



OKANAGAN COSMETOLOGY INSTITUTE

MAKE UP ARTISTRY

Okanagan Cosmetology Institute Ltd
358 Main Street, Penticton, BC, V2A 5C4
Phone: 778-476-4247 Fax: 778-476-4246
info@ocihair.com

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

Make Up Artistry

Program Title

70

2

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, Smartphone 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 Training 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 (BC Care Card)
- 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.

MAKE UP ARTISTRY PROGRAM OUTLINE

Make-up artistry is a course that focuses on different styles of make-up application and uses up-to-date techniques, keeping today's trends in mind. This course is designed to foster creativity, by providing the basic skills and allowing each student to create their model any way they choose.

Course Length

- 70 hours

Learning Objectives/Outcomes

The student will become proficient at applying make-up using proper sanitation and sterilization procedures.

Program Outline

Unit 1 – Introduction

Length: Approximately 10 hours

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

This unit uses DVDs and demonstrations to teach the following:

- Theory
- Sanitation
- Make-up application
- Analyzing Face & Eye shapes
- Understanding Chiaroscuro

Unit 2 – Learning the Looks

Length: Approximately 60 hours

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

This unit teaches the following:

- Daytime make-up looks
- Evening make-up looks
- Bridal make-up looks
- Baking Techniques
- Contour & Highlight
- Eyebrow Design
- Eye Shadow Techniques
- Creative Lip

Required Textbooks

Handouts will be provided

Equipment/Materials Required for this Program

- Binder
- Combo lock
- OCI Make-up kit
- White lab coat if available

Homework Hours

- 2 hours per week

Delivery Methods

- On-site in a Salon and Spa Environment. There are group discussions and DVDs, and applicable reference materials

Instructional Methods

- Classroom, (Instructor-led)
- Hands-on practice
- Demonstrations

Student Progress/ Assessment Methods

- Practical final exam

Attendance Expectations

- 70 hours attendance requirement

Dress Expectations

- Professional, comfortable, black sleeved top and black slacks with black closed toed shoes and white lab coat if available

Graduation Requirements

Hourly requirements must be met and/or surpassed.

Career Opportunities

Students, upon successful completion of the Make-up Artistry course, can perform make-up counter sales work in hair salons, department stores and spas.

PROGRAM COSTS

Total tuition payable during contract term		\$ 1,000.00
Course Required	Kit \$1,000 +12% = \$1,120.00	\$ 1,330.00
	Books \$200 + 5% = \$210.00	
Application Fee		\$ 250.00
Student Fees		\$ 30.00
Prior Learning Fee (if applicable)	(250.00)	\$
Financing Fee (if applicable)	(500.00)	\$
TOTAL PROGRAM COSTS	Without Financing	\$2,610.00
	With Financing	\$3,110.00

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, **Error! Reference source not found.** 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
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 Okangan 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