

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



Interior Academy of Hair Design (Kamloops) Ltd.

Interior Academy

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www.interioracademy.com



Interior Academy is registered and designated by the Private Training Institutions Branch (PTIB)

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

If you are an international student:

Citizenship: _____

Do you have a study permit? Yes

No

If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? Yes No

Date of Birth:

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|--|--|
| | | | | | | | | | |
| Y | Y | Y | Y | M | M | D | D | | |

Gender

Female

Male

Non-Binary

Voluntary Disclosure

***You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit? Yes No

Yes No

If you answered "Yes", please indicate if you are: First Nations

Métis

Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? Yes No

PROGRAM INFORMATION

Program Title: Professional Spa Technician (Diploma)
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 (if applicable):

PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION

- 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

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|-----------------------------------|--|
| Brief Program Description: | 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. |
| Career Occupation: | Spa Technician/Esthetician/Nail Technician/Waxing Technician/Make-up Artist |
| Career Opportunities: | Upon graduation, students will be fully trained and certified to work as a Esthetician/Spa Technician in Spas and Nail Salons. |
| Admission Requirements: | 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. |
| Learning Objectives: | 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. |
| Methods of Evaluation: | <ul style="list-style-type: none"> - Quizzes - 17 Quizzes (M/C) on Textbook Chapters - Program Evaluation - Drill Sheet - Projects - Midterm Practical Exams - Final (Multiple-Choice) Exam - Final Practical Exams |
| Instructional Method: | Classroom Theory / Instructor led – 300 hours Practical Component / Instructor supervised – 730 hours |
| Program Duration: | 34 Weeks – 1030 Hours |
| Homework Hours: | 1 – 2 hours daily |
| Delivery Method: | On site delivery |
| LAB and Text Books: | Salon Fundamentals Pivot Point - A Resource For Your Skin Care Career Salon Fundamentals Pivot Point - A Resource For Your Nail Care Career |
| Attendance Expectations: | 5 days a week - 37.5 hours per week |
| Student Assessment Method: | Theory/Classroom Portion – 300 hours + Projects <ul style="list-style-type: none"> - Theory Exams - 15% - Final Exam - 10% - Projects - 5% Practical/Services Portion – 730 hours <ul style="list-style-type: none"> - Drill sheet (%) of completion - 25% - Practical Exams - 45% |

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

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|--------------------------------|------------------------------|
| 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.

STATEMENT OF STUDENT RIGHTS

INTERIOR ACADEMY is certified with the Private Training Institutions Branch (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

WORK EXPERIENCE (Not Applicable)

REGULATORY REQUIREMENTS (Not Applicable)

PROGRAM COSTS

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|--|-----------|
| Total tuition payable during contract term | \$ 10,200 |
| Registration fee | \$ 200 |
| Kit and Supplies fee | \$ 2,500 |
| Taxes | \$ 300 |

Domestic Student Registration fee \$200.
 International Student Registration fee \$500.

TOTAL PROGRAM COSTS

\$ 13,200

PAYMENT TERMS

Method of payment: Cash Cheque Credit Card Other: _____

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

| Circumstances when Refund Payable | Amount of Refund |
|---|--|
| Before program start date , institution receives a notice of withdrawal (applies to all students) | |
| <ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date. | 100% tuition and all <u>related fees</u> , other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials. |
| <ul style="list-style-type: none"> • At least 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. | Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student. |
| <ul style="list-style-type: none"> • More than seven days after the student and institution signed the enrolment contract, and • Less than 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. | Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student. |
| After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education) | |

| | |
|---|---|
| <ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. | <p>Institution may retain up to 30% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p> |
| <ul style="list-style-type: none"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. | <p>Institution may retain up to 50% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p> |
| <p>Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</p> | |
| <ul style="list-style-type: none"> Student does not attend the first 30% of the program. | <p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p> |
| <p>Institution receives a refusal of study permit (applies to international students requiring a study permit):</p> | |
| <ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. | <p>100% tuition and all related fees, other than application fee.</p> |
| <p>After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):</p> | |
| <ul style="list-style-type: none"> Student completed up to 30% of the program. | <p>Institution may retain up to 30% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p> |
| <ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). | <p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p> |
| <p>Student enrolled in a program without having met the admission requirements for the program</p> | |
| <ul style="list-style-type: none"> If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. | <p>100% tuition and all related fees, including application fees</p> |
| <p>Institution does not provide a work experience</p> | |

- The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control.

100% tuition and all related fees, other than application fees

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

PRIVATE TRAINING INSTITUTIONS BRANCH

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.

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 consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with 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.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Branch, Governance, Legislation and Corporate Planning Division, Ministry of Advanced Education and Skills Training, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION SIGNATURE

Signature of Institution Representative

Date Signed