



# OKANAGAN COSMETOLOGY INSTITUTE

## HAIRSTYLIST CAREER PROGRAM

Okanagan Cosmetology Institute Ltd  
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OCI is DESIGNATED by the Private Training Institutions Branch

### 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

If you are an international student:  
Citizenship: \_\_\_\_\_

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

Date of Birth:

Y	Y	Y	Y	M	M	D	D		

Gender

Male

Female

### Voluntary Disclosure

**\*You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Aboriginal 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

Hairstylist Career Program

Program Title

1,440 Hours

47 Weeks

Hours of Instruction during Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Credential Issued on Graduation

Diploma

Certificate

Program Delivery Method (select all that apply)

In-class

Distance

Combined

Language of Instruction:

English

Required course materials and technological resources not provided by the institution (if applicable): Laptop, Smart Phone or Tablet is required.

### PROGRAM ADMISSION REQUIREMENTS

Okanagan Cosmetology Institute Ltd (OCI) requires that all applicants must satisfy all admission requirements before acceptance into the programs offered and may not be waived.

***Applicants must satisfy a minimum of ONE of the following criteria:***

1) 19 years or older

2) A High School Diploma

3) Sponsored by an Youth Train in the Trades program. Formally known as ACE/IT Dual Credit program if applicable.

#### **Document Requirements:**

All applicants are required to submit the following documentation along with a completed OCI application form before being accepted in to any program.

Documents required:

- Picture I.D. verifying age and identity of applicant
- Proof of Medical Coverage
- OCI Entrance Exam
- Course Investigation Essay & Questionnaire
- Two letters of reference
- A letter from parent or guardian granting permission to attend if under the age of 19.

All students accepted for registration shall be deemed to have agreed to be bound by all policies, rules and regulations of OCI.

## HAIRSTYLIST CAREER PROGRAM

The OCI Hairstylist program offers a high caliber of education that pairs the competencies of practical and theoretical skills. Encompassing all aspects of the art and science of Hairstyling, OCI's mission is to prepare each individual for a career beyond education. Delivered from highly experienced and educated instructors using professional grade equipment, your education will encompass products, skills and scenarios that mirror a professional salon environment that you will experience in the industry. The OCI Hairstylist programs will walk you through all of the criteria as set-forth by the Industry Training Authority to prepare each stylist for the theoretical and practical assessments of Red Seal Designation.

This is the flagship program of OCI that offers all components of the Red Seal Hairstylist Program. This program is designed to take students from the basics of hairstyling all the way through to the advanced portion. This program allows students to stay under the supervision of red seal instructors & invigilators while developing the skills taught in Foundations throughout the work based training hours, in our in-house salon. This allows students to develop their skill set and confidence, before seamlessly moving into the Level 2 technical training.

In the duration of this program students will achieve ITA Hairstylist Foundations program, ITA Standardized Level Exam (SLE), ITA Hairstylist Level 2 and the ITA Interprovincial Red Seal Exam.

**Course Length** 1,440 Hours (11 months) total

### Learning Objectives

Students will learn:

- Hair cutting - for men, women and children
- Hair styling & Finishing
- Chemical Texturizing
- Straightening and Relaxing
- Colour and Foiling Techniques
- Braiding, up-dos and hair extensions.
- Introduction to barbering.
- Chemical Relaxing

### ITA Hairstylist Foundations Program

#### **Level 1**

Approximately 1,290 hours and 8 months

From the below units, students learn theory, perform demonstrations, mannequin work and conduct supervised client work on salon services.

#### **Unit 1: Theory**

**Length:** Approximately 140 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

This unit teaches the following:

- Salon Ecology
- Anatomy and Physiology
- Electricity
- Chemistry

#### **Unit 2: Hair Services**

**Length:** Approximately 1,080 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

This unit teaches the following:

- Trichology
- Design decisions
- Haircutting
- Hairstyling
- Wigs and Hair Additions
- Chemical Texturizing
- Hair Coloring

### **Unit 3: Business Building**

**Length:** Approximately 70 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

This unit teaches the following:

- Salon business
- Professional Development
- Job search
- Professional relations
- Salon ownership
- Salon retailing

## **ITA Hairstylist Level 2**

### **Level 2**

#### **Advanced Hair Services**

**Length:** Approximately 150 hours

**Unit Style:** This unit uses both theory and practical to complete the required elements.

This unit teaches advanced skills of the following, to better prepare the student for salon environment:

- Professional Development and Business Management
- Design decisions
- Haircutting
- Hairstyling
- Hair Coloring
- Chemical Relaxing
- Hair Additions and Wigs

#### **Required Textbooks**

- Pivot Point/Salon Fundamentals Cosmetology Online
- Hardcopy of the textbooks may be purchased for an additional fee

#### **Equipment/Materials Required for this Program**

- Binder
- Combo lock
- Highlighters, pens
- OCI Hairstyling Kit – supplied on the first day of school
- Student provided smock or cutting vest of choice
- Comfortable black closed-toe shoes.
- Laptop, Smartphone or Tablet is required.

#### **Homework Hours**

2 to 10 hours per week

#### **Delivery Methods**

On-site in classroom and in a salon and spa environment

**Instructional Methods**

- Classroom, (Instructor-led)
- Hands-on practice
- Demonstrations and on floor services

**Student Progress/ Assessment Methods**

- Chapter exams
- Unit exams
- Final practical exam
- ITA written exam – level 1
- ITA written exam – level 2
- Monthly report card

**Attendance Expectations**

40 hours per week attendance requirement

**Dress Expectations**

Professional, comfortable clothes that consist of a black top with sleeves, black bottom slacks or skirt with plain black or nude stocking and a black smock while on the floor. Wearing comfortable low-heeled black closed toed shoes is a must.

**Graduation Requirements**

The student must achieve a minimum of 70% written theory, 70% practical skills and 70% of the hourly requirements to successfully complete this program. As per any trade program, trades are based off of an hourly requirement. Within the contractual time you are with OCI, if you go to any events pertaining to the industry with an industry recognized Red Seal, these hours may be signed off towards the 3,600 hours required for the completion of your trade.

**Career Opportunities**

Students, upon successful completion of the Hairstylist Program, can perform many hair services that are held to the standard of the Red Seal designation; Careers as a Hairstylist, Colorist and/or a Salon owner.

<b>VOLUNTARY REGULATORY REQUIREMENTS</b>
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**It is in our professional opinion that each student who completes the Hairstyling course should register their hours with the Industry Training Authority and start to track hours toward their apprenticeship with the ITA.**

<b>PROGRAM COSTS</b>
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Total tuition payable during contract term		<b>\$ 11,500.00</b>
Course Required	<i>Kit – \$1,760.00 + 12% = \$1,971.20</i>	<b>\$ 2,996.20</b>
	<i>Books – \$500.00 + 5% = \$525.00</i>	
	<i>Technology - \$500.00</i>	
Application Fee		<b>\$ 250.00</b>
Assessment Fee		<b>\$ 250.00</b>
Student Fees		<b>\$ 330.00</b>
Prior Learning Fee (if applicable)	(250.00)	\$
Financing Fee ( if applicable)	(500.00)	\$
<b>TOTAL PROGRAM COSTS</b>	<b>Without Financing</b>	<b>\$15,326.20</b>
<b>With Financing</b>		<b>\$15,826.20</b>

### PAYMENT TERMS

Method of payment:  Cash  Cheque  Credit Card  Other: \_\_\_\_\_

Must have Student Aid Financing and/or Bank Financing confirmed in writing and payment schedule signed on or before the first day of school. For privately funded students the full amount is required the first day of school by certified cheque and if paying in instalments payments will be paid as laid out in the signed payment arrangement documents. Add 2.5% interest on any credit card payments for processing fees.

### REFUND POLICY

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of

dismissal to a student and the date the institution delivers the notice to the student is:

- (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
- (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
- (a) of the date the institution receives a student's notice of withdrawal,
  - (b) of the date the institution provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
- (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
  - (b) the program is provided solely through distance education.

#### PRIVATE TRAINING INSTITUTIONS BRANCH

**Tel. (604) 569-0033 or 1-800-661-7441**

**Fax. (778) 945-0606**

**[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)**

**[PTI@gov.bc.ca](mailto:PTI@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 Advanced Education, Skills and Training 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).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Okanagan Cosmetology Institute Ltd., and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, Skills and Training 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 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