

**Student Enrolment Contract - Approved Program  
PROFESSIONAL SPA TECHNICIAN (DIPLOMA)**



**Interior Academy of Hair Design (Kamloops) Ltd.**

**Interior Academy**

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Interior Academy is DESIGNATED by the Private Training Institutions Branch

**STUDENT INFORMATION**

Last Name

First Name & Middle Name

Usual First Name

Personal Education Number (if available)

Mailing Address

Mailing Address in Canada (if available and different from above)

Student Telephone Number

Student Email Address

International Student:

Yes

No

Date of Birth:

Y	Y	Y	Y	M	M	D	D		

Gender

Male

Female

**PROGRAM INFORMATION**

**PROFESSIONAL SPA TECHNICIAN (DIPLOMA)**

Program Title

1030

34

Hours of Instruction during Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Credential Issued on Graduation

Diploma

Certificate

Program Delivery Method (select all that apply)

In-class

Distance

Combined

Language of Instruction:

ENGLISH

Required course materials and technological resources not provided by the institution: N/A

## PROGRAM ADMISSION REQUIREMENTS

- Submit proof of identity (official government picture identification).
- For diploma programs, applicants must have a valid high school diploma, transcript, or equivalent (GED) OR be at least 19 years of age or older.
- Complete a color blindness test
- Submit a financial plan to cover tuition obligations or select a payment plan. Financial Aid available.
- Upon application acceptance, the applicant must be given a copy of the enrolment contract, school policies, and course outline to be reviewed.
- Once the Director and the prospective student have reviewed the enrolment contract, school policies, course outline, have agreed on a financial arrangement, and after understanding the rights and responsibilities of both parties, they sign the contract and the Director provides a copy of the signed contract, along with a copy of the school policies and course outline to the student before the first day of class.
- Pay the non-refundable registration fee of:
  - \$200.00 CDN if you are a Canadian student; or \$500.00 CDN if you are an International student.
- Pay tuition fees. Following the financial plan selected at the time of application, the Director will assist you with final details to complete your payment.
- All students accepted for registration and enrolment into an Interior Academy program shall be deemed to have read, understand, and agree to be bound by all policies and regulations of Interior Academy.
- Registration fees are valid for a period of 6 months total and transferable to other programs during those 6 months.

Program admission requirements may not be waived by the student or the institution.

## PROGRAM OUTLINE

<b>Brief Program Description:</b>	Students at Interior Academy will learn Nail and Skin Ecology, Nail and Skin Physiology, Natural Nail Services, Personal Development, Skin Physiology, Sanitation, Client Care, Professional Development, Artificial Nail Services, Chemistry, Hair Removal, Anatomy, Makeup Artistry, Business Basics, Electrical Equipment, Facials, Massage, and Skin Care. Students will be fully trained and certified to work in Nail Salons and Spas after graduation. Interior Academy graduates from this program are also fully certified in piercing.
<b>Career Occupation:</b>	Spa Technician/Esthetician/Nail Technician/Waxing Technician/Make-up Artist
<b>Career Opportunities:</b>	Upon graduation, students will be fully trained and certified to work as a Esthetician/Spa Technician in Spas and Nail Salons.
<b>Admission Requirements:</b>	Minimum grade 12 completion OR mature student status (19 years of age or older). Transcripts, diplomas, and government issued ID may be required to verify age and level of education. \$200.00 registration fee (non refundable). Students under the age of 19 will require a signature from a parent or legal guardian.
<b>Learning Objectives:</b>	At the end of the Professional Spa Technician Diploma Program, students will have the ability and knowledge to educate and build client relationships, perform services and motivate buyers.
<b>Methods of Evaluation:</b>	<ul style="list-style-type: none"><li>- Quizzes - 17 Quizzes (M/C) on Textbook Chapters</li><li>- Program Evaluation</li><li>- Drill Sheet</li><li>- Projects</li><li>- Midterm Practical Exams</li><li>- Final (Multiple-Choice) Exam</li><li>- Final Practical Exams</li></ul>
<b>Instructional Method:</b>	Classroom Theory / Instructor led – 300 hours Practical Component / Instructor supervised – 730 hours
<b>Program Duration:</b>	34 Weeks – 1030 Hours
<b>Homework Hours:</b>	1 – 2 hours daily
<b>Delivery Method:</b>	On site delivery
<b>LAB and Text Books:</b>	Salon Fundamentals Pivot Point - A Resource For Your Skin Care Career Salon Fundamentals Pivot Point - A Resource For Your Nail Care Career
<b>Attendance Expectations:</b>	5 days a week - 37.5 hours per week
<b>Student Assessment Method:</b>	Theory/Classroom Portion – 300 hours + Projects <ul style="list-style-type: none"><li>- Theory Exams - 15%</li><li>- Final Exam - 10%</li><li>- Projects - 5%</li></ul> Practical/Services Portion – 730 hours <ul style="list-style-type: none"><li>- Drill sheet (%) of completion - 25%</li><li>- Practical Exams - 45%</li></ul>

**Dress Expectations:** Students are required to follow the official school dress code policy as outlined in the Student Handbook.

**Graduation Requirements:** 1030 hours complete and a minimum of 80% overall average.

**Required Equipment:**

**Equipment provided to Students**

Manicure Bowl	High Shine Blocks
Foot Files	240/240 Files
180/180 Files	Toe Nail Clippers
Base Coat	Finger Nail Clippers
Top Coat	Cuticle Pusher/steel
Hand Lotion	Cuticle Softner
Pkg. Lint Free wipes	White Sanding Blocks
Nail glue	PKg. Orange Wood Sticks
Acrylite Odorless Liquid	Acrylite Pink Powder
Acrylite White Powder	Acrylite Clear Powder
Acrylite Brush Cleaner	Acrylite Sable Brush
Dappen Dishes	UV/LED Options Crystal Clear
UV/LED Opti-Bond	Affix it
UV/LED Options White Sculpting	Aksentz Shine On
UV/LED Options Bright White	Gel Art Oval Brush
Prep and Wipe for Luxio	Compact LED Lamp
Tip cutters	Kit Trunk
OFRA Facial Kit	OFRA – Large Makeup Kit
OFRA Brush Kit	Slanted Tweezer
	Professional Wax Kit

**Other Materials:**

- Black Scrubs with Closed toe shoes
- Writing Materials – Pens/Pencil/Highlighter/Paper/Binder
- Laptop or Tablet for gaining access to LAB resources and exams
- Lock for a locker

## **Program Organization:**

### **Module 101- Nail Services Theory 112.5**

- Nail and Skin Ecology
- Nail and Skin Physiology
- Client care
- Natural nail Services
- Professional Development
- Artificial Nail Services

### **Module 102- Chemistry Theory 7.5 hours**

- The Chemistry of Matter
- Cosmetic Products and Ingredients

### **Module 103- Hair Removal Theory 22.5**

- Hair growth and removal methods
- Waxing Services – Full Body

### **Module 104- The Science of Skin Care Theory 75 hours**

- Business Basics
- Anatomy
- Electricity and Electrical Equipment
- Full Makeup
- Tinting – Lash & Brows
- Facials – Regular, Acenic, Anti-aging

### **Module 105- Advanced Treatments and The Medical Field Theory 33.5 hours**

- Advanced Face and Body Treatments
- Advanced Massage Techniques
- Advanced Therapies
- Esthetics In The Medical Field
- Advanced Training
- Resume Building

### **Midterms- Theory 300 hours**

- Manicure
- Pedicure
- Gel Nails
- Acrylic Nails
- Brow Wax
- ½ Leg Wax
- Facials
- Full Makeup Artistry
- Full Body Massage

**Other: Product Knowledge & Retail Skills Development, Reception Training**

### **Module 106- Practical 730 hours**

- Working on the spa floor performing and practicing services to meet industry application and timing standards

**\*PROGRAM OUTLINE, KIT CONTENTS, AND OTHER NON-SUBSTANTIVE ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

### PROGRAM COSTS

Total tuition payable during contract term	\$ 10,200
Professional Student Kit & Supplies, LAB Online Access	\$ 2,500
Program Registration (Non-refundable)	\$ 200
Taxes	\$ 300
<b>Total Program Cost:</b>	<b>\$13,200</b>

### PAYMENT TERMS

Method of payment:  Cash  Cheque  Credit Card  EFT: [beauty@interioracademy.com](mailto:beauty@interioracademy.com)

Registration fee of \$200 is due at Registration Meeting.

1. \$13,000 is payable to Interior Academy
2. Initial payment of \$2,800. 2 payments of \$5100 due on 1st day and 90th day
3. Initial payment of \$2,800. 4 payments of \$2550 due on 1st, 30th, 60th and 90th day
4. Initial payment of \$2,800. 10 payments monthly of \$1388.60 (incl. 6% interest incl.)

Students applying with National/BC Student Aid will have 2 disbursements that can be sent directly to the Institution. Remainder owing can be broken up into monthly payments with a financial plan.

\*Monthly payment plans are not pay as you go. Full program costs are owed to Interior Academy under the terms and conditions of this contract. \*Payments in default of a selected plan are subject to 5% monthly interest charges.

### REFUND POLICY

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:

- (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. The institution reserves the right to pursue collections by legal means.
9. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - (a) of the date the institution receives a student's notice of withdrawal,
  - (b) of the date the institution provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
10. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
  - (b) the program is provided solely through distance education.

**PRIVATE TRAINING INSTITUTIONS BRANCH**

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Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar’s regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

**STUDENT DECLARATION**

I DECLARE THAT:

1. I declare that I have read and understood, and agree to the terms and conditions of this contract;
2. I have received a copy of this contract;
3. I have represented to the institution and provided evidence to prove I meet all of the admission requirements for this program of study;
4. The Institution has provided me with a copy of the Student Handbook detailing all school policies:
  - Tuition and Fee Refund Policy
  - Dispute Resolution/Grade Appeal Policy
  - Withdrawal Policy
  - Dismissal Policy
  - Admissions Policy
  - Attendance Policy
  - Program Outline
  - Work Experience (Not Applicable)
5. The information is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract and;

I hereby consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between INTERIOR ACADEMY and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

**INSTITUTION SIGNATURE**

Signature of Institution Representative

Date Signed