



Student Enrolment Contract  
Approved Program  
**Medical Aesthetics and Spa Technology Diploma**

Interior Academy of Hair Design (Kamloops) Ltd.



**INTERIOR ACADEMY**

389 Tranquille Road, Kamloops BC, V2B3G4

250-374-5565

beauty@interioracademy.com | 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:									Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Non-binary
	Y	Y	Y	Y	M	M	D	D				

**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

<b>MEDICAL AESTHETICS AND SPA TECHNOLOGY</b>		<b>ENGLISH</b>
Program Title	Language of Instruction	
<b>1180 HOURS</b>	<b>52 WEEKS</b>	
Hours of Instruction During Contract Term	Program Duration in Weeks	
Contract Start Date	Contract End Date	
Credential Issued on Graduation	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Other	
If 'Other', indicate credential type		
<b>Program Delivery Method</b>	<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*	
<p>Theory is delivered in person or combined. Classes run 3 days a week full time.          Practical is delivered in person ONLY. Classes for this component run 4 days a week full time.</p>		
<p>Required course materials and technological resources not provided by the institution (if applicable):</p> <ul style="list-style-type: none"> <li>- Closed toed shoes</li> <li>- Black Scrubs</li> <li>- Laptop or tablet for projects and potential for distance learning</li> <li>- Materials for projects</li> </ul>		
<h3>PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION</h3> <ul style="list-style-type: none"> <li>• Submit proof of identity (official government picture identification).</li> <li>• 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.</li> <li>• 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</li> </ul>		

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:**

Welcome to the Province's most comprehensive esthetics program. Students at Interior Academy will learn Nail and Skin Ecology, Nail and Skin Physiology, Infection Control, Natural Nail Services, Personal Development, Anatomy, Chemistry, Client Care, Business Basics and Artificial Nails. Followed by Hair Removal, Makeup, Skin Analysis and Facials, Facial Treatments with Devices, Massage and Relaxation, Lash and Brow Services, Hair Removal in Waxing and Sugaring(optional), Body Contouring (Trilipo with RF and DMA technology), IPL Skin Treatments and Hair Removal, Lasers and Light Therapy, Chemical Peels, Microneedling, Microdermabrasion, Dermaplane facial Technique, Teeth Whitening, Skin Brightening.

Students will be fully trained and certified to work in Clinics, Salons and Spas after graduation.

### **Career Occupation:**

- Nail Technician, Esthetician, Spa Technician, Medical Aesthetician, Makeup Artist, Hair Removal Expert or Waxing Specialist, Laser Technician

### **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. English Proficiency.

### **Learning Objectives:**

At the end of the Medical Aesthetics and Spa 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  
Practical Component / Instructor supervised

**Program Duration: 52 Weeks- 1180**

**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  
Salon Fundamentals Esthetics- Pivot Point International, Inc.  
Salon Fundamentals Esthetics Study Guide- Pivot Point International, Inc.  
Milady- Lasers and Light Therapy  
Milady- Chemical peels and Exfoliation  
Milady- Microdermabrasion  
Manuals provided by Interior Academy for training in Body Contouring, Dermaplane, Microneedling

**Attendance Expectations:**

**Theory:** 3 days per week (22.5 hours)

**Practical:** 4 days per week (26 hours)

**Assessment Method:**

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

Practical/Services Portion – (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: 1180 hours complete and a minimum of 80% overall average.**

**Required Equipment: Equipment provided to Students by the school through kit and supply fee.**

Pedicure bowls	Nail files
Manicure bowls	Buffer blocks
Cuticle oil	Full 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	Hyndo Derm Machine and accompanying products
Wax remover	Henna
Wax treatment supplies	Lash lift
Acrylic 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 stripes  
 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 (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-  
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 & 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

Module 6: Medical Aesthetics  
Dermaplane  
Microdermabrasion

Microneedling / Microchanneling  
Chemical Peel Facial  
Hydro Derm Facial  
IPL Consultation & Small Area treatment  
Body Contouring  
Teeth Whitening

Other: Product Knowledge & Retail Skills Development, Reception Training

Module 107- Practical

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 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 : N/A**

**REGULATORY REQUIREMENTS: N/A**

PROGRAM COSTS		
<b>Total tuition payable during contract term</b>		<b>\$15,995</b>
<b>Registration fee</b>		<b>\$250</b>
<b>Administrative fee</b>		<b>\$250</b>
•		
<b>Kit, Supplies, Materials, LAB and Textbooks</b>		<b>\$5,130</b>
• <i>Pivot Point Nail Textbooks and Study Guide, Pivot Point Esthetics Textbooks and Study Guide, Pivot Point LAB online Access, Milady Textbooks for medical spa, Interior Academy Manuals</i>		\$1,280
• <i>Professional Kit, Materials and Supply Fees</i>		\$3,850
• <i>Taxes</i>		\$ 615.60
<b>TOTAL PROGRAM COSTS</b>		<b>\$ 22,240.60</b>
PAYMENT TERMS		
Method of payment:	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Other:
E-transfer can be made to <a href="mailto:beauty@interioracademy.com">beauty@interioracademy.com</a>		
Registration fee of \$250 is due upon registration meeting.		
Initial Payments are due 3 weeks prior to program start date. Initial Payment \$10,095.60		
1. \$22,240.60 is payable to Interior Academy.		
2. Initial Payment: \$10,095.60. 2 Payments of \$7997.50 are due on the 1 <sup>st</sup> and 90 <sup>th</sup> day of class.		
3. Initial Payment: \$10,095.60. 4 Payments of \$3,998.75 are due on the 1 <sup>st</sup> , 30 <sup>th</sup> , 60 <sup>th</sup> and 90 <sup>th</sup> day of class.		
4. Initial Payment: \$10,095.60. 10 Payments Monthly of \$1,599.50 (+6% interest)		
<b><i>Students paying 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.</i></b>		
<b><i>Monthly payments are not 'Pay as you go.' Full program costs are owed to Interior Academy under the terms and conditions of this contract.</i></b>		
<b><i>Payments in default of a selected plan are subject to 5% monthly interest charges.</i></b>		

## 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"> <li>• No later than seven days after student signed the enrolment contract, and</li> <li>• Before the program start date.</li> </ul>	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"> <li>• More than seven days after student signed the enrolment contract, and</li> <li>• Before the program start date.</li> </ul>	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):	
<ul style="list-style-type: none"> <li>• No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal</li> </ul>	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"> <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 10% of tuition paid or payable under a contract.
<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 30% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> <li>• After the program start date, and after more than 30% but before 50% of instruction hours have been provided.</li> </ul>	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> <li>• After the program start date, and after more than 50% of instruction hours have been provided.</li> </ul>	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"> <li>• A student does not attend the first 30% of the program.</li> </ul>	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"> <li>• 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"> <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> </ol> </li> <li>• Student has not requested additional Letter(s) of Acceptance.</li> </ul>	100% tuition and all related fees, other than application fee.

**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"> <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

#### 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](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 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