

A V I C A R E E R T R A I N I N G I N C

Student Handbook

2025 – 2026

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Vienna, VA 22182
(703) 759-2700 • www.avicareertraining.com

ABOUT AVI CAREER TRAINING

Mission Statement

The mission of AVI Career Training (AVI) is to produce for the profession, knowledgeable and skilled individuals who will be able to master the art and science of Basic Esthetics, Master Esthetics, Electrolysis, Cosmetology, Nail Technology, Massage Therapy, and Medical Assisting. By teaching exemplary public relations skills and excellent business techniques and practices, the student, upon graduation, is adequately prepared to successfully make the transition into the workforce.

Nondiscrimination Statement

AVI accepts students on an availability basis and does not discriminate on the basis of race, color, age, sex, sexual orientation, marital status, national origin, or handicap.

ADMISSION POLICIES & REQUIREMENTS

Application and Registration Procedure

When ready to apply, applicants must bring the following:

- One form of identification.
- ONE of the following: a high school diploma; OR a GED or equivalent; OR a two-year college transcript.
- A signed, completed Student Admission Application.
- A signed, completed Student Enrollment Agreement with a \$100.00 non-refundable fee.

The Student Enrollment Agreement is a binding contract between the school and the student and covers the entire program.

High School Completion

In rare circumstances, the Director may accept a signed attestation from the student indicating that they completed high school or its equivalent.

SCHOOL INFORMATION

Training Program

Each student admitted to AVI Career Training receives individual instruction in technical skills. Each student participates in the school clinic by performing services in their field of study on clients and models under the supervision of a licensed instructor or their assistants. The Advisory Board and State Council for Higher Education for Virginia evaluates graduates through:

1. Graduate Follow-up survey
2. Employer Follow-up survey
3. Student Progress Reports

To be successful, the student must be properly motivated to meet the needs of the public and prospective employers. Each course of study offered by AVI Career Training provides a broad base to maximize the employability of its graduates.

Instructional Material

AVI Career Training provides both theoretical and practical training using the most up-to-date equipment for application and sterilization, while allowing the student to learn in a comfortable and safe environment. Class size is limited to no more than 16 students, with classes available during the day, evenings, and weekends. Students are given content-specific quizzes, mid-terms, and finals in the theoretical portion of their programs; they are also evaluated in their practical hands-on classes by their instructors.

Since physical contact is so important to this profession, it is essential to be "good with your hands." Prospective students who have never used their hands in a similar manner will be tested to see how their hands move and how flexible they are. Good eyesight, physical stamina, and a healthy lifestyle are also important factors.

Methods of Teaching

Instruction is delivered through a blend of lectures, discussions, and hands-on demonstrations, and students are expected to attend the clinic for all practical work. Instructors may use handouts, audiovisual aids, and other supportive tools. Most programs use the Milady MindTap online learning platform; each student is assigned their own login and password along with access to Milady's textbook as an e-book. Registration instructions and tutorials are provided, and instructors supplement classroom instruction with videos, curated links, and online collaboration tools for discussion sessions where appropriate.

Pay Attention to What You Are Doing

When working in the classroom, remember to follow directions carefully and ensure that you comprehend what you are being asked to do. Carefully read the explanation at the beginning of each exercise and STOP after each exercise. Ask yourself: What did I just do? and Why did I do it? If you are unsure, repeat the exercise. Instructors can help, but do not let yourself get frustrated in the beginning — it is normal for new students to take some time to adjust.

Practical Experience

Hands-on practical training is a must for students aspiring to become professionals in Esthetics, Master Esthetics, Electrolysis, Laser, Massage Therapy, Make-up, and Cosmetology Fields. Students are required to complete both the theoretical and practical training hours. If you need additional time to complete your practical training, please communicate with your instructor.

Read Ahead

It is important to come to class prepared to learn. Make sure that you have read the material prior to each class. Since you will be preparing for in-school examinations, as well as industry certifications and licensing, it is imperative that you master the content. Any questions or concerns should be brought to the attention of the instructor.

Breaks

The instructors will announce when breaks and lunchtime will occur. We strongly recommend you take advantage of these breaks to rest your eyes, stretch your legs, and regain your focus. A clear head can do wonders for absorbing information.

Knowledge Checks

Knowledge checks are important to assess comprehension and retention. Test yourself by going over the material in the textbook, answering questions on quizzes, and inquiring about content that is not clear. Remember, you will be working on human subjects as well as mannequins, so it is very important to learn, understand, and practice procedures.

Training Roadmaps

There are two basic types of curricula:

1. **General Curriculum:** designed to develop each student's knowledge and technique in Massage Therapy, Make-up, Skin Care, Esthetics/Master Esthetics, and Electrolysis.
2. **Teacher Training Curriculum:** designed to develop prospective instructors by providing the skills and techniques related to the teaching of Esthetics and Electrolysis, and to provide supervised practical experience in the training of Massage Therapy, Make-up, Skin Care, Esthetics, Master Esthetics, and Electrolysis.

Work through Your Problems

Any time you feel an exercise is not working or sinking in, go back to the beginning of the exercise, slow down and repeat it at least once. The instructors will explain how to complete the exercise effectively.

CLASSROOM PROGRESS

Assignment Preparation

Each assignment is calculated to take approximately two hours. We recognize that some students need more time than others. There is usually time at the end of the day to complete the assignment. Each day's lesson plan is prepared according to the normal time it takes to reach the average student. Students who comprehend quicker are not held back. Those having difficulty memorizing hand techniques for facial treatment will work longer on mannequins before practicing on models.

Attendance by the Hour

A unique feature of AVI is the opportunity to participate in classes and pay an hourly rate. Qualifications:

1. You are not interested in working toward a license, AND you already have an aesthetics, cosmetology, or massage therapy license and want to expand your knowledge — OR you have an Electrology license and want to add waxing to your services.
2. There is room in the course you wish to participate in (audit a class or participate in the practical aspect).

A \$100 nonrefundable registration fee is required. You will be informed in advance when to attend and what to bring.

Time Limits for Make-Up Classes

Academic work, assignments, projects, and classes must be satisfactorily completed within the enrollment period. The Director may permit the student to attend appropriate make-up classes within the time remaining and reserves the right to waive this requirement in the event of a serious established need.

Late Arrival & Early Dismissal Policy

Students who leave early, arrive late, or are not prepared for class will be required to make up the time missed. Missed time accrues in 15-minute increments and must be made up by arrangement with the instructor. Under certain conditions, the Director may determine that an additional fee will apply.

Attendance and Promptness

A 90% attendance rate is required — student absence may not exceed 10% of the scheduled course hours. Virginia regulations state that after seven consecutive days of absence a student is automatically withdrawn from the program.

- A student who is administratively withdrawn after seven (7) consecutive days of absence may request reinstatement by contacting the school and providing an explanation of extraordinary circumstances.
- AVI offers 14 hours of makeup time (equivalent to two days of instruction) at no additional charge.
- Make-up hours exceeding 14 hours require additional charges of \$28.00/hour, or an amount not to exceed the prorated hourly tuition.

AVI Career Training opens at 9:00 AM Monday through Saturday. Students must go through the office if they arrive late to class. We want to instill good work habits, the first of which is being prompt. All late arrivals and hours absent are reflected in your permanent record.

Clean Up

In the spirit of generating good teamwork, we all clean up after ourselves. This should become a habit immediately after you have finished your work. This applies to any workstation as well as the use of the lunch table, refrigerator, microwave, and sink.

Course Completion

To obtain a certificate of completion from AVI Career Training, each student must:

- Maintain an average grade of 70% or higher
- Complete all hours of practical and theory work
- Pay tuition and fees in full

Grading System

Clinical skills are evaluated by procedural performance. Performance will be based upon the student's skill, accuracy, and knowledge of clinical techniques. Client rapport, personal appearance, hygiene, conduct, and attitude will be assessed as part of the professionalism grade. Students must maintain at least a "C" average to be eligible for graduation.

Grade	Score	Rating
A	90–100	Excellent
B	80–89	Good
C	70–79	Satisfactory
F	Below 70	Failure
I	—	Incomplete

Students may repeat a failed practical exam once — the highest grade will be used. Students must submit a minimum of 75% of their assignments on time and must submit all logs to pass.

Graduation and Document Award

The last hours of the final day of the course are devoted to the graduation process. All instructions and applications for State Board Test are provided and each student is guided through the process for completing these forms. Each student is required to present on any topic related to their field. Final grades, record sheets, job leads, and report cards are provided at this time.

Models for Practice

All students are required to act as models for massage therapy, make-up, and facial treatments unless prohibited due to a documented medical condition. A student prevented by a medical condition must bring a note from their physician, and any special accommodations or concerns should be communicated prior to starting participation in the program. Only students desiring unwanted hair removed need to be models for waxing. Students willing to act as a model for body treatments need to wear a bathing suit. Students may ask friends and family to schedule an appointment to replace them for services they wish to decline.

Although supervised by a licensed instructor or their assistant, the student/model understands and consents to the outcome of the service received, as it is performed by a learning student.

While a student, **three of your friends and family members** are invited to receive complimentary services you are learning, provided there aren't pre-scheduled paying clients. The public is invited to make appointments for

services performed by students at a **50% discount**.

Progress Evaluations

Students are formally evaluated at mid-point in their program. Each student will have an interview with the director concerning their level of performance and grades. Any issues related to attendance will be addressed and a schedule agreed upon to make up the missed work.

DRESS CODE & GENERAL POLICIES

Dress Code

Uniforms consist of AVI Career Training Lab Coats or Scrubs, always worn when in school, with white tennis shoes or comfortable closed-toe rubber-sole shoes. They must be kept clean and labeled with your name. Long hair must be worn pulled back off your back and unable to fall forward when you bend. Fingernails must be moderately short and well-groomed. White laboratory coats are worn only inside the school. Image is important in this profession — business casual attire is ideal when working with clients.

Inclement Weather Policy

In the event of snow or other hazardous weather conditions, please call (703) 943-9841. It is each student's responsibility to ensure that their phone numbers are current.

Leave of Absence

To retain prior class standing and avoid additional requirements and fees, a student may request a leave of absence for a minimum of two weeks and up to a maximum of 180 days in a 12-month period (including weekends and scheduled breaks). All requests must be submitted in writing, include the reason for the leave, and be approved by the Director. There must be a reasonable expectation that the student will return to complete their program. The leave is not finalized until approved by the school and may extend the student's contract period by the same number of days as the leave; the student returns in the same status at which they departed.

While on leave, the student is not eligible for any additional Federal Student Aid. If the student is a Title IV loan recipient, the school will inform the student of the consequences of failing to return from the leave and its implications for loan repayment terms, including the expiration of the student's grace period. Failure to return from a Leave of Absence may result in dismissal from school.

Make-Up Hours

If you miss a scheduled class, plan to make up the class as soon as possible. These hours **MUST** be made up before your graduation date. Make-up classes are not formally scheduled but are held on a first-come, first-served basis. Check in with an instructor or assistant.

Office of Career Placement

All students are offered the opportunity to participate in the Placement Assistance Program. Placement assistance services usually begin at the midpoint of a student's program, at which time students can meet one-on-one with the placement officer to receive counseling and assistance in preparing a resume, developing effective interview skills, and implementing a successful job search strategy. While placement assistance is always available, AVI Career Training cannot guarantee employment.

Students are required to participate in informational and interactive workshops covering cover letters, resume writing, interviewing techniques, targeting specific employers, internet searches, and job-hunting record keeping.

Students Counseling Plan & Procedures

The Career Services Assistant will make every attempt to assist students with job placement upon graduation. Business owners and hiring managers are invited as guest speakers to meet and potentially hire our students. AVI does not provide health or mental referrals.

AVI has a written plan for determining the effectiveness of student services. The plan is evaluated annually by the faculty and staff and revised as needed after Institutional Advisory Board members approve.

PROFESSIONALISM & SCHOOL POLICIES

Professionalism

In addition to the dress code, other factors define your level of professionalism. All smoking must be done out of sight of the building entrance. Breath sprays or mints must always be used instead of chewing gum. Gossiping or negative opinions about fellow students or the staff will not be tolerated. All complaints should be made directly to the Director's Assistant or the Director.

Classes are conducted in a professional and ethical manner and students are expected to act accordingly. Failure to comply with this policy may result in dismissal or withholding the Certificate of Completion.

Drugs, any form of intoxication, or illegal substances are strictly prohibited and will result in **immediate and permanent dismissal** from AVI Career Training.

School Policies

- There is NO SMOKING on the premises of AVI Career Training or Spa.
- Food and Drink are NOT permitted in the classrooms.
- Please be considerate of your fellow students by working as quietly as possible. Use professional, courteous language with fellow students, instructors, or administrative staff.
- In case of emergency, family or friends may call (703) 759-2700. No telephone calls are permitted in classrooms. Cell phones and beepers MUST be turned off prior to entering classrooms.
- Before leaving, clean up your workstation. AVI is not responsible for loss of stolen items.
- Hats and headphones from personal radios are prohibited in the classrooms.
- AVI does not provide daycare/babysitting facilities. Students may not bring children to class or leave them in the student lounge.

Cell Phone Usage Policy

To maintain a professional and distraction-free learning environment, students are strictly prohibited from using cell phones during classroom instruction. Personal phone calls, texting, social media use, or any other non-academic activity is not permitted while class is in session.

However, instructors may authorize the use of cell phones for educational or research purposes directly related to the lesson being taught — only under instructor supervision and solely for instructional needs.

Students who violate this policy may receive a warning, and repeated violations may result in disciplinary action as outlined in the school's Code of Conduct.

Tuition Installment Payment & Late Fee Policy

Students who elect to pay tuition in installments must adhere strictly to the payment schedule accepted at enrollment. If a student fails to make an installment payment on the agreed date without prior written approval, a late fee of \$100 will be assessed. The student's account may be considered delinquent, which could result in enrollment hold, inability to access class or lab activities, and interruption of program progress until the account is brought current.

Family Educational Rights and Privacy Act (FERPA)

FERPA was implemented in 1974 as a federal law to protect the privacy of student education records. FERPA gives students the right to review their education records, seek to amend inaccurate information, and provide consent

for the disclosure of their records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Student Records

AVI guarantees the right of students to have access to their files. All grades, records, and academic documents presented to students are placed in the student's files. Student records are considered confidential and will not be distributed to a third party without written release from the student.

Current students may request to view or receive a copy of their files at no charge. Former students requesting a transcript, certificate, or their enrollment/admission folder are charged a fee of \$50 per item, and a Record Release Request form must be completed. Processing may take up to 30 days, and additional charges may apply for copies of documents over two years old. Fees are charged strictly for records-search purposes and do not imply any assurance of a specified outcome.

No student records will be released until the student's account is brought current and all outstanding balances paid in full.

Student Grievance Policy

At AVI Career Training, student success is our top priority. Students may submit grievances in writing to education@avicareertraining.com. All grievances are taken seriously and will be reviewed and addressed within 72 hours. Students who wish to appeal a grade or have a classroom issue should first attempt to resolve it with their instructor before requesting to meet with the director.

Written complaints must include: the nature of the problem(s), approximate date(s), names of individuals involved, and copies of any relevant documentation.

Appeals may be submitted to:

Ramakrishna Grandhi • AVI Career Training • 1595 Spring Hill Rd, #720, Vienna, VA 22182

External agencies (last resort):

- Council on Occupational Education — council.org • 800-917-2081
- DPOR — dpor.virginia.gov • 804-367-8509
- SCHEV — schev.edu • 804-225-2600

Veterans: report grievances to the Virginia State Approving Agency — saa@dvs.virginia.gov. The student will not be subject to adverse actions as a result of initiating a complaint.

DRUG & ALCOHOL ABUSE PREVENTION POLICY

In compliance with the Drug-Free Schools and Communities Act of 1989, AVI Career Training prohibits students from engaging in the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance, or being under the influence of alcohol while at the institution or during school-related activities on or off school grounds.

First Infraction

The student and director will have a counseling session, documented in the student's permanent record. The student will be advised to voluntarily seek professional counseling.

Second Infraction

The student and director will meet and the student will be administratively withdrawn. Students may apply for reinstatement on a case-by-case basis. Students approved for reinstatement will be on probation for the duration of the program.

Third Infraction

Should a probationary student commit a third infraction, this will be cause for immediate administrative expulsion and possible referral to the appropriate authorities for prosecution.

AVI CAREER TRAINING HAS THE RIGHT TO IMMEDIATELY EXPEL ANY STUDENT IN VIOLATION OF THIS POLICY AND FURTHER RESERVES THE RIGHT TO REFER STUDENTS TO THE PROPER LEGAL AUTHORITIES FOR PROSECUTION AND/OR LEGAL SANCTIONS.

Voluntary Treatment and/or Counseling

AVI Career Training encourages any student who feels they may have a problem with drugs or alcohol to seek treatment and/or counseling. Students are encouraged to meet with the Director, in strict confidence, for assistance in locating appropriate sources of help. AVI will make every effort to work with any individual who voluntarily seeks treatment.

Substance Abuse Awareness

AVI is committed to a drug and alcohol-free environment and periodically offers an educational program on substance abuse for the entire student body. Staff and instructors are strongly encouraged to attend.

Student Right-to-Know Act

The Student Right-to-Know Act (1990) requires institutions that receive Title IV HEA student financial aid to collect reports and/or disclose graduation rates for full-time, first-time degree-seeking undergraduate students and students receiving athletically related student aid.

STUDENT CONDUCT POLICY

Students are expected to demonstrate a commitment to the educational process by being in class on time and keeping up with class assignments. Students should be attentive in class and not behave in any way that disturbs the learning process.

Signed statements for reasons of academic or disciplinary action will be attached to each student's permanent record. If termination or withdrawal is the basis for counseling, both student and Director will sign the statement. The student will be given a copy.

The Director may consider reinstatement of students terminated for academic reasons or conduct. Students readmitted on probation will be required to maintain the school's minimum academic and conduct standards for the duration of the program.

Under no circumstances may a student tape or otherwise mechanically preserve (other than handwritten notes) any of the classes or clinical sessions without the expressed written consent of the director.

STUDENT SERVICES & HEALTH SAFETY

Media Services

The Media Services Library at AVI Career Training is accessible to all students and staff, aimed at enhancing the educational experience. Hours: Monday–Friday 10:00 AM–6:00 PM; closed on weekends. The library houses textbooks, instructional manuals, videos, and other educational materials covering a broad spectrum of topics relevant to the beauty and wellness fields.

Student Services Department

Student Services is available to assist with:

- Request Proof of Enrollment
- Change of address and/or phone number
- Request for a curriculum extension
- Termination of your enrollment
- Sign-up for workshops/labs
- Requests for Progress Reports
- Book Requests

Technology & Technical Support

Computers and other technical aids (such as scanners and printers) are available for student use. Each computer is connected to the internet so students can access assigned coursework and class materials, watch demonstration videos, and take state-board preparation practice tests. Students who need help using the computers may request assistance from the administrative office.

Instructional equipment is surveyed regularly, and purchasing or replacement decisions are reviewed at the Occupational Program and Institutional Advisory Board meetings. Students should report any equipment or facility issue to their instructor or the administrative office so it can be addressed promptly.

Health, Safety & Fire Prevention

The purpose of this plan is to ensure the health and safety of the institution's employees, students, and clinic guests through preventative health and safety measures. All students are oriented on AVI's health and safety policies and procedures on their first day, including the incident-reporting protocol. Students report incidents to their instructor or the administrative office; faculty and staff report incidents to the administrative office immediately. Evacuation, safety, and security procedures are reviewed with all classes during orientation, and random drills are held throughout the year.

In the event of an on-campus emergency, students and staff should be aware of:

- First Aid Kit is at the front desk
- Escape routes are posted throughout the school
- School administration will call 911 if necessary
- School administration will call student's emergency contact if necessary
- If illness occurs and the student is unable to direct the staff regarding treatment, the student will be sent to the nearest hospital

Fire Emergency

If fire is detected, alert all students and staff. Everyone must immediately vacate the building using the route indicated on the Emergency Evacuation Plan posted in each area of the campus. After leaving the building, call 911 from a neighboring establishment or a mobile phone.

Unruly or Violent Person

If a customer or student becomes overly irritable or violent, simply ask the person to leave the campus. Do not challenge or confront the person. If they do not leave upon a second request, call the police department and ask for an officer to remove the unwanted party.

Accident

If an accident occurs (for example, broken glass, an electrical hazard, or a chemical spill), remove all students from the area and notify the nearest administrative staff member. Proper help will be contacted.

Bodily Injury or Serious Illness

If a student, staff member, or patron is injured on school premises, immediately contact the nearest administrative staff member. A first aid kit is available at the front desk for minor injuries. For serious injuries or illnesses, call 911. Contact the nearest administrative staff member no matter how minor the injury might be.

Hazardous Materials & Chemical Safety

Hazardous products are used only under the supervision of a trained, licensed professional. Students and staff are responsible for assessing the risks associated with hazardous chemicals to themselves and others, and safety precautions must be followed when handling any hazardous product. Safety Data Sheets (SDS), which provide detailed information and precautions on product usage, are available for all products used at AVI Career Training.

- Safety gloves, glasses, and/or aprons are mandatory when handling certain chemicals.
- An eye wash station is available; students and staff are trained to use it in case a chemical substance gets in their eye.
- Chemicals are stored in a safe place away from flammable exposure.
- Trained administrative staff distribute products to the classrooms and clinical floor under the instructor's supervision.

Bi-annual inspections of the facility are conducted by the Fire Department, and hazardous materials are not permitted on school grounds beyond approved instructional use.

ADDITIONAL STUDENT POLICIES & RIGHTS

Satisfactory Academic Progress (SAP)

Students receiving federal financial aid (Title IV) must maintain Satisfactory Academic Progress (SAP) to remain eligible. SAP requires a minimum cumulative average of 70% (a grade of "C") and completion of the program within a maximum time frame of one and one-half (1½) times the published program length. Progress is evaluated at the end of each payment period. A student who falls below these standards may be placed on financial-aid warning and, if progress is not restored, may lose Title IV eligibility until it is regained or a written appeal is granted. The complete Satisfactory Academic Progress policy is provided in the school catalog.

Cancellation & Refund Policy

A student may cancel enrollment and receive a full refund of all monies paid, less the \$100 non-refundable registration fee, by giving written notice within three (3) business days after signing the enrollment agreement. After that period but before the first day of class, the student receives a refund of all tuition paid, less the lesser of 15% of the total program cost or \$100. Once instruction has begun, refunds of the total program cost are calculated on a quartile basis — 75% through the first quartile, 50% through the second, 25% through the third, and no refund after 75% of the program. All refunds due are paid within 45 days. The complete cancellation and refund policy is provided in the school catalog and the student enrollment agreement.

Title IX — Sexual Misconduct

AVI Career Training prohibits discrimination on the basis of sex, including sexual harassment and sexual violence, in its programs and activities, consistent with Title IX of the Education Amendments of 1972. Any student who experiences or witnesses sexual harassment or misconduct should report it promptly to the school's Title IX Coordinator, Geetha Khandavalli, at the administrative office, 1595 Spring Hill Road, Suite 720, Vienna, VA 22182, (703) 759-2700. Reports are handled promptly, impartially, and as confidentially as possible, and the school prohibits retaliation against anyone who makes a good-faith report.

Anti-Hazing Policy

AVI Career Training strictly prohibits hazing in any form, whether on or off campus. Hazing — any action or situation that recklessly or intentionally endangers the physical or mental health or safety of a student for the purpose of initiation into, affiliation with, or continued membership in any group — violates Virginia law (Code of Virginia § 18.2-56) as well as school policy. Any student who witnesses or experiences hazing should report it immediately to the administrative office. Substantiated violations may result in disciplinary action up to and including dismissal, in addition to any civil or criminal penalties imposed under Virginia law.

Disability Accommodations & Service Animals

AVI Career Training complies with the Americans with Disabilities Act (ADA) and the Virginia Human Rights Act. A student who needs a disability-related accommodation should submit a request to the School Director, and the school will work with the student to provide reasonable accommodations. Service animals — dogs (or, where applicable, miniature horses) individually trained to do work or perform tasks for a person with a disability — are permitted to accompany their handlers in classrooms, clinics, and all areas of the facility that are open to students and the public. In the limited circumstance where an animal's presence during a specific sterile or infection-controlled clinical procedure would pose a direct threat to health or safety, the school will arrange an equally effective alternative rather than excluding the student. Emotional-support and comfort animals are not service animals under the ADA and are considered separately as a disability accommodation.

ORIENTATION AGREEMENT & KEY POLICIES SUMMARY

Students must review and acknowledge the following important rules and expectations:

- 1. Attendance Requirement:** You must attend at least 90% of your scheduled course hours. After seven (7) consecutive days of absence, a student is administratively withdrawn from the program unless the student contacts the school regarding extraordinary circumstances.
- 2. Tardiness & Leaving Early:** Time missed due to being late, leaving early, or being unprepared will be tracked in 15-minute increments and must be made up.
- 3. Graduation Requirements:** You must complete all theory and practical hours, maintain a 70% average or higher, and clear all tuition balances.
- 4. Dress Code:** Follow AVI dress code — full black (preferably scrubs), closed-toe shoes, and follow personal grooming standards. No headphones in classrooms or inappropriate attire allowed.
- 5. Professional Conduct:** Respect instructors, staff, and classmates. Gossip, negative behavior, foul language, and classroom disruptions are not tolerated.
- 6. Substance-Free Policy:** Drugs, alcohol, or being under the influence on campus or during school activities is strictly prohibited. Violations may result in dismissal and legal action.
- 7. Clean-Up Responsibility:** Clean your workstation, equipment, and shared spaces after each use. According to DPOR regulations, proper sanitation is extremely important. Unexpected DPOR visits can result in penalties and major findings against the school. Cleaning after every practical session is mandatory.
- 8. Leave of Absence:** You may request a leave of a minimum of two weeks and up to 180 days in a 12-month period, with approval from the Director, to retain your enrollment status.
- 9. Make-Up Time Policy:** You are granted 14 hours of make-up time at no cost. After that, a \$28/hour charge will apply unless waived by the Director. Be mindful of your schedule to complete the program in accordance with FAFSA and AVI regulations.
- 10. Job Placement Support:** AVI offers job search support starting mid-program through a Work-Based Activity Contract with a salon or spa. While placement is not guaranteed, it is actively supported. For job-related questions, please contact Geeta B, who has connections with many spas and salons across Virginia.
- 11. Student Grievances:** You may submit formal complaints in writing. AVI will address them within 72 hours.
- 12. Health, Safety & Emergencies:** Know where the first aid kit is, follow posted emergency escape routes, and notify staff in case of illness or injury.
- 13. Handbook & Catalog Access:** A printed copy of the School Catalog and Student Handbook is available at the front desk. Students can also access both documents on the AVI Career Training website. Each student will receive an electronic PDF copy via email.

STUDENT ACKNOWLEDGEMENT

Please initial next to each statement as acknowledgement of receipt of the following materials.

- ☐ I certify that I have received and reviewed a copy of the AVI Career Training Student Handbook.
- ☐ I certify that I have received and reviewed the official AVI Career Training Dress Code Policies.
- ☐ I certify that I have received and reviewed the AVI Career Training Drug and Alcohol Abuse Prevention Policy.
- ☐ I certify that I have received and reviewed the AVI Career Training Drug and Alcohol Abuse Prevention Student Conduct Policy. I understand that there are services offered to assist students in dealing with drug and alcohol addiction but that repeated violations of the stated policies could result in both termination from enrollment and referral to local law enforcement agencies for investigation. I respect the school's position and pledge my cooperation in supporting and abiding by the standards described in the program material.
- ☐ I certify that I have received and reviewed the AVI Career Training Student Right to Privacy Policy.
- ☐ I certify that I have received and reviewed a copy of the Student Grievance Policy.
- ☐ I certify that I have received and reviewed a copy of the AVI Career Training School Catalog.
- ☐ I understand that if I have any questions regarding any of the documents listed above, I may reach out to the director of AVI Career Training.

I have read and understood the above orientation summary. I agree to follow all AVI Career Training rules and policies throughout my enrollment.

Student Name (Print)

Signature

Date

Good luck and we appreciate your choosing AVI Career Training!

Each new publication of this handbook supersedes all previous editions.