

Enrolment Contract
Focused Medical Aesthetics Program (Certificate)



Interior Academy of Hair Design (Kamloops) Ltd.

Interior Academy

113 Victoria Street, Kamloops, BC, V2C1Z4

(t) 250.374.5565 (f) 778.471.5675

beauty@interioracademy.com

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

Focused Medical Aesthetics Certificate

Program Title
150

5

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

- 19 years + (18 yrs and under must submit high school transcripts and guardian signatures with contract)
- Complete enrollment contract
- Government photo ID
- Registration Fee
- Colorblindness test
- Entry questionnaire

PROGRAM OUTLINE

Students will spend 5 weeks learning the fundamentals of skincare, skin physiology, infections and diseases, basic facials, electricity, sanitation, infection control, dermaplane facials, microneedling, chemical peels and exfoliants, high frequency facials, microdermabrasion, hydro-derm facials, hair structure and physiology, hair growth and patterns, lasers and light therapy, IPL laser skin rejuvenation, IPL hair removal, body contouring and radio frequency, teeth whitening

Education is delivered via theory content in a classroom setting through textbooks, lectures, video and live demonstration. Students will have to complete a practical component where they are administering treatments and services under supervision of the instructors on models, clients and students.

Program Evaluation: Students must maintain an 80% grade average and obtain all 150 hours to successfully complete the program.

Method(s) of Evaluation:

- Multiple choice tests based on textbooks and manuals
- Program Evaluation
- Practical Drill Sheet Evaluation
- Final Written Exam (multiple Choice)
- Final Practical Exam

Required course materials

Black Scrubs, closed-toed shoes, Student kit, Milady Textbooks, Program Manuals

Textbooks and Manuals: Milady Light and Lasers, Milady Microdermabrasion, Milady Peels and Chemical Exfoliation

Kit and Supplies fees include: Dermaplane kit, Microderm Machine/Kit, disposable gloves, spatulas, gel, body towels, IPL machine use, Body Contouring Trilipo use, Hyrdo-Derm machine and products, IPL protective eyewear, microdermabrasion machine, Gylmed Chemical Peel products, Jelly Masks

Program Duration

5 weeks- 150 hours

Homework Hours

1-2 hours Daily

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 enroll 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.privateinstitutions.gov.bc.ca/students/be-an-informed-student>.

WORK EXPERIENCE (N/A)

REGULATORY REQUIREMENTS (N/A)

PROGRAM COSTS

Total tuition payable during contract term	\$ 3,999
Registration fee	\$ 200
Textbooks and materials (taxable)	\$500
Kit and Supplies fees (taxable)	\$2650
Taxes	\$378
TOTAL PROGRAM COSTS	\$ 7,727

PAYMENT TERMS

Method of payment: Cash Cheque Credit Card Other: _____
Registration fee of \$200 is due at Registration Meeting. E-transfer payment made to beauty@interioracademy.com

1. \$7,727 is payable to Interior Academy
2. Initial payment of \$3,528 is due one week prior to program start date. \$3,999 is due on the first day of class.

*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 related fees , 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: <ul 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: <ul 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. 	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"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	

<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. 	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"> • Student completed up to 30% of the program. 	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"> • Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	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"> • 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. 	100% tuition and all related fees, including application fees
Institution does not provide a work experience	
<ul style="list-style-type: none"> • 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.

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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