

Catalog Addendum No. 1

Student Catalog 2025–2026

This addendum forms part of the AVI Career Training Student Catalog 2025-2026 (effective January 1, 2025 – December 31, 2026) and is issued under the school's Catalog Publication and Annual Review Policy. It amends the pages named below. Where this addendum and the catalog differ, this addendum controls. A copy is issued to every enrolled student, is posted with the electronic catalog on the school website, is placed with the printed catalog at the front desk, and is filed with the State Council of Higher Education for Virginia (SCHEV) and the Council on Occupational Education (COE). The catalog is otherwise unchanged.

1. Tuition and Fees – Permanent Cosmetic Tattooing (amends page 53)

In the Tuition & Fees table on page 53, the row for the Permanent Cosmetic Tattooing program is amended to read:

- **Permanent Cosmetic Tattooing – 200 clock hours – Tuition \$5,850.00 – Books \$0.00 – Materials \$0.00 – Total \$5,950.00**

This is the amount a student enrolling in this program is charged. The Total includes the \$100.00 non-refundable registration fee, consistent with the note printed beneath the table. The figures printed in the catalog for this program (Materials \$2,500.00, Total \$8,350.00) are superseded. Any student charged on the superseded figure is refunded the difference.

Fee change submitted and pending approval. AVI Career Training has submitted a change to this program's charges through the SCHEV PPE Portal, adding a Materials Cost of \$2,500.00 for the program kit and supplies, which would bring the program total to \$8,450.00 (tuition \$5,850.00 + materials \$2,500.00 + the \$100.00 registration fee). That change is awaiting SCHEV approval and is not in force. Until SCHEV approves it, no student is charged the materials cost, and the amount payable for this program is the \$5,950.00 stated above.

If and when SCHEV approves the change, the school will issue a further addendum stating the approved charges and the date they take effect, will publish the approved figures in the next edition of the catalog, and will apply them only to students who enrol on or after that effective date. Students already enrolled are charged the amount published when they enrolled.

All other rows of the Tuition & Fees table are unchanged and remain in force.

2. Satisfactory Academic Progress – pace for Title IV recipients (amends page 19)

In the Standards of Satisfactory Academic Progress on page 19, the sentence stating that students receiving Title IV funding must complete a minimum of 65% of scheduled clock hours is amended to read:

- **“A student receiving Title IV funding must complete at least 67% of the clock hours attempted (two-thirds), measured cumulatively at each evaluation point, so that the program can be completed within the maximum timeframe of 150% of its published length.”**

The 67% figure is the quantitative pace a student must maintain to complete within 150% of the published program length, as required for Title IV satisfactory academic progress. Everything else on that page is unchanged: the minimum 2.0 grade point average, the evaluation points (300 hours for a 600-hour program; 450 and 900 hours for a 1,000-hour program), the maximum timeframe of one and a half times the published program length, the 50% of contracted clock hours at which financial aid eligibility is lost, and the treatment of transfer hours, incompletes, repetitions and non-credit remedial courses.

3. Date of determination of withdrawal (amends page 26)

Under Non-Refundable Fees, Determination Date & Mitigating Circumstances on page 26, the Date of Determination bullet is amended to read:

- **“Date of determination:** The date the school determines that a student has withdrawn is no later than 14 calendar days after the student's last date of attendance, unless the student is on an approved leave of absence. The end of that 14-calendar-day period begins the timeframe for calculating the refund. Where a student submits written notice of withdrawal, the date of the written notice is used to calculate the refund. Refunds are paid within 45 days after receipt of a written request or the date the student last attended classes, whichever is sooner.”

This states the rule at 8VAC40-31-160(K)(5) as written. The quartile refund schedule, the non-refundable fee provision and the mitigating-circumstances provision on that page are unchanged.

4. Student records – retention schedule (amends page 18)

On page 18, under Student Services & Records, the sentence “Student records are kept for ten (10) years” is expanded to read:

- **“Retention of student records.** Academic transcripts are retained permanently, in secure electronic form with backup, by the school or its successors. All other student records — admissions records, the signed Student Enrollment Agreement, the record of all financial transactions between the student and the school, and attendance and progress records — are kept for ten (10) years after the student's last date of attendance. Those periods exceed the minimums set by 8VAC40-31-160(D), which requires admissions and financial records to be kept for at least three years and the academic transcript to be retained permanently. Records are held in fireproof cabinets or in a secure electronic system with backup, accessed only by designated school officials, and are made available to the student on request; academic transcripts are issued on request where the student is in good financial standing.”

The school's practice is unchanged: this states in full the schedule already followed and already published in summary on that page. The statements on page 18 about the student's right to access their file and about secure storage stand as printed.

5. Student Tuition Guaranty Fund (adds to page 26)

The following is added to the Cancellation, Reinstatement & Refund Policy on page 26:

- **“Student Tuition Guaranty Fund.** The Commonwealth of Virginia maintains a Student Tuition Guaranty Fund under 8VAC40-31-310 to reimburse students who suffer a monetary loss because a certified

school ceases to operate. A student who was enrolled, or was on an approved leave of absence, at the time a school ceases to operate and who did not complete the program may file a claim with the fund manager at SCHEV within three years after the school ceases to operate. Claims are limited to the unearned portion of tuition and fees paid. The fund is held and administered by the Commonwealth; AVI Career Training neither holds nor administers any part of it. Enquiries: State Council of Higher Education for Virginia, James Monroe Building, 101 North Fourteenth Street, Richmond, Virginia 23219, (804) 225-2600.”

6. Licensing – programs the school offers (amends page 30)

In the Licensing paragraph on page 30, the sentence beginning “Esthetics and Wax Technician graduates must take the State Board exam” is amended to read:

- **“Esthetics and Master Esthetics graduates** must take the State Board examination to obtain a license to operate. A license to operate as an Esthetician or Cosmetologist is required by the Commonwealth of Virginia.”

AVI Career Training does not offer a Wax Technician program. Wax Technician is a separate licence category of the Virginia Board for Barbers and Cosmetology; a student who wants that licence must complete a Wax Technician program elsewhere. The programs AVI offers are the ten set out in Programs of Study beginning at page 33, and no other program is offered or implied.

7. Contracted schedule and changes to it (adds to the Attendance Policy, page 16)

The following is added to the Attendance Policy on page 16:

- **“Every student contracts a schedule.** At enrollment each student signs a Student Contract Schedule Agreement recording the schedule they will attend — full time, part time, or, for a student receiving veterans benefits, the full-time on-campus schedule — together with the minimum number of clock hours a week that schedule requires. That agreement is filed with the student's Student Enrollment Agreement and is the schedule the school holds the student to.
- **A schedule is changed only by signed written request.** A student who cannot keep the schedule they contracted for may ask the school in writing, on the school's Student Request to Change from the Contracted Schedule to a Flexible Schedule, to move to a flexible schedule measured in clock hours a week rather than fixed days and times. The request states the hours the student undertakes to attend each week and the date the change is to take effect. It takes effect only when the school approves it in writing; until then the contracted schedule continues to apply. The school does not propose, require or suggest the change, and the schedule the student originally contracted for remains available to them.
- **What a change of schedule does not change.** The total clock hours required to complete the program are unaltered; all practical and clinical instruction is completed on campus under the supervision of a licensed instructor and all examinations are taken in the classroom; and tuition, the satisfactory academic progress requirement and the expected completion date are unchanged unless separately amended in writing. The original Contract Schedule Agreement is neither altered nor replaced: the approved request is filed with it and with the Student Enrollment Agreement, as required by

8VAC40-31-160(D)(2).

- **Students receiving veterans benefits.** A student receiving VA educational benefits attends on campus only. No part of the program may be completed online, and online or self-directed hours do not count toward required program hours or attendance. A change in the hours such a student attends changes their training time and is reported to the U.S. Department of Veterans Affairs within 30 days.”

This states in writing the practice the school already follows. The attendance record, the make-up provisions, the administrative-withdrawal rule and the attendance calculation printed on page 16 are unchanged.

8. Attendance — the standard a student must maintain (adds to the Attendance Policy, page 16)

The following is added to the Attendance Policy on page 16:

- **“Minimum attendance.** A student must maintain an attendance rate of **at least 90% of their scheduled course hours**; absence may not exceed 10% of those hours. This is the standard published in the Student Handbook and it applies to every student.”
- **“How the 90% standard and the 100% completion requirement fit together.** The 90% figure is the attendance a student must keep as the program runs. It does not reduce the requirement, stated on this page, that a student complete **100% of the required program hours** to receive a certificate of completion. Hours missed within the 10% allowance are made up — within the same week at no extra charge, or on the terms stated on this page — so that the full program hours are completed. A student cannot graduate on 90% of the hours.”
- **“Attendance is measured against scheduled hours.** The attendance percentage is the total hours accrued divided by the total hours scheduled, as stated under Attendance Calculation on this page. A student whose attendance falls below 90% is seen by the Director and a make-up schedule is agreed, as provided under the Progress Evaluation Policy on page 19.”

This states in the catalog a standard the school already publishes in the Student Handbook and already applies. The seven-consecutive-day administrative withdrawal rule, the make-up provisions, the hourly charge for time not made up and the attendance calculation printed on page 16 are unchanged. The 90% standard is the school's own; it is not set by the State Council of Higher Education for Virginia.

Effect and distribution

This addendum takes effect on the date signed below and remains in force until the next publication of the Student Catalog, which will incorporate these amendments in the body of the catalog and supersede this addendum.

- Issued in writing to every enrolled student, with the distribution recorded.
- Posted with the electronic catalog on the school website and placed with the printed catalog at the front desk.
- Filed with SCHEV and provided to COE with the school's next report.

- Retained, dated, in the school's compliance records with the superseded catalog edition.



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Date: August 11, 2026