

**Student Enrolment Contract- Approved Program  
Medical Aesthetics & Spa Technology Diploma**



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

**Interior Academy**

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



Interior Academy is 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**

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**

**MEDICAL AESTHETICS & SPA TECHNOLOGY**

Program Title  
1,180

45

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.
- English Language proficiency established by one of the following (for non-highschool graduates that are 19 years and older & ESL only): Review of high school transcript (minimum grade 10 English), OR Successful completion of the Interior Academy administered vocabulary reading and comprehension test (minimum grade 75%)
- 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:
  - \$250.00 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>	<p>B.C.'s most comprehensive Aesthetics Program Successful students will obtain three diplomas. Medical Aesthetician, Professional Nail Tech. Professional Spa Tech</p> <p>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.</p>
<b>Career Occupation:</b>	Medical Spa Technician/ Medical Aesthetician/Nail Technician/Nail Artist/ Esthetician/ Waxing Technician/Hair Removal Expert/ Sugaring Tech/ Makeup Artist
<b>Career Opportunities:</b>	Upon graduation, students will be fully trained and certified to work as a Medical Aesthetician/Spa Technician in Spas and Nail Salons.
<b>Admission Requirements:</b>	<p>19 years+ for mature student. Student under the age of 18 must have high school transcripts and parent or guardian signatures on registration. Admissions enrollment questionnaire English language proficiency established by one of the following (for non-high school graduates that are 19 years and older &amp; ESL only): Review of High School Transcript (minimum grade 10 English); OR Successful completion of the Interior Academy administered vocabulary reading and comprehension test (Minimum grade of 75%) Government photo identification Color Blindness test</p>
<b>Learning Objectives:</b>	At the end of the Medical Aesthetics and Spa Technology 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 on Textbook Chapters (Multiple Choice)</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 – 341 hours Practical Component / Instructor supervised – 839 hours
<b>Program Duration:</b>	45 Weeks – 1,180 Hours

**Homework Hours:** 1 – 2 hours daily

**Delivery Method:** On site delivery

**LAB and Textbooks:** Salon Fundamentals Pivot Point - A Resource For Your Skin Care Career  
Salon Fundamentals Pivot Point - A Resource For Your Nail Care Career  
Milady Peels and Chemical Exfoliation Textbook  
Milady Microdermabrasion Textbook  
Milady Lasers and Light Therapy Textbook

**Attendance Expectations:** 4 days a week - 30 hours per week

**Student Assessment Method:** Theory/Classroom Portion – 341 hours + Projects

- Theory Exams - 15%
- Final Exam - 10%
- Projects - 5%

Practical/Services Portion – 839 hours

- 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:** 1,180 hours complete and a minimum of 80% overall average.

**Equipment Provided to Students Through Supply Fee:**

Pedicure bowls	Nail files
Manicure bowls	Buffer blocks
Cuticle oil	Full Natural Oranic Skin Care Line
Dishes	Jelly Mask
Lotion	Medical grade skin care and Chemical Peels
Foot Scrub	Medical grade skin brightening
E- Files	IPL dermalase Machine
Paraffin	Massage beds
Wax (hard and soft)	Facial Steamers
Sugar	LED Light Treatment wands
Muslin	Teeth whitening systems
Wax warmers	Hyrdo Derm Machine and accompanying products
Wax remover	Henna
Wax treatment supplies	Lash lift
Acylic powder	Lash and brow tint
Gel supplies	Hot stones
UV Polish	Product Manuals
Polish	Equipment Manuals
Monomer	Towels and Linens
Nail Art Supplies	Sanitation Equipment
Nail Forms	Single use Disposables
Mannequin Hands	Massage Oil
Mannequin tips	Hot Stones
Nail tips	Body Scrub
Polish remover	Nail Glue

**Equipment provided in Student Kits:**

**Large OFRA Makeup Kit**

OFRA Facial Kit  
Large shadow palette  
Highlighter/pressed powder palette  
Trio Wet to dry foundation  
Mineral loose powder  
5 shade foundation variety  
Lip gloss  
Liquid lip  
Mixing palette  
Correcting concealer wheel  
3 lip liner  
3 eye liner  
Gel liner pot  
Mascara  
Blush Palette  
Lip Palette  
Illuminating blush stipres  
Oil control press powder  
Ofra Brushes  
Brush pouch

**Large Professional Rolling Case**

Professional Makeup Brushes  
Dual Nail Lamp  
Manicure bowl  
Dappen Dishes  
Gel Brush  
Acrylic Brush  
Metal Foot File  
Tip Cutters  
Nail Clippers  
Cuticle Nippers  
Professional Nail Implement kit  
Dermaplane Pro Kit  
10 R blades  
Metal handle  
Nourishe  
Blade remover box  
Enzyme mask

**Other Materials required by Student:**

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

**Program Organization:**

## Module 101-

Life Skills

Science

Spa Business and Client Centered Experience

Anatomy and Physiology

Skin

Natural Nail Services

Artificial Nail Services

Specialty Nail Services

## Module 102- Chemistry Theory

The Chemistry of Matter

Cosmetic Products and Ingredients

## Module 103- Hair Removal Theory

Hair growth and removal methods

Waxing Services – Full Body

## Module 104- The Science of Skin Care Theory

Business Basics

Anatomy

Electricity and Electrical Equipment

Full Makeup

Tinting – Lash &amp; Brows

Facials – Regular, Acenic, Anti-aging

## Module 105- Advanced Treatments and The Medical Field Theory

Advanced Face and Body Treatments

Advanced Massage Techniques

Advanced Therapies

Esthetics In The Medical Field

Advanced Training

Resume Building

## Midterms-

Manicure

Pedicure

Gel Nails

Acrylic Nails

Brow Wax

½ Leg Wax

Facials

Full Makeup Artistry

Full Body Massage

Dermaplane and Chemical Peel Facial

Hydro Derm Facial

IPL Consultation &amp; Small Area treatment

Other: Product Knowledge & Retail Skills Development, Reception Training

Module 106- Practical 839 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 N/A**

**REGULATORY REQUIREMENTS N/A**

PROGRAM COSTS	
Total tuition payable during contract term	\$ 13,000
Registration fee	\$ 250
Student Kit and Supplies Fee	\$ 3,550
Textbooks (Pivot Point Nail and Esthetics Curriculum and study guides, Milady Peels and Chemical Exfoliation, Milady Microdermabrasion, Lasers and Light Therapy)	\$ 620
Taxes	\$ 500.40
<b>TOTAL PROGRAM COSTS</b>	<b>\$ 17,920.40</b>

PAYMENT TERMS
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Method of payment:  Cash  Cheque  Credit Card  Other: EMT: beauty@interioracademy.com

**\$250 Registration Fee due at time of Registration Meeting.**

1. \$17,920.40 is payable to Interior Academy
2. Initial payment of \$4,670.40. 2 payments of \$6,500 due on 1<sup>st</sup> day and 90<sup>th</sup> day
3. Initial payment of \$4,670.40. 4 payments of \$3,250 due on 1<sup>st</sup>, 30<sup>th</sup>, 60<sup>th</sup> and 90<sup>th</sup> day
4. Initial payment of \$4,670.40. 10 payments monthly of \$1,300 (+6% interest)

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 2, 4 or 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
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Circumstances when Refund Payable	Amount of Refund
<b>Before program start date, institution receives a notice of withdrawal (applies to all students)</b>	
<ul style="list-style-type: none"> <li>• No later than seven days after student signed the enrolment contract, and</li> <li>• Before the program start date.</li> </ul>	100% tuition and all <a href="#">related fees</a> , 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"> <li>At least 30 days before the later of: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	<p>Institution may retain up to 10% of tuition, to a maximum of \$1,000.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> <li>More than seven days after the student and institution signed the enrolment contract, and</li> <li>Less than 30 days before the later of: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	<p>Institution may retain up to 20% of tuition, to a maximum of \$1,300.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p><b>After program start date</b>, 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)</p>	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	<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"> <li>After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.</li> </ul>	<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"> <li>Student does not attend the first 30% of the program.</li> </ul>	<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"> <li>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"> <li>a) The program start date in the most recent Letter of Acceptance</li> <li>b) The program start date in the enrolment contract</li> </ul> </li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ul>	<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"> <li>Student completed up to 30% of the program.</li> </ul>	<p>Institution may retain up to 30% of the tuition.</p>

	Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> <li>Student completed more than 30% but less than 50% of the program (based on evaluation provided to student).</li> </ul>	<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>
<b>Student enrolled in a program without having met the admission requirements for the program</b>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	100% tuition and all related fees, including application fees
<b>Institution does not provide a work experience</b>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	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](http://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
<b>INSTITUTION SIGNATURE</b>	
Signature of Institution Representative	Date Signed