



American Institute of Education

17632 Irvine Blvd., #215, Tustin, CA 92780

Telephone: (714) 564-0417

School Code: 1921011

www.aielectrology.com

Catalog & Consumer Information

Effective Dates: January 1, 2021 to December 31, 2021

On this our 35th anniversary, we want to express appreciation to everyone who has supported us over these three-and-a-half decades. Years before this anniversary, it became apparent that we were attracting students who were aligned with our founding core principles.

They are:

1. Interest-free tuition funding: By customizing payment options to match each student's financial circumstances, we have enabled more students to attend our Electrology program than any other school in the U. S. We believe that tuition funding programs should not penalize students who want to improve themselves, by imposing interest on their training costs. Our pay-as-you-go payment plan is delivered in-house, free of interest and can extend beyond graduation.

2. Honesty and transparency: Unlike our competitors who wholesale Electrology equipment and supplies, we do not make wholesale profit on our students' necessary purchases, specifically their most expensive purchase, their epilators.

AIE students deal directly with the manufacturers of epilators and other supplies used in our school clinic and they purchase at pre-arranged discounted prices. Adding a wholesale profit margin on equipment and supplies to the cost of tuition, unnecessarily burdens each student by increasing the cost of the entire educational experience.

3. Our Non-Discrimination Policy: We do not discriminate on the basis of race, creed, color or sexual orientation. We are LGBTQ friendly and have had more transgender students than any other school in California.

Our principles speak to fairness, transparency and consideration for our students' resources and for who they are as individuals. A living example of our core principles is our lineup of instructors. They are all experienced, practicing Electrologists and former AIE graduates! They bring real world experience into our school along with first hand appreciation of every students' needs.

It has been a pleasure and an honor to know and work with each and every one of our graduates. And to those reading this today who may be considering a career as a licensed professional Electrologist, know that we will accommodate you along with any specific requirements and together, we will reach your goal of success in this profession.

A partial list of achievements over our 35 year history:

AIE is the first and only California Licensed Electrology school to:

- 1. operate on an open-enrollment basis, **since 1986.** (Students can start any day and self-pace through the curriculum.)***
- 2. reach over 1,100 graduates, **March 2019.*****
- 3. have over 30% of all students in any one year, attend from outside of California. **June 2015 to the present.*****
- 4. be State approved to offer online theory since **January 2007.*****
- 5. offer in-house interest-free financing extending beyond graduation, **since 1986.*****
- 6. offer training on digital epilators, **since 1997.*****
- 7. offer training in the use of 2 piece insulated probes, **since 2000.*****
- 8. provide training on epilators that deliver thermolysis in 2/1000th of a second, **since 2015.*****
- 9. have two of its past graduates serve as California Electrology Licensing Examiners, starting **2005 to the present day.*****
- 10. own more epilators, both in brands and numbers, than any Electrology school west of the Mississippi. We can speak to value for money spent.***



CONTENTS

| | |
|--|----|
| SCHOOL INFORMATION..... | 4 |
| Mission & Objectives | 5 |
| Philosophy | 5 |
| A Brief History of Electrology | 5 |
| History of American Institute of Education..... | 5 |
| School Facilities | 6 |
| Equipment..... | 6 |
| Class Schedule..... | 7 |
| Instructional Hours..... | 7 |
| Holidays 2021 | 7 |
| Staff..... | 8 |
| Faculty | 8 |
| PROGRAM DESCRIPTION..... | 9 |
| Electrology..... | 9 |
| Theory | 9 |
| Practical | 9 |
| Course Outline | 10 |
| Learning Modules..... | 11 |
| Minimum Requirements Established By The State Board Of Barbering & Cosmetology | 11 |
| Practical Training | 12 |
| Notebook Requirements | 12 |
| Assignments..... | 13 |
| Licensure | 13 |
| Graduation Requirements | 14 |
| NON-LICENSED STATE & INDIVIDUALIZED PROGRAMS | 15 |
| Theory..... | 15 |
| Licensure | 16 |
| Graduation Requirements | 16 |
| ADMISSION REQUIREMENTS AND PROCEDURES | 17 |
| Requirements | 17 |
| Procedure | 17 |

| | |
|--|----|
| Statement of Non-Discrimination..... | 17 |
| Credit For Previous Training..... | 18 |
| Notice Concerning Transferability Of Credits And Credentials Earned AtOur Institution..... | 18 |
| ACADEMIC PROGRESS..... | 19 |
| Attendance..... | 19 |
| Time Clock..... | 19 |
| Time Cards..... | 19 |
| Grading System..... | 20 |
| Student Practical Instruction Worksheets..... | 21 |
| Servicing Clients in Our Clinic..... | 21 |
| Test-Taking..... | 21 |
| Leave of Absence..... | 21 |
| Withdrawal..... | 21 |
| Suspension and Termination..... | 22 |
| Probationary Period..... | 22 |
| Learning Resources..... | 22 |
| Conditions For Reentry After Dismissal For Unsatisfactory Progress..... | 23 |
| STUDENT SERVICES..... | 24 |
| Academic Counseling..... | 24 |
| Placement..... | 24 |
| Housing..... | 24 |
| GENERAL TERMS AND CONDITIONS..... | 25 |
| Sanitation..... | 25 |
| Dress Code..... | 25 |
| Smoking..... | 26 |
| Eating..... | 26 |
| Alcohol And Drug Policy..... | 26 |
| Illness..... | 27 |
| Cell Phone Use..... | 27 |
| Grievance Procedures..... | 27 |
| Changes To The Rules And Regulations..... | 27 |
| TUITION AND FEES..... | 28 |
| Student Tuition Recovery Fund..... | 29 |
| CANCELLATION AND REFUND POLICIES..... | 30 |
| Student's Right To Cancel..... | 30 |

| | |
|---|----|
| Procedure To Cancel | 30 |
| Refund Policy | 30 |
| Determination of withdrawal date from school..... | 31 |
| A Hypothetical Refund Example..... | 32 |
| Refund Table..... | 32 |
| DISCLOSURE STATEMENTS | 33 |

SCHOOL INFORMATION

Dear Student:

Welcome to the American Institute of Education, we are pleased to have you as a member of our student body. The environment here is genial and supportive, enabling you the student to strive for and achieve excellence.

A progressive and updated program has been developed for your instruction. Full advantage should be taken of it. You are required to familiarize yourself with The Barbering and Cosmetology Act, the Rules and Regulations of the school and the Board of Barbering and Cosmetology. These objectives are well-intentioned and important to you as a professional Electrologist.

Our program of instruction encompasses both theory and practical training. They are equally important. Good study habits should be developed. Excellent equipment and instruments are provided for your use. Familiarize yourself with their operation, use and care.

The open enrollment policy of the school is directed to accommodate the needs of every student. At American Institute of Education, the theory portion of our curriculum can be completed online or in school. Simply advise us of your preference at the time of enrollment or while your attend should your preference change.

Frank discussions of individual concerns are encouraged. Much like any post-secondary institution of higher education, the full purpose of instruction will only be realized when you assume responsibility for your progress.

We look forward with enthusiasm to be at your side as you work to complete your required hours of instruction for Electrology.

May you have a successful and pleasurable experience at American Institute of Education and an even more fulfilling practice as you embark on your new career.

American Institute of Education

MISSION & OBJECTIVES

The mission of the American Institute of Education is to deliver to its students, the best possible education in Electrology. We provide the most modern equipment coupled with superior teaching staff and work together to promote and encourage the graduates to achieve the highest career goals.

Our primary objective is to have each student obtain Professional Certification through State Licensing for Electrology and to produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. Our successful students should be able to function effectively at an entry-level in an Electrology practice as self-employed practitioners. Normal progression based on individual efforts and job experience should move him/her to positions such as Salon Manager, Salon Owner, Electrology Instructor, School Supervisor/Director, or School Owner.

PHILOSOPHY

The philosophy of the American Institute of Education is based upon the belief that learning should be an enjoyable and rewarding experience for every student. Gaining independence through education develops self-confidence and self-fulfillment, enriching the lives of all that participate.

A BRIEF HISTORY OF ELECTROLOGY

Electrology is the study of permanent hair removal with the use of an energized needle or probe, utilizing three modalities known as Electrolysis, Thermolysis, and the Blend.

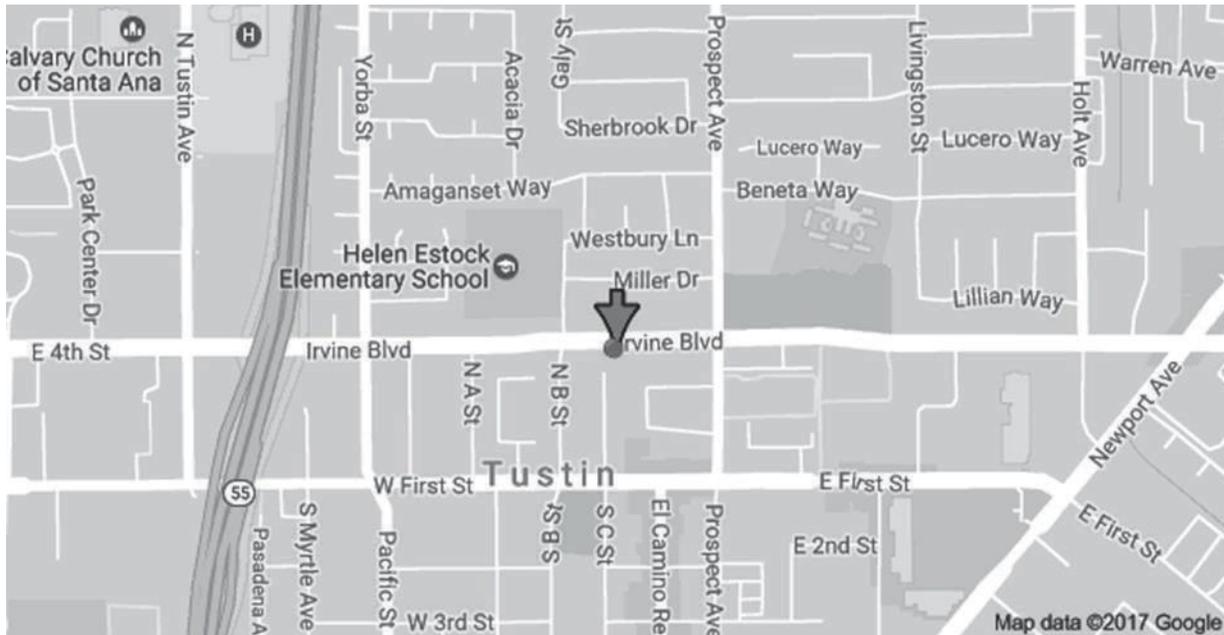
Cosmetic electrolysis had its early beginnings in 1875 when Charles E. Michel, M.D, a practicing ophthalmologist in St. Louis, Missouri, developed a method of permanent hair removal for his patients using an electric current, which destroyed the hair follicle.

Since those early experiments, the study of Electrology has advanced to a state of the art cosmetic service. Today's modern Electrology practice utilizes computerized equipment for the comfortable yet permanent destruction of unwanted hair over a series of personalized treatments. Electrology is truly a unique and rewarding profession that spans over one hundred years of exciting achievement.

HISTORY OF AMERICAN INSTITUTE OF EDUCATION

The American Institute of Education was incorporated in the State of California, June 12, 1986, as the American Institute of Electrology and opened its doors in October in the City of Long Beach, California. On March 9, 1999, the school owners formally changed its name to The American Institute of Education with the Bureau for Private Postsecondary Education. The school has been State Approved with the BPPE since it opened. It is not accredited by a federally recognized accrediting agency and therefore does not offer federal loans or grants of any kind.

SCHOOL FACILITIES



All practical sessions are held at the American Institute of Education's campus located at 17632 Irvine Blvd., Suite #215, Tustin, CA 92780. There is free parking adjacent to the school.

The campus is situated on Irvine Blvd, 5 blocks west of the Costa Mesa Freeway.

The American Institute of Education is located in a well-lit, air-conditioned building, designed with equipment, supplies, and implements to provide each student the opportunity to become proficient in both technique and speed.

The Institute delivers lectures and theory through its Online Academy and through the use of enhanced teaching aids, PowerPoint presentations, audiovisual equipment as well as hands-on training.

There are sufficient workstations to ensure adequate student practice of clinical procedures. The student lunch area and restrooms are also provided.

EQUIPMENT

Students are responsible for the proper care and maintenance of the school's equipment including but not limited to the epilators, beds, lamps, chairs, sterilizers, tweezers, and the high-frequency machine. Lost, mutilated, or stolen items will be replaced at the expense of the student.

Students are responsible for setting up, cleaning and unplugging all of the cords from any machine they use, and ensuring that all cords are returned to their proper boxes each day.

CLASS SCHEDULE

Due to the nature of the training program in Electrology, the school maintains a year-round schedule on an open-enrollment basis. Students can enroll anytime. The Institute has a flexible class schedule, and students can attend at their own pace.

INSTRUCTIONAL HOURS

The Institute is open:

| | |
|---------------------|--------------------|
| Tuesday, Wednesday | 10 00 AM - 5 30 PM |
| Thursday and Friday | 10 00 AM – 8 00 PM |
| Saturday | 10 00 AM - 5 30 PM |
| Sunday, Monday | CLOSED |

HOLIDAYS CLOSED SCHEDULE 2020

| | |
|------------------|--|
| Easter | April 3, 2021 to April 4, 2021 |
| Memorial Day | May 29, 2021 to May 31, 2021 |
| Independence Day | July 4, 2021 |
| Summer Break | August 2, 2021 to August 16, 2021 |
| Labor Day | September 4, 2021 |
| Thanksgiving | November 25, 2021 to November 29, 2021 |
| Winter Holidays | December 21, 2020 to January 3, 2021 |

Additional holidays or school closures may be declared at the discretion of the School Director.

STAFF

| | |
|--|------------------------------|
| Jazmin Toscano | Director of Student Services |
| Roxanne Whitney. <i>American Institute of Education - Graduate and Licensed Manicurist since 1998</i> | Director of Education |

FACULTY

| | |
|---|--------------------------------|
| Roxanne Whitney, Licensed Electrologist & Director of Education <i>American Institute of Education - Graduate and Licensed Manicurist since 1998</i> | Electrology Instructor |
| Jennifer Combs, Licensed Electrologist <i>American Institute of Education - Graduate 2004</i> | Electrology Instructor |
| Tammy Loibl, Licensed Electrologist & Licensed Esthetician <i>American Institute of Education - Graduate 2018</i> | Electrology Instructor |
| Michael Kodrich, Licensed Electrologist <i>American Institute of Education - Graduate 2018</i> | Electrology Instructor Trainee |
| Diethru Thu Nguyen, Licensed Electrologist <i>American Institute of Education - Graduate 2013</i> | Electrology Instructor |

Instructors maintain their knowledge by participating in American Institute of Education training programs specifically written to update technical understanding of today's modern epilators and the new techniques required for the successful operation of these machines.

At American Institute of Education, we maintain an extensive roster of teachers, all of whom are practicing Electrologists. This allows us to find back-up teachers in the event of schedule changes of any of our teachers throughout the year. In the unlikely event that an assigned teacher is unable to cover their class due to an emergency such as a car accident or sudden illness and the school's administration cannot find a substitute, American Institute of Education reserves the right to cancel that day's class and reorganize future dates to make up the time missed.

PROGRAM DESCRIPTION

ELECTROLOGY

Total Clock Hours: 600

Program Delivery: on-line/in-class

Leads to the Standard Occupational Classification: 39-5094 Skincare Specialists

Program Description

The curriculum for students enrolled in the Electrology course consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Electrologist pursuant to the California Barbering and Cosmetology Act. Once the student has completed the theoretical portion of the program, the practical portion is to be completed at the American Institute of Education in Tustin, California.

THEORY

The theoretical instruction consists of time on our Online Academy, in-class lectures, demonstrations as well as classroom participation and examinations. The textbook for the course consists of 20 chapters. Each student will receive a chapter review or lecture on each of the most relevant chapters. In addition, more help is provided to students with areas of study when and as needed. Study guides and tests are available for each chapter to help students focus on the relevant information. When a student is ready, they can download study guides and corresponding tests that they may take at their discretion.

Each test is written in a multiple-choice format similar to the licensing exam. The exams for chapters 6 through 11 and 18 through 20 are open-book exams. The instructors are available to review errors made on any test to ensure a complete understanding of the material. Mid-term and final exams are also administered.

PRACTICAL

Each student is given individual help with the practical part of the course. The teachers work with each student one-on-one throughout the program. Students are encouraged to ask for help, as they require it. A minimum of four practical exams are administered toward the end of the program that simulates the practical methodology that is tested at the California State-licensing exam. Students must pass these four exams. They are not optional for students sitting for licensing exams in other States. Additional exams will be administered until a passing grade on four exams is obtained. AIE allows only one practical exam a day.

COURSE OUTLINE

(I) General Theory

| (I) GENERAL THEORY | |
|---|--|
| Section #1 Scientific Considerations | |
| Chapter 1: Anatomy & Physiology of Hair and Skin | |
| Chapter 2: Skin Disorder & Diseases | |
| Chapter 3: Endocrine System Chapter 4: Hirsutism, Hypertrichosis | |
| Chapter 5: Bacteriology, Sanitation, Sterilization | |
| Section #2 Alternative Methods of Hair Removal | |
| Chapter 6: Home Hair-Removal Methods | |
| Chapter 7: Threading | |
| Chapter 8: Sugaring | |
| Section #3 Waxing | |
| Chapter 9: Introduction to Waxing | |
| Chapter 10: Hard Wax, Non-strip method | |
| Chapter 11: Hot Wax Method | |
| Section #4 Introduction to Permanent Hair Removal | |
| Chapter 12: History and Evolution of Electrolysis | |
| Chapter 13: The Right Modality & Treatment Application | |
| Chapter 14: Thermolysis | |
| Chapter 15: Galvanic Electrolysis | |
| Chapter 16: The Blend Method | |
| Section #5 Laser & Light-Based Epilators | |
| Chapter 17: Laser Physics, Equipment & Safety | |
| Chapter 18: Laser Hair-Removal Treatment | |
| Section #6 Business Practices | |
| Chapter 19: Licensure & Starting a Practice | |
| Chapter 20: Professional Ethics, Professional Organizations & Continuing Education. | |
| (II) CLINICAL PRACTICE | |
| 1. Interpersonal skills | |
| 2. Health history assessment | |
| 3. Consultation | |
| 4. Contraindications | |
| 5. Positioning and draping | |
| 6. Lighting and optics | |
| 7. Pre – and post-treatment care | |
| 8. Modalities (electrolysis, thermolysis, blend) | |
| 9. Epilation techniques | |
| 10. Practice on all body areas | |
| 11. Aesthetic / cosmetic considerations | |
| 12. Side effects, tissue injury, and complications | |
| 13. Treatment records | |
| 14. Evaluation of treatment progress | |

LEARNING MODULES

The following Learning Modules represent chapter designations in the textbook Hair Removal Techniques, a comprehensive Manual by Milady that should be studied together in modular sequence.

In addition to taking an exam on each chapter, the students are responsible for:

- a mid-term exam covering chapters 1-11
- a final exam covering all chapters
- a test on the State Board Rules and Regulations for Electrologists.

MINIMUM REQUIREMENTS ESTABLISHED BY THE STATE BOARD OF BARBERING AND COSMETOLOGY

| Subject | Hrs |
|--|------------|
| 1) The Barbering and Cosmetology Act / Board Rules & Regulations | 20 |
| 2) Health and Safety / Hazardous Substances | 45 |
| 3) Sanitation, Disinfection and Sterilization | 20 |
| 4) Bacteriology, Anatomy and Physiology | 20 |
| 5) Electricity | 15 |
| 6) Electrolysis | 45 |
| 7) Thermolysis | 45 |
| 8) Combination of high frequency & galvanic currents (The Blend) | 45 |
| Additional Training | |
| Endocrine System | 10 |
| Hirsutism and Hypertrichosis | 10 |
| Hair Removal | 5 |
| Waxing | 5 |
| Modality and Treatment Application | 10 |
| Laser Physics and Safety | 10 |
| Laser Hair Removal | 10 |
| Starting a Practice, Business, Licensure, and Marketing | 10 |
| Ethics, Professional Organizations and Education | 10 |
| Midterm | 15 |
| Final Exam | 15 |
| California Board of Barbering and Cosmetology Health and Safety Course | 25 |
| Three written reports (equipment, consultations, etc.) see pg. 16 | 30 |
| TOTAL | 420 |

PRACTICAL TRAINING

The practical operation consists of actual performance by the student of a complete service on another person. Students are required to complete the following minimum number of hours working on themselves, other students, and/or clients of the student clinic.

| Subject | Hrs |
|---|-----|
| 1. Sanitation, Disinfection and Sterilization Additional Training | 10 |
| 2. Electrolysis | 60 |
| 3. Thermolysis | 60 |
| 4. The Blend | 60 |
| TOTAL | 190 |

In addition to the minimum requirements established by the State Board of Barbering and Cosmetology, the American Institute of Education also provides training in the following subject areas:

1. Establishing a Practice
2. Communication Skills
3. Professional Ethics
4. Salesmanship
5. Decorum
6. Record Keeping
7. Client Service Record Cards

NOTEBOOK REQUIREMENTS

Students are required to maintain a notebook containing the following items listed below completed and in this order. This notebook is due upon completion of 600 hours.

- ✓ All 20 study guides and tests completed.
- ✓ List of Electrolysis facility code requirements / State Board Rules & Regulations.
- ✓ List of items and supplies needed to begin an Electrolysis practice.
- ✓ Design a business card & provide a sample.
- ✓ Design an AD for any publication or design a web page for your future business.
- ✓ Produce publication prices for various ad sizes or web site hosting prices.
- ✓ Obtain quotes for Electrology malpractice insurance. (Emailed quotes acceptable)
- ✓ Examples of, or information about two bookkeeping systems.
- ✓ Two different samples of patron history / treatment forms. You can create your own.

All students must complete all Notebook Assignments, including Clinic Tasks: Reports must be typewritten. The Notebook is a mandatory requirement for all students.

ASSIGNMENTS

Consultation:

Part 1) this should be at least 1 typewritten page, describing how you plan on consulting with new clients. This is your consultation and should be a description of what you'll take new clients through prior to their first appointment.

Part 2) you are required to create your own consultation book. This book needs to have pictures and / or graphs that assist new clients in understanding the treatment process. This information will come from: lectures you've attended on health history screenings and consultations; listening to the teachers and more senior students give consultations; and coaching sessions with your teachers on how to do consultations.

Equipment Report: A 1 typewritten page synopsis on one of the epilators you've worked with. Epilators not used in our school are not eligible. Manuals are available for students to check out.

Clinic tasks for all freshman students:

It is common practice in the beauty profession for new employees entering salons, spas, aesthetics studios and Electrology businesses to have a working knowledge of the fundamental practices and chores associated with the daily operation of each business. Our CA Board of Barbering and Cosmetology knows that many newly licensed professionals will not have retail / shop experience. To that end they have encouraged all schools to include a module that initially focuses on the daily chores and responsibilities associated with operating a practice, regardless of the discipline. For that reason we are including the following 1 day module that will count towards your notebook assignments.

Field Trip Report: You need to choose any location that has to do with Electrology or beauty services. Such as: Salon, Spa, Electrologist, Etc. A 2 typewritten report describing the interview is required. For example: How do they run their business? How do they get clients? What do they do about their competition? How do they keep their business going in this bad economy? What do they do about advertising? Find out how the experienced person operates their business. The school also provides a list of interview questions that you can work from.

LICENSURE

American Institute of Education offers a six hundred (600) clock hour Electrology Course as required by the California State Board of Barbering and Cosmetology. Upon successful completion of this State Board exam, a California student becomes a Licensed Electrologist in the State of California. The annual maximum enrollment in American Institute of Education's Electrology program is 65 students on an open enrollment schedule. A 75% score is required for passing the California State examination. Students seeking licensure in the State of California are required to notify the school's administration at least two business days before completing the two 450 hour Senior Exams so that the pre-application paperwork can be completed. Failure to re-apply for a preferred testing date will result in several months wait for the exam schedule by the State.

GRADUATION REQUIREMENTS

The student must complete the required hours, all classroom assignments and required procedures for applied credit, and all tuition fees must be paid for or school loans in place and in good standing, in order to graduate. The required hours of the course must be evidenced by student timecards and required procedures completed as indicated on work slips signed by the instructor and student.

Upon completion of all requirements, the student will be graduated and issued a certificate, along with the necessary documents for application to the California State Board of Barbering and Cosmetology for the state board examination. California State licensing is granted the day the examination is passed.

NON-LICENSED STATE & INDIVIDUALIZED PROGRAMS

Our Online Academy was originally created for people who live in States (and Canada) where there are no licensing regulations for Electrologists. Residents of the following States can attend American Institute of Education's Online Academy: Alabama, Alaska, Arizona, and Colorado, all of Canada, Georgia, Kentucky, Minnesota, Mississippi, Missouri, New York, Pennsylvania, South Carolina, South Dakota, Texas, Virginia, Washington, West Virginia, and Wyoming.

Individually created programs provide out of state students from unlicensed jurisdictions with the ability to, upon successful completion, work to a professional level in their home state or country.

American Institute of Education will, in every instance utilize the California curriculum of study as its standard for instruction when the training requirements of other states fall below California's curriculum standards. One-on-one clinical instruction can vary in length for each student depending upon his or her educational and work background.

Pricing will be determined before the course commences and will be in line with the hourly instructional costs of American Institute of Education's California Licensing program.

Students will be given a textbook and a user ID and password for accessing the Online Academy.

All of the online theoretical instruction is self-study.

Study Guides are downloaded by the students from our Online Academy found through our website.

All exams are to be taken by the student online.

Students must complete each required exam for their program as specified below with a score of at least 80% to be eligible to receive a certificate of completion for their selected program.

Lectures are provided daily when students are attending American Institute of Education for their hands-on practical training. This lecture series supports the online self-study work completed at home.

THEORY

The bulk of the theoretical instruction for students of American Institute of Education's Online Academy is self-study. Students registering for the Online Academy will be given a textbook, or an online textbook a workbook, and a user ID and password for accessing the Online Academy.

The textbook for the course consists of 20 chapters. Students will receive a chapter review or lecture on each of the key chapters in the book that directly relate to the licensing exam materials. In addition, more help is provided to students with areas of study when and as needed.

Required study guides that are designed to help students focus on the relevant information in each chapter are to be downloaded from the Online Academy website by the student. When a student is ready, they are expected to complete practice tests for all required exams online. Each test is written in multiple-choice format similar to the State Board exam.

The exams for chapters 1 through 20, plus the midterm and final must have a passing grade of 80% or more to receive full credit for having completed the theory portion of the program online.

Exams being repeated at American Institute of Education for online credit will be taken at the school under the following conditions.

- No books, notes, purses, or electronic items of any kind may be taken into the examination area.
- Tests must be taken in silence if other students are present.
- The school reserves the right to have the area supervised during the examination period.
- Consistent with school policy, all tests for the purposes of final grading CAN be taken as many times as a student desires under the conditions described above.
- The passing grade for these exams is 80%.
- Internet access to the Online Academy will be canceled the day after the theoretical portion of the State Licensing exam has been passed.

To ensure a complete understanding of the material, the instructors are available to review errors made on any test. These outline the key areas of focus for study and review.

LICENSURE

We also offer programs that meet the requirements of other States. Students of other states will receive proof of training documents to provide their State's regulatory agency.

GRADUATION REQUIREMENTS

The student must complete the required hours, all classroom assignments and required procedures for applied credit, and all tuition fees must be paid for or school loans in place and in good standing, in order to graduate. The required hours of the course must be evidenced by student time cards and required procedures completed as indicated on work slips signed by the instructor and student. Upon completion of all requirements, the student will be graduated and issued a Proof of Training certificate, along with the necessary documents.

ADMISSION REQUIREMENTS AND PROCEDURES

As a prospective student, you must review this catalog prior to signing an enrollment agreement. You must also review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

REQUIREMENTS

- 1) All applicants are required to complete a prospective student questionnaire form for admission.
- 2) All applicants must be at least 17 years of age to be considered for admission.
- 3) All applicants must pay a \$250.00 non-refundable application fee to apply.
- 4) All applicants should possess a High School Diploma or a GED. A High School Diploma or a GED will be accepted that they have the required English language proficiency.
- 5) All prospective applicants without a High School Diploma or a GED must take an independently administered Wonderlic Basic Skills Test (WBST) with a minimum passing scores of 200 on Verbal and 210 Quantitative. Passage of the Wonderlic will be accepted that they have the required English language proficiency.

The administration will review the information of the required documents for admission, and inform the applicant of acceptance. If an applicant is not accepted, all monies paid will be refunded.

PROCEDURE

- Complete a prospective student questionnaire form.
- Speak with a school representative about the program.
- Take the Wonderlic if applicable.
- Receive and review the school catalog.
- Receive, review, and initial the School Performance Fact Sheet.
- Review, complete, and sign an enrollment agreement.

STATEMENT OF NON-DISCRIMINATION

The American Institute of Education does not discriminate on the basis of race, color, religion, sex, sexual orientation, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies or handicap, providing said handicap does not interfere with proper technique or use of equipment and the ability to perform and work in this profession.

CREDIT FOR PREVIOUS TRAINING

Students with in-state previous training and /or experience in Electrology must present their training documents to the Director for validation and credit. Students with out-of-state training must complete forms A, B or C of the California State Board of Barbering and Cosmetology dependent upon which apply to the California State Board of Barbering and Cosmetology and submit them to the State Board for credit. If granted, you will be provided with such credit in writing in the form of an evaluation letter, and the Institute will honor such credit toward your graduation. For out-of-country students, your training documents must be submitted for evaluation to International Educational Credential Evaluation Services, Dr. Joseph Strazzeri, Ed. D. 436 S. Nectar Avenue, Galloway, New Jersey, 08205, USA. The phone number is (609) 748-9336 and website <http://www.iecesstrazzeri.com>.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at American Institute of Education in our Electrology program is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your Electrology program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Institute of Education to determine if your diploma will transfer.

AIE has not entered into an articulation or transfer agreement with any other institution of Electrology, college or university.

ACADEMIC PROGRESS

ATTENDANCE

Students should attend classes regularly to obtain the maximum benefit from the course.

American Institute of Education operates as an open-enrollment school with an outside timeline of 6 months for online theory, and one year for clinical instruction, a total of 12 months to complete.

Students are required to schedule themselves for weekly attendance. If a student is unable to attend class, it is incumbent upon them to notify the school promptly by calling the instructor for that day, or the Director of Students Services.

This allows the staff to reassign clients to other students and avoids disruption of the student clinic.

Any absence of over 3 weeks that is not requested in writing will be considered an unapproved leave of absence and may be cause for dismissal from the school.

Most students must complete between 3-5 hours of "hands-on practical" during each day of their attendance in order to meet the minimum required hours per program.

Students attending 20 hours per week need a minimum of 3 hours per day; full-time students may need 6 hours per day.

A seven-minute grace period is allowed for tardiness. Over seven minutes, one-quarter of an hour must be deducted from the timecard.

TIME CLOCK

A time clock is used to comply with the law requiring that time and attendance records be completely and accurately maintained. Each student is responsible for ensuring that his or her time record is accurate and complete. Any oversight, failure or other irregularity, which might cause inaccuracies in the time and or attendance record, should be brought to the attention of an instructor promptly. The school will furnish timecards for that purpose requiring daily completion by the student including the student's signature and the signature of the administrator. Due to the popularity of our Electrology program, American Institute of Education may delay entry into the school clinic for practical instruction based upon the total volume of students enrolled.

TIMECARDS

Student timecards are extremely important since they become the basis for licensure for each student. All students must clock in and out on his or her own timecard to reflect the accumulation of credit hours. It is strictly against the rules to allow another person to clock in or out on another student's timecard. Students must sign their timecards daily. Students must submit each timecard no later than the following attendance day. Students must leave their timecards in the provided timecard holder next to the time clock while they are clocked in. It is necessary to track both your total hours and your total practical hours as a subset of the total hours. The State of California

requires that “hands-on practical” training be completed to the fullest. Practical hours are broken down into four categories:

1. Sanitation
2. Electrolysis (Galvanic)
3. Thermolysis
4. Blend.

Hours are considered “hands-on practical” only if the student is doing the work. Do not include hours spent having electrolysis done to you by another student or instructor in this section of your timesheet. Hours spent receiving electrolysis count towards your total clock hours, but not practical clock hours.

GRADING SYSTEM

A student is required to maintain a grade average of 80% in order to achieve academic progress. Academic probation can be imposed upon students who have failing grades, who are tardy, have recurring unapproved absences and who ignore the rules of attending American Institute of Education. Upon receiving two written warnings, a 7 day probation period will be imposed. Written warnings will be placed in the student’s file. During this period and at the school’s discretion, make-up work may be assigned to bring the student up to the school’s standards. If the student fails to bring their grades up to standard, a further period of one week of probation will be assigned. Additional make-up work will be offered along with individual attention to the area of study the student is having difficulty with. This extra week will also provide an opportunity for the student to reassess their commitment to the program and dialog their thoughts with the Director. If unsatisfactory progress continues largely due to the student’s lack of study, commitment, or behavioral issues, the student could be dismissed from the school.

Students are tested regularly on their classroom theory as well as their practical laboratory procedures. Students must maintain a minimum grade average of 80%. If a student is found to

The school uses common grading indicators as follows:

| | |
|-----------------|-----------|
| Excellent | 90 – 100% |
| Satisfactory | 80 – 89% |
| Poor | 70 – 79% |
| Un-Satisfactory | 60 – 69% |
| Failing | 0 – 59% |

STUDENT PRACTICAL INSTRUCTION WORKSHEETS

Students are required to complete and maintain a workbook consisting of Practical Instruction Worksheets for each major body area, delineating their progress in practical instruction. At the end of each session, before the client or fellow student has left the workstation, the student must complete an entry for the session and have the instructor evaluate and sign off on their performance. The student has the option of including his or her own comments for each entry.

Failure to complete the required entry for each session and receive the instructor's evaluation will result in a penalty of one clock hour per offense. Repeated offenses will be grounds for disciplinary review.

SERVICING CLIENTS IN OUR CLINIC

In every business, the customer comes first. Our priority as Electrologists is to assist those who come to us for treatment. As representatives of our school clinic, we view our clients as a connection to the real world of service and professionalism. Please note that they always take priority over treating another student or family member.

Client clinic work always takes precedence over study time.

Students are required to work on clients, whether they are booked appointments or walk-ins. Students are not allowed to choose which clients they will or will not work on.

TEST-TAKING

Each test can only be taken once per day. Tests not passed can be retaken the subsequent day or later. Mock Board trail exams must be completed 10 days prior to your licensing exam date.

LEAVE OF ABSENCE

A leave of absence is considered an approved interruption in the student's program. Students may be granted a leave of absence from the school if they follow these steps:

1. Submit in writing the request stating the duration, reasons for the leave, and the estimated date of return.
2. Obtain written approval from the Administrator or Director.

WITHDRAWAL

A student seeking withdrawal from the Institute must do so in writing, describing the reasons with sufficient detail and thereafter, at the option of either party meet for a personal review of the circumstances.

SUSPENSION AND TERMINATION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Institute reserves the right to suspend or dismiss any student who:

- Displays conduct which the faculty and administration determine to be detrimental to fellow students, other individuals, the community, or the Institute, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to Institute property.
- Fails to meet satisfactory clinical standards.
- Fails to meet the school's attendance policy or school rules and regulations.
- Fails to meet financial obligations to the Institute.

Teachers and the administration will select which student will work on pre-booked clients in the event of a previously scheduled student who does not show up for school. Refusal to work on clients at a teacher or the administration's discretion will result in the loss of three clock hours for that day

PROBATIONARY PERIOD

Unexcused absences, tardiness, failing grades, and unacceptable behavior that is contrary to the school's rules and regulations are reasons for the enforcement of a probationary period. The probation period will be 14 days. During this period additional make-up work will be recommended to bring the failing student up to the school's standards. Should the nature of the probationary period be to bring attention to the behavior or attendance of the student, any further unacceptable behavior including misuse of school equipment, will be cause for immediate dismissal. The cost of repair to damaged equipment will be paid by the offending student.

LEARNING RESOURCES

American Institute of Education has established a resource center consisting of textbooks and periodicals providing information about Electrology and business administration. The Institute subscribes to various trade magazines and American Electrology Association's newsletters as well as several other periodicals that expose students and faculty to the very latest in the field of Electrology. In addition, American Institute of Education offers a wide variety of resource materials related to general education, including textbooks on marketing, organizational behavior, cultural diversity, and public health and safety.

The resource center provides students with access to current publications and a quiet workspace. Computers are available for student use. American Institute of Education also provides students with online library resources. A student may search and find textbooks, periodicals, news, and current

events, encyclopedias and dictionaries, economic data, and business directories. A student may conduct a search by title, author, subject area, or keywords.

A student may sign out books, videos, or CDs out for a period of 2 weeks and may be renewed. Books may be renewed only twice. Students are limited to five (5) books to be checked out at one time. Students are held responsible for any book checked out on their card/library check out book.

Reference materials, books, periodicals, pamphlets, newspapers, and any other materials labeled reference are non-circulating. Reference books cannot be removed except to be taken to the copy machine. This has to be done with permission from the student services director. Reference books and materials can be removed from the shelves and placed on reserve by an instructor for a limited time, but if needed, they may be used. Cell phone usage is prohibited in the clinic area.

CONDITIONS FOR REENTRY AFTER DISMISSAL FOR UNSATISFACTORY PROGRESS

For a student to be readmitted after dismissal, the school requires a written explanation from the student as to how they will proceed from the point of reentry onward. The written explanation needs to be received by the Director within 7 days after probation ends. The Director and the teaching staff will examine the recommitment of the student to the program and will review any make-up work the student may have completed. At the sole discretion of the Director, the student will either be allowed to continue in the program or at this point will be dismissed in accordance with the school's refund policy.

STUDENT SERVICES

American Institute of Education offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

ACADEMIC COUNSELING

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, administration, and Directors have a sincere interest in the personal welfare of each student and therefore employ an open-door policy. Students requesting professional counseling services will be referred to local counseling agencies.

PLACEMENT

The American Institute of Education is contacted by prospective employers, clinics, salons, beauty studios and Electrologist offices looking to add an associate, as well as by Electrologists wishing to sell their practices. It is our policy to post this information and to contact our graduates and those soon to graduate and inform them of any opportunities that present themselves. We cannot, however, guarantee placement, and only act as a referral service for our students.

HOUSING

We had our first out-of-state students a couple of decades ago and realized that we needed to provide affordable short-term housing for everyone. Our efforts created our Housing Registry. The Registry is made up of women who live nearby and who are interested in renting rooms to our out-of-state and foreign students.

What does housing cost? The going rates range from \$690 to \$1,140 per month, which can be prorated to bi-weekly and in some cases, weekly. This works out to \$23 to \$38 per day.

How do I get started? It's easy because we do most of the work. When you're ready to attend for your hands-on training, call us with your anticipated arrival and departure dates. We speak with our housing providers and send you contact information for those who can accommodate you. This way you can connect with the providers one-on-one and select the home that feels right for you.

What kind of housing can I expect? It's much like staying with a relative who lives out-of-state. You have your bedroom and the use of the common areas in the home. A portion of the refrigerator is for your food. You use the kitchen and laundry areas, and each provider makes you feel welcome.

Keep in mind that we always have students attending from outside of California. This means that we get ongoing feedback on our housing providers. These women are well known to us and have proven to be reliable providers of housing over the years.

If shared housing isn't for you, we have a corporate rate with Clarion Suites. For more information, call 888-844-4247.

How long will I have to be in California? As mentioned above, you can complete your hands-on practical training in one session, or you can be with us for just a few days or a week at a time until you're done. You have an outside time limit 12 months to complete. To discuss your options and a schedule that works for you, call American Institute of Education at [888-844-4247](tel:888-844-4247).

GENERAL TERMS AND CONDITIONS

SANITATION

Students are required to observe and put into practice proper rules of sanitation and the sterilization of all Electrolysis instruments. Students will be provided a handout during orientation delineating the required sanitary and sterilization practices. Students must also maintain a sanitary workstation at all times.

If a student fails to maintain the required sanitary practices and ignores reminders or warnings, the penalty for non-observance will be one clock hour per offense. Repeated offenses will be grounds for disciplinary review.

DRESS CODE

Our dress code does not intentionally or indirectly discriminate against the personal tastes of any individual or group of people but caters to the expectations of the public and the accepted standards of the Electrology profession and the CA Board of Barbering and Cosmetology. All students are expected to present themselves as professionals.

In order to ensure compliance with the school dress code, the following enforcement policy is in effect:

- Students arriving at the school without the proper attire will result in the loss of two clock hours on the days' timecard for first and second offenses.
- For third and subsequent offenses, students will not be allowed to attend school on that day.
- The only exception to the above policy applies to students wearing false nails. The first offense will result in a warning. The second and subsequent offenses will result in the loss of two clock hours per incident.

A clean white or black lab coat is to be worn and buttoned during all treatment times with a patron. The lab coat should be long-sleeved; however, if a long-sleeved coat is not available, the student must wear a long-sleeved top underneath. This requirement is designed to minimize skin-to-skin contact with clients.

Comfortable shoes with low to moderate heels are required and should be neat and clean. Sneakers/trainers are allowed. Open-toed shoes, including sandals, and high heels are not allowed for safety reasons. Boots are not allowed.

Students must wear full-length black pants; jeans are not allowed.

Make-up, if worn, should be applied tastefully. Perfume or shaving lotions if worn, should be subtle and not overwhelming. As a general rule, it is best to avoid wearing them, as some patrons may be allergic and hyper-sensitive to these fragrances.

Overall cleanliness and neatness should be practiced. Good grooming habits include

- Regular bathing and shampooing—hair is to be neat and tied back,
- Use of deodorants,
- Hands must always be clean with nails kept short. No nail polish is allowed. Acrylic nail tips are not allowed,
- Proper oral hygiene must be maintained to ensure fresh breath, along with regular dental checkups.

Unacceptable attire and deportment include

- Clothing with holes, patches, or tears.
- Low-cut blouses or tops are unacceptable.
- Body piercing / rings, studs, etc., should not be visible except for ears.

SMOKING

Smoking is not allowed in the school building. Smoking is permitted outside away from the school's entranceways, only during authorized breaks or lunch hours.

EATING

Food and drink are not allowed at workstations or in the classroom area. A lunchroom is provided for eating and drinking. It's the responsibility of students to clean up after themselves, including wiping down tables, the microwave and cleaning the coffeemaker after use, plus keeping the refrigerator clean and free of rotting or excess food and beverages. If a student fails to clean up after him or herself or brings food and/or beverages onto the clinic floor or into the classroom and ignores reminders or warnings, the penalty for non-observance will be one clock hour per offense. Repeated offenses will be grounds for disciplinary review.

ALCOHOL AND DRUG POLICY

When on school premises, students shall conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition. No intoxicating liquors or drugs (except a prescription from an M.D.) May be brought on to the school premises or into the school building. Violation of this condition is just cause for dismissal. If you feel you are in need of assistance, you may contact the following Family Recovery Foundation, 12822 Hewes Avenue, Santa Ana, CA 92705.

ILLNESS

Credit hours will not be given to any student who is ill and cannot take patrons or participate in class. If you become ill while in school you will be excused, but you must clock out and go home. Any student who has an infection that is communicable (such as a cold, cough, or flu) should not come to school. According to state law, it is not permissible to work upon the public while suffering from any contagious disease.

CELL PHONE USE

Phones are not allowed in the student clinic. They may be kept in the break room or in each student's locker and must be off or to vibrate. All calls are to be made or taken outside of the school or in the lunchroom. Ear buds, air pods, headphones and earphones are not allowed.

GRIEVANCE PROCEDURES

It is the policy of the Institute to receive, acknowledge, and respond to student complaints concerning any aspect of their educational process, programs, facilities, Institute employees, or services offered by the Institute.

Complaints relating to any of the above subjects whether presented orally or in writing to the Institute will be promptly acknowledged by the Institute with an office interview. The response will propose corrective action and / or describe relevant remedial action in process or completed. The student may direct any unresolved matters by mail to the:

If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to the:

Bureau for Private Postsecondary Education,
1747 N. Market Blvd. Suite 225,
Sacramento California, 95834 www.bppe.ca.gov.
Tel (916) 574-8900, (888) 370-7589
Fax Number 1 (916) 263-1897
Email to: bppe@dca.ca.gov

CHANGES TO THE RULES AND REGULATIONS

Any changes in school rules will be posted within the school or included as an addendum.

TUITION AND FEES

| Program of Study | Cost Breakdown | | | | |
|---------------------------------------|--|-----------------------|---------------------------------------|-------------------|------------|
| | Registration Fee | STRF Fee | Cost of uniform, books, and materials | Tuition Fee | Total Cost |
| ELECTROLOGY | <i>Non-refundable</i> | <i>Non-Refundable</i> | <i>Non-refundable</i> | <i>Refundable</i> | |
| LICENSED STATES | \$250.00 | \$0.00 | \$825.00 | \$8,370.00 | \$9,445.00 |
| UNLICENSED STATES | \$250.00 | \$0.00 | \$825.00 | \$6,425.00 | \$7,500.00 |
| Registration Fee | This a one-time charge for processing the paperwork required for admission into a program and according to California statute shall not exceed \$250. Once paid, this fee is non-refundable. | | | | |
| STRF Fee | STRF stands for Student Tuition Recovery Fund, and STRF Fee is an assessment of amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. When the amount in the fund is over \$25 million dollars the assessment rate is reduced to \$0.00. Since January 1, 2015, the STRF assessment rate has been zero (\$0) per \$1,000. It is non-refundable fee. Please refer to the required statement below for further clarification. | | | | |
| Cost of uniform, books, and materials | This is the cost of your textbook(s), and for your uniform and any equipment you may require for completion of the program. These will be itemized on your enrollment agreement. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student are not returnable. Once received by the student it will belong to the student and will represent a liability to the student. | | | | |
| Tuition Fee | This is the cost of tuition for your program | | | | |
| Total Cost | This is the total charges for the entire program. These are the total charges for the period of attendance beginning from your start date to your graduation date. | | | | |

A deposit of \$1,000.00 is required upon enrollment. The balance is paid on a monthly basis with no interest charges calculated on the outstanding balance. Other funding options can apply.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program and prepay all or part of your tuition. AIE pays all STRF fees for its students as and when they are levied.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

CANCELLATION AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

American Institute of Education shall transmit the first lesson and any materials to you within seven days after your acceptance for admission.

You shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent.

If American Institute of Education sends the first lesson and materials before an effective cancellation notice is received, American Institute of Education shall make a refund within 45 days after you have returned all materials.

PROCEDURE TO CANCEL

Cancellation occurs when you give written notice of cancellation to the Director of Student Services at 17632 Irvine Blvd. Suite 215 Tustin, CA. 92780. You can do this by mail, email, in person, or by Fax, 714-486-1380. The notice, if mailed, is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel.

REFUND POLICY

American Institute of Education shall transmit all lessons and materials to you if you have fully paid for the educational program and, after having received the first lesson and initial materials, you request in writing that all of the material be sent to you.

If American Institute of Education transmits the balance of the material at your request, the institution shall remain obligated to provide the other educational services it agreed to provide but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

All monies paid by the student will be refunded if the student is denied admission.

A student may withdraw from school at any time and receive a refund of unused tuition paid up to enrollment and attendance of the first online class session, or the seventh day after enrollment, whichever is later.

After the cancellation period, the institution provides a pro-rata refund of all funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance.

If you cancel the agreement or withdraw from school after the cancellation period, the school will refund any money that you paid, less any deduction for the registration fee and equipment received. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal.

If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay for it.

Once received by the student, equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student are not returnable. Note that by signing the enrollment agreement, a student is giving American Institute of Education written permission to deliver full access to the school's Online Academy and its entire theory curriculum.

When American Institute of Education transmits the balance of the material, as the student requests, which includes a textbook and access to its online theory curriculum, the institution shall remain obligated to provide the other educational services it agreed to provide, including but not limited to evaluation and comment on lessons submitted by the student, (student and faculty interaction) in-class theory lectures, online and in-class theory tests and exams, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

The refund of tuition and other fees (excluding equipment and supply fees) shall be equal to the total amount of tuition multiplied by the fraction or percentage of time remaining. The amount charged to the student shall not exceed the pro-rata portion of the total charges for tuition. The percentage of program completion is based upon program completed as a percentage of total hours.

DETERMINATION OF WITHDRAWAL DATE FROM SCHOOL.

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the:

- The date the student notifies the Director of Student Services. Only the Director of Student Services is authorized to accept notification of intent to withdraw.
- The date the school terminates a student's enrollment due to academic failure or for violation of the school's rules and policies stated in the catalog.
- The date the student fails to attend classes for a two-week period and fails to inform the school that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance.

- The date of the determination of withdrawal will be the scheduled date of return from LOA.

A HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 600-hour course, pays \$8,050.00 for tuition, \$250.00 for registration, and \$825.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 200 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$5,366.00 based on the calculation stated below. Issued equipment is non-refundable due to sanitary conditions and public protection.

REFUND TABLE

| % of Course Completed | Refund Amount |
|-----------------------|---------------|
| 10% | \$7,245.00 |
| 25% | \$6,037.50 |
| 50% | \$4,025.00 |
| 60% | \$3,220.00 |

DISCLOSURE STATEMENTS

- * American Institute of Education is a private postsecondary institution approved to operate by the Bureau for Private Postsecondary Education. Approved to operate signifies that an institution is in compliance with the minimum standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- * The Bureau for Private Postsecondary Education approves a person or legal entity to operate an institution in California. An approval to operate signifies that an institution is in compliance with state standards as set forth in the Private Postsecondary Education Act. Only accrediting agencies can accredit an institution. Accreditation is a voluntary, non-governmental review process. State approval is mandatory for an institution operating in California subject to the California Private Postsecondary Education Act of 2009 unless exempt from the Bureau oversight pursuant to CEC 94874 or 94874.1.
- * Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 574-8900 (888-370-7589)
- * As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- * A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- * American Institute of Education does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- * American Institute of Education does not recognize acquired life experience and prior experiential learning as consideration for enrollment or granting credit towards any programs.
- * If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.
- * American Institute of Education does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- * It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.
- * The school catalog is updated at least once a year or whenever changes to school policies take place.

- * The Chief Executive Officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- * Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- * This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa. This institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for studentstatus.
- * American Institute of Education does not offer English as a Second Language. American Institute of Education students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
- * American Institute of Education does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- * American Institute of Education provides housing assistance services to the students.
- * American Institute of Education has no responsibility to find or assist a student in finding housing but provides housing assistance services to the students.
- * There are available housing options located reasonably near the institution's facilities. The average cost for a room in a house ranges from \$690 to \$1,140 per month, which can be prorated to bi-weekly and in some cases, weekly. This works out to \$23 to \$38 per day.
- * American Institute of Education is not accredited by an accrediting agency recognized by the United States Department of Education and students are not eligible for Federal or State Student Aid programs.
- * A student enrolled in an unaccredited institution is not eligible for federal financial aid. American Institute of Education is not approved to participate in the Federal or State Student Aid programs. American Institute of Education does not participate in any form of financial aid.
- * American Institute of Education will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration.

* Approximately 3 days will elapse between the institution's receipt of student lessons and tests and the institution's mailing of its response evaluation.

* Payment of Tuition: Here at AIE, we offer students an interest-free pay-as-you-go payment option that allows students to begin their online theory with a deposit of 1,000 minimum and pay remaining tuition over a student's total timeline in school. On an individual basis, interest-free tuition payments can be extended beyond a student's total time in their program when this payment arrangement is made at time of enrollment with the school Director or Administrator.

* A tuition payment plan is co-created by the student and the school's administration and is disclosed in the school enrollment agreement for every enrollee. The school's interest-free tuition payment plan is a privilege that most students have used since 1986.

* Failure to meet tuition payment obligations: When a student's agreed upon payment plan isn't met, meaning that full payment for any one month is short paid, a fee of \$25 will be added to the unpaid balance of tuition. Should short paying tuition become a regular occurrence meaning three times in the student's overall timeline in school, interest-free tuition will be withdrawn and interest will be applied retroactively to the first month that the student's full tuition payment was not made in full. Once lost, interest-free tuition privileges cannot be regained.

Additionally, and at the discretion of the school, a student's enrollment may be suspended with a 2 week notice to the student.

Example: Short paying tuition two months in a row could trigger suspension. During the 2 week notice period, a student has the opportunity to pay the tuition shortfall and bring their account up to date.

Failure to do so can lead to indefinite suspension or expulsion from the school at which time the State of California's refund policy as laid out in the students' enrollment agreement would be enacted.

