



Student Enrolment Contract
Approved Program
Professional Nail Technology
(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				
PROFESSIONAL NAIL TECHNOLOGY		ENGLISH		
Program Title		Language of Instruction		
400		15		
Hours of Instruction During Contract Term		Program Duration in Weeks		
Contract Start Date		Contract End Date		
CERTIFICATE				
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 <i>*Synchronous distance delivery means students attend classes virtually in 'real time' with instructors and classmates.</i> <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>		<input type="checkbox"/> In-class <input checked="" type="checkbox"/> Combined <input type="checkbox"/> Distance – Synchronous* <input type="checkbox"/> Distance – Asynchronous* <input type="checkbox"/> Distance – Both Synchronous and Asynchronous*		
TBA				
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				
<ul style="list-style-type: none"> • 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-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 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

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. \$250.00 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 – multiple choice 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 – 150 hours

Practical Component / Instructor supervised – 250 hours

Program Duration: 15 Weeks – 400

Hours Homework Hours: 1 – 2 hours daily

Delivery Method: On site delivery, or combination theory.

Required Textbooks:

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

Assessment Method:

Theory/Classroom Portion – 150 hours (Value 23%) + Assignments (Value 5%) - Theory Exams - 13% - Final Exam - 10% - Projects - 5%

Practical/Services Portion – 250 hours (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. This program requires students to wear black scrubs and closed toed shoes.

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 Toenail Clippers Base Coat Fingernail Clippers Top Coat Cuticle Pusher/steel Hand Lotion Cuticle Softener Pkg. Lint Free wipes White Sanding Blocks Nail glue Pkg. Orange Wood Sticks Acrylic Odorless Liquid Acrylic Pink Powder Acrylic White Powder Acrylic Clear Powder Acrylic Brush Cleaner Acrylic Sable Brush Dappen Dishes UV/LED Options Crystal Clear UV/LED Opti-Bond Affix it UV/LED Options White Sculpting Gel Shine On UV/LED Options Bright White Gel Art Oval Brush Prep and File 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/Highlighters/Paper/Binder
- Supplies/Materials for projects
- Lock for a locker

Program Organization:

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

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

Module 103- Business Essentials Theory - Client Care - Business Basics - Artificial Nails

Module 104- Spa Floor Practical Work - 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 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.privateinstitutions.gov.bc.ca/students/be-an-informed-student>.

WORK EXPERIENCE (if applicable)	
NOT APPLICABLE	
REGULATORY REQUIREMENTS (if applicable)	
NOT APPLICABLE	
PROGRAM COSTS	
Total tuition payable during contract term	\$ 5,950
Registration fee	\$ 250
Administrative fees	\$ 54
• Processing, archiving and data storage	
Fees for textbooks, professional kit and supplies and LAB access	\$ 1,650
• Pivot Point International- Salon Fundamentals Nails Textbook set, Study Guide and LAB Fees	\$ 450
• Professional Kit and Supplies	\$ 1,200

Taxes	\$ 198
TOTAL PROGRAM COSTS	\$ 8,102
PAYMENT TERMS	
<p>Method of payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque</p> <p style="text-align: right;"><input type="checkbox"/> Credit Card <input type="checkbox"/> Other: EFT</p> <p style="text-align: right; font-size: small;">beauty@interioracademy.com</p> <p>Registration Fee of \$250 is due at the registration meeting.</p> <p>1. \$8,102 is payable to Interior Academy.</p> <p>2. Initial Payment of \$1,902 due 3 weeks prior to program start date. 2 Payments of \$2,975 are due on the 1st and 60th day of class.</p> <p>3. Initial Payment of \$1,902 is due 3 weeks prior to program start date. 4 payments of \$1,488 are due on the 1st, 30th, 60th, and 90th day of class.</p> <p>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.</p> <p>*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.</p> <p>*Payments in default of a selected plan are subject to 5% monthly interest charges.</p>	

REFUND POLICY	
Approved Programs – In-class, Combined Delivery, or Synchronous 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 unused aircraft utilization fees.
<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 the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal (applies to all programs):	

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
<ul style="list-style-type: none"> 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):	
<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: <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.

Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
Before program start date, institution receives a notice of withdrawal:	

Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
<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.
<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 <u>completed</u> 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 <u>completed</u> 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 <u>completed</u> 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 <u>completed</u> 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	

Approved Programs – All Delivery Methods	Refund Due
<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