

# CERTIFICATE COURSES

FALL 2017

## BASIC MAKEUP I

Cost: \$1000

Instructors: Jill Glaser, MacKenzie Gustafson, Jaycie Kurfess, Rachael Heimbuch

This course is the prerequisite for all certificate courses taught in the School. Fundamental principles such as color theory together with facial anatomy will be taught. Application techniques will be discussed, demonstrated and then practiced. So that all students will begin coursework with a uniform kit, they will be required to purchase the **Make Up First® Basic School Kit** for \$800 upon enrollment. This robust kit will then be used throughout all certificate courses.

September 2017								24 hours over eight days
3	4	5	6	7	8	9	10:00 a.m. – 1:00 p.m. (Morning)	
10	11	12	13	14	15	16	2:00 p.m. – 5:00 p.m. (Afternoon) 6:00 p.m. – 9:00 p.m. (Evening)	

This course can be used as **21 hours** towards Continuing Education.

Make Up First® is an approved sponsor under the IL Barber Act.

## BASIC MAKEUP II

Cost: \$1000

Instructors: Jill Glaser, MacKenzie Gustafson, Jaycie Kurfess, Rachael Heimbuch

Students will focus in on topics including makeup appropriate for all skin tones, facial features, and mature skin. Students will learn corrective techniques using the principles of highlight and contour.

September 2017								24 hours over eight days
17	18	19	20	21	22	23	10:00 a.m. – 1:00 p.m. (Morning)	
24	25	26	27	28	29	30	2:00 p.m. – 5:00 p.m. (Afternoon) 6:00 p.m. – 9:00 p.m. (Evening)	

This course can be used as **21 hours** towards Continuing Education.

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## MEDIA MAKEUP – HD

Cost: \$500

Instructors: Jill Glaser, MacKenzie Gustafson, Jaycie Kurfess

Students will be taught the exacting skills necessary to meet the demands of changing technology: high definition television, film and video, as well as print.

October 2017								12 hours over four days
1	2	3	4	5	6	7	10:00 a.m. – 1:00 p.m. (Morning) 2:00 p.m. – 5:00 p.m. (Afternoon) 6:00 p.m. – 9:00 p.m. (Evening)	

This course can be used as **12 hours** towards Continuing Education.

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## MEDIA: RUNWAY, EDITORIAL, FASHION

Cost: \$1000

Instructors: Jill Glaser, MacKenzie Gustafson, Jaycie Kurfess, Rachael Heimbuch

Students will be able to express their creativity, while learning how to best create makeup applications suitable for runway events, editorial storyboards, and for advertising campaigns.

October 2017								24 hours over eight days
8	9	10	11	12	13	14	10:00 a.m. – 1:00 p.m. (Morning)	
15	16	17	18	19	20	21	2:00 p.m. – 5:00 p.m. (Afternoon) 6:00 p.m. – 9:00 p.m. (Evening)	

This course can be used as **24 hours** towards Continuing Education.

Make Up First® is an approved sponsor under the IL Barber Act.

# CERTIFICATE COURSES (Cont'd)

## THEATRICAL MAKEUP A

Cost: \$1000

Instructors: Ora Jewell-Busche, Richard Jarvie

Students will learn theatrical makeup application in view of the "house," the lighting, and the character created. The course introduces the students to aging makeup, cuts, scars and bruises; as well as how to work with products to create dimensional, realistic looking skin textures.

October 2017

12 hours over four days

22 23 24 25 26 27 28 10:00 a.m. – 1:00 p.m. (Morning)  
2:00 p.m. – 5:00 p.m. (Afternoon)  
6:00 p.m. – 9:00 p.m. (Evening)

## THEATRICAL MAKEUP B

Cost: \$1000

Instructors: Ora Jewell-Busche, Richard Jarvie

Students will continue to focus on character alteration, with the introduction of additional techniques and products used for aging, gore, creating dimension, and "blocking the brows." Students will apply their knowledge and skills to replicate period theatrical makeup and to create their own fantasy characters.

October / November 2017

12 hours over four days

29 30 31 1 2 3 4 10:00 a.m. – 1:00 p.m. (Morning)  
2:00 p.m. – 5:00 p.m. (Afternoon)  
6:00 p.m. – 9:00 p.m. (Evening)

## CLINICAL MAKEUP

Cost: \$800

Instructors: Dr. Matthew Harris, M.D., Jill Glaser, Rachael Heimbuch

Students will learn the structure and function of the skin; product knowledge suitable for each skin type will also be taught. The students will learn the art of paramedical camouflage makeup for tattoos as well as skin discolorations. Makeup appropriate for each skin type and condition will be determined and applied.

November 2017

12 hours over four days

12 13 14 15 16 17 18 10:00 a.m. – 1:00 p.m. (Morning)  
2:00 p.m. – 5:00 p.m. (Afternoon)  
6:00 p.m. – 9:00 p.m. (Evening)

This course can be used as **12 hours** towards Continuing Education.

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## CAREERS IN MAKEUP ARTISTRY

Cost: \$600

Instructors: Jill Glaser, MacKenzie Gustafson, Jaycie Kurfess

Students will be given tools and information necessary to pursue different career options in the field of makeup artistry. Students are encouraged to bring any portfolio or other promotional work for analysis, review and critique.

November 2017

4 hours over one day

12 13 14 15 16 17 18 1:00 p.m. – 5:00 p.m. (Afternoon)  
6:00 p.m. – 10:00 p.m. (Evening)

This course can be used as **4 hours** towards Continuing Education.

Make Up First\* is an approved sponsor under the IL Barber Act.

# ADVANCED COURSES

## BASIC HAIRSTYLING FOR MAKEUP ARTISTS\*

Cost: \$750

Instructors: Brittany Crinson, Rachael Heimbuch, Molly Wierzbicki

Students will learn how to do “Down Looks” (Straightening, Curling and Waving) and “Up dos” (French Twist, French Braids, Messy Bun, and Loose Up-dos). All tools and supplies will be provided by the School.

Times and dates are TBD.

Please see [makeupfirstschool.com](http://makeupfirstschool.com) for details.

This course can be used as **12 hours** towards Continuing Education.

Make Up First\* is an approved sponsor under the IL Barber Act.

## ADVANCED HAIRSTYLING FOR MAKEUP ARTISTS\*

Cost: \$750

Instructors: Brittany Crinson, Rachael Heimbuch, Molly Wierzbicki

Students will learn advanced roll-set patterns to create specific period styles. Students will also work with pieces and extensions and create advanced looks replicating current runway styles. All tools and supplies will be provided by the School.

Times and dates are TBD.

Please see [makeupfirstschool.com](http://makeupfirstschool.com) for details.

This course can be used as **12 hours** towards Continuing Education.

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## ADVANCED MEDIA MAKEUP\*

Cost: \$1000

Instructors: Jill Glaser, Mackenzie Gustafson, Jaycie Kurfess

Students will continue with advanced methods, techniques and applications suitable for each media format. In-depth emphasis will be placed on contour and corrective makeup techniques necessary to create the desired image for the camera. Students will further their media training in editorial, runway and fashion makeup. In addition, students will be given the opportunity to learn creative freestyle makeup.

Times and dates are TBD.

Please see [makeupfirstschool.com](http://makeupfirstschool.com) for details.

This course can be used as **12 hours** towards Continuing Education.

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## ADVANCED THEATRICAL MAKEUP\*

Cost: \$1000

Instructors: Ora Jewell-Busche, Richard Jarvie

Kit Fee: \$50

Students will continue to explore advanced techniques in theatrical makeup. Main topics of focus will include, but not be limited to the advanced techniques necessary to create an altered character. Students will learn how to apply prosthetics, facial hair, bald caps and further improve their painting skills.

Times and dates are TBD.

Please see [makeupfirstschool.com](http://makeupfirstschool.com) for details.

This course can be used as **16 hours** towards Continuing Education.

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# WORKSHOPS

## AIRBRUSH MAKEUP WORKSHOP\*

Cost: \$400

Instructor: **Andi Fixler, Jill Glaser**

Students will learn how to assemble and use the airbrush and compressor. The students will be taught techniques and be guided in the selection of various airbrush foundations, blushes and contour shades, in order to create the highly sought-after flawless airbrushed face. Equipment is available for use during the one-day, six-hour session, as well as available for purchase. Students should bring brushes from their makeup kits.

Times and dates are TBD.

Please see [makeupfirstschool.com](http://makeupfirstschool.com) for details.

This course can be used as **6 hours** towards Continuing Education.

Make Up First\* is an approved sponsor under the IL Barber Act.

## AIRBRUSH CAMOUFLAGE WORKSHOP\*

Cost: \$250

Instructor: **Molly Wierzbicki, Andi Fixler, Jill Glaser**

Students will learn the art of using airbrush makeup to successfully cover tattoos.

Times and dates are TBD.

Please see [makeupfirstschool.com](http://makeupfirstschool.com) for details.

This course can be used as **3 hours** towards Continuing Education.

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## BRIDAL MAKEUP WORKSHOP\*

Cost: \$400

Instructor: **Jaycie Kurfess, Jill Glaser**

Bridal Makeup is a three-part seminar taught over one six-hour class. First, students will learn how to apply makeup so as to create the elegant, polished bride and wedding party. Students will also be instructed and have hands-on practice in the art of bridal updos. Finally, students will learn the “business” of bridal makeup.

Times and dates are TBD.

Please see [makeupfirstschool.com](http://makeupfirstschool.com) for details.

This course can be used as **6 hours** towards Continuing Education.

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## SPECIAL EFFECTS WORKSHOP\*

Cost: \$500

Instructor: Tom Devlin, Roy Wooley

Multi-day prosthetic workshop: molding, creating, painting and applying silicone and/or latex prosthetics.

Times and dates are TBD.

Please see [makeupfirstschool.com](http://makeupfirstschool.com) for details.

This course can be used as **12 hours** towards Continuing Education.

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## INTRODUCTION TO WIGMAKING\*

Cost: \$150/day

Instructors: Ora Jewell-Busche, Richard Jarvie

Students will learn the art of ventilation, making lace-front wigs using human hair pieces.

Times and dates are TBD.

Please see [makeupfirstschool.com](http://makeupfirstschool.com) for details.

This course can be used as **6 hours** towards Continuing Education.

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# CALENDARS

SEPTEMBER 2017

					1	2
3	4	5	6	7	8	9
		Basic Makeup I	Basic Makeup I	Basic Makeup I	Basic Makeup I	
10	11	12	13	14	15	16
	Basic Makeup I	Basic Makeup I	Basic Makeup I	Basic Makeup I		
17	18	19	20	21	22	23
	Basic Makeup II	Basic Makeup II	Basic Makeup II	Basic Makeup II		
24	25	26	27	28	29	30
	Basic Makeup II	Basic Makeup II	Basic Makeup II	Basic Makeup II		

# OCTOBER 2017

1						
	Media Makeup HD	Media Makeup HD	Media Makeup HD	Media Makeup HD		
8						
	Media: Runway, Editorial, Fashion	Media: Runway, Editorial, Fashion	Media: Runway, Editorial, Fashion	Media: Runway, Editorial, Fashion		
15						
	Media: Runway, Editorial, Fashion	Media: Runway, Editorial, Fashion	Media: Runway, Editorial, Fashion	Media: Runway, Editorial, Fashion		
22						
	Theatrical Makeup A	Theatrical Makeup A	Theatrical Makeup A	Theatrical Makeup A		
29						
	Theatrical Makeup B	Theatrical Makeup B				

# CALENDARS (Cont'd)

## NOVEMBER 2017

			1	2	3	4
			Theatrical Makeup B	Theatrical Makeup B		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	Clinical Makeup	Clinical Makeup	Clinical Makeup	Clinical Makeup	Careers in Makeup Artistry	
19	20	21	22	23	24	25
26	27	28	29	30		



# STUDENT ENROLLMENT FORM

Name of Student ( <i>last, first, middle initial</i> )			Date of Birth	Student ID Number
Street Address	City	State	ZIP Code	Date of Admission
Email Address	Telephone	Cell Phone	Social Security Number	
Emergency Contact	Emergency Contact Phone	Relationship		

## CERTIFICATION COURSES

## REGISTRATION

<b>Basic Makeup I</b>	September 2017	24 hours over eight days	Grade:
Prerequisite for all courses – Color Theory / Facial Anatomy	3 4 5 6 7 8 9	10:00 a.m. – 1:00 p.m. (Morning)	Cost: <b>\$1000</b>
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	10 11 12 13 14 15 16	2:00 p.m. – 5:00 p.m. (Afternoon)	Kit Fee: <b>\$800*</b>
		6:00 p.m. – 9:00 p.m. (Evening)	
<b>Basic Makeup II</b>	September 2017	24 hours over eight days	Grade:
Highlight, contour and corrective makeup; skin types and tones	17 18 19 20 21 22 23	10:00 a.m. – 1:00 p.m. (Morning)	Cost: <b>\$1000</b>
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	24 25 26 27 28 29 30	2:00 p.m. – 5:00 p.m. (Afternoon)	
		6:00 p.m. – 9:00 p.m. (Evening)	
<b>Media Makeup – HD</b>	October 2017	12 hours over four days	Grade:
Techniques appropriate for advanced technology	1 2 3 4 5 6 7	10:00 a.m. – 1:00 p.m. (Morning)	Cost: <b>\$500</b>
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening		2:00 p.m. – 5:00 p.m. (Afternoon)	
		6:00 p.m. – 9:00 p.m. (Evening)	
<b>Media: Runway, Editorial, Fashion</b>	October 2017	24 hours over eight days	Grade:
Creative makeup for editorial	8 9 10 11 12 13 14	10:00 a.m. – 1:00 p.m. (Morning)	Cost: <b>\$1000</b>
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	15 16 17 18 19 20 21	2:00 p.m. – 5:00 p.m. (Afternoon)	
		6:00 p.m. – 9:00 p.m. (Evening)	
<b>Theatrical Makeup A</b>	October 2017	12 hours over four days	Grade:
Aging makeup, cuts, scars and bruises	22 23 24 25 26 27 28	10:00 a.m. – 1:00 p.m. (Morning)	Cost: <b>\$1000</b>
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening		2:00 p.m. – 5:00 p.m. (Afternoon)	
		6:00 p.m. – 9:00 p.m. (Evening)	
<b>Theatrical Makeup B</b>	October / November 2017	12 hours over four days	Grade:
Creation of “characters” for theater	29 30 31 1 2 3 4	10:00 a.m. – 1:00 p.m. (Morning)	Cost: <b>\$1000</b>
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening		2:00 p.m. – 5:00 p.m. (Afternoon)	
		6:00 p.m. – 9:00 p.m. (Evening)	
<b>Clinical Makeup</b>	November 2017	12 hours over four days	Grade:
Science of the skin / camouflage makeup	12 13 14 15 16 17 18	10:00 a.m. – 1:00 p.m. (Morning)	Cost: <b>\$800</b>
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening		2:00 p.m. – 5:00 p.m. (Afternoon)	
		6:00 p.m. – 9:00 p.m. (Evening)	
<b>Careers in Makeup Artistry</b>	November 2017	4 hours over one day	Grade:
Information to pursue career options	12 13 14 15 16 17 18	1:00 p.m. – 5:00 p.m. (Day)	Cost: <b>\$600</b>
<input type="checkbox"/> Day <input type="checkbox"/> Evening		6:00 p.m. – 10:00 p.m. (Evening)	
<b>Consolidated Basic Makeup I and II</b>	Time / Date TBD	35 hours over five days	Grade:
Basic Makeup I and II courses combined into single-week intensive	See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details	10:00 a.m. – 5:00 p.m. (All Day)	Cost: <b>\$2000</b>
<input type="checkbox"/> All Day			

# STUDENT ENROLLMENT FORM (Cont'd)

## ADVANCED COURSES & WORKSHOPS

## REGISTRATION

<b>Basic Hairstyling for Makeup Artists</b> Learn how to do down looks and up-dos <b>Time / Date TBD</b> · See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details 15 hours over five days · 1:00 p.m. – 4:00 p.m. <input type="checkbox"/> Day	Grade: Cost: <b>\$750</b>	<b>Introduction to Wigmaking</b> The art of wig ventilation <b>Time / Date TBD</b> · See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details <input type="checkbox"/> Day	Grade: Cost: <b>\$150/day</b>
<b>Advanced Hairstyling for Makeup Artists</b> Current runway styles, pieces and extensions <b>Time / Date TBD</b> · See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details 12 hours over four days · 1:00 p.m. – 4:00 p.m. <input type="checkbox"/> Day	Grade: Cost: <b>\$750</b>	<b>Airbrush Makeup Workshop</b> Flawless airbrush makeup application <b>Time / Date TBD</b> · See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details <input type="checkbox"/> Day	Grade: Cost: <b>\$400</b>
<b>Advanced Media Makeup</b> Advanced fashion and beauty makeup <b>Time / Date TBD</b> · See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details <input type="checkbox"/> Day <input type="checkbox"/> Evening	Grade: Cost: <b>\$1000</b>	<b>Airbrush Camouflage Workshop</b> Cover tattoos with airbrush makeup <b>Time / Date TBD</b> · See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details <input type="checkbox"/> Day	Grade: Cost: <b>\$250</b>
<b>Advanced Theatrical Makeup</b> Wigs, prosthetics, facial hair <b>Time / Date TBD</b> · See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details <input type="checkbox"/> Day <input type="checkbox"/> Evening	Grade: Cost: <b>\$1000</b> Kit Fee: <b>\$50</b>	<b>Bridal Makeup Workshop</b> Bridal makeup, hairstyling and the business of bridal <b>Time / Date TBD</b> · See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details <input type="checkbox"/> Day	Grade: Cost: <b>\$400</b>
<b>Special Effects Workshop</b> Molding, creating, painting and applying prosthetics <b>Time / Date TBD</b> · See <a href="http://makeupfirstschool.com">makeupfirstschool.com</a> for details <input type="checkbox"/> Day <input type="checkbox"/> Evening	Grade: Cost: <b>\$500</b>	*Students enrolled in this course will be required to purchase the Make Up First® Basic School Kit (\$800), which will then be used throughout all certificate courses. Program location address for all courses: <b>100 N. LaSalle Street, Suite 1010, Chicago, IL 60602</b>	

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Signature of Student

Date

Signature of Program Director

Date

Date Agreement Accepted

Date of Notification to Student of Acceptance

Staff Initials

Complete this form and send it, together with check to:

**MAKE UP FIRST®, LLC**

100 N. LaSalle St., Suite 1010, Chicago, IL 60602

Fax: 1-312-621-0802 · Phone: 1-312-621-0801

Website: <http://www.makeupfirst.com>

Payment may also be made, in person, by cash. In addition, payment may be made either in person or by telephone, upon completion of the form, by either MasterCard, Visa or Discover.

Visa  MasterCard  Discover

Card Number

Expiration Date

Signature

# SCHOOL POLICIES

## INCLUDING REFUND AND TUITION INFORMATION

In order to apply for, and be admitted to, the School, the prospective student must be 18 years of age or older, and have received a high school diploma or its equivalent. Legal documentation of these admission requirements must be presented upon application to the School.

Make Up First, LLC is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education. Make Up First, LLC is not accredited by a US Department of Education recognized accrediting body.

### FINANCIAL AID

Make Up First<sup>®</sup> School is not a federally-assisted program, and therefore does NOT offer financial aid through the Federal Student Financial Assistance programs under Title IV regulations. The School does, however, accept benefits through the GI Bill (military service) and MyCAA (spouses of military personnel). Other than through the GI Bill and MyCAA, there is no financial aid offered.

### TUITION & FEES

REGISTRATION FEE:	\$0.00
TUITION:	\$6,900.00
SUPPLIES:	\$800.00
MISC. EXPENSES:	\$0.00
OTHER:	\$0.00
<b>TOTAL COST FOR CERTIFICATE PROGRAM:</b>	<b>\$7,700.00</b>
(includes \$800 supply cost)	

### CERTIFICATION OF COMPLETION

Upon successful completion of Basic Makeup I, Basic Makeup II, Media Makeup - High Definition, Media Makeup - Runway, Editorial, Fashion Makeup, Theatrical Makeup A, Theatrical Makeup B, Clinical Makeup and Careers In Makeup Artistry, a Certification of Completion will be issued by the School.

The School warrants that it is currently recognized as an approved vocational school under the Division of Private and Vocational Schools of the Illinois Board of Higher Education.

### CRITERIA FOR ISSUANCE OF CERTIFICATES OR DIPLOMAS

Grading scales and standards of student progress

- Students must score 85% or better on the written test at the end of each course.
- Grading Scale:  
 $91\%+ = A / 81\%-90\% = B / 71\%-80\% = C / 61\%-70\% = D /$   
Less than 61% = Failing
- The students' hands-on work will be evaluated for each course. The evaluation will then be documented and provided to the students at the end of each course. The evaluation will reflect attendance, class participation, homework completion and improvement of skills.
- All homework must be satisfactorily completed each day for each course.

### ATTENDANCE

- The student will be required to attend each day that the course is offered.
- If the student can not attend, arrangements must be made with the school to make up the missing classes.
- Attendance sheets will be posted on the school bulletin board before each class.

### TRANSCRIPTS

Upon five days of the student's written request, original transcripts will be sent via US Mail. The School may charge a \$10 fee for the original transcript request. Subsequent requests will cost \$5 per request.

### RULES OF CONDUCT

Each student shall conduct themselves in a professional, courteous manner. Each student is expected to arrive within five minutes of the start time, and remain until each class is over. Three episodes of tardiness will constitute excessive tardiness. Excessive tardiness will be grounds for dismissal from the school. In addition, absenteeism will lead to dismissal from the school. Grounds for dismissal shall also include the following: substance abuse, abuse of staff, harassment, vandalism, and theft. Each student is required to maintain a clean work area and show respect for the school's equipment and property. Each student is required to arrive prepared, with sanitized brushes and completed homework.

### REFUND / CANCELLATION POLICY

Should the student's enrollment be terminated, cancelled, or should the student withdraw for any reason, and such termination, cancellation or withdrawal is submitted to the School in writing, which writing shall include email to the School, all refunds will be made according to the following refund schedule:

- 100% REFUND - If the student submits, in writing, intent to withdraw or cancel the Enrollment Agreement before midnight of the 5th business day before that course has commenced, as identified in the Enrollment Agreement.
- PARTIAL REFUND - The student is entitled to a partial refund: If the student has started to attend courses and then notifies the School of the intent to withdraw after that course has commenced, the School may retain an amount computed prorata by days in class for the particular course, plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction.

Specifically:

#### Basic I; Basic II; Media - Runway, Editorial Fashion; Theatrical A; and Theatrical B Refund Schedule

after either zero days (without requisite notice) or one day attendance - \$125 less 10% = \$112.50  
after two days attendance - \$250 less 10% = \$225  
after three days attendance - \$375 less \$37.50 = \$337.50  
after four days attendance - \$500.00 less \$50.00 = \$450.00  
after five days attendance - \$625 less 10% = \$562.60  
after six days attendance - No Refund

#### Media High-Definition Makeup - Refund Schedule

after either zero days (without requisite notice) or one day attendance - \$125.00 less \$12.50 = \$112.50  
after two days attendance - \$250 less 10% = \$225  
after three days attendance - No Refund

#### Clinical Makeup - Refund Schedule

after either zero days (without requisite notice) or one day attendance - \$200.00 less 10% = \$180.00  
after two days attendance - \$400 less 10% = \$360  
after three days attendance - No Refund

#### Careers in Makeup Artistry - Refund Schedule (one day course)

if written notice is not received within 5 business days of the Course - \$540.00

#### Airbrush Makeup - Refund Schedule (one day workshop)

If written notice is not received within 5 business days of the workshop - \$360.00

#### Airbrush Camouflage - Refund Schedule (one day workshop)

If written notice is not received within 5 business days of the workshop - \$225.00

#### Consolidated Basic I and Basic II - Refund Schedule

after either zero days (without requisite notice) or one day attendance - \$250 less 10% = 225.00  
after two days attendance - \$500 less 10% = \$450  
after three days attendance - \$750 less 10% = \$675.00  
after four days attendance - No Refund

- NO REFUND - When the student has completed in excess of 60% of the course of instruction of the particular course of study in which the student has enrolled, the School may retain the entire tuition and other charges as identified in the Enrollment Agreement.

### STUDENT'S RIGHT TO CANCEL OR WITHDRAW

The student has the right to cancel the initial enrollment agreement until midnight of the 5th business day after the student has been admitted for the course identified in the Enrollment Agreement. If the School fails to give the right to cancel to a prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within (30) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

### TERMINATION BY THE SCHOOL

While enrolled in the school, the student must maintain satisfactory academic progress as described in the school catalog and that all financial obligation to the school must be paid in full before completion of the course(s) of study may be recognized. The student's failure to comply with attendance, academic, and financial requirements as well as the failure to comply with the established standards of conduct, as outlined in the school catalog, may result in the termination of a student from the School. Refunds will be made by the authorized official of the School within 30 days of the withdrawal of the student.

### WITHDRAWAL PROCEDURE

Within 15 calendar days of receipt of the student's notice of cancellation or withdrawal, the school shall mail or email a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.

### NOTICE TO STUDENT

- Do not sign this agreement before you have read it or if it contains any blank spaces.
- This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
- You are entitled to an exact copy of the agreement and any disclosure pages you sign.
- This agreement and the school catalog constitute the entire agreement between the student and the school.
- Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
- The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

### STUDENT ACKNOWLEDGMENTS

- I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.
- I have carefully read and received an exact copy of this enrollment agreement.
- I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.
- I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.
- I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.
- I understand that the school does not guarantee job placement to graduates upon program completion.
- I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy (formal letter written/emailed to the School), may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701 or at <http://complaints.ibhe.org>.

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

# CONSUMER DISCLOSURE INFORMATION

	Students who were admitted in the program as of July 1 of this reporting period	Additional students who were admitted in the program during the next 12 months and classified in one of the following categories:			Total number of students admitted in the program during the 12-month reporting period	Students enrolled in the program during the 12-month reporting period who:					Students enrolled in the program who were:					Students who took a State licensing examination or professional certification examination, if any, during the reporting period	Students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period	Graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	Average starting salary for all school graduates employed during the reporting period
		New starts	Re-enrollments	Transfers into the program from other programs at the school		Transferred out of the program or course and into another program or course at the school	Completed or graduated from a program or course of instruction	Withdrew from the school	Are still enrolled	Placed in their Field of Study	Placed in a related field	Placed out of the field	Not available for placement due to personal reasons	Not employed					
<b>Basic Makeup I</b> 7/1/14 – 6/30/15	166	0	0	0	166	0	166	0	0	112	0	35	9	10	0	0	166	16/hr	
<b>Basic Makeup II</b> 7/1/14 – 6/30/15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16/hr	
<b>Media Makeup HD</b> 7/1/14 – 6/30/15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16/hr	
<b>Media Makeup REF</b> 7/1/14 – 6/30/15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16/hr	
<b>Theatrical A</b> 7/1/14 – 6/30/15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16/hr	
<b>Theatrical B</b> 7/1/14 – 6/30/15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16/hr	
<b>Clinical</b> 7/1/14 – 6/30/15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16/hr	
<b>Careers</b> 7/1/14 – 6/30/15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16/hr	
<b>Basic Hairstyling for Makeup Artists</b> 7/1/14 – 6/30/15	6	0	0	0	6	0	6	0	0	0	6	0	0	0	0	0	6	18/hr	
<b>Advanced Hairstyling for Makeup Artists</b> 7/1/14 – 6/30/15	6	0	0	0	6	0	6	0	0	0	6	0	0	0	0	0	6	18/hr	
<b>Advanced Media Makeup</b> 7/1/14 – 6/30/15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18/hr	
<b>Advanced Theatrical Makeup</b> 7/1/14 – 6/30/15	6	0	0	0	6	0	6	0	0	6	0	0	0	0	0	0	6	18/hr	
<b>Special Effects Workshop</b> 7/1/14 – 6/30/15	6	0	0	0	6	0	6	0	0	6	0	0	0	0	0	0	6	18/hr	
<b>Introduction to Wigmaking</b> 7/1/14 – 6/30/15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18/hr	
<b>Airbrush Makeup Workshop</b> 7/1/14 – 6/30/15	16	0	0	0	16	0	16	0	0	16	0	0	0	0	0	0	0	18/hr	
<b>Airbrush Camouflage</b> 7/1/14 – 6/30/15	8	0	0	0	8	0	8	0	0	8	0	0	0	0	0	0	8	18/hr	
<b>Bridal Makeup Workshop</b> 7/1/14 – 6/30/15	11	0	0	0	11	0	11	0	0	0	11	0	0	0	0	0	11	18/hr	