

# CINEMA MAKEUP SCHOOL 2019 CATALOG

Valid from January 1<sup>st</sup> through December 31<sup>st</sup>, 2019



3780 Wilshire Boulevard, Suite 202  
Los Angeles, California 90010  
Phone: (213) 368-1234  
FAX: (213) 739-0819  
Email: [info@cinemamakeup.com](mailto:info@cinemamakeup.com)

BPPE School Code # 1923111

[WWW.CINEMAMAKEUP.COM](http://WWW.CINEMAMAKEUP.COM)

This publication is certified as true and correct in content and policy as of the date of publication. Cinema Makeup School (herein known as CMS), however, reserves the right to make changes of any nature in programs, calendar, or academic schedules whenever these are deemed necessary or desirable, including changes in course content, class rescheduling, and the canceling of scheduled classes or other academic activities. Changes become binding on all students at the time they are announced officially and posted.

CMS is committed to equal opportunity and equal treatment for all qualified individuals. CMS will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law. CMS is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Distance education is not offered at CMS.

## **TABLE OF CONTENTS**

WHO WE ARE	4
WHAT WE DO	4
CONSUMER INFORMATION	4
FACULTY	5
COMPREHENSIVE TRACKS	6
PROGRAM DESCRIPTIONS / DIPLOMA PROGRAMS	6
MASTER MAKEUP	6
HIGH FASHION PHOTOGRAPHIC MAKEUP	9
CREATURE CONCEPT DESIGN	10
CHARACTER MAKEUP	11
PROSTHETIC MAKEUP	13
SPECIAL MAKEUP EFFECTS	14
ADVANCED BEAUTY THEORY	16
ADVANCED LAB TECHNIQUES	17
HONORS OPTIONS	20
WORKSHOPS & SEMINARS	20
SPECIAL EVENTS	21
LIFE AT CMS	21
DESCRIPTION OF FACILITIES	21
HOUSING	22
STUDENT SERVICES	23
VETERANS' BENEFITS	23
OFFICE HOURS	23
LEARNING RESOURCES	23
CAREER OPPORTUNITIES	23
PLACEMENT SERVICES	24
GENERAL CONDUCT	24
LIABILITY	24
STUDENT GRIEVANCE PROCEDURE	25
ADMINISTRATIVE POLICIES	25
NON-DISCRIMINATION POLICY	26
LANGUAGE POLICY	26
ADMISSIONS POLICIES	26

ACADEMIC POLICIES	27
LEAVE OF ABSENCE	28
RETENTION OF RECORDS	28
TRANSCRIPTS	29
PAYMENT OPTIONS	29
STUDENTS' RIGHT TO CANCEL	30
INTERNATIONAL STUDENTS	31
RESPONSIBILITIES OF CMS	32
SCHOOL BREAKS AND HOLIDAYS	33
DISCLOSURE STATEMENTS	33
VETERAN ADDENDUM AND INFORMATION BULLETIN ACKNOWLEDGEMENT	34

## **MISSION STATEMENT**

Cinema Makeup School is dedicated to educating the next generation of makeup artists for the film, television, fashion and entertainment industries. We aim to provide students with all of the skills needed to succeed as makeup artists and to give them a solid foundation for any job they seek. In addition to makeup techniques, CMS students are taught professionalism, ethics, business and history. Graduates of our school have a world of opportunity before them and we strive to help our students reach their maximum potential.

## **WHO WE ARE**

Cinema Makeup School was founded in 1993 by the Cinema Art College Corporation and has grown to become one of the world's premiere schools for special FX and beauty makeup. Located in the heart of Los Angeles, CA—the entertainment capital of the world—CMS students have unparalleled access to the culture, history, hustle and bustle of the film and television industry.

Cinema Makeup School's top-notch, award-winning instructors utilize the latest and most advanced makeup techniques. More importantly, they have a passion for teaching those skills to the next generation of artists—CMS students—in a hands-on studio environment. Our classes give students maximum time working "in the chair," allowing them to practice and experiment as they learn.

## **WHAT WE DO**

With a Cinema Makeup School education, students gain valuable inside knowledge and the confidence to be successful professional makeup artists, starting with their first jobs. We cover everything from the basics to the cutting edge and beyond. Innovation, creativity and experimentation are all encouraged. At CMS, we believe that every student brings unique ideas and experiences to the art of makeup and we do our best to help them express those ideas.

In CMS's studio-grade classrooms, our students have access to all of the latest tools and techniques, including silicone gel-filled appliance technology and ZBrush Digital Creature Design software. Our instructors teach students every technique in a practical, hands-on environment with plenty of individual attention.

At Cinema Makeup School, we strive to educate the makeup artists of tomorrow—the next generation of creative elites who will change the face of the industry. We pride ourselves on providing the most advanced training and the guidance to make sure our students succeed.

## **CONSUMER INFORMATION**

This catalog is provided to assist new students in order to become acquainted with CMS. It is intended to be used as a guide to familiarize the students with the school's regulations, as well as general information regarding the program. A hard copy will be given upon request. The catalog can also be found on CMS website. This catalog is updated annually.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education

Mailing: P.O. Box 980818

West Sacramento, CA 95780818

Physical: 1747 North Market Blvd. Suite 225

Sacramento, CA 95834

Tel: (916) 574-8900

Toll Free: (888) 370-7589

Fax: (916) 263-1897

Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

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 Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

Currently CMS is not accredited by a recognized accrediting agency by the United States Department of Education. Currently the school does not need to meet national accredited standards in order for our graduates to be eligible to sit for the applicable licensure exam in California and other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## **FACULTY**

**Administration and Faculty Staff who are proud to be part of this institute and to work for the betterment of our students' lives:**

Cinema Makeup School's instructors are all working professionals with at least five years of experience in their disciplines. The school's instructors and administrators have worked on everything from Hollywood blockbusters like Avatar, 300, and Godzilla, to editorial spreads in the pages of the world's top fashion magazines. Many have won multiple top awards.

With such a diverse and accomplished faculty, students who complete their courses of study at Cinema Makeup School will enter the makeup industry having already worked closely with many top names in the field.

**The institution has contracted with sufficient duly qualified faculty members who meet the qualifications of 5 C.C.R. section 71720.**

Cinema Makeup School has contracted with sufficient daily qualified instructors who meet the qualifications of 5 CCR §71720(b)(2). Instructors in an Educational Program Not Leading to a Degree. Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other course related to teaching.

### **High Fashion**

Danielle Baum

Andrew Velasquez

Heather Pepe

Tracy Raffelson

Rebecca Vandervort

### **Master Program**

Danielle Baum

Andrew Velasquez

Heather Pepe

Rod Maxwell

Michael Spatola

Steve Laporte

### **Advanced Lab Techniques**

Irina Strukova

Kris Kobzina

Devin McDonagh

### **Creature Concept Design**

Jarett Fajardo

Rod Maxwell

Jacob Corrick

Michael Spatola

### **Character**

Rod Maxwell

Michael Spatola

Steve Laporte

Sandy Roffman

### **Prosthetic Class**

Sven Granlund

Jacob Corrick

Mike Spatola

Irina Strukova

Kris Kobzina

### **Special Effects Class**

Devin McDonagh

Kris Kobzina

Michael Spatola

### **Advanced Beauty Theory**

Heather Pepe

Andrew Velasquez

Danielle Baum

## COMPREHENSIVE TRACKS

At Cinema Makeup School, we offer a diverse set of programs and classes that prepare you for a variety of career pursuits. We don't restrict what you can choose to study, and our programs move quickly. CMS has strategically combined several of our approved programs and classes to aid students in meeting their educational goals.

### Complete Track

28 weeks

Master Makeup Program  
Creature Concept Design  
Advanced Lab Techniques  
Advanced Beauty Theory

### FX track

25 weeks

Master Makeup Program  
Creature Concept Design  
Advanced Lab Techniques

## PROGRAM DESCRIPTIONS / DIPLOMA PROGRAMS

CMS offers two diploma programs. Each is designed to provide core training geared toward a particular career field within the makeup industry. All programs are regularly updated to assure that they reflect the latest advances and trends in the makeup industry. A diploma is awarded for successful completion of all program requirements. If students would like training in an additional field or technique, they may choose to combine one of CMS's programs with additional classes either on an individual basis or via a comprehensive track.

## MASTER MAKEUP

### CLASS DESCRIPTION

The Master Makeup Program at Cinema Makeup School offers the core curriculum needed to work in the film and television industry. The program offers the latest advances and techniques within the four main topics areas of beauty makeup, character makeup, and prosthetics and special effects skills. Upon completion, the students received a Master Makeup Diploma.

Makeup Equipment used for the class includes:

- Makeup case
- Brush set
- Facial cleanser
- Foundation
- Concealer
- Hand sanitizer
- Brush cleaner
- Hair clips
- Eyelash curler
- Aqua colors
- False eyelashes
- Eyebrow pencils
- Lip pencils
- Eyelash adhesive
- Eye pencils
- Pencil sharpener
- Flat spatula
- Metal palette
- Lip gloss
- Mascara
- Disposable mascara wands
- Brow control
- Small scissors
- Tweezers
- Face moistened tissue
- Lipstick palette
- Glitter
- Glitter primer
- Translucent powder
- Blusher palette
- Eye shadow palette
- Contour palette
- Hair comb set
- Spray bottle
- Makeup book
- Color theory book/wheel
- Airbrush compressor
- Paasche airbrush set
- Airbrush holder
- Mannequin doll head
- Head clamp

- Character makeup book
- 99% alcohol
- Pros-aide
- Isopropyl myristate
- Bald cap latex
- Bald cap sponges
- Vinyl bald cap
- Wool crepe hair
- KY Jelly
- Large cape
- Ivory hair color
- PPI spirit gum
- Bruises color wheel
- Rigid collodian
- Telesis adhesive
- Kemper loop tool #D9
- Kemper tool #B3
- Kemper double ball stylus large
- Kemper double ball stylus medium
- Kemper tool #21
- Kemper fettling knife #97
- Kens tool ST4 X-heave guitar tool
- Kens tool #ST6 rake
- Yellow sponge
- Small dental spatula
- Large dental spatula
- Wax spatula
- Flat kidney tool
- Wire clay cutter
- Dust mask
- Safety glasses
- PTM material
- Blue bucket 5qt
- CMS Prosthetic book
- CMS SFX book
- Basic tool set
- Stand mixer
- Telesis thinner
- PPI tooth color
- Chip brushes
- Rubber grease paints
- Acetone
- 3D gelatin
- Skin saver lotion
- Sealer
- Castor oil
- PPI Hi Def mating spray
- Black sponge coarse/fine
- Old age stipple
- Orange sponge
- Hair scissors
- Alginate
- Burlap
- Plaster bandage
- Ultra-cal
- Hydra-cal
- Foam latex
- Pyrex measuring cup
- Acryl 60
- WED clay
- Chavant clay
- Glycerin
- Sorbitol
- Bloom gelatin
- Zinc oxide
- Epoxy parfilm
- Frekote
- TR mold release wax
- Tongue depressors
- Crystal clear
- Dulling spray
- Flocking
- Cake foundation
- Syringes
- Platsil Gel-25
- Hardener
- Eco Flex kit
- Body Double Silk kit
- Large tweezers
- Liquid blood
- Gel blood
- Synthetic brush set
- Powder puffs
- Makeup sponges
- PPI skin illustrator palettes
- 3rd Degree silicone
- Red head/stand
- Hackle
- Steamer
- Iron/Oven
- Blow dryer
- ICE makeup
- Tinsley transfers
- Non-latex gloves
- Monu melt
- Sanding screen
- Unwaxed paper buckets
- Cabosil
- Plastic cap material
- GM foam water-based pigments
- PTM sheets
- Mold making silicone
- HiRo slip
- Butcher paper
- Masking tape
- Black trash bags
- Epoxy putty
- Alcotte
- Witch hazel
- Small paper cups
- Paint stirring sticks
- Teeth trays
- Dental acrylic
- Basic tool set
- Drills/chisels
- Foam oven

Instructors required for the program:

Master Makeup Program requires a minimum of 7 instructors to teach the program.

Each instructor must specialize in one of 6 areas with, at least, 5 years of experience in the field.

Areas of specialization include: beauty, airbrush, hairstyling, character makeup, prosthetics, and special effects.

Projection/Bases for projection.

Based on past enrollments, Cinema Makeup School projects the following numbers for the next 3 years. We have seen a small decline in Master enrollments, as our other programs have become more popular. Each year consists of 11 possible start dates between January-December.

2020: 90

2021: 75

2022: 55

#### COMPETENCIES

- High Fashion Makeup
- Matching skin tone
- Flawless complexion
- Enhance eye shape
- Bridal makeup
- Advertising
- Beauty Industry
- Period Makeup
- Character Makeup
- Old age
- Facial hair laying
- Bald caps
- Prosthetics
- Life casting
- Sculpting life-like appliances
- Molding
- Snap molds
- Special Effects
- Life cast correction
- Creature sculpting
- Stone molds
- Fake Teeth
- Runway
- Music videos
- Avante garde
- Basic Hairstyling
- Airbrush techniques
- Men's makeup
- Tattoos
- Injuries
- Creating a character
- Pros-aide transfers
- Gelatin appliances
- Silicone prosthetics
- Application of single appliances
- Foam latex
- Painting appliances
- Application of overlapping appliances

#### SOC JOB CODES:

27-1013, 27-1019, 39-5091, 41-9011

#### REQUIRED COURSES

Beauty Makeup, Airbrush Makeup, Photographic Hairstyling, Character Makeup, Prosthetics  
Special Makeup Effects

Written and practical exam required for completion.

No internship or externship needed for completion.

#### PROGRAM DURATION

630 Clock Hours

18 Weeks, Mon-Fri: 9:00am – 4:00pm or 36 Weeks, Mon-Fri: 6:30pm – 10:00pm

#### CLASS LOCATION

3780 Wilshire Boulevard, Suite 202, Los Angeles, California 90010



## HIGH FASHION PHOTOGRAPHIC MAKEUP

### CLASS DESCRIPTION

High Fashion provides the essential skills needed to work in the fashion and beauty industries, as well as techniques needed for film and television. This six weeklong class is ideal for those looking to exercise creativity by designing makeup styles from glamour to elaborate looks using only traditional makeup and their imagination. In addition, to beauty makeup styles, the student will be introduced to basic hair styling and airbrush makeup that may be required under the title of Makeup Artist for photoshoots, film sets, and other makeup projects.

Equipment used for the class includes:

- Makeup case
- Brush set
- Facial cleanser
- Foundation
- Concealer
- Hand sanitizer
- Brush cleaner
- Hair clips
- Eyelash curler
- Aqua colors
- False eyelashes
- Eyebrow pencils
- Lip pencils
- Eyelash adhesive
- Eye pencils
- Pencil sharpener
- Flat spatula
- Metal palette
- Lip gloss
- Mascara
- Disposable mascara wands
- Brow control
- Small scissors
- Tweezers
- Face moistened tissue
- Lipstick palette
- Glitter
- Glitter primer
- Translucent powder
- Blusher palette
- Eye shadow palette
- Contour palette
- Hair comb set
- Spray bottle
- Makeup book
- Color theory book/wheel
- Airbrush compressor
- Paasche airbrush set
- Airbrush holder
- Mannequin doll head
- Head clam

Instructors required for the program:

The High Fashion Makeup Program requires a minimum of 3 instructors to teach the program. Each instructor must specialize in one of 3 areas with, at least, 5 years of experience in the field. Areas of specialization include: high fashion beauty makeup, hairstyling, and airbrush makeup.

Projection/Bases for projection.

Based on past enrollments, Cinema Makeup School projects the following number for the next 3 years. As prior experience is required, the demand for this class is slightly reduced. Each year consists of 11 possible start dates between January-December.

2020: 20

2021: 18

2022: 15

### COMPETENCIES

- High Fashion Makeup
- Matching skin tone
- Flawless complexion
- Enhance eye shape
- Bridal makeup

- Advertising
- Beauty Industry
- Period Makeup
- Runway
- Music videos
- Avante garde
- Basic Hairstyling
- Airbrush techniques
- Men's makeup

**SOC JOB CODES:**

27-1013, 27-1019, 39-5091, 41-9011

**CLASSES INCLUDED**

Beauty Makeup, Airbrush Makeup, Photographic Hairstyling

Written and practical exam required for completion.

No internship or externship needed for completion.

**PROGRAM DURATION**

210 Clock Hours

6 Weeks, Mon-Fri: 9:00am – 4:00pm or 12 Weeks, Mon-Fri: 6:30pm-10:00pm

**CLASS LOCATION**

3780 Wilshire Boulevard, Suite 202, Los Angeles, California 90010

**CREATURE CONCEPT DESIGN**

**CLASS DESCRIPTION**

The Creature Concept Design Program at Cinema Makeup School offers design skills for creature creation, concept art sculptures, as well as photo retouching. This three-week course covers topics in ZBrush, Photo Shop, and maquette sculpture. Upon completion, students receive a Creature Concept Design Diploma.

Equipment used for the class includes:

- Computer
- Stylus pen
- Wacom tablet
- Z Brush Program
- Adobe Photo shop Program
- Kemper loop tool #D9
- Kemper tool #B3
- Kemper double ball stylus large
- Kemper double ball stylus medium
- Kemper tool #21
- Kemper fettling knife #97
- Kens tool ST4 X-heave guitar tool
- Kens tool #ST6 rake
- Chavant clay
- Wooden base
- Pipe stand
- Wire armature
- Aluminum Foil
- Clay warmer
- Lamp
- USB

Instructors required for the program:

The Creature Concept Design Program requires a minimum of 3 instructors to teach the program. Each instructor must specialize in one of 3 areas with, at least, 5 years of experience in the field. Areas of specialization include: Z brush, Photo shop, and Sculpting.

Projection/Bases for projection.

Based on past enrollments, Cinema Makeup School projects the following number for the next 3 years. Each year consists of 11 possible start dates between January-December.

2020: 115  
2021: 124  
2022: 120

#### COMPETENCIES

- ZBrush
- Useful tools in the program
- Creating a sphere
- Sculpttris paint
- Sub tools & Polypaint
- Photo shop
- Digital vs. Film Grain
- Basic aspect of a photograph
- File types
- Common color systems
- Main retouch tools
- Layers & masking
- Creature Maquette Sculpture
- Purpose of maquettes
- Create and use armature
- Various tools & their purpose
- Different clay
- Anatomy
- Masks for hair, densities, & styling
- Adding a pedestal to design
- Presentation
- Photoshop troubleshooting
- Isolating and selecting
- Artistic edits and composites
- Mocking up a makeup
- Putting it all together: Final project
- Sculpting gross masses
- Refining muscles
- Body structure
- Adding texture, hair, etc.
- Adding detail: sharpening & enhancing

#### SOC JOB CODES:

27-1013, 27-1014, 27-1019,  
27-1024, 39-5091, 41-9011

#### CLASSES INCLUDED

Digital FX Makeup Design, ZBrush, Digital Creature Creation, Creature Maquette Sculpture

Written and practical exam required for completion.

No internship or externship needed for completion.

#### PROGRAM DURATION

120 Clock Hours

3 Weeks, Mon-Fri: 9:00am – 5:00pm or 6 Weeks, Mon-Fri: 6:00pm –10:00pm

#### CLASS LOCATION

3780 Wilshire Boulevard, Suite 202, Los Angeles, California 90010

#### **CHARACTER MAKEUP**

##### **CLASS DESCRIPTION**

The Character Makeup class at Cinema Makeup School teaches the process of out-of-kit character design and creation. Students will learn how to create injury simulation, old-age makeup, and adding facial hair. Other concepts learned are bald caps and how to develop a full character combining multiple techniques. Students who successfully complete the four-week class will receive a certificate.

Equipment used for the class includes:

- Character makeup book
- 99% alcohol

- Pros-aide
- Isopropyl myristate
- Bald cap latex
- Bald cap sponges
- Vinyl bald cap
- Wool crepe hair
- KY Jelly
- Large cape
- Ivory hair color
- PPI spirit gum
- Bruises color wheel
- Rigid collodian
- Telesis adhesive
- Telesis thinner
- PPI tooth color
- Chip brushes
- Rubber grease paints
- Acetone
- 3D gelatin
- Skin saver lotion
- Sealer
- Castor oil
- PPI Hi Def mating spray
- Black sponge coarse/fine
- Old age stipple
- Orange sponge
- Hair scissors
- Large tweezers
- Liquid blood
- Gel blood
- Synthetic brush set
- Powder puffs
- Makeup sponges
- PPI skin illustrator palettes
- 3rd Degree silicone
- Red head/stand
- Hackle
- Steamer
- Iron/Oven
- Blow dryer
- ICE makeup
- Tinsley transfers

Instructors required for the program:

The Character Makeup class requires a minimum of two instructors to teach the program.

The instructor must of overall knowledge of on-set character makeup and out of kit applications with, at least, 5 years of experience in the field.

Areas of specialization include: Aging, Beard laying, bald caps, Injury.

Projection/Bases for projection.

Based on past enrollments, Cinema Makeup School projects the following number for the next 3 years.

Each year consists of 11 possible start dates between January-December.

2020: 17

2021: 20

2022: 20

#### COMPETENCIES

- Special Makeup Effects
- Ageing with paint/powder
- Ageing with alcohol colors
- Old age stipple
- Preparation for Crepe Wool
- Mutton chops; sideburns
- Full false beard
- Application of Lace facial hair pieces
- Creation of bald caps
- Bald cap application
- Bruises & black eyes
- Cuts, scabs, scratch
- Cuts, bullet holes, burns
- Character development

Written and practical exam required for completion.

No internship or externship needed for completion.

#### CLASS DURATION

140 Clock Hours

Class: 4 Week

Evening Class: 8 Weeks

## **CLASS LOCATION**

3780 Wilshire Boulevard, Suite 202, Los Angeles, California 90010

## **SOC JOB CODES:**

27-1013, 27-1019, 39-5091, 41-9011

## **PROSTHETIC MAKEUP**

### **CLASS DESCRIPTION**

The Prosthetic Makeup class at Cinema Makeup School teaches the process of realistic transformations with prosthetic appliances. Students will learn how to create a life cast and then sculpt and mold their design for silicone appliances. Other concepts learned are pros-aide transfers, gelatin pieces, urethane molds, and painting techniques. Students who successfully complete the four-week class will receive a certificate.

Equipment used for the class includes:

- 99% alcohol
- Pros-aide
- Isopropyl myristate
- Vinyl bald cap
- Large cape
- Telesis adhesive
- Telesis thinner
- PPI tooth color
- Chip brushes
- Kemper loop tool #D9
- Kemper tool #B3
- Kemper double ball stylus large
- Kemper double ball stylus medium
- Kemper tool #21
- Kemper fettling knife #97
- Kens tool ST4 X-heave guitar tool
- Kens tool #ST6 rake
- Yellow sponge
- Small dental spatula
- Large dental spatula
- Wax spatula
- Flat kidney tool
- Wire clay cutter
- Dust mask
- Safety glasses
- PTM Material
- PTM paper
- Blue bucket 5qt
- CMS Prosthetic book
- Rubber grease paints
- Acetone
- Skin saver lotion
- PPI Hi Def mating spray
- Black sponge coarse/fine
- Old age stipple
- Orange sponge
- Basic tool set
- Stand mixer
- Alginate
- Burlap
- Plaster bandage
- Ultra-cal
- Hydra-cal
- Foam latex
- Pyrex measuring cup
- Acryl 60
- WED clay
- Chavant clay
- Glycerin
- Sorbital
- Bloom gelatin
- Zinc oxide
- Epoxy parfilm
- Frekote
- TR mold release wax
- Tongue depressors
- Crystal clear
- Dulling spray
- Flocking
- Cake foundation
- Syringes
- Hair scissors
- Large tweezers
- Liquid blood
- Gel blood
- Synthetic brush set
- Powder puffs
- Makeup sponges
- PPI skin illustrator palettes
- Platsil Gel-25
- Body Double Silk kit
- Hardener
- Eco Flex kit
- Non-latex gloves
- Monu melt
- Sanding screen
- Unwaxed paper buckets
- Cabosil
- Plastic cap material
- GM foam water-based pigments
- HiRo slip
- Butcher paper
- Masking tape
- Black trash bags
- Epoxy putty
- Alcotte
- Witch hazel
- Small paper cups
- Paint stirring sticks
- Basic tool set
- Drills/chisels

Instructors required for the program:

The Prosthetic Makeup class requires a minimum of one instructor to teach the program.

The instructor must have overall knowledge of lab and effects skills with, at least, 5 years of experience in the field. Areas of specialization include: Mold Shop, silicone, painting, and sculpting.

Projection/Bases for projection.

Based on past enrollments, Cinema Makeup School projects the following number for the next 3 years.

Each year consists of 11 possible start dates between January-December.

2020: 30

2021: 32

2022: 35

#### COMPETENCIES

- Special Makeup Effects
- ¾ Life casts
- Sculpting
- Mold; Gel 25
- Pros-aide Transfers
- Gelatin appliances
- Business of Prosthetics
- Foam Latex
- Silicone Prosthetics
- Application of appliances/prosthetics
- Painting

Written and practical exam required for completion.

No internship or externship needed for completion.

#### CLASS DURATION

140 Clock Hours

Class: 4 Weeks

Evening Class: 8 Weeks

#### CLASS LOCATION

3780 Wilshire Boulevard, Suite 202, Los Angeles, California 90010

#### SOC JOB CODES:

27-1013, 27-1019, 39-5091, 41-9011

#### **SPECIAL MAKEUP EFFECTS**

##### **CLASS DESCRIPTION**

The Special Makeup Effects class at Cinema Makeup School teaches the application of full face, multi-piece, foam-latex appliance. Students will also learn teeth casting and creation to design original dentures for their creature. Other concepts learned are life cast corrections, sculpting, snap molds, running foam latex, and painting techniques. Students who successfully complete the four-week class will receive a certificate.

Equipment used for the class includes:

- 99% alcohol
- Pros-aide
- Isopropyl myristate
- Vinyl bald cap
- Large cape
- Telesis adhesive

- Telesis thinner
- PPI tooth color
- Chip brushes
- Rubber grease paints
- Acetone
- Skin saver lotion
- PPI Hi Def mating spray
- Kemper loop tool #D9
- Kemper tool #B3
- Kemper double ball stylus large
- Kemper double ball stylus medium
- Kemper tool #21
- Kemper fettling knife #97
- Kens tool ST4 X-heave guitar tool
- Kens tool #ST6 rake
- Yellow sponge
- Small dental spatula
- Large dental spatula
- Wax spatula
- Flat kidney tool
- Wire clay cutter
- Dust mask
- Safety glasses
- Blue bucket 5qt
- CMS SFX book
- Black sponge coarse/fine
- Old age stipple
- Orange sponge
- Hair scissors
- Large tweezers
- Liquid blood
- Gel blood
- Basic tool set
- Stand mixer
- Alginate
- Burlap
- Plaster bandage
- Ultra-cal
- Foam latex
- Pyrex measuring cup
- Acryl 60
- WED clay
- Chavant clay
- Epoxy parfilm
- Frekote
- TR mold release wax
- Tongue depressors
- Crystal clear
- Dulling spray
- Flocking
- Cake foundation
- Syringes
- Platsil Gel-25
- Hardener
- Eco Flex kit
- Synthetic brush set
- Powder puffs
- Makeup sponges
- PPI skin illustrator palettes
- Non-latex gloves
- Monu melt
- Sanding screen
- Unwaxed paper buckets
- Cabosil
- Plastic cap material
- GM foam water-based pigments
- HiRo slip
- Butcher paper
- Masking tape
- Black trash bags
- Epoxy putty
- Alcotte
- Witch hazel
- Small paper cups
- Paint stirring sticks
- Teeth trays
- Dental acrylic
- Basic tool set
- Drills/chisels
- Foam oven

Instructors required for the program:

The Special Makeup Effects class requires a minimum of one instructor to teach the program.

The instructor must have overall knowledge of lab and effects skills with, at least, 5 years of experience in the field.

Areas of specialization include: Mold Shop, foam running, painting, and sculpting.

Projection/Bases for projection.

Based on past enrollments, Cinema Makeup School projects the following number for the next 3 years.

Each year consists of 11 possible start dates between January-December.

2020: 15

2021: 20

2022: 25

## COMPETENCIES

- Special Makeup Effects
- Life cast correction
- Sculpting
- Snap Molds
- Dental Casting
- Sculpting and creating dentures
- Foam Running
- Painting appliances

- Prosthetic application
- Business lecture

Written and practical exam required for completion.  
No internship or externship needed for completion.

**CLASS DURATION**

140 Clock Hours  
Class: 4 Week  
Evening Class: 8 Weeks

**CLASS LOCATION**

3780 Wilshire Boulevard, Suite 202, Los Angeles, California 90010

**SOC JOB CODES:**

27-1013, 27-1019, 39-5091, 41-9011

**ADVANCED BEAUTY THEORY**

**CLASS DESCRIPTION**

Advanced Beauty Theory is a three-week class designed for experienced beauty artists who are looking to elevate their makeup craft. Makeups are assessed with intense detail. The focus of this class is on editorial, beauty industry, music video and advanced airbrush applications.

Equipment used for the class includes:

- Makeup kit
- Airbrush compressor
- Dual action airbrush
- Stencils
- Water based airbrush paints
- Alcohol based airbrush paints
- Basic hairstyling kit

Instructors required for the program:

The Advanced Beauty Theory class requires a minimum of 2 instructors to teach the program. Each instructor must specialize in one of 2 areas with, at least, 5 years of experience in the field. Areas of specialization include: advanced airbrush and editorial or high fashion beauty.

Projection/Bases for projection.

Based on past enrollments, Cinema Makeup School projects the following number for the next 3 years. As prior experience is required, the demand for this class is slightly reduced. Each year consists of 11 possible start dates between January-December.

2020: 90  
2021: 115  
2022: 110

**COMPETENCIES**

- Understanding the beauty industry
- Portfolios
- Business of makeup
- Artists and inspirations
- Building a makeup kit
- High Fashion/Runway
- Avante Garde
- Airbrush: Highlight & Shadow
- Airbrush: Reptile
- Using stencils



- Airbrush: Tattoo application
- Photo Shoot/Transformation
- Black and white photography
- Mature Makeup
- Drag Makeup
- Final Photo Shoot

Practical exam required for completion.

No written exam, internship or externship needed for completion.

#### CLASS DURATION

120 Clock Hours

Class: 3 Weeks

#### CLASS LOCATION

3780 Wilshire Boulevard, Suite 202, Los Angeles, California 90010

#### SOC JOB CODES:

27-1013, 27-1019,

39-5091, 41-9011

### ADVANCED LAB TECHNIQUES

#### CLASS DESCRIPTION

Advanced Lab Techniques offers practical, hands on instruction in techniques related specifically to work in a modern special effect's lab such as full-head silicone life casting, clay pouring, epoxy mold making and more. All of these techniques are explored under the supervision and guidance of seasoned lab professionals. Students who complete the 4-week class will produce a finished, photorealistic silicone severed head at the end of the four weeks.

Equipment used for the class includes:

- |                                     |                                  |                       |
|-------------------------------------|----------------------------------|-----------------------|
| ● Character kit                     | ● Microwaves                     | ● Telesis             |
| ● Airbrush compressor               | ● Nuts/Bolts/Washers             | ● Adhesive/Thinner    |
| ● Dual action airbrush              | ● Respirators                    | ● Skin Saver          |
| ● Alcohol based paints              | ● Tyvek suits                    | ● Monster Clay        |
| ● Sculpting tools                   | ● Non latex gloves               | ● Vinyl Gloves        |
| ● Lab tools                         | ● Butcher paper roll             | ● Crystal Clear       |
| ● Tables                            | ● Wide masking tape              | ● Epoxy Parfilm       |
| ● Lab stools                        | ● Extension cords and power bars | ● Acetone             |
| ● Ventilation Hood                  | ● Body Double Silk               | ● Chip Brushes        |
| ● Sawzall                           | ● Silputty                       | ● Glass Mat           |
| ● Industrial air compressor         | ● Plaster Bandage                | ● Sand Paper 150 grit |
| ● Air grinder/sander/cutter         | ● Pros-Aide Cream                | ● Meguiars Mold Wax   |
| ● Drill/drill bits/socket for bolts | ● Isopropyl Myristate            | ● Pro gel 10          |
| ● Swing arm lamps                   | ● Bald Cap                       | ● Rigid Foam          |
| ● Evacuator                         | ● Tongue depressors              | ● Paraffin            |
|                                     | ● GP 20 Fluid                    | ● Plat-Cat            |
|                                     |                                  | ● Plastic cups/lids   |

Instructors required for the program:

The Advanced Lab Techniques class requires a minimum of 1 instructor plus one assistant to teach the program. Each instructor must specialize in one of 2 areas with, at least, 5 years of experience in the

field. Areas of specialization include: sculpting, mold making, realistic painting, hair insertion/punching, silicone casting, life casting.

Projection/Bases for projection:

Based on past enrollments, Cinema Makeup School projects the following number for the next 3 years. As prior experience is required, the demand for this class is slightly reduced. Each year consists of 11 possible start dates between January-December.

2020: 90  
2021: 115  
2022: 110

#### COMPETENCIES

- Understanding special makeup effects lab environments.
- Airbrush: realistic skin painting on silicone
- Silicone life casting techniques and material
- Clay pour and realistic sculpting
- Multi-piece wall preparation for mold making
- Epoxy syntactic dough/fiberglass mold making.
- Silicone casting/polyurethane foam coring
- Silicone seam trim/patching
- Hair insertion/punching
- Fake eyeball creation

Written and practical exam required for completion.  
No internship or externship needed for completion.

#### CLASS DURATION

140 Clock Hours,  
40 Hours Independent Study  
Class: 4 Weeks

#### CLASS LOCATION

3780 Wilshire Boulevard, Suite 202, Los Angeles, California 90010

#### SOC JOB CODES:

27-1013, 27-1019, 39-5091, 41-9011

## PROGRAM COSTS

Program/Class	Tuition	Lab Materials	Makeup Kits	Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program
Master Makeup	\$12,600	\$2,100	\$2,620	\$17,320
Film & Television	\$11,500	\$1,300	\$2,620	\$15,420
Professional Makeup Artistry	\$8,000	\$400	\$2,460	\$10,860
High Fashion Photographic Makeup	\$4,500	\$150	\$1,770	\$6,420
Advanced Lab Techniques	\$4,800	\$1,500	-	\$6,300
Character Makeup	\$4,000	\$250	\$840	\$5,090
Prosthetic Makeup	\$4,000	\$900	\$590	\$5,490
Special Makeup Effects	\$4,000	\$800	\$590	\$5,390
Advanced Beauty Theory	\$3,000	\$250	\$60	\$3,310
Beauty Makeup	\$3,000	\$50	\$1,475	\$4,525
Creature Concept Design	\$2,775	\$225	\$85	\$3,085
Digital Makeup FX Design	\$950	\$50	-	\$1,000
ZBrush Digital Creature Design	\$950	\$50	-	\$1,000
Creature Maquette Sculpture	\$875	\$125	\$85	\$1,085
Airbrush Makeup	\$850	\$50	\$230	\$1,130
Photographic Hairstyling	\$850	\$50	\$65	\$965

### ADDITIONAL COSTS

In addition to the costs of tuition and materials, students are required to pay the following fees:

\$100 registration fee (non-refundable)

\$0 STRF fee (non-refundable)

\$100 I-20 application fee

\$200 SEVIS I-901 visa fee (paid online to US DHS)

\$0 transcript fee

→ YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU RECEIVE A LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2) The student may not be eligible for any other federal student financial aid at any other institution or other government assistance until the loan is repaid.

## **HONORS OPTIONS**

For the extraordinarily driven and talented, CMS offers a variety of selective, merit-based honors options which allow students additional knowledge beyond the classroom.

### **The Protégé Lab Internship**

For select students who excel in both prosthetics and special effects, Cinema Makeup School offers a one-of-a-kind opportunity: the chance to work inside a working special effects lab. Past lab partnerships include Amalgamated Dynamics, Spectral Motion, Millenium FX, and KNB EFX Group. and have contributed to projects like feature film Harbinger Down and hit television show The Walking Dead.

### **Industry Mentorship**

One of the most prestigious opportunities CMS offers its graduates is the chance to work closely with some of Hollywood's top tier industry artists. Through the Industry Mentorship, CMS' most talented graduates are selected to work in a 3 month long paid mentorship alongside distinguished industry professionals such as Ve Neill, Bill Corso and Howard Berger, learning the ins and outs of the makeup industry through hands on experiences and mentorship.

The Industry Mentorship not only allows CMS graduates the opportunity to gain invaluable industry experience but offers a once-in-a-lifetime opportunity for new artists to gain insight from the most seasoned makeup industry professionals.

### **CMS Apprenticeship**

Students and Graduates of CMS are strongly encouraged to enter their work into the CMS Apprenticeship Competition. Students who participate in the Apprenticeship Competition conceptualize a creative and unique design that can be brought to life in full effect. The student with the most innovative and distinct design is selected to work with CMS and an industry professional who will help the student bring their work to life. Once the design is completed, the student's work will be displayed at major conventions, such as San Diego Comic-Con.

## **WORKSHOPS & SEMINARS**

To help spread appreciation for makeup arts, CMS offers a wide range of workshops and seminars designed for students who are looking for alternative ways to study makeup. From young amateurs trying makeup for the first time or seasoned pros looking to study with Hollywood masters, CMS workshops offer valuable learning experiences for everyone!

### **Hollywood Master Workshops**

These special weekend workshops bring you face-to-face with some of the top award-winning artists in Hollywood for intensive makeup training. Each workshop is customized to showcase and pass on the exact techniques and approaches which made its instructor famous. Combined, our current master instructors have 10 Oscar® nominations, 6 wins, 6 BAFTA awards, 7 Emmy® wins and billions of dollars in box office grosses.

Master Workshop space is limited, and seats are filled on a first come, first served basis by date of initial deposit. Deposits can be submitted online at [cinemamakeup.com](http://cinemamakeup.com)

### **INSTRUCTORS INCLUDE**

Ve Neill  
Joel Harlow  
Howard Berger  
Mike Elizalde

Cheri Montesanto  
Neill Gorton Eryn  
Krueger Mekash  
and more...

### **WORKSHOP DURATION**

16 Clock Hours  
Class: 2 Days

## **SPECIAL EVENTS**

### **Guest Lectures & Demonstrations**

As one of the world's foremost makeup training institutions, Cinema Makeup School is often able to attract some of the biggest names in the makeup and effects industries for special guest lectures, classes and demonstrations. Thanks to the school's prestige and convenient location in Los Angeles, CMS has hosted everyone from cult film makeup icons and performers to Emmy- and Oscar-winning makeup artists at the top of the profession.

### **Conventions & Trade Shows**

To keep the school relevant and in touch with both the makeup industry and the larger entertainment industry, Cinema Makeup School regularly funds student, graduate, and instructor demonstrations at major conventions and trade shows around the world. These range from makeup shows such as the International Makeup Artist Trade Shows (IMATS) in Los Angeles and London, to genre conventions like Monsterpalooza in Burbank, to major international events like Comic-Con in San Diego. These appearances give select students and graduates the chance to have their work publicly shown in front of a large and discerning audience.

### **Student Competitions**

Many students also choose to enter their work in makeup competitions, such as IMATS "Battle of the Brushes." CMS has a proud track record of excellence in these competitions. Our artists regularly place in and often win contests in both beauty makeup and special effects.

## **LIFE AT CMS**

### **DESCRIPTION OF FACILITIES**

The Cinema Makeup School (CMS) campus is located in the epicenter of the entertainment world: Los Angeles, California. The office and classrooms are located at 3780 Wilshire Boulevard in the historic art deco Wiltern Theater Building. We are directly across the street from the Wilshire/Western Metro subway station and are located in close proximity to many bus routes.

Our facility has over 10,000 sq. ft. of space including classrooms, administrative offices, a reception area, computer lab, library and student lounge area. Our ultra-modern, fully air-conditioned classrooms and laboratories

are spacious, custom lit and mirrored environments specially designed to enable students to work at maximum efficiency. The computer lab and library provide individual workstations available for student use, while the lounge area provides a space for students to relax and socialize during class breaks.

CMS also has its own makeup store located in the Wiltern building, which sells materials to students and graduates. The store is a great resource for students and alumni, allowing them to purchase materials without ever having to leave the CMS facility.

The Wiltern building has on-site security that monitors all persons entering and leaving the facility. All of our facilities are wheelchair accessible. Ample student parking (including handicapped-accessible) is available across from the main building.

The facility and all school equipment fully comply with, and in most cases exceed, federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

## **LIVING IN LOS ANGELES**

Home to just under 4 million people, and with nearly 13 million in the surrounding metro area, Los Angeles is the second largest city in the US. It is home to people from all over the world, with nearly every culture and language represented. LA is best known as the home of Hollywood and the heart of the motion picture industry. Billed as "The Creative Capital of the World", Los Angeles is home to the

greatest concentration of artists, actors, dancers, filmmakers, etc. in the world. 1 in 6 LA residents work in some sort of creative industry and the performing arts play a huge role in the identity of the city.

The diversity of Los Angeles makes it a must-see city for anyone interested in culture and history. There is a wealth of incredible places to eat, shop and explore throughout the city and each neighborhood has its own unique identity and characteristics. Between museums, theatres, shopping centers, restaurants and outdoor activities, there is no shortage of entertainment in LA.

Los Angeles is known for having one of the sunniest climates in the US, with only 35 days of precipitation on average each year. The annual temperature averages 66°F (19°C). The coldest month is January, where temperatures average as low as 45°F (7°C) at night, while the hottest month is August, with daytime temperatures averaging up to 90°F (32°C) during the day.

Los Angeles is known as a driving city, crisscrossed by an extensive network of freeways and major highways. It is possible to live in LA without a car, though, as it is home to a large system of bus lines and subway trains, many of which run 24 hours a day. The city is also home to Los Angeles International Airport, the third busiest airport in the US, and the Port of Los Angeles, which is the busiest commercial port in the US and the largest cruise ship center on the West Coast.

## **HOUSING**

Moving to a new city can be a difficult process, and in a city as large as Los Angeles it can be even more challenging. CMS has no dormitories and is not able to offer housing through the school, however, we do what we can to assist in this transition as much as possible.

CMS maintains a list of suggested websites, residences and other resources designed to assist in housing selection on the “Housing” section of our website. There is a plethora of housing options in the neighborhoods surrounding the CMS facility, ranging from \$750 - \$2,000 per month, depending on the amenity’s students desire.

Ultimately students are responsible for housing arrangements, and CMS has no responsibility to find or assist a student in finding housing.

Disclaimer: The information found on the “Housing” section of the CMS website is provided for information only. None of the residences or businesses is associated with CMS in any way. CMS will not be held responsible for false or misleading advertisements, business closure or disagreements between the leasee and the leasing company. CMS is not responsible for evaluating the safety or quality of any listings on our website. Students should read through any agreements or leases thoroughly before signing and, whenever possible, view the residence in person before paying any money to a rental company or individual owner/subletter.

## **NEIGHBORHOODS**

CMS is located in the Mid-Wilshire neighborhood of Los Angeles. When looking for housing, students may wish to concentrate on this area. CMS is also located directly across from the Wilshire/Western purple line Metro station. Students unable to find housing within walking distance of CMS may wish to consider residences along the Metro line. There are also a number of bus stops within one block of the CMS facility that can take students to different areas of the city. For more information on public transportation, students should consult the Los Angeles Metropolitan Transit Authority (LA Metro) website.

## **CMS AND HOLLYWOOD**

Located in line-of-sight of the world-famous Hollywood sign and just blocks from major motion picture studios, Cinema Makeup School is nestled close to the heart of the American film industry. The school’s location and unparalleled industry connections allow students and graduates to regularly interact and work with top Hollywood artists.

## **STUDENT SERVICES**

### **ACADEMIC COUNSELING**

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, Directors, Chief Operating Officer, and Registrar have a sincere interest in the personal welfare of each student, and an open-door policy is the norm.

CMS academic counseling services are designed to aid each student while selecting classes and ensure that each student is provided proper guidance while finishing his or her diploma or certificate courses.

### **WORK STUDY INTERNSHIP / SCHOLARSHIP**

Periodically, CMS will offer students the opportunity to participate in a work study internship in order to pay their tuition. Under this program, the student pays all material, registration and lab fees, but is able to work off their tuition through internship hours. Internship hours may vary and are scheduled on an as-needed basis. This program is not available at all times; to inquire about work study, students should contact the CMS offices. The CMS internship takes place onsite at Cinema Makeup School only.

CMS also provides a variety of scholarship opportunities. Scholarship funds awarded to a prospective student are eligible to be used for CMS tuition only and will expire one year from the date they were awarded. There is no cash value for any scholarship award, and funds cannot be used retroactively.

For students interested in learning more about our scholarships or submitting an application, please visit the “Scholarship” section of our website.

### **VETERANS’ BENEFITS**

CMS is approved by the California State Approving Agency of Veterans Education for the training of veterans and eligible persons under the provisions of Title 38 U.S. Code. This approval is for our Diploma Programs and applies only to the Master Makeup Program and High Fashion Photographic Makeup Program. For more information please contact the CMS offices.

### **OFFICE HOURS**

Administrative office hours are 8:30am to 5:30pm, Monday through Friday. The office is closed on weekends and holidays. Day classes are scheduled from 9:00am to 4:00pm, with select courses held from 9:00am to 5:00pm. Occasionally classes will run from 9:00am to 5:30pm to make up for holiday breaks. CMS observes most major holidays and closes for a winter break between Christmas and New Year’s Day. A complete list of school holidays and breaks is included on our yearly schedule of class start dates.

### **LEARNING RESOURCES**

CMS has established a library and resource center consisting of textbooks and periodicals providing information in the various makeup disciplines offered by the institution. Students are welcome to check out these materials at any point during their time at CMS. The library is open during regular office hours and materials can be checked out for one-week periods.

### **CAREER OPPORTUNITIES**

The career of a makeup artist is challenging and competitive, but also exciting and rewarding. Seasoned makeup artists are magicians with a brush and palette, who can turn the ordinary in the exotic and transform beauties into monsters. They are limited only by their imaginations and are encouraged to try new, daring creations on a regular basis.

Courses at CMS provide students with the knowledge and confidence needed to succeed as a professional makeup artist. Our curriculum is constantly updated to emphasize skills and techniques that are in-demand in today’s marketplace. We keep up with the latest advances in makeup technology and techniques and are always on the cutting edge of industry trends. Our goal is to prepare students for immediate employment upon graduation.

Professional makeup artistry is an extremely diverse field. It encompasses work ranging from fashion, editorial and advertising to film, television and music videos and everything in between. Our students can train in beauty makeup, film and television work, photo- graphic makeup, special makeup effects and the design and application of prosthetics.

Professional makeup artists are expected to be skilled illusionists that can turn any fantasy into a reality for public viewing. They play an integral role in creating characters for film, television and theatre and are an important asset on any production.

With skills learned at CMS and an abundance of imagination, many of our graduates have become well-recognized and award-winning artists in film, television, theatre and fashion. With hard work, passion and the right training, there is no limit to what you can achieve as a makeup artist. The creative possibilities are endless!

## **PLACEMENT SERVICES**

CMS does not guarantee job placement for graduates, but we try to help our students with the job-hunting process as much as possible. CMS maintains an industry job board, which is constantly updated with a wide range of opportunities in beauty, fashion and special makeup effects. In addition to posting these jobs on campus, CMS staff also sends out a daily “jobs e-mail” detailing the latest opportunities available to our students and graduates

CMS’ expertise in training makeup artists is well-known in the makeup world and broader entertainment industry. We are approached daily by designers, production teams and filmmakers looking to hire CMS graduates.

In addition to these offers, our staff compiles listings from various industry job boards and online services so that students and graduates can view them all in one place.

CMS also offers occasional opportunities for our graduates to showcase their talents at international competitions, special seminars and media appearances as representatives of the school. These events can provide international exposure to our alumni and serve as an excellent networking experience for future job opportunities.

The graduate services staff also assists students and graduates in resume preparation, interviewing techniques and portfolio review. In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs.

## **GENERAL CONDUCT**

Students are expected to comply with all school policies regarding curriculum, testing, absences, tardiness and missed work while displaying courtesy and consideration towards instructors, staff and other students. CMS defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion.

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if appropriate. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. In such a case, all monies paid will be refunded.

## **LIABILITY**

CMS assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip. Any medical costs incurred as a result of injury on CMS campus or during CMS courses will be the full responsibility of the student. CMS encourages all students to have the proper insurance before arriving at the school.



## **STUDENT GRIEVANCE PROCEDURE**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted.

Normally, the informal procedure of “discussing” differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing, as well as filed within the student’s record. If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education 1747 North Market Blvd. Suite 225, Sacramento, CA 95834

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Tel (916) 574-8900, (888) 370-7589

Fax (916) 574-8648

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **ADMINISTRATIVE POLICIES**

### **METHODOLOGY**

Our courses are designed to provide students with the skills, knowledge and confidence to succeed as professional makeup artists. All CMS courses stress a hands-on approach to learning. Emphasis is placed on observation of demonstrations and application of techniques in practical workshop sessions. Students are trained in specialized skills applicable to fields such as television, motion picture, theatre, fashion photography, special makeup effects, lab techniques and fabrication of prosthetics.

CMS does not use models for class lessons; students practice their designs on each other. This gives CMS students the unique experience of understanding how models and actors feel in the makeup chair. Having knowledge of both sides of the makeup process makes CMS students better able to respond to client complaints and concerns, know what particular materials feel like on their skin and understand the concerns of actors and models regarding whether makeup applications will hinder performance in any way.

CMS offers students the chance to document their progress in class through the use of our on-site photographic studio. At the end of each day, students have the opportunity to bring their classmates/models to the photo area to document their designs. They also have access to the CMS costume closet where they can find clothing and accessories to enhance their creations. Digital copies of student photos are archived on an online portal where students can access and download their photos.

### **EQUIPMENT**

In addition to makeup, our coursework utilizes various types of specialized equipment. In Character Makeup, for example, students learn bald cap and facial hair techniques which require steamers, crimpers, hackles, tuffy heads and red heads. Students taking lab classes will use blenders, ovens, hammers, waxes, heat lamps, vacuum chambers, drills, heat guns and glue guns. Our Photographic Hairstyling class uses curling irons, flat irons, hairdryers, and mannequin heads. Students in Airbrush Makeup learn to use airbrushes and compressors.

For a full list of all additional equipment, please contact the CMS offices.

## **NON-DISCRIMINATION POLICY**

Cinema Makeup School is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, orientation or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided, they meet the entrance requirements. The client, including those with special needs, are responsible for determining if they can benefit from the training.

## **WHEELCHAIR ACCESSIBLE**

Each campus is wheelchair accessible. Students with special needs are advised to meet with the Director to assess their personal needs as well as to determine if the training courses offered and the occupations, they lead to are suitable for the prospective student's individual situation.

## **LANGUAGE POLICY**

At CMS, instruction in each classroom is given only in English. Minimal English language proficiency is sufficient for enrollment. English language services, including instruction such as ESL, are not provided. Therefore, students must be able to understand the enrollment agreement and admissions process prior to enrollment. Students whose first language is not English must provide a TOEFL score of 450 or an IELTS score of 6. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all the cancellation and refund policies in his or her primary language. If the recruitment leading to enrollment is conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.

## **ADMISSIONS POLICIES**

### **PROCEDURES FOR ADMISSIONS**

Potential applicants are encouraged to visit CMS in order to meet with one of our admissions representatives. The representative will give the applicant a tour of the campus, provide detailed information about the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The representative will also discuss tuition and possible financing. If an applicant cannot visit CMS in person, they can take a virtual tour of the campus via Skype/FaceTime/etc. or contact the school by phone to have all of their questions answered.

The college has not entered into an articulation or transfer agreement with any other college or university.

All applicants to CMS must fill out an enrollment application and submit a \$100 non-refundable registration fee. Once an applicant has been accepted, they will be contacted by CMS to arrange a start date, tuition payment and the purchase of materials, if desired. CMS is a postsecondary education institute. Admission to CMS requires a high school diploma or General Education Development Test (GED). Additional transcripts may be requested in some cases.

## **ENTRANCE REQUIREMENTS**

CMS diploma programs do not require previous experience; however, some specific classes may have prerequisites. Students interested in taking individual classes should check with CMS regarding the requirements prior to filling out an enrollment application. A background in cosmetology, art, theatre and related fields is helpful but not essential. We recommend that U.S. students complete the enrollment process at least two (2) weeks prior to commencement of the desired course's start date. International student enrollment policies vary slightly from those of US students and are covered in the "International Students" section of this catalog (page 28).

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Cinema Makeup School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Cinema Makeup School to determine if your diploma or certificate will transfer.

CMS does not accept the transfer of credits earned at other institutions or through achievement tests. CMS does not participate in articulation or transfer agreements with any other colleges or universities. CMS does not accept ability-to-benefit students. CMS does not award credit for prior experiential learning.

## **ACADEMIC POLICIES**

### **ATTENDANCE**

Cinema Makeup School's attendance policy is designed to ensure that students maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to attend all classes, be on time, remain in class for the entire duration, and be an active participant in demonstrations and discussions.

### **ATTENDANCE RECORDS & ABSENCES**

CMS maintains attendance records. Absences should occur only for urgent reasons such as ill health or other extenuating circumstances. Whenever possible, students should notify the Registrar in advance of any anticipated absences. Prior arrangements must be made with each faculty member for missed work.

Attendance is considered an essential part of the learning experience and individual instructors may implement specific policies regarding attendance for a specific course, which may be more restrictive than the general institutional policies of CMS. The Registrar must approve the policy(s). Prior to the beginning of class, students must be notified of the policy(s) via the course syllabus.

Students are expected to attend class on time. Early departure of more than 15 minutes may adversely affect the student's grades. If a student misses a class or a portion thereof, the instructor is not required to repeat such material for the student. Therefore, it is highly recommended that students make every effort to attend all classes.

Any student who does not attend at least 75% of the scheduled class time will be placed on academic probation for the remainder of the program. The school directors will then investigate the student's academic progress and ability to satisfactorily complete the program requirements. After such investigation, a meeting with the student will be held to establish the student's interest in continuing the program, what work is to be made up, and whether the student should remain on academic probation. If it is apparent that the student does not have any interest in continuing, he/she will be dropped from the program. Otherwise, the committee may determine (a) that the student is maintaining academic progress and may continue class on academic probation status until the end of the quarter; (b) that the student is not maintaining academic progress and the student will be withdrawn from the course; or (c) that the student is not maintaining academic progress in general, and the student will be withdrawn from CMS.

### **MISSED WORK**

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students, including but not limited to, providing instruction on how to approach an assignment, what material was missed in class, administering an actual examination that the student missed, etc.

Therefore, the student must make every effort to attend classes on a regular and consistent basis.

### **LEAVE OF ABSENCE**

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request an administrative leave when a course that is needed is not available. Students in need of a LOA must contact the Registrar. LOA requests must be supported by appropriate documentation. The Registrar will approve or deny LOA requests. If a student fails to return or notify CMS from a LOA the student will be withdrawn from the program.

A student may not request a LOA during the first four weeks of his/her course. The duration of a LOA shall not exceed one year. Only one LOA may be granted per twelve-month period. Barring unforeseen circumstances (such as sudden hospitalization or illness), the appropriate paperwork and documentation must be submitted prior to a student's approved absence from their course. Students cannot be granted a LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.

Students returning from a LOA will only be allowed to join a class if there is a class available and if space is available in that class. Students are solely responsible for contacting the school at least two weeks prior to the start date of the class they wish to join to verify that space is available. If there is no space available, they must wait for the next available class. If the student is not in attendance on their scheduled return date, the student will be withdrawn.

### **ACADEMIC EVALUATIONS**

CMS conducts evaluations of each student's progress at the end of each class. This evaluation standard applies to all certificate and diploma programs. At each of these evaluation points the student must maintain a minimum GPA of 2.00. A student with a GPA below 2.00 will be placed on academic probation. When on probation, a student is enrolled only under specific conditions imposed by the school directors of Cinema Makeup School.

### **ACADEMIC PROBATION**

If the student on academic probation fails to raise the GPA to 2.0 or above for the subsequent term, the student will be suspended. The school directors may grant re-admission of a suspended student upon the student's petition. The re-admitted student is placed on academic probation upon their re-admission. If the student fails to increase their GPA to 2.01 or more, they will be permanently dismissed and not be eligible to enroll in CMS thereafter.

### **LETTER GRADE AND GRADE POINT SYSTEM**

Grading is accomplished by both practical and written methods. Grading standards are as follows:

A = 90% - 100%	4.00 = Excellent
B = 80% - 89%	3.00 = Good
C = 70% - 79%	2.00 = Satisfactory
D = 60% - 69%	1.00 = Poor
F = 00% - 59%	0.75 = Failing
P/F = Pass / Fail	0.00 = Credit/No Credit
I = 00% = Incomplete	
W = 00% = No Grade Assigned	

No student shall qualify for graduation if they have failed any examination or have an overall grade average below 'C'. Extra workshops or retaking exams may be required to correct deficient grades to graduate.

### **RETENTION OF RECORDS**

Cinema Makeup School will maintain student records for five years, as required by state law. Students have a right to access their records anytime that the institution is open and during normal business hours.

Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the decision of the student. Only the student and the school administration have a right to review student records.

No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena.

### **TRANSCRIPTS**

Student transcripts will be permanently retained in the school's records. A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended.

The institute reserves the right to withhold an official transcript if the student's financial obligation to the institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for a second copy.

Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the institute.

### **SCHEDULE OF CHARGES**

Cinema Make Up School is not eligible for Student Federal Financial Aid. Cinema Make Up School approved by CSAAVE for GI Bill Training Benefits.

Cinema Make Up School is listed on the Employment Development Department (EDD) Eligible Training Provider List (ETPL) established in compliance of the Workforce Innovation and Opportunity Act (WIOA).

### **PAYMENT OPTIONS**

Students at Cinema Makeup School have two options for paying their tuition based on the length of their selected program.

Short-term programs designed to be completed in four months or less, requires payment in full of all tuition and fees on the first day of instruction.

Programs four months or longer are eligible for a CMS payment plan, requiring no more than four months of advance payment of tuition. The remaining balance will be divided into equal payments for the duration of the chosen course, with all charges to be paid in full before the completion of the program. Extended payment plans may be offered upon credit approval. Students wishing to pay their tuition on a payment plan should speak with a financial advisor at CMS to work out an appropriate schedule of payments.

### **STUDENT TUITION RECOVERY FUND**

It is a state requirement that a student that pays his or her tuition is required to pay a state-imposed assessment for the STRF.

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, 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency 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. 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.
5. 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.
6. 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 non-collection 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. If the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from the federal financial aid funds.

### **STUDENTS' RIGHT TO CANCEL**

You have the right to cancel the enrollment agreement you sign for a course of instruction-including any materials, such as the student makeup kit, or any other goods and services included in the agreement-and obtain a refund of charges paid through attendance at the first day of class or the seventh day after registration, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid. The written notice of cancellation need

not take any particular form, and, however expressed, is effective if it demonstrates a wish to no longer be bound by the enrollment agreement.

Once purchased and in the student's possession, there is no refund for materials. Specifically, a student may not return a Student Makeup Kit once he/she takes possession of it due to health and sanitation reasons. If you cancel the agreement, the school will refund any money that you paid less the \$100 registration fee. You are obligated to pay only for materials in the student's possession. Due to sanitation concerns, makeup kit costs cannot be refunded unless the student cancels their enrollment prior to being issued their materials on the first day of class.

## **REFUND POLICY**

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less the \$100.00 registration fee and any STRF fees, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and materials in which the students have taken possession. The pro rata refund is calculated as follows:

- a) Deduct a registration fee (\$100.00) and STRF fee (varies) from the total tuition charge.
- b) Divide this figure by the number of days in the program.
- c) The quotient is the daily charge for the program.
- d) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- e) The refund would be any amount in excess of the figure derived in that was paid by you.
- f) The refund amount shall be adjusted for equipment, if applicable.

If the student has received federal financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

## **INTERNATIONAL STUDENTS**

### **STUDENT VISA**

CMS is proud to welcome students from all over the world. CMS is authorized under US Federal Law to issue I-20 forms for students with M-1 student visas. The I-20 documentation provided by CMS is only valid for student visas and does not authorize the student for external work experience. The I-20 form will only be valid for the time period in which the student is enrolled and attending classes at CMS.

### **M-1 VISA**

An M-1 visa is an educational visa issued to students who wish to enter the United States in order to attend a vocational or technical school. The M-1 visas are issued for the duration of the student's program at CMS and are only valid for a maximum of 30 days after the student completes his or her program.

### **TRANSFERS AND EXTENSIONS**

The flexibility of the M-1 visa in terms of transfers or extensions is very limited. Students that wish to transfer to another institution while studying on an M-1 visa may only do so if the new school also offers SEVIS- authorized M-1 programs. A new I-20 will have to be issued and processed if any changes to the student's program are made.

Requests for both transfers and extensions require the student to fill out a Change of Status (I-539) form and pay a processing fee. The I-539 will then have to be sent to the closest Bureau of Customs and Immigration Services (BCIS) office. Students wishing to change their status should speak to a CMS admissions representative before making any changes.

## **ENROLLMENT PROCESS**

In order to apply for I-20 documentation from CMS, international students must complete an international registration form either online, over the phone, or through the mail. They must also provide a completed I-20 application, a \$100 non-refundable application fee and proof of financial support. Cinema Makeup School also requires proof of completion of secondary education (the equivalent of a high school diploma.) Upon receiving this documentation, CMS will issue the student an acceptance letter and I-20 form. Once the student has received their I-20 paperwork and financial documentation, they will have to pay a Student and Exchange Visitor Information System (SEVIS) visa processing fee online.

The policies regarding visa issuance may vary by country and each student should be sure to check with his or her embassy regarding what paperwork and documentation is required. All U.S. embassies and consulates will require the student to prove that they have sufficient funds to cover the cost of the program and living expenses prior to issuing a student visa. The student must either provide documentation of these funds or written proof that they will receive financial support for the duration of the program.

Once the student has gathered their acceptance letter, I-20 form and SEVIS I-901 fee the documentation should be brought to a U.S. embassy for processing after an appointment is made. The time frame required to receive a visa may vary, but CMS recommends allowing at least 2 or 3 months before the program start date. Once a visa is issued. The student should have their I-20 documents and passport stamped and returned. The student should then contact CMS via email or phone and let them know they are ready to begin their program.

## **ENTRY TO THE US**

Upon entering the United States, the student will need to furnish both their passport and I-20 documentation with the appropriate stamps to U.S. Customs. The Customs officer will issue the student an I-94 card, stapled to a page of their passport. This card must remain in the passport while the student is in the United States.

After clearing customs, the student must report to CMS no more than 10 days after arrival or he or she will risk creating problems with their visa status.

## **INTERNATIONAL STUDENT GUIDELINES**

The U.S. Government places many restrictions and requirements on international students including:

- Students must carry their passports, visa and I-20 documentation with them at all times
- Only I-20 documentation from a student's current school is considered valid at any given time
- Students must contact CMS if they have received an I-20 form, but are declining acceptance or have chosen to attend another school so that CMS can cancel their I-20
- Students must notify both CMS and the U.S. Government if they move during their stay. They will need to complete an official Change of Address (AR-11) form

## **RESPONSIBILITIES OF CMS**

CMS will be responsible for providing the following services to International students:

- Issuing I-20 documentation
- Vouching for student status as necessary by providing a student's course schedule and a letter confirming that the student is enrolled at CMS.
- Reporting changes in course content or duration that could affect a student's visa status
- Reporting a Leave of Absence, poor grades or failure
- Reporting completion of the program as scheduled

## **ADDITIONAL COSTS**

In addition to the costs of tuition and materials, international students are required to pay the following fees:



\$100 non-refundable registration fee (paid to CMS)  
\$100 I-20 application fee (paid to CMS)  
\$200 SEVIS I-901 visa fee (paid online to US DHS)

## **STUDENT SERVICES**

International students have access to all of the same services as domestic students including assistance with housing, career planning, transportation questions and other issues. They should feel free to contact CMS via phone or email for assistance with any issues that arise or any questions they have prior to arriving in Los Angeles.

Graduating students are encouraged to meet with CMS administrators prior to leaving the country for advice in how to proceed in their career, what further education they need and to receive advice on how to market themselves to future employers. M-1 Students are not allowed to work for pay while in the U.S., but they can accept paid work in their home country once they return.

## **SCHOOL BREAKS AND HOLIDAYS**

Many CMS students return to their home states and countries during school breaks. If a student on an M-1 visa wishes to return home during a school break he/ she must report the trip to a CMS admissions representative prior to leaving. CMS will need to sign and date the student's I-20 form before departure or the student may be denied reentry to the U.S. Students leaving the country for any reason should carry all required documentation with them at all times, including their I-20, visa and passport.

## **GRADUATION**

Once an international student has completed their course of study at Cinema Makeup School, the CMS admissions office must report the change of status to the SEVIS database. If a graduating student is planning to continue on to another course, they should contact CMS admissions prior to graduation in order to begin the extension process.

## **DISCLAIMER**

While CMS makes every effort to ensure that the information in this catalog is accurate and up-to-date, it is only provided as an informational resource to potential applicants. Students should be sure to double check regulations from the US State Department and BCIS as well as their local embassy or consulate prior to beginning the visa application process. If any discrepancies in information arise, the student should obey the regulations provided by the US government.

## **DISCLOSURE STATEMENTS**

Cinema Makeup School is a private postsecondary educational institute approved to operate through 2019 by the Bureau for Private Postsecondary Education.

Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. Cinema Makeup School chooses not to pursue accreditation by an accrediting agency recognized by the U.S. Department of Education.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 online at [www.bppe.ca.gov](http://www.bppe.ca.gov) or via telephone (888)-370-7589 or fax (916) 263-1897.

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 Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

CMS 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 and has not had a petition in bankruptcy filed against it within 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.).

Students may obtain a loan through a private lending company. If the student does so, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. CMS does participate in state financial assistance through the Veterans administration who are eligible.

Cinema Makeup School  
3780 Wilshire Boulevard, Suite 202 Los Angeles / California 90010 USA  
t 213.368.1234 f 213.739.0819  
[info@cinemamakeup.com](mailto:info@cinemamakeup.com)  
[www.cinemamakeup.com](http://www.cinemamakeup.com)

youtube.com/cinemamakeup  
facebook.com/cinemamakeupschoolfanpage  
@cinemamakeup  
@cinemamakeupschool

## **VETERAN ADDENDUM AND INFORMATION BULLETIN ACKNOWLEDGEMENT**

### **Credit Evaluation Policy**

Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veteran file.

### **Progress Policy:**

Progress will be monitored at the end of each evaluation period (week) for all students receiving veterans benefits. If at the end of any given evaluation period the student's grade falls below 70%, or if attendance falls below 70% of scheduled program hours, the student will be placed on probation for the following evaluation period. If by the end of the probation period the student's grade is not raised to 70%, or overall attendance is not raised to at least 70% of scheduled hours, the Veterans Administration will be notified, and benefits will be interrupted.

### **Conditions for Reentrance:**

If the director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

### **Maximum Timeframe:**

All programs must be completed within the originally contracted length of time.

### **Refund Policy:**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion bears to the total length of the course. The proration will be determined on the ratio of days or hours of instruction completed to the total number of instructional days or hours in the course.

The maximum non-refundable registration fee for veterans is \$10.00.

**Information for students Using Post-9/11 G.I. Bill® (CH33) or Vocational Rehabilitation and Employment benefits (CH31)**

A student using Post-9/11 G.I. Bill® (CH33) or Vocational Rehabilitation and Employment benefits (CH31) will be allowed to enroll in and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA, **Cinema Make Up School** will not impose any penalty, charge late fees or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins the date the student provides appropriate documentation and continues either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student’s enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 33 or 31 benefits, a student must provide the following documents:

- Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the VA website).
- A written request to use either Post 9/11 G.I. Bill benefits or VA Vocational Rehabilitation or; and
- All additional information requested by the School Certifying Official to properly certify enrollment to the VA.

For more information regarding this policy, contact your School Certifying Official at [admissions@cinemamakeup.com](mailto:admissions@cinemamakeup.com) or 213-368-1234

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

I have received a copy of the Veterans Information Bulletin that contains the rules, regulations, course completion, requirements and costs for the specific course in which I have enrolled.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security: \_\_\_\_\_

Enrolled By: \_\_\_\_\_

Date: \_\_\_\_\_