



Student Enrolment Contract
Approved Program
Hair and Makeup Artistry
(Certificate)



Interior Academy of Hair Design (Kamloops) Ltd.

INTERIOR ACADEMY

389 Tranquille Rd, Kamloops BC, V2B3G4
250-374-5565
beauty@interioracademy.com
www.interioracademy.com



Interior Academy is designated by the Private Training Institutions Regulatory Unit (PTIRU)

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

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

Country of Citizenship (International Student)

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		<input type="checkbox"/> First Nations	<input type="checkbox"/> Métis	<input type="checkbox"/> 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?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
PROGRAM INFORMATION				
HAIR AND MAKEUP ARTISTRY		ENGLISH		
Program Title		Language of Instruction		
84		12		
Hours of Instruction During Contract Term		Program Duration in Weeks		
Contract Start Date		Contract End Date		
Credential Issued on Graduation		<input type="checkbox"/> Diploma	<input checked="" type="checkbox"/> Certificate	<input type="checkbox"/> Other
If 'Other', indicate credential type				
Program Delivery Method		<input checked="" type="checkbox"/> In-class		
<p><i>*Synchronous distance delivery means students attend classes virtually in 'real time' with instructors and classmates.</i></p> <p><i>* Asynchronous distance learning means students and instructors do not meet in 'real time'. There is no live video portion of the program. Students in a program may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.</i></p>		<input type="checkbox"/> Combined		
		<input type="checkbox"/> Distance – Synchronous*		
		<input type="checkbox"/> Distance – Asynchronous*		
		<input type="checkbox"/> Distance – Both Synchronous and Asynchronous*		
2025: Current Method is completely on site.				
Required course materials and technological resources not provided by the institution (if applicable): Laptop or Tablet				
PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION				
<ul style="list-style-type: none"> • Submit proof of identity (official government picture identification). • Age 19+ years (mature student status) or Age 18 and will require guardian signatures and high school transcripts • Grade 10 English with a minimum grade of "C" along with successful completion of at least 3 years of full-time secondary education (grades 8-12) in English from a country where English is one of the principal languages. • Color Blindness Test • English Language Proficiency Requirements for non-high school graduates who are 19 years old and older, and ESL only. 				

- Language tests must be broadly recognized standardized tests (e.g., TOEFL, IELTS) and must be conducted by a reputable third party.
- International English Language Testing System (IELTS) Academic Minimum overall score of 5.5.
- Test of English as a Foreign Language (TOEFL) IBT Overall score of 46
- Canadian English Language Proficiency Index Program (CELPIP): Listening 6, Speaking 6, Reading 5 and Writing 5.
- Canadian Academic English Language Assessment (CAEL) Overall Score of 40
- 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/Manager 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 Manager/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

Brief Program Description:

This is an introductory program to professional makeup and hair 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 makeup, contouring (through highlighting and shading), natural feature enhancements, and event makeup. Students will also learn hair structure characteristics, styling fundamentals, sectioning, roller sets, braiding and event hair styling including bridal updos.

Career Occupation:

Makeup Artist, Hair & Makeup Artist, Event Stylist

Learning Objectives:

Graduates can expect to have the skills to execute basic to glamorous hair and makeup applications for events. At the end of the program, students will have demonstrated the ability to:

- Understand the importance of basic skin structure and practicing and educating clients on proper skin care procedures.
- Demonstrate the correct sequence of makeup applications.
- Students will be able to complete a thorough bridal consultation and produce bridal and special event looks.
- Create the illusion of an oval facial shape through highlighting and shading and contouring.
- Understand the importance of and have the ability to clean and sanitize and take apart their brushes, tools, and equipment.
- Applying artificial lashes

Methods of Evaluation:

- Makeup Unit Test- Multiple Choice based off textbook
- Hair Unit Test- Multiple Choice based off textbook
- Practical evaluation of hair and makeup application

Method:

This program is run in a classroom setting with theory and hands-on training.

Program Duration: 12 Weeks – 84

Homework: 1-2 hours

Delivery Method: On-site delivery

Required Textbooks:

Program Manuals: Makeup Artistry & Event Styling

Attendance Expectations: 1 Day per week (7 hours per day) for a total of 12 weeks and 84 hours.

Assessment Method:

Makeup Artistry Unit Test (MC) 10%
Hair Event Styling Unit Test (MC) 10%
Makeup Application 40%
Hair Application 40%

Dress Expectations:

This program requires students to wear black business casual clothing and closed-toed shoes.

Graduation Requirements: 84 hours complete and a minimum of 80% overall average.

Required Equipment:

Student Professional Kit.

Program Provided by the School:

Access to chairs, lights, stations, linens, products, removers. Disposable products such as tissue, q-tips, cotton rounds, mascara wands, lip wands, skin care, hair care items.

Other Materials (Not provided by the school):

- Black Clothing with Closed toe shoes
- Writing Materials – Pens/Pencil/Highlighters/Paper/Binder

Program Organization:

42 hours Makeup
42 hours Hair

***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 Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

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 PTIRU 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 PTIRU 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 PTIRU and how to be an informed student, go to:

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

WORK EXPERIENCE <i>(if applicable)</i>	
NOT APPLICABLE	
REGULATORY REQUIREMENTS <i>(if applicable)</i>	
NOT APPLICABLE	
PROGRAM COSTS	
Total tuition payable during contract term	\$ 3,999
Registration fee	\$ 250
Administrative fees	\$ 250
<ul style="list-style-type: none"> • <i>Processing, archiving and data storage</i> 	
Fees for textbooks, professional kit and supplies and LAB access	\$ 2500
Taxes	\$ 300

TOTAL PROGRAM COSTS**\$ 7,299****PAYMENT TERMS**

Method of payment:

 Cash Cheque Credit Card Other: EFT

beauty@interioracademy.com

Registration Fee of \$250 is due at the registration meeting.**1. \$7,299 is payable to Interior Academy.****2. Initial Payment of \$3,050 due 3 weeks prior to program start date. Tuition of \$3,999 is due on first day of classes.**

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.

*Tuition Payments made via credit card are subject to 2.5% credit card processing fee.

*Payments in default of a selected plan are subject to 5% monthly interest charges.

REFUND POLICY**Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery****Refund Due**

Before program start date, institution receives a notice of withdrawal:

- No later than seven days after student signed the enrolment contract, and
- Before the program start date.

100% of 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, and unused aircraft utilization fees.

- More than seven days after student signed the enrolment contract, and
- Before the program start date.

Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.

After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal (applies to all programs):

- No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal

Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.

After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely-asynchronous distance-education-only programs):

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
<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 10% of tuition paid or payable under a contract.
<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 30% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> After the program start date, and after more than 30% but before 50% of instruction hours have been provided. 	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> After the program start date, and after more than 50% of instruction hours have been provided. 	No refund due
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):	
<ul style="list-style-type: none"> A student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition paid under a contract.

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
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: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance 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.

Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% of 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, and aircraft utilization fees.

Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
<ul style="list-style-type: none"> • More than seven days after student signed the enrolment contract, and • Before the program start date. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to only approved solely-asynchronous distance-education-only programs):	
<ul style="list-style-type: none"> • No later than seven days after the program start date 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<ul style="list-style-type: none"> • Student has completed no more than 10% of the program 	Institution may retain up to 10% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> • Student has completed no more than 10% but less than 30% of the program 	Institution may retain up to 30% of the tuition paid or payable under a contract.
<ul style="list-style-type: none"> • Student has completed more than 30% but less than 50% of the program 	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> • Student has completed 50% or more of the program 	No refund due

Completed means the student has received an evaluation of their performance for the specified percentage of hours of instruction. Only hours of instruction for which the student received an evaluation should be included in the calculation of a tuition refund. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.

Approved Programs – All Delivery Methods	Refund Due
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

Private Training Institutions Regulatory Unit (PTIRU)

This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIRU, 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 Post-Secondary Education and Future Skills 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).

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 Regulatory Unit, System Integrity Branch, Post-Secondary Policy & Programs, Ministry of Post-Secondary Education and Future Skills, 310-601 Cordova Street W, Vancouver, BC V6B 1G1 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