

Student Enrolment Contract- Approved Program
PROFESSIONAL MAKEUP ARTISTRY (Diploma)



Interior Academy of Hair Design (Kamloops) Ltd.
Interior Academy
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Interior Academy is registered 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

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

Male

Female

Voluntary Disclosure

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

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit?

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

PROFESSIONAL MAKEUP ARTISRTY

Program Title
90

13

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

- **Submit proof of identity (official government photo 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.**
- **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.
- **Upon application acceptance, the applicant must be given a copy of the enrolment contract, school policies, and course outline to be reviewed.**
- **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

Brief Program Description:

This is an introductory program to advanced makeup applications. Students will learn sanitation, makeup brush anatomy, skin physiology, facial anatomy (bones, muscles, shapes of faces, eyes, lips and eyebrows) and color theory. Makeup applications that will be demonstrated are corrective make up, contouring (through highlighting and shading), natural feature enhancements, day makeup, evening makeup, grad makeup, bridal make up, decade trends, glamour and theatrical/film/photography. Students will also learn professional

airbrushing, special effects, and fantasy applications. Business basics including resume building, networking and career opportunities are reviewed.

Career Occupation: Professional Makeup Artist

Career Opportunities: Students will be qualified to perform makeup applications at makeup counters, alongside a photographer, theatrical settings and freelance settings (weddings, graduations, and other special occasions). Students could also work for as sales representatives for professional distributors.

Learning Objectives: Upon successful completion of the program the student will receive a Diploma in Makeup Artistry. Graduates can expect to have the skills to execute basic to glamorous applications. Graduates will also have the knowledge to determine client structural features and educate their client's on proper skin care. Graduates will find employment at makeup counters, become an independent distributor of a specific makeup line, work alongside a photographer, become a makeup artist in a salon or spa environment, create dramatic makeup in a theatrical setting, and freelance your abilities for weddings, graduations and other special occasions. Applications for Interior Academy Makeup Artist's will (on average) be completed within 45 minutes depending on how elaborate the client is requesting.

To successfully complete this program, students will have demonstrated the ability to:

- Understand the importance of basic skin structure and practicing proper skin care procedures.
- Demonstrate the correct sequence of makeup applications.
- Choose correct makeup for different ethnic backgrounds and age groups.
- Apply: Day, Grad, Bridal, Evening, Photography, Airbrushing, and Special Effects Makeup
- Understand the importance of and have the ability to sanitize their equipment.
- Theatrical, Avant Garde, Fantasy Makeup.
- Makeup for film and television productions.
- Conceal skin imperfections such as acne and scarring.
- Conceal tattoos or body modifications.
- Create the illusion of an oval facial shape through highlighting and shading.
- Fluently understand how current day fashion makeup is influenced by the decades.
- Applying artificial lashes and creating custom lashes.
- Understanding retailing, business basics, resume building, and social media networking.

Methods of Evaluation:

- Program Evaluations (2)
- Project/Assignments (2)
- Final Written Exams (2)
- Final Practical Exams (2)

Instructional Method: Students are provided with handouts, live demonstrations, and practical time with the instructor prior to final examinations.

Program Duration: 13 Weeks – 90 Hours

Homework Hours: 15+ hours (Includes: decades reference booklet, costume gathering/shopping and brush washing/sanitizing, practicing applications on friends and relatives).

Delivery Method:	On site delivery
LAB – Online Resources:	Handouts/Student resource content on LAB
Attendance Expectations:	7 hours per week (See Program Schedule for dates)
Student Assessment Method:	<p>Theory/Classroom Portion</p> <ul style="list-style-type: none"> - Final Written Exams - 30% - Projects - 15% <p>Practical/Services Portion</p> <ul style="list-style-type: none"> - Decades or Fantasy Application - 10% - Personal Development – 15% - Final Exams - 30%
Dress Expectations:	Students are required to follow the official school dress code policy as outlined in the Student Handbook.
Graduation Requirements:	Complete 90 hours and a minimum of 80% overall average.
Required Equipment:	<p>Equipment provided to students</p> <ul style="list-style-type: none"> - Full Makeup Artistry Kit – varied brands (M.A.C., Modern, OFRA, HUDA, Anastasia Beverly Hills) - Dinair Airbrushing Gun Kit
Other Materials:	<p>Students will require</p> <ul style="list-style-type: none"> - Writing Materials – Pens/Pencil/Highlighter/Paper/Binder - Laptop or Tablet to access LAB resources - Artificial lashes/Costume supplies
Program Organization:	<p>See Attached Program Schedule</p> <ul style="list-style-type: none"> - Foundations of Makeup Artistry (Core FMA) – 49 hours (7 weeks) - Foundations of Airbrushing and Special Effects (Core FASE) – 41 hours (6 weeks) - Business Basics, Resume Building, Career Opportunities, Retailing, Social Media, and Networking

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

WORK EXPERIENCE (N/A)

REGULATORY REQUIREMENTS (N/A)

PROGRAM COSTS

Total tuition payable during contract term (domestic student)	\$ 3,500
Professional Student Kits, Supplies, Materials, Handouts, and LAB Access	\$ 1,500

Registration	\$ 200
Taxes	\$ 180
TOTAL PROGRAM COSTS	\$ 5380.00

PAYMENT TERMS

Method of payment: Cash Cheque Credit Card EFT: beauty@interioracademy.com

Registration fee of \$200 is due at Registration Meeting. Remainder is as follows;

1. \$5156 is payable to Interior Academy (In full) prior to start date
2. Initial payment of \$1656 min. 1 week before start. 1 payments of \$3500 due on 1st day.
3. Initial payment of \$1656 min. 1 week before start. 2 payments of \$1750 due on 1st, and 15th day.
4. Initial payment of \$1656 min. 1 week before start. 3 payments of \$1166.66 due on 1st, 15th, 30th day.

*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. and up to and including 10% 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 more than 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) equal to or before 10% 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. 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.
- 9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, **Error! Reference source not found.** 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

Tel. (604) 569-0033 or 1-800-661-7441
Fax. (778) 945-0606
www.privatetraininginstitutions.gov.bc.ca
PTI@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