

Student Enrolment Contract- Approved Program  
PROFESSIONAL NAIL 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**

PROFESSIONAL NAIL TECHNOLOGY (DIPLOMA)

Program Title

400

15

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): N/A

**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 (18 and under will require guardian signatures and high school transcripts).

•Admissions enrollment questionnaire•English language proficiency established by one of the following:(for non-high school 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 of 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: o\$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.

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•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:**

**Students at Interior Academy will learn Nail and Skin Ecology, Nail and Skin Physiology, Natural Nail Services, Personal Development, Anatomy, Chemistry, Client Care, Business Basics and Artificial Nails.**

**Students will be fully trained and certified to work in Nail Salons and Spas after graduation.**

**Career Occupation:**

**Nail Technician Career Opportunities:** Upon graduation, students will be fully trained and certified to work as a Nail 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 Nail Technology Diploma Program, students will have the ability and knowledge to educate and build client relationships, perform services and motivate buyers.

**Methods of Evaluation:**

- Quizzes - 10 Quizzes (M/C) on Textbook Chapters
- Program Evaluation
- Drill Sheet
- Projects (2) - Nail Art & Spa Project
- Final (Multiple-Choice) Exam
- Final Practical Instructional

**Method:**

**Classroom Theory / Instructor led – 127 hours**

**Practical Component / Instructor supervised – 273 hours**

**Program Duration: 15 Weeks – 400**

**Hours Homework Hours: 1 – 2 hours daily**

**Delivery Method: On site delivery**

**Required Text Books:**

**Salon Fundamentals Nails – Pivot Point International, Inc.**

**Salon Fundamentals Nails Study Guide – Pivot Point International, Inc**

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

**Assessment Method:**

**Theory/Classroom Portion – Total Value 28% (Theory Exams - 13% - Final Exam - 10% - Projects - 5%)**

**Practical/Services Portion – Total Value 72% (Drill sheet (%) of completion - 22% - Practical Exams - 50%)**

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

**Graduation Requirements: 400 hours complete and a minimum of 80% overall average.**

**Required Equipment:** Equipment provided to Students by the school.

**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 Wife for Luxio Compact LED Lamp Tip cutters Nail Kit Trunk

**Other Materials (Not provided by the School):**

- Black Scrubs with Closed toe shoes
- Writing Materials – Pens/Pencil/Highlighter/Paper/Binder
- Supplies/Materials for projects
- Lock for a locker

**Program Organization:**

**Module 101- Nail Services Theory 37.5 hours – Nail & Skin Ecology/Nail & Skin Physiology/Natural Nail Services**

**Module 102- The Science of Nail Care Theory 37.5 hours - Personal Development - Anatomy - Chemistry**

**Module 103- Business Essentials Theory 52 hours - Client Care - Business Basics - Artificial Nails**

**Module 104- Spa Floor Practical Work 273- Working on the spa floor performing and practicing services**

**\*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**

Total tuition payable during contract term	\$ 5,000
Registration fee	\$250
Professional Kit, Materials and Supplies	\$999
Textbooks	\$399
Taxes	\$167.76
<b>TOTAL PROGRAM COSTS</b>	<b>\$ 6,815.76</b>

**PAYMENT TERMS**

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

Registration fee of \$250 is due at Registration Meeting.

1. \$6,565.46 is payable to Interior Academy
2. Initial payment of \$1,565.76. 2 payments of \$2,500 due on 1st day and 60 th day
3. Initial payment of \$1,565.76. 4 payments of \$1,250 due on 1st, 30th, 60th and 90th day

Students applying with National/BC Student Aid will have a disbursement 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"> <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>	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"> <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>	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.
<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)	
<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>	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<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>	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<b>Student does not attend program – “no-show”</b> (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> <li>Student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<b>Institution receives a refusal of study permit</b> (applies to international students requiring a study permit):	

<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>	100% tuition and all related fees, other than application fee.
After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> <li>• Student completed up to 30% of the program.</li> </ul>	Institution may retain up to 30% of the tuition. 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>	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Student enrolled in a program without having met the admission requirements for the program	
<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
Institution does not provide a work experience	
<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 <b>within 30 days</b> 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).	
<p style="text-align: center;"><b>PRIVATE TRAINING INSTITUTIONS BRANCH</b></p>	
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 <a href="http://www.privatetraininginstitutions.gov.bc.ca">www.privatetraininginstitutions.gov.bc.ca</a> .	

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