



2023-
2024

School Catalog



EMPOWER YOUR CREATIVITY WITH AN EDUCATION

4039 N Mississippi Ave, Suite 208 Portland, OR 97227
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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 CHIEF EXECUTIVE OFFICER

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, Chief Executive Officer

EDUCATION GOALS AND OBJECTIVES

The goal of the Heritage School of Interior Design Interior Custom Design Program is 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 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 instructional design program (288 clock hours of instruction) 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 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.

The instructors for this program are registered with the Higher Education Coordinating Commission and are well prepared through ongoing education and professional experience.

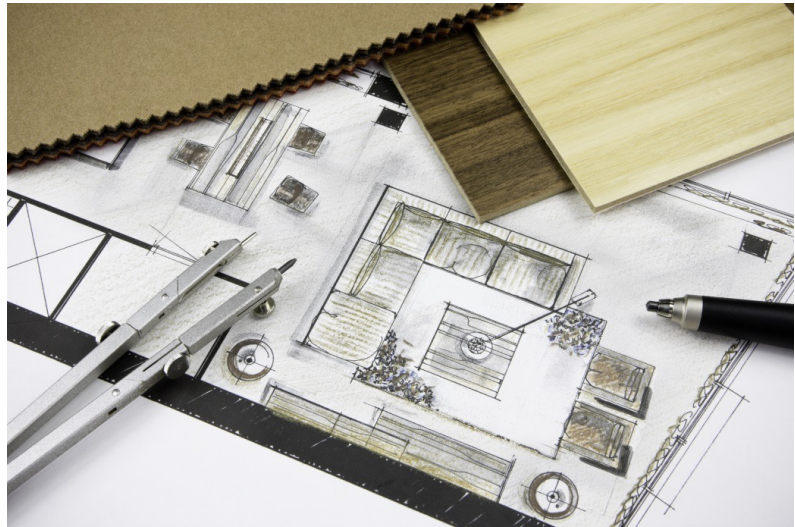


Interior Custom Design Program Overview

EDUCATION OVERVIEW

The Fundamentals of Interior Design program is scheduled for 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 dialogue. 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.



This program requires some independent study. Approximately 10-15 hours per week should be set aside for outside study and project work. 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 selected elective courses listed on page 6. It is the most comprehensive instruction offered through Heritage School of Interior Design.

Please refer to our website 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 on the Heritage website.

PROGRAM DESCRIPTIONS

Please refer to our website for current program dates and times.

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

This 12-week or 18-week course will introduce students to 14 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. Completion must occur within 1 year from the start date of the course.

UNIT 1	Introduction to Interior Design
UNIT 2	Drawing Tools & Techniques
UNIT 3	Construction Documents
UNIT 4	3D Modeling
UNIT 5	Color Theory
UNIT 6	Materials Terminology & Specification
UNIT 7	Design History & Styles
UNIT 8	Lighting
UNIT 9	Design Process
UNIT 10	Business Process
UNIT 11	Presentation & Critique Guidelines
UNIT 12	Socially Responsible/Universal/Green Design
UNIT 13	Architectural Terminology & Construction Terms
UNIT 14	Installation

Professional Certification Program (448.5 clock hours of instruction)

The Professional Certification Program requires completion of at least 7 elective courses in addition to the 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 months and must occur within 2 years of enrollment.

COURSE 1	Fundamentals of Interior Design Program
COURSE 2	Photoshop, Illustrator & InDesign
COURSE 3	AutoCAD
COURSE 4	SketchUp
COURSE 5	Kitchen & Bath Design
COURSE 6	Business & Entrepreneurship
COURSE 7	Intro to Commercial Design
COURSE 8	Master's Portfolio Capstone

COURSE DESCRIPTIONS

Please refer to our website for current course dates and times.

Photoshop, Illustrator & InDesign (21 clock hours of instruction)

In this 7-week introduction course, students will develop the skills to create professional visual

presentations. Students will develop a layout containing graphics, text, material and product images that will help them professionally convey their design ideas to clients.

AutoCAD (24 clock hours of instruction)

This 8-week AutoCAD course orients the student to the fundamentals and use of AutoCAD in the field of Interior Design. By the completion of the course, students should have a working knowledge of creating floor plans, elevations, lighting plans, electrical plans, furniture plans, and sheet layouts in AutoCAD. This class is strongly recommended for any Interior Design career.

SketchUp (17.5 clock hours of instruction)

This 7-week course teaches the basics of 3D modeling. Students learn shortcuts, various ways to use basic tools, and techniques that will make 3D modeling much more efficient. Students create 2D and 3D plans and elevations, textures, and get practice with advanced built-in rendering techniques to create photo-realistic images for professional projects.

Kitchen & Bath Design (21 clock hours of 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.

Business & Entrepreneurship (14 clock hours of 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.

Intro to Commercial Design (45 clock hours of instruction)

This 10-week course prepares students with the introductory knowledge and skills required to work on various commercial design projects for select industries and facility types. The course will span commercial interior design theory and process, select codes and key construction documents, contract products, sourcing and presentation.

Master's Portfolio Capstone (18 clock hours of instruction)

This 6-week virtual studio capstone course will guide you through the process of curating a professional portfolio that showcases your brand, designs and projects to show potential clients and employers your skills as a professional designer. Course content also includes developing an initial online presence and your professional brand. By the end of the 5 weeks, you will be prepared to present your Master Certification Program portfolio for graduation and to clients or employers.

CRITERIA FOR ENROLLMENT

HSID 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 Student Relations Director meets with applicants to determine their career interests, skills, attitude and motivation. HSID 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 which is reviewed prior to acceptance. 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 arrange a personal interview with the Student Relations Director to discuss mutual goals and expectations of the program. Information will be made available regarding course offerings, fees for education, registration procedures and payment options.

After the personal interview, interested students must complete and submit an Application. If the student meets the enrollment criteria then they will be notified via email that they have been accepted into the program. Students will receive their acceptance letter no later than one week after submitting their application.

The remaining enrollment paperwork is included in the formal welcome email, which is sent one month prior to the start date of the Fundamentals of Interior Design course. Approximately 1 week prior to the start date, students will attend a new student orientation. Following orientation, students will meet with the Student Relations Director to review enrollment paperwork and process their tuition payment.

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 been discussed to the Student Relations Director's satisfaction.

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.

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.

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 current published rates.

AUDITING COURSES

Students may audit courses at the full rate if space is available and the instructor agrees. Auditing students will not receive a grade and class participation may be limited by the instructor. Students enrolled in the Master Certification Program must receive a grade for each course and therefore can not audit a class if they want to receive credit.

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 is located at 4039 N. Mississippi Ave in the heart of the Mississippi arts and cultural district. Parking is available on the street and Wi-Fi internet connectivity is provided for students. There are several restaurants and coffee shops nearby. The space has a small kitchenette equipped with a microwave, refrigerator, sink, filtered water 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 Power Point slides. The school provides a variety of samples for school projects including fabric, rugs, window coverings, paint, hard surfaces, 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.

ABOUT THE OWNER

HSID is owned and operated by Stephanie Thornton Plymale, a design industry leader and experienced entrepreneur. In February 2014 she purchased the school and has utilized the rich history and success of HSID 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 is 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 3 days of the Fundamentals of Interior Design course (not consecutive days) and a total of 1 day of each elective course 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

Daily handouts and assignments are available on our online platform, Moodle. Instructors will provide further instruction on how to get caught up as needed.

APPEARANCE

Students are expected to dress for class and offsite visits in business casual attire, as they would for a meeting with a prospective client.

STUDENT CONDUCT POLICY

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.

HSID is committed to promoting positive and constructive dialogue among members of the school community. This policy applies to all forms of communication, including verbal and written exchanges, electronic communications, and social media interactions.

Guiding Principles:

The following principles will guide the implementation of this policy:

1. **Respectful Communication:** All members of the school community are expected to communicate in a respectful and courteous manner. This includes avoiding language that is derogatory, discriminatory, or demeaning.
2. **Active Listening:** Effective communication requires active listening. Members of the school community are encouraged to listen carefully to each other, seek to understand different perspectives, and be open to feedback.
3. **Constructive and Direct Feedback:** Feedback should be provided in a constructive and respectful manner. Members of the school community are encouraged to give feedback that is specific, focused, and actionable. Whenever possible, this communication should be provided directly to the people who are impacted.
4. **Diversity and Inclusion:** The school recognizes and values diversity in all its forms. Members of the school community are expected to respect and celebrate differences, and to be mindful of the impact of their words and actions on others.
5. **Confidentiality:** Confidentiality is essential to maintaining trust and respect in communication. Members of the school community are expected to respect the confidentiality of others and to avoid sharing sensitive or confidential information without permission.

Implementation:

To implement this policy, the school will take the following actions:

1. **Communication Training:** The school will provide communication training for all members of the school community, including students, teachers, staff, and other stakeholders. This training will focus on active listening, constructive feedback, and respectful communication.
2. **Communication Guidelines:** The school will develop and distribute communication guidelines that outline the principles of this policy and provide practical tips for effective communication.
3. **Reporting and Follow-up:** The school will establish a process for reporting and addressing incidents of disrespectful communication. Members of the school community are encouraged to report incidents to a designated school official, who will investigate the matter and take appropriate action.
4. **Review and Evaluation:** The school will review and evaluate this policy periodically to ensure that it remains relevant and effective.

The school is committed to promoting positive and constructive dialogue among members of the school community. By adhering to the principles outlined in this policy, we can create a safe and respectful environment in which all voices are heard and valued.

LEAVE OF ABSENCE

Only 1 leave of absence may be granted to a student at the discretion of the CEO 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 Student Relations 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 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 of the Professional Certification Program receive priority consideration for jobs and client leads as opportunities arise. The school maintains employment opportunities in the design industry for graduates through email.

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 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.

ACADEMIC PROBATION

A student may be put on probation if they fail to demonstrate satisfactory academic progress as assessed based on the student's progress report and/or instructor feedback on the student's academic progress and attendance or other infractions (listed above). The Instructor/Director begins with 3 verbal warnings (recorded in student file), followed by 1 written warning. 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.

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 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.

GRIEVANCE POLICY

If a student has an internal grievance, the school shall following steps in attempt to reconcile their concerns with the school:

1. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school instructors. Should this step fail go to step number 2.
2. Student shall contact school CEO, Stephanie Thornton Plymale at the following phone number 877-726-1158. If this step should fail, the student must go to step 3.
3. The student shall submit a written internal grievance to the following email: steph@heritageschoolofinteriordesign.com. The email shall be labeled, "Student Grievance". Other methods to submit an internal grievance include: certified US mail attn: school director OR the student can submit their internal grievance via school form labeled, "Student Grievance". The school will provide the student a time-stamped copy of this grievance.
4. Once the school receives the time stamped student grievance, the school will have 10 days to do an investigation and provide the student their determination.
5. The school's determination is final.

Should this procedure fail, students may contact:

The Oregon Higher Education Coordinating Commission
Private Career Schools
3225 25th Street SE
Salem, OR 97302
Phone: 503-947-5716

After consultation with the appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

STUDENT RECORDS

Students may examine their files, records or documents maintained by HSID 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 Custom 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 fees are listed below.

The registration fee secures your place in class and is required at the time of application acceptance. Tuition fees include online access to the material, access to our resource library, and instruction. A Supply Kit is available for purchase through the school, which includes the textbooks all of the necessary supplies needed for the Fundamentals of Interior Design Program.

	Fundamentals Program	Master's Program	Course Tuition
Fundamentals of Interior Design	x	x	\$8,995
Photoshop, Illustrator, InDesign		x	\$699
AutoCAD		x	\$1,198
SketchUp		x	\$699
Kitchen & Bath		x	\$799
Business & Entrepreneurship		x	\$699
Intro to Commercial Design		x	\$1,995
Master's Portfolio Capstone		x	\$699
Home Staging		Optional Elective	\$1,995
Hand Rendering		Optional Elective	\$799
Revit		Optional Elective	\$799
Elective Course Information	Students may choose to enroll in elective courses. Tuition for each elective is in addition to the total below.	Electives marked with an 'x' are included. Tuition for optional electives are in addition to the total below.	
Master's Program Discount	N/A	\$284	
Total Tuition (w/o registration fee)	\$8,995	\$15,499	
Registration Fee	\$150	\$150	
Total Tuition (w/ registration fee)	\$9,145	\$15,649	

BOOKS & SUPPLIES

The following courses require material and/or textbook purchases, in addition to tuition.

	Type of Material	Estimated Costs
Fundamentals of Interior Design	Supplies & Textbooks (independent purchase)	\$415 (varies slightly)
Hand Rendering	Supplies (independent purchase)	\$450
SketchUp	Software, Textbook (independent purchase)	\$55/yr., \$39.99
Adobe Photoshop, InDesign	Software (independent purchase)	\$19.99/mo
Intro to Commercial Design	Books (independent purchase)	\$175

PAYMENT PLAN

HSID 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. 2.5% of payments made with a credit card for payment plans that extend beyond 6 months will be charged at the time of payment.

SCHOLARSHIPS

The vision of HSID is to empower the creativity of aspiring designers with a quality, hands-on education to achieve personal growth and professional success. With our vision in mind, scholarships may be awarded to students who have a strong passion for interior design and a desire to learn, but have financial restrictions that inhibit the opportunity to pursue an education. Scholarships are awarded to Master Certification Program students up to twice a year as long as the funds are available. The value of the scholarship varies and is customized to the needs of the individual.

To apply for a scholarship, please contact our Student Relations Director to schedule a meeting with our Finance Officer, Jim Plymale. At this meeting we will assess your eligibility and discuss your financial obligations in addition to the scholarship.

Upon receiving a scholarship from HSID, you are asked to write a letter to the scholarship committee which outlines your academic plans, career goals and what this scholarship means to you. To maintain scholarship status, you are expected to show excellence in all HSID Master Certification Program courses. This includes submitting all assignments, projects and exams on time, and achieving above average grades (C+ or better). It is also expected that you meet the requirements of our attendance policy, which states that you can not miss more than 3 days of the Fundamentals of Interior Design course and no more than 1 day of each elective course. More information is outlined in our School Catalog on page 10.

If these expectations are not met, students will be placed on Academic Probation. Details about Academic Probation can be found in the Heritage School of Interior Design School Catalog on page 11.

The scholarship will be applied to your student account on hold status awaiting the arrival of your thank you letter. Upon receiving your letter, the value of your scholarship will be applied to

your tuition balance and payments will begin to process according to the payment schedule you have established with our Finance Officer, Jim Plymale.

CANCELLATION AND REFUND POLICY

The school's cancellation and refund policy is based on, and complies with Oregon law. It applies to all terminations for any reason by the student or the school. Please allow 30 days to receive a refund once the original payment has cleared.

The school's cancellation and refund policy is based on, and complies with Oregon law. It applies to all terminations for any reason by the student or the school.

1. If an applicant is not accepted, all monies paid will be refunded.
2. If the school discontinues a program, all monies paid will be refunded.
3. An applicant may cancel enrollment prior to entering classes by providing written notice via email to jim@heritageschoolofinteriordesign.com
 1. If cancellation occurs within 5 business days, you will receive a 100% refund.
 2. If cancellation occurs after 5 business days, the \$150 registration fee is not refundable. Registration fees are honored for 1 full year from the original enrollment date.
4. If education is terminated by a student or the school after beginning instruction (unless the school has discontinued the program of instruction), the student is financially obligated to the school for the registration fee and any tuition and supply fees according to the following schedule:
 1. If a student withdraws prior to completion of 50% of the contracted instructional program, the student shall be entitled to a pro-rata refund of the tuition charged and paid for such instructional program, less registration fee, supply fees and any other legitimate charges owed by the student.
 2. For elective courses, a \$25 withdrawal fee is charged for all students who cancel registration less than two weeks before class starts, otherwise tuition is full refundable.
 3. Students who enroll in the professional program (Master Certification Program), and subsequently drop courses will continue to be charged via their established payment plan. Any cancellations less than two weeks before the commencement of an elective will be charged \$25 per elective class dropped.
 4. Professional program (Master Certification Program) students who enroll in elective courses and subsequently postpone enrollment to a future term less than two weeks before the commencement of an elective will be charged \$25 per elective class postponed.
 5. If a student withdraws upon completion of 50% or more of the contracted instructional program, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.
 6. Pro-rata refund means a refund of tuition paid for that portion of the program not received by the student. The date determining that portion shall be the published course schedule start date and the last recorded date of attendance by the student.

CALENDAR, SCHOOL HOURS AND HOLIDAYS

Heritage School of Interior Design observes the following holidays:

- New Year's Eve Day and New Year's Day
- Spring Break (as published by the Portland Public School District)

- Independence Day
- Thanksgiving and the day after Thanksgiving
- Christmas Eve and Christmas Day

HSID is open from 9:00AM to 5:00PM Monday - Friday. When the Saturday course is in session, the school is open 9:00AM to 5:00PM on Saturday.

Please check our website www.heritageschoolofinteriordesign.com or contact our administrative offices for current start dates of class sessions.

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

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 education program. Any person unlawfully discriminated against as described in in ORS 345.240 may file a complaint under ORS 659A.820 with the commissioner of the Bureau of Labor and Industries. A staff member of HSID that exhibits discrimination in any form will be terminated. Students are protected against discrimination as defined in ORS 659.850

RIGHT TO TERMINATE

Heritage School of Interior Design reserves the right to terminate a student at any time during the program or individual class 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 refer to the Portland Public School District website.

ACADEMIC POLICIES

TRANSCRIPTS

Students receive a copy of their program transcript after 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.

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 checklist for the digital portfolio and final presentation boards. Students are provided with complete instructions and expected outcomes.

GRADUATION REQUIREMENTS FOR FUNDAMENTALS OF INTERIOR DESIGN CERTIFICATE

1. Attend the required class sessions.
2. Complete the final project which includes a digital binder and final project design boards with a grade of B or better.
3. Complete I.C.D. Exam with 80% or better accuracy.

Students earning less than 80% may retake the exam two more times. Student failure on I.C.D. retests will be encouraged to refer back to course materials and may try again once they are more prepared. Students may take the test as many times as necessary to pass within three months from their course completion date.

GRADUATION CERTIFICATE

Graduates of the Fundamentals program will receive their I.C.D. Certificate for Interior Custom Design. The certificate is based on 288 clock hours of instruction. There are additional hours of home study and showroom visits.

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.

Graduates of the Professional Interior Custom Design Program will receive their Professional I.C.D. Certificate. The certificate is based on the completion of the 288 clock hour of instruction Fundamentals program and completion of the Professional Certificate classes which includes at least 7 electives for a total of 448.5 clock hours of instruction. Students must pass each course with a C (70%) or higher average grade based on assignments, tests and projects. Instructors provide criteria for the grades of each class.

Upon completion of the Professional Certificate Program courses, students present a digital portfolio of their final projects from at least 6 of their courses to the Executive Director, guest reviewers, and fellow Professional Certificate Program graduates. Graduates then receive the following:

- Professional Certificate
- Final Transcript
- High Honors Award for a GPA of 3.5 or above
- Letter of Recommendation from the Executive Director
- Priority considerations for internship opportunities

HERITAGE SCHOOL OF INTERIOR DESIGN'S POLICY OF COMPLIANCE WITH 38 USC 3679

Policy Statement: Heritage School of Interior Design is committed to ensuring compliance with 38 USC 3679, also known as the "Principles of Excellence" policy. We strive to provide a high standard of educational services and support to our military and veteran students, ensuring they have the necessary information to make informed decisions about their education and maximize their benefits under the various Department of Veterans Affairs (VA) educational assistance programs.

Scope: This policy applies to all departments, divisions, faculty, staff, and students of Heritage School of Interior Design who are involved in the administration, delivery, and support of educational programs and services.

Policy Guidelines:

1. Transparency and Disclosures: a. Heritage School of Interior Design shall provide clear and accurate information to military and veteran students regarding the cost of attendance, financial aid, academic programs, and other pertinent information required by 38 USC 3679. b. All financial aid officers, admissions counselors, and relevant staff members shall be knowledgeable about the educational assistance programs available to military and veteran students and be prepared to assist them in understanding their rights and benefits.

2. No Late Fees or Penalties: a. In accordance with 38 USC 3679, Heritage School of Interior Design shall not impose any late fees, penalties, or deny access to facilities or courses due to delayed payment by the VA under the GI Bill® or other VA educational assistance programs. b. Students utilizing VA benefits shall be given a reasonable amount of time to make payment for tuition and fees after receiving funds from the VA.

3. Certification and Reporting: a. Heritage School of Interior Design shall promptly certify and report enrollments, changes in enrollment, and student progress to the VA in compliance with their guidelines and requirements. b. We shall maintain accurate records of student

enrollment certifications and make them readily available to the VA for verification and auditing purposes.

4. Academic Advising and Support Services: a. Heritage School of Interior Design shall provide academic advising services to military and veteran students to assist them in selecting appropriate courses, understanding program requirements, and making progress toward their educational goals. b. We shall ensure that support services such as counseling, tutoring, and disability accommodations are available to military and veteran students to promote their academic success.

5. Grievance Procedures: a. Heritage School of Interior Design shall establish a clear and accessible process for military and veteran students to address grievances and complaints related to their educational benefits or treatment. b. Grievances shall be addressed promptly, impartially, and in accordance with established policies and procedures.

6. Staff Training and Education: a. Heritage School of Interior Design shall provide regular training and education to faculty and staff involved in serving military and veteran students, ensuring they are aware of the specific needs, challenges, and rights of these student populations. b. Training programs shall cover relevant VA regulations, policies, and updates to ensure compliance with 38 USC 3679.

7. Program Evaluation and Improvement: a. Heritage School of Interior Design shall periodically evaluate the effectiveness of our services and support for military and veteran students. b. Feedback from military and veteran students shall be actively sought, and appropriate measures shall be taken to address areas of improvement.

Compliance with this policy is mandatory for all individuals and departments at Heritage School of Interior Design. Failure to comply may result in disciplinary action, as outlined in relevant institutional policies and procedures.

Review and Revision: This policy shall be reviewed regularly to ensure ongoing compliance with 38 USC 3679 and any updates or changes to related laws and regulations. Any revisions to the policy shall be communicated to all relevant stakeholders.

Approved By: Jim Plymale, President, Heritage School of Interior Design

HERITAGE TEAM PROFILES

STEPHANIE THORNTON PLYMALE, CHIEF EXECUTIVE OFFICER



Stephanie Thornton Plymale is the owner and CEO of Heritage School of Interior Design. HSID is headquartered in Portland, OR, and also operates in Denver, CO and most recently expanded to Seattle, WA. Heritage School of Interior Design is an intensive program designed to fully equip students for a career in interior design by combining a hands-on education with a full complement of technical courses. Stephanie is the author of *American Daughter*, her memoir, which became an **Instant Amazon Best Seller!**

Stephanie owned an independent design firm for eighteen years, serving hundreds of residential and commercial clients, prior to taking over Heritage School of Interior Design. Stephanie is also a mother of three and has been married for thirty years to her high school sweetheart.

Stephanie's greatest joy in owning and operating HSID is fostering and promoting the success of its students. HSID graduates over 100 students each year and these students have gone on to win prestigious awards and start wildly successful businesses and careers. A key reason for our success is the broader community support we've received for HSID and its students.

JIM PLYMALE, PRESIDENT & BUSINESS AND ENTREPRENEURSHIP INSTRUCTOR

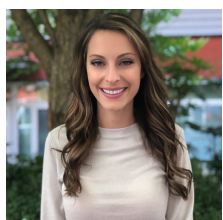


Jim has over 25 years of startup and growth stage company leadership experience. He is currently the CEO of Machine Research, a cloud-based software company in Portland that helps custom manufacturers win more profitable business by improving their quoting and manufacturing business processes. In 2014 he helped his wife, Stephanie, launch Heritage School of Interior Design leveraging experience from her 20+ year successful interior design career. In addition to supporting Heritage School of Interior Design, he is an active member and leader of Vistage Portland, an organization that works with leaders and CEO's to grow and transform companies.

Jim truly enjoys coaching and development of startup phase companies and is excited to share his knowledge with students at Heritage School of Interior Design. In 2003 Jim founded Clinicient and pioneered cloud based services to outpatient therapy practices. He 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 graduated from Portland State University with a Bachelor's of Arts in Marketing & Advertising but always had a passion for Interior Design. After graduating she worked as a Marketing Assistant for two years in a cubicle environment, which made her crave creativity more than ever. Thanks to advice from local Interior Designer Amy Troute, Amy enrolled at HSID in 2014 to explore Interior Design as a potential career path. Amy's education at HSID quickly launched her into the design industry. She interned at Garrison

Hullinger Interior Design as a Marketing Assistant, was the Social Media Coordinator for award winning builder Westlake Development Group LLC., and worked as a Design Consultant for an independent design firm.

Amy feels fortunate to have found her dream job where she can combine her background in business with her love for Interior Design. She also feels thankful to have a career where she can make a positive impact on peoples lives. It's rewarding for her to see how student's lives transform during the time they are in school and after school. Outside of work, Amy enjoys spending time with her husband, son and Mini Aussie, baking, and traveling.

MAIRA GARCIA, DIRECTOR OF COMMUNICATIONS



Maira is an accomplished interior designer with over six years of experience in the industry and a background in Art and Graphic Design. She spent the previous five years at RH Interior Design, where she honed her skills in design, leadership, and communication.

Maira is no stranger to Heritage, having graduated from the school in 2017. During her time as a student, she developed a keen eye for detail and a passion for creating high-value designs. Her expertise and dedication to her craft have led her to become a respected figure in the interior design

community.

As the new Director of Communications for Heritage, Maira brings her wealth of knowledge and experience to the table. She is excited to work with the school to promote the excellence of its programs and the achievements of its students. In addition, Maira is committed to helping the school foster the next generation of talented designers and leaders in the field of interior design.

COURTNEY MILLER, STUDENT RELATIONS MANAGER



Courtney Miller is a recent graduate of the Master Certification Program at Heritage School of Interior Design, and is now joining our team as the Student Success Manager! In her role as Student Success Manager, Courtney is excited to combine her passion for design with her love for helping others, by utilizing her knowledge of the HSID program to support students on their educational journey.

In her free time, Courtney enjoys going to coffee shops, thrifting, curling up with a good book and spending time with friends, family and her cat, Mabel.

LORRI DUNN, FUNDAMENTALS INSTRUCTOR



Lorri Dunn comes to Heritage with over 20 years of experience as a designer in both Residential and Commercial Interior Design working with builders in new home construction in the Vancouver/Portland market. As a residential interior designer and project manager, she produced extraordinary results for local contractors and production builders. She has helped builders save valuable time and money by categorizing the options and selecting ideal finishes for their client's homes and builders showrooms. While working with builders, she managed a wide range of projects from designing showrooms, space planning branch offices, selecting finishes and decorating several model homes.

As the Fundamentals of Interior Design Instructor in Portland, Lorri is passionate and excited to teach the next generation of designers!

JANIS HOWARD, FUNDAMENTALS INSTRUCTOR



Janis is a 1997 graduate of the Heritage School of Interior Design. After graduation, Janis was hired by a major furniture showroom as their lead designer. Currently she works with clients through her independent design business and is part of the teaching team at Heritage School of Interior Design. Janis has been instructing students for 12 years at HSID and continues to motivate and inspire students with her love of interior design. Her previous experience includes over 20 years in training and customer service with 1st Interstate Bank. Janis was actively involved with the 2000 Street of Dreams working with Macadam Floor and Furniture which completely furnished two of the show homes. She was also part of the team that decorated the Galaxy Show Home which took first place for interior design in the Street of New Beginnings show.

ANNA WHEATON, AUTOCAD INSTRUCTOR



Anna Wheaton joined the HSIDTeam in 2020 as a SketchUp instructor. Anna is a member of International Interior Designers Association (IIDA), and earned her Bachelors of Fine Arts in Interior Design from The Art Institute of Seattle. As an Interior Designer Anna, Anna has a passion for adventure and creativity and is determined to design spaces that her clients will love coming home to.

ADAM SABELA, AUTOCAD INSTRUCTOR



Adam is a new addition to the Heritage team, but comes with a long professional history and expertise in the field of Architecture and Design. Adam graduated from Czech Technical University in Prague with a Master Degree of Architecture and Planning. During his studies, Adam worked as a tutor, teaching his fellow students. After graduating he worked as an Architect in a Prague studio while also working on multiple projects in the field of architecture, interior design and product design.

Adam is excited for this new chapter of his life where he can connect his passion for teaching with his passion for design. He believes that sharing knowledge is essential for pushing design forward and is looking forward to sharing his unique view from his professional path and experiences from around the world with his students.

Outside of work he enjoys spending time outdoors with his family especially at the Oregon coast, where he feels always the most inspired.

SEVERIN VILLIGER, TECHNICAL RENDERING INSTRUCTOR



Severin has over 10 years of experience working with computer 3D modeling software. He began by integrating Revit into parts of the 3D modeling workflow to create photo-realistic renderings and animations for a variety of Interior Design, Architecture and Engineering firms. Revit has since become an important part of documenting the design process and design intent. Severin has several years of teaching Revit in classroom settings, individual trainings, workshops at Universities, and trainings at Firms who wish to integrate Revit into the workplace. He is now excited to share his knowledge with the students at Heritage! The fascination with the virtual environment using 3D software formed an interest in engineering and architecture. In addition to creating photo-realistic renderings, Severin enjoys creating historic documentations and futuristic visual animation reels and effects.

JULIA CORNUELLE, SKETCHUP INSTRUCTOR



Julia comes to Heritage with a technical background and long history of teaching. She has a Bachelors degree from Villanova and a Masters and Ph.D. from Notre Dame, all in civil engineering. She began teaching as a graduate student - in fact, her first experience teaching was as a teaching assistant for an architecture course. She knew from those early days that her future was teaching, and ultimately became a tenured professor at Arizona State University. During that time, she won several teaching awards including Outstanding Engineering

Educator of the Year, awarded by the Arizona Chapter of the National Society of Professional Engineers.

IDA YORK, HAND RENDERING & COMMERCIAL DESIGN INSTRUCTOR



Ida is the principal designer at Ida York Design Group, Inc. She has a BFA in Interior Architecture & Design from the Academy of Art University in San Francisco, California. Ida has been designing interiors since 2006 and started her company in 2009. Mrs. York's career began in the commercial sector- primarily designing restaurants. Her passion with commercial design is to help companies improve their revenue through beautiful and functional interiors. Ida's commercial design experience include restaurant, night club, hotel, commercial kitchen, retail, and corporate projects. When she is not designing, Ida is an active Rotarian and mentor to high school students. She

even finds time to perform music and grow an outstanding vegetable garden with her husband.

ANGELA GARVIN, KITCHEN & BATH INSTRUCTOR



Angela Garvin is Principal Interior Designer at Interior Alchemy, a design company she founded in 2011. With experience in all aspects of interior architecture, including some commercial work, Angela specializes in design practice areas where science and art merge together – where details and aesthetics meet to create highly-functional spaces which make life easier for her clients. Focusing on the technical areas of design such as Kitchens, Baths, Lighting, and Remodels, Angela delivers customized design solutions for her clients' unique lifestyles, which save them time and energy when doing what

they love to do most.

Angela earned her first Bachelor's degree in the field of Environmental Analysis where she studied climate change, analyzed the relationships between people and places, and developed science-based solutions to improve peoples' lives.

ANGIE MORSE, ADVISORY BOARD MEMBER



Angie Morse is an award winning interior designer and home stager based in SW Portland. As a sixth generation Oregonian, Angie grew up in Bend with parents who were "house flippers" long before it was mainstream. Living in ever evolving homes, she experienced first hand the possibilities within each home and saw that transformations were only limited by ones imagination, a creative budget, and how far Dad could test Mom's patience. Angie holds a BA in Journalism/ Public Relations from the University of Oregon and is a graduate of Heritage

School of Interior Design. She is also a certified consultant with Dewey Color and Color with Confidence and has won awards for interior design, professional organization, color usage, home staging, redesign, and has been named Interior Design Society's Designer of the Year nationally for window treatments and holiday design. Angie is a proponent of sharing knowledge, giving back to peers, and inspiring new designers. She believes that the profession is much stronger by fostering a community of camaraderie versus competition and that is reflected

in her involvement with various design related associations. Angie is recognized as a RESA-Pro by the Real Estate Staging Association and has also served on the Portland RESA Chapter Board and the IRIS (Interior Redesign Industry Specialists) National Board of Directors. She is currently serving her sixth year on the Board of Directors of the Portland Chapter of the Interior Design Society (IDS) as immediate Past President and Chair of the Swatched event committee. In her spare time, she can be seen in the stands at University of Portland baseball games watching her youngest nephew, traveling with her husband of 20+ years, or hanging out with family and friends.

AMY PEARSON, ADVISORY BOARD MEMBER



Amy's love for interior design began as a young girl after listening to the architect and designers involved in her parent's complete home remodel. At every opportunity during the project Amy asked questions, constantly seeking to understand every aspect of the build. That same hunger for knowledge is a corner stone to how Amy operates her business, including how she approaches her client projects in seeking to understand their unique needs, participating in continuing education and advancing technical skills, and sharing the professional and technical skills she has acquired through teaching AutoCAD local design students.

As a wife, and a mother of boy and girl twins, Amy's family is her entire world! Armed with a Bachelor of Arts from the University of Portland, a Certification from Heritage School of Interior Design, and Certified Kitchen and Bath Designer Certification (CKBD) from the National Kitchen and Bath Association (NKBA), Amy is committed to bringing the same level of passion and love she has for her family into the family homes of her clients.

ALEXANDRA MORRIS, ADVISORY BOARD MEMBER



Alex Morris has always been fascinated with the creative arts. From being a pianist since the age of five, attending heritage, and working in the furniture business, she loves everything to do with design. She graduated from Heritage School of Interior Design in 2016 and immediately after worked as a designer at Parker Furniture. Following that, she founded Meadowlark Interiors in 2017 and now manages 2 locations - one in Portland and one in Southern Oregon. By offering a wide range of services from staging to interior design, Meadowlark Interiors has been a part of all of their clients' lives, especially through transitional phases. Alex loves speaking with the up and coming design students at the Portland location and inspiring those that want to choose Interior Design as a career path in the future. Nothing makes her happier than moving forward and bettering one's life through education, real life experiences, and professional connections.

In her free time, Alex enjoys furniture hunting at thrift shops, playing with her two dogs, and working on home projects with her husband during the weekends.



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