



OKANAGAN **COSMETOLOGY**
INSTITUTE

MAKE UP ARTISTRY
COURSE INFORMATION & ENROLLMENT PACKAGE

Domestic Student Copy

OKANAGAN COSMETOLOGY INSTITUTE

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DOMESTIC STUDENT ENROLMENT AGREEMENT AND CONTRACT

NAME OF STUDENT _____

ADDRESS _____

TELEPHONE #. _____ FAX _____ EMAIL _____

NAME OF PROGRAM _____ DURATION _____ YEAR _____ of _____

START DATE _____ END DATE _____

FOR MULTI-YEAR PROGRAMS, INSTITUTIONS MAY NOT CHARGE A STUDENT FOR MORE THAN ONE ACADEMIC AND/OR CALENDAR YEAR'S TUITION IN AN ENROLMENT AGREEMENT. SUBSEQUENT YEARS OF STUDY ARE TO BE ENCOMPASSED IN SEPARATE ENROLMENT AGREEMENTS AND EACH SUBSEQUENT YEAR'S TUITION MAY NOT BE COLLECTED UNTIL THE PREVIOUS CONTRACT HAS BEEN COMPLETED

FULL PAYMENT

REGISTRATION FEE _____ Non-refundable

TUITION FEE _____

TEXTBOOKS _____

OTHER _____

A list of text-books, equipment and materials necessary to complete the program of study is attached. These items may be purchased from other sources.

TOTAL PAYMENT DUE _____

PAYMENT PLAN

DEPOSIT _____ DATE RECEIVED _____

PAYMENT #1 _____ DATE RECEIVED _____

PAYMENT #2 _____ DATE RECEIVED _____

PAYMENT #3 _____ DATE RECEIVED _____

For policies regarding student admissions, attendance, rules of conduct, dispute resolution and dismissal, please see copies attached or Student Handbook .

In accordance with Part 4(10)(1)(a) of the *Personal Information Protection Act*, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of your personal information, visit the Agency's website at www.pctia.bc.ca.

Refund Policy

(1) Written notice must be provided:

(a) By a student to the institution when the student withdraws,

or

(b) By the institution to the student where the institution dismisses a student.

Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date.

Refunds before the program of study starts:

(2) (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the start of a program of study, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.

(b) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract.

(c) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 20% of the total fees due under the contract.

Refunds after the program of study starts:

(3) (a) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.

(b) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.

(c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

Signed _____ (student name) Date _____

Parent or Guardian (if student is under 19) _____

Institution Representative _____

A copy of this signed Student Enrolment Agreement and Contract will be provided to the student.

ADMISSIONS POLICY

Entrance Qualifications:

A personal interview with the school director/administrator is necessary prior to acceptance. The school admits as regular students:

- High school graduates or holders of a high school equivalency certificate (proof of education is required).
- Applicants must provide the school with a copy of their high school diploma or G.E.D. to be accepted into the course of study, or last completed level of studies.
- Applicants must be at least 19 years of age to be accepted into the course of study
- Applicants must provide the school with a copy of their birth certificate to be accepted into the course of study
- Applicants must also complete and submit a school admissions application form. On this application the applicant must indicate how they plan to cover their living costs and tuition during their attendance in the program (financial aid, savings etc.)
- Applicants must pay \$ 150.00 non-refundable enrolment and registration fee upon acceptance into the course of study. Cheques are to be made payable to Okanagan Cosmetology Institute Ltd.
- Applicants must read and certify that they have read a copy of the school's policies and procedures, any updates and inserts and the enrolment and registration agreement.
- Applicants must be bondable.

DISMISSAL POLICY

- Absenteeism for longer than two (2) consecutive days without informing the school and provision of a doctor's note. Attendance issues will be delivered firstly verbally, secondly in written notification and thirdly dismissal.
- Cheating or plagiarism
- Physical abuse of institution's property
- Theft or non-accidental damage to the institution's property
- Behavior displaying insubordination, refusal to cooperate with instructors and schedules
- The use of alcohol or nonprescription drugs is prohibited while in attendance at the institution
- Flagrant disrespect of institution's rules of conduct and policies.
- Any of these above infractions will be met with immediate dismissal.

DISPUTE RESOLUTION POLICY & PROCEDURE

Policy: Individuals should always try to resolve issues informally. If a more formal approach becomes necessary, the institution provides a fair and reasonable mechanism for resolution.

Procedure:

Step One Verbal - First try to resolve the issue directly with the other party. If this doesn't work

Step Two Writing - Put your complaint in writing to Administrative Officer c/o OCI. She will request submissions from all involved parties, including witnesses; conduct an investigation and set up a meeting within 24 hours.

The Administrator will provide a written decision to all parties within 48 hours. If this doesn't work ...

Step Three Repeat step two with a higher authority, Carolyn or Nathan Roy - within the institution. If no resolution is forthcoming ...

Step Four The Administrator will appoint an outside mediator/arbitrator Leona Carter at 250-493-7106 within 48 hours of the second written notice. The institution will bear the cost of mediation/arbitration.

Once an infraction has occurred a verbal warning, then a written warning will be issued. If the problem can not be rectified, then the student will be dismissed in writing with justified cause.

ATTENDANCE POLICY

Regular attendance is required by students in order to acquire all of the knowledge and skills necessary to complete the OCI program successfully.

Students must:

- Attend a minimum of 90% of the program in order to graduate
- School hours are from 10:00 am to 6:00 pm, Monday to Saturday and students are expected to be at the school and ready to start at that time
- Absenteeism for more than 2 days due to illness must be accompanied by a Doctor's note

Student Code of Conduct

The instructors at the Okanagan Cosmetology Institute feel that it is up to each individual to arrive at the Institute on time and ready to fully participate in the schooling for their choice of career. Working with artists who chose OCI for the highest quality education, we believe the students must be clear headed, free of alcohol or drug use while on the institutes premises. Each person will be working towards building a cliental of their own, so the actions and speech will be expected to be impeccable, professional and appropriate for every age level. If any of these concepts are un-clear, an OCI instructor will be quick to encourage the desirable skills and give suggestions to quit the undesirable behaviors first verbally, then in written notice if the behavior persists.

Required equipment and Materials

Professional dress at all times (black top and bottoms, appropriate footwear). Hair, make-up and nails clean, trimmed and work ready. Binder, pens/paper, school bag and combination lock. First day of class's all text books and starter kit will be available for pick up and both are mandatory purchases.

Graduation Policy

Upon satisfactorily completing the required hours and skill set forth by OCI Instructors, the student will be a graduated student of the said course. A professional recognizable diploma will be given to the graduate to proudly display at work and in their resume to show their competency in their field of expertise.

Appendix "A"

BC Private Career Training Institutions Agency Statement

Overview

All private institutions that provide career training programs to students of more than 40 hours/week and over \$1000/tuition must be registered under the *Private Career Training Institutions Act*. The Private Career Training Institutions Agency (PCTIA) is responsible for establishing basic education standards and providing consumer protection for students enrolled with a registered career training institution, and for standards of quality for accredited career training institutions. A list of registered / accredited institutions can be found on PCTIA's website.

PCTIA also manages the Student Training Completion Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution.

For further information about PCTIA and the services it provides, students may contact PCTIA at:

300 – 5172 Kingsway, Burnaby B.C. V5H 2E8
Tel. (604) 660-4400 or 1-800-661-7441
Fax. (604) 660-4400
<http://pctia.bc.ca>
info@pctia.bc.ca

Important Information

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

Before you sign an enrolment contract, there is important information you need to know:

Required Information

The institution must provide you with written copies of its: Dispute Resolution / Grade Appeal Policy, Dismissal Policy, Admissions Policy, Privacy Policy, Attendance Policy, and Tuition Refund Policy, plus a copy of the Program Outline for the program you are taking. Ensure you have understood this information before you sign an enrolment contract.

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by PCTIA's Bylaws, as set out below:

Refunds in Cases of Withdrawal or Dismissal

1. Refund Policy
 - a) All institutions must have a refund policy which is described, in full, on the student enrolment contract. The minimum policies acceptable to the Agency appear below. Institutions are free to adopt a policy that is more generous to the student.
2. Written Notice
 - a) A written notice of withdrawal or dismissal must be provided:
 - i. By a student to the institution when the student withdraws, or
 - ii. By the institution to the student where the institution dismisses a student.
3. Refund Entitlement
 - a) Refund entitlement is calculated on the total fees due under the contract, less the applicable nonrefundable application or registration fee. Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
4. Refund Policy for Students
 - a) Refunds before the program of study begins:
 - i. If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is signed, and before the commencement of a period of instruction specified in the contract, the institution may retain the lesser of 10% of the total fees due under the contract, or \$100.00.
 - ii. Subject to section 4. a) i), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total fees due under the contract, or \$500.00.
 - iii. Subject to subsection a)i), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total fees due under the contract, or \$1000.00.
 - b) Refunds after the program of study starts:
 - i. If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the period of instruction specified in the contract, the institution may retain 30% of the total fees due under the contract.
 - ii. If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract, the institution may retain 50% of the total fees due under the contract.

Appendix "B"
Authorization for Indirect Collection of Personal Information

In order to comply with its mandate of establishing quality standards and providing consumer protection, the Private Career Training Institutions Agency (PCTIA) may collect and use personal information about students enrolled in private career training institutions in accordance with the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of this information, visit the Agency's website at www.pcti.bc.ca.

I _____ (Student Name), hereby authorize
_____ (Institution Name) to provide my
name, contact information, personal identification information, details about my program of study,
and amount of fees and tuition paid, directly to PCTIA for the purpose of:

- Advising me of my rights under the Private Career Training Institutions Act, Regulation or PCTIA Bylaws,
- Administering the Student Training Completion Fund and / or
- Establishing and monitoring PCTIA standards for career training institutions.

_____ Signature _____ Date