



 <b>OKANAGAN COSMETOLOGY</b> INSTITUTE	PCTIA Registration Number: 3576
	This Institution is PCTIA Accredited: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	A PCTIA Registered Institution
	<b>Okanagan Cosmetology Institute Ltd.</b> <b>557 Main Street, Penticton, BC, V2A 5C6</b> <b>Phone: 778-476-4247 Fax: 778-476-4246</b> <b>info@okanagancosmetology.com</b>

**STUDENT INFORMATION**

Student Last Name		Student First Name and Initial	
Student Previous Last Name (if applicable)		Student Previous First Name and Initial (if applicable)	
Student Local Mailing Address (including country)		Postal Code	
Student Permanent Mailing Address (including country) (if different from above)		Postal Code	
Student Telephone Number	Alternative Telephone Number	Student Email Address	
International Student:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Student Alternative Email Address	
Date of Birth:		Gender	
Y Y Y Y	M M D D	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Postal code of last permanent residence in Canada			

**PROGRAM INFORMATION**

<b>Okanagan Cosmetology Institute - Fulltime –Advanced Professional Esthetics</b>			
Program Name (as registered with PCTIA)			
<b>1,050</b>	<b>7</b>		
Program Duration in Hours	Program Duration in Months	Program Start Date	Program End Date
Credential Issued on Graduation	<input checked="" type="checkbox"/> Diploma	<input type="checkbox"/> Certificate	<input type="checkbox"/> Post-Diploma
	<input type="checkbox"/> Other (please specify) _____		
Program Delivery Method	<input checked="" type="checkbox"/> On-Site	<input type="checkbox"/> Distance	<input type="checkbox"/> Combined
Language of Delivery if other than English _____			

**PROGRAM ADMISSION REQUIREMENTS**

- Each applicant will undergo a personal interview with the Senior Educational Administrator/ Owner prior to acceptance. Each applicant will be assessed on an individual basis.
- Applicants under 19yrs of age must provide the school with a copy of their high school diploma/ G.E.D. or last completed level of studies to be accepted into the course of study and a letter from a parent or guardian.
- Applicants must complete and submit a school admissions application package off the web site. Two letters of reference from people other the immediate family members, a copy of their birth certificate and drivers licence as well as a short essay explaining their interest and what their plans are upon completion of selected courses.
- 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 have the desire to succeed a willingness to learn.

**PROGRAM COSTS**

**Program Costs in Canadian Dollars (\$CDN):**

Amount

• Tuition	\$ 8,800.00
• Registration/Application Fee	\$ 150.00
• Prior Learning or Portfolio Assessment Fee (if applicable)	\$ 0
• Textbooks	\$ 1,500.00
• Supplies/Materials	\$ 0
• Lab Fees	\$ 0
• Uniforms	\$ 0
Other (please specify) _____	\$ 0
Other (please specify) _____	\$ 0

**TOTAL PROGRAM COSTS**

**\$ 10,450.00 + Taxes**

**PAYMENT PLAN**

Program Costs will be paid by way of:

Payment Amount(s)	<b>\$ 4,500.00 + Taxes</b>	Date(s) Due:	On or before 1 <sup>st</sup> day of class.
	<u>\$ 1,000.00 + Taxes</u>		<u>1<sup>st</sup> of each month for 6 months.</u>
	_____		_____
	_____		_____
	_____		_____

***Cheques are to be certified and made payable to Okanagan Cosmetology Institute Ltd.***

### 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.**

### INSTITUTION POLICIES

## **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 Tuesday to Friday 10:00 to 6:00 pm and Saturday 9:00 am to 5:00 pm.
- Absenteeism for more than 2 days due to illness must be accompanied by a doctor's note

## **DISPUTE RESOLUTION/ GRADES APPEAL POLICY**

OCI provides an opportunity for students to resolve disputes of a serious nature and grades appeals in a fair and equitable manner.

The policy applies to all OCI students who are currently enrolled or were enrolled 30 days prior to the submitting their concern to the Senior Educational Administrator.

Only grades received on mid-term or final assessments may be appealed. Grades received for assignments or weekly quizzes may not be appealed.

### **Procedure for Student Disputes:**

1. When a concern arises, the student should address the concern with the staff member most directly involved. If the student is not satisfied with the outcome at this level, the student should put her/his concern in writing and deliver it to the Administrator.
2. The Administrator will advise the Senior Educational Administrator/ Owner of the institution and arrange a meeting between the student and Senior Educational Administrator/ Owner of the institution to discuss the concern and desired resolution within 5 school days of receiving the student's written concern, or as soon as practicable.
3. Following the meeting with the student, the Senior Educational Administrator/ Owner of the institution will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate OCI personnel.
4. The necessary enquiries and / or investigations shall be completed no later than 10 school days following the receipt of the student's written concerns. The Senior Educational Administrator/ Owner of the institution will do one of the following within 10 days of receiving the student's written concerns:
  - a. Determine that the student's concerns are not substantiated; or
  - b. Determine that the student's concerns are substantiated in whole or in part;
  - c. Determine that the student's concerns are frivolous and vexatious.

The student and the institution's personnel involved shall receive a written summary of the above determination. A copy of all documentation relating to every student's complaint should be signed by all parties. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.

5. If it has been determined that the student's concerns are substantiated in whole or in part the Senior Educational Administrator/ Owner of the institution shall include a proposed resolution of the substantiated concern(s).
6. If the student is not satisfied with the determination of the Senior Educational Administrator/ Owner of the institution, the student must advise the Senior Educational Administrator/ Owner of the institution within 48 hours of being informed of the determination.
7. At this point the School's Dispute Resolution Process will be considered exhausted.
8. If the issue is of a serious nature the Senior Educational Administrator/ Owner of the institution may, in her/his sole discretion and cost, engage the services of a third party mediator to assist in the resolution of the dispute.

**Procedure for Grade Appeal:**

1. If a student is dissatisfied with the grade received for a mid-term or final course assessment and can provide evidence that a higher grade is warranted she/he should discuss with her/his instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of her/his appeal to the instructor, she/he should submit a written appeal to the Senior Educational Administrator/ Owner.
3. The Senior Educational Administrator/ Owner will obtain a copy of the mid-term or final assessment from the instructor and will have the assessment re-marked by another instructor.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. If a grade appeal is reviewed by the Senior Educational Administrator/ Owner, the grade assigned following the re-mark and review will be final and cannot be appealed further.

**DISMISSAL POLICY**

- Absenteeism for more than two (2) consecutive days without informing the school, and providing a doctor's note. Attendance issues will be delivered to the student firstly through verbal discussion, secondly by written notification and thirdly by dismissal
- Cheating or plagiarism
- Physical abuse of the institution's property
- Theft or non-accidental damage to the institution's property
- Behaviour displaying insubordination, refusal to cooperate with instructors and schedules
- The use of alcohol or non-prescription drugs is prohibited while in attendance at the institution
- Flagrant disrespect of institution's rules of conduct and policies
- Conduct which is determined to be detrimental or damaging to another student, staff member or to the Institution
- Any of these above infractions will be met with immediate dismissal.

**STUDENT CODE OF CONDUCT**

- Attend school in accordance with the Attendance Policy.
- Treat all students and staff with respect.
- Refrain from any disruptive or offensive classroom behavior.
- Dress according to the school's dress code as outlined in the Student Handbook.
- Refrain from cheating or plagiarism in completing class assignments.
- Treat school property with respect.
- Refrain from bringing weapons of any kind (i.e. knives, guns) to school.
- Complete all assignments and examinations on the scheduled completion dates.
- Refrain from bringing any alcohol or any prohibited mood altering substances to the Institution.
- Refrain from making inappropriate remarks concerning another student or staff's ethnicity, race, religion or sexual orientation.

Each student will be working towards building a clientele of their own, so student actions and speech are expected to be professional and appropriate for every age level. Breaches of the code of conduct outlined above will result in action appropriate to the nature of the misconduct.

**REQUIRED EQUIPMENT AND MATERIALS**

Professional dress is required at all times (black top and bottoms and appropriate footwear). Students will ensure that their hair and make-up are fresh, and that nails are clean and trimmed. Please have a binder, pens, paper, school bag and combination lock with you the first day of class. On the first day of class all required text books and the student starter kit will be available for pick up. The required text books and student starter kit are mandatory purchases.

**GRADUATION POLICY**

Upon satisfactory completion of the required hours and practical skills set forth by OCI, the student will be acknowledged as a graduate of their course of study. A professional, internationally recognized diploma will be given to the graduate to proudly display their competency in their field of expertise.

**STUDENT DECLARATION****I DECLARE THAT:**

- I have read, understood, and agreed to the terms and conditions of this enrolment contract.
- I have received a signed copy of this contract.
- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study.
- The information provided by me on this form is true and accurate and that I am 19 years of age or older. *(If under the age of 19, a parent or legal guardian must also sign the contract.)*

Student Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Signature of Parent or Legal Guardian \_\_\_\_\_

Date Signed \_\_\_\_\_

**INSTITUTION DECLARATION**

The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

Printed Name of Institution Representative

Position Title

Signature of Institution Representative

Date Signed

# 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](mailto: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 non-refundable 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.

#### 1) 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 7 calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract or \$250.00.
  - ii) Subject to subsection 24. 11) a) i), if written notice of withdrawal is received by the institution 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 tuition and fees due under the contract, or \$750.00.
  - iii) Subject to subsection 24.11)a) i), if written notice of withdrawal is received by the institution less than 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 tuition and 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 before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition and 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 has elapsed, the institution may retain 50% of the tuition and fees due under the contract.

- iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

Your student enrolment contract must include a copy of the B.C. Private Career Training Institutions Agency Statement (Appendix “A”) and an Authorization for Indirect Collection of Personal Information (Appendix “B”).

**Prohibitions:**

- The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit.
- Program admission requirements for your program of study cannot be waived.

<b>DECLARATION</b>	
By signing this form, the student acknowledges having read the information under the heading “Important Information” contained herein prior to executing this enrolment contract.	
Printed Name of Student	
Signature of Student	Date Signed

## 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 section 26(c) of the Freedom of Information and Protection of Privacy Act.

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.

The personal information on this form consisting of the student name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students. The main use of the PEN is to measure participation of the population in the post-secondary sector and for program research or evaluation.

Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other regulatory requirements. For research purposes, any information disclosed will be in a non-identifiable form.

I understand that I may withdraw my consent to the release of personal information by informing the institution in writing.

Upon completion of the program of study or other termination from the program, my academic record consisting of my transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive in accordance with the PCTIA Bylaws.

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Signature of Student

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Date Signed

## **PRIVACY POLICY**

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](http://www.pctia.bc.ca).

## **Advanced Professional Esthetics**

\$ 8800.00

Certificate Program – 1050 Hours

Take the Advanced Professional Esthetics for the added skills needed to offer nail services and body treatments along with the basics of Esthetics. In the Advanced Professional Esthetics Course you will be introduced to all levels in the Esthetics Industry while using advancing technology for face, hand, and foot treatments, body scrubs, body wraps, cellulite wraps, and water therapy treatments. Advanced massage techniques includes reflexology on hands and feet, manual lymphatic drainage massage and cellulite massage treatments. Theory on advanced therapies such as Phytotherapy, Aromatherapy and Algotherapy will also be covered. To top off the services you will be able to offer the odourless and easy to apply Gel Nail applications for up to date nail enhancement services. Learn a variety of advanced hair removal techniques and so much more. This course is for those who want to offer the advanced body treatments and nail enhancements. Retail in the esthetics field is ever growing, and you will be taught to incorporate these selling features to all your clients.

You will enter the field of Esthetics with a resume and business plan showcasing your qualifications and abilities giving you the utmost confidence using your newfound talent and business skills.

*Recommendation is to challenge the CIABC Esthetics Exam*



## **ADVANCED PROFESSIONAL ESTHETICS COURSE OUTLINE**

Okanagan Cosmetology Institute, Penticton, B.C.

### **Brief Program Description**

*The advanced professional esthetics course teaches advancing technology for face, hand/foot and body treatments which include body scrubs, body wraps, cellulite wraps, water therapy, reflexology, phytotherapy, aromatherapy algotherapy, lymphatic drainage massage and cellulite massage.*

### **Career Opportunities**

*Esthetician refined in spa treatments*

### **Admission Requirements**

*Two letters of reference from someone other than friends or family, a short essay, explaining their objectives and interests in this course, as well as a copy of their birth certificate, B.C. driver's license/ B.C.I.D., and an O.C.I. application form. If under 19, they will need a G.E.D. or high school diploma, and a letter from parent(s)/ legal guardian*

### **Required Textbooks**

*Pivot Point/Salon fundamentals Esthetics*

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

*Binder, combo lock, close-toed comfortable shoes, white lab coat*

### **Program Duration**

*1050 Hours (7 months) total*

### **Homework Hours**

*As needed*

### **Delivery Methods**

*On-site delivery*

**Instructional Methods**

- *Classroom, (Instructor-led)*
- *Hands-on practice*
- *Demonstration*

**Learning Objectives/Outcomes**

*Students will receive an Esthetics certification in make-up artistry, gel nail technology and spa therapies.*

**Student Progress/ Assessment Methods**

*Weekly student progress reports, chapter exams, unit exams, Rubric, practical exam*

**Attendance Expectations**

*90% attendance requirement*

**Dress expectations**

*Professional, comfortable, black on black with white lab coat*

**Graduation Requirements**

*Achieving 80% written, 80% practical, and 90% attendance. Hourly requirements met and surpassed.*

**ADVANCED PROFESSIONAL ESTHETICS COURSE****OUTLINE*****Cycle 1 – The Basics***

*Healthy mind and body, and effective communication skills. Purposeful relationships, job quest, career building, starting a business. Operating a business*

***Cycle 2 – Science of Skin Care***

*Microbiology, infection control, first aid, building blocks of the human body, body systems, principles of electricity, electrotherapy in esthetics, chemistry of matter, cosmetic products and ingredients, intergumentary systems, skin care*

***Cycle 3 – The Work***

*Before, during and after the service, facial care and services, hair growth and removal methods, waxing in depth, make-up design and services, advanced face and body treatments, massage techniques, advances therapies, the medical environment, advanced training*

***Cycle 4 – Business Building***

*Business plans and employee responsibilities.*