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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.

Throughout the catalog, the terms “you” and “your” refer to the student. The terms “we,”“us,” or “our” refer to the school, its staff, faculty and/or administration. The programs, as approved by the Texas Department of Licensing and Regulation are named: Operator 1000, Manicure 600, Esthetician 750, Esthetician/Manicure 800, Class A Barber 1000, Cosmetology Operator to Class A Barber 300, and Massage Therapy Education Program. Alternative references may be used for each of these programs including Cosmetology, Barber, Barbering, Barber Crossover, Esthetics, Master Esthetics, Nail Technology, Basic Massage Therapy, and Advanced Massage Therapy. The word “hybrid” is added to these program names when referring to the hybrid version of each. None of these alternative names are indicating different programs than those that are approved by the Texas Department of Licensing and Regulation.

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 enrolled at the North Austin Campus. Applicable sections include: (a) Mission Statement And General Objectives; (b) Admissions and Enrollment; (c) Career Considerations; (d) Class Calendar and Attendance; (e) Re-Entry Policy; (f) Transfer Policy; (g) Program Outlines; (h) Advanced Massage Therapy; (i) Basic Massage Therapy; (j) Licensure Requirements; (k) Career Opportunities; (l) Standard Occupational Classification “SOC” codes; (m) Scholarships and Fee Waivers; (n) Uniforms and Dress Code; (o) Satisfactory Academic Progress “SAP” Policy; (p) Leave of Absence; (q) Refund Policy Massage Therapy; (r) Cost of Attendance; (s) Additional Program Disclosures. Please also note that “Master Hybrid Esthetics” may be used hereinafter to refer to our “Master Esthetics Hybrid” Program.

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 additional location 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, barbering, esthetics, nail technology, 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. Lockers are available for assignment to students on a first-come-first serve 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 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. To determine if TDLR will recognize previous massage coursework, official transcripts and documentation of courses taken at colleges, universities, or out of state institutions must be submitted for evaluation on a department-approved form. ***Applicants for the Barber Crossover program must meet the above criteria and have met all requirements for licensure as a Cosmetology 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, barber, esthetics, or massage therapy program.

It is the policy of Avenue Five Institute to only accept documentation that adequately demonstrates that a person attended and completed their education at a legitimate high school, earned a GED, or earned an approved home school certificate. High school diplomas or official transcripts that appear to be altered or created fraudulently, will not be accepted. Whenever possible, the school will request that proof of high school completion is an original document, is a copy of an original document, and/or contains an official seal, appropriate signatures and correct spellings.

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. Our institution does not evaluate or award credit for prior learning experiences that include: the armed forces, paid or unpaid employment, or other demonstrated competency or learning. 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 books, supplies. If a 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 a 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 the 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. Academic achievement and credit earned via distance education may not be accepted for reciprocity

or eligible for licensure in other states. In the event that a student is not able to transfer credits/hours from Avenue Five Institute, the student may not assert any claim 3 or suit against the School or any complaint with any governmental agency. Avenue Five Institute does not have an articulation agreement with any other institution. *The Institution does not accept transfer hours for students transferring into the massage therapy program.

RE-ENTRY POLICY*

Former Avenue Five Institute students who are seeking re-enrollment at the same campus they were previously enrolled in, must request approval from the school by completing the re-enrollment request form through the schools website. The request will be reviewed and the student will be contacted within 30 days of the school receiving the request.

The School is not responsible for storing and maintaining any books or supplies left behind upon withdrawal. Re-entry students must have a complete set of required books and supplies upon return or students may be required to purchase required books and supplies needed. Books and supplies may be purchased from the school. Students who re-enter may be evaluated scholastically in the same manner as a transfer student to determine class level assignment.

Students requesting enrollment at a campus different from their original campus, must follow the school's Transfer Policy.

Re-Entry Within 180 Days

Students who re-enter within 180 days of the official withdrawal date, will return with the same enrollment agreement amended to reflect a new contracted graduation date, tuition payments, remaining balance and hourly tuition rate. Students will re-enter with the same SAP (Satisfactory Academic Progress) and clocked hours. The student's account will be adjusted to reflect charges for actual hours attended plus the applicable $100 re-enrollment fee. Arrangement for satisfactory payment of any applicable prior balance owed must be made prior to re-enrolling.

Re-Entry After 180 Days

Students who re-enter after 180 days of the official withdrawal date will return with a new enrollment agreement and contract end date. Students will be charged the remainder clock hours needed for program completion at the program's current hourly rate, books and supplies needed, plus the applicable $100 re-enrollment fee and transcript fee. The student's previous account will be evaluated to determine if the student owes a balance or if a tuition adjustment is applicable for the new enrollment. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Re-entering students will not be required to pay additional tuition for classes and subjects that were previously completed and paid for..

*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, national origin, or disability. 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. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the School's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA. The ADA Compliance Coordinator is: Teddy Romero, 8620 Burnet Rd. Austin, TX 78757, 512-968-2835, ada@avenuefive.com

Requests for Accommodation: Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a Request for Accommodations form, which is also available at www.avenuefive.edu/consumer-disclosures.

To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). 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 requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	**Qualified Professional**
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The School may request additional documentation or testing as needed. After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate. If the student or applicant is denied any requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The School will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

Grievance Policy Relating to Complaints of Disability Discrimination: The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with Brandon Martin, CEO, 8620 Burnet Rd, 512-968-2835, adagrievance@avenuefive.com. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought. The School will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the School will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

CAREER CONSIDERATIONS AND PHYSICAL DEMANDS

The school feels that students interested in pursuing a career in cosmetology, barber, esthetics, massage, or a related field should strongly consider all aspects of such a decision. Persons who want to become professional cosmetologists, barbers, 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/Barber/Esthetics/Nail Technology/Master Esthetics/Barber Crossover

Morning Schedule: 30 hours per week, Monday through Friday from 8:30am-12:30pm on campus + 10 hrs/wk distance learning
Afternoon Schedule: 30 hours per week, Monday through Friday from 1:00pm-5pm on campus + 10 hrs/wk distance learning
Evening Schedule: 30 hours per week, Monday through Friday from 5:30pm-9:30pm on campus + 10 hrs/wk distance learning

Basic Massage Therapy/Advanced Massage Therapy

30-Hour Afternoon Schedule: 30 hours per week, Monday through Friday from 1pm-5pm on campus + 10 hrs/wk distance learning (During the internship portion of the program, students may be scheduled to perform massage services after 5pm Monday-Friday, upon approval.)
30-Hour Evening Schedule: 30 hours per week, Monday through Friday from 5:30pm-9:30pm on campus + 10 hrs/wk distance learning (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 (Night Only)	2. New Year's Day	3. Martin Luther King Jr. Day
4. Memorial Day	5. Independence Day	6. Labor Day	7. Thanksgiving Day
8. Day after Thanksgiving	9. Christmas Eve (Night Only)	10. Christmas Day	

Additional closures may be scheduled at the school's discretion. All planned closures are published in advance and students are never penalized financially for planned or unexpected closures. 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 the school's social media for notices of unplanned closures. Distance education hours can not be earned during School holidays and official school closures.

SCHEDULE CHANGES

Currently attending students who wish 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 the student's academic and financial aid files. If approved, a $100 administrative fee will be assessed to process the 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 TDLR is subject to a criminal background check to determine suitability for licensure. TDLR

publishes Criminal Conviction Guidelines for each licensed occupation. These guidelines list the crimes considered to relate to each occupation and outline additional factors that affect licensing decisions. Prospective students are strongly encouraged to review TDLR's Criminal Conviction Guidelines prior to enrollment to determine whether they may be ineligible for licensure due to criminal history.

Texas law:

1. Restricts the issuance of occupational licenses based on an applicant's criminal history; and
2. Authorizes TDLR, in certain cases, to consider individuals who were placed on probation or community supervision, even if there was no final conviction.

Notice to All Applicants and 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 completing this educational training program. TDLR's Criminal Conviction Guidelines, available at www.tdlr.texas.gov, include the restrictions and guidelines used to determine eligibility for an occupational license. You have the right to request a Criminal History Evaluation from TDLR prior to enrollment. Section 53.152 of the Texas Occupations Code requires that this notice be provided to each applicant and enrollee, regardless of whether the individual 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 this required notice; and
2. The student's license application was denied because of criminal history.

The costs associated with requesting a criminal history evaluation are the responsibility of the prospective student. Avenue Five Institute is not responsible for students who are denied licensure based on criminal convictions.

Criminal History Evaluation Process

To request a Criminal History Evaluation Letter from TDLR, an individual must:

1. Submit a completed request form;
2. Complete a criminal history questionnaire for each offense resulting in conviction or deferred adjudication; and
3. Pay the required evaluation fee (currently $25.00).

TDLR will issue a Criminal History Evaluation Letter within approximately 90 days of receiving a complete request. The letter will state whether TDLR would recommend granting a license based on the information available at that time. The recommendation is not a final licensing decision and cannot be appealed. If a formal license application is later denied, the applicant may request a hearing before the State Office of Administrative Hearings (SOAH). The final licensing decision is made by the Commission of Licensing and Regulation. For complete and current information, students should visit: https://www.tdlr.texas.gov.

TDLR LAWFUL PRESENCE REQUIREMENT

In addition to meeting all education, examination, and criminal history requirements, applicants for licensure through TDLR must provide documentation demonstrating lawful presence in the United States in accordance with federal law (8 U.S.C. §1621) and TDLR regulations. TDLR requires applicants for initial licensure and license renewal to submit documentation verifying lawful presence prior to issuance of a license. Completion of an Avenue Five Institute program does not guarantee eligibility for state licensure. Students are responsible for reviewing all current TDLR eligibility requirements prior to enrollment. Students who are uncertain about their eligibility to obtain a license based on immigration or lawful presence status are encouraged to contact TDLR directly before enrolling. For current licensure requirements and documentation instructions, please visit: https://www.tdlr.texas.gov

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 the Parent Plus loan. For specific information regarding fee rates, contact the financial aid office.

Federal Title IV Eligibility Requirements: Students must be enrolled in an eligible certificate program at an eligible school. They must be either a U.S. citizen or an eligible noncitizen and have a valid Social Security number, except for students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau. Students must demonstrate financial need to qualify for need-based aid and maintain satisfactory academic progress as defined by their institution. Additionally, they must provide consent to transfer their federal tax information directly to the FAFSA. Students must not be in default on a federal student loan, owe a refund on a federal grant or have reached their aggregate loan limits. Students must provide proof of education (see Admissions and Enrollment requirements)

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 they 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. Learning assignments and curricula are the same for hybrid and on-premise programs versions. 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 two primary 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 delivered through various methods, including but not limited to lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, pre-recorded audio/videos, online modules, online videos, group discussions, interactive assessments, mock exams, and other learning methods. All learning assignments and activities are incorporated into

the required core curriculum which is designed to be completed during clocked hours, not as homework.

Avenue II: Students will develop and customize their skills to meet the needs of clients. They will perform skills in a simulated salon or spa environment, becoming increasingly self-confident and proficient in their communication, consultation, and technical skills. Students will also refine the skills necessary for success in the workplace and focus on state board preparation, professional development, and placement. The education is delivered through various methods, including but not limited to lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, pre-recorded audio/videos, online modules, online videos, group discussions, interactive assessments, mock exams, and other learning methods. All learning assignments and activities are incorporated into the required core curriculum which is designed to be completed during clocked hours, not as homework.

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. 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. Hybrid programs include distance education as a method of delivery. 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.

HOMEWORK: Avenue Five Institute is committed to fostering an engaging learning environment that maximizes academic achievement during students' designated clock-hour learning schedules. The school does not assign homework of any kind for any programs, including hybrid and on-premise programs. Learning assignments and curricula are the same for hybrid and on-premise programs versions. Programs utilize the

same instructional methods, including but not limited to, lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. All learning assignments and activities are incorporated into the required core curriculum which is designed to be completed during clocked hours, not as homework.

Cosmetology: 1000 hours - 34 weeks (30 hrs/week)
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

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 lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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 judgment
- 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
700	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.
300	Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services;

	and related practices.
1000	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.

Cosmetology Hybrid: 1000 hours - 34 weeks (30 hrs/week)
Description: The primary purpose of the Cosmetology Hybrid 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. This program includes distance education as a method of delivery. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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.

Distance Education Instructional Methods**:** Up to 50% of program will be scheduled via distance education. Distance education means education that uses technology to deliver instruction to students who are separated from the instructor and that support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) Other media used in a course in conjunction with verifying and documenting regular, substantive interaction between the student and instructor. An on-campus Distance Education Assessment of student performance will be performed by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. The Distance Education Assessment will be documented by the school to assess students' understanding of curriculum content delivered via distance education. Examples of methods by which the assessment may be conducted include, but are not limited to, question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities. Hardware and Network Requirements: Computer with at least 4GB ram and 1.8Ghz cpu, Windows 7 or MacOS, webcam, and display with at least 1280x800 with reliable High Speed Internet that is at least 2.0 Mbps up 6.0 Mbps down. Software Requirements: Chrome or Internet Explorer, Milady CIMA/MindTap and FAME Student Mobile Attendance Tracking (FAME Mobile Attendance device requirements: iPhones version IOS 15.1 and later. Android phones version 7.0 and later.), Google Meet, Zoom, or other conferencing software.

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 judgment
- 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 Hybrid Subject - Unit**
700	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.
300	Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.
1000	TOTAL HOURS

Cosmetology Hybrid 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. Distance education will only be used for delivering theory and may not exceed 50% of the course length.

Barber: 1000 hours - 34 weeks (30 hrs/week)
Description: The primary purpose of the Barber 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 a Barber or related career field. For Federal Gainful Employment information about this program, visit our website at: www.avenuefive.edu

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 lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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 shaving, beard and mustache shaping, hair cutting and styling, hairweaving, extensions, and wigs, hair coloring, chemical waving and relaxing, and scalp and hair treatments.
- 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 barbering and related fields.

Hrs	Barber Subject - Unit
700	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.
300	Specialty Practice and related theory: shaving with any razor type and razor techniques; mustache and beard care; advanced hair care and men's haircutting; and related practices
1000	TOTAL

Barber practical assignments may include demonstrating proficiency in infection control, client protection, shaving, hair services, chemical reformation, coloring, scalp treatments, client communications, and business administration.

Barber Hybrid: 1000 hours - 34 weeks (30 hrs/week)

Description: The primary purpose of the Barber Hybrid 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 a Barber 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: Up to 50% of the program will be scheduled via distance education. 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. This program includes distance education as a method of delivery. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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.

Distance Education Instructional Methods**:** Up to 50% of program will be scheduled via distance education. Distance education means education that uses technology to deliver instruction to students who are separated from the instructor and that support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) Other media used in a course in conjunction with verifying and documenting regular, substantive interaction between the student and instructor . An on-campus Distance Education Assessment of student performance will be performed by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. The Distance Education Assessment will be documented by the school to assess students' understanding of curriculum content delivered via distance

education. Examples of methods by which the assessment may be conducted include, but are not limited to, question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities. Hardware and Network Requirements: Computer with at least 4GB ram and 1.8Ghz cpu, Windows 7 or MacOS, webcam, and display with at least 1280x800 with reliable High Speed Internet that is at least 2.0 Mbps up 6.0 Mbps down. Software Requirements: Chrome or Internet Explorer, Milady CIMA/MindTap and FAME Student Mobile Attendance Tracking (FAME Mobile Attendance device requirements: iPhones version IOS 15.1 and later. Android phones version 7.0 and later.), Google Meet, Zoom, or other conferencing software.

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 shaving, beard and mustache shaping, hair cutting and styling, hairweaving, extensions, and wigs, hair coloring, chemical waving and relaxing, and scalp and hair treatments.
- Apply theory, technical information and related matters 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 barbering and related fields.

Hrs	**Barber Hybrid Subject - Unit**
700	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.
300	Specialty Practice and related theory: shaving with any razor type and razor techniques; mustache and beard care; advanced hair care and men's haircutting; and related practices
1000	TOTAL

Barber Hybrid practical assignments may include demonstrating proficiency in infection control, client protection, shaving, hair services, chemical reformation, coloring, scalp treatments, client communications, and business administration. Distance education will only be used for delivering theory and may not exceed 50% of the course length.

Barber Crossover: 300 hours - 10 weeks (30 hrs/week)

Description: The primary purpose of the Barber Crossover 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 a Barber 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 lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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, shaving, honing and stropping.
- 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 barbering and related fields.

Hrs	Barber Crossover Subject - Unit
300	Specialty Practice and related theory: shaving with any razor type and razor techniques; laws and rules, mustache and beard care; advanced hair care and men's haircutting; and related practices
300	TOTAL

Barber Crossover practical assignments may include demonstrating proficiency in infection control, client protection, shaving, hair services, chemical reformation, coloring, scalp treatments, client communications, and business administration.

Esthetics: 750 hours - 25 weeks (30 hrs/week)

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 lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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
450	Theory and related practice: anatomy and physiology; skin diseases and disorders; skin analysis; machines and related equipment; basic facials; chemistry; care of client; superfluous hair removal and related theory; sanitation law and rules; business management; facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; sanitation, first aid, health and safety; makeup.
300	Specialty Practice and related theory: advanced facial treatments and superfluous hair removal using devices or preparations; makeup; semi-permanent eyelash extension applications; and related practices. 300 hours.
750	TOTAL

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

Esthetics Hybrid: 750 hours - 25 weeks (30 hrs/week)
Description: The primary purpose of the Esthetics Hybrid 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. This program includes distance education as a method of delivery. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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.

Distance Education Instructional Methods**:** Up to 50% of the program will be scheduled via distance education. Distance education means education that uses technology to deliver instruction to students who are separated from the instructor and that support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) Other media used in a course in conjunction with verifying and documenting regular, substantive interaction between the student and instructor . An on-campus Distance Education Assessment of student performance will be performed by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. The Distance

Education Assessment will be documented by the school to assess students' understanding of curriculum content delivered via distance education. Examples of methods by which the assessment may be conducted include, but are not limited to, question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities. Hardware and Network Requirements: Computer with at least 4GB ram and 1.8Ghz cpu, Windows 7 or MacOS, webcam, and display with at least 1280x800 with reliable High Speed Internet that is at least 2.0 Mbps up 6.0 Mbps down. Software Requirements: Chrome or Internet Explorer, Milady CIMA/MindTap and FAME Student Mobile Attendance Tracking (FAME Mobile Attendance device requirements: iPhones version IOS 15.1 and later. Android phones version 7.0 and later.), Google Meet, Zoom, or other conferencing software.

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 Hybrid Subject - Unit
450	Theory and related practice: anatomy and physiology; skin diseases and disorders; skin analysis; machines and related equipment; basic facials; chemistry; care of client; superfluous hair removal and related theory; sanitation law and rules; business management; facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; sanitation, first aid, health and safety; makeup.
300	Specialty Practice and related theory: advanced facial treatments and superfluous hair removal using devices or preparations; makeup; semi-permanent eyelash extension applications; and related practices. 300 hours.
750	TOTAL

Esthetics Hybrid practical assignments may include infection control, facial procedures, nail procedures, body procedures, hair removal, client communications, and business administration. Distance education will only be used for delivering theory and may not exceed 50% of the course length.

Master Esthetics: **800 hours** - **27 weeks (30 hrs/week)**
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 an 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 lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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	**Master Esthetics Subject - Unit**
200	Theory and related practice: anatomy and physiology; machines and related equipment; chemistry; care of client; basic facials; superfluous hair removal and related theory; nail structure and growth; equipment and implements; hazardous chemicals and ventilation; basic manicures and pedicures; business management; bacteriology, sanitation, health, and safety; laws and rules.
300	Specialty Manicure Practice and related theory: repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; professional practices, techniques and preparations; sanitation, first aid, health and safety.
300	Specialty Esthetician Practice and related theory: facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; devices or preparations; makeup; semi-permanent eyelash extension applications; sanitation, first aid, health and safety.
800	TOTAL

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

Master Esthetics Hybrid: **800 hours** - **27 weeks (30 hrs/week)**

Description: The primary purpose of the Master Esthetics Hybrid 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 an 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. This program includes distance education as a method of delivery. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints,

flash cards, games, and other learning methods. 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.

Distance Education Instructional Methods**:** Up to 50% of the program will be scheduled via distance education. Distance education means education that uses technology to deliver instruction to students who are separated from the instructor and that support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) Other media used in a course in conjunction with verifying and documenting regular, substantive interaction between the student and instructor . An on-campus Distance Education Assessment of student performance will be performed by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. The Distance Education Assessment will be documented by the school to assess students' understanding of curriculum content delivered via distance education. Examples of methods by which the assessment may be conducted include, but are not limited to, question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities. Hardware and Network Requirements: Computer with at least 4GB ram and 1.8Ghz cpu, Windows 7 or MacOS, webcam, and display with at least 1280x800 with reliable High Speed Internet that is at least 2.0 Mbps up 6.0 Mbps down. Software Requirements: Chrome or Internet Explorer, Milady CIMA/MindTap and FAME Student Mobile Attendance Tracking (FAME Mobile Attendance device requirements: iPhones version IOS 15.1 and later. Android phones version 7.0 and later.), Google Meet, Zoom, or other conferencing software.

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	**Master Esthetics Hybrid Subject - Unit**
200	Theory and related practice: anatomy and physiology; machines and related equipment; chemistry; care of client; basic facials; superfluous hair removal and related theory; nail structure and growth; equipment and implements; hazardous chemicals and ventilation; basic manicures and pedicures; business management; bacteriology, sanitation, health, and safety; laws and rules.
300	Specialty Manicure Practice and related theory: repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; professional practices, techniques and preparations; sanitation, first aid, health and safety.
300	Specialty Esthetician Practice and related theory: facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; devices or preparations; makeup; semi-permanent eyelash extension applications; sanitation, first aid, health and safety.
800	TOTAL

Esthetics/Manicure practical assignments may include infection control, facial procedures, nail procedures, body procedures, hair removal, client communications, and business administration. Distance education will only be used for delivering theory and may not exceed 50% of the course length.

Advanced Massage Therapy: 750 hours - 22 weeks (full time) / 36 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. 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 lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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 Therapy 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

Advanced Massage Therapy Hybrid: 750 hours - 25 weeks(30 hrs/week)
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. 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: Up to 250 hours of the program will be scheduled via distance education. 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. This program includes distance education as a method of delivery. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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.

Distance Education Instructional Methods**:** Up to 50% of the program will be scheduled via distance education. Distance education means education that uses technology to deliver instruction to students who are separated from the instructor and that support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) Other media used in a course in conjunction with verifying and documenting regular, substantive interaction between the student and instructor . An on-campus Distance Education Assessment of student performance will be performed by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. The Distance Education Assessment will be documented by the school to assess students' understanding of curriculum content delivered via distance education. Examples of methods by which the assessment may be conducted include, but are not limited to, question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities. Hardware and Network Requirements: Computer with at least 4GB ram and 1.8Ghz cpu, Windows 7 or MacOS, webcam, and

display with at least 1280x800 with reliable High Speed Internet that is at least 2.0 Mbps up 6.0 Mbps down. Software Requirements: Chrome or Internet Explorer, Milady CIMA/MindTap and FAME Student Mobile Attendance Tracking (FAME Mobile Attendance device requirements: iPhones version IOS 15.1 and later. Android phones version 7.0 and later.), Google Meet, Zoom, or other conferencing software.

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 Therapy Hybrid Subject - Unit**
50	ANATOMY - *taught via Distance Education*
25	PHYSIOLOGY - *taught via Distance Education*
20	HEALTH, HYGIENE & CPR - *taught via Distance Education*
45	BUSINESS PRACTICES & PROFESSIONAL ETHICS- how to seek employment including professionalism, resume development, interview preparation, and job search skills. Also includes laws and regulations - *taught via Distance Education*
50	KINESIOLOGY - *taught via Distance Education*
40	PATHOLOGY - *taught via Distance Education*
125	SWEDISH MASSAGE
20	HYDROTHERAPY - *taught via distance education*
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 - 17 weeks (full time) / 24 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 lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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 Therapy 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

Basic Massage Therapy Hybrid: 500 hours - 17 weeks (30 hrs/week) (50% Distance Education; 50% on campus)
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. This program includes distance education as a method of delivery. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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.

Distance Education Instructional Methods**:** Up to 50% of the program will be scheduled via distance education. Distance education means education that uses technology to deliver instruction to students who are separated from the instructor and that support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) Other media used in a course in conjunction with verifying and documenting regular, substantive interaction between the student and instructor . An on-campus Distance Education Assessment of student performance will be performed by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. The Distance Education Assessment will be documented by the school to assess students' understanding of curriculum content delivered via distance education. Examples of methods by which the assessment may be conducted include, but are not limited to, question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities. Hardware and Network Requirements: Computer with at least 4GB ram and 1.8Ghz cpu, Windows 7 or MacOS, webcam, and display with at least 1280x800 with reliable High Speed Internet that is at least 2.0 Mbps up 6.0 Mbps down. Software Requirements: Chrome or Internet Explorer, Milady CIMA/MindTap and FAME Student Mobile Attendance Tracking (FAME Mobile Attendance device requirements: iPhones version IOS 15.1 and later. Android phones version 7.0 and later.), Google Meet, Zoom, or other conferencing software.

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 Therapy Hybrid Subject - Unit**
50	ANATOMY - *taught via Distance Education*
25	PHYSIOLOGY - *taught via Distance Education*
20	HEALTH, HYGIENE & CPR - *taught via Distance Education*
45	BUSINESS PRACTICES & PROFESSIONAL ETHICS- how to seek employment including professionalism, resume development, interview preparation, and job search skills. Also includes laws and regulations - *taught via Distance Education*
50	KINESIOLOGY - *taught via Distance Education*
40	PATHOLOGY - *taught via Distance Education*
125	SWEDISH MASSAGE

20	HYDROTHERAPY - *taught via distance education*
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 - 20 weeks (30 hrs/week)
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 lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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**
300	Theory and related practice: anatomy and physiology; nail structure and growth; equipment and implements; bacteriology, sanitation and safety; hazardous chemicals and ventilation; basic manicures and pedicures; business management; laws and rules; nail and skin diseases and disorders; artificial nails; product chemistry; repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; basic manicuring and pedicuring; nail art; electric filing
300	Specialty Practice and related theory: professional practices; advanced manicuring and pedicuring; advanced techniques, preparations and applications
600	TOTAL

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

Nail Technology Hybrid: 600 hours - 20 weeks (30 hrs/week)

Description: The primary purpose of the Nail Technology Hybrid 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. This program includes distance education as a method of delivery. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstrations, interactive student participation, audiovisual aids, guest speakers, field trips (when applicable), hands-on projects, software-based assignments and activities, self-study, self-directed reading of textbooks or eBooks, independent and group viewing of instructional videos, interactive assessments, powerpoints, flash cards, games, and other learning methods. 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.

Distance Education Instructional Methods**:** Up to 50% of the program will be scheduled via distance education. Distance education means education that uses technology to deliver instruction to students who are separated from the instructor and that support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) Other media used in a course in conjunction with verifying and documenting regular, substantive interaction between the student and instructor . An on-campus Distance Education Assessment of student performance will be performed by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. The Distance Education Assessment will be documented by the school to assess students' understanding of curriculum content delivered via distance education. Examples of methods by which the assessment may be conducted include, but are not limited to, question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities. Hardware and Network Requirements: Computer with at least 4GB ram and 1.8Ghz cpu, Windows 7 or MacOS, webcam, and display with at least 1280x800 with reliable High Speed Internet that is at least 2.0 Mbps up 6.0 Mbps down. Software Requirements: Chrome or Internet Explorer, Milady CIMA/MindTap and FAME Student Mobile Attendance Tracking (FAME Mobile Attendance device requirements: iPhones version IOS 15.1 and later. Android phones version 7.0 and later.), Google Meet, Zoom, or other conferencing software.

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 Hybrid Subject - Unit
300	Theory and related practice: anatomy and physiology; nail structure and growth; equipment and implements; bacteriology, sanitation and safety; hazardous chemicals and ventilation; basic manicures and pedicures; business management; laws and rules; nail and skin diseases and disorders; artificial nails; product chemistry; repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; basic manicuring and pedicuring; nail art; electric filing
300	Specialty Practice and related theory: professional practices; advanced manicuring and pedicuring; advanced techniques, preparations and applications
600	TOTAL

Nail Technology Hybrid practical assignments may include infection control, manicures, nail extensions, client communications, and business administration. Distance education will only be used for delivering theory and may not exceed 50% of the course length.

HYBRID PROGRAM DISCLOSURES

The school's hybrid programs are designed to be of comparable educational quality to the programs delivered on-campus. Distance learning is a method of delivery that may be offered for theory instruction in both an asynchronous format (learner engagement is virtually tracked by software and reviewed by an instructor) and synchronous format (students and instructors interact at specified start and end times). All delivery methods provide the same training and curriculum as in on-premise programs. Upon completion of all curriculum requirements, a student enrolled in a Hybrid program must pass a comprehensive Academic and Practical final exam prior to graduation in order to demonstrate competency. All transcripts or other documents outlining a student's academic attainment received will identify the distance education component. The school will use a variety of methods to ensure the content is effectively delivered in a manner that is congruent with the mission of the institution and our educational objectives. These methods include, but are not limited to, assessments of students competence, student exams and projects, student surveys, instructor self-assessments, and periodic comparative analysis of academic outcomes for students in a hybrid learning environment compared to on-campus. The school reserves the right to make changes to distance education delivery policies and schedules. These changes include but are not limited to: the time of day(s) that a student may utilize for distance delivery, the number of daily or weekly hours assigned as distance delivery, the utilization of distance delivery in lieu of on-campus classes, the delivery methods, and the materials and software used for tracking online attendance. The school reserves the right to adjust the delivery method of contracted hours to include additional distance learning delivery for circumstances including holidays, staff training, planned or unplanned campus closures, weather incidents, widespread campus illness, or other special circumstances.

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
- Pass a comprehensive Academic and Practical Final Exam
- 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. For those completing a Hybrid program, the Diploma for the program will identify the distance education component. 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/CERTIFICATION 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

BARBER: Any person is eligible to receive a Class A Barber certificate who submits proof the he is at least 17 years of age; has completed the required clock hours in an approved school for the applicable program (those with an active Cosmetology operator license must complete 300 hours, while those without must complete 1000 hours); has paid the required fees, and has passed the state approved written and practical examination conducted to determine fitness to receive a certificate.

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 PROGRAMS	Professional Stylist, Skin Care Specialist, Makeup Artist, Nail Technician, Platform Artist, Product Representative, Salon Owner or Manager, Independent Contractor, Retail Specialist, State Board Member/Examiner, Cosmetology Instructor, Mobile Stylist
BARBER PROGRAMS	Professional Barber/Stylist; Barber Shop Owner or Manager; Product Representative/Consultant; Independent Contractor; Retail Specialist; State Board Member/Examiner, Barber Instructor, Mobile Barber
ESTHETICS PROGRAMS	Skin Care Specialist, Makeup Artist, Waxing Specialist, Eyelash Extension Specialist, Product Representative, Aromatherapist, Platform Educator, Salon/Spa Owner or Manager, School Administrator or Instructor, State Board Member/Examiner, Esthetics Instructor
MASSAGE THERAPY PROGRAMS	Massage Therapist, Bodywork Therapist, Medical Massage Therapist, Integrated Deep Tissue Massage Therapist, Sports Massage Therapist, Hospice Therapist,
NAIL TECHNOLOGY PROGRAMS:	Nail Care Specialist, Synthetic Nail Technician, Nail Salon Owner, Nail Salon Manager, Product Representative, Retail Specialist, State Board Member/Examiner, Nail Instructor, Independent Contractor, Mobile Nail Technician

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

Barber (SOC-39-5011, CIP - 12.0413) - http://www.onetonline.org/link/summary/39-5011.00
Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves. Illustrative examples: Barber, Barber Shop Operator, Barber Stylist, Stylist

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

Nail Technology - (SOC - 39-5092, CIP 12.0410) 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 are 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 to receive the full award amount. Failure to maintain good standing with the school could result in the 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, students 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 is 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.

BOOKS, SUPPLIES, AND LOCKERS

All textbooks, equipment, and training materials necessary for program completion are included in the student's required books and supplies. 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 books and supplies or personal property. Lockers are available for assignment to students on a first-come-first-serve basis 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 Institute branded clothing may not be altered, cropped, or modified to be considered compliant with this policy. For Massage and Esthetics students, fingernails should be kept short, and the undersides should be cleaned frequently with soap and water. Because of their length, longer fingernails can harbor more dirt and bacteria than short nails, thus potentially contributing to the spread of infection. Long nails may also scratch clients.

Esthetician students are required to wear clean, solid-black scrub uniforms at all times. 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, sound resistant, slip resistant, closed-toe shoes are required. Shoes must have no more than a 2-inch heel. CROCS are NOT permitted. Student-permit lanyards must be worn or in student possession at all times when clocked in

Cosmetology students, Massage Students, Nail Technology Students, Barber students, and Barber Crossover 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; shades of gray or any other colored denim is not permitted. Skirts must fall below the knee when standing. Underarms, entire shoulders, and back must be covered. Additional visual aids demonstrating areas of the body that must 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. CROCS are NOT permitted. Students must also wear student-permit lanyards, or be in possession of permit 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. A student may not clock more than 184 hours per calendar month. School holidays and official school closures shall not be considered as days of absence for purposes of calculating a student's contract end date. Consequences of unsatisfactory attendance include appointment restrictions, removal from time clocks and ultimately, overtime tuition or termination. Attendance Conduct also includes the following:

DISTANCE EDUCATION HOURS - For hybrid programs with assigned distance education hours, students must clock in and out in the online environment to accurately reflect hours of attendance. Failure to clock in or out properly and/or failure to demonstrate regular and substantive

engagement while online will result in no hours being awarded. Time clocked in excess of the weekly limit in distance education is not permitted and may not be awarded without Director approval. Distance education hours may not be earned during School holidays and official school closures.

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. After 10 consecutive days of non-attendance, a student will be dropped from the program of enrollment.

MAKEUP WORK - If a student is absent, it is the student's responsibility to contact their Instructor regarding makeup work and exams. Students can make up any required assignments such as to retake failed or missed exams. Makeup work may not be used to reverse an absence that leads to termination after 10 consecutive days of non-attendance. Additional charges for makeup work will only be assessed if makeup hours cannot be completed by the contracted end date, in which case the program's current hourly rate will be assessed.

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. The following standards remain in force across all learning environments, including both on-campus and online or virtual classrooms, as applicable. 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. Arrive prepared for class and with all necessary books, supplies, and required electronic devices.
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. For hybrid programs with assigned distance education hours, students must clock in and out in the online environment to accurately reflect hours of attendance. Failure to clock in or out properly and/or failure to demonstrate regular and substantive engagement will result in no hours being awarded.
5. Remain involved in curriculum related activities at all times when clocked in.
6. Notify assigned instructor or staff member before leaving the facility for any reason other than closing.
7. Notify your instructor before class start of anticipated absenteeism or tardiness so that proper arrangements can be made for clients. Notification should be made by emailing your instructor. Messages should include name and explanation.
8. Comply with scheduled breaks. Late arrivals from breaks are not permitted. Break times will depend on class schedules and clinic service assignments.
9. 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.
10. 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.
11. 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.
12. Do not perform any services on clients until successful completion of a satisfactory competency evaluation.
13. 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.
14. Do not eat, drink, or smoke outside of designated areas without instructor permission.
15. Do not enter administrative spaces, dispensary, or storage closets without instructor permission.
16. 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 in designated smoking area at the rear of the building.

17. 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.
18. 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. This prohibition includes the use of smart glasses (e.g. Meta glasses). Client records and service information should not be photographed, recorded, or shared.
19. Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
20. Be fair, honest, and do not steal from the school or others. Refrain from the willful destruction of property. Personal property, including books and supplies, should be stored in a secure location at all times. The school is not responsible for lost or stolen property.
21. Refrain from having personal visitors to campus. Guests will be asked to leave unless they are scheduled for services.
22. Do not use the business phone without the express permission of a staff member or at designated times.
23. Cell phones should be used responsibly and respectfully at all times. Unless approved by your 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.
24. 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. Students may never park in spots labeled "customer parking only." Failure to comply with parking rules may result in the car being towed at the student's expense.
25. Remain informed of all pricing and services offered by the school including the name, purpose, benefits, procedures, and cost.
26. 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.
27. 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.
28. Use integrity when taking an exam or preparing any materials for a grade. Cheating is not permitted.
29. 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.
30. Commercial solicitation between students is prohibited unless such solicitation is intended to benefit approved not-for-profit causes.
31. Weapons are not permitted on campus including guns, knives, clubs, explosives, etc.
32. 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.

HARASSMENT AND BULLYING

Avenue Five Institute intends to maintain an environment that is free from intimidation or harassment. Harassment of 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 Campus Management immediately. Verbal and/or written threats to any individuals will be taken seriously, perceived as credible and may be turned over to the local police for investigation

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 a temporary suspension of their enrollment and any of the following disciplinary actions. (1) WARNING: A Student may be issued a warning for a specified time for any infraction of the Standards of Conduct. If the Student does not correct the problem, he/she may be placed on probation. (2) PROBATION: A student on probation status may be required to comply with specific terms outlined on an academic improvement plan at the discretion of the school administration. If the problem is not corrected during the probationary period, the student may be dismissed permanently at the discretion of the school administration. (3) DISMISSAL - TERMINATION: School may terminate student enrollment for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

1. Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
2. Non-conformance with the state laws and regulations governing schools and Students
3. An action that causes or could cause bodily harm to a client, Student or employee of the school
4. Theft or willful destruction of school property
5. Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
6. 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. The school will not discipline or retaliate against a student for filing a complaint with the TDLR. 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. This 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 a 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 will maintain written records of all complaints filed through two complete accreditation cycles. The school also maintains a suggestion box outside that can be used for construction suggestions, ideas, and feedback for improving the overall student experience.

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. Failure to maintain SAP for attendance purposes does not result in student's termination of enrollment but may result in loss of Title IV eligibility. For all programs, Avenue Five Institute's definition of an Academic Year is 900 hours and 26 weeks of instructional time.

EVALUATION PERIODS: Students are evaluated for Satisfactory Progress as follows, which is expressed in clocked (actual) hours and weeks. Satisfactory Progress evaluations are completed within 7 school business days of the student reaching the evaluation points.

Program Name	First SAP Evaluation Ends	Second SAP Evaluation Ends
1000 Clock Hours Programs: Barber, Barber Hybrid, Cosmetology Cosmetology Hybrid	450 Clock Hours/13 Weeks	900 Clock Hours/26 weeks
800 Clock Hour Programs: Master Esthetics Master Hybrid Esthetics	400 Clock Hours/14 Weeks	NA
750 Clock Hour Programs: Advanced Massage Therapy Advanced Massage Therapy Hybrid Esthetics, Esthetics Hybrid	375 Clock Hours/ 12.5 Weeks	NA
600 Clock Hour Programs: Nail Technology Nail Technology Hybrid	300 Clock Hours/ 10 Weeks	NA
500 Clock Hour Programs: Basic Massage Therapy Basic Massage Therapy Hybrid	250 Clock Hours/ 8.5 Weeks	NA
300 Clock Hour Programs: Barber Crossover	150 Clock Hours /10 Weeks	NA

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 establish the total length of each course.

Course	Minimum Hours	Maximum Hours
Cosmetology; Cosmetology Hybrid	1000	1330
Barber; Barber Hybrid	1000	1330
Esthetics; Esthetics Hybrid	750	997.5

Advanced Massage Therapy; Advanced Massage Therapy Hybrid	750	997.5
Basic Massage Therapy; Basic Massage Therapy Hybrid	500	665
Master Esthetics; Master Esthetics Hybrid	800	1064
Nail Technology; Nail Technology Hybrid	600	798
Barber Crossover	300	399

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 become Title IV ineligible.

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 be notified of any evaluation that impacts eligibility for financial aid and will receive an electronic copy or hard copy of their Satisfactory Progress Determination at the time of the evaluation. 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 an adverse SAP determination following the warning period must submit a written request to the School within ten (10) days of being notified. If student prevails on appeal, he/she will be placed 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 of the loss of Title IV Eligibility: 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 POLICY

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. All students are required to follow this policy in order for a Leave of Absence to be granted. The school may require that all approved LOAs be for a minimum of 30 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, including 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. An unapproved student or a student 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 so that the school can maintain documentation of its decision. 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, a student will be dropped from the program of enrollment. Dismissal from school due to conduct violations, excessive absences, unsatisfactory progress or due to non-compliance with the Texas Department of Licensing and Regulations Rules and Regulations are 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 $150 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. The refund policy is drafted in clear, plain English that can be easily understood and is intended to comply with H.B. No. 1560, Texas Occupations Code §§1603.3601, .3602, .3603, and .3606. This policy applies to all terminations for any reason, by either party, including (without limitation) Student decision, course or program cancellation, or School closure. This refund will apply for applicants who are accepted but 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 agreement in writing no later than midnight of the third day after the enrollment agreement was signed (excluding Saturdays, Sundays, and legal holidays), all monies paid by the Student including the application fee will be refunded even if the Student has begun classes. A full refund of money paid by the Student will also be provided if it is determined that the student entered into the enrollment agreement because of a misrepresentation made in the advertising of promotional materials of the school or by an owner or representative of the school. 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) school 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. Refund calculations are performed within 30 days of the date of determination and 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 and is intended to comply with Texas Administrative Code §§117.66. Except for school closure or program discontinued, this policy applies to all terminations for any reason, by either party, including (without limitation) student decision. This refund refund policy will apply to applicants who are accepted but 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 agreement in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment agreement was signed, a refund of all monies paid to the School, including the application fee will be made. If it is determined that a student was not provided ample opportunity to read the information provided in §117.62 or that the enrollment of a student was procured as the result of any misrepresentation in advertising, in promotional materials of the massage therapy educational program or by the owner or school representative, a refund of all monies paid to the School, including the application fee, will be made. If a student did not meet the admission requirements of a program and the student does not complete the program for any reason, all tuition and fees, with the exception of the application fee, shall be refunded. The effective date of termination for purposes of calculating the refund shall be the last day the student attended the institution. 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 during first week or one-tenth of the scheduled program, whichever is less; (b) 80% of the remaining tuition after the first week or one-tenth of the scheduled program, whichever is less, but within the first three weeks of the scheduled program; (c) 75% of the remaining tuition after the first three weeks of the scheduled program, but within the first quarter of the scheduled program; (d) 50% of the remaining tuition during the second quarter of the scheduled program; (e) 10% of the remaining tuition during the third quarter of the scheduled program; and the student may be considered obligated for the full tuition when separating during the last quarter of the scheduled program. Refund calculations are performed within 30 days of the date of determination and any monies due to the applicant or Student shall be refunded within 30 days after 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. 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 withdraw from the school, the student must initiate the withdrawal process by contacting the schools admissions office. The student's last day of attendance is the official withdrawal date and is the date used when applying the school's Cancellation & Refund Policy and R2T4. The withdrawal determination date is the date that the school receives written withdrawal notice.

UNOFFICIAL WITHDRAWAL: Termination of a student occurs when a student stops attending school without providing written withdrawal notice or when a student is dismissed by the school as disciplinary action. The student's last day of attendance is the official withdrawal date and is the date used when applying the school's Cancellation & Refund Policy and R2T4. School monitors attendance at least every 30 days. The withdrawal determination date is the date that the student was terminated due to disciplinary action or the date that school determined that the student stopped attending school.

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. For students who fail to return from an LOA, the student's last day of attendance is the official withdrawal date and is the date used when applying the school's Cancellation & Refund Policy and R2T4. The withdrawal determination date is the date that the student was scheduled to return from the LOA.

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.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. Acceptable payment methods include 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 enrollments are not extended for students who need additional hours simply because of absences. 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. Students using veterans' benefits to attend will have attendance monitored until the time the student drops, graduates, or completes the program. Attendance monitoring for VA beneficiaries requires eligible students to maintain an 80% attendance rate and miss no more than 5 consecutive days. All violations of this VA attendance standard will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences. Unsatisfactory attendance will be reported to the DVA even if a VA student has completed the required number of hours and no refund is due to the student and/or refund sources.

The School's enrollment policies comply with the Veterans Benefits and Transition Act of 2018, section 3679 of title 38. For purposes of this policy a "covered individual" is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits. All covered individuals are permitted to attend or participate in a course(s) of education during the period beginning on the date the covered individual provides to the facility a valid VA authorization, such as a VR&E authorization or a certificate of eligibility for chapter 31 or 33 and ending on the earlier of the following dates: (1) The date on which tuition/fees (T&F) payment from the VA is made to the facility; or (2) 90 days after the date the facility submits a valid T&F invoice or certifying T&F to the VA following receipt of the VA authorization or the certificate of eligibility. The school also requires that all covered individuals provide a valid VA authorization, such as a VR&E authorization or certificate of enrollment for chapter 33 or post-9/11 gi bill, no later than the first day of a course(s) in order to participate in the course(s). A VA authorization, certificate of enrollment or payment for the difference between the amount of the student's financial obligation and the amount of the VA education benefits disbursed, will not be accepted after the first day of a course, and therefore, a Student will not be able to participate in the course(s). The school will not impose any penalty, including the assessment of late fees; the denial of access to classes, libraries or other institutional facilities; or require any covered individual to borrow additional funds due to delayed T&F payment from the VA under Chapter 31 VR&E, Chapter 33.

CREDIT BALANCE POLICY

This policy ensures compliance with federal regulations and provides clarity on how such balances are handled in accordance with student accounts. A Title IV credit balance occurs when the total amount of Title IV federal financial aid (including Pell Grants, Federal Direct Loans, and other Title IV funds) disbursed to a student's account exceeds the total charges for tuition, fees, and other institutional expenses.
Once Title IV funds are disbursed to a student's account, any resulting credit balance will be identified and reviewed. If a credit balance exists, the school will take action to ensure the balance is refunded to the student or parent (if applicable).

REFUND PROCESS:

Any Title IV credit balance will be refunded to the student or parent (in the case of PLUS loans) no later than 14 days after the balance is identified. Refunds will be issued via check to the address on file.

AUTHORIZATION TO HOLD A FEDERAL STUDENT AID CREDIT BALANCE:

Students may provide authorization toAvenue Five Institute to hold their Title IV credit balance If a student opts to authorize the institution to hold the credit balance, the following conditions will apply:

- Students must sign an authorization form provided by the Office of Financial Aid. The authorization will remain in effect for the entire academic year unless revoked by the student.

- If authorized, the school may hold the credit balance and apply it toward future tuition, fees, or other institutional charges, including books and supplies, for the current academic year.
- Students may revoke this authorization at any time in writing, and any remaining credit balance will be refunded according to the refund procedures outlined in this policy.
- If a student does not provide authorization to hold the Title IV credit balance, the institution will refund the excess balance within the required timeframe as per federal regulations.

NON-TITLE IV CREDIT BALANCES:
Credit balances resulting from non-Title IV sources, such as institutional scholarships or personal payments, will be managed according to the institution's standard refund policy.

NOTIFICATION TO STUDENTS:
Students will be notified via email when a credit balance is identified, and the refund process has been initiated. Students may review their account for detailed information on charges and financial aid disbursements. For questions regarding this policy or Title IV credit balances, students may contact the Office of Financial Aid.

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, and $100.00 for schedule change requests. Students who withdraw or terminate prior to course completion will be charged a $150.00 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. Student books and supplies required by the school contain the equipment necessary for the satisfactory completion of the program. Students are not required to purchase books/supplies from school but books must be the same version/format and equipment of the same professional quality level (as determined by school). Students opting to purchase books and supplies 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 classes without the required books/supplies, and Federal Title IV Student Financial Aid funds may not be available to purchase the required items before classes start. The school bills in payment periods based on scheduled hours of attendance.

COSTS	Tuition	Books & Supplies	Sales Tax (8.25%)	Total	Extra Instructional Charges Rate
Cosmetology; Cosmetology Hybrid	$17,050.00	$1,800.46	$148.54	$18,999.00	$17.05 per hour
Barber; Barber Hybrid	$17,050.00	$1,800.46	$148.54	$18,999.00	$17.05 per hour
Esthetics; Esthetics Hybrid	$13,267.50	$1,800.00	$148.50	$15,216.00	$17.69 per hour
Advanced Massage Therapy; Advanced Massage Therapy Hybrid	$10,500.00	$700.23	$57.77	$11,258.00	$14.00 per hour
Master Esthetics; Master Esthetics Hybrid	$17,760.00	$1,600.00	$132.00	$19,592.00	$14.80 per hour
Basic Massage Therapy; Basic Massage Therapy Hybrid	$9,500.00	$700.23	$57.77	$10,258.00	$19.00 per hour
Nail Technology; Nail Technology Hybrid	$10,230.00	$865.59	$71.41	$11,167.00	$17.05 per hour
Barber Crossover	$5,115.00	$500.00	$41.25	$5,656.25	$17.05 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 instructional charges are paid. All monies received for extra instruction prior to completion of the students contract will be refunded if the student is terminated or withdrawn The hourly rate for extra instructional charges is outlined on the enrollment agreement and by program in 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 2025-2026 Academic Year, the school estimates that typical costs for transportation will be $133/month for students living with parents and $332/month for all others. The school estimates that costs for Food and Housing will be $651/month for students living with parents and $1,628/month for all others. The school estimates that costs for personal living expenses will be $422/month for students living with parents and $1,055/month for all others. These are only COA estimates and students are encouraged to shop around to make an informed decision about their total costs of attendance.

MASSAGE THERAPY BOOKS AND SUPPLIES:

- Three Logo Shirts, Massage Table, Bolster, Sheets, Holster, Oils ($327)
- Milady's Theory and Practice of Therapeutic Massage Epack, ISBN: 9780357812808 $258.71
- Biel, Andrew Trail Guide to the Body, Sixth Edition, 2019 (Books of Discovery) ISBN: 978-0998785066, $51.07
- Salvo, Susan Mosby's Pathology for Massage Therapist, Fourth Edition, 2017 (Elsevier) - ISBN:978-0323441957 ($59.96)
- Visible Body App ($50)
- CPR Certification Card ($20)

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 (2026)

Cosmetology Hybrid - YA, YE	Jan 20	Mar 2	Apr 20	Jun 1	Jul 20	Aug 31	Oct 19	Nov 30
Esthetics Hybrid - YA, YE, YM	Jan 20	Mar 2	Apr 20	Jun 1	Jul 20	Aug 31	Oct 19	Nov 30
Nail Technology Hybrid - YM	Jan 20	Mar 2	Apr 20	Jun 1	Jul 20	Aug 31	Oct 19	Nov 30
Barber Hybrid - YA, YE	Jan 20*	Mar 2*	Apr 20*	Jun 1*	Jul 20*	Aug 31	Oct 19	Nov 30
Advanced Mas. Therapy Hybrid*	No start dates scheduled							
Basic Massage Therapy, Hybrid	No start dates scheduled							
Master Esthetics, Hybrid	No start dates scheduled							
Cosmetology	No start dates scheduled							
Esthetics	No start dates scheduled							
Nail Technology	No start dates scheduled							
Barber	No start dates scheduled							
Cosmetology Crossover	No start dates scheduled							
Barber Crossover	No start dates scheduled							

Advanced Massage Therapy	No start dates scheduled
Basic Massage Therapy	No start dates scheduled
Master Esthetics	No start dates scheduled

*Indicates that this start date is only available at the North Campus. Massage Programs are not currently offered at the South Campus. Program offerings and class start dates vary based on enrollment, staff availability and other considerations. Program start dates for the following programs are to be determined: Cosmetology; Esthetics; Nail Technology; Barber; Master Esthetics; Master Esthetics Hybrid; Cosmetology Crossover; Barber Crossover; Advanced Massage Therapy Hybrid; Advanced Massage Therapy; Basic Massage Therapy, and Basic Massage Therapy Hybrid.

CAMPUS PERFORMANCE STATISTICS - Graduation/Placement/Licensure Numbers

The school tracks its annual performance with respect to student graduate rate, licensure rate, and placement rate. The percentages below represent the latest outcomes for calendar year 2024 of which the school is extremely proud.

Cumulative Outcomes of All Related Programs for CIP 12.04 (Cosmetology and Related Personal Grooming)

	North Austin Campus	South Austin Campus	Cumulative Total
Graduation Rate:	96.81% (273/282)	97.04% (164/169)	96.90% (437/451)
Placement Rate	70.35% (140/199)	71.00% (71/100)	70.57% (211/299)
Licensure Rate:	100% (205/205)	99.07% (106/107)	99.68% (311/312)

Cumulative Outcomes of All Related Programs for CIP 51.35 (Somatic Bodywork and Related Therapeutic Services)

	North Austin Campus	South Austin Campus	Cumulative Total
Graduation Rate:	92.31% (12/13)	NA	92.31% (12/13)
Placement Rate	62.50% (5/8)	NA	62.50% (5/8)
Licensure Rate:	100.00% (8/8)	NA	100.00% (8/8)

CAMPUS PERSONNEL

The table below reflects current staff as of the 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		Kate Moreno	Financial Aid Processor, AC
Teddy Romero	President, AC		Krystal Bagorio	Senior Financial Aid Advisor, AC
Rae Gober	Vice President, AC		Kayla Cochran	Financial Aid Advisor, AC
NIkki England	Vice President, AC		Toni Rios	Financial Aid Advisor, AC
Coty Ross Williams	Director of Admissions, AC		Alexis Ontiveros	Senior Admissions Advisor, NC
Amanda Keith	Director of Compliance, AC		Sharee Johns	Senior Admissions Advisor, NC
Jessica Riscili	Campus Director, NC		Korina Trimble	Admissions Advisor, NC
Sam Dukes	Campus Director, SC		Jordyn Horn	Admissions Advisor, NC
Harper Wilde	Campus Director Trainee, AC		Denescia Houston	Admissions Advisor, SC

Terri Christian	Cosmetology Instructor, NC		Shannon Teale	Registrar, AC
Teela Crespo	Cosmetology/Nail Technology Instructor, NC		Kimra Beechly	Student Services Coordinator, AC
Brianna Sifuentez	Cosmetology/ Instructor, NC		Cole Gephardt	Barber Instructor, NC
Dawn Pappas	Cosmetology Instructor, NC		Saj Ryan	Esthetics Instructor, NC
Dee Gonzalez	Cosmetology Instructor, NC		Jessica Tate	Esthetics Instructor, NC
Chani Franklin	Nail Technology Instructor, NC		Ted Miller	Esthetics Instructor, NC
Manny Aguilar	Cosmetology/Nail Technology Instructor, NC		Berenice Guillen	Esthetics Instructor, NC
Kimberly Fitzgerald	Cosmetology Instructor, SC		Megan Forbes	Esthetics Instructor, NC
Bryan Hebert	Cosmetology/Esthetics Instructor, SC		Emerald Charles	Nail Technology Instructor, SC
Mariah Brown	Esthetics Instructor, SC		Amanda Arthur	Cosmetology/Nail Technology Instructor, SC
Ashley Alvarez	Esthetics Instructor, SC		Alison Melton	Cosmetology Instructor, SC

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/Master Esthetics/Nail Technology/Barber/ Barber Crossover-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

Avenue Five Institute is committed to ensuring that students receiving financial assistance are aware of their rights and responsibilities in relation to their financial aid. The following policy provides an overview of the rights and responsibilities of students who are awarded federal, state, and institutional financial aid, in compliance with the regulations set forth by the U.S. Department of Education, particularly the provisions of 34 CFR 668.42(c).

STUDENT RIGHTS

As a student receiving financial assistance, you have the right to:

- Access to Financial Aid Information: You have the right to receive clear and accurate information about financial aid programs, eligibility requirements, and your rights and responsibilities as a recipient. This information is available through the Financial Aid Office and the schools website.
- Fair and Equal Consideration: You are entitled to fair and equal consideration for financial aid, provided that you meet eligibility requirements and submit the necessary documentation in a timely manner.
- Understanding of Award Decisions: You have the right to know the amount of financial assistance you are being awarded, the criteria used to determine the award, and any specific conditions that apply to your aid.
- Right to Appeal: If you disagree with any financial aid decisions, you have the right to appeal the decision. The Office of Financial Aid will provide guidance on the process and timelines for submitting an appeal.
- Confidentiality of Information: Your financial aid information is protected under the Family Educational Rights and Privacy Act (FERPA). Information regarding your financial aid status, award amounts, and other related matters will only be shared with those authorized by you or as required by law.
- Right to Financial Aid Disbursement Information: You have the right to be informed of the disbursement dates, methods of disbursement, and how funds will be applied to your account.

STUDENT RESPONSIBILITIES

As a student receiving financial assistance, you are responsible for:

- Providing Accurate Information: You are responsible for ensuring that all information provided on your financial aid application (e.g., FAFSA, institutional forms) is accurate and complete. Any discrepancies or errors should be promptly corrected. Failure to provide accurate information may delay the processing of your financial aid.
- Meeting Deadlines: You are responsible for submitting all required documentation, forms, and applications by the established deadlines. Missing deadlines may result in delays or loss of financial aid eligibility.
- Maintaining Eligibility: You must maintain satisfactory academic progress as outlined by the institution's policy. This includes meeting the minimum GPA and completion rate requirements for continued eligibility for financial aid. If you fail to maintain these standards, you may lose your eligibility for aid.
- Repayment of Overawards: If you receive financial aid in excess of what you are eligible for, you are responsible for repaying any overawards or excess aid promptly. Failure to repay overawards may result in a hold on your academic records or future financial aid.
- Reporting Changes in Enrollment Status: You must promptly notify the Financial Aid Office if there is any change in your enrollment status (e.g.,dropping class, withdrawal, or change in program). Changes in enrollment may affect the amount or eligibility of your financial aid.
- Adhering to Aid Conditions: You are responsible for understanding and complying with the terms and conditions of each financial aid program, including any loan agreements. This includes completing entrance and exit counseling for federal loans and ensuring that you understand your loan repayment obligations.
- Responding to Requests from the Financial Aid Office: You must respond to any requests for additional documentation or information from the Financial Aid Office in a timely manner. Delayed responses may impact the processing of your aid.
- Maintaining Contact with the Financial Aid Office: You must notify the Financial Aid Office of any changes to your contact information, including your address, email, and phone number.

CONSEQUENCES FOR FAILING TO MEET RESPONSIBILITIES
Failure to meet the responsibilities outlined in this policy may result in:

- Delay or cancellation of your financial aid.
- Requirement to repay funds that were disbursed in error.
- Loss of eligibility for future financial aid.
- Referral for collection or legal action in cases of fraud or misrepresentation.

CONTACT INFORMATION**:** For further clarification or assistance regarding your rights and responsibilities, please contact the Financial Aid Office.

FAFSA APPLICATION, STUDENT LOANS, AND AWARD NOTIFICATION PROCEDURES: A current-year FAFSA® (Free Application for Federal Student Aid) must be completed before any Title IV aid can be awarded. The federal deadline to submit your FAFSA for each award year is **11:59 PM Central Time on June 30**. You may complete the FAFSA online at StudentAid.gov/fafsa or via the myStudentAid mobile app.

Instructions for completing federal student loan requirements are available both online at StudentAid.gov and through the Avenue Five Institute website: you must electronically sign your Master Promissory Note (MPN)—the legal agreement to repay all federal loans—at StudentAid.gov/mpn before any Direct Loan disbursement, and all first-time Direct Loan borrowers (Subsidized, Unsubsidized, and PLUS) must complete Entrance Counseling online at StudentAid.gov/entrance-counseling to ensure you understand loan terms, repayment obligations, and budgeting strategies. Avenue Five Institute will verify both your MPN signature and Entrance Counseling completion before certifying any Title IV loan disbursement.

Once you have completed all required steps, you will receive an Award Letter estimating your federal aid package—including grant and loan amounts, types of aid, and anticipated disbursement dates—for the upcoming academic year. Award Letters will be delivered electronically; no action is required to accept the awards as offered, but you must submit written notification to the Financial Aid Office within two business days of receipt if you wish to decline all or part of any award. If you do not respond, Avenue Five Institute will assume you accept the awards as presented.

Avenue Five Institute participates in the Federal Pell Grant, Direct Subsidized and Unsubsidized Loan, and Parent PLUS Loan programs under Title IV of the Higher Education Act. Students are encouraged to research additional state and private funding opportunities.
Please contact the Financial Aid Office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) if you have questions or need assistance with any of these processes.

ALTERNATIVE (PRIVATE) LOANS: Private (alternative) education loans are offered by banks, credit unions, and other private lenders to cover costs beyond federal aid. To qualify, you generally must be a U.S. citizen, national, or permanent resident with a valid Social Security number and meet the lender's credit requirements—often demonstrated by a minimum credit score and income If you lack credit history or have a low score, you may qualify by applying with a creditworthy cosigner. Before borrowing, compare multiple lenders' rates, fees, and terms—and consult the Avenue Five Institute Financial Aid Office for guidance.

VERIFICATION: If a student is chosen for verification, they must complete a Verification Worksheet provided by the Avenue Five Institute Financial Aid Office, and may be required to submit additional documentation—such as federal income tax transcripts, W-2 forms (for student, spouse, and/or parents), proof of untaxed income, proof of identity, and any other items specified—to finalize their federal aid eligibility

Students will receive an email listing all required documents and must submit everything to the Financial Aid Office within 14 days of that notification; failure to do so will necessitate alternative payment arrangements until eligibility is confirmed. After reviewing all submitted materials, the Financial Aid Office will notify students by email of any adjustments to their financial aid package and provide an updated award

plan in accordance with federal regulations. On a case-by-case basis, the Financial Aid Office may grant exceptions to the 14-day submission requirement if deemed necessary.

TITLE IV DISBURSEMENT & LOAN REPAYMENT: Avenue Five Institute applies all Title IV federal funds first to institutional charges (tuition, fees, and other approved costs), with any remaining credit balance disbursed directly to the student (or parent in the case of PLUS loans) within 14 days of the credit balance occurring. For programs defining an academic year as 900 clock hours (or equivalent), federal regulations require at least two disbursements per academic year—typically at the midpoint and end of each payment period. Students may also submit a written request to the Financial Aid Office to have their Title IV aid budgeted evenly across additional disbursements throughout the year.

Repayment of Federal Direct Loans is a critical responsibility: loans are funded by the U.S. Department of Education and administered by federal loan servicers, who handle billing, payment processing, and customer service. Borrowers must sign a Master Promissory Note (MPN) before their first disbursement, which outlines the legal obligation to repay and details borrower rights and responsibilities.. The Direct Loan Program offers multiple repayment plans— To explore plan features, calculate estimated payments, or locate your loan servicer, contact the Financial Aid Office or call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). Developing—and adhering to—a comprehensive repayment budget helps reduce interest accrual, avoid late fees, and minimize default risk, thereby protecting your credit and financial future.

EXIT COUNSELING: 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 and Parent Plus Loan information to the National Student Loan Data System (NSLDS). This information will be accessible by guarantee 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.

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, employees, and 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: Avenue Five Institute does not participate in any revenue-sharing arrangements with any lender.

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 servicer of education loans.
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.

Avenue Five Institute will not direct students to a specific lender 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.
Avenue Five Institute 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.
Avenue Five Institute will not request or accept any assistance with call center or financial aid office staffing
.
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.

Avenue Five Institute is committed to the following best practices with respect to lending and will display all required consumer information in a prominent location on the institutional web site and in any printed materials, easily identified and found, and labeled as "Consumer Information."

For assistance with federal student-aid disputes, visit our Consumer & Student Disclosures page or contact the FSA Ombudsman Group at 1-877-557-2575.

STUDENT BODY DIVERSITY

Percent of Undergraduate enrollment by gender (2023 Fall Enrollment Data)		
	North Austin Campus	**South Austin Campus**
Men	5%	2%
Women	95%	98%
Percent of Undergraduate enrollment by race/ethnicity		

Nonresident Alien	0%	0%
Asian	4%	1%
American Indian/Alaska Native	1%	1%
Black or African American	11%	5%
Hispanic/Latino	33%	48%
Native Hawaiian	0%	0%
White	42%	36%
Two or more races	8%	8%
Race/Ethnicity Unknown	0%	1%

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, 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.

GAINFUL EMPLOYMENT 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 / Cosmetology Hybrid (Time Frame / Award Year - 7/1/23- 6/30/24) (SOC Code: 39-5012) - This program is designed to be completed in 34 weeks. *This is the normal time to complete the program as published in the institution's catalog.* This program will cost $18,999 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. Refer to the most recent student catalog for current tuition and fees.* Of the students who completed this program within normal time, the typical graduate leaves with $5,065.00 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 and eligible for placement is published in the student catalog under Campus Performance Statistics section.

Program Name: Esthetics / Esthetics Hybrid (Time Frame / Award Year - 7/1/23- 6/30/24) (SOC Code: 39-5094)- This program is designed to be completed in 25 weeks. *This is the normal time to complete the program as published in the institution's catalog.* This program will cost $14,886 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. Refer to the most recent student catalog for current tuition and fees.* Of the students who completed this program within normal time, the typical graduate leaves with $7,919.00 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 and eligible for placement is published in the student catalog under Campus Performance Statistics section.

Program Name: Advanced Massage Therapy / Advanced Massage Therapy Hybrid (Time Frame / Award Year -7/1/23- 6/30/24) (SOC Code: 31-9011) This program is designed to be completed in 25 weeks. *This is the normal time to complete the program as published in the institution's catalog.*This program will cost $11,258 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. Refer to the most recent student catalog for current tuition and fees.* Of the students who completed this program within normal time, the typical graduate leaves with $7,917.00 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 and eligible for placement is published in the student catalog under Campus Performance Statistics section.

Program Name: Nail Technology/ Nail Technology Hybrid (Time Frame / Award Year - 7/1/23- 6/30/24) (SOC Code: 39-5092) This program is designed to be completed in 20 weeks for evening students. *This is the normal time to complete the program as published in the institution's catalog.* This program will cost $10,897 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. Refer to the most recent student catalog for current tuition and fees.* Of the students who completed this program within normal time, the typical graduate leaves with $5,692 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 nail technology students completing the program in the award year and eligible for placement is published in the student catalog under Campus Performance Statistics section.

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. Before enrolling in a Hybrid program, students will be provided with specific hardware, software, and network requirements required for successful program completion.

2025 ANNUAL SECURITY REPORT

North Austin Campus:
8620 Burnet Road Suite 300
Austin, TX 78757

South Austin Campus:
500 E Ben White, Bld E, Ste 100
Austin, TX 78704

All Campuses
Phone: (512) 968-2835
Website: www.avenuefive.edu

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AVENUE FIVE INSTITUTE
SAFETY & SECURITY INFORMATION

Campus safety and security are important issues at the Avenue Five Institute (the "Institute"). Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to provide students and families with the information they need to make informed decisions. The following policies and procedures are established to comply with the Clery Act.

A. Timely Warnings & Emergency Notifications

In the event that a situation arises, either on or off campus, that, in the judgment of a Campus Security Authority constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. Furthermore, the Campus Security Authority will immediately notify the Institute community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the Institute, unless issuing a notification will compromise efforts to contain the emergency. The warning will be disseminated to staff and students through announcements in campus facilities, cell phone messages, email, Institute website, social media and/or flyers to ensure that the entire campus is likely to receive the warning. The timely warning will include information that promotes safety and tips to prevent similar crimes, allowing the campus community to take appropriate precautions. The timely warning will also include the time, location, and type of crime reported. Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Director by phone at (512) 968-2835 or in person at the Institute.

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 Institute will 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.

B. Reporting the Annual Disclosure of Crime Statistics

The Institute prepares this report to comply with the Clery Act. The full text of this report can be located on our website at: www.avenuefive.edu. This report is prepared in cooperation with the local law enforcement agencies around our campus.

Campus crime, arrest and referral statistics include those reported to the local police departments, designated campus officials (including but not limited to the Campus Director), and other law enforcement agencies.

Each year notification is made to all enrolled students and employees that provides the website to access this report. Copies of the report may also be obtained in person from the Campus Director or by calling (512) 968-2835. All prospective employees may obtain a copy from the Campus Director.

C. Reporting of Criminal Offenses

Avenue Five Institute encourages anyone who is the victim or witness to any crime or other emergency to report the incident as soon as possible. Contact the Campus Director at (512) 968-2835 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported to the Campus Director.

Reports may also be made to the Institute's Campus Security Authorities, or CSAs. Under Federal law, the definition of CSAs includes individuals/offices designated by the Institute as those to whom crimes should be reported; and officials with significant responsibility for student and campus activities. If an Institute staff member has "significant responsibility" for students and campus activities outside of the classroom, and students potentially could report a crime / incident to that staff member, then they are a CSA. CSAs are defined by function, not title. For the Avenue Five Institute, CSAs include the following:

CAMPUS	CAMPUS DIRECTOR	VICE PRESIDENT	PRESIDENT	CEO
North Austin	Jessica Riscilli	Rae Gober	Teddy Romero	Brandon Martin
South Austin	Samantha Dukes	Rae Gober	Teddy Romero	Brandon Martin

For off campus options you may contact the Austin Police Department at (512) 974-2000 for non-emergencies. You should always dial 9-1-1 for emergency situations.

Anyone who is the victim or witness to any crime is encouraged to promptly report the incident to the police. Because police reports are public records under state law, the police cannot hold reports of crime in confidence.

D. Confidential Reporting

Avenue Five Institute encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. Violations of the law will be referred to the local police department. When a potentially dangerous threat to the Institute community arises, timely reports or warnings will be issued through email messages, text messages, the posting of flyers in the Institute buildings, in-class announcements, or other appropriate means.

If you are the victim of a crime and do not want to pursue action within the campus or criminal justice systems, you may still want to consider making a confidential report. With your permission, the Campus Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Institute can keep an accurate record of the number of incidents occurring on campus properties. In addition, this will determine where there is a pattern of crime regarding a location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the Institute.

E. Access Policy

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

F. Campus Security Authority and Jurisdiction

The Institute's administration attempts to provide a safe, secure educational environment for all students and employees. The Institute does not provide security guards on its campus premises. The ultimate authority for law enforcement at the Institute is the local police department. The Institute does not have any written agreements with local police departments for the investigation of alleged criminal offenses. Institute officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of Institute facilities. The Campus Director is the Institute's coordinator of security issues at each campus. They are not authorized to arrest individuals but do have the authority to detain suspected criminal offenders if it is deemed safe to do so.

G. Security Awareness Programs

All new enrolled students participate in a general Institute orientation class. During the orientation class, the need and procedure of reporting emergencies and criminal activities, campus security measures and crime prevention is discussed. Similar information is presented to new employees. In addition, information is disseminated to students and employees through tips posted in the Institute buildings, in-class announcements, and announcements through social media.

Though the Institute 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.

1. Do not leave personal property in classrooms
2. Report to your institutional official, any suspicious persons
3. Always try to walk in groups outside the school premises and stay in well-lighted areas
4. If you are waiting for a ride, wait within sight of other people
5. Don't prop open self-locking doors
6. Trust your instincts

H. Criminal Activity Off Campus

The Avenue Five Institute does not provide law enforcement services to off-campus activities on behalf of the Institute.

I. Emergency Response Preparation and Evacuation

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.

Evacuation Procedure. Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder) and staff, students and visitors can safely reach the evacuation location without danger.

The Campus Director will call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice the Institute has been evacuated. The Campus Director will communicate when it is safe to re-enter the building.

Institute team member responsibilities:

- Instruct students and guests to exit the building using the designated emergency exit routes or as directed by the Campus Director. Emergency exit routes should be diagrammed on the Institute floor plan drawing posted near the light switch inside each room.
- Use a secondary route if the primary route is blocked or hazardous.
- Help those needing special assistance.
- Do not lock classroom doors when leaving, close door and turn off lights.
- Do not stop for student or staff belongings.
- Take class roster, phone lists, first-aid kit and other emergency supplies with you. Check the bathrooms, hallways and common areas for visitors, staff or students while exiting.
- Go to designated gathering locations.
- When outside the building, check for injuries.
- Account for all students. Immediately report any missing or injured students to the Campus Director.
- Wait for additional instructions.

Lockdown Procedure. Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

The Campus Director will make an announcement that the Institute is experiencing an emergency situation and that it is now under lockdown. The Campus Director will designate staff to call 9-1-1, identify the name and address of the Institute, describe the emergency, state the Institute is locking down, and provide intruder description and weapon(s) if known. The Campus Director will instruct staff to stay on the phone to provide updates and additional information.

Institute team member responsibilities:

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.
- Lock your doors.
- Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.
- Take attendance and be prepared to notify the Campus Director or local law enforcement of missing students or additional students, staff or guests sheltered in your classroom.
- Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder.
- Staff and students may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
- Allow no one outside of the classroom until the Campus Director or local law enforcement gives the "All Clear" signal unless a life-threatening situation exists and a means to safe exit is available (through a window or other safe passage).
- If students and Institute personnel are outside of the Institute building at the time of a lockdown, Institute personnel will move students to the designated off-site assembly location.

Shelter-In-Place Procedure. The shelter-in-place procedure provides a refuge for students, staff and the public inside the Institute building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

The Campus Director will announce that the Institute is experiencing an emergency situation and needs to implement shelter-in-place procedures. Students, guests and staff will be directed to move to the designated shelter locations in the Institute. All students, guests and staff outside will be directed to immediately move to an inside room.

The Campus Director will designate staff to monitor radio, Internet, and other media for information on incident conditions that caused the shelter-in-place. The Campus Director will contact and consult with public safety officials as appropriate, and be prepared to announce additional procedures due to changing conditions of the incident, or to announce an "All Clear."

Institute team member responsibilities:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets or hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris, if appropriate.
- All persons must remain in the shelter until notified by the Campus Director or public safety official that it is safe to exit.

Fire Response Procedure. The Institute has a policy and procedures governing fire drills and conducts fire drills as required by law. All staff are trained on how to respond in the event of a fire.

Any staff discovering fire or smoke will activate the fire alarm, and report the fire to the Campus Director, or call 911 if conditions require and/or injured are in need of medical assistance. Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

No one may re-enter building(s) until it is declared safe by the fire department.

Once the fire department arrives, it is critical to follow the instructions of, and cooperate with, the fire department personnel who have jurisdiction at the scene.

The Campus Director will call or direct staff to call 911 to confirm the alarm is active, identify the Institute name and location, provide exact location of the fire or smoke, if any staff or students are injured, and state the building is being evacuated. The Campus Director will ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the fire. The Campus Director will designate staff to obtain student roll from instructors and identify any missing students.

The Campus Director will not allow staff, students or guests to return to the building until the fire department with jurisdiction over the scene has determined that it is safe to do so and given the “All Clear.”

Institute team member responsibilities:

- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated gathering location.
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Assist or designate others to assist students with functional needs.
- Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- Take attendance at the gathering location. Report any missing students or staff members and/or any injuries to the Campus Director or the emergency response personnel at the scene.
- Keep class together and wait for further instructions.
- Remain in safe area until the “All Clear” signal has been issued.
- No one may re-enter building(s) until it is declared safe by the fire department.

Medical Emergency Procedure. These procedures are in place to assist staff, students and guests in the event of a medical emergency.

The Institute’s staff should:

- Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
- Immediately notify the Campus Director.
- Assess the seriousness of the injury or illness.
- Call or have someone call 9-1-1 immediately. Be prepared to provide the Institute name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first-aid according to your level of training until help arrives.
- Comfort and reassure the injured person. Do not move an injured person unless the scene is unsafe.

The Campus Director will direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders. The Campus Director will send Institute staff with first responder/ first-aid training to the scene if this has not already occurred. The Campus Director will assign a staff member to meet emergency medical service responders and lead them to the injured person, and assign a staff member to remain with the injured person if they are transported to the hospital. If the injured person is a member of Institute personnel or a student, the Campus Director will notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported. The Campus Director will ensure that student or staff medical information from administrative records is sent to the hospital. The Campus Director will develop and maintain written documentation of the incident.

J. Fire Prevention and Workplace Hazards

It is the responsibility of all faculty and staff to alert the Campus Director of any and all conditions that could potentially pose a fire hazard or other unsafe condition in or around the building. No smoking is permitted in the building and flammable chemicals are confined and stored in a locked area, meeting all OSHA requirements. Good housekeeping practices will be the responsibility of all faculty, staff and students. Waste materials are to be discarded in their proper places and all aisles, doorways, hallways and exit doors are to be kept clear at all times.

K. Alcoholic Beverages or Controlled Substances

It is the policy of Avenue Five Institute that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on Institute premises, or as part of any Institute sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy can be found in the Drug Free School Policy.

L. Alcohol and Substance Abuse Education

The Institute has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of information materials, referrals, and Institute disciplinary actions.

A violation of any law regarding drugs or alcohol is also a violation of the Institute's Drug Free School Policy and will be treated as a separate disciplinary matter by the Institute.

Please see the Drug Free School Policy for the prevention and treatment center contact information.

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the National Institute on Alcohol Abuse and Alcoholism (www.Institutedrinkingprevention.gov) as well as the National Institute on Drug Abuse (www.drugabuse.gov/DrugPages/DrugsofAbuse.html).

M. Sexual Harassment Policies & Procedures

Avenue Five Institute is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual harassment. Every member of the Institute community should be aware that the Institute is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws.

The Institute's Sexual Harassment Policy is part of this Annual Security Report. It describes the Institute's programs to prevent sexual harassment, and the procedures that the Institute will follow once an incident of sexual harassment has been reported. This Policy is disseminated widely to the Institute community through publications, the Institute website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Campus Director or downloaded from the Institute's website at www.avenuefive.edu. The Institute provides training to key staff members to enable the Institute to handle any allegations of sexual harassment promptly and effectively. The Institute will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The Institute's Sexual Harassment Policy governs sexual harassment that occurs in the Institute's education programs or activities. This Policy applies to all students, employees, and third parties conducting business with the Institute, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Institute encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the Institute can respond appropriately. As further described in the Policy, the Institute will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

N. Sexual Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, the Institute is providing information for where students and employees may obtain information regarding registered sex offenders. The Texas Sex Offenders Registry may be found at https://www.dps.texas.gov/administration/crime_records/pages/sexoffender.htm. The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained.

AVENUE FIVE INSTITUTE
CAMPUS CRIME REPORT – NORTH AUSTIN CAMPUS
8620 Burnet Road Suite 300 Austin, TX 78757

The Campus Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (512) 968-2835. All prospective employees may obtain a copy from the Campus Director or by calling (512) 968-2835.

To Report A Crime: Contact the Campus Director at (512) 968-2835 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests & Disciplinary Referrals						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

Hate Crimes – There were no Hate Crimes reported for 2022, 2023, or 2024.

AVENUE FIVE INSTITUTE
CAMPUS CRIME REPORT – SOUTH AUSTIN CAMPUS
500 E Ben White, Austin TX 78704

The Campus Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (512) 968-2835. All prospective employees may obtain a copy from the Campus Director or by calling (512) 968-2835.

To Report A Crime: Contact the Campus Director at (512) 968-2835 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	1	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0
Arson	0	0	0	0	0	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	1	0	0	0
Stalking	0	0	0	0	0	0
Arrests & Disciplinary Referrals						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	1	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

Hate Crimes – There were no Hate Crimes reported for 2022, 2023, or 2024.

AVENUE FIVE INSTITUTE
DRUG FREE SCHOOL POLICY

Avenue Five Institute believes that it is very important to provide a safe environment for all of its students and employees. Substance abuse, while at work, Institute or otherwise, seriously endangers the safety of students and team members, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the Institute. The Avenue Five Institute will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

It is a violation of Institute policy for any employee or student to:

- Use illegal drugs or misuse prescription drugs;
- Misuse alcohol;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on Institute property;
- Arrive or return to Institute intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during Institute hours or while on Institute property (including parking lots); and
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public.

Any employee or student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her Instructor or the Campus Director before providing services under such medication.

Employees and students are individually responsible for being aware of applicable laws, regulations, ordinances, and the Institute's policy for complying with them. Avenue Five Institute will assist in that endeavor by providing current information on an ongoing basis to all students and employees.

Drug & Alcohol Health Risks

Alcohol: People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol's power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not?

Alcohol's effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

While drinking alcohol is itself not necessarily a problem—drinking too much can cause a range of consequences, and increase your risk for a variety of problems.

Cocaine: Cocaine is a powerfully addictive stimulant drug. Cocaine increases levels of the natural chemical messenger *dopamine* in brain circuits controlling pleasure and movement. This flood of dopamine ultimately disrupts normal brain communication and causes cocaine's high.

Short-term effects include constricted blood vessels, nausea, faster heartbeat, extreme happiness and energy, irritability and paranoia. Long-term effects include nosebleeds, severe bowel decay, higher risk of contracting HIV, hepatitis C, and other bloodborne diseases, malnourishment, restlessness, and severe paranoia with auditory hallucinations. A person can overdose on cocaine, which can lead to death.

Marijuana: Marijuana contains the mind-altering chemical THC and other related compounds. THC over-activates certain brain cell receptors, resulting in effects such as altered senses, changes in mood, impaired body movement, difficulty with thinking and problem-solving, and impaired memory and learning. Marijuana use can have a wide range of health effects, including hallucinations and paranoia, breathing problems, and possible harm to a fetus's brain in pregnant women. Marijuana use can cause some very uncomfortable side effects, such as anxiety and paranoia and, in rare cases, extreme psychotic reactions. Marijuana use can lead to a substance use disorder, which can develop into an addiction in severe cases.

Hallucinogens and Dissociative Drugs: Hallucinogens and dissociative drugs—which have street names like acid, angel dust, and vitamin K—distort the way a user perceives time, motion, colors, sounds, and self. These drugs can disrupt a person's ability to think and communicate rationally, or even to recognize reality, sometimes resulting in bizarre or dangerous behavior. Hallucinogens such as LSD, psilocybin, peyote, DMT, and ayahuasca cause emotions to swing wildly and real-world sensations to appear unreal, sometimes frightening. Dissociative drugs like PCP, ketamine, dextromethorphan, and *Salvia divinorum* may make a user feel out of control and disconnected from their body and

environment. In addition to their short-term effects on perception and mood, hallucinogenic drugs are associated with psychotic-like episodes that can occur long after a person has taken the drug, and dissociative drugs can cause respiratory depression, heart rate abnormalities, and a withdrawal syndrome.

Methamphetamine: The abuse of methamphetamine—a potent and highly addictive stimulant—remains an extremely serious problem in the United States. The consequences of methamphetamine abuse are terrible for the individual—psychologically, medically, and socially. Abusing the drug can cause memory loss, aggression, psychotic behavior, damage to the cardiovascular system, malnutrition, and severe dental problems. Methamphetamine abuse has also been shown to contribute to increased transmission of infectious diseases, such as hepatitis and HIV/AIDS.

Reasonable Search:
To ensure that illegal drugs and alcohol do not enter or affect the Institute, Avenue Five Institute reserves the right to search all vehicles, containers, lockers, or other items on Institute property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the Institute's request. Searches will be conducted only where Avenue Five Institute has reason to believe that the student has violated the Institute's Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the program or denial of access to Institute premises. Searches of a student's personal property will take place only in the student's presence. All searches under this Policy will occur with the utmost discretion and consideration for the student involved. Individuals may be required to empty their pockets, but under no circumstances will a student be required to remove articles of clothing to be physically searched.

Student Assistance:
Avenue Five Institute holds all students accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the Institute's Policy. This is required in order to correct the problem and be able to avoid violating the Institute's Policy in the future. If the student is willing to actively engage in resolving the substance use problem, the Institute will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student's expense. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to the Institute only if (s)he passes a drug /alcohol test and has satisfactory medical evidence that (s)he is fit for attendance.

This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

Disciplinary Action:
Violation of this Policy will result in the student's immediate termination. Re-admittance may be considered after 60 days. To be considered for re-admittance, the student must provide proof of having satisfactorily attended treatment that is provided by a Substance Abuse Professional (SAP) and/or prescribed by a SAP and completed a drug and/or alcohol test, determined by which test was previously positive, with a negative test result. If the student is readmitted, (s)he must complete the prescribed follow-up testing by the SAP or by law, as applicable, to continue attending Avenue Five Institute. Treatment and follow-up testing will be at the expense of the student. The Institute may terminate a student who has entered a rehabilitation program for violations of the Drug Free School Policy or any other school policy in accordance with the procedures set forth in the School Catalog.

Confidentiality:
All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by Avenue Five Institute as part of this Drug Free School Policy are confidential communications. Unless authorized by state laws, rules or regulations, the Institute will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

Alcohol & Drug Prevention & Treatment

Prevention and Treatment Centers:

- **Texas Substance Abuse Helpline**: 1-866-971-2658
- **Alcoholics Anonymous**: 512-327-9927
- **Salvation Army Adult Rehab Center Austin**: 512-447-2272

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
- Boys Town National 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)
- Care Unit Hospital Program 1-888-868-2104
- National Suicide Prevention Lifeline 988 (24 hours/day)

Biennial Review:
The Institute will review the drug and alcohol prevention program every two years on the odd number year. Any recommendations/data and or assistance available to substance abusers will be updated and distributed to all students and staff of Avenue Five Institute.

Overview of Federal Controlled Substance Penalties.
The Controlled Substances Act (CSA) places all substances which were in some manner regulated under existing federal law into one of five schedules. This placement is based upon the substance's medical use, potential for abuse, and safety or dependence liability. The Act also provides a mechanism for substances to be controlled (added to or transferred between schedules) or decontrolled (removed from control). The procedure for these actions is found in Section 201 of the Act (21U.S.C. §811).

The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule of the drug or other substance, and sometimes are specified by drug name, as in the case of marijuana. As the statute has been amended since its initial passage in 1970, the penalties have been altered by Congress. The following charts are an overview of the penalties for trafficking or unlawful distribution of controlled substances.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	**First Offense:** Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual. **Second Offense:** Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	5 kgs or more mixture	**First Offense:** Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual. **Second Offense:** Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. **2 or More Prior Offenses:** Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	

		PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) Flunitrazepam (Schedule IV)	Any amount 1 gram	**First Offense:** Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine $1 million if an individual, $5 million if not an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprison- ment. Fine $2 million if an individual, $10 million if not an individual.
Other Schedule III drugs	Any amount	**First Offense:** Not more than 10 years. If death or serious injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. **Second Offense:** Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.

All other Schedule IV drugs	Any amount	**First Offense:** Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	
All Schedule V drugs	Any amount	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense:** Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regard-less of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.	Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $20 million if an individual and $75 million if other than an individual.

Key Provisions of Texas Drug & Alcohol Laws

The following legal sanctions for said illegalities are set forth by the State of Texas.

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.

Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations:
The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

By completing the FAFSA, you may be eligible for non federal aid from states and private institutions even if ineligible for Federal Aid. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you may be liable for returning any financial aid you received during a period of ineligibility.

Institute Flexibility:
Avenue Five Institute reserves the right to alter or amend any portion of this policy at any time without prior notice. The Institute reserves the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the Institute are for guidance only and failure of Avenue Five Institute to strictly meet any time frame provided herein shall not preclude the Institute from taking any action provided herein. Under no circumstances shall failure to perform any act within the time frames herein excuse or relieve any student from his or her obligations, act to nullify any positive test, or relieve any student from the consequences of any positive test, or any other violation of this Policy.

Review of Effectiveness of the Drug and Alcohol Abuse Prevention Program

In August of 2025, Avenue Five Institute conducted a review of the effectiveness of our drug and alcohol program, as outlined above. The President 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 our school environment.

Method Used to Determine the Effectiveness of 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 a 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 the 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,

Based on this analysis, the CEO will make appropriate changes and update the Drug and Alcohol policies and standards of conduct so that future violations can be reduced or eliminated.

2025 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. NA

No changes were recommended to the drug and alcohol policy as a result.

AVENUE FIVE INSTITUTE
SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

1. Introduction

Avenue Five Institute (the "Institute") is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual harassment. Every member of the Institute community should be aware that the Institute is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws.

The Institute does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

As part of the Institute's commitment to providing a working and learning environment free from sexual harassment, this Policy shall be disseminated widely to the Institute community through publications, the Institute website, new employee orientations, student orientations, and other appropriate channels of communication. The Institute provides training to key staff members to enable the Institute to handle any allegations of sexual harassment promptly and effectively. The Institute will respond promptly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this Policy.

2. Scope of the Policy

This Policy governs sexual harassment that occurs in the Institute's education programs or activities. This Policy applies to all students, employees, and third parties conducting business with the Institute, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Institute encourages victims of sexual harassment to talk to somebody about what happened – so victims can get the support they need, and so the Institute can respond appropriately. As further described in this Policy, the Institute will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

3. Prohibited Conduct

Sexual harassment comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Sexual harassment includes an Institute employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institute's education programs or activities also constitutes sexual harassment. Sexual assault, stalking, domestic violence, and dating violence are all forms of sexual harassment. Retaliation following an incident of alleged sexual harassment or attempted sexual harassment is strictly prohibited. The definitions for specific acts of sexual harassment can be found in the Definitions of Key Terms at the end of this Policy statement.

Sexual harassment can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. **This Policy prohibits all forms of sexual harassment.**

4. Options for Assistance Following an Incident of Sexual Harassment

The Institute strongly encourages any victim of sexual harassment to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. The Institute strongly advocates that a victim of sexual harassment report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting Incidents of Sexual Harassment

Victims of sexual harassment may file a report with the Austin Police Department. Victims may also file a report with the Institute's Title IX Coordinator. More information about reporting an incident of sexual harassment can be found in Section 6 of this Policy, below.

The Institute will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures as described below, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Institute will also provide the complainant with written notification about assistance available both within and outside of the Institute community.

A complainant may choose for the investigation to be pursued through the criminal justice system and/or through the Institute's disciplinary procedures by filing a formal complaint as described in this Policy. The Institute and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The Title IX Coordinator will guide the complainant through the available options and support the complainant in his or her decision.

Supportive Measures

The Institute's Title IX Coordinator will work with all students affected by sexual harassment to ensure their safety and support their wellbeing. This assistance may include providing supportive measures to support or protect a student after an incident of sexual harassment and while an investigation or disciplinary proceeding is pending. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the Institute's

education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Institute's educational environment, or deter sexual harassment.

Supportive measures may include:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- changes in work or housing locations,
- leaves of absence,
- increased security and monitoring of certain areas of the campus, and
- other similar measures.

The Institute will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the Institute to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout any investigation to ensure that any supportive measures are necessary and effective based on the students' evolving needs. Students who report an incident of sexual harassment may also be able to obtain a formal protection order from a civil or criminal court. The Institute will work with the student and the applicable court to assist in the enforcement of any such protective orders.

Support Services Available
Counseling, advocacy and support services are available for complainants, whether or not a complainant chooses to make an official report or participate in the Institute's disciplinary or criminal process. *Avenue Five Institute does not provide counseling or health care services.*

Sexual harassment crisis and counseling options are available locally and nationally through a number of agencies, including:

National Resources:

National Sexual Assault Hotline: 800-656-4673
National Domestic Violence Hotline: 800-799-7233
National Institute of Mental Health: www.nimh.nih.gov
Substance Abuse and Mental Health Administration: www.samhsa.gov/find-help/national-helpline, 1-800-662-HELP (4357)

Local Resources:

- **SAFE Alliance**: www.safeaustin.org, 512-267-SAFE(7233)
- **Texas Runaway Hotline**: 1-800-989-HELP(4357)
- **Women's Counseling & Referral Center**: 512-326-1222
- **Sexual Assault Legal Hotline**: 512-225-9290

Evidence Preservation
Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual harassment are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with an Institute or police investigation.

5. Title IX Coordinator
The Institute's Title IX Coordinator is responsible for monitoring and overseeing the Institute's compliance with Title IX and the prevention of sexual harassment and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in Institute policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about Institute and community resources and reporting options;
- Available to provide assistance to any Institute employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the Institute's Title IX Coordinator or Deputy Title IX Coordinator:

Title IX Coordinator: Brandon Martin
8620 Burnet Rd. Ste 300
Austin, Texas 78757
Phone (512) 968-2835

Deputy Title IX Coordinator: Teddy Romero
8620 Burnet Rd. Ste 300
Austin, Texas 78757
Phone (512) 968-2835

Email: titleix@avenuefive.com Email: teddy@avenuefive.com

6. Reporting Policies and Protocols

Avenue Five Institute strongly encourages all members of the Institute community to report information about any incident of sexual harassment as soon as possible. Reports can be made either to the Institute and/or to law enforcement.

Reporting to the Institute

An incident of sexual harassment may be reported to the Institute's Title IX Coordinator, Deputy Title IX Coordinator, or to a designated School official. No other Institute officials or employees have the authority to institute corrective measures under these Policies and Procedures on behalf of the Institute. **The Institute will not be deemed to have actual knowledge of alleged sexual harassment unless the Institute's Title IX Coordinator, Deputy Title IX Coordinator or a designated School official possess such knowledge.** Reports of sexual harassment to Institute officials or employees other than the Title IX Coordinator, Deputy Title IX Coordinator or a designated school official will not confer actual knowledge to the Institute of such allegations, unless the Title IX Coordinator, Deputy Title IX Coordinator or designated school official subsequently obtain such actual knowledge.

If the Institute's Title IX Coordinator is the alleged perpetrator of the sexual harassment, the report should be submitted to the Deputy Title IX Coordinator or a designated school official. Filing a report with an Institute official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed in Section 5 for the Title IX Coordinator and Deputy Title IX Coordinator, or by any other means that results in the Title IX Coordinator, Deputy Title IX Coordinator, or designated school official receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

While there is no time limit for reporting, reports of sex discrimination or harassment should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable the Institute to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate. Note that if a complainant seeks to file a formal complaint for the Institute to initiate an investigation into allegations of sexual harassment, the complainant must be participating in or attempting to participate in the Institute's education programs or activities at the time of filing such formal complaint. The Institute is committed to supporting the rights of a person reporting an incident of sexual harassment to make an informed choice among options and services available.

The Institute will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any harassment, prevent its recurrence, and address its effects.

Reporting to Law Enforcement

An incident of sexual harassment can be reported to law enforcement at any time, 24 hours a day/ 7 days a week, by calling 911. At the complainant's request, the Institute will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the Institute will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests; and
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).

Reporting of Crimes & Annual Security Reports

Campus safety and security are important issues at Avenue Five Institute. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual harassment under this Policy.

Each year the Institute prepares this annual security report to comply with the Clery Act. The full text of this report can be located on the Institute's website at www.avenuefive.edu. This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the website to access this report. Copies of the report may also be obtained in person from the Campus Director or by calling (512) 968-2835. All prospective employees may also obtain a copy from the Campus Director.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of a Campus Security Authority constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The Campus Security Authority will immediately notify the Institute community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the Institute, unless issuing a notification will compromise efforts to contain the emergency. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and Institute employees. Notices may also be posted in the common areas throughout the Institute. Anyone with information warranting a timely warning should report the

circumstances to the Campus Director by phone at (512) 968-2835 or in person at the Institute. The Institute will provide adequate follow-up information to the community as needed.

Third-Party and Anonymous Reporting
In cases where sexual harassment is reported to the Title IX Coordinator, Deputy Title IX Coordinator, or a designated school official by someone other than the complainant (by an instructor, classmate, or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

No Retaliation
The Institute prohibits retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. The Institute will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator, Deputy Title IX Coordinator, or a designated school official.

Except as may otherwise be required by law, the Institute will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness.

Charging an individual with a violation of the Institute's code of conduct for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Coordination With Drug Free School Policy
Students may be reluctant to report instances of sexual harassment because they fear being disciplined pursuant to the Institute's alcohol or drug policies. The Institute encourages students to report all instances of sexual harassment and will take into consideration the importance of reporting sexual harassment in addressing violations of the Institute's alcohol and drug policies. This means that, whenever possible, the Institute will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual harassment.

7. Institute Policy on Confidentiality
The Institute encourages victims of sexual harassment to talk to somebody about what happened – so victims can get the support they need, and so the Institute can respond appropriately.

This Policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual harassment. The Institute encourages victims to talk to someone identified in one or more of these groups.

Privileged and Confidential Communications – Professional & Pastoral Counselors
Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. *The Institute does not provide professional or pastoral counseling, but can assist a victim of sexual harassment in obtaining support services from these groups or agencies*. Contact information for these support organizations is listed in Section 4 of this Policy.

NOTE: While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-à-vis the Institute, they may have reporting or other obligations under state law.

ALSO NOTE: If the Institute determines that the alleged perpetrator(s) pose a serious and immediate threat to the Institute community, a Campus Security Authority may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Reporting to a Designated School Official
A "designated school official" is an Institute employee who has the authority to institute corrective measures on behalf of the Institute upon actual notice of sexual harassment.

A designated school official will report to the Title IX Coordinator all relevant details about the alleged sexual harassment shared by the complainant – including the names of the complainant and respondent, any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a designated school official will be shared only with people responsible for handling the Institute's response to the report. Designated school officials should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

In addition to the Title IX Coordinator and Deputy Title IX Coordinator, the Institute's designated school officials include the Institute's Chief Executive Officer, Director of Operations, and Campus Directors.

Before a complainant reveals any information to a designated school official, the official should ensure that the complainant understands the official's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

If the complainant wants to tell the designated school official what happened but also maintain confidentiality, the official should tell the complainant that the Institute will consider the request but cannot guarantee that the Institute will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the official will also inform the Coordinator of the complainant's request for confidentiality.

Designated school officials will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the Institute to fully investigate an incident. By the same token, designated school officials will not pressure a complainant to make a formal complaint and initiate an Institute investigation if the complainant is not ready to do so.

A complainant who at first requests confidentiality may later decide to file a formal complaint with the Institute or report the incident to local law enforcement, and thus have the incident fully investigated.

Reporting to Title IX Coordinator
To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the Institute's response to the report. The Title IX Coordinator should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to the Title IX Coordinator, the Coordinator should ensure that the complainant understands the Coordinator's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources. If the complainant wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the complainant that the Institute will consider the request but cannot guarantee that the Institute will be able to honor it.

The Title IX Coordinator will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the Institute to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a complainant to make a formal complaint and initiate an Institute investigation if the complainant is not ready to do so.

Requesting Confidentiality: How the Institute Will Weigh the Request and Respond
If a complainant discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the Institute must weigh that request against the Institute's obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

If the Institute honors the request for confidentiality, a complainant must understand that the Institute's ability to investigate the incident and pursue disciplinary action against the respondent will be limited. A complainant may provide the Title IX Coordinator with confidential knowledge of alleged sexual harassment and receive supportive measures from the Institute without the complainant filing a formal complaint and initiating an investigation. Although rare, there are times when the Institute may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the respondent will commit additional acts of sexual harassment or other violence, such as:
    - whether there have been other sexual harassment complaints about the same respondent;
    - whether the respondent has a history of arrests or records from a prior Institute indicating a history of violence;
    - whether the respondent threatened further sexual harassment or other violence against the complainant or others;
    - whether the sexual harassment was committed by multiple respondents;
- Whether the sexual harassment was perpetrated with a weapon;
- Whether the complainant is a minor;
- Whether the Institute possesses other means to obtain relevant evidence of the sexual harassment (e.g., security cameras or personnel, physical evidence); and
- Whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the Title IX Coordinator to file a formal complaint to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the Institute will likely respect the complainant's request for confidentiality.

If the Institute determines that it cannot maintain a complainant's confidentiality, the Institute will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the Institute's response. The Institute will remain ever mindful of the complainant's well-being, and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or Institute employees, will not be tolerated. The Institute will also:

- Assist the complainant in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the respondent pending the outcome of an investigation), or adjustments for assignments or tests; and
- Inform the complainant of the right to report a crime to local law enforcement – and provide the complainant with assistance if the

complainant wishes to do so.

The Institute may not require a complainant to participate in any investigation or disciplinary proceeding.

Because the Institute is under a continuing obligation to address the issue of sexual harassment campus-wide, reports of sexual harassment (including non-identifying reports) will also prompt the Institute to consider broader remedial action – such as increased monitoring, supervision, or security at locations where the reported sexual harassment occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

If the Institute determines that it can respect a complainant's request for confidentiality, the Institute will also take immediate action as necessary to protect and assist the complainant. This includes the Title IX Coordinator promptly contacting the complainant to discuss the availability of supportive measures. A complainant's request for confidentiality will limit the Institute's ability to investigate a particular matter. The Institute may take steps to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating formal action against the respondent or revealing the identity of the student complainant. Examples include providing increased monitoring, supervision, or security at locations or activities where the harassment occurred; providing training and education materials for students and employees; revising and publicizing the Institute's policies on sexual harassment; and conducting climate surveys regarding sexual harassment.

Off-campus Counselors and Advocates
Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the Institute unless the complainant requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy.

8. Formal Complaint Investigation Procedures and Protocols
The Institute will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the Institute investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The Institute's Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

As soon as practicable after receiving a formal complaint, the Title IX Coordinator will make an initial assessment of the formal complaint to determine whether the formal complaint, on its face, alleges an act prohibited by this Policy. If the Title IX Coordinator determines the formal complaint states facts which, if true, could constitute sexual harassment in violation of this Policy, the Title IX Coordinator will proceed through the formal investigation process (see below). If the Title IX Coordinator determines the complainant's report does not state facts that, if true, could constitute a violation of this Policy, the Title IX Coordinator will communicate this determination in writing to the complainant. In such circumstances the complainant may still file a report with the federal Office for Civil Rights, the police, or seek available civil remedies through the judicial system. The complainant may also re-file the report with the Institute upon discovery of additional facts.

The Institute will dismiss a formal complaint if the conduct alleged in the formal complaint would not constitute sexual harassment under Title IX even if proved, did not occur in the Institute's education program or activity, or did not occur against a person in the United States. ***Such dismissal does not preclude action under another provision of the Institute's code of conduct***. The Institute may dismiss the formal complaint if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint; the respondent is no longer enrolled or employed by the Institute; or specific circumstances prevent the Institute from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The Institute will promptly send written notice of the dismissal and reasons therefore simultaneously to the parties.

Notice
Upon receipt of a formal complaint, the Institute will provide written notice of the Institute's grievance process to the parties who are known. The Institute will also provide the parties with notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual harassment; and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence that is submitted to and/or collected by the Institute in connection with the investigation. The written notice will also inform the parties of any provision in the Institute's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the Institute decides to investigate allegations about the complainant or respondent that are not included in a prior notice provided to the parties, the Institute will provide notice of the additional allegations to the parties whose identities are known.

Voluntary Resolution
Voluntary resolution, when selected by all parties and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the safety and welfare needs of the Institute community. If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint, and if the Institute determines that the particular formal complaint is appropriate for such a process, the Institute will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The Institute retains the discretion to determine which cases are appropriate for voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the harassment occurred; facilitating a meeting with the respondent and the complainant present; and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for harassment and acknowledge harm to the complainant or to the Institute community. Restorative models will be used only with the consent of both parties and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.
The Institute will not compel parties to engage in mediation or to participate in any particular form of informal resolution. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the complaint.

In connection with any informal resolution process, the Institute will provide written notice to the parties disclosing the allegations and the requirements of the informal resolution process. The Institute will notify the parties that any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. The Institute must obtain the parties' voluntary, written consent to the informal resolution process. The informal resolution process may not be utilized to resolve allegations that an Institute employee sexually harassed a student.

The time frame for completion of voluntary resolution may vary, but the Institute will seek to complete the process within 15 days of all the parties' request for voluntary resolution.

Formal Investigation Process
The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the Institute and not on the parties. The Title IX Coordinator is responsible for the investigation of a formal complaint. The Title IX Coordinator may designate a specially trained investigator (or team of investigators) to conduct the investigation.

The Institute's process for responding to, investigating, and adjudicating sexual harassment reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding.

The investigator will interview the complainant, respondent, and any witnesses. They will also gather pertinent documentary materials (if any) and other information. The Institute will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. Each party shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Institute will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

Time Frame for Investigation
Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of a formal complaint from the complainant or the Title IX Coordinator of the request to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate absences or delays by the parties, the need for language assistance or accommodation of disabilities, account for Institute breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared simultaneously with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where necessary, the Institute will take prompt steps to protect complainants pending the final outcome of an investigation, including the provision of supportive measures to the complainant and/or the respondent. The Institute may remove a respondent from the Institute's education programs or activities on an emergency basis, provided that the Institute undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. The Institute may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

The Institute will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the Institute does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the Institute will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The Institute will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination

Investigation Report
The investigator will prepare an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. Such report will include a statement of the allegations and issues, the positions of the complainant and respondent, a summary of the evidence (including from interviews and documentation gathered), an explanation why any proffered evidence was not investigated, assessment of individual credibility, findings of fact, and an analysis of whether a violation of the Policy has occurred. The investigator will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that the investigator must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The complainant and respondent will be simultaneously notified of the completion of the investigation and provided with the investigator's report.

9. Grievance/Adjudication Procedures
Hearing Panel
The Institute will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy

The hearing panel will consist of three members. The Title IX Coordinator will designate the members of the hearing panel but will not serve as a panel member. The investigator responsible for the Institute's investigation of the formal complaint may not serve as a panel member. The hearing panel members may include administrators, officers, lawyers, or other individuals with relevant experience and special training. Panel members may participate remotely so long as the Institute utilizes technology enabling the panel members and parties to simultaneously see and hear the party or witness answering questions. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual harassment. The complainant and respondent will be informed of the panel's membership before the hearing process begins. A complainant and/or respondent may challenge the participation of a panel member because of perceived conflict of interest, bias, or prejudice. Such challenges, including rationale, must be made to the Title IX Coordinator at least three days prior to the commencement of the hearing. At its discretion, the Title IX Coordinator will determine whether such a conflict of interest exists and whether a panel member should be replaced. Postponement of a hearing may occur if a replacement panelist cannot be immediately identified.

Advisors
Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual harassment by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

Written Submissions
Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

Hearing Procedures
The Title IX Coordinator will give the complainant and respondent at least 10 calendar days' advance notice of the hearing. The Title IX Coordinator may arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary Institute personnel may be present during the proceeding. The Campus Director will work with Institute staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation virtually, with technology enabling the participants to see and hear each other simultaneously.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
    - Cross Examination. At the hearing, the hearing panel shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
    - At the request of either party, the Institute will provide for the hearing to occur with the parties located in separate rooms with technology enabling the hearing panel members and parties to simultaneously see and hear the party or the witness answering questions.
    - Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the hearing panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
    - If a party does not have an advisor present at the live hearing, the Institute will provide without fee or charge to that party, an advisor of the Institute's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

- **o** Information Regarding Romantic or Sexual History. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual harassment.
- o Prior Conduct Violations. The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.
- o The hearing panel may consider statements made by parties or witnesses, even if those parties or witnesses do not participate in cross-examination at the live hearing, in reaching a determination regarding responsibility.
- o The Institute will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- o Live hearings may be conducted with all parties physically present in the same geographic location or, at the Institute's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to see and hear each other simultaneously.

The Institute will create an audio or audiovisual recording, or transcript, of any hearing and make it available to the parties for inspection and review. The panelists may request a copy or transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

Panel Determinations/Standard of Proof
The hearing panel will issue a written determination regarding responsibility. The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a written determination within 10 calendar days after the conclusion of a hearing.

The panel's written determination will include:

a) Identification of the allegations potentially constituting sexual harassment;
b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
c) Findings of fact supporting the determination;
d) Conclusions regarding the application of the Institute's code of conduct to the facts;
e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the Institute imposes on the respondent, and whether remedies designed to restore or preserve equal access to the Institute's education program or activity will be provided by the Institute to the complainant; and
f) The Institute's procedures and permissible bases for the complainant and respondent to appeal.

The parties will be informed of the results of the adjudication hearing by simultaneous written notice to both parties of the outcome of the formal complaint. The determination regarding responsibility becomes final either on the date that the Institute provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

10. Sanctions and Other Remedies
The hearing panel shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with the Institute's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual harassment.

No disciplinary sanctions or other actions that are not supportive measures will be imposed against a respondent until the completion of the Institute's grievance procedures, including any applicable appeal.
The hearing panel will consider relevant factors, including if applicable: (1) the specific sexual harassment at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the Institute community; and (7) the respondent's conduct during the disciplinary process. The sanctioning decision will be communicated in writing to the complainant and the respondent as part of the hearing panel's written determination.

The Institute may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning;
- Changing the respondent's academic schedule;
- Disciplinary probation;
- Restricting access to Institute facilities or activities;

- Community service;
- Issuing a “no contact” order to the respondent or requiring that such an order remain in place;
- Dismissal or restriction from Institute employment;
- Suspension (limited time or indefinite); and
- Expulsion.

In addition to any other sanction (except where the sanction is expulsion), the Institute may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual harassment violation at issue. The Institute may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional supportive measures and the Title IX Coordinator will determine whether such supportive measures are appropriate. Potential ongoing supportive measures include:

- Providing an escort for the complainant;
- Changing the complainant’s academic schedule;
- Allowing the complainant to withdraw from or retake a class without penalty; and
- Providing access to tutoring or other academic support, such as extra time to complete or re-take a class.

The Institute may also determine that additional measures are appropriate to respond to the effects of the incident on the Institute community. Additional responses for the benefit of the Institute community may include:

- Increased monitoring, supervision, or security at locations or activities where the harassment occurred;
- Additional training and educational materials for students and employees;
- Revision of the Institute’s policies relating to sexual harassment; and
- Climate surveys regarding sexual harassment.

11. Appeals

Either the respondent or the complainant or both may appeal from a determination regarding responsibility, and from a recipient’s dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator(s), or hearing panel member(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The decision maker(s) for the appeal may not be the same person as the hearing panel members, the investigator(s), or the Title IX Coordinator. The appealing party must submit the appeal in writing to the Institute within seven calendar days after receiving the written determination regarding responsibility. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing party may submit a written response within seven days after notice of an appeal.

If the decision-maker concludes that a change in the hearing panel’s determination is warranted, the Institute may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The decision maker will issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties. Appeals decisions will be rendered within 15 calendar days after the receipt of the written appeal. All appeal decisions are final.

12. Records Disclosure & Recordkeeping

Disciplinary proceedings conducted by the Institute are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside the Institute without the student’s consent, but it does provide for release of student disciplinary information without a student’s consent in certain circumstances.
Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct or required to be produced through other compulsory legal processes.

Additional information about FERPA can be found on the Institute’s website at www.avenuefive.edu.

The Institute will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, a report on the results of any disciplinary proceeding conducted by the Institute against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The Institute will maintain for a period of not less than seven years records of:

a) Each sexual harassment investigation including any determination regarding responsibility; any audio, audiovisual recording, or transcript from a hearing conducted in response to a formal complaint; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant designed to restore or preserve equal access to the Institute's education programs or activities;
b) Any appeal and the result therefrom;
c) Any informal resolution and the result therefrom; and
d) All materials used to train Title IX Coordinators, investigators, hearing panel members, decision-makers, and any person who facilitates an informal resolution process. The Institute will make these training materials publicly available on its website.

The Institute will create and maintain for a period of not less than seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the Institute will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Institute's education program or activity. If the Institute does not provide a complainant with supportive measures, then the Institute will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the Institute in the future from providing additional explanations or detailing additional measures taken.

13. Education and Prevention Programs

As set forth in Section 3 of this Policy statement, sexual assault, sexual harassment, dating violence, domestic violence, and stalking are all forms of prohibited conduct.

The Institute is committed to offering educational programs to promote awareness and prevention of prohibited conduct. Educational programs include an overview of the Institute's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation.

As part of the Institute's commitment to provide an educational and work environment free from prohibited conduct, this Policy will be disseminated widely to the Institute community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, investigators, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual harassment will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual harassment.

Definitions of Sexual Harassment under Texas Law

Tex. Educ. Code Ann. § 51.281(4)(B).
"Sexual harassment" means unwelcome, sex-based verbal or physical conduct that: . . . is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.

Tex. Penal Code Ann. § 22.011.
Sexual Assault: (a) A person commits an offense if:
(1) the person 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 of another person by the sexual organ of the actor, without that person's consent; or
(C) 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

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(b) 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, violence, or coercion;
(2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person or to cause harm to 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;

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Tex. Fam. Code Ann. § 71.004.
"Family violence" means:
(1) an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault,

but does not include defensive measures to protect oneself;
(2) abuse, as that term is defined by Sections 261.001(1)(C), (E), (G), (H), (I), (J), (K), and (M), by a member of a family or household toward a child of the family or household; or
(3) dating violence, as that term is defined by Section 71.0021.

Tex. Fam. Code Ann. § 71.0021.
(a) "Dating violence" means an act, other than a defensive measure to protect oneself, by an actor that:
(1) is committed against a victim or applicant for a protective order:
(A) with whom the actor has or has had a dating relationship; or
(B) because of the victim's or applicant's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
(2) is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault.
(b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:
(1) the length of the relationship;
(2) the nature of the relationship; and
(3) the frequency and type of interaction between the persons involved in the relationship.
(c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).

Tex. Penal Code Ann. § 42.072.
Stalking: (a) A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:
(1) constitutes an offense under Section 42.07, or that the actor knows or reasonably should know the other person will regard as threatening:
(A) bodily injury or death for the other person;
(B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
(C) that an offense will be committed against the other person's property;
(2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
(3) would cause a reasonable person to:
(A) fear bodily injury or death for himself or herself;
(B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
(C) fear that an offense will be committed against the person's property; or
(D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.
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Bystander Intervention
The Institute's primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are "early intervention" – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- **A**ssess for safety. Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **B**e with others. If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- **C**are for the person. Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

Risk Reduction
The Institute's primary prevention and awareness program includes information on risk reduction. This includes:

Avoiding Dangerous Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have money for transportation.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting headphones in or on both ears so that you can be more aware of your surroundings, especially if you are walking alone.

Safety Planning. Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).
- Who can help? Friends and/or family, or support centers in your area. Please see Section 4 of this Policy for a list of support organizations.
- Where to go? Options may include a friend's or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such as a birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a "tornado" or "fire" bag.

Protecting Your Friends. You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn't feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- Distract. If you see a friend in a situation that doesn't feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: "Do you want to head to the bathroom with me?" or "Do you want to head to another party – or grab pizza?"
- Step in. If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don't be shy about directly asking the person if they need help or if they feel uncomfortable.
- Enlist others. You don't have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- Keep an eye out. Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren't around when the assault occurred, you can still support a friend in the aftermath.

Social Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: www.rainn.org.

14. Amendments

The Institute may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of the Institute to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the Institute community.

Avenue Five Institute
Sexual Harassment Policies & Grievance Procedures

Definitions of Key Terms

- Sexual Harassment - means conduct on the basis of sex that satisfies one or more of the following:
  1) An employee of the Institute conditioning the provision of an aid, benefit, or service of the Institute on an individual's participation in unwelcome sexual conduct;
  2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institute's education programs or activities; or
  3) "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined herein.

- Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Unified Crime Reporting ("UCR") program.
  - Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
    - Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
    - Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

- Domestic Violence - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- "Education program or activity" includes locations, events, or circumstances over which the Institute exercises substantial control over both the respondent and the context in which the sexual harassment occurs. It includes all of the academic, educational, extra-curricular, and other programs of the Institute, whether they take place in the facilities of the Institute, at a class or training program sponsored by the Institute at another location, or elsewhere. An instructor's alleged sexual harassment of a student would likely constitute sexual harassment in the Institute's education programs or activities even if the alleged harassment occurs off campus. The Institute's education programs and activities may also include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of, the Institute.

- Prohibited Conduct – The Institute prohibits Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.

- Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- Retaliation – The Institute shall not, and no individual shall, intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX and/or this

Policy. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation; provided, however, that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

- Consent is a voluntary agreement to engage in sexual activity.
    - Past consent does not imply future consent.
    - Silence or an absence of resistance does not imply consent.
    - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
    - Consent can be withdrawn at any time.
    - Coercion, force, or threat of either invalidates consent.

  Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

- Complainant – means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- Respondent – means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

The Avenue Five Institute Student Catalog is provided to all students prior to enrollment and serves as a basic guide for all students considering enrollment. An electronic version of the Student Catalog is available on the school's website at www.avenuefive.edu/consumer-disclosures/. Prospective students should review this catalog for factual information in order to make an informed decision regarding a contractual agreement for enrollment. In an effort to assist students in understanding the policies and procedures herein, Avenue Five Institute administrative staff is available to answer any questions that you may have. The following sections reflect important policies and procedures that all students should read and understand thoroughly:

- I have read and understand the School Catalog
- I have read and understand the TDLR Criminal Conviction Guidelines
- I have read and understand the Licensure and Employment Requirements
- I have read and understand the Satisfactory Academic Progress Policy
- I have read and understand the School's Graduation, Licensure, and Job Placement Rate
- I have read and understand the Distance Education and Device Policies
- I have read and understand the Admissions Policy
- I have read and understand the Cost of Attendance
- I have read and understand the NACCAS Annual Report Outcome Rates
- I have read and understand the Pre-Dispute Arbitration Agreement Disclosure
- I have read and understand the Financial Assistance and Collections Policy
- I have read and understand the Graduation Requirements
- I have read and understand the Withdrawal and Refund Policies
- I have read and understand the Program Outlines
- I have read and understand the Standards of Professional Conduct
- I have read and understand the Grievance Policy
- I have read and understand the Annual Security Report
- I have read and understand the Emergency Response Procedures
- I have read and understand the Federal Consumer Information and Program Disclosures
- I have read and understand the Title IX Anti-Harassment and Discrimination Policy

By signing below, I acknowledge that I have received a copy of the Avenue Five Institute Student Catalog prior to enrollment. I further acknowledge that it is my responsibility to read, familiarize myself, and comply with all policies contained herein if/when accepted for enrollment.

Printed Name (Print): _____

Signature: _____ Date _____

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