



# SCHOOL CATALOG

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One Embarcadero Center, Ste R-1206

San Francisco, CA 94111

P: 415.357.1117

[www.blushschoolofmakeup.edu](http://www.blushschoolofmakeup.edu)

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# MISSION STATEMENT/EDUCATIONAL PHILOSOPHY

The Blush School of Makeup welcomes you.

Your enrollment at Blush School of Makeup demonstrates a commitment to seek a quality education for professional and personal growth that is in line with your goals. This commitment to a more prosperous future for you and your loved ones is recognized by Blush School of Makeup. Together with your dedication and effort, Blush School of Makeup's faculty and staff are ready to assist you towards your goal.

The focus and mission of Blush School of Makeup is to prepare successful graduates for entry-level employment in the field of makeup artistry through extensive theory and practical instruction in makeup artistry techniques.

Blush School of Makeup's educational content is designed by industry professionals in keeping with the latest trends and techniques in makeup artistry as well as instructional methods, and taught by highly qualified specialty instructors with practical working experience in the field. In addition, the program undergoes ongoing review by an advisory committee to help ensure that the program is current and relevant to future employers. Together with this education, Blush School of Makeup provides an environment for student interaction and support in order to assist in the student's success at the School, as well as with their instructors and classmates in the classroom.

Your success is important to all of us at Blush School of Makeup. We are honored to be your partners in this educational and career pursuit.

## SCHOOL INFORMATION

### Catalog Advisement - Bureau for Private Postsecondary Education

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Blush School of Makeup may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798, (888) 370-7589 or [www.bppe.ca.gov](http://www.bppe.ca.gov).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

### Policy and Program Changes

This catalog contains a summary of the policies, rules and procedures of Blush School of Makeup at the time of publication. From time to time, it may be necessary or desirable for the School to make changes to this catalog due to the requirements and standards of the School, state licensing agency, accreditor or the U.S. Department of Education, or due to market conditions, employer needs or other reasons. The School reserves the right to make changes to any provision of this catalog, including the amount of tuition, academic programs and courses, School policies and procedures, faculty and administrative staff, the academic calendar and other dates, and other provisions at any time. The School also reserves the right to make changes to instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes to provide meaningful instruction and training and contribute to the level of interaction among students.

Students are expected to be familiar with the information presented in this catalog, in any supplements and addenda to the catalog, and with all Blush School of Makeup's policies. Notice of these changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. By enrolling at Blush School of Makeup, students agree to accept and abide by the terms stated in this catalog and all of the School's policies. All information in this catalog is current and correct and is so certified as true by Armand Adkins, Chief Executive Officer.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

## Authorization and Statement of Legal Entity

Blush School of Makeup meets the requirements of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), effective January 1, 2010 as an accredited private postsecondary institution in the State of California and is hereby authorized by the:



State of California Bureau for Private Postsecondary Education (BPPE)



National Accrediting Commission of Career Arts & Sciences, Inc. (NAC CAS)

To provide the following courses

***Master Makeup Artist***

720 clock hours

***Master Makeup Artist w/ 17% Distance Education (Not offered at this time)***

720 clock hours

Blush School of Makeup is owned and operated by Hestia Education Group LLC, a California Limited Liability Company, One Embarcadero Center, Suite R-1206, San Francisco, CA 94111; 415.357.1117.

In keeping with disclosure requirements, Blush School of Makeup positively asserts that it does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy been filed against it in the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

## Statement of Student Achievement

The School makes public data available by program through its School Performance Fact Sheet (SPFS), available through our Admissions Department, which provides information on graduation rates and placement rates.

Additionally, the School provides gainful employment disclosures detailing on-time graduation rates, placement rates, and median debt. Please see the Blush School of Makeup website for gainful employment disclosures at [www.blushschoolofmakeup.edu](http://www.blushschoolofmakeup.edu).

## Statement of Non-Discrimination

Blush School of Makeup welcomes diversity and does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, age, or disability. The School complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the School Director.

## Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Blush School of Makeup abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the School “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the School Director has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

## Administration and Faculty

Armand Adkins  
CEO/School Director

Jessica Clark  
Admissions Director

Arielle Abelon  
Associate Director/Financial Aid

Michael Bondi  
Lead Instructor

Eric Canes  
Instructor

Kirsten Morris  
Instructor

Julian Bonfiglio  
Specialty Instructor (SFX)

Jennifer Jones  
Specialty Instructor (Airbrush)

Jonathan Mendez  
Specialty Instructor (Stage & Period)

Renee Batres  
Specialty Instructor (Bridal)

Anastasia Kopyl  
Specialty Instructor (Runway & HD)

Rachel Picard  
Specialty Instructor (Photography)

All instructors exceed the BPPE’s minimum requirements for professional experience in the field of instruction, and are required to further their knowledge with annual continuing education.

## Facility & Equipment

Blush School of Makeup occupies approximately 2510 sq. ft. on the Lobby Level of One Embarcadero Center, Suite R-1206, San Francisco, CA 94111. Maximum capacity for the Master Makeup Artist course is:

Day Class: 35 students

Evening Class: 35 students

The facility is distinctly divided into the following spaces:

### **The Common Area and Super Senior Area:**

8 Fully equipped makeup stations with high stools

Front desk with computer system

1 Fire extinguisher

Client waiting area with 3 ottoman leather seats

2 Professional lighting units

1 Retractable photography backdrop

1 Professional grade camera

1 Professional broadcast grade video cameras w/ tripod

Student homework / study area

**Studio 1 Stage Room (Classroom 1):**

- 1 Presentation stage
- 1 Styling chair
- 1 Digital projector
- 1 Wall mounted automated viewing screen
- 1 70" High Definition Television Monitor
- 14 High stools
- 32 Theory chairs
- 5 Presentation tables
- Surround counter work-space
- Surround work lighting
- Stage lighting
- 3 Photography lighting boxes
- Audio and visual presentation equipment

**Studio 2 and Theory Area (Classroom 2):**

- 11 Fully equipped makeup stations with mirrors and high stools
- 5 Presentation tables
- 2 Industrial shelving units
- 12 Student chairs
- 1 Presentation table
- 1 Digital projector
- 1 Laptop computer

**Print Room Area:**

- 1 Printer
- 1 WiFi wireless internet station
- 1 Fire extinguisher
- 1 Sink
- 1 Hot & cold filtered water system
- Clothes steamers
- Instructor kit storage area
- 18 Student storage cubbies
- 2 Industrial shelving units

**Program Start Dates****2019**

January 2 <sup>nd</sup>	January 28 <sup>th</sup>	February 25 <sup>th</sup>	March 25 <sup>th</sup>	April 22 <sup>nd</sup>
May 20 <sup>th</sup>	June 17 <sup>th</sup>	July 15 <sup>th</sup>	August 12 <sup>th</sup>	September 9 <sup>th</sup>
October 7 <sup>th</sup>	November 4 <sup>th</sup>	December 2 <sup>nd</sup>	December 30 <sup>th</sup>	

**Hours of Operation**

Days:	Monday – Friday	9:00 am – 4:00 pm	(35 hrs. a week, 21 weeks)
Evening:	Monday – Friday	4:00 pm – 9:30 pm	(27.5 hrs. a week, 26 weeks)

**Daily Instruction Schedules:****AM**

09:00 am – 10:15 am Theory Class

**PM**

04:00 pm – 05:15 pm Lecture &amp; Demo.



10:15 am – 10:30 am	Break	05:15 pm – 05:30 pm	Break
10:30 am – 12:30 pm	Lecture & Demo.	05:30 pm – 07: 30 pm	Application Practice
12:30 pm – 01:00 pm	Lunch	07: 30 pm – 07:45 pm	Break
1:00 pm – 03:30 pm	Application Practice	07:45 pm – 08:15 pm	Sanitation
03:30 pm – 04:00 pm	End of Day Sanitation	08:15 pm – 09:30 pm	Theory Class

## Student Holidays

### 2019

Tuesday, January 1, 2019	New Year’s Day, School closes at 12:30pm the prior day (no evening class)
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Thursday, November 28, 2019	Thanksgiving Day, School closes at 12:30pm the day prior (no evening class)
Wednesday, December 25, 2019	Christmas Day, School closes at 12:30pm the prior day (no evening class)

Attendance before and after the holiday schedule is mandatory. Anyone not adhering to the holiday schedule may be subject to disciplinary action based on attendance policy.

## ADMISSIONS CRITERIA

In keeping with Blush School of Makeup’s mission, the school admits students who possess the appropriate credentials and meet the criteria below;

### General Admission Requirements

Listed below are the specific requirements and procedures that Blush School of Makeup has established for admission to the School:

- **All applicants must be a minimum of 18 years of age to be a student** and provide proof of age, such as a driver’s license, passport or birth certificate;
- **All applicants must complete an enrollment agreement;**
- **All applicants are required to possess an accredited high school diploma, GED or recognized equivalent,** and provide supporting documentation prior to enrolling. High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) prior to enrollment; and,
- **All applicants are required to take a campus tour prior to enrollment** (For international applicants and those who live more than 100 miles away, the tour will be conducted via real-time video tour on a mutually used platform).

### Credit for Previous Training / Transfer

Individuals seeking to petition for credit transfer from another institution to apply towards a Blush School of Makeup program must submit official transcripts to the School for review prior to beginning their training. The School Director will evaluate previous education and training that may be applicable to the educational program offered at Blush School of Makeup. Credit may be given if the education and/or training were completed at an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) where courses and credit values are comparable to those offered at Blush School of Makeup and a grade of C or 70 percent or better was attained. Any coursework to be considered for credit in any program must have been completed within the previous five years. Students may be required to demonstrate

competency in requested transfer training courses. Please note that the student must provide copies of course descriptions, school catalogs, and course syllabi for evaluation purposes.

The institution will conduct an evaluation of previous education and training for all eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. For VA students, the DVA shall be notified of credit granted.

Transfer credits are not used in determining grade point averages (GPAs). Credits or clock hours associated with credit for previous training will be counted towards maximum time frame. Recognition of credits earned at another postsecondary institution is limited to no more than 50 percent of the total hours required for completion of a designated program.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT BLUSH SCHOOL OF MAKEUP**

The transferability of credits you earn at Blush School of Makeup is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Blush School of Makeup to determine if your credits, degree, diploma or certificate will transfer.

### **Re-entry and Reinstatement Policy**

Students who withdraw from Blush School of Makeup, and wish to re-enter may be granted re-entry upon signing a new enrollment agreement that defines the most current terms of enrollment. Re-entering students may be required to complete competency testing to determine their ability level before being approved for re-entry. Students may be required to repeat previous courses for which they received credit if they cannot demonstrate competency. All current and prior coursework will be counted towards the maximum timeframe of the program and re-entering students will be re-admitted at their last satisfactory progress grade level. The ability to re-enter the School is on a seat availability basis.

Students who are dismissed from School due to attendance, conduct or any other cause may apply for reinstatement. The application must be submitted to the School Director detailing the cause(s) of the student's inability to comply with the School's guidelines and what steps has the student taken to prevent the re-occurrence of the situation. The School Director with the staff will consider the application and the student will be informed of the School's decision no later than 30 days from the date of submission. Reinstatement to the School is on a seat availability basis. The School Director and staff's decisions on reinstatement are final.

### **Articulation Agreements**

Blush School of Makeup does not currently have articulation agreements with other institutions.

### **English as a Second Language (ESL) Instruction**

Blush School of Makeup does not offer ESL instruction. Students must be able to read, write, speak, understand and communicate in English. All instruction of the Master Makeup Artist Program is taught in English.

# DESCRIPTION OF MASTER MAKEUP ARTIST PROGRAM – CAMPUS BASED

## Program Description

The Master Makeup Artist Program is a fully on-campus education designed to familiarize students with the professional tools and techniques used in the field of makeup artistry, it includes technical as well as business related instruction to prepare graduates for an entry level position as a makeup artist.

## Employment Opportunities

U.S. Department of Labor's (DOL) Standard Occupational Classification (SOC) code of the occupations for which this program prepares students:

CIP: 12.0406

39-5091 Makeup Artist – expert in makeup application;

27-1011 Artistic Director – keeps salon quality high and designs upcoming fashions;

27-1029 Freelance Designer – specializes in makeup and hair design for magazines, catalogues, television, film, etc.;

41-4012 Manufacturer's Representative – a sales person who travels throughout a given area and demonstrates a manufacturer's product in beauty salons, cosmetology schools, and at beauty conventions;

41-2031 Retail Salesperson – demonstrates and sells cosmetic products for retail consumer brand;

27-3042 Technical Writer – writes clearly about all subjects related to makeup for trade magazines; and,

27-1019 Platform Artist – featured as an attraction in salons, schools, seminars, and conventions.

## Physical Demands and Safety Precautions

Prospective students are advised that students and graduates can expect to be on their feet a substantial amount of the time. They will also be expected to develop good hand eye coordination and dexterity. They must also exercise proper posture at all times in order to prolong their ability to remain in the profession. Students and graduates must at all times exercise safe practices such as wearing gloves while handling chemicals, wearing breathing masks when exposed to fumes, and constantly wear closed toed shoes.

## Program Objectives & Desired Outcomes

The desired outcome at the end of each class segment is for the student to be able to demonstrate practical efficiency and clear understanding directly related to the particular subject matter of that class. The student's comprehension and grasp of the subject matter is assessed through practical and theory testing at the end of each subject in accordance with the School's grading and Satisfactory Academic Progress guidelines.

## Textbooks & Written Course Materials

Course theory and written materials are derived from the following:

Blush School of Makeup Theory Manuals

Milady Makeup Artistry Book

Check out materials from Blush School of Makeup's Learning Resource Center (List and guidelines posted in Lab)

Internet related research. (Computer to access the internet can be provided to student if they do not have their own)

## Instructional Methods

The subject matter is taught through theory classes that utilize visual PowerPoint presentations, followed by a hands-on demonstration by the instructor. Students then begin their own practical application under direct supervision from the instructor.

## Course Descriptions

Units of Instruction	Theory Hours	Operations	Operations Hr. Equiv.	Total Hours
Airbrush Makeup	20	25	37.50	57.50
Anatomy	12			12
Bacteriology	6			6
Basic Makeup Application	30	35	26	56
Bridal Makeup	16	40	35	51
Business Management & Practices	20			20
Chemistry & Science of Cosmetics	6			6
Color Theory	15	20	15	30
Disinfection & Sanitation	30	80	20	50
Face Shapes & Features	6	15	11.25	17.25
Hair Removal	5	10	5	10
HD Digital Media	25	25	25	50
Lash Applications	2	30	15	17
Orientation & Equipment	10			10
Period Makeup	10	20	20	30
Photography Makeup	8	20	20	28
Runway Makeup	10	20	20	30
Skin Care	18	65	16.25	34.25
Special Makeup Effects	40	40	80	120
Stage Makeup	15	20	30	45
Thermal Hairstyling	5	20	20	25
Wet Hairstyling	5	10	10	15
<b>Total Hours</b>				<b>720</b>

## Grading Procedures

Student's overall grade shall include theory (25%), practical lab assignments (50%) and attendance (25%). All students will be graded on the following scale.

5 – 4	100 – 90	Excellent	A
3.9 – 3	89 – 80	Good	B
2.9 – 2	79 – 70	Average	C
1.9 – 1	69 – 60	Not Passing	D
.9 – below	59 – below	Failing	F

Practical lab assignment grades performed on fellow students, models or clients will be evaluated from the following standards:

- Number of assignments completed
- Appropriate use of professional tools and equipment
- Instructions followed
- Safety and sanitation requirements observed
- Finished results: neatness, balance, and general appearance
- Professional Conduct and decorum

Practical lab assignments are tracked for grades and number of times performed. Students have access to their cumulative or individual grades at any time. Grades for theory are taken from weekly theory tests on textbook chapters. Students may ask for their theory test grades when the Instructors have graded and recorded them. Lab grades are given daily on the institution’s computer application software which all students have access to.

## **Make-up Work Policy**

**Making up Tests & Assignments:** Students who miss or fail tests or assignments are required to make up the missed or failed tests or assignments. These students must contact an Instructor/Super Senior Instructor for the procedures on scheduling make-up work.

**Making up hours:** Students wishing to make up hours are welcome to do so by staying longer. However they must inform the Super Senior Instructor in advance. They cannot stay beyond 7:30 pm, must submit a written plan of what activities they intend to engage in while at School, only work with the assigned teacher and not disrupt other classes or students.

## **Graduation Requirements**

In order to graduate from the program, and receive a diploma, a student must complete the following:

- Successfully complete the required number of clock hours;
- Successfully complete the required number of practical operations and theory hours on all subjects;
- Pass all written and practical examinations;
- Satisfy all financial obligations to the School, or have an accepted payment plan in place;
- Complete Career Coaching obligations; and,
- Complete the Graduate Exit Interview.

# **DESCRIPTION OF MASTER MAKEUP ARTIST PROGRAM – COMBINED CAMPUS AND ONLINE (17%) BASED**

**(\*NOTE: THIS PROGRAM IS NOT CURRENTLY BEING OFFERED)**

## **Program Description**

Although not currently offered, the partially online Master Makeup Artist Program combines on-campus hands-on training with online core theory instruction to familiarize students with the professional tools and techniques used in the field of makeup artistry, it includes technical as well as business related instruction to prepare graduates for an entry level position as a makeup artist.

## **Employment Opportunities**

U.S. Department of Labor’s (DOL) Standard Occupational Classification (SOC) code of the occupations for which this program prepares students:

CIP: 12.0406

39-5091 Makeup Artist – expert in makeup application;

27-1011 Artistic Director – keeps salon quality high and designs upcoming fashions;

27-1029 Freelance Designer – specializes in makeup and hair design for magazines, catalogues, television, film, etc.;

41-4012 Manufacturer’s Representative – a sales person who travels throughout a given area and demonstrates a manufacturer’s product in beauty salons, cosmetology schools, and at beauty conventions;

41-2031 Retail Salesperson – demonstrates and sells cosmetic products for retail consumer brand;

27-3042 Technical Writer – writes clearly about all subjects related to makeup for trade magazines; and,

27-1019 Platform Artist – featured as an attraction in salons, schools, seminars, and conventions.

## Physical Demands and Safety Precautions

Prospective students are advised that students and graduates can expect to be on their feet a substantial amount of the time. They will also be expected to develop good hand eye coordination and dexterity. They must also exercise proper posture at all times in order to prolong their ability to remain in the profession. Students and graduates must at all times exercise safe practices such as wearing gloves while handling chemicals, wearing breathing masks when exposed to fumes, and constantly wear closed toed shoes.

## Program Objectives & Desired Outcomes

The desired outcome at the end of each class segment is for the student to be able to demonstrate practical efficiency and clear understanding directly related to the particular subject matter of that class. The student’s comprehension and grasp of the subject matter is assessed through practical and on-campus theory testing at the end of each subject in accordance with the School’s grading and Satisfactory Academic Progress guidelines.

## Textbooks & Written Course Materials

Course theory and written materials are derived from the following:

Blush School of Makeup Theory Manuals

Milady Makeup Artistry Book

Check out materials from Blush School of Makeup’s Learning Resource Center (List and guidelines posted in Lab)

Internet related research. (Computer to access the internet can be provided to student if they do not have their own)

## Instructional Methods

The subject matter is taught on-campus and online. Students will be taught core theory topics, which represent 17% of the program length, in an online environment that utilizes multi-media presentations, recall exercises, and discussions, followed by on-campus, hands-on demonstrations by the instructor. Students then begin their own practical application under direct in-person supervision from the instructor. All testing is performed on campus.

## Course Descriptions

Units of Instruction	Theory Hours	Operations	Operations Hr. Equiv.	Total Hours
Airbrush Makeup	20	25	37.50	57.50
Anatomy	12			12
Bacteriology	6			6
Basic Makeup Application	30	35	26	56
Bridal Makeup	16	40	35	51

<b>Business Management &amp; Practices</b>	20			20
<b>Chemistry &amp; Science of Cosmetics</b>	6			6
<b>Color Theory</b>	15	20	15	30
<b>Disinfection &amp; Sanitation</b>	30	80	20	50
<b>Face Shapes &amp; Features</b>	6	15	11.25	17.25
<b>Hair Removal</b>	5	10	5	10
<b>HD Digital Media</b>	25	25	25	50
<b>Lash Applications</b>	2	30	15	17
<b>Orientation &amp; Equipment</b>	10			10
<b>Period Makeup</b>	10	20	20	30
<b>Photography Makeup</b>	8	20	20	28
<b>Runway Makeup</b>	10	20	20	30
<b>Skin Care</b>	18	65	16.25	34.25
<b>Special Makeup Effects</b>	40	40	80	120
<b>Stage Makeup</b>	15	20	30	45
<b>Thermal Hairstyling</b>	5	20	20	25
<b>Wet Hairstyling</b>	5	10	10	15
<b>Total Hours</b>				<b>720</b>

## Grading Procedures

Student's overall grade shall include theory (25%), practical lab assignments (50%) and attendance (25%). All students will be graded on the following scale.

5 – 4	100 – 90	Excellent	A
3.9 – 3	89 – 80	Good	B
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.9 – below	59 – below	Failing	F

Practical lab assignment grades performed on fellow students, models or clients will be evaluated from the following standards:

- Number of assignments completed
- Appropriate use of professional tools and equipment
- Instructions followed
- Safety and sanitation requirements observed
- Finished results: neatness, balance, and general appearance
- Professional Conduct and decorum

Practical lab assignments are tracked for grades and number of times performed. Students have access to their cumulative or individual grades at any time. Grades for theory are taken from weekly theory tests taken on campus. No theory testing occurs online. Students may ask for their theory test grades when the Instructors have graded and recorded them. Lab grades are given daily on the institution's computer application software which all students have access to.

## Make-up Work Policy

**Making up Tests & Assignments:** Students who miss or fail tests or assignments are required to make up the missed or failed tests or assignments. These students must contact an Instructor or Director of Education for the procedures on scheduling make-up work.

**Making up hours:** Students wishing to make up hours are welcome to do so by staying longer or arriving earlier. However they must inform the Director of Education in advance. Day students cannot stay beyond 7:30 pm and Evening students cannot arrive earlier than 1:00 pm, must submit a written plan of what activities they intend to engage in while at School, only work with the assigned teacher and not disrupt other classes or students.

## Graduation Requirements

In order to graduate from the program, and receive a diploma, a student must complete the following:

- Successfully complete the required number of clock hours;
- Successfully complete the required number of practical operations and theory hours on all subjects;
- Pass all written and practical examinations;
  - Satisfy all financial obligations to the School, or have an accepted payment plan in place;
  - Complete Career Coaching obligations; and,
- Complete the Graduate Exit Interview.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the School, and is provided to prospective students prior to enrollment.

### SAP Evaluation Point

Students Satisfactory Progress Evaluation will be conducted as follows for the Master Makeup Artist program:

<u>Percentage</u>	<u>Scheduled Hours</u>
50%	360

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress.

### Unofficial Internal Evaluations Points

Blush School of Makeup also conducts unofficial internal student reviews to ensure students continue to meet academic (qualitative/grades) and attendance (quantitative/pace) requirements leading up to and past the official Satisfactory Progress Evaluation at 50%. These unofficial evaluations are strictly for informative purposes and do not have a bearing on the official SAP determination. These internal reviews occur at the following points during the course:

<u>Percentage</u>	<u>Scheduled Hours</u>
25%	180
75%	540
100%	720



## Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total number of hours accrued by the total number of hours scheduled. At the end of each evaluation period, the School will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Maximum Time Frame

A student must complete the program in no longer than 150% of the normal program length per their committed attendance schedule and still be considered meeting Satisfactory Academic Progress:

### Day Session (9:00 a.m. to 4:00 p.m., M-F)

In Weeks: On Schedule **21-Weeks** Maximum Time Allowed **31.5-Weeks**  
In Clock Hours: On Schedule **720 Clock Hours** Maximum Hours Allowed **1080 Clock Hours**

### Evening Session (4:00 p.m. to 9:30 p.m., M-F)

In Weeks: On Schedule **26-Weeks** Maximum Time Allowed **39-Weeks**  
In Clock Hours: On Schedule **720 Clock Hours** Maximum Hours Allowed **1080 Clock Hours**

**Additional training charges will apply beyond the two-week grace period at a rate of \$13.92 per hour.**

The maximum time allowed for transfer students who need less than the full program requirements or part-time students will be determined based on 67% of the scheduled hours. Be advised that if at any point during a student's program it is determined that a student will not be able to complete without exceeding maximum completion time, they will be dismissed from the program.

## Academic Progress Evaluations

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 70% and pass ALL written and practical exams prior to graduation. Numerical grades are considered according to the following scale:

Practical Evaluation occur at the end of each module. (Weighted at 50% of your total score)

Written tests on theory subjects occur at the end of each theory subject. (Weighted at 25% of your total score)

Attendance is based on clock hours attended and must be maintained at 67% (Weighted at 25% of your total score)

100 – 90	Excellent
89 – 80	Good
79 – 70	Average
69 – 60	Not Passing
59 – below	Failing

## Determination of Progress Status

Students meeting the minimum requirements for academics (qualitative/grades) and attendance (quantitative/pace) at the evaluation point are considered to be making Satisfactory Academic Progress until the end of the program. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of the

evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student prevailed upon appeal resulting in a status of probation.

## **Appeal Procedure**

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the School on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the end of the program. Appeal documents will be reviewed and a decision will be made and reported to the student within thirty (30) calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress Determination will be reversed and federal financial aid will be reinstated, if applicable.

## **Probation**

Students who fail to meet minimum requirements of academic (qualitative/grades) or attendance (quantitative/pace) will be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the program may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the program. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the end of the program. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

## **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to School in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of their program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

## **Noncredit and Remedial Courses**

Noncredit and remedial courses do not apply to this Institution. Therefore, these items have no effect upon the School's Satisfactory Academic Progress standards.

## **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## Report Cards (Transcripts)

Students will receive a report card (transcript) at the time of each evaluation indicating their overall progress. The report card will indicate their progress in theory, practice and attendance on a cumulative basis. All students are required to sign and date the original report card, which will be maintained in their file.

# ACADEMIC RECORDS POLICIES

## Student Record Retention

Blush School of Makeup will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student transcripts will be maintained indefinitely. The student records shall be retrievable by student name and shall contain all of the following applicable information:

Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution; copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation; a transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student; a copy of documents relating to student financial obligations that are required to be maintained by law or by a loan guarantee agency; a document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; a document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent; copies of any official advisory notices or warnings regarding the student's progress; and complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint. The institution shall maintain records of student attendance.

## Access to Student Files and Release of Information

Students have the right to gain access to the cumulative records by appointment and under the supervision of a faculty member. The original files may not be removed from the premises. Information will not be released to a third party without written consent from the student or as permitted pursuant to the Family Educational Rights and Privacy Act. In particular, the Family Educational Rights and Privacy Act permits access to student and other school records to Blush School of Makeup's accrediting agency, as well as other regulatory entities that oversee the licensing and operation of Blush School of Makeup.

# INSTITUTIONAL POLICIES

## Attendance Policy

Blush School of Makeup requires students to attend classes on a consistent basis. Regular attendance will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded on a daily basis. **Attendance is not AT-WILL**, a student must come to School on the designated schedule and leave at the designated time. **Leaving early without prior notice is only permitted in cases of emergency.**

Students are required to attend School to clock hours. Students will not be eligible to graduate until they have clocked 720 hours.

1. Students are required to be on School premises 7 hours (day) / 5.5 hours (eve.) per day, 5 days per week continuously for the duration of their course.
2. Requests for time off must be submitted in advance. Submitting a request for time off is not a guarantee that it will be granted. If not granted a student is expected to be in School during the requested and denied time off.
3. Leaving early is only permitted if pre-approved with a time off request form in advance or cases of emergency.
4. Students are not allowed to attend School to make up absences or tardies on any schedule other than what they committed to without prior approval from the Associate Director or Super Senior Instructor. See making up hours guidelines above.
5. Each student must sign a schedule commitment form that outlines his/her hours. If the student is unable to attend class, they must email the School at [amattendance@blushschoolofmakeup.edu](mailto:amattendance@blushschoolofmakeup.edu) or [pmattendance@blushschoolofmakeup.edu](mailto:pmattendance@blushschoolofmakeup.edu) prior to their designated time of arrival. Classes start promptly at their designated time.
6. Changes in your program schedule (e.g., Days to Evenings) must be submitted in writing two weeks in advance and must follow one of the published schedules listed in this catalog. Submittal of proposed change in schedule does not guarantee approval. Approval may only be obtained from the School Director.
7. Students who are not in attendance for 14 consecutive calendar days without contacting the School will be considered dropped from the School. Items left in the lockers or workstations are forfeited to the School.
8. School-wide events are mandatory attendance unless pre-approved by the School Director.
9. Students who are required to participate in military duties and are absent from all of their scheduled classes for 14 consecutive school days will not be terminated from their training program. Students must notify the School Director immediately of the required leave and provide written documentation verifying the required military leave and length of time requested upon return.
10. Students are responsible to clock in and clock out. Students that forget to clock in or clock out will not receive credit for the hours at School.
11. Students who are in School for 7 hours per day are allowed to take one half hour break and one fifteen-minute break. Students who are in School for 5.5 hours are allowed two fifteen-minute breaks.

## **Tardy Policy**

If a student is going to be more than 5 minutes late, the student must call the School or send an email to [amattendance@blushschoolofmakeup.edu](mailto:amattendance@blushschoolofmakeup.edu) or [pmattendance@blushschoolofmakeup.edu](mailto:pmattendance@blushschoolofmakeup.edu) prior to the start of class. A student is designated as tardy if he/she is one or more minutes late to class. See Disciplinary Policy below regarding disciplinary action as a result of an unexcused tardy.

## **Consequences of Violating Attendance / Tardy Policy**

Failure to meet the schedule you committed to, whether by tardiness or absences, and not calling, not submitting time request off forms, will result in:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Written Warning
3 <sup>rd</sup> offense	1 Day Suspension
4 <sup>th</sup> offense	2 Day Suspension

Further violations will lead to escalating disciplinary actions, involving increased suspension up to and including possible expulsion. To encourage better attendance for those students that have begun tardy related discipline, a student will revert one disciplinary level for each month without a violation of attendance/tardy policy.

## **Leave of Absence**

Circumstances may arise that require students to temporarily interrupt their training. Depending on the situation and length of time, students may request and be granted a leave of absence (LOA). The process is as follows:

All requests for leaves of absence must be submitted in writing, include the reason for the student's request, the start and end dates of the LOA, and the student's signature, as well as preferably use Blush School of Makeup's LOA form that may be obtained or completed in coordination with the School Director. LOA requests are required to be submitted in advance for an LOA unless unforeseen circumstances prevent the student from doing so (e.g., a car accident with recovery time). Blush School of Makeup may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the School documents the reason for its decision and collects the request from the student at a later date. In the example of a car accident, the beginning date of the approved LOA would be determined by the School to be the first date the student was unable to attend because of the accident. Note, there must be a reasonable expectation that the student will return from leave in order for Blush School of Makeup to grant the LOA request. When possible, LOA return dates are scheduled to correspond with the start of a module within the program.

A student granted an LOA is not considered to have withdrawn, and no refund calculation is required at that time. Furthermore, students will not be assessed additional tuition for absences while on a LOA. If students do not return from an LOA on the scheduled return date and no prior arrangements have been made, he/she will be withdrawn from the School. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Leaves of absences must not exceed 180 calendar days within a continuous 12-month period, either as a single LOA or combined with a student's additional LOAs. The student's contract period will be extended by the same number of days taken in the LOA and documented by initials / signatures of all parties.

## **Dress Code**

You are a reflection of your business, please dress accordingly. The following dress code guidelines are what the expectations will be when you are working in the industry.

- Closed-toed shoes only. No flip flops. No peep-toe.
- No Ugg boots or slippers of any kind.
- No sweat pants or workout attire.
- No hoodie sweatshirts, hats, or beanies.
- No crop tops or short shorts. Please use discretion.
- Keep underarms covered while performing operations.
- The use of headphones is not permitted in class.

## **Consequences of Violating Dress Code**

Failure to meet dress code standards will result in:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Sent Home to Change
3 <sup>rd</sup> offense	1 Day Suspension

## **Attitude Policy**

A good and harmonious environment is essential in creating a positive learning environment and maintaining professional rapport among students, instructors, staff and clients of the School. Thus, each student is expected to:

- Be courteous and cooperative
- Be alert and prepared to learn
- Be attentive to instruction and work carefully
- Take active interest in the operations of the School
- Be businesslike and professional at all times

It is imperative that Blush School of Makeup students, clients and models feel comfortable and assured that our students are professional and accommodating. Situations that a student wishes to address/resolve should occur in a private office, and at no time should issues be discussed with a client or model present.

Hours spent in School are to be used in educational endeavors. Students are expected to use time actively engaged in learning activities. Wasting time will not be allowed and may be grounds for suspension or termination.

All violations of the Student Attitude Policy shall be reported to the School Director to investigate. Individual reports will also be evaluated in the context of potential poor attitude patterns. The instructor, in conjunction with administration, will make a determination of the effect on student status and/or course grades resulting from substantiated reports of attitude policy violations.

Ignorance of the School's Student Attitude Policy is not a valid excuse for prohibited conduct. All students are responsible for knowing and abiding by Blush School of Makeup's attitude policy.

## **General Conduct Policy**

Personal conduct and professional ethics are taught as a part of your training. Certain forms of misconduct may result in suspension. Serious forms of misconduct may result in dismissal. The following are some general guidelines which hopefully will make serious disciplinary actions unnecessary.

1. Students may not refuse a service or refuse to perform an operation. If there is a valid reason you feel you cannot work on a particular service please discuss it with an instructor in private.
2. No smoking in or in front of the building. (San Francisco City Ordinance 50 ft. from building)
3. Cleanliness: To develop professional work habits, which is a part of your training, you are responsible for:
  - o The cleanliness of your own workstation, mirror and floor at all times.
  - o Daily clean-up duties assigned by the instructor.
4. Profanity will not be tolerated. No gossiping about staff, students or clients will be permitted.
5. We respect each person's convictions, politics, religious beliefs, sexual preferences, or lifestyle; and accordingly these subjects are not to be discussed at the School or the workplace.
6. Soliciting of any kind is not permitted by students or staff.
7. When the School receives a call for a student, a message will be taken unless it is an emergency.
8. Cell phone on vibrate and put away until the instructor designates times for use (e.g. Timecard app, research, etc.).
9. Models having makeup applied on them are not to be on their phones.
10. Visitors to the School should be instructed to stop at the front office and have the student called to meet them.
11. Please make child care arrangements. Children may not spend the day at the School.
12. Only instructors teach, not students.

## **Misconduct that may result in suspension**

1. Failure to observe published rules, including those related to attitude, appearance, conduct, sanitation, security, and safety.
2. Excessive absenteeism or tardiness, including extensions of breaks or lunch periods.
3. Failure to notify School of intended absences.
4. Unprofessional behavior on the floor in the presence of clients.
5. Wasting time by not working on operations, related theory work.

## **Misconduct that may result in immediate termination**

1. Insubordination or refusal to perform work as directed.
2. Excessive absenteeism or tardiness, including extensions of breaks or lunch periods.
3. Leaving premises without instructor's permission or without clocking out.

4. Deliberate or careless conduct that may result in emotional distress or physical injury to another person (including rudeness, insolence, threats, intimidation, coercion, fighting, horseplay, etc.).
5. Deliberate or careless conduct that result in damage or destruction of property belonging to the School, clients or fellow students.
6. Dishonesty of any sort including falsification of any student record, cheating, theft, or misuse of student discount privilege.
7. Removal of official School documents from premises.
8. Possession, use of or intent to sell alcohol, drugs or controlled substances while on School premises.
9. Possession of any sort of weapon on School premises, including, but not limited to the following: Guns, Knives, Spray Tools (Pepper, Mace, etc.).

## Copyright Infringement

Copyright Infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violation reported and disciplinary actions taken.

## Security and Safety

Blush School of Makeup is located in the One Embarcadero Center building where there is 24/7 security presence for the safety of the students and staff. Students, however, must exercise caution and are responsible for their own security and safety and be considerate of the security and safety of others. The School is not responsible for any student’s personal belongings that are lost, stolen, or damaged on the School premises, in parking lots or during any School activities. Students should immediately report any medical, criminal, or other emergency occurring on School premises to the School Director or any other School employee if such Director is not available. Upon receipt of any report of a medical or criminal emergency, the School will, on behalf of the student, obtain the services of medical or security professionals, as deemed appropriate. Students are encouraged to promptly and accurately report all security concerns and emergencies to School officials.

## Campus Security Report

The Campus Security Report is updated by October 1 each year. This information is posted on campus, and a copy of the most recent report is available from the office of the School Director.

## Drug and Alcohol Abuse Prevention

Students who need counseling assistance for drug or alcohol dependency should contact the School Director for referrals. All referrals will be kept confidential. Information on drug abuse prevention is available at the School for all students and employees upon request.

Blush School of Makeup adheres to the following clear prohibitions regarding drugs and alcohol:

- Students may not be under the influence of alcohol while in a classroom environment.
- Students may not be under the influence of drugs, i.e. controlled substances, or prescription drugs, when there is the possibility that such use may impair the learning in a classroom setting.
- Students may not be involved in the illegal possession, distribution, sale, diversion or purchase of a controlled substance.
- Faculty are obligated to take immediate action if a student involved in the School program is suspected, based on inappropriate conduct or other indicators of being under the influence of drugs or alcohol.

Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This will be submitted in writing to the School Director who will determine the action to be taken. If the School Director and involved faculty feel the evidence is compelling and indicates violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The School Director and involved faculty will decide what type of follow-up is indicated, based on the outcome of this conference.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

## Harassment/Violence Prevention

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of Blush School of Makeup shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other Blush School of Makeup employee should bring the matter to the attention of the Chief Executive Officer. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above School official.

Blush School of Makeup will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.



## Student Complaint/Grievance Procedure

Student complaints are taken seriously by Blush School of Makeup. The School maintains an open door policy. Students are welcome to discuss their concerns regarding their education, finances, admission policies, etc., at any time with the School Director.

However should a student wish to file an official complaint a student must adhere to the following procedure:

1. The complaint must be submitted in writing to the School Director. It must be signed and dated, otherwise the School cannot assess the full extent of the problem.
2. A complaint should clearly and concisely state the issue and provide a thorough fact-based background. The inclusion of a proposed solution is optional.
3. Blush School of Makeup has a responsibility to respond in writing within two weeks from the day the complaint is submitted.
4. Should the staff feel it is necessary, they may invite the student for an informal discussion prior to issuing the School's response.

Students with complaints/grievances relating to classroom matters should first discuss them with their instructor. Unresolved complaints/grievances should be directed to the School Director through the procedure set out above.

If the student is not satisfied with the School's response, and wishes to file a complaint directly with the Bureau for Private Postsecondary Education (BPPE) at the following contact information:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798  
(800) 952-5210; [www.bppe.ca.gov](http://www.bppe.ca.gov)

Or file a complaint with Blush School of Makeup's accrediting commission. A complaint form may be obtained from the accrediting commission and mailed to:

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street, Alexandria, VA 22314  
(703) 600-7600

## STUDENT SERVICES

Student Services is available specifically to attend to the needs of the student body at Blush School of Makeup. Student Services will attend to any other special concerns which may arise while attending the School in terms of administrative process or instructional concern, as well as provide students with information regarding professional counseling services available within the community.

### Library Learning Resource Center

Mission: The LLRC is designed to further enhance the students' educational experience. It is geared towards advanced makeup techniques beyond the standard required for level completion.

Content: Includes the latest industry publications on cosmetology/makeup, educational DVD's on advanced color, makeup, and styling techniques. Categorized listing is posted on the common-area student activity board.

Availability: The LLRC is available to students in level 2 and higher due to the technical difficulty. The LLRC is available Monday through Friday from 10:30 am to 7:00 pm in the School Director's office.

Checkout procedure: If a student is interested in checking out books, publications, and manuals during class hours, they are to bring their time card to the LLRC. The materials must be returned by the end of class. A student may also check out DVDs and audio CD's by giving a \$50.00 deposit, which will be held until the student returns the item they loaned. Maximum loan out period is one week (five school days).

## Career Services

Blush School of Makeup's Career Services is a vital part of the student's educational program. Although the securing of positions cannot be guaranteed and is not guaranteed, the purpose of Career Services is to actively assist students in obtaining desirable employment. Career Services assists students and graduates in a broad range of career planning and advising to include:

1. Assist graduates in obtaining employment in various possible options in the makeup artistry field.
2. Coach on interviewing skills and follow-up.
3. Provide career search skills to graduates to better enable them to network and research potential employers and select the best employment opportunity available.
4. Maintain a job bank of career employment opportunities.
5. Actively seek potential employers for Blush School of Makeup students and to participate in the continual development of such relationships.
6. Listen to employers and their input regarding the necessary skills and aptitudes needed for our students to become successful.

Many employment opportunities exist for Makeup Artists. The School receives requests from many different employers of the beauty industry by mail, phone or fax and/or email. The information is dated and posted on the student bulletin board located in a high-traffic area of the School. After time has lapsed or the job fulfilled, the employment leads are removed from the bulletin board and placed in a three ring binder for future reference. This allows only the most recently received employment opportunities to be posted. The job board also allows up-coming graduates to pursue placement prior to completing their course of study. Industry employers are encouraged to visit the School and get acquainted with the student body.

Students and graduates are encouraged to take advantage of every opportunity to work with Career Services to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and Career Services. Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts, and inform Career Services of these efforts.

These employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited for anyone who has a criminal background. Although a high school diploma or GED may not be a requirement for enrollment into your respective program, without a high school diploma or GED, your employment opportunities may be limited.

Employment assistance services are available on an on-going basis to Blush School of Makeup graduates.

## Housing

Blush School of Makeup welcomes you to its San Francisco Campus. San Francisco is an exciting and diverse community. Yet at only 7 miles by 7 miles, San Francisco's reputation far exceeds its size. The following housing information will guide you in finding a comfortable place to reside while you pursue your career in makeup artistry.

**Blush School of Makeup does not own, operate, control or provide dormitory facilities for its students. Housing Assistance is not provided and the listings below are for informational purposes only, and are not to be construed as endorsement of any sort.**

## Short Term Rentals

As of the issuing date of this version of the Catalog, there are three (3) startups in the San Francisco Bay Area that offer furnished shared living arrangements that may offer an option for short-term rentals. Blush School of Makeup neither recommends or endorses any particular housing service. Please independently research your options:

- <https://www.thehomeshare.com/>
- <https://starcity.com/>
- <https://thehubhaus.com/>

## Student Housing

San Francisco offers a number of avenues to find housing / roommates. The following is a partial list of available options. Blush School of Makeup neither recommends nor endorses any particular location. It is recommended that you search online for reviews of the following options.

- <https://sfbay.craigslist.org/search/roo>
- [https://www.spareroom.com/rooms-for-rent/san\\_francisco\\_bay\\_area](https://www.spareroom.com/rooms-for-rent/san_francisco_bay_area)
- <https://www.easyroommate.com/california/san-francisco-roommate>
- [https://www.trulia.com/for\\_rent/San\\_Francisco,CA/ROOM\\_FOR\\_RENT\\_type/](https://www.trulia.com/for_rent/San_Francisco,CA/ROOM_FOR_RENT_type/)
- <https://kangaroom.com/rooms/us/california/san-francisco-county/san-francisco>

## Parking

Blush School of Makeup is located near all the major San Francisco public transportation means. Students are therefore encouraged to utilize those means to get to School and avoid using their cars, if possible. Parking is available in the building garage at 320 Battery Street for approximately \$34.00 daily. Other parking is available 2-3 blocks around the School from approximately \$16.00 to \$25.00 daily. Metered parking is also available around the School for \$3.50 an hour. YOU MUST READ SIGN RESTRICTIONS BEFORE USING METERED PARKING. Parking enforcement of meters ends at 6:00 pm.

## Transportation

San Francisco has an amazing network of public transportation options including underground, above ground and over water. The BART system covers major areas of the city and a large portion of the East Bay. The MUNI system network covers every neighborhood in the city. The ferries arrive to the city from the North and East. BART, MUNI and the ferries all stop within 3 blocks of Blush School of Makeup.

### BART (Bay Area Rapid Transit):

[www.bart.gov/](http://www.bart.gov/) (Embarcadero Station)

### MUNI (Municipal Transportation Agency):

[www.sfmta.com/cms/home/sfmta.php](http://www.sfmta.com/cms/home/sfmta.php)

[www.nextmuni.com](http://www.nextmuni.com) offers real time arrival times and cellphone notifications of your chosen bus line.

### FERRIES:

East Bay Ferries: [www.eastbayferry.com](http://www.eastbayferry.com)

Alameda/Oakland Ferry

Alameda Harbor Bay Ferry

Golden Gate Ferry: [www.goldengateferry.org](http://www.goldengateferry.org)

Sausalito/San Francisco Ferry

Larkspur/San Francisco Ferry

## Childcare

Childcare Resource Center: [www.childrenscouncil.org](http://www.childrenscouncil.org)

## Constitution Day

Blush School of Makeup celebrates Constitution Day on or near September 17th of each year. For more information visit [www.constitutionday.com](http://www.constitutionday.com)

## Voter Registration

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of California can be found at [www.sos.ca.gov](http://www.sos.ca.gov).

For information on Voter Registration and Election Dates for Federal Elections visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources).

# FINANCIAL INFORMATION

## Program Tuition and Fees

Program	Tuition	Registration Fee	Beauty Start Up	Special Effects Kit	Lab Fee	STRF Fee	Total
Master Makeup Artist	\$10,025	\$150.00*	\$875.00	\$1,375.00	\$350.00	\$0.00	\$12,775.00

\* Registration Fee For Veterans is \$10.00

## Additional Charges

Each student is given a 2-week grace period on their contracted end date. If the student exceeds his/her contracted end date by more than two weeks in order to complete their program, a per hour charge will begin to accrue at an hourly rate of \$13.92, unless waived by the School in its discretion. Charges are based on scheduled hours, not actual hours.

## Student Tuition Recovery Fund (STRF) Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residence program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Financial Responsibility**

In the event you obtain loans to pay for this educational program, you are responsible to repay the full amount of the loan, plus interest, less the amount of any refund. In the event you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur: (i) the federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan, and (ii) you may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Loans are an important part of financing educational expenses. When students must borrow funds to finance their education, Blush School of Makeup provides all students with information to assist them in managing their loan(s) effectively as part of the School's Exit Interview process.

## **Compliance Statement**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her Social Security number is mandatory. The Social Security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

## **Tuition Payment**

A student may, at his/her option, pay the tuition in full at any time during enrollment. Students may also arrange with the School Director for payments for any private institutional loan. The balance of any such institutional loan will be paid in monthly/weekly installments as agreed upon on the contract until the balance is paid in full. Payment may be made with cash, check, credit card, or money order made payable to Blush School of Makeup. Tuition payments should be mailed prior to the due date. A late fee of \$25 will be charged for any tuition payment not made on the monthly date due. A two (2) business day grace period is provided before a student is liable for the \$25 late fee. Checks that are returned for non-sufficient funds will be assessed a \$25 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

## **Past Due Account**

Students who fail to make prompt payments on an institutional loan, issue personal checks which are returned by banks, or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and School disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. Should the student fail to honor the payment arrangements they may be turned over to a collection agency. The School will ensure all collection procedures reflect good taste and sound, ethical business practices. Should Blush School of Makeup sell or discount a student's promissory note or contract to a third party, it will ensure the third party complies with the cancellation and settlement policy of the School. In addition, Blush School of Makeup reserves the right to withhold a diploma or certificate and to deny requests for official or unofficial transcripts until the account is brought current.

## **California Cancellation, Withdrawal and Refund Policies**

### **Student's Right to Cancel**

- (1) You have the right to cancel your Agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current term in your program through the last day of attendance.
- (2) Cancellation may occur when the student provides a written notice of cancellation at the following address: Blush School of Makeup, One Embarcadero Center, Suite R-1206, San Francisco, CA 94111. This can be done by mail or by hand delivery.
- (3) The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- (4) If the Enrollment Agreement is cancelled, the School will refund the student any money he or she paid, less a registration or administration fee (not to exceed \$150 / not to exceed \$10 for Veterans) and less the cost of any non-refundable kits and equipment, within 45 days after the notice of cancellation is received. There is no refund for text manuals nor may a student return a makeup kit after taking possession of such a kit due to health and sanitation reasons.

### **Withdrawal from the Program**

You may withdraw from the School at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. For purposes of determining a refund, if any, the School shall calculate tuition charges based on the scheduled attendance of the student.

The refund will be less a registration or administration fee (not to exceed \$150 / not to exceed \$10 for Veterans) and less the cost of any non-refundable kits and equipment, within 45 days after the notice of cancellation is received.

However, if you owe more than the amount you paid, then you will have to make payment arrangements with the School.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the School of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
- The School terminates the student’s enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the School, absences in excess of maximum set forth by the School, and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive calendar days from the student’s last date of attendance.
- The student fails to return from a Leave of Absence.

For the purpose of determining the amount of the refund, the student’s last date of attendance will be used.

The student’s date of determination (DOD) is the date the student notifies the School of their intent to withdraw, the date the School determines the student must be withdrawn based on existing policy, or the date that the student was scheduled to return from a leave of absence and failed to return. Refunds will be issued within 45 days of the DOD.

### Hypothetical Refund Example

The following table outlines the refund due based on percentage of training completed, assuming you paid the following:

Total Contract	Less Fee for Registration	Less Supplies & Lab	Less STRF	Tuition Fee
<u>\$12,775.00</u>	<u>\$150.00</u>	<u>\$2,600.00</u>	<u>\$0.00</u>	<u>\$10,025.00</u>
<b>% Completed</b>				<b>Refund Due</b>
10%				\$9,022.50
25%				\$7,518.75
50%				\$5,012.50

**As stated in the enrollment agreement, beauty supplies and equipment are not returnable items due to sanitary reasons.** Therefore, once you have received any beauty equipment, its cost is charged to your account. Once you pay for the equipment it is yours to keep without further obligation. In any event, you will never be charged more than the equipment charges stated in the contract.

### Notice of Refund to Student

The School shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent within ten days of such refund. Posting this notice in the US Postal Service shall be deemed constructive notice for this purpose.

### Federal Return to Title IV Policy

A recipient of Federal Title IV financial aid who withdraws from School during a payment period or period in which the student began attendance will have the amount of Title IV funds he or she did not earn calculated according to federal regulations (34 CFR 668.22). The Federal Return of Title IV funds formula (“R2T4”) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the School and/or the student. The R2T4 formula applies to an eligible student receiving federal aid when that student withdraws or is terminated from the School.

A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/clocked hours pursuant to the above Blush School of Makeup's Determination of Withdrawal Date policy.

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before 60% of the payment period has been completed. After 60% of the payment period has been scheduled to be complete, 100% of the Title IV funds are earned. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period. The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the School return a portion of the unearned funds equal to the lesser of the institutional charges multiplied by the unearned percentage of funds or the entire amount of unearned funds in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Academic Competitiveness Grants (ACG)
6. Federal Supplemental Educational Opportunity Grants (FSEOG)
7. Other Title IV Programs
8. Student

Any unearned Title IV funds must be returned to the appropriate program within 45 days of the date of determination. Any unearned funds that have not yet been disbursed to the student must be offered to the student within 30 days of the date of determination if not applied directly to the student's account.

If a student has earned more Title IV funds than have been disbursed, Blush School of Makeup must offer the amount of earned funds as a post-withdrawal disbursement. Post-withdrawal disbursements may be offered from Pell Grant funds first, if eligible. If there are current educational costs due the School at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs may be offered to the student if eligible. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the School must receive the student's permission before crediting their account.

The statute requires that a student is responsible for all unearned Title IV program assistance that the School is not required to return. This is determined by subtracting the amount returned by the School from the total amount of unearned Title IV funds to be returned.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).



## **Federal Refund Requirements Versus State Refund Requirements**

In addition to the Return of Title IV requirements for federal financial aid recipients, Blush School of Makeup is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, Blush School of Makeup and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the School.

## **Reimbursement to Veterans and Eligible Persons**

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at (888)-442-4551.

## **School Closure and Course Cancellation**

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the School shall provide a full refund of all monies paid. If the School closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the School must make arrangements for students. The School will calculate the refund owed to students on the basis of a pro-rata calculation.

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