



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

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

Okanagan Cosmetology Institute - Fulltime - Cosmetology			
Program Name (as registered with PCTIA)			
1,500	10		
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 be assessed on an individual basis and circumstance: This is a guideline for OCI applicants.
- Applicants must provide the school with a copy of their high school diploma/ G.E.D. or last level completed of studies to be accepted into the course of study.
- Applicants must be at least 19 years of age or a letter from legal guardian if under 19 to be accepted into the course of study.
- Applicants must provide the school with a copy of their birth certificate and valid driver’s license.
- Applicants complete and submit a school admissions application package. In this application the applicant must indicate how they plan to cover their living costs and tuition during their attendance in the program (financial aid, personal loan, 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 have the desire to succeed.

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

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 9:00 am to 5:00 pm, Tuesday 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

DISPUTE RESOLUTION POLICY & PROCEDURE

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.

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 cannot be rectified, then the student will be dismissed in writing with justified cause.

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
- 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.
- Any of these above infractions will be met with immediate dismissal.

STUDENT CODE OF CONTENT

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 institute's 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 behaviours first verbally, then in written notice if the behaviour 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 graduate 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.

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

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.
 - i. 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;

DECLARATION	
<p>By signing this form, the student acknowledge having read the information under the heading “Important Information” contained herein prior to executing this enrolment contract.</p>	
<hr style="border: 0; border-top: 1px solid black;"/>	
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.

Signature of Student

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.

Cosmetology Career

\$8800.00

Certificate Program – 1500 Hours

Cosmetology is the ONLY recognised trade throughout the world in the beauty industry. With Salon Fundamentals training and solid skill building, you will learn how to build, retain and increase your loyal client base for a lifetime.

As a stylist in today's ever-expanding, ever-changing, ever fascinating Beauty Industry you will be learning new techniques, new products and new opportunities that appear every day.

Your training will cover the theory and practical application of everything from salon ecology, hair theory, cutting, and styling. After you have been introduced to the basics of hairstyling you will then enter the world of hair design, coloring and chemical texturing and hair additions. The study and hands on practice gives you the ability to chemically alter the texture of hair, greatly expanding the services you will able to offer your clients and have a greater number of clients seeking your service when you start out on your own.

In depth theory takes your knowledge base from anatomy and physiology, straight through to chemistry, sanitation and sterilisation procedures. When dealing with the public directly your responsibility of a solid understanding of the human body and its functions are required to make the right decision based on the solid facts.

Recommendation to challenge the CIABC Exam upon completion

COSMETOLOGY PROGRAM OUTLINE

Okanagan Cosmetology Institute, Penticton, B.C.

Brief Program Description

Cosmetology is the study of hair, skin & nails. Our course will cover hair theory, cutting, styling, hair design, coloring, chemical texturing and hair additions. Touching on the importance of make-up artistry, natural nail care and waxing techniques. Cosmetology is a well rounded program for those who want to be able to offer it all in the salon environment.

Career Opportunities

Cosmetologist, Salon owner – Hairstylist

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 - Cosmetology

Equipment/Materials Required for this Program

Binder, combo lock, closed toed comfortable shoes.

Program Duration

1500 hours, (10 months)total

Homework Hours

As needed

Delivery Methods

On-site delivery

Instructional Methods

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

Learning Objectives/Outcomes

Cosmetologist, Hairstylist and/or salon owner by applying the theory and practical applications from salon ecology, hair theory, cutting and styling, using the learned knowledge base from anatomy and physiology to chemistry and applying it to sterilization and sanitation procedures.

Student Progress/ Assessment Methods

Weekly student progress reports, chapter exams, unit exams, Rubrics, practical exam

Attendance Expectations

90% attendance requirement

Dress expectations

Professional, comfortable, black on black with black smock

Graduation Requirements

Upon student successfully achieving 80% written, 80% practical, and 90% attendance. Hourly requirements met and surpassed.

COSMETOLOGY CAREER COURSE OUTLINE

Cycle 1 – The Basics

Becoming the Professional

Salon Ecology/Microbiology/Infection Control/First Aid Trichology/Hair Theory/Hair Care/Shampooing and Scalp Massage/Hair Cutting and Styling/Theory/Long Hair/Short Hair/Thermal Styling/Wet Styling/Design

Decisions/Considerations/Consultation/Composition

Cycle 2 – The Technician

Chemistry

Matter/PH Scale/Chemistry of Cosmetics/Hair Coloring/Theory/Identifying existing hair color/ changing existing hair color/chemical texturizing/perming/relaxing/reforming

Cycle 3 – Skin and Nail Services

The Study of Nails

Theory/Natural nail care

The Study of Skin

Theory/skin care/hair removal/makeup

Cycle 4 – Business Building

Salon business/job search/professional relations/salon ownership/salon retailing