



Enrollment Agreement

Make Up First®
School of Makeup Artistry

Address: 232 S. Washington Street (Suite 6) Naperville, IL 60540

Phone: (312) 621-0801

Website: makeupfirst.com

Email: info@makeupfirst.com

STUDENT INFORMATION

STUDENT NAME:

ADDRESS:

CITY/STATE/ZIP:

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS:

SOCIAL SECURITY #: _____



STUDENT ID #: _____

EMERGENCY CONTACT:

RELATIONSHIP: _____

TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____

PROGRAM / COURSE NAME (Check the appropriate box below):

Certificate Courses:

Basic Makeup I

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. This course runs 24 hours over 4 days.

Prerequisites: This course is the prerequisite for all other certificate courses.

Students must submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

Basic Makeup II



Students will focus 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. This course runs 24 hours over 4 days.

Prerequisites: *Basic Makeup I is the prerequisite for this course.*

Students must also submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

- Media Makeup HD (*Basic Makeup I & Basic Makeup II are required prerequisite courses before registering for this course*)

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. This course runs 12 hours over 2 days.

Prerequisites: *Basic Makeup I & Basic Makeup II are required prerequisite courses before registering for this course.*

Students must also submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

- Media: Runway, Editorial, Fashion

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. This course runs 24 hours over 4 days.

Prerequisites: *Basic Makeup I & Basic Makeup II are required prerequisite courses before registering for this course.*

Students must also submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

- Theatrical Makeup A

Students will learn theatrical makeup applications in view of the “house,” the lighting, and the character created. The course includes aging makeup; cuts, scars and bruises; as well as working with products to create dimensional, realistic looking skin textures. This course runs 12 hours over 2 days.



Prerequisites: *Basic Makeup I & Basic Makeup II are required prerequisite courses before registering for this course.*

Students must also submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

Theatrical Makeup B

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. This course runs 12 hours over 2 days.

Prerequisites: *Basic Makeup I, Basic Makeup II, & Theatrical A are required prerequisite courses before registering for this course.*

Students must also submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

Clinical Makeup

Students will learn both 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 then applied. This course runs 12 hours over 2 days.

Prerequisites: *Basic Makeup I & Basic Makeup II are required prerequisite courses before registering for this course.*

Students must also submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

Careers in Makeup Artistry

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. This course runs 5 hours over 1 day.

Prerequisites: *Basic Makeup I & Basic Makeup II are required prerequisite courses before registering for this course.*



Students must also submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

Consolidated Courses:

Basic Makeup I and II courses combined into single-week intensive. This course is the prerequisite for all other certificate courses.

- Consolidated Basic Makeup I & II

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. This course runs 28 hours over 4 days.

Prerequisites: Students must submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

Additional Courses:

The below courses are standalone courses for additional education which do not result in a certificate or license, there is no exam necessary to complete these courses.

- Hairstyling 101

Become a “do-it-all” makeup artist by adding hairstyling to your service menu. Join talented instructor, Jamie Shorner, as she teaches how to do basic bridal styling, blowouts, curling, and braiding techniques. This hands-on workshop is open to the general public and comes with a hair kit to use during the class and beyond! This course runs 12 hours over 2 days. *This workshop is not required for certification.

Prerequisites: Students must submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.

- Speed Styling for Advanced Stylists

Train with bridal specialist, Jamie Shorner, to learn how to maximize your time without sacrificing quality. She will demonstrate techniques to allow you to create full bridal



styles in a 30 minute timeframe. This hands-on workshop will take your styling skills to the next level. This course runs 5 hours over 1 day. *This workshop is not required for certification.

Prerequisites: *Students must submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.*

Airbrush Bridal Makeup Workshop

This one-day workshop will cover the business of Bridal as well as Airbrush makeup using TEMPTU products! The cost of each registration includes a TEMPTU Air Best Selling Basics Kit! Students will learn how to assemble and use the airbrush and compressor; and will be taught techniques and be guided in the selection of various airbrush foundations, blushes, highlighters and contour shades, in order to create the highly sought-after flawless airbrushed face. In addition to using the airbrush products provided, students should bring their makeup kits to class. This course runs 6 hours over 1 day. *This workshop is not required for certification.

Prerequisites: *Students must submit legal documentation of High School Diploma or Its Equivalent to enroll in the course.*

PROGRAM INFORMATION (CONTINUED)

PROGRAM START DATE: _____

SCHEDULED END DATE: _____

- FULL-TIME
- PART-TIME
- DAY
- EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su



TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

NUMBER OF WEEKS: _____

TOTAL CREDIT or CLOCK HOURS: _____

Institution Name: Make Up First

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	Basic Makeup I	Basic Makeup II	Media Makeup HD	Media: Runway, Editorial, Fashion	Theatrical Makeup A	Theatrical Makeup B	Clinical Makeup	Careers in Makeup Artistry	Consolidated Basic Makeup I & II	Beauty Eng 101	Specializing for Advanced Stylists	Advanced Bridal Makeup Workshop
	CIP*	12.0406	12.0406	12.0406	12.0406	12.0406	12.0406	12.0406	12.0406	12.0406	12.0407	12.0406	12.0406
	SOC*	39-5091	39-5091	39-5091	39-5091	39-5091	39-5091	39-5091	39-5091	39-5091	39-5012	39-5012	39-5091
A) For each program of study, report:													
1) The number of students who were admitted in the program or course of instruction* as of June 1 of this reporting period.		0	0	0	0	0	0	0	0	0	0	0	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:													
a) New starts		0	0	0	0	0	0	0	0	0	0	0	0
b) Re-enrollments		0	0	0	0	0	0	0	0	0	0	0	0
c) Transfers into the program from other programs at the school		0	0	0	0	0	0	0	0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).													
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:													
a) Transferred out of the program or course and into another program or course at the school		0	0	0	0	0	0	0	0	0	0	0	0
b) Completed or graduated from a program or course of instruction		0	0	0	0	0	0	0	0	0	0	0	0
c) Withdrew from the school		0	0	0	0	0	0	0	0	0	0	0	0
d) Are still enrolled		0	0	0	0	0	0	0	0	0	0	0	0
5) The number of students enrolled in the program or course of instruction who were:													
a) Placed in their field of study		0	0	0	0	0	0	0	0	0	0	0	0
b) Placed in a related field		0	0	0	0	0	0	0	0	0	0	0	0
c) Placed out of the field		0	0	0	0	0	0	0	0	0	0	0	0
d) Not available for placement due to personal reasons		0	0	0	0	0	0	0	0	0	0	0	0
e) Not employed		0	0	0	0	0	0	0	0	0	0	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.													
		0	0	0	0	0	0	0	0	0	0	0	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.													
		0	0	0	0	0	0	0	0	0	0	0	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.													
		0	0	0	0	0	0	0	0	0	0	0	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.													
		0	0	0	0	0	0	0	0	0	0	0	0

*CIP: Please insert the program CIP Code. For more information on CIP codes: <http://nces.ed.gov/ipeds/data/ipedscode/default.aspx?y=55>

*SOC: Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation, or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession, or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

) In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

) If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Make Up First School of Makeup Artistry is not accredited by a US Department of Education recognized accrediting body.

Make Up First School of Makeup Artistry is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. 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.



FINANCIAL AID

Make Up First® 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 (all courses)

Misc. Expenses: \$0.00 (all courses)

Certificate Courses	Supplies/Books	Tuition	Total Cost for Course
Basic Makeup I	\$800 (kit fee)	\$1,150	\$1,950
Basic Makeup II	\$0 (using kit from Basic I)	\$1,200	\$1,200
Media HD	\$0 (using kit from Basic I)	\$600	\$600
Media: Runway, Fashion, Editorial	\$0 (using kit from Basic I)	\$1,200	\$1,200
Theatrical Makeup A	\$0 (using kit from Basic I)	\$1,200	\$1,200
Theatrical Makeup B	\$0 (using kit from Basic I)	\$1,200	\$1,200
Clinical Makeup	\$0 (using kit from Basic I)	\$960	\$960
Careers in Makeup Artistry	\$0	\$720	\$720
Total Cost to Complete Certificate Program:	All 8 courses + Kit = \$9,030		



Consolidated Course Name	Supplies/Books	Tuition	Total Cost for Course
Consolidated Basic Makeup I & II	\$800 (kit fee)	\$1,400	\$2,200
Additional Courses	Supplies/Books	Tuition	Total Cost for Course
Hairstyling 101	\$0	\$650	\$650
Speed Styling for Advanced Stylists	\$0	\$250	\$250
Airbrush Bridal Makeup Workshop	\$0	\$600	\$600

CERTIFICATION OF COMPLETION

Upon successful completion of Basic Makeup I, Basic Makeup II, Media HD, Media: Runway, Editorial, Fashion, 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.

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

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.

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.

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.

REFUND / CANCELLATION POLICY

Should the student's enrollment be terminated, canceled, 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:

- **FULL REFUND:** If the student submits a written notice of intent to withdraw or cancel the Enrollment Agreement within 5 business days of enrollment, they will receive a full refund, minus any applicable credit card fees, 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.

Specifically:

Basic I: Basic II; Media - Runway, Editorial Fashion, Consolidated Basic Makeup I & II, Refund Schedule:

- after either zero days (without requisite notice) or one day attendance - 65% refund of total course tuition
- after two days attendance - 35% refund of total course tuition
- after three days attendance - no refund

Media HD, Theatrical Makeup A, Theatrical Makeup B, Clinical Makeup, and Hairstyling 101 - Refund Schedule:

- after either zero days (without requisite notice) or one day attendance - 50% refund of total course tuition
- after two days attendance - no refund

Careers in Makeup Artistry, Speed Styling for Advanced Stylists, Airbrush Bridal Makeup Workshop - Refund Schedule: (one day course)

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 student cancels on time, a 100% refund will be granted. If written notice is not received within 5 business days of course admission, no refund will be granted.

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

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 obligations 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.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. 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.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. 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.
6. 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 credits should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGMENTS

1. 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.

_____ (student initial)

2. I have carefully read and received an exact copy of this enrollment agreement. _____
(student initial)

3. 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. _____ (student initial)

4. 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. _____ (student initial)

5. I understand that the school does not guarantee transferability of credit and that in most cases, Student credits coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Make Up First® must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations. _____ (student initial)

6. I understand that the school does not guarantee job placement to graduates upon program completion. _____ (student initial)

7. 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 www.ibhe.org _____ (student initial)

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