

2023



HERITAGE  
SCHOOL *of* INTERIOR DESIGN

School Catalog

EMPOWER YOUR CREATIVITY WITH AN EDUCATION

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# 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.

## FROM THE CEO/EXECUTIVE DIRECTOR



Finding a career that promotes creativity and empowers personal choice and growth while touching the lives of people where they live is what interior design means to those of us who have chosen this as our life's work.

I feel so privileged to have gained the knowledge and experience to touch many people's lives with my creativity and gifts and provide beautiful spaces that people appreciate and that add value to their homes and life.

As I've grown in my life and career, I have longed to share the lessons learned with others and to empower them to pursue their personal career passions and experience the joy of working with others to make the world a more beautiful place. The greatest reward for me is the appreciation of those I've worked with. I love helping people grow and thrive personally and professionally. Following your dream takes courage. It's best done in a community of people who share your passions and values, and who can help encourage you through the challenges of growth.

My wish for you in this program is to see you grow personally and professionally and achieve a career that gives you the freedom to do what you love. I also want to develop a community that will provide an ongoing connection for you as you pursue your dreams. I look forward to our journey to your success together!

*Stephanie Thornton Plymale, Executive Director*

## EDUCATION GOALS AND OBJECTIVES

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

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 combinethese 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.



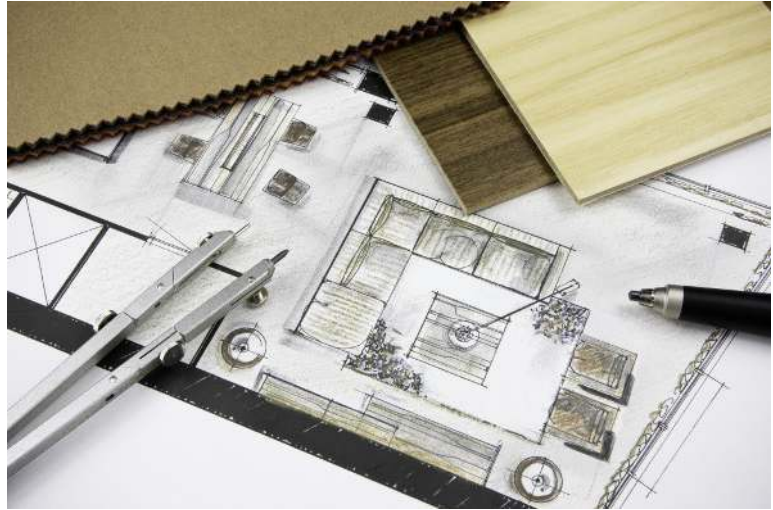
The Fundamentals of Interior Design instructional program (288 hours of instruction - Interior Custom Design Certificate) is personalized to ensure a learning environment in which professional goals can be met. While the development of design and sales skills are the primary focus, we believe that other areas deserve equal attention. Customer service, communication skills and styles, professional practices, business procedures, product knowledge, presentation strategies and paperwork are covered throughout the program. In order to meet these objectives, a highly individualized mode of instruction with limited enrollment of 20 students per 1 instructor is offered. The average class size is 15 students. 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.

## Programs Overview

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### EDUCATION OVERVIEW

The Fundamentals of Interior Design instructional program (Interior Custom Design Certificate) is 12 weeks (Weekday Program) or 18 weeks (Saturday Program) of classroom “hands-on” participation and study. We encourage time in class for review, questions and student dialog. 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 refrigerator and microwave. There are many restaurants in the area near the school.

The Virtual Fundamentals of Interior Design instructional program (Interior Custom Design Certificate) is 18 weeks of a distance education classroom with weekly “live” class sessions requiring participation and study. We encourage time in class for review, questions and student dialog. This program meets virtually as a class twice per week. Additional activities, field visits in the student’s local area, recorded lectures and projects are required to be completed outside of the live class time. Students should expect to spend approximately 10 hours per week outside of class hours on activities, projects, and field visits.

This program requires some independent study. Approximately 10 hours per week should be set aside for outside study and project work. Please note that these hours are in addition to the specified clock hours of instruction listed on pages 7 - 8 of this catalog. The homework increases toward the last weeks of instruction. Heritage provides the necessary supplies and resources for design projects as well as check out privileges from the school library.

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

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



### **Fundamentals of Interior Design Certification Program (288 clock hours of instruction)**

This 12-week day course and 18-week Saturday course, will introduce students to 12 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. Design fundamentals, sales and marketing fundamentals, product knowledge and business and operations fundamentals are included.

- Introduction to Interior Design Drawing Tools & Techniques Construction Documents
- Color Theory
- Materials Terminology & Specification Design History & Styles
- Lighting Design Process
- Business Process
- Presentation & Critique Guidelines
- Socially Responsible/Universal/Green Design Architectural Terminology & Construction Teams Installation

### **Virtual Fundamentals of Interior Design Certification Program (110 clock hours of instruction, 36 lessons including individualized study)**

This 18-week distance education course meets virtually in a live class session twice per week\*. The course will introduce students to 12 learning units over 36 lessons in residential interior design, consisting of theories, concepts and their application, and the knowledge and skills required to work in this widely varied field. Design fundamentals, sales and marketing fundamentals, product knowledge and business and operations fundamentals are included.

Students will need to spend approximately 10 hours per week on individualized study outside of live class sessions. Individualized study includes watching video lectures and demonstrations, unit exams, unit projects, reading assignments, field visits in the student's local area, and a final project.

*\*Live class is defined as a class session held through videoconferencing with the instructor.*

- Introduction to Interior Design Drawing Tools & Techniques Construction Documents
- Color Theory
- Materials Terminology & Specification Design History & Styles
- Lighting Design Process
- Business Process
- Presentation & Critique Guidelines
- Socially Responsible/Universal/Green Design Architectural Terminology & Construction Teams
- Installation

**Professional Certification Program (420 clock hours of instruction)**

The Professional 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 9-12 months and must occur within 2 years of enrollment.

- UNIT 1 Fundamentals of Interior Design Program
- UNIT 2 AutoCAD
- UNIT 3 SketchUp
- UNIT 4 Photoshop & Illustrator
- UNIT 5 Kitchen & Bath Design
- UNIT 6 Intro to Commercial Design
- UNIT 7 Business & Entrepreneurship Fundamentals
- UNIT 8 Masters Portfolio Studio

**Virtual Professional Certification Program (272 clock hours of instruction, 36 lessons including individualized study)**

The Virtual Professional Certification Program requires completion of all of the following supplemental courses in addition to Virtual 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. Units 2 through 8 meets virtually in a live class session once per week\*. Completion is recommended within 9-12 months and must occur within 2 years of enrollment. *\*Live class is defined as a class session held through videoconferencing with the instructor.*

- UNIT 1 Virtual Fundamentals of Interior Design Program
- UNIT 2 Virtual AutoCAD
- UNIT 3 Virtual SketchUp
- UNIT 4 Virtual Photoshop & Illustrator
- UNIT 5 Virtual Kitchen & Bath Design
- UNIT 6 Virtual Intro to Commercial Design
- UNIT 7 Virtual Business & Entrepreneurship Fundamentals
- UNIT 8 Virtual Masters Portfolio Studio

**COURSE DESCRIPTIONS**

**AutoCAD (24 clock hours of instruction)**

This 12-week course will provide students with an introduction to the basic tools & technical skills needed to create 2-D drawings for interior design in AutoCAD (Computer Aided Design). Students will also develop a personalized template that they can use for any drafting project and will learn the tools necessary to draft floor plans, elevations, and details in AutoCAD. Such accuracy and efficiency in the design process facilitates more successful presentation of ideas and designs for the designer and improved communication and comprehension for clients or team collaborators.

### **Evening AutoCAD (24 clock hours of instruction)**

*\*This course is for virtual and Saturday students only.* Efficiently and accurately create professional drawings to present to clients using AutoCAD (2-D and 3-D Computer Aided Design drafting software). Such accuracy and efficiency in the design process facilitates more successful presentation of ideas and designs for the designer and improved communication and comprehension for clients or team collaborators. Learnings from this 8-week course culminate in each student creating a 3-bedroom home.

### **SketchUp (14 clock hours of instruction)**

This 7-week course teaches the basics of 3D modeling, tailored specifically for Kitchen & Bath Design. Students will learn both beginner and advanced techniques tailored to aid in the designing and presentation of design projects.

### **Photoshop, Illustrator & InDesign (18 clock hours of classroom instruction)**

This 6-week course will provide students with basic Photoshop, Illustrator & InDesign skills that can be used to create professional visual presentations. Students 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.

### **Kitchen & Bath Design (14 clock hours of classroom instruction)**

This 7-week Introduction to Kitchen & Bath Design course will give students an overview of the elements of kitchen and bath design through a combination of lectures and hands on activities. The lessons will cover planning and layout, cabinets, fixtures, appliances, materials and lighting. At the completion of the course students will have the basic knowledge to guide a client through the process of remodeling a kitchen or bathroom.

### **Intro to Commercial Design (40 clock hours of classroom instruction)**

This dynamic 10-week course examines the unique and diverse disciplines within the progressive field of Commercial Interior Design. Learn the fundamentals and elements essential to produce and manage a successful commercial project from initial client meeting to completion. Explore innovative hands-on methods, processes and skills to design engaging interior environments that enrich spaces functionally and aesthetically. Immerse yourself in the conceptual exploration of spaces that support programmatic and functional requirements. Identify, research and creatively analyze elements related to performance, specifications, functionality and quality of space.

### **Business & Entrepreneurship (14 clock hours of classroom instruction)**

This 7-week course covers the fundamentals of starting and running your own design business that is uniquely tailored to define and meet your personal goals. In this course, you will create a strategic plan that is based on your unique capabilities and helps you to define and measure your goals culminating in the development and presentation of a business plan for your first year of business.

### **Master Portfolio Studio (8 clock hours of classroom instruction)**

This 4-week course guides students through the process of curating a professional portfolio that showcases their brand, designs and projects to show potential clients and employers their skills as a professional designer. Course content also includes developing an initial online presence and professional brand. By the end of the 4 weeks, students will be prepared to present their Master Certification Program portfolio for graduation and to clients or employers. Note: This class is for students enrolled in the Master Certification Program only. This is the final course of the program. At the end of the course students will present their final portfolio.

### **Virtual AutoCAD (24 clock hours of instruction)**

Efficiently and accurately create professional drawings to present to clients using AutoCAD (2-D and 3-D Computer Aided Design drafting software). Such accuracy and efficiency in the design process facilitates more successful presentation of ideas and designs for the designer and improved communication and comprehension for clients or team collaborators. Learnings from this 8-week course culminate in each student creating a 3-bedroom home. *This course is held as a weekly live class session through videoconferencing with the instructor.*

**Virtual SketchUp (14 clock hours of instruction)**

This 7-week course teaches the basics of 3D modeling, tailored specifically for Kitchen & Bath Design. Students will learn both beginner and advanced techniques tailored to aid in the designing and presentation of design projects. *This course is held as a weekly live class session through videoconferencing with the instructor.*

**Virtual Photoshop, Illustrator & InDesign (18 clock hours of classroom instruction)**

This 6-week course will provide students with basic Photoshop, Illustrator & InDesign skills that can be used to create professional visual presentations. Students 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. *This course is held as a weekly live class session through videoconferencing with the instructor.*

**Virtual Kitchen & Bath Design (14 clock hours of classroom instruction)**

This 7-week Introduction to Kitchen & Bath Design course will give students an overview of the elements of kitchen and bath design through a combination of lectures and hands on activities. The lessons will cover planning and layout, cabinets, fixtures, appliances, materials and lighting. At the completion of the course students will have the basic knowledge to guide a client through the process of remodeling a kitchen or bathroom. *This course is held as a weekly live class session through videoconferencing with the instructor.*

**Virtual Intro to Commercial Design (40 clock hours of classroom instruction)**

This dynamic 10-week course examines the unique and diverse disciplines within the progressive field of Commercial Interior Design. Learn the fundamentals and elements essential to produce and manage a successful commercial project from initial client meeting to completion. Explore innovative hands-on methods, processes and skills to design engaging interior environments that enrich spaces functionally and aesthetically. Immerse yourself in the conceptual exploration of spaces that support programmatic and functional requirements. Identify, research and creatively analyze elements related to performance, specifications, functionality and quality of space. *This course is held as a weekly live class session through videoconferencing with the instructor.*

**Virtual Business & Entrepreneurship (14 clock hours of classroom instruction)**

This 7-week course covers the fundamentals of starting and running your own design business that is uniquely tailored to define and meet your personal goals. In this course, you will create a strategic plan that is based on your unique capabilities and helps you to define and measure your goals culminating in the development and presentation of a business plan for your first year of business. *This course is held as a weekly live class session through videoconferencing with the instructor.*

**Virtual Master Portfolio Studio (8 clock hours of classroom instruction)**

This 4-week course guides students through the process of curating a professional portfolio that showcases their brand, designs and projects to show potential clients and employers their skills as a professional designer. Course content also includes developing an initial online presence and professional brand. By the end of the 4 weeks, students will be prepared to present their Master Certification

Program portfolio for graduation and to clients or employers. Note: This class is for students enrolled in the Master Certification Program only. This is the final course of the program. At the end of the course students will present their final portfolio. *This course is held as a weekly live class session through videoconferencing with the instructor.*

## **ELECTIVE COURSE DESCRIPTIONS**

### **Revit (17.5 clock hours of classroom instruction)**

This 7-week course will cover the fundamentals of Revit in a format that promotes information retention. Students will obtain a fundamental understanding of Revit Architecture as it relates to Interior Design and the skills and technical knowledge required to model, draft, and render small projects.

### **Home Staging (24 clock hours of classroom instruction)**

This 3-day intensive course provides students with the business framework required to get their staging business started and the hands-on skills needed to be successful. Time will be spent both in the classroom and in the field, visiting successful staging business warehouses. The course covers the following topics:

- Staging Principles & Best Practices
- Client Demographics & Psychology
- Business Development & Marketing
- Pricing, Inventory, Warehousing
- Photography & Marketing

## **CRITERIA FOR ENROLLMENT**

Heritage School of Interior Design accommodates a wide variety of students. Students must be 18 years of age or older and must possess a high school diploma, GED or equivalent. Previous 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 application form which is discussed with the director. Students are accepted for enrollment during this meeting. Heritage School of Interior Design admits only those whom it believes will benefit from the education.

### **ENROLLMENT PROCESS**

The first step of the enrollment process is to set up a personal interview with the director or staff member to discuss mutual goals and expectations. Information will be made available regarding fees for education, 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 have changed and have been discussed with the director.

### **ADMISSION OF PHYSICALLY OR MENTALLY CHALLENGED STUDENT**

Handicapped or physically challenged persons who meet the "criteria for enrollment" (described in the Criteria for Enrollment section above) are eligible for education.

### **NON-DISCRIMINATION POLICY**

Heritage School of Interior Design encourages diversity and accepts applications from all minorities. Heritage does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Heritage acknowledges that information pertaining an applicant's disability is voluntary and confidential and will be made on an individual basis.

### **DISABILITY AND ACCOMMODATIONS POLICY**

Heritage acknowledges that information pertaining an applicant or student's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, Heritage will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the vocational program, and must be able to perform the

essential functions of the vocational program, either with or without reasonable accommodation; the academic standards are the same for all individuals enrolled.

### **TRANSFER OF CREDITS**

Heritage School of Interior Design's program 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 is not transferable to Heritage School of Interior Design due to the unique nature of our program. However, prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded.

### **REFRESHER COURSES**

Graduates of the 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 rate.

### **DEVELOPMENTAL EDUCATION**

Heritage does not offer any developmental nor remediation courses. A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 80 percent are an indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to students in the middle of the term, with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include online quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

### **GRADUATION**

The graduation ceremony and celebration is held at the school on the last day of class.

## **THE SCHOOL**

### **FACILITIES**

Heritage School of Interior Design Seattle features a newly remodeled facility at the Seattle Design Center that adjoins the Seattle Design Center Designer Lounge. The school features a reception area, a private office for meeting with students and staff and one classroom. The adjoining designer lounge is available to students and features a kitchen with a microwave, sink and refrigerator. Training equipment includes worktables, drafting boards, a flat screen monitor for displaying. The school has a break room for students with a microwave, refrigerator, sink, and tables and chairs. Both male and female lavatories are available. There is parking available in a well-lit parking lot. The facility is located in close proximity to public transit. This is an ADA accessible facility with handicapped ramps and lavatories, reasonable accommodation will be provided at the request of the student. The maximum class size is 20 and the maximum student/teacher ratio is 20 to 1.

### **INSTRUCTIONAL AIDS**

Each classroom has a large flat screen monitor for displaying visual aids and PowerPoint slides. The school provides a variety of samples for school projects including fabric, rugs, window coverings, paint, design books, magazines, and product catalogs. Students are required to provide their own laptop or tablet. Wi-Fi internet connectivity is provided. Drafting boards and student software for technical courses is provided when it is available.

### **ADVISORY BOARD**

The advisory board meets annually to provide input and guidance to the Interior Design Program. The board consists of 3 or more industry specialists that review and update the curriculum with the instructors. Please see Advisory Board bios in this catalog.



## ABOUT THE OWNER

Heritage School of Interior Design is owned and operated by Stephanie Plymale, a design industry leader and experienced entrepreneur. In February 2014, she purchased the school and has utilized the rich history and success of Heritage to transform the program. She has integrated the artistic and creative elements and principles of design and its history with the business and technology of design. To support this transformation, she has developed several new courses, which provide students with the well-rounded education they need to succeed in the industry.



Her professional background includes 18 years as an independent interior designer with experience in commercial design, residential design, staging for realtors, and custom window treatments and furnishings. The knowledge she gained helped her to grow not only as a designer, but also as a leader and business owner.

After a successful design career, and a thorough understanding of the value of hard work, her passion turned from working as an Interior Designer to empowering and inspiring others. It was soon after this realization that she was given the opportunity to purchase Heritage School of Interior Design, and the timing couldn't have been more perfect. Stephanie is committed to continuously enhancing the program and providing ongoing support and career opportunities for students and alumni.

## STUDENT POLICIES AND RESPONSIBILITIES

### ATTENDANCE

Attendance and punctuality are critical to success. If for any reason a student will be late to class or absent, we require notification. Tardiness and absence are recorded in the student file and discussed with the students personally. Students can miss a total of 24 hours of Fundamentals (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.

### MAKEUP WORK

Lessons and/or assignments missed due to absences must be made-up within seven business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours the school may withhold the final certificate until the hours are completed.

## **APPEARANCE AND CONDUCT**

Students are expected to dress for class and offsite visits as they would for a meeting with a prospective client and in accordance with the published dress code. 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.

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

## **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. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

## **SATISFACTORY ACADEMIC PROGRESS**

Students will be allowed to redo assignments and/ or final class projects to achieve a passing grade as viewed permissible by the Director. A passing grade is

considered a C (70% or higher).

### **ACADEMIC WARNING**

Students who have fallen behind in coursework or are not demonstrating progress will be provided with 3 verbal warnings (recorded in student file), followed by 1 written warning from the director or instructor. Progress is assessed through quizzes, skill development tests, hands-on skill evaluation, and individual and group projects, instructor feedback on the student's academic progress and attendance or other infractions. Students are encouraged to meet with the director or appropriate staff member to identify any barriers, to develop success strategies and to investigate the various resources that may be of assistance.

### **PROBATION**

A student may be put on probation if they fail to demonstrate satisfactory academic progress after receiving the verbal and written academic warnings. Progress is assessed through instructor feedback on the student's academic progress and attendance or other infractions. If issues are not resolved at that time, a 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. Students will be notified verbally and via email that they are on probation. A student that is on probation will be encouraged to meet with the director or staff member to develop a written student success plan that may include external resources from the school.

### **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 demonstrate satisfactory academic progress as assessed based on the student's progress report and/or instructor feedback on the student's academic progress, 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 but may choose to appeal their termination. Students will be notified verbally and in writing of a termination and of the appeal process (Please see Appeals section below).

### **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. Student's written appeal should include an explanation of extenuating circumstances as to why they were unable to meet Heritage's academic standards and why they think they will be successful if reinstated.

Students that are dismissed from the school who request re-entry must put the request in writing to the school director within one week of their termination. In cases where the student was dismissed for excessive absences (more than 24 hours) or financial concerns, it may be possible to re-enter the next quarter. In cases where the student was dismissed due to conduct issues, the student will need to meet with the Director before re-entering the school. The decision of the Director is final. The student will receive a letter within 5 business

days stating the decision.

### **READMISSION**

Students who withdraw in good standing and demonstrate that the factors inhibiting the attendance or academic progress have been addressed (financial obligations current, issues resolved personally or with the school) may re-enroll provided space is available.

### **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 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.

**Heritage School of Interior Design cannot guarantee graduate employment.**

### **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. Student records will remain on file for 50 years. Should the school close, the closed school student records will be maintained by the Workforce Board for the remainder of the 50-year retention schedule. Heritage School of Interior Design complies with applicable requirements of the “Family Educational Rights and Privacy Act (FERPA).

### **STUDENT EVALUATION**

Grade Requirements for Fundamentals of Interior Design course:

Students are expected to earn a (C) 70% or higher overall grade in the Fundamentals of Interior Design Course to pass the course.

- Fundamentals Final Project is equal to 30% of the course grade. Students must complete the final design project with a grade of B (80%) or better. Grading criteria is based on a written outline and provided to each student with complete instructions and expected outcomes.
- Fundamentals Final Exam is equal to = 10% of the final Grade
- Fundamentals Remaining Coursework: Students need to complete weekly in-class assignments, homework, and exams with a C (70%) or above.
- Attendance of at least 90% (264 clock hours) attendance is required

**Grade Requirements for Virtual Fundamentals of Interior Design course:**

- Students are expected to earn a (C) 70% or higher overall grade in the Fundamentals of Interior Design Course to pass the course.
- Fundamentals Final Project is equal to 30% of the course grade. Students must complete the final design project with a grade of B (80%) or better.
- Grading criteria is based on a written outline and provided to each student with complete instructions and expected outcomes.
- Fundamentals Final Exam is equal to = 10% of the final Grade

- **Fundamentals Remaining Coursework:** Students need to complete weekly in-class assignments, homework, and exams with a C (70%) or above Attendance of at least 90% (99 hours) of live instruction attendance is required

**Grade Requirements for all Elective courses:**

- Attendance of at least 90% of course sessions is required
- Completion of all course assignments and exams with a C (70%) or above

**COURSE INCOMPLETES/REPETITIONS**

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination. Students that do not complete the Interior Custom Design curriculum as scheduled with their enrollment agreement should refer to the published Readmission Policy.

## PROGRAM INVESTMENT

Financial information including tuition fees and registration for Heritage School of Interior Design Programs are listed below:

|   | <b>Fundamentals Program</b>   | <b>Professional Program</b>  |
|---|---|--|
| <b>Registration Fee:</b>                                    | <b>\$100</b>  | <b>\$100</b>   |
| <b>Core Course Tuition Cost:</b>                            | <b>\$8,995</b>  | <b>\$15,499</b>  |
| <b>Books and Supplies:</b>                                  | Somewhat variable and subject to change. See Educational Equipment & Supplies List. | Somewhat variable and subject to change. Software for technical courses must be purchased by the student except those where complimentary student downloads are available. |
| <b>Supplemental Electives Course Tuition</b>                | Students may enroll in elective courses   | Elective courses included within Professional Program tuition  |
| <i>Advanced AutoCAD</i>                                     | \$1,198   | Yes  |
| <i>SketchUp</i>   | \$699   | Yes  |
| <i>Adobe Photoshop &amp; Illustrator</i>                    | \$699   | Yes  |
| <i>Kitchen &amp; Bath Design</i>                            | \$799   | Yes  |
| <i>Business Fundamentals &amp; Professional Development</i> | \$699   | Yes  |
| <i>Intro to Commercial Design</i>                           | \$1,995   | Yes  |
| <i>Master's Portfolio Studio</i>                            | \$699   | Yes  |
| <b>TOTAL PROGRAM COST:</b>                                  | <b>\$15,783</b>   | <b>\$15,499 (\$284 discount)</b>   |
| <i>Revit</i>  | \$699   | No   |
| <i>Home Staging</i>   | \$1,995   | No   |

The registration fee secures your place in class. Tuition and supplies fees include online access to the material and provided supplies, instruction and placement assistance. Graduates wishing to retake portions of the program may do so at half of the then published rate for tuition fees.

### PAYMENT PLAN

Heritage offers tuition payment options that include:

Pay in Full: A one-time payment due by the start date of the Fundamentals of Interior Design course.

Fundamentals Program Payment Plan: 3 or 4 equal monthly payments; with the first installment due by the start date of the Fundamentals of Interior Design course and the final payment due before the term ends. Tuition must be satisfied prior to graduation from the Fundamentals of Interior Design course.

Professional Certificate Program Payment Plan: 3, 6, 9 or 12 equal monthly payments, with the first installment due by the start date of the Fundamentals of Interior Design course. Tuition must be satisfied prior to graduation from the Professional Certificate Program.

Extended payment plans may be available upon request on an as needed basis.

Tuition must be satisfied prior to graduation. Heritage School of Interior Design does not offer Federal Financial Aid.

### **CANCELLATION AND REFUND POLICY (COMPLIANCE WITH WAC 490-105-130)**

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

| <b>If the student completes this amount of training:</b>      | <b>The school may keep this percentage of the tuition cost:</b> |
|---|---|
| One week or up to 10%, whichever is less                      | 10%   |
| More than one week or 10% whichever is less but less than 25% | 25%   |
| 25% but less than 50%   | 50%   |
| More than 50%   | 100%  |

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
  - a. When the school receives notice of the student’s intention to discontinue the training program;
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student’s official termination date.

**VIRTUAL PROGRAM CANCELLATION AND REFUND POLICY  
(COMPLIANCE WITH WAC 490-105-130)**

Should the student’s enrollment be terminated or should the student withdraw for any reason from the virtual program, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.

If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:



| <b>If the student completes this amount of training:</b> | <b>The school may keep this percentage of the tuition cost:</b> |
|--|---|
| Up to 10%  | 10%   |
| 11% through 25%  | 25%   |
| 26% through 50%  | 50%   |
| More than 50%  | 100%  |

4. When calculating refunds, the official date of a student's termination is the last day of recorded attendance in a live class\*. *\*Live class is defined as a class session held through videoconferencing with the instructor.*
  - a. When the school receives notice of the student's intention to discontinue the training program;
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend live class sessions for 30 calendar days.
5. All refunds must be paid within 30 calendar days of the student's official termination date.

## ADMINISTRATIVE POLICIES

### CALENDAR, SCHOOL HOURS AND HOLIDAYS

Heritage School observes the following holidays:



- New Year's Eve Day and New Year's Day
- Spring Break
- Independence Day
- Thanksgiving and the day after Thanksgiving
- Christmas Eve and Christmas Day
- Memorial Day

The total hours of each program vary and are dependent upon the curriculum.

The Heritage School of Interior Design administrative office is open from 9:00AM to 5:00PM Monday - Friday and the school is open Monday - Friday 9:00AM until the end of scheduled classes for each term. Please check our website

[www.heritageschoolofinteriordesign.com](http://www.heritageschoolofinteriordesign.com) or contact our administrative offices for current start dates of class sessions.

Occasionally, classes will be scheduled at alternate times

## **CONSUMER INFORMATION**

### **RIGHT TO TERMINATE**

Heritage School of Interior Design reserves the right to terminate a student at any time during the 12 or 18-week program for violation of school standards and policies (academic, attendance and conduct). Please review the Cancellation and Refund Policy section of this catalog for more information on refunds.

### **REVISION POLICY**

Heritage School of Interior Design reserves the right to make changes in instructors, guest speakers and charges after being approved by the Workforce Board. 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 7:15 AM on your scheduled day of class for information from the Director (877-726-1158).

## **ACADEMIC POLICIES**

### **TRANSCRIPTS**

Students receive a copy of their program transcript at the completion of the program. The school may require the student to have their tuition and supplies fees paid in full prior to receiving their transcript from the school. The school maintains a copy of student records for 50 years or as required by applicable law which can be requested by writing or emailing the school director.

Should the school close, the closed school transcripts will be maintained by the Workforce Board.

### **GRADING TERMS**

Each Term is comprised of 12 weeks. The Fundamentals of Interior Design Day course is graded over 12 Weeks while the Saturday Fundamentals of Interior Design course extends past a term for an 18-week grading period.

Elective courses within the 12-week term range in length from 6 weeks to 10 weeks.

### **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.

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

### **STUDENT FINAL DESIGN PROJECT RECEIVES A GRADE**

Grading criteria is based on a written outline and provided to each student with complete instructions and expected outcomes.

## **GRADUATION REQUIREMENTS FOR FUNDAMENTALS OF INTERIOR DESIGN CERTIFICATE**

1. Attend a minimum of 264 clock hours of class
2. Complete a final design project with a grade of B or better
3. Complete design board with final design project
4. Complete Final Exam with 80% or better accuracy.

## **GRADUATION REQUIREMENTS FOR VIRTUAL FUNDAMENTALS OF INTERIOR DESIGN CERTIFICATE**

1. Attend a minimum of 99 clock hours of live class sessions
2. Complete a final design project with a grade of B or better
3. Complete design board with final design project
4. Complete Final Exam with 80% or better accuracy.

## **GRADUATION CERTIFICATE**

Graduates of the education program will receive their Certificate for Interior Custom Design. The certificate is based on 288 career directed clock hours.

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 their graduation certificate.

## **GRADUATION REQUIREMENTS FOR MASTERS PROFESSIONAL PROGRAM/ PROFESSIONAL CERTIFICATE OF INTERIOR CUSTOM DESIGN:**

1. Completion of the Fundamentals of Interior Design course with a C (70%) or higher
2. Completion of required elective courses with a C (70%) or higher in all courses
3. Presentation to the Director of a final Master Portfolio

## DIRECTOR/INSTRUCTOR PROFILES

*Please refer to the Seattle Team page on our website for more information about our faculty*

### STEPHANIE THORNTON PLYMALE, PRESIDENT & CEO



Heritage School of Interior Design is owned and operated by Stephanie Plymale, a design industry leader and experienced entrepreneur. In February 2014 she purchased the school and has utilized the rich history and success of Heritage to transform the program. She has integrated the artistic and creative elements and principles of design and its history with the business and technology of design. To support this transformation, she has developed several new courses, which provide students with the well-rounded education they need to succeed in the industry.

Her professional background includes 18 years as an independent interior designer with experience in commercial design, residential design, staging for realtors, and custom window treatments and furnishings. The knowledge she gained helped her to grow not only as a designer, but also as a leader and business owner.

After a successful design career, and a thorough understanding of the value of hard work, her passion turned from working as an Interior Designer to empowering and inspiring others. It was soon after this realization that she was given the opportunity to purchase Heritage School of Interior Design, and the timing couldn't have been more perfect. Stephanie is committed to continuously enhancing the program and providing ongoing support and career opportunities for students and alumni.

### MELISSA PIZZAMIGLIO, SCHOOL EXECUTIVE DIRECTOR



Melissa Pizzamiglio comes to Heritage after a twenty-year career with the film and event industry in Los Angeles, New Zealand and Australia. She has developed her love for all things bold and creative through set decorating, studio makeup artistry, teaching, and event design. Designing and delivering experiential interior/exterior spaces and memorable environments are some of her most cherished and honored forms of art. Her robust experiences have propelled her into a life dedicated to the service and success of others.

As Director of the Seattle campus of Heritage School of Interior Design, Melissa unifies her core ethos of compassionate community building and teamwork to deliver a dependable and authentic leadership style. For Melissa, the support and success of our students and staff is her utmost priority. She is thrilled to continue guiding others with integrity and authenticity while creating meaningful, lasting experiences within the design industry. Driven by courage and determination, she takes pride in providing the best possible environment for growth and success.

When away from the office, Melissa can be found trying out new recipes, hunting for rare antiques, making any and all forms of art, and taking epic road trips into the wilderness.

### **JIM PLYMALE, DIRECTOR/ADMINISTRATOR**



Jim brings 25 years of startup and growth stage company leadership experience. In 2003 he founded Clinicient and pioneered cloud-based services to outpatient therapy practices. He has led Clinicient through years of revenue growth and raised more than \$25M in capital from local and national investors. Clinicient now employs more than 120 people in Portland, OR. Prior to Clinicient, Jim held senior marketing and management roles at several Oregon based companies including OrCAD where he helped lead the company to a successful IPO in 1996. Jim has extensive experience in all aspects of building and growing businesses through innovative sales and marketing programs including educational marketing, online/digital marketing, social media marketing and traditional marketing.

### **AMY WHITE, DIRECTOR OF OPERATIONS**



Amy Van Ditti brings her knowledge of marketing and her passion for interior design to Heritage School of Interior Design. She graduated from Portland State University with a business degree in Marketing and Advertising Management and worked in the marketing field for several years. Amy attended Heritage School of Interior Design where she learned the essentials of design and received her Certificate in Interior Custom Design.

Amy interned at Garrison Hullinger Interior Design as a Marketing Assistant, was the Social Media Coordinator for award winning builder Westlake Development Group LLC., and spent time working with an independent designer as a Design Consultant.

Amy began working with Stephanie in 2015 to enhance the online presence of the school with an updated website, blog and social networks. Over the last several years her role has grown and she is now the Director of Communications at the school. Her role includes student relations, business management, website management and marketing

## **SUMMER STERLING, FUNDAMENTALS OF INTERIOR DESIGN AND KITCHEN & BATH INSTRUCTOR**



After earning a degree in Economics, working in California state politics, and a 15-year stint in K-12 education, Summer enrolled in an Intro to Interior Design class at Bellevue College for enrichment. Just a few weeks into the class, she was surprised to realize she had just landed on her next career and dove headfirst into design school. While earning a bachelor's degree in interior design, Summer noticed the need for inclusivity within the design industry and vowed to create residential design "for the rest of us." As solopreneur of her company, Tavish Interiors, Summer strives to provide down-to-earth, approachable, and practical design solutions for her clients. Summer believes in good design for all, regardless of budget, and strives to help her clients achieve spaces that support them and their goals. While it is a lofty ideal in theory, she loves to maintain a light and humorous approach to projects and encourages clients to embrace imperfection. With a personal interest in sustainability and color, Summer has earned certifications in GREENleader and Wellness Within Your Walls, and is certified as a Vegan Designer, Design Psychology Coach, and a True Colour Expert. She is on the board of NWSID Seattle and is also a member of IDS Seattle and NKBA.

## **J.D. NESBITT, VIRTUAL FUNDAMENTALS OF INTERIOR DESIGN**



J.D. is a serial entrepreneur and designer with nearly 15 years of experience in the design industry. His experience includes high-end residential, light commercial, custom hardware, publishing, graphic and kitchen & bath design both on the West Coast and in the Midwest. With his original education and work experience in Corporate Accounting, J.D. is proficient in both the financial and technical aspects of the industry.

After working in high-end residential design with another designer for several years, and while still in design college, he started his own residential and light commercial firm with his business partner/husband. What started as a desk in the corner of their apartment became an accomplished local firm serving clients throughout Central Indiana from a magnificent one-hundred-year-old home. During this time, J.D. also co-founded a successful publishing company that produced a local, county-wide home magazine created to not only serve as a marketing vehicle for the design firm, but also to support the community by giving small business owners a more affordable way to advertise directly to their target local market.

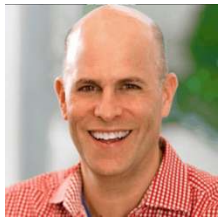
After several years, J.D. and his family made the decision to sell everything and move to Seattle to facilitate the next steps in his career. A contemporary designer at heart, the Pacific Northwest and Seattle in particular, was the perfect choice. Now starting his sixth business, J.D. is excited to bring his knowledge and expertise to the students at Heritage.

### **ABIGAIL WEST, TECHNOLOGY INSTRUCTOR**



Abigail is an Interior Architect by degree with 20 years of experience in the design field. She first began her career in Entertainment Design, working with The Walt Disney Imagineers creating various Disneyland attractions around the world. She then branched into Production Design where she spent the last 10 years directing the art for a myriad of feature films, television shows, and commercials – all spanning many different styles and genres. When she is not in production, Abigail is a practicing interior designer for commercial, residential, and hospitality projects across the country. She says that at the base of all her work lays the fundamental love for design, no matter the arena she is practicing it in. It brings her so much joy!

### **ROBERT CIPOLLONE, COMMERCIAL DESIGN INSTRUCTOR**



Robert is a catalyst. Design as is life, is all about teamwork and Robert likes to keep the team moving toward success. Robert seeks out experiences and loves sharing what he has learned while doing them. Teaching interior design at Heritage allows the transfer of his enthusiasm and knowledge of the industry to the students, faculty and community. Robert enjoys creating a dialogue and looks forward to engaging with every individual to bring out their best. Fascination with color, texture and human interactions within their environment led to a 30+ year career in hospitality design. Robert's personal dedication to each project's success has created a strong foundation with customer service. He understands that to achieve a successful interior, it takes a village of professionals working well together. Every client opening a commercial space is sharing a story. Robert believes that each interior project is successful only if it reveals the 3-dimensional needs of the client's brand story and yields the financial success the client projected. A truly successful design student and professional can flip between creative right-brain thinking and the nuts and bolts left-brain thinking.

Robert's early career as a structural engineer taught him the technical building skills to push boundaries of materials. As he matured, he learned to marry his artistic skills with the technical to create highly immersive environments. Robert works to mentor this switching of the brain with his teammates/students. It's a balance of art and science, Robert loves to explore. Robert doesn't spend too much time away from creating environments, but when he does get distracted, he will be with his husband and two dogs traveling the globe or hiking the PNW.

### **LESLIE EILER, ADVISOR**



Leslie has been working directly with homeowners for nearly a decade, guiding clients through the design and construction process of residential interior design, new construction, and remodeling. Armed with Bachelor's and Master's degrees in Interior Design, her work has always focused on real-world, functional design. As the Design Manager of CRD Design Build in Seattle, Leslie guides her team of architects and designers as they transform clients' homes into spaces that reflect who they are and how they want to live. Leslie has a passion for education and sharing her experience with the next generation interior designers. Her experience in luxury architecture, turn-key interiors, construction, permitting, estimating, and project management proves that a well-rounded designer is so much more than "someone with good taste."



### REBECCA WEST, ADVISOR



Rebecca may call herself an “accidental entrepreneur” but it was a happy accident! A decade after needing to reinvent her own post-divorce home this ex-Peace Corps Volunteer and once-upon-a-time ballroom dance instructor not only leads the team at her design firm Seriously Happy Homes, she also authored the book *Happy Starts at Home*, and coaches other aspiring designers on their path to operating successful and joy-filled businesses. Whether she’s helping someone redesign their living room or reshape their business, she encourages folks to ignore well-meant but ill-fitting advice and figure out what \*they\* need in order to thrive. To this day Rebecca doesn’t care if anyone buys a new sofa (and built a business that separates product from profit so that she never has to rely on mark-ups to make a living) – she just cares that our homes, businesses, and lives work for us. In addition to proudly serving on the board of Heritage Design School, Rebecca has been seen at Town Hall Seattle, Ignite Seattle, Seattle Magazine, Success Magazine, Bustle, New Day Northwest, and Seattle Refined, and is the proud recipient of the MBA design award for “modest budget, big impact” - an award in perfect alignment with her business and life values. Rebecca is a world traveler and a Scotch drinker. She can’t resist a costume party or a cat video, and has a weakness for Oreos and Taco Bell. Email: [design@seriouslyhappyhomes.com](mailto:design@seriouslyhappyhomes.com)

### KATIE LARGENT, ADVISOR



With a background in psychology, Katie formerly worked with the board game company Cranium before moving into interior design. After working at Plantation Design in Los Angeles for more than a decade, she returned home to Seattle with her husband and two kids and co-founded Arden Home. She finds her life as a small business owner and interior stylist to be the ideal way to blend her three personal passions: interiors, business, and psychology. As she proved in launching our Seattle store, Katie is unstoppable when she puts her mind to something. On a daily basis, she applies that determination to finding the perfect pieces for her clients and designing thoughtful, inspiring spaces that are genuine reflections of her clients’ distinct tastes and characteristics.

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# HERITAGE

## SCHOOL *of* INTERIOR DESIGN

### GRIEVANCE POLICY

Nothing in this policy prevents the student from contacting the Workforce Board (the statelicensing agency) at 360-709-4600 at any time with a concern or a complaint.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school instructors and officials. Should this procedure fail, students may contact:

Workforce Board,  
128 - 10th Ave. SW  
Box 43105, Olympia, Washington 98504-3105

**Web:** [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)

**Phone:** 360-709-4600

**Email Address:** [pvs@wtb.wa.gov](mailto:pvs@wtb.wa.gov)

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 - 10th Ave. SW  
Box 43105, Olympia, Washington 98504-3105

**Web:** [wtb.wa.gov](http://wtb.wa.gov)

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