



2019/2020

2535 Walnut Street, Suite K, Denver, CO 80205 . heritageschoolofinteriordesign.com

Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board

Volume 10, March 2019

Vision, Values and Objectives	3
Mission Statement.....	3
Our Core Values	3
Educational Goals & Objectives.....	3
Interior Design Training Program Overview	4
Training Overview.....	4
Program Descriptions	5
Criteria for Enrollment	8
Enrollment Process	9
Reapplication Process.....	9
Transfer of Credits	9
Prior Credits and/or Experience	9
Refresher Courses.....	9
Graduation.....	9
The School	9
Facilities.....	9
Instructional Aids	10
Advisory Board	10
Attendance	10
Appearance and Conduct	11
Leave of Absence	11
Withdrawal	11
Personal Property	11
Placement Assistance & Career Guidance	11
Termination.....	11
Probation	12
Appeals	12
Readmission	12
Grievance Policy	12

Student Records	12
Course Incompletes / Repetitions	12
Program Investment	12
Payment Plan	14
Cancellation and Refund Policy	14
Refund Table	14
Administrative Policies	15
Calendar, Holidays, Hours, Enrollment Periods	15
Consumer Information	16
Non-Discrimination Policy	16
Right to Terminate	16
Revision Policy	16
Weather Conditions/School Cancellations	16
Academic Policies	17
Transcripts.....	17
Grading/Progress Reports	17
Graduation Requirements for fundamentals of interior design certificate	17
Graduation Certificate.....	17
Owner/Director Profiles.....	18
Rhonda Larson, Owner, Executive Director, Denver, CO.....	18

VISION, VALUES AND OBJECTIVES

MISSION STATEMENT

The mission of the Heritage School of Interior Design is to empower the creativity of aspiring interior designers with a quality, hands-on education to achieve personal growth and professional success.



HERITAGE CORE VALUES

- Empower the success of others
- Pursue growth and learning
- Be creative and open-minded
- Be passionate and determined
- Have the courage to change course
- Be humble and collaborative

OUR CORE VALUES

The Heritage School of Interior Design Core Values provide the unchanging principles that guide our educational philosophy, hiring, admission and recruiting practices and our decision making. We aspire to these values and seek to uphold them in our interactions with staff, students and client relationships.

EDUCATIONAL GOALS & OBJECTIVES

The goal of The Heritage School of Interior Design is to prepare you for success in a career as an interior design professional in sales, service or self-employment as an independent Interior Designer.

Interior Designers work with the spatial organization, colors, patterns, textures and harmony that define the space in which we live and work. Students of the program learn how to combine these elements to create a mood and style that expresses the individual desires and style of the client. The program focus is on existing interior spaces for residential and light commercial settings.

The interior design program is personalized to ensure a learning environment in which professional goals can be met. While the development of design skills are the primary focus, we believe that other areas deserve equal attention. Customer service, communication skills and styles, professional practices, business procedures, product knowledge, presentation strategies and documentation are covered throughout the program. In order to meet these objectives, a highly individualized mode of instruction with limited enrollment is offered. This creates a learning environment that encourages a professional attitude and habits and meets the individual needs of each student. A complete curriculum outline is available on the website and on the following pages.



Interior Design Training Program Overview

TRAINING OVERVIEW

The Fundamentals of Interior Design Certification Program is scheduled for 12 weeks (Weekday Program) or 24 weeks (Executive Saturday Program) of classroom "hands-on" participation and study. We encourage time in each class for review, questions and student feedback. We strive to create an open learning environment, providing students with immediate feedback and personal attention.



Weekday and Saturday students have a morning and afternoon break with an hour for lunch. Students may bring their lunch and use the school's kitchenette. There are many restaurants in the area near the school.

Significant independent study and homework is required throughout the program. The homework increases toward the last weeks of training. Heritage provides the necessary training supplies and resources for design projects as well as check out privileges from the school library. These supplies are on loan to each student for class projects and are returned to Heritage at the conclusion of training.

Note: Please do not take on any unnecessary obligations that would create stress while attending school. This training should be your primary focus and not complicated with outside activities.

The Interior Design Master Certification Program includes completion of the Fundamentals of Interior Design Program plus 8 supplemental courses listed on page 6. It is the most comprehensive training offered through Heritage School of Interior Design.

Please refer to our catalog addendum for more detailed information about all programs and courses, including tuition and fees, dates and times. This information is subject to change on a quarterly basis and is updated regularly in the addendum.

PROGRAM DESCRIPTIONS

Please see catalog addendum for current program dates and times.

Fundamentals of Interior Design Certification Program

This 12-week or 24-week program will introduce students to the following learning units in residential interior design, consisting of theories, concepts and application, preparing them with the knowledge and skills required to work in this widely varied field. All instruction is classroom based.

UNIT 1 Intro to the Interior Design Profession / Principles & Elements of Design

UNIT 2 Design Tools and Communication Skills 1: Space Planning & Drafting

UNIT 3 Design Tools and Communication Skills 2: Drawing & Rendering

UNIT 4 Color Theory

UNIT 5 Professional Design Process

UNIT 6 Design Materials

UNIT 7 Design History

UNIT 8 Design Styles & Furniture Construction

UNIT 9 Lighting

UNIT 10 Socially Responsible Design

UNIT 11 Professional Practice

UNIT 12 Student Presentations, Evaluations, & Testing**Interior Design Master Certification Program**

The Interior Design Master Certification Program requires completion of all of the following supplemental courses in addition to Fundamentals of Interior Design Certification. It is the highest level of certification available at Heritage School of Interior Design and provides students with a very comprehensive skill set necessary to obtain a job in the interior design field. Completion is recommended within 6 months and must occur within 2 years of enrollment. All units are classroom instruction.

UNIT 1 Fundamentals of Interior Design Program

UNIT 2 Introduction to AutoCAD

UNIT 3 Digital Presentation (InDesign, Illustrator & Photoshop)

UNIT 4 Advanced AutoCAD

UNIT 5 SketchUp

UNIT 6 Kitchen & Bath Design

UNIT 7 Commercial Design

UNIT 8 Revit

UNIT 9 Professional Development**COURSE DESCRIPTIONS**

Please see catalog addendum for current course dates and times.

Introduction to AutoCAD

This 6-week course will provide students with an introduction to the basic tools and technical skills needed to create 2-D drawings for interior design in AutoCAD. Students will also develop a personalized template they can use for any drafting project.

Digital Presentation (InDesign, Illustrator & Photoshop)

This 6-week intensive course will provide students with the basic InDesign, Illustrator and Photoshop skills that can be used to create professional visual presentations. Students will learn how to create detailed presentation boards with graphics, photos of rooms, floor plans and examples of materials that will help them professionally convey their design ideas to clients. They will learn how to modify and transform images by changing the color, lighting, and size of photos that can be used to build their portfolio.

Advanced AutoCAD

This 6-week course builds on the skills learned in the Intro to AutoCAD course. Students will learn to draw a full set of plans including existing floor plans, demolition, construction, finish, lighting, electrical, furniture and elevations. By the end of the course students should be proficient using AutoCAD.

SketchUp

This 6-week course provides students a basic platform of knowledge in SketchUp, which enables them to communicate their design vision to clients in 3-D. They will learn techniques tailored to aid in the development of their designs and presentations.

Kitchen & Bath Design

This 6-week introduction to Kitchen & Bath Design will provide students with an overview of the elements of kitchen and bath design through a combination of lectures, hands on activities and field visits. The lessons cover planning and layout, cabinets, fixtures, appliances, materials and lighting.

Commercial Design

This 12-week course will introduce students to commercial interior design theory, concepts and application, preparing them with the knowledge and skills required for commercial design projects. They will learn building codes, space planning, and materials related to various commercial specialties.

Revit

This 9-week course introduces the concepts and skills necessary to present concept plans and perspectives for a commercial interior design project in Revit. Tools and features will be used to create an evolving single-single-story space that will describe a design intent via 2-D and 3-D methods.

Professional Development

This 6-week course addresses business considerations of the Interior Design industry. This course integrates education on various types of Interior Design practices and professional organizations, business plan development and business & financial management. It will cover collaboration and integration of disciplines and project management, as well as resume writing, branding, website development and building a professional portfolio.

Interior Design Master Certification Program Recommended Course Track by Term

Term 1	Term 2
Fundamentals of Interior Design (weeks 1-12)	Kitchen & Bath Design (weeks 1-6)
Digital Presentation (weeks 1-6)	Revit (weeks 1-9)
Intro to AutoCAD (weeks 1-6)	Commercial Design (weeks 1-12)
SketchUp (weeks 7-12)	Professional Development (weeks 7-12)
Advanced AutoCAD (weeks 7-12)	

**Fundamentals, Intro to AutoCAD & SketchUp are prerequisites for Kitchen & Bath Design.*

**Fundamentals is also a prerequisite for Commercial Design & Revit.*

**Digital Presentation is a prerequisite for Professional Development.*

CRITERIA FOR ENROLLMENT

Heritage School of Interior Design accommodates a wide variety of students. Students must be 18 years of age or older. Students should possess a high school diploma, GED or equivalent, or may be evaluated on an individual basis. Basic computer proficiency is mandatory. Previous interior design experience is not necessary. The school director meets with applicants to determine their career interests, skills, attitude and motivation. Heritage criteria are based upon demonstrated maturity and the desire to complete and further one's career goals in interior design. Applicants fill out an assessment form which is discussed with the director during an initial interview. Students are accepted for enrollment during this meet-



ing. Heritage School of Interior Design admits only those whom it believes will benefit from the training.

ENROLLMENT PROCESS

Arrange to attend a personal interview with the director or staff member to discuss mutual goals and expectations. Information will be made available regarding fees for training, registration procedures and payment options. Enrollment papers are completed and accepted during this meeting. Enrollment may occur up until the day the course begins, space permitting.

REAPPLICATION PROCESS

If an applicant is denied enrollment, they may apply again once circumstances that may have interfered and have changed and been discussed to the director's satisfaction.

TRANSFER OF CREDITS

Heritage School of Interior Design's training is based on clock hours, not credits. The school does not guarantee the transferability of its credits to a college , university, or institution unless there is a written agreement with another institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

PRIOR CREDITS AND/OR EXPERIENCE

Prior educational credits or past experience may be transferable to Heritage School of Interior Design depending on the judgment of the Executive Director.

REFRESHER COURSES

Graduates of the training program may attend segments of the coursework at no additional cost as space permits. Students may retake the entire course at any time for half of the then current published rates. This cost does not include the training manual or supplies.

GRADUATION

Certificates are distributed along with a small celebration held at the school on the last day of class.

THE SCHOOL

FACILITIES

Heritage School of Interior Design is located in the heart of the RiNo Art District in Denver, CO. There are several restaurants



and coffee shops nearby. The space has a small kitchenette equipped with a microwave, refrigerator, dishwasher, water cooler and coffee maker, which are all available for student use.

INSTRUCTIONAL AIDS

The classroom has a large flat screen monitor for displaying visual aids and Powerpoint slides. The school provides a variety of material samples for school projects including fabric, flooring, hard surfaces, paint, design books, and product catalogs. Students are required to provide their own laptop or tablet. Wi-Fi internet connectivity is provided. Drafting boards are provided and student versions of some software for technical courses are complimentary.

ADVISORY BOARD

The advisory board meets semi-annually to provide input and guidance for the Interior Design Program. The board consists of 3 or more industry specialists that review and update the curriculum with the instructors.

Student Policies and Responsibilities

ATTENDANCE

Attendance and punctuality is critical to success. If for any reason a student will be late to class or absent, notification is required. Tardiness and absence are recorded in the student file and discussed with the students personally. Students can miss a total of 15 hours of class (not consecutive days) and still qualify to graduate. Allowances are made for absences resulting from emergency situations and are evaluated on a case by case basis. Students may be terminated and pick up in next class session for extenuating circumstances such as personal or family illness. If unexcused absences become excessive and prove detrimental to their education, termination may be required. Students are required to request an excused absence for personal reasons with the instructor. If a student is tardy to class (more than 15 minutes) 3 times, it is considered an unexcused absence for one full class day. After 3 tardies, a written warning will follow. If late arrival to class continues after the written warning the student will be put on probation.



APPEARANCE AND CONDUCT

Students are expected to dress for class as they would for a meeting with a prospective client. Thursdays are studio days and considered casual unless an offsite visit is scheduled. Students are expected to treat instructors and each other with respect and consideration. Any student who violates policies or procedures or the spirit and purpose of the school is subject to probation and dismissal. 3 verbal and 1 written warning from staff could result in probation and/or dismissal. Infractions are noted in the student file.

LEAVE OF ABSENCE

Only 1 leave of absence may be granted to a student at the discretion of the director for medical or serious personal reasons. Certification from a doctor is required for medical leave. Leave of absence will be evaluated on a case by case basis. A leave of absence results in rescheduling and any/all tuition fees paid will be honored.

WITHDRAWAL

Students are encouraged to seek counsel from the School Director before making the decision to withdraw. Withdrawal must be made in writing to the school. The official date of withdrawal is the last date of recorded attendance.

PERSONAL PROPERTY

Heritage School of Interior Design will not be responsible for the loss of or damage to personal property. All notebooks and personal property should be labeled for identification.

PLACEMENT ASSISTANCE & CAREER GUIDANCE

Career guidance and counseling are an integral part of our training program. Specific job search/interview methods are taught and examples provided in class. Students prepare in class for employment and/or self-employment through their independent business based on a series of work-specific studies. Graduates receive job and client leads as opportunities arise. The school maintains employment opportunities for graduates through email and our website listings. **Heritage School of Interior Design cannot guarantee graduate employment.**

TERMINATION

Heritage School of Interior Design reserves the right to terminate a student for failure or inability to conform within the general spirit, policies, and rules of the school or conduct detrimental to the reputation of the school or education of other students. Also, student's failure to meet attendance requirements or financial obligations due to the school can result in termination. In the event of withdrawal or termination, a student's financial responsibility re: tuition, fees, etc.

are described under cancellation and refund policy in the school catalog. A terminated student may not reapply for admission.

PROBATION

A student may be put on probation due to infractions (listed above) or for academic reasons. Instructor/Director begins with 3 verbal warnings (recorded in student file), followed by 1 written warning. If issues are not resolved at that time, student may be placed on probation for 3 days of class (student will continue to attend class to keep pace with the program). If issues are not resolved during the 3 days, the student will be terminated. Students are allowed 1 probation only.

APPEALS

Students may appeal their termination in writing to the School Director within one week. The Director will review the circumstances and either reinstate the student or confirm the termination.

READMISSION

Students who withdraw in good standing (financial obligations current, issues resolved personally or with the school) may re-enroll provided space is available.

GRIEVANCE POLICY

Students aggrieved by action of the school are encouraged to resolve these problems with appropriate school officials. Students may contact: **Colorado Division of Private Occupational Schools** at highered.colorado.gov/dpos Phone: 303-862-3001. There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.

STUDENT RECORDS

Students may examine their files, records or documents maintained by Heritage School of Interior Design which pertain to them. Please submit a written request and copies will be furnished upon payment of cost of reproduction. Heritage School of Interior Design complies with applicable requirements of the "Family Educational Rights and Privacy Act (FERPA).

COURSE INCOMPLETES / REPETITIONS

Students that do not complete the Interior Design curriculum as scheduled with their enrollment agreement and because of withdrawal for personal circumstances should refer to the published Readmission Policy.

PROGRAM INVESTMENT

Financial information including tuition fees and registration are listed below.

	Option 1	Option 2	Option 3
	Fundamentals of Interior Design Program	Fundamentals Program + Supplemental Classes	Interior Design Master Certification Program
Registration Fee (Non-refundable)	\$150	\$150	\$150
Course Tuition Cost	\$7,990	\$7,990 + cost of additional supplemental classes as desired	\$14,050
Books and Supplies (Non-refundable) (See Educational Equipment & Supplies List)	Variable and subject to change.	Variable and subject to change. Software for technical courses must be purchased by the student except those where complimentary student downloads are available.	Variable and subject to change. Software for technical courses must be purchased by the student except those where complimentary student downloads are available.
Supplemental Course Tuition	Student is taking only Fundamentals.	Student is taking Fundamentals, and some additional supplemental classes.	All supplemental classes are <u>included</u> with Masters Program tuition
Supplemental Courses		Individual Supplemental Course Tuition	Supplemental Courses included in Masters Program
Intro to AutoCAD	NA	\$545	Included
Digital Presentation	NA	\$545	Included
Advanced AutoCAD	NA	\$545	Included
SketchUp	NA	\$545	Included
Kitchen & Bath Design	NA	\$545	Included
Commercial Design	NA	\$1975	Included
Revit	NA	\$795	Included
Professional Development	NA	\$545	Included

TOTAL PROGRAM COST:	\$7,990	Cost dependent on number of supplemental courses taken.	\$14,050
----------------------------	---------	--	----------

Registration fee secures your place in class. Graduates wishing to retake portions of the program may audit courses at no cost.

PAYMENT PLAN

Heritage offers students tuition payment options that include: a one-time payment due by the start date of the certification course; three equal installment payments over the course of the term, with the first installment due by the start date of the certification course and the final payment due before the school term ends.

CANCELLATION AND REFUND POLICY

The school's cancellation and refund policy applies to all terminations for any reason by the student or the school.

Students not accepted to the school are entitled to all moneys paid. Cost of books and supplies purchased by students is nonrefundable. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00. In the case of students withdrawing after commencement of any class, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of coursework provided for each class, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.

2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:
 - a. Whether the postponement is for the convenience of the school or the student, and;
 - b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

ADMINISTRATIVE POLICIES

CALENDAR, HOLIDAYS, HOURS, ENROLLMENT PERIODS

Heritage School observes the following holidays:

- New Year's Eve Day and New Year's Day
- President's Day
- Spring Break
- Memorial Day

Independence Day
Labor Day
Thanksgiving and the day after Thanksgiving
Christmas Break including Christmas Day

Heritage School is open from 8:30AM to 4:30PM each Tuesday, Wednesday and Thursday, Friday from 8:00AM to 3:30PM and Saturday from 8:30PM to 5:30PM depending on scheduled classes. Please check our website www.hertiageschoolofinteriordesign.com or contact our administrative offices for current information on beginning and ending dates of class sessions as they are all subject to change.

Occasionally, classes will be scheduled at alternate times to accommodate seminars, holidays, illnesses, etc. Notice of such changes shall be provided to students.

Enrollment for any given term is ongoing and students may enroll in a given course or program up until the day the course or program begins if there is remaining space.

CONSUMER INFORMATION

NON-DISCRIMINATION POLICY

Heritage School of Interior Design does not discriminate with regard to race, national origin, age, sex, sexual orientation, religion or handicap in its training program. A staff member of Heritage that exhibits discrimination in any form will be terminated.

RIGHT TO TERMINATE

Heritage School of Interior Design reserves the right to terminate a student at any time during the 12 or 15-week program for violation of school standards and policies (academic, attendance and conduct). Registration fee and tuition policy fee is stated in the Cancellation and Refund Policy section of this catalog.

REVISION POLICY

Heritage School of Interior Design reserves the right to make changes in instructors, guest speakers and charges without prior notice. No change in curriculum, class scheduling, registration or tuition and fees will apply to currently registered or enrolled students.

WEATHER CONDITIONS/SCHOOL CANCELLATIONS

Classes at Heritage School of Interior Design will be cancelled when weather conditions are considered unsafe. For school closure/delayed start information, please contact the school after 7:15AM on your scheduled day of class for information from the Director (503-803-2633).

ACADEMIC POLICIES

TRANSCRIPTS

Students receive a copy of their program transcript at graduation. The school may require the student to have their tuition and supplies fees paid in full prior to receiving their transcript from the school.

GRADING/PROGRESS REPORTS

Each course assignment, quiz, exam, and final project/presentation is weighted on an overall percentage scale, as outlined in the course syllabus. It is the basis for the final grade. Students receive progress reports from the instructor or executive director at mid-term based on academic performance. A grade below 60% on any given assignment is considered a "no pass".

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

GRADUATION REQUIREMENTS FOR FUNDAMENTALS OF INTERIOR DESIGN CERTIFICATE

1. Attend a minimum of 200 clock hours of class for the 12-week Day Course and 165 clock hours of class for the 24-week Executive Course.
2. Complete a final design project with a grade of C or better
3. Complete Final Exam with 70% or better accuracy.

Students earning less than 70% may retake the exam one time. Student failure on retest will not receive a graduation certificate, letter of recommendation or career guidance.

GRADUATION CERTIFICATE

Graduates of the Fundamentals of Interior Design training program will receive a Completion Certificate. The certificate is based on 216 clock hours, including home study, class assignments, showroom visits and final design project with design board.

NOTE: Design projects/boards may be re-worked with instructor's input and suggestions (to meet the grade level graduation requirements) and returned within 15 days in order to receive a graduation certificate.

OWNER/DIRECTOR PROFILES

RHONDA LARSON, OWNER, EXECUTIVE DIRECTOR, DENVER, CO



Rhonda brings extensive background in design, management and delivery of high quality training and education programs, which followed an early career in the medical field. A lifelong yearning to help people craft their interior spaces into extraordinary havens drew her to attend Heritage School of Interior Design in Portland, OR. She became an independent interior designer as "RL Design Studio" and shop owner of "Velvet and Burlap Home" prior to partnering with Jim and Stephanie Plymale to open the first Heritage School of Interior Design outside of the original Portland location. Rhonda's business savvy, education background and interior design success provide a perfect synergy for this role. She encompasses the values of the school and shares the Heritage spirit for helping people achieve the career of their dreams.

Rhonda is committed to maintaining a high standard educational experience and cultivating a supportive, creative community at Heritage Denver. She is excited to share her skills and enthusiasm to inspire and guide new designers to discover and develop their talents to obtain a truly fulfilling career in interior design.