

# LAS VEGAS SCHOOL OF FLORAL DESIGN

3275 Ali Baba Lane Suite #517  
Las Vegas Nevada 89118  
(702) 772-7839  
Fax (702) 772-7839

Email [info@JulieReedEvents.com](mailto:info@JulieReedEvents.com)  
[www.lvsfd.com](http://www.lvsfd.com)

Catalog - Effective **November 1, 2018**

## ***Foreword***

The Las Vegas School of Floral Design (LVSFD) is made possible by the inspiration of students and their enthusiasm towards a career in floral design. We successfully assist students in the development of their creativity, to reach their desired level of professionalism. We believe with the assistance of floral fundamentals, your natural talents and strengths will provide you with the tools to succeed in your life long goals. Giving and receiving knowledge is the greatest gift of all. Each student is guaranteed the highest degree of personal attention, as the classes are limited to maximum enrollment. Our instructors have been in the floral industry for over 35 years, managing Florists and Event Company's, competed in competitions, demonstrated to large groups of beginners and advanced designers, are active members of AIFD the American Institute of Floral Designers, and have received awards for their designs and ability's. Our instructors are forever students, searching for new ideas, concepts, styles materials and techniques, keeping up to date with the demanding industry and trends; too provide you with these advantages to become the best floral designers. The floral industry is an ever growing and successful industry and because of this success, floral designers in all areas are in high demand. Upon successful completion of hours required for each class and supported grades, the student will receive a certificate. Graduation from this program offers the opportunity to find employment with the skills necessary to be competitive in the floral industry. From the floral designer to the shop owners the rewards of learning floral design are infinite.

The school is licensed to operate by the Nevada Commission on Postsecondary Education.  
Please feel free to contact them if you have any questions or concerns:

Nevada Commission on Postsecondary Education  
8778 South Maryland Parkway, Suite 115,  
Las Vegas, NV 89123  
PH (702) 486-7330 or FX (702) 486-7340

Thank you for your interest in this profession and if you would like any further information please call  
(702) 772-7839

## ***School Facility***

The Las Vegas School of Floral Design is centrally located in Las Vegas the new location is located in an active event studio, showcasing many props and design ideas. Therefore offering a true feeling of one off the environments you may wish to place yourself. The classroom area is approximately 500 square feet with more than sufficient class area for 5 students. Students will have the advantage of becoming familiar with many products in the floral industry and the retail trade. Many florists, hotels and event companies reach to our students for employment opportunities. Students will also receive the benefit of learning about the many different positions within the floral industry. Worktables are to the appropriate level that students can stand to the conventional standards required of floral designing. Convenient parking is accessible.

The school, the facility it occupies, and the equipment it utilizes complies fully with all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

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**Programs**

**BASIC Floral DESIGN – 40 hours**

Registration Fee	\$95.00
Tuition	\$600.00
Materials Fee of Fresh Flowers and supplies	\$600.00
Tools Fee (Mandatory) includes tax	\$70.36
Maximum Total Cost for Course	\$1365.36

Must bring Tools to each class.

**FUNDAMENTALS/WIRING TECHNIQUES 8 HOURS**

This program includes flower and foliage identification, flower classification; Students will make bows a Boutonniere and Corsage. They will also learn about taking floral orders, wire out orders, and customer etiquette. Student will learn the hierarchies of the flower shop and the day-to-day maintenance.

**BASIC DESIGN/CARE AND HANDLING 8 HOURS**

This program includes floral pricing, care and handling of flowers, foam and its uses, color theory with the proper use of supplies and tools. Students will practice receiving, and processing procedures. Students will make rose arrangements.

**ARRANGEMENTS 8 HOURS**

The students will make arrangements in various size containers including the latest and most popular styles. They will use a control sheet to price out there arrangements. Students will learn about how to make deliveries. Students will take a field trip to a fresh flower wholesaler and hard goods wholesaler. (Must be arranged during the day)

**WEDDING DESIGN 8 HOURS**

Students will create a wristlet and 2 basic wedding bouquet styles Hand tied, and Cascade. They will price out wedding flowers, simulate a wedding order, learn about problem flowers and learn the etiquette of working with the bride.

**SYMPATHY DESIGN 8 HOURS**

Students will design a standing spray and cascade piece. They will price out a funeral and find out the etiquette of working with the family.

**ADVANCED Floral DESIGN – 40 hours**

Registration Fee	\$100.00
Tuition	\$700.00
Materials Fee	\$700.00
AIFD Book (Mandatory) includes tax	\$154.31
Maximum Total Cost for Course	\$1,654.31
Tools Fee (Mandatory) includes tax	\$70.36

Must bring Tools to each class.

**ADVANCED DESIGN USE OF TECHNIQUES 10 HOURS**

Modern and contemporary design styles will be designed incorporating the latest in materials and design techniques.

**ADVANCED WEDDING DESIGN 20 HOURS**

Hand tied European style bouquets will be designed by the students; along with coordinating body flowers they will simulate a custom wedding. Make arrangements for the Canopy, a centerpiece and table decor for the reception.

#### TROPICAL DESIGN 10 HOURS

Students will learn care and handling of tropical flowers and design 4 arrangements in different styles with the use of products shipped from Ecuador, Australia, Africa and the Tropics

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#### ***Class Schedule***

**Weekdays: Monday, Tuesday, Wednesday, and Thursday.**

Five hours per day.

**Offering: AM classes (8am to 1pm) or PM classes (1pm to 6pm)**

**Am classes** twice monthly **PM classes** first 2 weeks of the month

**Must be taken** in 2 consecutive weeks. Ten-minute break will be provided each day of five hours

**Evening classes: Monday, Tuesday, Wednesday, and Thursday.**

Three hours per night **(6 to 9pm) First day of class will be 4hours on the Saturday prior to allow students to visit the local Wholesaler.**

**Must be taken** in three consecutive weeks. Ten-minute break will be provided each day of five hours

**Open Enrolment** therefore **must register** one week prior to selected start date

Actual hours per day may vary depending on class size, progress, or any other mitigating factor.

**The school is closed on the following holidays:** New Years Day, Easter, Mother's Day, Thanksgiving, and Christmas. Students will be advised of actual probable starting dates at time of enrolling and notified at least seven days prior to class start of the actual starting date and class schedule. A maximum number of 5 students are allowed per class.

#### ***Open Enrollment Information***

Students must enroll 7 days prior to start date. Students will be assessed for aptitude and ability to succeed in the program through an interview process with the director prior to class start date.

#### ***Prior Credit***

LVSFD does not accept any prior experience or training that can be used towards credit.

#### ***Standards of Progress***

**NAC 394.381(6)(e)(1)**

#### **GRADING SCALE**

<b>Grade</b>	<b>Standing</b>	<b>Percentage</b>	<b>GPA</b>
<b>A</b>	Above Excellent	93-100%	4.0
<b>B</b>	Excellent	83-86%	3.0
<b>B-</b>	Average	80-82%	2.7
<b>F</b>	Failing	73-76%	2.3
<b>I</b>	Incomplete	N/A	N/A
<b>X</b>	Leave of Absence	N/A	N/A
<b>W</b>	Withdrawn	N/A	N/A
<b>T</b>	Terminated	N/A	N/A

All students must meet the following minimum standards of Satisfactory Academic Progress (SAP):

- Maintain a minimum cumulative grade point average of 2.0 at the completion of 40 hours;
- Achieve an attendance rate of 100% at the completion of 40 hours.
- Complete the program of study within a Maximum Time Frame of 40 hours required for the specified program of study.

Students are monitored for SAP at the completion of 40 hours and are advised of their academic progress at that point in time.

Students who have not maintained a minimum cumulative of 40 hours and B grade average and a cumulative attendance rate of at least 100% at the end of 40 hours will be placed on probation for 40 hours.

At the end of the probationary period, if the student is still not meeting the SAP requirements, the student **will** either be **terminated** from school, or, they may appeal the finding. Students who successfully appeal are allowed to continue in school. Students who do not appeal or whose appeal is denied will be **dismissed**.

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### ***Attendance***

Students must attend all scheduled hours to complete a program. Any student who misses 90% of the scheduled hours will be placed on attendance probation throughout the remainder of the scheduled training time. If a student on attendance probation misses more than 90%, their attendance and progress will be reviewed by the school director and subject to dismissal. Missed hours must be made up and at the discretion of the director.

Requirement of Student progress: Students will be required to keep daily records of time spent in class, and maintain grade levels on written and hands on design. Floral Designer is 80 hours. Grading levels will be reported as 100% superior, 90% excellent, 80% average and below 70% fail. Student must also maintain test scores of both written and hands on design with a minimum grade point level no lower than 70% to successfully complete the certification of each class, If a student fails to stay above the required 70% grade level at any time or fall below the missed hours allowed they may be subjected to review and or termination. The grading level is based on standards issued by the AMERICAN INSTITUTE OF FLORAL DESIGN (AIFD). However, AIFD does not endorse this school. All required tests must be completed.

### ***Student Records***

Transcripts will be kept on all students according to state law and will be maintained indefinitely. Other student records will be maintained for five years.

### ***Conduct of Students***

The school reserves the right to dismiss any student whose conduct is disruptive to the instructor, place of business or other students. Any student who is dismissed for cause may appeal to the director.

**Students will be terminated for violation any of the following rules and regulations. All students are expected to act maturely and are required to respect other students and faculty members**

1. **Any student caught cheating on exams or assignments**
2. **Any sexual misconduct, i.e.: unprofessional advances, vulgar or offensive language, innuendoes, or harassment on the School's premises.**
3. **Disruptive, abusive or unprofessional behavior.**
4. **Any student under the influence or in possession of alcohol, marijuana, or any controlled substances on the School's premises.**
5. **Any student having possession of firearms or weapons of any nature on the School's premises.**

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**Placement Assistance**

Available positions within the field will be posted on a central bulletin board. Some companies may contact us to find potential employees. This institution will provide job assistance but will not guarantee employment.

**Nevada Student Refund Policy** Fees charged for tools, supplies, textbooks, and/or materials are not considered part of the refund policy and will be calculated separately and at the discretion of the director.

**NRS 394.449 Requirements of policy for refunds by institutions.**

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
  - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
  - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - (a) Date of cancellation by a student of his or her enrollment;
  - (b) Date of termination by the institution of the enrollment of a student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
  - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
  - (b) The period of time for a training program is the period set forth in the enrollment agreement.
  - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does

not include, Materials, tools books, educational supplies or equipment that is listed separately from the tuition and fees.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635)

#### **Tuition Recovery Fund**

##### **Account for Student Indemnification**

In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

A tuition recovery fund is available for students who have been enrolled in a school that closes and the student is unable to complete the training program. For more information, please contact the Commission on Post-Secondary Education.

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#### ***Payment Options***

You have the option to pay just the registration fee, half payment or full payment.

If you select to pay half you must submit remaining amount on the first day of class has you can find written in the Brochure

80-hour programs. A deposit of 50% of the total program cost is due before the 1st day of instruction, with the balance due on or before the 1st day of class of the 2nd week.

12 to 40-hour classes. Payment must be made in full on or before the 1st day of class.

For any other payment arrangement, please contact the school director at least 10 days before start of class.

#### ***Instructors***

**JULIE REED AIFD**, the owner, director and primary instructor of the LAS VEGAS SCHOOL OF FLORAL DESIGN.

Ms. Reed purchased the school to assist and improve the quality of the floral industry. She has more than 25 years of experience which started when she took a one year floral design class in the UK and worked in her parents' family owned flower shop.

Upon arriving in USA, Ms. Reed created award-winning floral design for floats in the Rose Bowl parade, as well as NBC studios daily television shows. Coupled with additional years designing arrangements for celebrity events and weddings, Ms. Reed now uses her vast experience to teach others in the many levels in the floral industry.

Ms. Reed's credentials include a California Vocational Teachers Credential from California State Long Beach as well as her American Institute of Floral Designers certification. Ms. Reed own Julie Reed Events, a full service Floral and Event Design Company.

Ms. Reed's knowledge of floral industry, trends, and products, will continue to make this school the best in the country.

Las Vegas is a unique city with innovative architecture, creativity and diversity that demands professionalism. Our classes offer Avante Garde and up to date techniques needed by flower shops, events, shows, and hotel venues.

Students are able to learn how to design props, large production pieces, and interior decor for the forever-growing city, and get the feel and experience of the glitz and glamour of Las Vegas.

If I can be of any further assistance to you and your endeavors please don't hesitate to call me at (702) 772-7839 or find more information online at <http://www.lvsfd.com>  
[www.JulieReedEvents.com](http://www.JulieReedEvents.com)

**CAROLYN FOWLER, AIFD, M.Ed.**

Carolyn Fowler AIFD, M.Ed., has been in the floral industry for over 40 years. Her teaching career has been in the public and private sectors at Community Colleges and private floral schools in Southern California and Southern Nevada.

Ms. Fowler received her Floral Design and Shop Management certificate from Golden West College in Huntington Beach, Ca. She completed a Bachelor and Masters Degree in Adult Education at UNLV. Carolyn was inducted into AIFD in 2003 and is a co-author of the AIFD Guide to Floral Design.

Along with employment as a designer at shops and casinos in California and Nevada, Carolyn has designed curriculum for certificates and degrees in floral design for the schools where she served as professor and instructor. Currently, Ms. Fowler works part-time for a local floral design studio and offers her time to AIFD's South West Chapter.

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***Required Equipment Must be purchased by student.***

Tool Kit – (\$70.36 includes tax) required for all classes.

Knife

Scissors

Sheers

Wire Cutter

Designer Tape/Accessory's

***Recommended Books***

AIFD's Book of Floral Terminology (*Mandatory for Advanced Floral Design classes*)  
(\$154.31 includes shipping and sales tax.)

Beauty of Life (\$59.56 includes tax)

Floral Art book

[www.juliereedevents.com](http://www.juliereedevents.com)

By Julie Reed AIFD

The Art of Floral Design 2nd edition (\$189.17 includes tax)

By Norah T. Hunter

**2018 Spring/Summer/ Fall/Winter**

\*Subject to enrolling five students per class. All class conducts Monday thru Thursday.

## **Las Vegas School of Floral Design**

### **SEND COMPLETED ENROLMENT CONTRACT TO:**

Located inside the Hacienda/Polaris Business Park  
3275, Ali Baba Lane, Suit #517 Las Vegas NV 89118  
Tel (702) 772-7839 Fax (702) 772-7839  
Email: [info@JulieReedEvents.com](mailto:info@JulieReedEvents.com)

### **Enrollment Contract**

Name \_\_\_\_\_ First \_\_\_\_\_  
(Mi) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
ZIP \_\_\_\_\_  
Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ Phone \_\_\_\_\_

### **REFUND POLICY**

**Student cancelation Notice or Dismissal and the Refund Policy:** 1 each postsecondary educational institution shall have a policy for refunds, which at least provides:

- (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money he has paid.
- (b) That if the student cancels his enrollment before the start of the **training program**, the institution shall **refund to the student all the money he has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150 whichever is less.**
- (c) That if a student withdraws or is expelled by the institution after the start of the **training program** and before the completion of more than **60 percent of the program**, the **shall refund to the student a prop rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150 whichever is less.**
- (d) That if a student withdraws or is expelled by the institution after completion of more than **60 percent of the training program**, the institution **is not required to refund the student any money** and may charge the student the entire cost of the tuition agreed upon in the enrolment agreement.

2. **If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:**

- (a) Date of cancelation by a student of his enrollment:
- (b) **Date of termination by the institution of the enrollment of a student:**
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence, or whichever is applicable?

3. Student will be subject to **materials fees**, calculated daily until paid in full, before refund applies.

### **GRANTING OF ACADEMIC CREDIT**

**There will be no previous experience or training that can be used towards credit.**

**PLACEMENT ASSISTANCE**

**Available positions within the field will be posted on a central bulletin board. Some companies may contact us to find potential employees. This institution will provide job assistance but will not guarantee employment.**

The individual named above has read and accepted the rules, regulations, and terms put forth by the Las Vegas School of Floral Design for the course titled: \_\_\_\_\_

Length of Hours: \_\_\_\_\_ Registration & Tuition Total \_\_\_\_\_

Registration Fee: \_\_\_\_\_ (due upon enrollment) Balance of : \_\_\_\_\_ (due prior to first day of class)

Unless: Payment schedule is applicable and the terms will be: \_\_\_\_\_

Hours of Instruction: \_\_\_\_\_ per day. On Following days: \_\_\_\_\_

Hours to complete course: \_\_\_\_\_ Grade Level to be maintained: \_\_\_\_\_ (or higher)

Course commencement date : \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_

Course completion date: : \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_

Registration fee Material fee & Tuition fee: \_\_\_\_\_

Textbook fee: \_\_\_\_\_

Tools fee to include sales tax: \_\_\_\_\_

Total due LVSFD: \_\_\_\_\_

**This agreement is a legal binding agreement when signed by the student. Your signature acknowledges that you have received a copy of the [November 1st 2018](#) catalog and understand that it is a part of the contract, also you have been given reasonable time to read it and understand it's written statement, rules of grading procedures. No guarantee of placement assistance, rules of attendance, rules of termination, refund policy, catalog of classes and their descriptions, materials used in class, and information about the school has been clearly explained to you. Forthwith upon signing this agreement you will be given a copy to keep for your records.**

**S            i            g            n            a            t            u            r            e**  
**Student \_\_\_\_\_ Date \_\_\_\_\_**

**School Director \_\_\_\_\_ Date \_\_\_\_\_**