



Student Enrolment Contract
Approved Program
Professional Hair Stylist Diploma

Interior Academy of Hair Design (Kamloops) Ltd.



INTERIOR ACADEMY

389 Tranquille Road, Kamloops BC, V2B3G4
250-374-5565

beauty@itnerioracademy.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:

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 HAIR STYLIST

ENGLISH

Program Title

1400

Language of Instruction

52

Hours of Instruction During Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Credential Issued on Graduation

☒ Diploma ☐ Certificate ☐ Other

If 'Other', indicate credential type

Program Delivery Method

☒ In-class

****Synchronous** distance delivery means students attend classes virtually in 'real time' with instructors and classmates.*

☐ Combined

**** 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.*

☐ Distance – Synchronous*

☐ Distance – Asynchronous*

☐ Distance – Both Synchronous and Asynchronous*

Required course materials and technological resources not provided by the institution:

- Closed toed shoes
- Lock for Locker
- Project materials and laptop or tablet could be used for projects

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 of equivalent (DEG) OR be at least 19 years of age or older.
- 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 an approved language proficiency test.
- Complete a colour blindness test
- Submit a financial plan to cover tuition obligations or select a payment plan. Financial Aid is available.
- Submit non-refundable \$250 registration fee (\$500 for international students)

- Upon application acceptance, the applicant must be given a copy of the enrollment contract, school policies and course outline to be reviewed.
- Once the director or manager and the prospective student have reviewed the enrollment 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 for the student.
- All students accepted for registration and enrollment into an Interior Academy Program shall be deemed to have read, understand and agreed 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.
- Pay the tuition fees: following the financial plan selected at the time of application, the Director will assist you with final details to complete your payment.

PROGRAM ADMISSION REQUIREMENTS MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION

PROGRAM OUTLINE

Brief Program Description:

Our program will provide hands-on career training of fundamental and practical skills of hair styling combined with theoretical knowledge of biology, chemistry, and infection control. When added to our attention to safety, professional development, and client care students will graduate with the tools and confidence to be a successful hair stylist.

Career Occupation: Hair Stylist/ Hairdresser

Career Opportunities:

Students will be given the technical qualifications and life skills needed to be a successful and professional hair stylist. We will assist them with finding a practicum placement, creating a resume and locating suitable apprenticeships.

Admission Requirements:

Minimum grade 12 completion OR mature student status (19 years or older). Transcripts, diplomas and government issued ID may be required to verify age and level of education. Colour blindness test. Registration fee (non-refundable). Students under the age of 19 will require parent or guardian signatures.

Learning Objectives:

At the end of the program, successful students will have the knowledge and skills to safely perform all hair services, build relationships and motivate buyers.

Methods of Evaluation:

- Quizzes (MC) on Pivot Point Chapters
- 90 Day program evaluation
- Midterm Exam 300 MC questions
- Midterm Practical Exam
- Projects (Colour project, Salon Business Project)
- Final Exam 300 MC questions
- Final Practical Exam

Instructional Method:

Classroom Theory: Instructor led (10 weeks)

Practical Component: Instructor supervised

Program Duration: 52 weeks- 1400 Hours

Homework Hours: 1-2 Hours Daily

Delivery Method: In person, on-site delivery

Pivot Point LAB Resources: Salon Fundamentals Cosmetology 2.0- Pivot Point International & Salon Fundamentals Cosmetology 2.0 Study Guide- Pivot Point International

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

Student Assessment Method:**Theory/Classroom Portion**

- Theory Exams (6%)
- Mid. Term Exam (7%)
- Final Exam (10%)
- Projects (5%)

Practical/ Services Portion

- Practical Mid Exams- (20%)
- Final Exams (27%)
- Drill Sheet (25%)

Dress Expectations: Students are required to follow the official school dress code policy as outlined in the student handbook.

Graduation Requirements: 1400 hours complete and a minimum of 80% overall average.

Required Equipment: Provided to students

Large school duffle bag	Swatch Book
Mannequin Heads (3)	Blow Dryer
Curling Iron	Straightening Iron
Shears	Thinning Shears
Denman Brush	Tail Combs
Tint Brush	Tint Bowl
Foil Comb	Neck Brush
Vent Brush	Brush
Wet Detangler	Jaw Clips
Medium Pick	Duck Clips
Peanut Trimmer	Cutting Cape
Apron	Shampoo Cape
2 in 1 Blades (10 pack) and Razor	Hand Held Mirror
Water Bottle	Roller Clips

PROGRAM OUTLINE, KIT CONTENTS AND OTHER NON-SUBSTANSIVE 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 – N/A

REGULATORY REQUIREMENTS N/A

PROGRAM COSTS

Application Fee	\$250
Total tuition payable during contract term	\$ 16,995
Registration fee	\$ 250
Professional Kit and Supplies	\$ 3700
<ul style="list-style-type: none"> • <i>Pivot Point Textbooks and Study Guide</i> • <i>Professional Kit and Supplies</i> 	\$600 \$3100
Taxes	\$ 444
TOTAL PROGRAM COSTS	\$21,639

PAYMENT TERMS

Method of payment:

☐ Cash

☐ Cheque

☐ Credit Card

☐ Other:

e-Transfer available to beauty@interioracademy.com

\$250 Due at the time of the registration meeting. \$250 due at application assesment.

Initial Payments are due 3 weeks prior to class start date.

1. \$21,639 is payable to Interior Academy.
2. Initial payment of \$4,144 - 2 payments of \$8497.50 due on the 1st and 90th day
3. Initial Payment of \$4,144 - 4 payments of \$4248.50 due on 1st, 30th, 60th, 90th day
4. Initial Payment of \$4, 144 - 10 monthly payments of \$1801 .47 (includes +6% interest)

Students applying with National/BC student Aid will have 2 disbursements that can be sent directly to the institution. Remainder owing can be broken up into 2,4, or 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

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: <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.

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