs

GRADING PROCEDURES: Grading procedures are applied to all programs. Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a final written/practical exam prior to graduation. Students must make up failed, missed, or incomplete tests/assignments. All Massage Therapy Students will receive four Progress Evaluations at the following intervals: Advanced Massage Therapy: 187.50, 375, 562.50, 750 clocked (actual) hours. Although

instructors and assignments may vary based on program requirements, numerical written and practical grades are considered according to the below scale. Grade point average is determined by theory exams; practical exams; and practice activities.

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 - 0	NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

INSTRUCTIONAL METHODS: Instructional methods are applied to all programs. The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, independent study, field trips (as applicable), projects, activities, and related learning methods are used for program delivery. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. The instructor will review practical work daily and approve only if the skill performed is considered satisfactory or better. There will be periodic assessments of practical assignment progress.

UNITS OF INSTRUCTION AND HOURS: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

REFERENCES: A comprehensive library of references, books, texts, and DVDs are available to support the program of study and supplement the Students' training. Students should avail themselves of the opportunity to use these materials.

REQUIRED PRACTICAL EXPERIENCES: Policy and State regulations require students to complete practical experiences for satisfactory skills development and graduation. All practical work must be completed and graded as satisfactory on approved clients, students, or manakins if applicable. Extra practical assignments may be scheduled based on training needs.

Cosmetology: 1500 hours - 43 weeks (full time) / 72 weeks (part time)
Description: The primary purpose of the Cosmetology Course is to train the student on the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. For Federal Gainful Employment information about this program, visit our website at: https://www.avenuefive.edu/fci

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a final written/practical exam prior to graduation. Students must make up failed, missed, or incomplete tests/assignments. Although instructors and assignments may vary based on program requirements, numerical written and practical grades are considered according to the following scale- (a) 93-100: Excellent; (b) 85-92: Very Good; (c) 75-84: Satisfactory; (d) <74: Needs Improvement, Does not meet standards. Grade point average is determined by theory exams; practical exams; and practice activities.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, independent study, field trips (as

applicable), projects, activities, and related learning methods are used for program delivery. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. The instructor will review practical work daily and approve only if the skill performed is considered satisfactory or better. There will be periodic assessments of practical assignment progress.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer/employee relationships and respect the need to deliver service for compensation.
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
- Perform basic analytical skills to determine proper makeup, hairstyle, and color application
- Apply theory, technical information and related knowledge to assure sound procedural judgement
- To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

Hrs	**Cosmetology Subject - Unit**
100	ORIENTATION- includes laws and regulations
75	SALON MANAGEMENT AND PRACTICES - how to seek employment including professionalism, resume development, interview preparation, and job search skills.
75	CHEMISTRY AS APPLIED TO COSMETOLOGY
50	HAIR AND SCALP TREATMENT AND RELATED THEORY
100	SHAMPOOS, RINSES, CONDITIONERS, TREATMENTS AND RELATED THEORY
100	NAIL CARE AND PROCEDURES AND RELATED THEORY
50	SKIN CARE PROCEDURES AND RELATED THEORY
500	HAIRCUTTING, STYLING AND RELATED THEORY
50	CHEMICAL HAIR RELAXING AND RELATED THEORY
200	HAIR COLORING AND RELATED THEORY
200	CHEMICAL REFORMATION, COLD WAVING, AND RELATED THEORY
1500	TOTAL HOURS

Cosmetology Practical assignments may include demonstrating proficiency in infection control, client protection, hair services, chemical reformation, hair coloring, scalp treatments, manicuring, facials, client communications, and business administration.

Esthetics: 750 hours - 22 weeks (full time) / 36 weeks (part time)

Description: The primary purpose of the Esthetics Course is to train the student on the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue. For Federal Gainful Employment information about this program, visit our website at: https://www.avenuefive.edu/fci

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school.

Students must maintain a theory grade average of 75% and pass a final written/practical exam prior to graduation. Students must make up failed, missed, or incomplete tests/assignments. Although instructors and assignments may vary based on program requirements, numerical written and practical grades are considered according to the following scale- (a) 93-100: Excellent; (b) 85-92: Very Good; (c) 75-84: Satisfactory; (d) <74: Needs Improvement, Does not meet standards. Grade point average is determined by theory exams; practical exams; and practice activities.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips (as applicable), projects, activities, and related learning methods are used for program delivery. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. The instructor will review practical work daily and approve only if the skill performed is considered satisfactory or better. There will be periodic assessments of practical assignment progress.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer/employee relationships and respect the need to deliver service for compensation
- Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
- Apply theory, technical information and related matter to assure sound judgment and procedural decisions.
- To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related fields.

Hrs	**Esthetics Subject - Unit**
50	ORIENTATION- includes laws and regulations
40	INFECTION CONTROL
35	SALON MANAGEMENT AND PRACTICES - how to seek employment including professionalism, resume development, interview preparation, and job search skills.
90	ANATOMY AND PHYSIOLOGY
75	ELECTRICITY, MACHINES, AND RELATED EQUIPMENT
50	CHEMISTRY AND RELATED THEORY
50	CLIENT CARE
10	NUTRITION
10	COLOR PSYCHOLOGY
15	AROMATHERAPY
25	SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY
225	SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY
75	MAKEUP AND RELATED THEORY
750	TOTAL

Esthetics practical assignments may include infection control, facial procedures, nail procedures, body procedures, hair removal, client

communications, and business administration.

Master Esthetics Program: **1200 hours** - **35 weeks (full time) / 58 weeks (part time)**
Description: The primary purpose of the Master Esthetics Course is to train the student on the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician, Nail technician, or related career avenue. This course is designed to prepare students for a esthetics/manicure license.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a final written/practical exam prior to graduation. Students must make up failed, missed, or incomplete tests/assignments. Although instructors and assignments may vary based on program requirements, numerical written and practical grades are considered according to the following scale- (a) 93-100: Excellent; (b) 85-92: Very Good; (c) 75-84: Satisfactory; (d) <74: Needs Improvement, Does not meet standards. Grade point average is determined by theory exams; practical exams; and practice activities.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, independent study, field trips (as applicable), projects, activities, and related learning methods are used for program delivery. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. The instructor will review practical work daily and approve only if the skill performed is considered satisfactory or better. There will be periodic assessments of practical assignment progress.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer employee relationships and respect the need to deliver service for compensation
- Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
- Perform the basic manipulative skills required for manicuring, pedicuring, and methods of nail extensions.
- Apply the theory, technical information and related matter to assure sound procedural decisions.
- To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in the esthetics and nail fields.

Hrs	**Subject - Unit**
30	ORIENTATION- includes laws and regulations
90	ELECTRICITY, MACHINES, AND RELATED EQUIPMENT
215	FACIAL TREATMENTS
310	NAIL PROCEDURES
50	ANATOMY AND PHYSIOLOGY
50	ARMS AND HANDS
75	MAKEUP
30	CHEMISTRY

40	SANITATION
50	CARE OF CLIENT
20	MANAGEMENT
25	SUPERFLUOUS HAIR REMOVAL
15	AROMATHERAPY
10	NUTRITION
10	COLOR PSYCHOLOGY
100	BACTERIOLOGY, SANITATION, AND SAFETY
80	PROFESSIONAL PRACTICES- how to seek employment including professionalism, resume development, interview preparation, and job search skills.
1200	TOTAL

Esthetics/Manicure practical assignments may include infection control, facial procedures, nail procedures, body procedures, hair removal, client communications, and business administration.

Advanced Massage Therapy: 750 hours - 24 weeks (full time) / 40 weeks (part time)
Description: This program is designed to prepare students for entry-level employment as a massage practitioner in a spa, chiropractor's office, doctor's office, massage clinic, private clubs, sports medicine facility, as well as becoming self-employed. Classroom and clinical hands-on training as well as professional development skills are delivered to equip the student with the foundation needed to be a professional Massage Therapist. Graduates will demonstrate skills in body mechanics, massage manipulations and techniques. For Federal Gainful Employment information about this program, visit our website at: https://www.avenuefive.edu/fci

Benefits of Advanced Program: In Texas, there is a state-mandated Basic Massage Curriculum, which is 500-hours in length. By definition, this curriculum is basic and represents the lowest minimum standard for licensure. The 750-hour program provides students with additional exposure to a broad array of subject matter and massage modalities. Students graduating from the program also receive more hands-on internship experience as graduates from a basic curriculum (120 hours vs. 50 hours).

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a final written/practical exam prior to graduation. Students must make up failed, missed, or incomplete tests/assignments. Advanced Massage Therapy Students will receive four progress evaluations at the following intervals: 187.50, 375, 562.50, 750 clocked (actual) hours. Although instructors and assignments may vary based on program requirements, numerical written and practical grades are considered according to the following scale- (a) 93-100: Excellent; (b) 85-92: Very Good; (c) 75-84: Satisfactory; (d) <74: Needs Improvement, Does not meet standards. Grade point average is determined by theory exams; practical exams; and practice activities.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, projects, activities, and related learning methods are used for program delivery. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. The instructor will review practical work daily and approve only if the skill performed is considered satisfactory or better. There will be periodic assessments of practical assignment progress.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Provide massages in a manner that reflects the education and training received in the educational program.
- Perform massage therapy, spa therapies, and advanced bodywork modalities on a variety of clients.
- Be able to generate repeat clients and demonstrate professional communication with clients.
- Detect effectiveness of treatments and develop effective charting skills
- To ensure continued career success, the graduate will continue to learn new and current information related to techniques and methods for career development in massage therapy and related career positions

Hrs	Advanced Massage Subject - Unit
50	ANATOMY
25	PHYSIOLOGY
20	HEALTH, HYGIENE & CPR
45	BUSINESS PRACTICES & PROFESSIONAL ETHICS- how to seek employment including professionalism, resume development, interview preparation, and job search skills. Also includes laws and regulations
50	KINESIOLOGY
40	PATHOLOGY
125	SWEDISH MASSAGE
20	HYDROTHERAPY
255	ADVANCED MASSAGE TECHNIQUES
120	INTERNSHIP: In accordance with §117.59(e), internship hours must be performed on campus and shall not be performed at any other location.
750	TOTAL

Basic Massage Therapy: 500 hours - 16 weeks (full time) / 27 weeks (part time)
Description: This program is designed to prepare students for entry-level employment as a massage practitioner in a spa, chiropractor's office, doctor's office, massage clinic, private clubs, sports medicine facility, as well as becoming self-employed. Classroom and clinical hands-on training as well as professional development skills are delivered to equip the student with the foundation needed to be a professional Massage Therapist. Graduates will demonstrate skills in body mechanics, massage manipulations and techniques.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a final written/practical exam prior to graduation. Students must make up failed, missed, or incomplete tests/assignments. Basic Massage Therapy Students will receive four progress evaluations at the following intervals: 125, 250, 375, 500 clocked (actual) hours. Although instructors and assignments may vary based on program requirements, numerical written and practical grades are considered according to the following scale- (a) 93-100: Excellent; (b) 85-92: Very Good; (c) 75-84: Satisfactory; (d) <74: Needs Improvement, Does not meet standards. Grade point average is determined by theory exams; practical exams; and practice activities.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, independent study, projects, activities, and related learning methods are used for program delivery. All assignments must be completed by each student as agreed upon in

the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. The instructor will review practical work daily and approve only if the skill performed is considered satisfactory or better. There will be periodic assessments of practical assignment progress.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Provide massage therapy in a manner that reflects the education and training received in the program.
- Perform massage therapy, spa therapies, and contemporary bodywork procedures on a variety of clients.
- Be able to generate repeat clients utilizing effective measures and demonstrate professional communication.
- Develop observation skills to detect effectiveness of treatment and develop effective charting skills
- To ensure continued career success, the graduate will continue to learn new and current information related to techniques and methods for career development in massage therapy and related career positions.

Hrs	**Basic Massage Subject - Unit**
50	ANATOMY
25	PHYSIOLOGY
20	HEALTH, HYGIENE & CPR
45	BUSINESS PRACTICES & PROFESSIONAL ETHICS- how to seek employment including professionalism, resume development, interview preparation, and job search skills. Also includes laws and regulations
50	KINESIOLOGY
40	PATHOLOGY
125	SWEDISH MASSAGE
20	HYDROTHERAPY
75	ADVANCED MASSAGE TECHNIQUES
50	INTERNSHIP: In accordance with §117.59(e), internship hours must be performed on campus and shall not be performed at any other location.
500	TOTAL

Nail Technology: 600 hours - 18 weeks (full time)

Description: The primary purpose of the Nail Technology Course is to train the student in the basic technical skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as a nail technician or related career avenue.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a final written/practical exam prior to graduation. Students must make up failed, missed, or incomplete tests/assignments. Although instructors and assignments may vary based on program requirements, numerical written and practical grades are considered according to the following scale- (a) 93-100: Excellent; (b) 85-92: Very Good; (c) 75-84: Satisfactory; (d) <74: Needs Improvement, Does not meet standards. Grade point average is determined by theory exams; practical exams; and practice activities.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented

by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips (as applicable), projects, activities, and related learning methods are used for program delivery. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. The instructor will review practical work daily and approve only if the skill performed is considered satisfactory or better. There will be periodic assessments of practical assignment progress.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer/employee relationships and respect the need to deliver service for compensation.
- Perform the basic manipulative skills required for manicuring, pedicuring, and methods of nail extensions.
- Apply the theory, technical information and related matter to assure sound procedural judgements.
- To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and career development as a Nail Technician, Manicurist or related position.

Hrs	**Nail Technology Subject - Unts**
15	ORIENTATION- includes laws and regulations
320	MANICURE PROCEDURES
100	BACTERIOLOGY, SANITATION, AND SAFETY
80	PROFESSIONAL PRACTICES- how to seek employment including professionalism, resume development, interview preparation, and job search skills.
70	ANATOMY AND PHYSIOLOGY OF THE ARM AND HAND
15	EQUIPMENT, IMPLEMENTS, AND SUPPLIES
600	TOTAL

Nail Technology practical assignments may include infection control, manicures, nail extensions, client communications, and business administration.

Instructor 750 hour: 750 hours - 22 weeks (full time) / 36 weeks (part time)

Description: The primary purpose of the Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career avenue.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a final written/practical exam prior to graduation. Students must make up failed, missed, or incomplete tests/assignments. Although instructors and assignments may vary based on program requirements, numerical written and practical grades are considered according to the following scale- (a) 93-100: Excellent; (b) 85-92: Very Good; (c) 75-84: Satisfactory; (d) <74: Needs Improvement, Does not meet standards. Grade point average is determined by theory exams; practical exams; and practice activities.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, independent study, field trips (as applicable), projects, activities, and related learning methods are used for program delivery. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program

completion only when rated as satisfactory or better. The instructor will review practical work daily and approve only if the skill performed is considered satisfactory or better. There will be periodic assessments of practical assignment progress.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver service for compensation.
- Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills

Hrs	**750 Hour Instructor Subject - Unit**
30	ORIENTATION - how to seek employment including professionalism, resume development, interview preparation, and job search skills. Also includes laws and regulations
140	LESSON PLANS
180	METHODS OF TEACHING and CLINIC MANAGEMENT
90	CLASSROOM MANAGEMENT
90	EVALUATION TECHNIQUES
60	STATE LAWS AND FORMS
60	VISUAL AIDS, PREPARATION AND USE
100	LEARNING THEORY
750	TOTAL

Instructor 500 hour: 500 hours - 15 Weeks (full time) / 24 weeks (part time)

The primary purpose of the Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career avenue. This program is only offered for licensees with 1 years verifiable practitioner work experience.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a final written/practical exam prior to graduation. Students must make up failed, missed, or incomplete tests/assignments. Although instructors and assignments may vary based on program requirements, numerical written and practical grades are considered according to the following scale- (a) 93-100: Excellent; (b) 85-92: Very Good; (c) 75-84: Satisfactory; (d) <74: Needs Improvement, Does not meet standards. Grade point average is determined by theory exams; practical exams; and practice activities.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips (as applicable), projects, activities, and related learning methods are used for program delivery. All assignments must be completed by each student as agreed upon in

the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. The instructor will review practical work daily and approve only if the skill performed is considered satisfactory or better. There will be periodic assessments of practical assignment progress.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver service for compensation.
- Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

Hrs	**500 Hours Instructor Subject - Unit**
20	ORIENTATION- how to seek employment including professionalism, resume development, interview preparation, and job search skills. Also includes laws and regulations
90	LESSON PLANS
120	METHODS OF TEACHING and CLINIC MANAGEMENT
60	CLASSROOM MANAGEMENT
60	EVALUATION TECHNIQUES
40	STATE LAWS AND FORMS
40	VISUAL AIDS, PREPARATION AND USE
70	LEARNING THEORY
500	TOTAL

Instructor Programs Requirements: Each Student Instructor will be required to provide their own kit materials for conducting demonstrations and assisting students on the clinic floor. Student Instructors will utilize a workbook and Milady's Master Educator textbook. In addition, teaching projects will be completed and evaluated as assigned. As with all other programs, Student Instructor Partners must complete all assigned coursework.

ACADEMIC ADVISING AND GUIDANCE

Avenue Five Institute strives to maintain open communication channels with all students. The school provides students with administrative staff for career and academic advising. All students receive periodic advising regarding progress and achievement at least twice throughout the program. Advising may also include reviewing Student's progress in attendance, theory, practical skills, communication skills, and personal development. These advising sessions help instructors to monitor student progress and identify students who may require additional assistance. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Problems not resolved in these sessions may be referred to the School Director or other administrative staff. Advising regarding licensing regulations, reciprocity, employment and continuing education opportunities is available to Students as it is needed. In addition to formal advising sessions, students may receive informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride and professionalism. Students experiencing personal problems that require professional help will be referred to the appropriate agencies or organizations. The administration office has a list of agencies for referral if a student needs such assistance.

GRADUATION REQUIREMENTS

Students must meet the following requirements in their program of study to qualify for graduation and be issued a Diploma:

- Complete all required coursework with passing grades

- Complete all hours as contracted by Enrollment Agreement
- Complete the Program of Study as required by the State regulatory agency
- Complete required exit paperwork and complete financial aid exit counseling if receiving federal student loans
- Make satisfactory arrangements for all debts and/or equipment owed to the institution.

Upon completion of the program of study and all graduation requirements, an Avenue Five Institute Diploma for the program of study will be awarded. After all graduation requirements have been met and the scheduled program has ended, the graduate will be eligible to apply for and pay for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

LICENSURE REQUIREMENTS

Exam and License information is available at: Texas Department of Licensing and Regulation located at 920 Colorado Austin, Texas 78701. The telephone numbers are (512) 463-6599 or Toll-Free (in Texas): 800-803-9202. Exam information is available at: http://www.license.state.tx.us/cosmet/cosmetexam.htm. Questions and requests for information pertaining to the exam may be directed to www.psiexams.com.

COSMETOLOGY, ESTHETICIAN, NAIL TECHNICIAN: Any person is eligible to receive a license as a cosmetologist, manicurist, or a manicurist/esthetician who submits proof that he is at least 17 years of age; has an education equivalent to the completion of the second year of an approved high school; has completed the required clock hours in an approved school for the applicable program; has paid the required fees; and has passed the state approved examination conducted to determine fitness to receive a license.The school has no control over the scheduling dates. Any cost related to travel, lodging and other expenses related to the exam are solely the responsibility of the student

COSMETOLOGY/FACIAL INSTRUCTOR: Any person is eligible to receive a license as an Instructor who submits proof that he is at least 18 years of age; has an education equivalent to the completion of a four year high school; has completed an instructor program of 750 clock hours or 500 hours with two years of verified work experience in the applicable discipline or completed 15 semester hours in education courses through an accredited college or university within the 10 years before the date of application or obtained a degree in education from an accredited college or university; has paid the required fees and has passed the state approved examination. Instructors in the State of Texas must adhere to and obtain continuing education requirements set forth by the Texas Department of Education.

MASSAGE THERAPY: Any person seeking eligibility to receive a Massage Therapist license must:

1. submit a completed application on a department-approved form;
2. pay the fee required under §117.100;
3. be at least 18 years of age;
4. submit a transcript(s) of all relevant coursework, acceptable to the department;
5. provide proof of successfully passing the required exam;
6. provide proof of successfully passing the jurisprudence exam;
7. successfully pass a criminal history background check performed by the department; and
8. satisfactorily complete massage therapy studies in a minimum 500 hour department approved course at a licensed massage school in which includes at least (A) 200 hours of massage therapy techniques and theory and the practice of manipulation of soft tissue, with at least 125 hours of Swedish massage therapy techniques; (B) 50 hours of anatomy; (C) 25 hours of physiology; (D) 50 hours of kinesiology; (E) 40 hours of pathology; (F) 20 hours of hydrotherapy; (G) 45 hours of massage therapy laws and rules, business practices and professional ethics; (H) 20 hours of health, hygiene, first aid, universal precautions, and cardiopulmonary resuscitation (CPR); and (I) 50 hour internship program.

Unless otherwise indicated, an applicant for massage therapy licensure must submit all required information and documentation of credentials on department-approved forms. If the application is incomplete, the department will send a notice listing any additional materials required to complete the application. If deficiency is present in course work, the applicant may have up to one year to complete additional coursework acceptable to the department; otherwise, the application may be voided.

CAREER OPPORTUNITIES

COSMETOLOGY	Professional Stylist, Skin Care Specialist, Makeup Artist, Nail Technician, Platform Artist, Product Representative, Salon Owner or Manager, Independent Contractor, Retail Specialist, State Board Member
ESTHETICS PROGRAMS	Skin Care Specialist, Makeup Artist, Waxing Specialist, Product Representative, Aromatherapist, Platform Educator, Salon/Spa Owner or Manager, School Administrator or Instructor, State Board Member
INSTRUCTOR:	School Administrator or Instructor, Director of Education, Education Consultant, School Owner or Manager, State

	Board Member/Examiner
MASSAGE PROGRAMS	Massage Therapist, Bodywork Therapist, Medical Massage Therapist, Integrated Deep Tissue Massage Therapist, Sports Massage Therapist, Hospice Therapist
NAIL TECHNOLOGY:	Nail Care Specialist. Synthetic Nail Technician, Nail Salon Owner, Nail Salon Manager, Product Representative, Retail Specialist, State Board Member/Examiner

These are examples of employment opportunities for licensed graduates. With the right continuing education, additional areas of specialization include journalism, advertising, marketing, or research and development. Training and practice is the important first step to an enjoyable, successful career in any of the above areas.

STANDARD OCCUPATIONAL CLASSIFICATION "SOC" CODES

Standard Occupational Classification Codes are listed below for each program along with information describing the nature of each field and a hyperlink to more information:

Cosmetology (SOC- 39-5012, CIP - 12.0401)- http://www.onetonline.org/link/summary/39-5012.00
Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094). Illustrative examples: Wig Stylist, Beautician

Esthetics- (SOC - 39-5094, CIP - 12.0409) - http://www.onetonline.org/link/summary/39-5094.00
Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists. Illustrative examples: Medical Esthetician, Facialist

Massage Therapist - (SOC - 31-9011, CIP - 51.3501) http://www.onetonline.org/link/summary/31-9011.00Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.Illustrative examples: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner (LMP), Registered Massage Therapist, Bodywork Therapist, Hospice Massage Therapist, Integrated Deep Tissue Massage Therapist, Medical Massage Therapist

Instructors- (SOC - 25-1194)- http://www.onetonline.org/link/summary/25-1194.00
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school instructors; industrial, commercial, and government training instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education. Illustrative examples: Mechanical Maintenance Instructor, Cosmetology Professor, Barbering Instructor

Nail Technology - (SOC - 39-5092) http://www.onetonline.org/link/summary/39-5092.00
Manicurists and Pedicurist clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative examples: Nail Technician, Fingernail Sculptor

The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education. Visit http://nces.ed.gov/ for more information.For more information about the occupations associated with the training offered at Avenue Five Institute, visit http://www.onetonline.org/. The US Department of Labor provides current job information at http://www.careerinfonet.org.

EMPLOYMENT ASSISTANCE

While Avenue Five Institute cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting local area job openings. As part of all program curriculums, students receive training in how to seek employment including professionalism, resume development, interview preparation, and job search skills. The school encourages qualified students to begin contacting salons for opportunities throughout their program so that they can obtain professional salon exposure and make the transition from school to employment more easily.

SCHOLARSHIPS AND FEE WAIVERS

The school will inform all eligible prospects of scholarship and grant opportunities on an equal basis. The school may offer limited scholarships

or institutional grants to qualified applicants. Scholarships and grants are approved and awarded based on the individual's need or upon satisfying specific eligibility criteria. Such criteria may include, but is not limited to: ability to excel, personal desire, interview results, and or consensus of the Award Committee. All students have equal opportunity to qualify for scholarships offered by the school. Scholarship and grant awards can be applied to tuition and fees, if applicable, and may require that a student remain in good standing in order receive the full award amount. Failure to maintain good standing with the school could result in award being refunded partially or in-full. Massage Therapy scholarship credits will not be awarded until all requirements on the scholarship form are met. The school reserves the right to offer tuition scholarships and waive fees for eligible students, employees, and/or immediate relations of employees of Avenue Five Institute Inc. Students can visit https://www.avenuefive.edu/scholarships/ for more information about scholarship opportunities.

HOUSING AND VACCINATIONS

Avenue Five Institute does not provide institutional housing for attending Students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency. Avenue Five Institute does not have vaccination requirements.

OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its Students of the chemicals used in cosmetology and related training. During course orientations, students will learn about the importance of safety in the workplace and how to use and follow Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study Students are apprised of the various chemicals used and safe practices that apply. Access to information regarding Material Safety Data Sheets for the chemicals used at the school is available electronically upon request.

PRIVACY AND FILE ACCESS POLICY

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. FERPA rights apply to students and guardians of a dependent minor student. A student is a person who is, or has been, in attendance at the School, regardless of the person's age Under FERPA, a student has a right to: (1) inspect and review his or her educational records; (2) request to amend his or her educational records, (3) have some control over the disclosure of information from his or her educational records The directory information made available by the School is: Student's Name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Participation in officially recognized activities, Degrees, honors, and awards received, most recent educational agency or institution attended, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN in whole or in part will not be used for this purpose.)

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the school asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting a school employee and filing a request to be excluded from the directory or from any other requests for open directory information. According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following: (1) Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record. (2) Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists. (3) Employment records, provided that employment is not contingent upon being a student. (4) Law enforcement records.

The school will disclose information from a student's education record without written consent of the student to staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required. Disclosures may also be made to authorized representatives of the US. Department of Education for audit, evaluation, reporting, and enforcement purposes.

Upon request, the School shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Under FERPA, student or guardians of dependent minor students have a right to see, inspect and request changes to their educational records upon written request. Students or guardians of a dependent minor student should complete the request using the school's Privacy Authorization Release Form each time the student or guardian needs to access personal student information. This form is available upon request in the student administrative offices. Students should identify as precisely as possible the records they wish to inspect/release. Educational records covered by FERPA

normally will be made available within ten (10) days of request. All records are to be reviewed by students in the presence of a staff member. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the school. A complete copy of the Privacy and File Access Policy s available upon request.

It is the policy of the school that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the school will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.FERPA rights cease upon death. However, it is the policy of the school that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin. If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco/

PARENT RIGHTS UNDER FERPA

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954. Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to the School. In emergency or crisis situations, the school may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals. While the rights under FERPA are transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules. The IRS definition of a dependent differs from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns.

KITS AND LOCKERS

All textbooks, equipment, and training materials required for program completion are included in the student kits. These items become the property of the student once issued by Avenue Five Institute and received by the student. The school does not participate in a secondary market; items once opened from its original packaging are non-returnable. The school is not responsible for lost, stolen, or damaged kit materials or personal property. Lockers are issued to students and all items should be removed prior to graduation.

UNIFORMS AND DRESS CODE

The Avenue Five Institute Dress Code is designed around industry standards for careers in which graduates are preparing to enter. The dress code also promotes consistency, uniformity, and professionalism within the school. In addition to the below requirements, TDLR prohibits students and professionals from wearing see-through fabrics. Overall professional appearance must be maintained at all times and instructors will check dress code compliance daily. Students may be restricted from clocking hours if not in compliance. School Directors have authority to make professional judgment for any attire that does comply with the above dress code and/or does not reflect a professional appearance. Tight-fitting, transparent, or provocative dress may result in non-compliance. For specific religious requirements that conflict with published dress code, reasonable accommodations may be made. Clothing must be free from holes and tears and Avenue Five branded clothing may not be altered, cropped, or modified to be considered compliant with this policy.

Esthetician students are required to wear clean, solid-black scrub uniforms at all times. Black, sound resistant, slip resistant, closed-toe shoes are required. Shoes must have no more than a 2-inch heel. Student-permit lanyards must be worn or in student possession at all times when clocked in. No logos are permitted on clothing with exception to Avenue Five Institute and/or associated brand logos.

Cosmetology students, Massage Students, and Nail Technology Students are required to wear their respective Avenue Five Institute issued shirt and solid black pants, slacks, or skirt. Athletic wear, yoga pants, leggings, and shorts are not permitted. Black denim pants are allowed if denim is dark black; shades of gray or any other colored denim is not permitted. Skirts must fall below the knee when standing and knees should not be visible when in standing position. Underarms, entire shoulders, and back must be covered. Additional visual aids demonstrating areas of the body that much be covered are available for reference upon request. No sheer/see through material can be worn as an outer garment. All clothing, including outer garments and jackets, must be clean, dark black, free from holes and tears, non-transparent and provide for a professional appearance. No logos are permitted on clothing with exception to Avenue Five Institute and/or associated brand logos. Black, slip-resistant, closed-toe shoes are required. Shoes must have no more than a 2-inch heel. Cosmetology students must also wear student-permit lanyards, or be in possession of permit at all times when clocked in.

Instructor students must wear an Avenue Five Institute lab coat and maintain an overall professional appearance at all times. Athletic wear, yoga pants, leggings, and shorts are not permitted. Underarms, entire shoulders, and back must be covered. Student-permit lanyards must be worn or in student possession at all times when clocked in.

ATTENDANCE CONDUCT STANDARDS AND MAKEUP HOUR POLICIES*

Proper attendance is critical in order for students to be adequately prepared by graduation. Excessive absences will not be tolerated. Students are not permitted to clock hours outside regularly scheduled contract times without permission from an administrator or instructor. Student may arrive 20 minutes before class start time to makeup missed hours and must be involved in curriculum related activities during these times. Consequences of unsatisfactory attendance include appointment restrictions, removal from time clocks and ultimately, overtime tuition or termination. Attendance Conduct also includes the following:

TARDINESS POLICY - Students must notify the front desk to reschedule appointments. Consequences of tardiness include appointment restriction, disciplinary action, or ultimately termination. Students that cannot maintain proper attendance during scheduled program hours may not be permitted to makeup hours outside of schedule.

UNEXCUSED ABSENCES - Because all programs are clock hour, absences and/or tardiness are considered unexcused. Excessive absences and/or tardiness constitute reason for disciplinary action (see Satisfactory Academic Progress Policy). Students should notify their Instructor and the Front Desk of expected absences in advance. In the event of an unexpected absence (i.e. illness, emergency), students should contact the front desk as soon as possible.

MAKEUP WORK - If student is absent it is the student's responsibility to contact their Instructor regarding makeup work and exams. Students can make up any assignments required such as retake failed exams or take missed exams.

*ATTENDANCE CONDUCT STANDARDS/MAKEUP HOUR POLICY FOR MASSAGE THERAPY: An absence shall be charged for a full day when a student attends none of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during the day. The period of absence is calculated by subtracting the attended hours for the day from the scheduled hours for the day. If the number of attended hours exceeds the number of scheduled hours, the below makeup policy applies. Absences in excess of 10 consecutive school days will result in termination. Absences in excess of 15% of the total clock hours in the program will result in termination. Additional charges will only be assessed if make-up hours cannot be completed by the contracted end date in which case the current hourly rate will be assessed. School holidays and official school closures shall not be considered as days of absence for purposes of calculating contract end date.

MASSAGE THERAPY MAKEUP WORK POLICY - Students can make up attendance and required assignments, such as failed or missed exams. An instructor must be physically present for any instruction or make-up work. It is the student's responsibility to coordinate with their Instructor regarding makeup work and exams. Make-up work may not be used to remove an absence that results in a student termination due to a.) 10 consecutive school days absence; or b.) absences in excess of 15% of the total scheduled hours for the program.

STANDARDS OF CONDUCT AND EMPLOYABILITY

The Standards of Conduct and Employability are established for the specific purpose of promoting student professionalism, attitude, and future employability. The school is focused on academic success with the goal of future placement in the associated field of study. If a student's appearance and/or attitude is in opposition to this goal, a student may be advised, dismissed for the day, placed on probation, and/or terminated. Students are expected to:

1. Follow all state laws and regulations at all times.
2. Attend all classes according to the assigned schedule, including theory classes, even if all required tests are completed.
3. Follow time clock procedures, if applicable, by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others. Students may not leave the facility without clocking out, except during emergency situations.
4. Remain involved in curriculum related activities at all times when clocked in.
5. Notify assigned instructor or staff member before leaving the facility for any reason other than lunch and closing.
6. Notify the front desk before 9:00am (5:30pm for part-time) of anticipated absenteeism or tardiness so that proper arrangements can be made for clients. Notification should be made using the Avenue Five Institute App. If the app is unavailable, call the school's phone number to notify the front desk and always leave a message if nobody answers. Messages should include name, instructors' name, and explanation.
7. Comply with scheduled breaks. Late arrivals from breaks are not permitted. Break times will depend on class schedules and clinic service assignments.
8. If clocked out or on break, do not linger in the facility and/or distract other students from their education. Standards of Conduct still apply when clocked out and excessive time in the student lounge is prohibited.
9. Complete all assigned theory, practical and clinic assignments within the designated time frames, including any assignments required

to establish eligibility to retake failed exams or take missed exams. It is the Student's responsibility to contact their Instructor regarding makeup work and exams.

10. Comply with the published dress code with name tag and practice proper hygiene and grooming at all times. Styling stations may not be used for personal appearance preparation. Students not in compliance with dress code will not be allowed to clock hours until coming into compliance.
11. Do not perform any services on clients until successful completion of a satisfactory competency evaluation.
12. State regulations require that all Students follow sanitation rules at all times. School curriculum includes instruction on sanitation, cleanliness, organization, and care of equipment. Students are responsible for cleaning personal workstations, shared service and break areas, and for cleaning up after themselves. Daily sanitation duties must be evaluated before clocking out each day..
13. Do not eat, drink, or smoke outside of designated areas without instructor permission.
14. Do not enter administrative spaces, dispensary, or storage closets without instructor permission.
15. Do not smoke, congregate, or loiter anywhere at the front of the building. The use of electronic cigarettes and any type of tobacco products is prohibited within the building. Electronic cigarettes may only be used designated smoking area at the rear of the building.
16. Students are not permitted to bring homemade food items to be shared with other students. All shared food items must be professionally prepared and sealed.
17. Practice courtesy and professionalism at all times when dealing with other students, staff, clients, and visitors. Be respectful of the privacy of others. Students are not permitted to photograph, video record, or audio record other students, staff, or guests without their explicit permission to do so. Client records and service information should not be photographed or shared.
18. Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
19. Be fair, honest, and do not steal from the school or others. Refrain from the willful destruction of property. Personal property and kit should be stored in a secure location at all times. The school is not responsible for lost or stolen property.
20. Refrain from having personal visitors to campus. Guests will be asked to leave unless they are scheduled for services.
21. Do not use the business phone without the express permission of a staff member or at designated times.
22. Cell phones should be used responsibly and respectfully at all times. Unless approved by instructor, phones are never to be used while in class or with a client. Silence phones while in the building. Calls or messages must be made outside of the building or in the student break room while clocked out. Notify family members of the school's phone number for use in case of emergency.
23. Park only in the designated areas for Student parking. Students may park in the rear of the building or in the front parking lot in pre-approved parking zones. Student may never park in spots labeled "customer parking only." Failure to comply with parking rules may result in car being towed at student’s expense.
24. Remain informed of all pricing and services offered by the school including the name, purpose, benefits, procedures, and cost.
25. All services performed by students are designed to provide practical experiences. Students are not employees and therefore receive no compensation. The school does not permit or facilitate tipping by guests.
26. Maintain all client consultation and service records. Students are to recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
27. Use integrity when taking an exam or preparing any materials for a grade. Cheating is not permitted.
28. In all online environments, remain respectful of clients, students, instructors and the school. Non-compliance in online environments is treated equally with regards to disciplinary policies.
29. Commercial solicitation between students is prohibited unless such solicitation is intended to benefit approved not-for-profit causes..
30. Weapons are not permitted on campus including guns, knives, clubs, explosives, etc.
31. The use or possession of illegal drugs and alcohol are strictly prohibited on campus or during breaks. Students determined to be under the influence of illegal drugs or alcohol while on campus may be subject to immediate termination and loss of Title IV eligibility.

CONSTRUCTIVE INSTRUCTION

In order for students to succeed, the school must maintain a positive learning environment for all attendees. Students must continually strive to upgrade abilities through education and practice. Professional growth and development may require honest and constructive feedback from instructors and administrative staff. Students that fail to respond positively to feedback and/or exhibit combative or disrespectful reactions may be withdrawn from school.

SOCIAL MEDIA POLICY

The use of Social Media can be extremely beneficial to the success of a salon, spa, massage clinic, or independent contractor. For this reason, Avenue Five Institute supports the rights of students to utilize social media platforms in ways that directly promote professional career development. "Social Media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. Avenue Five Institute does not permit obscenity, negative comments, personal attacks, cyber bullying or any conduct that is not in compliance with the schools standards of conduct. All posts must respect the privacy of others and photographs or personal information regarding students, staff, or clients should not be posted or shared

without their permission. For any content that is posted on an Avenue Five Institute social media outlet, the school reserves the right to remove content at its discretion and without notification. Avenue Five Institute owns registered and unregistered product names, trade names, service names, service marks, and logos. Students may not use, reproduce, advertise, display, publish, transmit or act as a representative for any of the marks or brand names without prior written consent. Please be aware that some actions on the Internet are not-reversible and may reflect negatively on an individual for an extended period of time. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

DISCIPLINARY POLICIES

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions. (1) PROBATION: A Student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the Student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three days or dismissed permanently at the discretion of the school administration. (2) SUSPENSION: Enrollment may be immediately suspended for three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration; or (3) DISMISSAL - TERMINATION: Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- Non-conformance with the state laws and regulations governing schools and Students
- Non-compliance with the school's Satisfactory Academic Progress Policy
- An action that causes or could cause bodily harm to a client, Student or employee of the school
- Theft or willful destruction of school property
- Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- Immoral or improper conduct

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the Student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the Institution's Grievance Procedure. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner. Students terminated for conduct violations may be readmitted at the discretion of school management.

STUDENT GRIEVANCE POLICY AND PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Students should first attempt to discuss any problem or complaint with their respective instructor or an appropriate staff member. If unsatisfied, complaints may be escalated to the Campus Director. If resolution is not reached, the formal grievance procedure may be pursued. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will also be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the formal grievance process:

1. The student should register complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the School Director (or designate).
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment and will be informal with the student presenting his/her case followed by the school's response. The committee will be allowed to ask questions of all involved parties.
6. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, unless this requirement violates applicable laws or regulations.

Contact the campus administration office or School Director to obtain the designated grievance form and for additional assistance on how to properly register a grievance. The school also maintains a suggestion box outside that can be used for construction suggestions, ideas, and feedback for improving the overall student experience.

EMERGENCY SITUATIONS

EMERGENCY RESPONSE POLICY AND PROCEDURE:The following procedure will be used to notify students and staff of a dangerous situation on school campus. Every instructor and senior staff member is instructed to keep their cell phones with them at all times while working so that they can receive calls, text messages, or be notified of an emergency situation. Instructors will notify students of any Alert Codes and make sure that students follow instructions. Any Instructor, Director, or Administrative Personnel can issue an alert. Any person receiving an alert should resend alert to any/all appropriate parties. The School Director or acting authority will notify the police or an emergency response unit of any impending dangers related to any Alert Code. The School Director or assigned personnel is responsible for sending out a timely warning to the campus community by email, text, or phone call regarding any health or safety situations.The following Alert Codes represent levels of emergency and response:

CODE	INSTRUCTIONS ON HOW TO RESPOND
EXIT BUILDING	Evacuation to nearest exit. All students and staff should evacuate the building immediately
EXIT FRONT	Front Evacuation. All students and staff should evacuate the building using only the front exits
EXIT REAR	Rear Evacuation. All students and staff should evacuate the building using only the back exits
LOCK DOWN	Remain in Building. All students and staff should remain in the building and do not exit. All classroom and office doors should be shut and locked if possible.Students and staff should remain calm once they have reached a secure location within the building.

FIRE HAZARDS PROCEDURE: Instructor will direct students and clients out of the building through the nearest exit in an orderly and calm manner. Emergency Exit Maps are posted in all classrooms throughout the building. The Front Desk Manager or first staff member to respond will call the fire department (911).

INCLEMENT WEATHER CONDITIONS: School may close in the event of extreme weather conditions. All students should follow safety instructions issued by State and Local authorities and refer to school’s social media for notices of closures.

SATISFACTORY ACADEMIC PROGRESS "SAP" POLICY

The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. All programs follow a 900 clock hour academic year.

EVALUATION PERIODS: Students are evaluated for Satisfactory Progress as follows;

Cosmetology	450, 900, 1200 clocked (actual) hours
Esthetics	375 clocked (actual) hours
Advanced Massage Therapy	375 clocked (actual) hours
Instructor 500	250 clocked (actual) hours
Instructor 750	375 clocked (actual) hours
Basic Massage Therapy	250 clocked (actual) hours
Master Esthetics	450, 900, 1050 clocked (actual) hours

Nail Technology	300 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students have access to satisfactory academic progress results during meetings conducted at each evaluation period. At each established evaluation period students receive a copy of their SAP evaluation.

QUANTITATIVE REQUIREMENT: ATTENDANCE PROGRESS EVALUATIONS: Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME: The maximum time based on 75% minimum attendance standard is 133% (which does not exceed 150% Title IV requirements) allowed for students to complete courses at satisfactory progress. The minimum hours establishes total length of each course.

Course	Minimum Hours	Maximum Hours
Cosmetology	1500	2000
Esthetics	750	1000
Advanced Massage Therapy	750	1000
Instructor 500	500	667
Instructor 750	750	1000
Basic Massage Therapy	500	667
Nail Technology	600	800

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 133% of the contracted hours. Students who fail to graduate within the maximum time frame will lose eligibility to Title IV funds.

QUALITATIVE REQUIREMENT: ACADEMIC PROGRESS EVALUATIONS: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If overall performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93-100	EXCELLENT
85-92	VERY GOOD
75-84	SATISFACTORY
0-74	BELOW STANDARDS; UNSATISFACTORY

DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations and be notified of any evaluation that impacts eligibility for financial aid. Students that do not achieve the minimum standards are no longer eligible for Title IV funds unless a

student is on warning status or has prevailed upon appeal of the determination that has resulted in the status of probation. The following applies to Students who have failed to maintain Satisfactory Academic Progress.

WARNING STATUS: Students who fail to meet minimum requirements for attendance and/or academic progress (75% cumulative attendance and 75% GPA) at the end of the grading period will be placed on a Warning Status. A student in Warning Status may continue to receive assistance under the Title IV HEA programs for one grading period despite a determination the student is not making Satisfactory Academic Progress; A Warning Status may be assigned without an appeal and may require no action from the student.A student meeting Satisfactory Academic Progress at the end of the Warning Status shall be returned to normal SAP status with no loss of Title IV eligibility. A student failing to meet Satisfactory Academic Progress at the end of the Warning Status will result in a loss of Title IV eligibility; with the right to Appeal.

PROBATION STATUS: Students who fail to meet minimum requirements for Satisfactory Academic Progress may be put on Probation for the following reasons:

A. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
B. The student prevails upon appeal of a negative progress determination prior to being placed on probation;and
C. The institution determines that satisfactory academic progress standards can be met by end of the subsequent evaluation period; or
D. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds, HEA program funds, Service Members and Veterans Education Benefits.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS: Is limited to the period under evaluation. Students making SAP by the end of Warning Status or Probation Status are considered to have regained Title IV eligibility.

INTERRUPTIONS: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period, and maximum time frame, by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

WITHDRAWALS/COURSE INCOMPLETES: Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Students who withdraw may apply for re-enrollment.

APPEAL PROCEDURE: A student, who wishes to appeal a loss of Title IV eligibility due to failure to maintain Satisfactory Academic Progress, must submit a written request to the School within ten (10) days of being notified. If student prevails on appeal, he/she will be on SAP Probation. The Student must describe in writing any unusual circumstances that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The Student must provide documentation as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.Once the School receives the appeal, they will evaluate the appeal and provide a decision within five (5) calendar days. In order for an appeal to be granted, the institution must determine that satisfactory progress standards can be met by the end of the subsequent evaluation period. The School Director will notify the student in writing of the decision and that decision is final. All documentation will be maintained in the Student File for record purposes.

NONCREDIT, REMEDIAL COURSES, REPETITIONS: Noncredit,remedial, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

TRANSFER HOURS and RE-ENTRY: With regard to SAP, a student's transfer hours that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. When students re-enroll in the same program after 180 days, the in-school transfer hours will be considered for the SAP calculation.

LEAVE OF ABSENCE

A Leave of Absence (LOA) due to such things as prolonged illness, accident, medical problem, or other special circumstances, is a temporary interruption in a Student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance with a reasonable expectation that they will return. The school may require that all approved LOAs be for a minimum of

60 days and reserves the right to deny/approve LOAs for any special circumstances as seen fit. The school may also require that the student return on a specific date based on class cycles and overall progress in program. In special circumstances, schools may approve more than one LOA for a student. Students must request an LOA in writing, in advance, include the reason for the request and the student's signature; for approval by the school unless unforeseen circumstances prevent the student from doing so. A student will only be granted an LOA without prior request if documentation of unforeseen circumstances is provided at a later date. In this case, the beginning date of the approved LOA will be the first date that the student was unable to attend school. If approved, the official Leave will extend the contract period and maximum time frame by the same number of calendar days designated in the leave document. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student who has been granted an LOA and met the criteria will not be considered withdrawn and no refund calculation is required at that time. No additional institutional charges will be assessed as a result of the LOA. Students failing to return will be subjected to an Unofficial Withdrawal and the last date of attendance will be used for the purposes of calculating a refund. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance. For Students enrolled in a massage therapy program, the above policy applies except for LOAs shall not exceed the lesser of 30 school days or 60 calendar days and only one LOA may be granted in a 12 month period.

EMERGENCY LEAVE OF ABSENCE: In special circumstances where a student encounters a situation beyond their control that prevents them from requesting an LOA in advance, the school may grant the student an LOA depending on the mitigating circumstances. In such cases, the student is still required to submit a written LOA request along with a description of the mitigating circumstances. If approved, the beginning date of the LOA is the initial day that the student was unable to attend because of the situation. Failure to provide the required LOA paperwork may result in the LOA being denied. Mitigating Circumstances may include, but are not limited to, medical issues resulting in hospitalization, prolonged legal proceedings, threat of homelessness and/or extreme but temporary issues which impact a student's ability to regularly attend school.

IMPACT OF LEAVE OF ABSENCE: Title IV Federal Financial Aid cannot be disbursed to students or on behalf of a student while on an LOA. Non-title IV payments due to the school are still due as scheduled. For students receiving VA monies, the school is required to notify the VA of periods of non-attendance, resulting in possible suspension of benefits. Other Third Party funding may also be impacted by LOA.

WITHDRAWAL AND TERMINATION POLICY

Official Withdrawal Process- To officially withdraw from Avenue Five Institute, a student must notify the School Director or Financial Aid offices in writing of this request. A withdrawal does not relieve student and Legal Guardian/Guarantor, if any, of financial responsibilities of the Enrollment Agreement.

Unofficial Withdrawal or "Termination" of a student occurs when a student is determined to be no longer attending school through monitoring of clock hour attendance. After 10 consecutive days of non-attendance, or when a massage therapy student accumulates absences in excess of 15% of the total clock hours in the program, a student will be dropped from the program of enrollment. Dismissal from school due conduct violations, excessive absences, unsatisfactory progress or due to non-compliance with the Texas Department of Licensing and Regulations Rules and Regulations, or also considered Unofficial Withdrawals.

The student's last date of attendance is used for Refund Policy and RT24 calculations. Students who withdraw or terminate prior to course completion will be charged a $100 administrative withdrawal fee**.** Personal items left at the school after withdrawal or termination may be discarded or become property of the school.

REFUND POLICY

This policy applies to all programs except for massage therapy programs. This refund policy is drafted in clear, plain English that can be easily understood. This policy applies to all terminations for any reason, by either party, including (without limitation) Student decision, course or program cancellation, or School closure. In compliance with and as mandated by Texas Occupations Code §§1602.458 and .459, a refund will apply for applicants who fail to enter the course of training, or students who withdraw from the course of training, or students who are terminated from the course of training, before completion of the course. If Student (or in the case of Student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing this Agreement, all monies collected by the School, with the exception of the $100.00 non-refundable application fee, will be refunded even if the Student has begun classes. The effective date of termination of the Student's enrollment for refund purposes is the earliest of: (i) the last day of attendance if the Student is terminated by the School; (ii) the date the School receives the Student's written notice of withdrawal; (iii) ten (10) days after the Student's last date of attendance; or (iv) the expiration date of a School-approved Leave of Absence. (A) For students who enroll and begin classes but withdraw, or are terminated, prior to course of training completion and during the last 50% of the scheduled course of training, the School: (1) may retain 100% of tuition and fees paid by or for the Student; and (2) the School is not obligated to refund any additional outstanding tuition previously paid by or for the Student. (B) For students who enroll and begin classes but withdraw, or are terminated, prior to course of training completion and

within the first 50% of the scheduled course of training, the School shall refund: (1) 90% any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the scheduled course, whichever period is shorter; (2) 80% of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the scheduled course, whichever period is shorter, but within the first three weeks of the scheduled course; (3) 75% of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the scheduled course but not later than the completion of the first 25 percent of the scheduled course; and (4) 50% of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the scheduled course. Any monies due to the applicant or Student shall be refunded within 30 days after the date the Student becomes eligible for the refund. In the case of disabling illness or injury, death in the Student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering program instruction after a student has enrolled, the School will provide a pro-rata refund of tuition to the Student. If the program is canceled subsequent to the Student's enrollment, the School will either provide a full refund of all monies paid or make arrangements for completion of the program at a later time. The School does not participate in any teach-out plans with other institutions. This refund policy applies to tuition and fees charged on the Enrollment Agreement. "Outstanding tuition" as used in this refund policy means tuition previously paid by or for the Student and for which the Student has not yet become liable to the School. The cost of the books and supplies are not included in the tuition adjustment computation. These items become the property of the student once issued by Avenue Five Institute and received by the student. The school does not participate in a secondary market; items once opened from its original packaging are non-returnable. If the student has a remaining balance owed to the school after all refund calculations are completed, including Return to Title IV, and whether or not the student was dismissed or electively withdraws, there may be an interest rate no greater than 15% added to the remaining balance owed.

REFUND POLICY MASSAGE THERAPY

This refund policy only applies to Massage Therapy programs. This refund policy is drafted in clear, plain English that can be easily understood. Except for school closure or program discontinued, this policy applies to all terminations for any reason, by either party, including (without limitation) student decision. In compliance with and as mandated by Texas Administrative Code §§117.66 a refund will apply for applicants who fail to enter the course of training, or students who withdraw from the course of training, or students who are terminated from the course of training, before completion of the course. Applicants not accepted by the School shall be refunded all monies paid to the School. If Student (or in the case of Student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing this Agreement, all monies collected by the School will be refunded, even if the Student has begun classes. If a Student cancels the enrollment not later than midnight of the third day after the date this Agreement was signed but prior to starting classes, a refund of all monies paid to the School, with the exception of the $100.00 non-refundable application fee, will be made. The effective date of termination of the Student's enrollment for refund purposes is the earliest of: (i) the last day of attendance if the Student is terminated by the School; (ii) the date the School receives the Student's written notice of withdrawal; (iii) ten (10) days after the Student's last date of attendance; or (iv) the expiration date of a School-approved Leave of Absence. If a student begins the massage therapy program and is terminated or withdraws prior to completion, the tuition refund will be (a) 90% of the remaining tuition after first week or one-tenth of the program, whichever is less; (b) 80% of the remaining tuition after the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program; (c) 75% of the remaining tuition after the first three weeks of the program, but within the first quarter of the program; (d) 50% of the remaining tuition during the second quarter of the program; (e) 10% of the remaining tuition during the third quarter of the program; and the student may be considered obligated for the full tuition when separating during the last quarter of the program. Any monies due to the applicant or Student shall be refunded within 30 days after the date the Student becomes eligible for the refund. In the case of disabling illness or injury, death in the Student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If a program is discontinued and this prevents the student from completing the program: (a) all tuition and fees paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of discontinuance of the program; or (b) in the event an additional or changed location is ten (10) miles or more from the previously approved location of instruction and an enrolled student is unable to complete the program at the additional or changed location as determined by the department: (i) all tuition and fees paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of the change of location; or (ii) all unearned tuition and fees shall be refunded if a transcript of all successfully completed hours is provided within thirty (30) days of the change of location. If the program is canceled subsequent to the Student's enrollment, the School will either provide a full refund of all monies paid or make arrangements for completion of the program at a later time. The School does not participate in any teach-out plans with other institutions. This refund policy applies to tuition and fees charged on the Enrollment Agreement. The cost of the books and supplies are not included in the tuition adjustment computation. These items become the property of the student once issued by Avenue Five Institute and received by the student. The school does not participate in a secondary market; items once opened from original packaging are non-returnable. If the student has a remaining balance owed to the school after all refund calculations are completed, including Return to Title IV, and whether or not the student was dismissed or electively withdraws, there may be an interest rate no greater than 15% added to the remaining balance owed.

RETURN TO TITLE IV AND REFUND REPAYMENTS POLICY

This policy applies to all recipients of Federal Title IV Financial Aid Funds. Students that are no longer attending the school may still owe funds to the school to cover unpaid tuition. Additionally, the school may attempt to collect any funds from a student that the school was required to return as a result of this policy. The school is required to calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculated amount is referred to as "Return of Title IV Funds" (R2T4), The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. All students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation. The school has 45 days from the date the school determines the students withdrew to return all unearned funds for which it is responsible. The school will notify the student in writing the amount of funds that must be returned. The school will advise the student and/or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement for funds that have not been disbursed but are eligible to be used for tuition and fees. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the school will return any earned funds being held from Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

WITHDRAWAL BEFORE 60%: The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

WITHDRAWAL AFTER 60%: For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate eligibility for a post-withdrawal disbursement.

CALCULATING R2T4: Title IV funds are earned in a prorated manner on a per diem clock hours basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The school is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student. 18 (completed days) = 15.3% (% of completed calendar days within the payment period) 118 (scheduled days)
2. Calculate the dollar amount of Title IV aid earned by the student. 15.3 % X $2,805.00 = $429.17 (Amount of aid earned by student)
3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

POST WITHDRAWAL DISBURSEMENT: If a student earned more aid than was disbursed to him/her, the institution may owe the student a post-withdrawal disbursement which must be paid as soon as possible but no later than 90 days from the date the school determined the student withdrew for loans and no later than 45 days from the date the school determined the student withdrew for grants. The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a post-withdrawal disbursement of Title IV loan funds. However, if the student (or parent in the case of a PLUS loan) is eligible to receive a post-withdrawal disbursement of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The school will seek the student's authorization to use a post-withdrawal disbursement for all other educationally-related charges in addition to tuition and fees. The school is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the Date of the Determination of the date of the student's withdrawal.

OVERPAYMENTS:Any amount of unearned grant funds that a student must return directly is called an overpayment. The amount of a grant overpayment that a student must repay is half of the grant funds received or were scheduled to receive. The student must make arrangements with the school and/or the Department of Education to return the unearned grant funds. Student's failure to do so will result in no additional Title IV aid.

OFFICIAL WITHDRAWALS: To officially withdrawal from the school, the student must initiate the withdrawal process by contacting the schools admissions office. The school's Cancellation & Refund Policy and R2T4 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

UNOFFICIAL WITHDRAWAL: Termination of a student is defined as no longer attending whether by the student's voluntary withdrawal or

dismissal by the school as disciplinary action; the last date of attendance will be used for the Cancellation & Refund Policy and R2T4 calculations. School monitors attendance at least every 30 days.

LEAVE OF ABSENCE: If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from an LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA. The last date of attendance will be used for the Cancellation & Refund Policy and R2T
4 calculations.

THE SCHOOL'S RESPONSIBILITIES IN REGARDS TO R2T4: (1) providing students with the information given in this policy; (2) identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students; (3) returning any Title IV funds that are due the Title IV programs.

THE STUDENT'S RESPONSIBILITIES IN REGARDS TO R2T4: (1) Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation. More For information about the Title IV program call,: 1-800-4-FEDAID (1-800-433-3243), TTY users may call: 1-800-730-8913 Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

PAYMENT TERMS AND FINANCIAL ASSISTANCE

Students are provided payment terms at time of enrollment. Students are required to pay the school for all tuition and fees as outlined on the Enrollment Agreement. Tuition and fees for the program must be paid advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. No prepayment penalty charges apply if student pays balance in full. Failure to fulfill graduation requirements does not relieve the student of financial obligations. The school may, at its option and without notice, prevent student from attending class until unpaid balance is satisfied. Unpaid balances may result in an eventual withdrawal of the student from the course. Tuition may be paid by cash, check, money order, credit card, third party, or Title IV Financial Aid (available to those who qualify), or other aid programs which is defined as assistance that the Student has been or will be awarded from State, Institutional, or other scholarship, grant or loan programs. Some financial assistance may require approval of credit history and require a co-signer. Aid may also be available to those who qualify using two other programs: (1) TWC Vocational Rehabilitation Program - Eligibility information available at www.texasworkforce.org; and (2) Department of Veterans Affairs - Eligibility information available at www.va.gov.

VA benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week is reported by the school to the VA offices. VA benefits are not awarded for absences built in to an enrollment agreement contract period or absences permitted under the school's approved attendance policy. VA benefits are not awarded to students who need additional hours simply because of absences. However, if a student fails a portion of the course and has to repeat it, that portion may be re-certified as long as the student continues to meet Standards of Progress.

COST OF ATTENDANCE

In addition to tuition and fees outlined below, the school will charge a $20.00 fee for additional copies of transcript, $100.00 for re-enrollments after 180 days from last date of attendance, and $100.00 for schedule change requests. The $100 application fee is non-refundable. The application fee is charged for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. Students who withdraw or terminate prior to course completion will be charged a $100 administrative withdrawal fee To assure program success, students may need additional consumable items such as pen, highlighter, and paper. The estimated cost of such items is less than $10. The costs of state and/or national licensing exams required for licensure is not included in the cost of tuition and fees. All student kits contain the equipment and textbooks necessary for the satisfactory completion of the progra. Students are not required to purchase books/kit from school but books must be same version/format and equipment of same professional quality level (as determined by school). Students opting to purchase books, supplies, and kit from an outside vendor are required to have these items available to use on the first day of classes. Students may not be permitted to start without the required books, supplies, and kit and Federal Title IV Student Financial Aid funds may not be available to purchase the required items before classes start.

2019 COSTS	Application Fee	Tuition	Books & Kit	Tax (8.25%)	Total	Extra Instructional Charges Rate
Cosmetology	$100	$18,300	$1,600	$132	$20,132	$12.20 per hour
Esthetics	$100	$11,250	$1,600	$132	$13,082	$15.00 per hour

Advanced Massage	$100	$9,750	$1000	$82.50	$10,932.50	$13.00 per hour
Instructor 500	$100	$4,065	$500	$41.25	$4,606.25	$8.13 per hour
Instructor 750	$100	$6,097.50	$500	$41.25	$6,638.75	$8.13 per hour
Master Esthetics	$100	$17,760	$1,600	$132	$19,592	$14.80 per hour
Basic Massage	$100	$7,000	$1000	$82.50	$8,182.50	$14.00 per hour
Nail Technology	$100	$7,140	$500	$41.25	$7,781.25	$11.90 per hour

EXTRA INSTRUCTIONAL CHARGES: It is in the student's best interest to attend school regularly so that they can receive a consistent, continuous educational experience and graduate on time to begin timely employment. For this reason, the school will take any and all persuasive steps within our authority to promote proper student attendance. The school has reserved necessary space, equipment, and licensed instructors for each student to attend and graduate within an allotted time frame. Students that have not fulfilled all graduation requirements prior to contract end date may incur extra instructional charges, payable in advance, for the remaining hours required for completion. Extra instructional charges must be paid in advance of the contract expiration and the school reserves the right to dismiss, and/or withdraw a student from school until all extra instrucional charges are paid. The hourly rate for extra instructional charges is outlined by program on the above table. So not to be considered excessive, extra instructional charge hourly rates correlate closely with standard program hourly rates. Title IV funds may not ever be used to pay for overtime charges.

LIVING EXPENSE SCHOOL COSTS: In addition to the above tuition, fees, and costs for necessary books and supplies, students should consider their living expenses incurred attending school. For the 2019-2020 Academic Year, the school estimates that typical costs for transportation will be $112/month for students living with parents and $288/month for all others. The school estimates that costs for room and board will be $329/month for students living with parents and $851/month for all others. The school estimates that costs for personal living expenses will be $175/month for students living with parents and $451/month for all others. These are only estimates and students are encouraged to shop around to make an informed decision about their total costs of attendance.

ADVANCED MASSAGE THERAPY KIT

- Three Logo Shirts, Earthlite Table, Bolster, Sheets, Holster, Oils ($327)
- Beck, Mark K. Theory and Practice of Therapeutic Massage, Sixth Edition. 2017 ISBN: 978-1-285-18755-6 ($124.95)
- Beck, Mark K. Theory and Practice of Therapeutic Massage, Sixth Edition. 2017 Mindtap Access ($49.01)
- Know the Body, Digital Book (Elsevier) ISBN: 9780323101417 ($37.46)
- Mosby's Pathology for Massage Therapist (Elsevier) - Digital ISBN:9780323441919 ($47.96)
- Visible Body App ($50)
- CPR Certification Card ($20)
- Google Chromebook/Hardware/Software ($310)
- Software ($34)

COLLECTIONS POLICY

The institution's collection procedures follow ethical business practices. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution are required to acknowledge the existence of the Withdrawal and Settlement Policy. If the student has a remaining balance owed to the school after graduation, or after all refund calculations are completed, including Return to Title IV, and whether or not the student graduated, was dismissed or electively withdraws, there may be an interest rate no greater than 15% added to the remaining balance owed.

CLASS START DATES (2019)

Cosmetology Full-Time	Jan 21	Mar 4	Apr15	May 28	Jul 8	Aug 19	Sep 30	Nov 11					
Cosmetology Part-Time	Jan 7	Mar 4	Apri 29	Jun 24	Aug 19	Oct 14	Dec 9						
Esthetics Full-time	Feb 11*	Apr 29	Jul 15*	Sep 30	Dec 16*								
Esthetics Part-time	April 8*	Aug 19											

Advanced Massage FT*	Jan 21	Feb 18	Mar 18	Apr 15	May 13	Jun 10	July 8	Aug 5	Sep 3	Sep 30	Oct 28	Nov 25	Dec 23
Advanced Massage PT*	Jan 14	Feb 25	Apr 15	Jun 3	Jul 15	Sep 3	Oct 21	Dec 2					
Master Esthetics	No start dates scheduled												
Basic Massage	No start dates scheduled												
Nail Technology	No start dates scheduled												

*Indicates that this start date is only available at the North Campus. Massage is not currently offered at the South Campus. Program offerings and class start dates vary based on enrollment, staff availability and other considerations. Instructor Program starts are intermittent and published when determined.

CAMPUS PERFORMANCE STATISTICS

The school tracks its annual performance with respect to student graduate rate, licensure rate, and employment rate. The percentages below represent the latest outcomes for calendar year 2017 of which the school is extremely proud.

Graduation Rate:	81.75%
Employment Rate	66.02%
Licensure Rate:	98.67%

CAMPUS PERSONNEL

The table below reflects current staff as of last update to catalog. “AC” indicates duties for “All Campuses.” “NC” indicates duties at North Austin Campus. “SC” indicates duties at South Austin Campus.

Brandon Martin	CEO, AC		Alice Toney	Cosmetology Instructor, NC
Teddy Romero	Director of Operations, AC		Linda Hiles	Cosmetology Instructor, NC
Kathy German	Campus Manager, NC		Elizabeth Mitchell	Cosmetology Instructor, SC
Kimra Partida	Cosmetology Manager, SC		Tonda Adams	Esthetics Instructor, NC
Coty Ross Williams	Director of Admissions, AC		Bethany Kristiansen	Esthetics Instructor, NC
Christina Salazar	Director of Financial Aid, AC		Szilvia Juhos	Esthetics Instructor, NC
Susan Hempel	Director of HR & Accounting, AC		Alex Hart	Esthetics Instructor, NC
Joanna Ruley Garza	Makeup Director, NC		Samantha Brown	Admissions Advisor, SC
Rae Wyman	Admissions Advisor, NC		Manny Aguilar	Cosmetology Instructor, SC
Ashley Nabers	Cosmetology Instructor, NC		Bryan Hebert	Esthetics Instructor, SC
Jennifer Mitchell	Admissions Advisor, AC		Jessie Lorenty	Financial Aid Advisor, AC
Shanesha Newby	Guest Services Manager, NC		Jasmin Eaden	Financial Aid Advisor, AC
Hollie Jones	Cosmetology/Est Instructor, NC		Marissa Poydras	Registrar, AC
Sara Hicks	Guest Services, NC			
Teela Spears	Cosmetology Instructor, NC			
Michele Malave	Cosmetology Instructor, NC			

Justin Reid	Massage Instructor, NC	LMT since 2018, LMI since 2019 (teaches Basic 500 & Advanced 750)
Amanda Reed	Massage Instructor, NC	LMT since 1999, LMI since 2001 (teaches Basic 500 & Advanced 750)
Michelle Goings	Massage Instructor, NC	LMT since 2007, LMI since 2008 (teaches Basic 500 & Advanced 750
Kendra McKellar	Lead Instructor, NC	LMT since 2006, LMI since 2013 (teaches Basic 500 & Advanced 750)
Eva Olsen	Massage Instructor, NC	LMT since 2005, LMI sicen 2017 (teaches Basic 500 & Advanced 750)
Shane Melear	Massage Instructor, NC	LMT since 1996, LMI since 2017 (teaches Basic 500 & Advanced 750)

Student:Instructor Maximum Ratios:Massage Therapy Laboratory--12 tables to 1 instructor and 3 students to 1 table, Massage Therapy Classroom--36 students to 1 instructor, Cosmetology/Esthetics-25 students to 1 instructor. A current list of massage therapy instructors, their qualifications, and the subject area taught by each instructor is available upon request. Staff members, and respective campus location assignments, are subject to change at any time.

FEDERAL CONSUMER INFORMATION AND REQUIRED DISCLOSURES

DRUG AND ALCOHOL PREVENTION POLICY

Avenue Five Institute supports, and has prepared policy in accordance with, the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226). Drug abuse is a widespread and devastating challenge for those affected. At Avenue Five Institute, we are commitment to preparing students for a successful professional career and have the responsibility of eliminating illegal drug use on campus. This is achieved by prohibiting of the unlawful distribution, dispensation, possession, or use of a controlled substance or alcohol by any student or employee on campus or as a part of any school activity. Additionally, we provide students and employees information concerning the health hazards involved with alcohol and drug abuse as well as information on the legal implications and opportunities for treatment. In compliance with federal government regulations for a drug-free workplace for students and employees, any student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Students convicted for any offense, during a period enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

HEALTH RISKS: Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows: (1) Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture. (2) Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure; (3) Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males. (4) Barbiturates/ Depressants (downers, quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal. (5) Cocaine/ Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite,hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure. (6)Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure. (7) Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.(8) Narcotics (heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS. (9) Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

PUNISHMENT FOR ALCOHOL AND DRUG RELATED CRIMES IN STATE OF TEXAS: The Texas Health and Safety Code sets the possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

Penalty Group	Examples of Drugs/Controlled Substances
1	Cocaine, heroin, methamphetamine, GHB, ketamine, oxycodone and hydrocodone
1A	LSD
2	Ecstasy, PCP and mescaline.
3	Valium, Xanax and Ritalin
4	Compounds containing Dionine, Motofen, Buprenorphine or Pryovalerone

Penalty Group 1

Weight (grams)	Classification	Penalty
Less than 1	State Jail Felony	180 days to 2 years in state jail; fine up to $10,000
1 or more, less than 4	Third-Degree Felony	2-10 years in state prison; fine up to $10,000
4 or more, less than 200	Second-Degree Felony	2-20 years in state prison; fine up to $10,000
200 or more, less than 400	First-Degree Felony	5-99 years in state prison; fine up to $10,000
400 or more	Enhanced First-Degree felony	10-99 years in state prison; fine up to $100,000

Penalty Group 1A

Amount (units)	Classification	Penalty
Less than 20	State Jail Felony	180 days to 2 years in state jail; fine up to $10,000
20-79	Third-Degree Felony	2-10 years in state prison; fine up to $10,000
80-3999	Second-Degree Felony	2-20 years in state prison; fine up to $10,000
4000-7999	First-Degree Felony	5-99 years in state prison; fine up to $10,000
8000 or more	Enhanced First-Degree felony	15-99 years in state prison; fine up to $250,000

Penalty Group 2

Weight (grams)	Classification	Penalty
Less than 1	State Jail Felony	180 days to 2 years in state jail; fine up to $10,000
More than 1, less than 4	Third-Degree Felony	2-10 years in state prison; fine up to $10,000
More than 4, less than 400	Second-Degree Felony	2-20 years in state prison; fine up to $10,000
400 or more	Enhanced First-Degree felony	5-99 years in state prison; fine up to $50,000

Penalty Groups 3 and 4

Weight (grams)	Classification	Penalty
Less than 28	State Jail Felony	No more than 1 year in county jail; fine to $4,000
28 or more, less than 200	Third-Degree Felony	2-10 years in state prison; fine up to $10,000
200 or more, less than 400	Second-Degree Felony	2-20 years in state prison; fine up to $10,000
400 or more	Enhanced 1st-Degree felony	5-99 years in state prison; fine up to $50,000

The Texas Tax Code, in addition to criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often

used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that "dealers" who possess over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or "intended to be used" in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you don't have to be convicted for the state to try to take your property. Drug possession penalties are complicated, and depend on the classification of the substance and the quantity.

Possession of Drug Paraphernalia- Any item that can be used as a drug processing, packaging, or consumption mechanism can be defined as paraphernalia under 481.002 (17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes, and bongs.Simple possession of drug paraphernalia is a Class C Misdemeanor, which carries a penalty of fines up to $500. Distribution or possession with intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail. Second offense penalties will result in mandatory jail time, or if you sell to someone under 18 years old.

Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of$250,000.	Life imprisonment without release or parole; fine up to $8M (for an individual) or $2M (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 years, and a fine of $1,000.	Imprisonment of 5-20 years; fine not less than $5,000 plus costs of investigation/prosecution
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed $250,000.

REFERRAL AND HOTLINE INFORMATION- The school does not offer professional counseling services but offers the following recourse information:

- National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1 -800-662-HELP
- National Alcohol & Drug Abuse Hotline 1-800-234-0420
- Cocaine Helpline 1-800-COCAINE
- Reach-Out Hotline 1-800-448-3000 (Alcohol, drug-crisis, intervention, mental health referral)
- National Domestic Violence Hotline 1-800-799-SAFE
- National Sexual Assault Hotline 1-800-656-HOPE
- National Women's Health Information Center 1-800-994-9662 (www.womenshealth.gov)
- Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse 1-202-357-6206
- Care Unit Hospital Program 1-800-854-0318
- National Suicide Prevention Lifeline 1-800-273-8255 (24 hours/day)

REVIEW OF EFFECTIVENESS OF DRUG AND ALCOHOL PREVENTION PROGRAM- In the Fall of 2018, Avenue Five Institute conducted a review of the effectiveness of our drug and alcohol program, as outlined above. The Director of Operations and CEO met to discuss the policy and any occurrences of drugs on campus or instances in which the policy was violated. The results of our review showed that the presence of drugs and alcohol (or their after-effects) at our campuses isn't measurable and the use of drugs is not impacting the our school environment.

METHOD USED TO DETERMINE EFFECTIVENESS OF DRUG POLICY-On a biennial basis, during the Fall, the CEO performs a review of the effectiveness of our Drug Policy. This review is conducted with support from the School Directors, as needed. To determine if the Drug Policy is meeting its objectives, the below methods are used:

1. Determine how many violations of the Drug and Alcohol Policy (and Standards of Conduct Regarding Drugs & Alcohol) occurred during the prior two years.
2. Determine how many students had been terminated due to violation of the Drug (and Standards of Conduct Regarding Drugs & Alcohol).
3. If there are two or less individuals who have violations during the period, and one or less individual who has been terminated due to a violation, then Avenue Five deems that there is not a drug and/or alcohol issue at the campus. Otherwise, there is a potential drug/alcohol issue at the campus.
4. Follow-up actions are taken if a campus is determined to have a potential drug/alcohol issue. In such case, the Campus Director must develop a report to explain the situation and determine if changes to the policy are required (see step 5).
5. The Campus Director report process includes reviewing the violations in order to identify the root causes of violations and what actions could be taken to address them. The Campus Director will provide a summary of recommendations to be reviewed by the CEO. In reviewing the report, the CEO will look to see if any of the violations could/should have been prevented or addressed sooner based on previous knowledge, reports, red flags, etc. Based on this analysis,the CEO will make appropriate changes and updated to the Drug and Alcohol policies and standards of conduct so that future violations can be reduced or eliminated.

2018 REVIEW OUTCOMES AND ANALYSIS

1. Number of violations of our drug policy- 0.
2. Number of violations that resulted in student termination- 0.
3. No campus-wide drug/alcohol issue was identified.
4. NA
5. N/A, No changes were recommended to the drug and alcohol policy as a result.

CAMPUS SECURITY INFORMATION, POLICIES AND PROCEDURES

1. The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the previous 3 calendar years' crime statistics are always available upon request.
2. Prior to enrollment, all prospective students are provided a school catalog containing campus security procedures and practices. At orientation conducted on or before the first day of class, students review the school's campus security procedures and practices. All active students and staff receive updated campus crime data and information on campus security procedures and practices annually on or before October 1st as part of the school's annual security report and campus crime disclosure.
3. This institution does not employ campus security personnel or law enforcement, but has designated the CEO, Director of Operations, and Campus Directors as Campus Security Authorities (CSAs). CSAs have the authority to question all persons on school property to determine their legitimate presence and to escort unauthorized persons to the proper office or off school property, control the actions of persons violating school rules or local, state or federal laws and cooperate with local, state or federal law officers should that become necessary. If the CSAs are not on campus, a staff member should be notified of any suspicious activities so that they can be addressed or reported to the CSA. If Campus Directors are unavailable, reports should be made to Instructors or Administrative personnel. Campus Security Authorities do not possess arrest power. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security Authorities and the appropriate police agency. All reports will be investigated. Brandon Martin currently serves as the Campus Fire Safety Officer.
4. Current policies concerning campus law enforcement are as follows: (a)Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored; (b)Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911); (c)The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. All students and employees are required to report any crime or emergency to a staff member promptly and as accurately as possible. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing a staff member with or without a signature who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. Non-emergency crimes or questions about crimes can be discussed with Austin Police Department by calling (512) 974-2000. The school will prepare and “Incident Report,” completed by a staff member, for any instance of crime or emergency within the physical walls of the school and outside parking areas. When CSAs become aware of Clery crimes in non-emergency situations, they should report the crime to local police authorities unless the victim requests the crime not be reported to local authorities. These measures will ensure timely warnings (see below) are issued when appropriate and that the crime is included in the school’s annual disclosure of crime statistics.
6. Timely Warnings- It is the policy of Avenue Five Institute to issue notices (timely warnings) to members of the school community for Clery crimes that occur within the Clery geography if/when it is determined the incident represents a serious or continuing threat to the school community. The decision as to whether or not to issue a timely warning is made on a case-by-case basis after considering the facts surrounding the crime and as soon as pertinent information is available. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once any reason for the lack of disclosure is no longer in force, the institution must disclose the information. Unless issuing the information risks compromising law enforcement efforts, the information provided via notice will include: Date and time (or timeframe) of the incident, a brief description of the incident, any information that will promote safety and aid in the prevention of similar crimes, suspect description when appropriate, local police contact information, and any other information deemed appropriate. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
7. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. For information on crime prevention programs and tips contact the local police department's crime prevention unit. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus. This guidance is provided to students.a)Do not leave personal property in classrooms; (b) Report to your institutional official, any suspicious persons; © Always try to walk in groups outside the school premises and stay in well-lighted areas; (d) If you are waiting for a ride, wait within sight of other people; (e) Don't prop open self-locking doors; (f) Trust your instincts.
8. During business hours, Avenue Five Institute campuses are open to students, staff and the general public. Admittance into the building is permitted only at designated entrances. Emergency only exits are secured from outside entry and equipped with alarms to notify of their use. During non-business hours, access to school facilities is by key through the facility’s main entrance, as issued by the Director of Operations. Emergencies may necessitate changes or alterations to any posted hours of operation. Campus Security Authorities meet regularly to discuss issues concerning campus security. Avenue Five Institute does not have facilities for on-campus residences. Avenue Five Institute does not have a Memorandum of Understanding (“MOU”) with local police .

9. In the event Avenue Five is made aware of a potential security situation that is not of immediate emergency nature, but may affect the safety and security of students, guests, or employees of the school will distribute written notification documenting the security concern. Written updates will be distributed if needed.
10. If an emergency situation arises that presents an ongoing/continuing threat to the health or safety of students, guests, or employees of the school, Avenue Five will immediately notify the campus community. Since the school campuses are small (building and exterior parking), the existence of any threats to safety and security will be confirmed by a CSA who will, without delay, determine the content and necessity of a notification. As soon as possible, and when deemed appropriate, a notification will be delivered by the CSA via text, app message, email, flyers, etc. The broader community will be made aware in a timely manner of any crimes, suspicious activities or other security problems through local police reports, which are made available to public
11. The school publishes detailed Action Plans for Specific Emergencies, including emergencies related to medical, weather and facilities. All employees of Avenue Five Institute are provided access to and information about these Action Plans for Specific Emergencies. All school personnel should review the instructions periodically in order to ensure proper response procedures in the event of an emergency. Physical copies of the school's Action Plans for Specific Emergencies are maintained at all campuses and available for distribution upon request.
12. In the event an emergency requires students, guests, or staff to evacuate, everyone should proceed calmly to the nearest exit and meet at the front parking lot or rear parking lot (unless threat persist there, in which case evacuees should proceed further from threat). Evacuation plans are posted throughout the school. Emergency exits are clearly marked and all exit doors remain unlocked during school hours. Students and staff should refer to the school's Action Plans for Specific Emergencies for additional guidance.
13. In the event a severe weather warning has been issued or another situation arises that may impact the health or safety of those on campus, an announcement and directives will be made to students via email, text message, or other appropriate means. All associates and students need to remain calm and should follow the instructions of CSA and other staff, seeking shelter in interior, non-windowed areas of the school. Students and staff should refer to the school's Action Plans for Specific Emergencies for additional guidance.
14. In the event the emergency requires persons within the school to seek shelter, everyone should proceed calmly to the designated shelter area. Students and staff should refer to the school's Action Plans for Specific Emergencies for additional guidance. When taking shelter, students and staff should remain in the shelter area until released to leave by Campus Security Authorities. Avenue Five Institute periodically conducts evacuation drills to test emergency response and evacuation readiness.
15. Avenue Five Institute does not officially recognize any off-campus student organizations and therefore no monitoring of such programs is conducted.
16. The Student Right to know act states that schools must notify students on where they can obtain information in regards to sex offenders who must register with the state. The State of Texas requires that sex offenders be registered in the county that they reside. Pursuant to Texas Code of Criminal Procedure Article 62.005, the Texas Department of Public Safety (DPS) establishes the website https://records.**txdps.state.tx.us/sexoffender** Pursuant to Texas Code of Criminal Procedure Article 62.301 and judicial orders, not all offenders are available on the public access sex offender database. Anyone who uses any information on this website to injure, harass, or for any other unlawful purpose may be subject to criminal prosecution or civil liability.

HARASSMENT AND BULLYING POLICY

Avenue Five Institute intends to maintain an environment that is free from intimidation or harassment. Harassment of by any employee, student, guest, or outside vendor is prohibited and may result in disciplinary action, up to and including termination from the program or company. Harassment is defined as behavior that is offensive to an individual or group, including unwelcome sexual advances, uninvited suggestive remarks, verbal, written or graphic communication that is sexist, racist, contains religious slurs, or ethnic jokes, etc. Racial, religious, or ethnic intimidation, sexual harassment in an educational environment creates a psychologically-harmful atmosphere. If you observe this type of behavior, you should immediately address the issue by advising the individual that it is unwelcome, unwanted and inappropriate. If the behavior does not cease, report it to a CSA or Campus Management immediately. Verbal and/or written threats to any individual'9s) will be taken seriously, perceived as credible and turned over to the local police for investigation.

TITLE IX ANTI-HARASSMENT AND DISCRIMINATION POLICY

Avenue Five Institute is committed to providing a work and school environment free of unlawful harassment or discrimination. The school is also committed to supporting the Violence Against Women Act. In furtherance of these commitments, all students and employees are required to take our mandatory ongoing prevention and awareness programs covering Sexual Harassment and Prevention upon starting with the School and every year thereafter. This training includes guidance on safe and positive options for bystander intervention, as well as information on risk reduction to prevent dating violence, domestic violence, sexual assault, and stalking.

School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School's anti-harassment policy applies to all persons involved in the operation of the School, and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action.

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively. This training includes information on recognizing situations of potential harm and taking safe

bystander intervention measures in order to encourage risk reduction. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy. The Title IX coordinator at Avenue Five Institute is Brandon Martin. All schools receiving Federal financial assistance must designate at least one professional employee as the Title IX Coordinator to oversee compliance efforts and investigate any complaint of sex discrimination. This person is responsible for monitoring the overall implementation of Title IX for Avenue Five and coordinating compliance with Title IX in all areas covered by the implementing regulations. The Title IX coordinator can be reached directly and confidentiality at any time at titleix@avenuefive.com. The Deputy Title IX Coordinator can be reached at shempel@avenuefive.com.

DEFINITIONS

1. *Sexual Harassment* is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.
2. *Sexual Violence* is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.
3. *Domestic Violence* is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has existing dating or engagement relationship, or has had a former dating or engagement relationship.
4. *Dating Violence* is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
5. *Sexual Assault* occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).
6. *Stalking* is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.
7. *Consent* is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
8. *Bystander Intervention* is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.
9. *Risk Reduction* is defined as options designed to decrease perpetration and bystander inaction, increase empowerment for victims, and help individuals and communities address conditions that facilitate violence.

PROHIBITED CONDUCT-This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program. Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

TITLE IX COMPLAINT/GRIEVANCE PROCEDURE- If you believe that you've experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, or the Title IX Coordinator(s) as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. All complaints involving a student will be referred to the school's' Title IX Coordinator. The Title IX Coordinator(s) listed below have the responsibility of overseeing all Title IX complaints at all campuses and addressing patterns or systemic problems that arise during review of complaints.

Title IX Coordinator: Brandon Martin,	Deputy Title IX Coordinator: Susan Hempel
Mailing Address: 8620 Burnet Rd. Ste 300, Austin TX 78757	Mailing Address: 8620 Burnet Rd. Ste 300, Austin TX 78757
Contact: (512) 968-2835, titleix@avenuefive.com	Contact: (512) 968-2835, shempel@avenuefive.com

Responsible persons are employed at each campus location to assist with implementing and enforcing Title IX. The School ensures that its employee(s) serving as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and

that they understand how the School's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

INVESTIGATION OF COMPLAINTS- Investigations will be conducted by school officials that receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to safely conduct an investigation and hearing process to protect the safety of the victims and promote accountability. In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The accuser and the accused are also permitted to be accompanied by the advisor of their choice to any meetings or proceedings. The school will not limit the choice or presence of an accompanying adviser but may establish restrictions, applied equally to both parties, regarding the extent to which an advisor may participate in the proceedings. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. The institution will complete publically available recordkeeping without the inclusion of personally identifiable information about the victim and strive to maintain protections for victim identity. The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred. The institution will provide simultaneous notification, in writing, to both the accuser and accused of the results of any institutional disciplinary proceeding and the schools procedures for appealing the results, if available. The school will also provide simultaneous written notification to both the accuser and the accused of any changes to the results and when results become final. During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion. To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

RETALIATION PROHIBITION- The School will not retaliate against students for filing a complaint, and will not tolerate retaliation by students/employees. If you believe you've been retaliated against, promptly notify your supervisor, or Title IX Coordinator(s).

REPORTING REQUIREMENTS- Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to notify parents/guardians of dependent students of health or safety risks, or a change in student status.

ADDITIONAL INFORMATION- Employees should contact the Title IX Coordinator(s) for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/.

Policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.Texas Penal Code § 22.011 states: person commits an offense if the person: (1) Intentionally or knowingly: (a) Causes the penetration of the anus or sexual organ of another person by any means without that person's consent; (b)Causes the penetration of the mouth or another person by the sexual organ of the actor, without that person's consent; or © Causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or (2) Intentionally or knowingly: (a) Causes the penetration of the anus or sexual organ of a child by any means; (b) Causes the penetration of the mouth or a child by the sexual organ of the actor; (c) Causes the sexual organ of a child to contact or penetrate the mouth, anus,or sexual organ of another person, including the actor; (d) Causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or (e) Causes the mouth of a child to contact the anus or sexual organ of another person, including the actor. (f) A sexual assault under Subsection (a) (1) is without the consent of the other person if:

1. The actor compels the other person to submit or participate by the use of physical force or violence;
2. The actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
3. The other person has not consented and the actor knows the other person is unconscious or physically unable to resist;

4. The actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it
5. The other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
6. The actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
7. The actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
8. The actor is a public servant who coerces the other person to submit or participate;
9. The actor is a mental health services provider
10. The actor is a clergyman
11. The actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2 Family Code.

Texas Penal Code § 1.07 definition section states**:** "*Consent*" means in fact, whether express or apparent.
Any person who may be a victim or is aware of a victim of sexual assault on campus should immediately report the incident to the School Director and/ the Title IX coordinator(s) at Avenue Five Institute by calling/emailing them at the contact address provided.. Students, faculty, and staff are strongly encouraged to report sexual assaults to the Austin Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. If the assault occurs off campus, the school will assist a victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred. In the event of an on or off campus VAWA crime occurring, the school will provide a written explanation of the students rights and options.

It is important for persons who have been sexually assaulted to seek medical attention. A representative from the STARS (Sexual Trauma & Assault Response Services) may be available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. A medical examination specifically tailored for sexual assault victims is conducted by the hospital staff. This will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and will initiate an investigation. The school will work with local law enforcement to investigate all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by Texas state law and the Travis County District Attorney's Office. In accordance with the Texas Code of Criminal Procedure Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. Victims of sexual assault are not required to file criminal charges; however, pursuing charges is encouraged. If you have been sexually assaulted: (1) Call 9-1-1 on campus/from a cell phone or off campus phone line; (2) DO NOT shower, bathe, or douche.; (3) Have a trusted friend take you to a medical center that performs sexual assault examinations. Take the clothes in which you were assaulted with you to the hospital in a paper bag, not plastic; (4) Obtain counseling services recommendations from the hospital or law enforcement; (5) Remember it is not your fault.

HOW TO FILE SEXUAL ASSAULT COMPLAINT: If the complainant elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the School Director. Disciplinary actions assessed in a particular case will be dependent on the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions can include the following: Disciplinary warning/probation, Withholding of grades or official transcript/diploma, Bar against readmission or drop from enrollment, Restitution, Suspension of rights and privileges, Suspension, Expulsion, or other penalty as deemed appropriate under the circumstances. Campus Sexual Assault Victims' Bill of Rights The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that schools afford sexual assault victims basic rights such as: (1) Accuser and accused must have the same opportunity to have others present, (2) Both parties shall be informed of the outcome of any disciplinary proceeding. (3) Survivors shall be informed of options to notify law enforcement (4) Survivors shall be notified of counseling services.

CAMPUS CRIME STATISTICS

In accordance with the Clery Act and the Violence Against Women Act, Avenue Five Institute is committed to providing a campus experience that supports the safety of our students, our staff, and our guests. The ultimate purpose of this is to promote safe and healthy student relationships that foster a positive learning environment for everyone. The policies and procedures for Avenue Five Institute were developed (and periodically updated) by executives of the company. The school prepares an Annual Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is distributed to students and staff each year and has been prepared in cooperation with the police agencies surrounding our campus. The report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus and on any public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, VAWA, and other matters. All current and prospective employees and students can always obtain a physical copy of this year's report by visiting the administrative offices. On or before October 1 of each year, all students and employees are informed of the existence of the Annual Security Report and are provided access to a copy of the ASR as well as information on how to easily obtain additional copies via the Campus Director. In addition, all students are made aware of information and policies contained in the Annual Security Report via the Student Catalog, which is reviewed with all students during the enrollment process. Lastly, the new student orientation occurs on or before the first day of class and includes a review of key elements of the Student Catalog, including our Campus Security Program, and how to obtain the Annual Security Report. Below are the crime statistics from the most recent Annual Security Report:

For the purposes of collecting statistics on the crimes listed in the ASR sections below and for submission to the Department, geography for Clery crimes includes 1) Buildings and property that are part of the institution's campus; and 2) The institution's non-campus buildings and property; and 3) Public property within or immediately adjacent to and accessible from the campus The exact Clery Geography for each campus is unique to its location and crimes are reported accordingly. Avenue Five Institute doesn't officially recognize student organizations and, therefore, does not monitor or record through local police agencies any criminal activity by students at non-campus locations. Avenue

Five Institute does not have residential housing or off-campus property. Avenue Five Institute does not have a security department and, therefore, is not required to maintain a daily crime log. Partial-year crime statistics are provided in years for which a campus was only open for a portion of the year. In accordance with guidance on page 1-3 of the Handbook for Campus Security and Safety, in such cases, the partial-year crime statistics reflect crimes reported during the period in which the school was open.

OFFENSE	YEAR	North Austin (8620 Burnet)			South Austin (500 E Ben White)	
		ON- CAMPUS PROPERTY	PUBLIC PROPERTY		ON- CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
MANSLAUGHTER BY NEGLIGENCE	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
RAPE	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
FONDLING	2018	0	0		0	0
	2017	0	0		-	-
	2016	1	0		-	-
INCEST	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
STATUTORY RAPE	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
ROBBERY	2018	0	0		0	1
	2017	0	0		-	-
	2016	0	0		-	-
AGGRAVATED ASSAULT	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
BURGLARY	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
MOTOR VEHICLE THEFT	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
ARSON	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-

VAWA Offenses Reporting

OFFENSE	YEAR	North Austin (8620 Burnet)			South Austin (500 E Ben White)	
		ON- CAMPUS PROPERTY	PUBLIC PROPERTY		ON- CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
DATING VIOLENCE	2018	0	2		0	0
	2017	0	0		-	-

	2016	0	0		-	-
STALKING	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-

Arrests and Disciplinary Referrals Reporting

OFFENSE	YEAR	North Austin (8620 Burnet)			South Austin (500 E Ben White)	
		ON- CAMPUS PROPERTY	PUBLIC PROPERTY		ON- CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0		0	1
	2017	0	0		-	-
	2016	0	0		-	-
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0		0	0
	2017	0	0		-	-
	2016	0	0		-	-

A copy of the schools Annual Security Report is available in the administrative offices.
*The school does not have any on-campus student housing facilities or any non-campus buildings or property.
Hate Crimes- There were no reported Hate Crimes for the years 2016, 2017 or 2018.
Unfounded Crimes- There were no unfounded crimes in 2016, 2017 or 2018.

EMERGENCY RESPONSE POLICY AND PROCEDURE- The following procedure will be used to notify students and staff of a dangerous situation on school campus. Every instructor and senior staff member is instructed to keep their cell phones with them at all times while working so that they can receive text messages or be notified of an emergency situation. The following Alert Codes represent levels of emergency and response:

CODE	INSTRUCTIONS ON HOW TO RESPOND
EXIT BUILDING	Evacuation to nearest exit. All students and staff should evacuate the building immediately
EXIT FRONT	Front Evacuation. All students and staff should evacuate the building using only the front exits
EXIT REAR	Rear Evacuation. All students and staff should evacuate the building using only the back exits
LOCK DOWN	Remain in Building. All students and staff should remain in the building and do not exit. All classroom and office doors should be shut and locked if possible.Students and staff should remain calm once they have reached a secure location within the building.

Instructors will notify students of any Alert Codes and make sure that students follow instructions. Any Instructor, Director, or Administrative Personnel can issue an alert. Any person receiving an alert should resend alert to any/all appropriate parties. The School Director of Operations or acting authority will notify the police or an emergency response unit of any impending dangers related to any Alert Code.

Timely Warning- The School Director or assigned personnel is responsible for sending out a timely warning to the campus community by email, text, phone, or app regarding any health or safety situations.

FINANCIAL ASSISTANCE DISCLOSURES

Financial Assistance is available to those who qualify through the Financial Aid Office. All students have the following rights and responsibilities: The student has the right to ask the school: (1) The name of its accrediting and their licensing organizations; (2) About its programs; its instructional, laboratory, their physical facilities, and their faculty; (3) What the cost of attending is, and the policies concerning refunds and Return to Title IV (R2T4) to students who drop out; (4) What financial assistance is available including information on all federal, state, local, private and institutional financial aid programs; (5) What the procedures and deadlines are for submitting an application for each available financial aid program; (6) How it determines a student's eligibility and need for financial aid; (7) How much of your financial need, as determined by the school, has been met; (8) To explain each type and amount of assistance in your financial aid package; (9) What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying; (10) Deferment of repayment or forbearance for certain defined periods, if you qualify and if you request deferment or forbearance; (11) To provide written information on student's loan obligations and information on your rights and responsibilities as a borrower; (12) To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed; (13) How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your title IV eligibility; (14) What special facilities and services are available to students with disabilities and how to request a reasonable accommodation.

It is the student's responsibility to: (1) Review and consider all the information about the school program before enrolling; (2) Pay special attention to the application process for Federal student financial aid, complete it accurately and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely; (3) Know and comply with all deadlines for applying and reapplying for aid; (4) Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application; (5) Notify the school of any information that has changed since you applied; (6) Read, understand, and keep copies of all forms you were asked to sign; (7) Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan; (8) Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan; (9) Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes; (10) Understand your school's refund policy; (11) Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment agreement sign; (12) Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf; (13) Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student result in funds being awarded that a student was not eligible for are advanced to you or credited to your school account.

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds. The deadline to submit an online application for federal student aid is midnight Central Time on June 30th of the end of the Academic Year. Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the "Directions to Apply for Federal Student Aid", the US Department of Education's annual publication of "Funding Education Beyond High School: The Guide to Federal Student Aid" and Direct Loan Basics for Students" available in the Financial Aid Office; or: FASFA Information Center can be contact by calling (1-800-433-3243) or visiting www.studentaid.ed.gov. Students who apply for and complete the steps necessary to participate in Federal Student Aid (Title IV) programs will receive an estimate Award Letter. The estimated Award Letter serves as notification of students proposed aid package, including types of aid and disbursement information. The estimated Award Letter is for academic year one and it may be necessary for students and/or parents to re-apply for financial aid with each subsequent academic year. Award Letters may be delivered in person or sent electronically. No action is required on the students part to accept the award as presented. Written authorization is only required to decline an award. This authorization to decline an award must be received by Avenue FIve Institute within two (2) days of receipt of the initial award letter. Authorization is considered to have been received at Avenue Five Institute upon receipt of email, postal service delivery, or upon personal delivery to a campus' Financial Aid Advisor. Avenue Five Institute assume acceptance of the award if no communication is received from the student or parent stating otherwise.The Federal Government selects a portion of students' FAFSAs for a process called "verification." If a student's FAFSA is selected for verification, the student must provide additional information in order for their financial aid eligibility to be determined. The specific type of documents required for submission will vary from student to student but may include items such as tax return transcripts or W-2 Wage and Tax statements. Upon selection for verification, students will be notified by email of the required additional documentation needed. For students currently attending school, all verification documentation must be submitted within 15 days of request. For incoming students, the request documentation must be received within 5 days from the date of notification (and no later than the 5th scheduled class day). Failure to submit requested documentation within designated time frames may result in loss of eligibility. Eligibility cannot be determined until the verification process has been completed. Avenue Five Institute will make every effort to award financial aid to all students so please contact a Financial Aid Advisor if you are unable to meet the deadline requirements. Once all documentation and/or signatures have been submitted, the data will be verified for accuracy, which may take up to 30 days. Should any discrepancies exist, corrections will be made to your Award Letter and students will be notified.

The school currently participates in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs.The school does not coordinate but will certify veterans, state, local government and private funding sources. The school is required to inform all eligible borrowers about the eligibility of, and eligibility for, state grant aid. Any state grant programs that the school is aware of are disclosed in this catalog. Students are encouraged to research all state funding opportunities that may be available. Resources for this research may include FinAid.org

(www.finaid.org/otheraid/state.phtml), US Department of Education (www2.ed.gov/about/contacts/state/index.html), and the National Association of Students Financial Aid Administrators (www.nasfaa.org/State_Financial_Aid_Programs).

All students who borrow a Stafford Loan while attending the school must complete Direct Loan Entrance Counseling before funds will be certified. Prior to the first disbursement of a Title IV loan, the school will provide first-time borrowers with a comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. This information will be provided via interactions with the school's Financial Aid Advisors.

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation: COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation: COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA = Budget - each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items: Tuition & Fees, Room and Board, Transportation, Misc/Personal, Books/Supplies and Other items such as special circumstances or expenses related to disabilities.

Awards of Title IV federal assistance (if applicable) received by students will apply first to tuition owed and then to the student for education related expenses. All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited towards the student's account at least twice during the academic year of 900 hours. Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such request in writing. All loans through the Direct Loan Program, if applicable, must be paid back according to the terms and conditions of the borrower's promissory note.

Private Education/Institutional Loans are not offered by the school nor does the school have preferred lender arrangements. Should a student insist on seeking a Private Educational Loan, loan certification will only be provided after a student has demonstrated need and exhausted all Federal Student Aid eligibility and A Private Education Loan Application Self-Certification must be completed.

Exit Counseling must be completed by all students who are graduating or withdrawing from school. If a student is unavailable to complete at the school a Direct Loan Exit Counseling Guide will be mailed to them for completion. Counseling may be provided in person (individually or in groups), using audiovisual materials US Department of Education Publications and/or online. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating, or ceasing at least half-time enrollment. As required, the school will submit students' loan information to the National Student Loan Data System (NSLDS). This information will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system. Please be aware that the information on the NSLDS site is updated by schools and the Department of Education and may not always have the most current information available. Visit www.nslds.ed.gov for additional information.

STUDENT LENDING CODE OF CONDUCT- As a participant in Federal Student Loan programs, Avenue Five Institute publishes a student lending code of conduct applicable to the institution's officers, employee/agents. The code of conduct requirements are set forth in the Higher Education Opportunity Act (HEOA) signed into law on August 14, 2008. For this reason, and because we are committed to the highest level of ethical behavior, Avenue Five Institute has adopted the following code of conduct: (1) Avenue Five Institute does not participate in any revenue-sharing arrangements with any lender; (2) No officer, employee or agent of Avenue Five Institute employed in the financial aid office or who has responsibilities with respect to education loans, shall solicit or accept any gift greater than a nominal value from the lender, guarantor or loan servicer; (3) No officer, employee or agent who is employed in the financial aid office or a role involved in involved in the administration of education loans may accept any fee, payment, or other financial benefit from a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to student education loans; (4) Avenue Five Institute will not direct students to a specific lenders and prohibits its officers, employees, and agents from delaying loan certifications or refusing to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor. The school does not assign a lender to any first-time borrower through financial aid packaging or any other means; (5) Avenue Five will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with loans nor will the school enter into a preferred lender arrangement for Title IV loans; (6) Avenue Five Institute will not request or accept any assistance with call center or financial aid office staffing; (7) Employees or those who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors will not accept anything of value (other than reimbursement for reasonable expenses) for such service. The school does not employee any students who are currently receiving financial aid and are attending the school programs.

LOAN REPAYMENT- Repayment of students' loans is extremely important. Students are encouraged to begin planning for loan repayment prior to graduation. Developing a budget and sticking to it will allow students to live within your means and avoid financial crises. A budget will help you develop a realistic understanding of all your financial obligations and how they relate to your income. In formulating a budget, you should consider the choices you've made regarding rent or mortgage payments, car payments, living expenses, and your student loan debt. The Direct Loan Program offers loan repayment plans designed to meet the needs of almost every borrower. Direct Loans are funded by the U.S. Department of Education through your school and are managed by a loan servicer, under the supervision of the Department. The Direct Loan Program allows you to choose your repayment plan and to switch your plan if your needs change. To find out more about repayment options before receiving a Direct Loan, or if you need more information but do not have internet access, you may contact the school's financial aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Contact info for the FSA Ombudsman:On-line: http://studentaid.gov/repay-loans/disputes/prepare; Via telephone: 877-557-2575; Via fax: 202-275-0549; Via mail: U.S. Department of Education FSA Ombudsman Group, 830 First Street, N.E., Mail Stop 5144, Washington, D.C. 20202-5144

STUDENT BODY DIVERSITY

Percent of Undergraduate enrollment by gender (Enrollment data Fall 2017)	
Men	7%
Women	93%
Percent of Undergraduate enrollment by race/ethnicity	
Asian	1%
Black or African American	11%
Hispanic/Latino	25%
Native Hawaiian	1%
White	42%
Two or more races	10%
Race/Ethnicity Unknown	11%

Complete information can be found at: https://nces.ed.gov/collegenavigator/?q=Avenue+Five+Institute&s=all&id=458070#enrolmt

CONSTITUTION DAY- The school celebrates Constitution Day on/around September 17 of each year as required www.constitutionday.com

VOTER REGISTRATION- Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of Texas can be found at www.sos.state.tx.us or by calling 1.800.252.VOTE (8683). Voter registration for federal elections can be found at https://www.usa.gov/register-to-vote or by calling 1-844-USA-GOV1. For more information on voting, contact the Secretary of State's Office toll-free at 1.800.252.VOTE (8683); or your local County Clerk, local County Elections Administrator, your County Voter Registrar (Tax Assessor-Collector), or

Secretary of State or Elections Division P.O. Box 12060 Austin, Texas 78711-2060	512.463.5650 or 1.800.252.VOTE (8683) Fax 512.475.2811, TTY 7.1.1
Federal Election Commission 999 E Street, N.W. Washington, D.C. 20463	1.800.424.9530
Texas Ethics Commission P.O. Box 12070 Austin, Texas 78711-2070	512.463-5800 1.800.325.8506

COPYRIGHT AND UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL

Avenue Five Institute will not tolerate the unauthorized copying, downloading, publishing, distribution, or use of copyrighted material. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information systems will receive disciplinary action up to and including dismissal from school. The sanctions are in addition to any legal actions taken by local, state, or federal authorities. In addition, in the spirit of promoting "the progress of science and the useful arts," the college supports the fair use for such purposes as criticism, comment, news reporting, teaching, scholarship or research and reproduction of copyrighted materials (including multiple copies for the classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

ADMINISTRATIVE RULE

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for school publication.
3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
4. The School considers the educational environment to consist of traditional on-campus instruction.
5. Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.
7. The only software programs, other than students' projects, to be used on systems in the school are those
8. products for which the school owns a valid license or the school may legally use. Copying the school's software from the computer

system is considered theft and is a serious offense. Copying or modifying school software and/or borrowing software from the labs is not permitted. If you have a question, please see the system administrator.

In compliance with the Section 512(2)('c)('2) of Chapter 5, Title 17 of United States Code, the School shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for the School will be the CEO.

FAIR USE- Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include: (1) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) The nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (3)The effect of use upon the potential market for or value of the copyrighted work.The School encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application school constituents and the School avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" according to Sections 107 and 504c of United States Code title 17.

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS- Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.For more information, please see the Web site of the U.S. Copyright Office at copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

SCHOOL DISCIPLINARY ACTIONS- Disciplinary action may be taken in the event that the provisions of these guidelines are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

INTERNET GUIDELINES- Internet access is available to students and staff. The goal in providing this service to Instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The school's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and instructors and staff may have access to: (1)Electronic mail; (2) Information and news; (3) Opportunity to and research; and (4) Public domain and shareware software of all types. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The School believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the School.

PRIVILEGES- The use of the network is a privilege, not a right, and inappropriate use will result in a revocation of privileges. The system administrator may close an account at any time as required.

USERS' OBLIGATIONS-Users must be clearly aware of which computing practices are considered acceptable and which are considered Unacceptable. School related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets. Playing games on the school's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited. Saving to the hard disk drive is granted only by permission of the system administrator. One may use computing facilities and services only for authorized purposes. One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user. One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

NETIQUETTE- Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: (1) Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others; (2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language; (3) Messages relating to or in support of illegal activities may be reported to the authorities; (4) Be careful what you say about others; (5) Leave equipment and room in good condition for the next user/class; (6) Do not use the network in a way that you disrupt the use of the network by others.

SECURITY- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation of user privileges.

DRUG USE- The Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that "dealers" who possess

over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or "intended to be used" in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you don't have to be convicted for the state to try to take your property. Drug possession penalties are complicated, and depend on the classification of the substance and the quantity.

VANDALISM- Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

ACCOUNTS AND ACCOUNT PASSWORDS- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files. In such cases, do not use another individual's account. DO NOT REVEAL YOUR PASSWORD TO ANYONE. Attempts to log in to the network as a system administrator will result in immediate cancellation of user privileges. Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network. You must maintain secure passwords to your account. You must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access. You may not set up an account for another user or make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users.

DATA INFORMATION SECURITY- Brandon Martin serves as the School's Information Security Officer (ISO). The ISO designates individuals who have the responsibility and authority for information technology resources, establishes and disseminate enforceable rules regarding access to and acceptable use of information technology resources, establishes reasonable security policies and measures to protect data and systems, monitors and manages system resource usage, and investigates problems and alleged violations of School information technology policies. To report a data security breach, contact the ISO immediately at iso@avenuefive.com.

ADDITIONAL PROGRAM DISCLOSURES

Below are the current Program and Gainful Employment Disclosures as found on consumer information page at www.avenuefive.edu. For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: https://collegescorecard.ed.gov/. For information on the U.S. Department of Labor's Standard Occupational Classification codes, O*Net link to access SOC Codes is www.onetcenter.org/overview.html

Program Name: Cosmetology (Day Schedule) (Time Frame / Award Year - 7/1/17- 6/30/18) (SOC Code: 39-5012) - This program is designed to be completed in 43 weeks for day-time students and 72 weeks for part-time students. *This is the normal time to complete the program as published in the institution's catalog.* This program will cost $19,900 if completed within normal time. *There may be additional costs for living expenses and taxes. These costs were accurate at the time of posting, but may have changed.* Of the students who completed this program within normal time, the typical graduate leaves with $9,833 of debt. *This represents the median cumulative amount of debt for all Title IV students including private, institutional, and Federal student debt for students who received Title IV aid at any point for attendance in the program.* The most current job placement rate for all cosmetology students completing the program in the award year: 65.2% (See also Outcomes NACCAS Rate).

Program Name: Cosmetology (Night Schedule) (Time Frame / Award Year - 7/1/17- 6/30/18) (SOC Code: 39-5012) - This program is designed to be completed in 72 weeks for evening students. *This is the normal time to complete the program as published in the institution's catalog.*This program will cost $19,900 if completed within normal time. *There may be additional costs for living expenses and taxes. These costs were accurate at the time of posting, but may have changed.* Of the students who completed this program within normal time, the typical graduate leaves with $9819.50 of debt. *This represents the median cumulative amount of debt for all Title IV students including private, institutional, and Federal student debt for students who received Title IV aid at any point for attendance in the program.* The most current job placement rate for all cosmetology students completing the program in the award year: 65.2% (See also Outcomes NACCAS Rate)

Program Name: Esthetics (Day Schedule) (Time Frame / Award Year - 7/1/17- 6/30/18) (SOC Code: 3395094)- This program is designed to be completed in 22 weeks for day students. *This is the normal time to complete the program as published in the institution's catalog.* This program will cost $12,850 if completed within normal time. *There may be additional costs for living expenses and taxes. These costs were accurate at the time of posting, but may have changed.* Of the students who completed this program within normal time, the typical graduate leaves with $6,710.50 of debt. *This represents the median cumulative amount of debt for all Title IV students including private, institutional, and Federal student debt for students who received Title IV aid at any point for attendance in the program.* The most current job placement rate for all esthetics students completing the program in the award year: 62.9% (See also Outcomes NACCAS Rate)

Program Name: Esthetics (Night Schedule) (Time Frame / Award Year - 7/1/17- 6/30/18) (SOC Code: 3395094)- This program is designed to be completed in 36 weeks for evening students. *This is the normal time to complete the program as published in the institution's catalog.* This program will cost $12,850 if completed within normal time. *There may be additional costs for living expenses and taxes. These costs were accurate at the time of posting, but may have changed.* Of the students who completed this program within normal time, the typical graduate leaves with $7917 of debt. *This represents the median cumulative amount of debt for all Title IV students including private, institutional, and Federal student debt for students who received Title IV aid at any point for attendance in the program.* The most current job placement rate for all esthetics students completing the program in the award year: 62.9% (See also Outcomes NACCAS Rate)

Program Name: Advanced Massage Therapy (Day Schedule) (Time Frame / Award Year - 7/1/17- 6/30/18) (SOC Code: 31-9011) This program is designed to be completed in 24 weeks for day students. *This is the normal time to complete the program as published in the institution's catalog.*This program will cost $10,750 if completed within normal time. *There may be additional costs for living expenses and*

taxes. These costs were accurate at the time of posting, but may have changed. Of the students who completed this program within normal time, the typical graduate leaves with $5,364.50 of debt. *This represents the median cumulative amount of debt for all Title IV students including private, institutional, and Federal student debt for students who received Title IV aid at any point for attendance in the program.* The most current job placement rate for all advanced massage therapy students completing the program in the award year: 72.2% (See also Outcomes NACCAS Rate)

Program Name: Advanced Massage Therapy (Night Schedule) (Time Frame / Award Year - 7/1/17- 6/30/18) (SOC Code: 31-9011) This program is designed to be completed in 40 weeks for evening students. *This is the normal time to complete the program as published in the institution's catalog.* This program will cost $10,750 if completed within normal time. *There may be additional costs for living expenses and taxes. These costs were accurate at the time of posting, but may have changed.* Of the students who completed this program within normal time, the typical graduate leaves with $7917 of debt. *This represents the median cumulative amount of debt for all Title IV students including private, institutional, and Federal student debt for students who received Title IV aid at any point for attendance in the program.* The most current job placement rate for all advanced massage therapy students completing the program in the award year: 72.2% (See also Outcomes NACCAS Rate)

All programs meet licensure requirements in Texas. The programs do not meet licensure requirements in the following States: Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Federated States of Micronesia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Marshall Islands, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Northern Marianas, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virgin Islands, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

DISTANCE EDUCATION DISCLOSURE
Academic achievement and credit earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. The school does not currently offer distance education.

GRIEVANCE & APPEAL POLICY
Student grievances should be handled promptly and in the following manner:
1. Discuss the problem with the appropriate instructor or staff member.
2. If unsatisfied, the student may submit grievance in writing, on appropriate forms, to the School Director.

For student appeals, please note that when appealing SAP status, students must refer to the appeal procedures located in the Satisfactory Academic Progress portion of this catalog. All other determinations and decisions by the school can be appealed under the following guidelines: Appeals must be submitted to the administrative office or school director within 30 days of the date of determination being appealed. Appeals must be submitted on appropriate school appeal forms. The school will approve or deny appeals and notify student of such determination. If all appeals have been exhausted, the student may contact:

The Texas Department of Licensing and Regulation, PO box 12157, Austin, Texas 78711-2157; 800-803-9202; or
The National Accrediting Commission of Career Arts and Sciences, (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703-600-7600.

TRUE AND CORRECT STATEMENT
The information contained in this Catalog and its supplements is true and correct as of publication.