



Aveda Institute & Academy Salon Vancouver  
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## Academy Salon Program Admissions Policy

The Aveda Institute is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

Neither the institution nor the student can waive these admission requirements.

### Admission Criteria:

1. Informational Interview (in person or by telephone if out of province or country)
  2. Program Application Form
  3. Deposit Fee (this deposit is deductible from tuition upon enrolment)
  4. Current Resume with a letter of Interest
  5. Proof of license, registered apprenticeship, or hairstyling diploma
  6. Pass skills assessment conducted at an Aveda Academy Salon with an Educator
- \* Contact us for additional International Student requirements

### Admission Process:

Applications are screened at each step for suitability. Only successful applicants advance to the next phase.

1. Participate in a phone pre-assessment (if possible) to determine program of interest and book an appointment with an Admissions Representative.
2. Meet with Admissions Representative (in person or by telephone if out of province or country) to review program details and admissions criteria.
3. Complete all application materials, including skills assessment and submit required documents to the Admissions office.
4. Admissions office issues an acceptance package to successful candidates.
5. Return two copies of signed contracts and application fee to confirm enrolment.
6. Admissions office signs both copies of contracts and returns one copy to the student.

### Program Fees

Tuition: \$6,300 (including deposit)

Student Kit & Books: \$250+ applicable taxes

\*A \$250 deposit is required to complete the application process.

\*Monthly payment installment plans are available. Prices are subject to change.

### Program Deferrals

After the enrolment contract has been executed, if a student wishes to be moved to another start date, a letter requesting a deferral must be submitted to the Administrative Offices no later than one month before the start date indicated on the enrolment contract. The letter should state the original start date, the desired start date and the reason for the request.

Students that request a program deferral may be subject to a \$250 fee.

### Transfer Hours

The Aveda Institute does not accept transfer hours.

## **WITHDRAWAL POLICY**

A student that no longer wishes to continue may request to withdraw from the program. The student must provide written notice of withdrawal to the admissions office. Withdrawal is effective once the institute receives written notification.

Students who abandon their program are subject to the progressive disciplinary as per the Attendance Policy | Missed Time and will be dismissed from the program.

Students who withdraw or abandon the program will be issued an official transcript detailing the number of hours completed and the grades received in the completed modules. The student's official transcript will be withheld until the all fee requirements have been met.

## **TUITION REFUND POLICY**

When required a refund will be issued within 30 days from the day the student contract is terminated or if terminated by the Institute, as specified in an order of the Director. The refund is payable to student or lender unless the payment was received from a government, agency or person other than the student, in which case any refund of the tuition will be paid to the government, agency or other person.

**Student kits and textbook are non-refundable once the student receives them and the kit is opened.**