Welcome to Elegance International. Founded in 1966 in the heart of Hollywood California, E.I. is the world’s first school of makeup and continues to be the best. It paved the way for the education and training of professional makeup artists and continues to set the standards by which those in the fields of fashion, film and television work. Our goal is to continually set the bar for our instructors and programs ever higher, so that our graduates will always be, by the most sought-after and respected artists in the makeup industry. To this end, our programs are updated twice a year in conjunction with our Program Advisory Board (PAC), a peer group of working professional and employers. This allows EI to keep our educational offerings relevant to the ever-changing makeup arts Industry. We are one of the very few makeup schools accredited by the ACCSC (Accrediting Commission of Career Schools and Colleges). This means that we are held to very high standards in terms of educational content, job placement and retention.

Elegance International is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). 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.

Accredited by: ACCSC
Approved by: CSAAE for veterans • I-20 M/I Visa
Approved for: Title IV Financial Aid • Stafford Loan • SEOG Federal Pell • Federal Work Study

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by 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.
THE CAMPUS

E.I. began in 1966 with a faculty comprised of working makeup professionals. In contrast to the system of apprenticeships practiced at that time, these professionals provided much-needed makeup artistry training in a school environment. That tradition continues today, as we provide our students with the most comprehensive and professional training available. In January of 1972, the school expanded its facilities, personnel and programs, paving the way for the modern facility we now operate. Our graduates have been nominated for twelve Academy Awards and have won three times. Graduate honors also include many nominations and wins for EMMYS in both daytime and primetime award categories.

A detailed list of our graduates' achievements can be found on our website, www.EI.edu.

Our mission and driving philosophy at E.I. is to provide students with comprehensive training in all aspects of professional makeup artistry, with an emphasis on professional and artistic skills. We strive to provide our students with daily motivation, support and a firm and nurturing environment in which you may develop your professional skills.

THE LIBRARY

The school library houses relevant makeup books, magazines, and reference materials, along with films and television shows on DVD and VHS. It is open to students daily.

CLASSROOMS

All classrooms are designed with multiple workstations, lighted mirrors, practice heads, audio-visual equipment, training videos and a variety of specialty items such as hackles, curling ovens, airbrush machines, spray booths, mixers and more, as needed for training. The average class size at E.I. is 16 students, and no more than 20 students are permitted in any one class.

THE NEIGHBORHOOD

The Dolby Theatre, the Hollywood Museum at the Max Factor Building, Paramount Studios, the Pantages Theatre, the Hollywood Wax Museum, movie theaters, cafes and a large variety of shopping and restaurant experiences are all within a short walking distance. This institution, the facility it occupies, and the equipment it utilizes fully comply with all federal, state, and local ordinances and regulations, including those requirements regarding fire safety, building safety, and health.

CAMPUS HOLLYWOOD INFORMATION

E.I. is part of a large group of schools centered on entertainment arts education, called Campus Hollywood. Campus Hollywood is comprised of four media and entertainment related schools. Elegance International (E.I.), the Musicians Institute (MI), the International Dance Academy (IDA) and the Theatre of Arts (TOA), a professional school of acting. These are all within walking distance of E.I.

The Los Angeles Music Academy (LAMA), located in Pasadena, is also affiliated with Campus Hollywood. MI, which is just across the street from E.I., an LAMA are both schools of contemporary music. IDA and TOA offer courses in acting, voice, dance, and stage performance. E.I. students are welcome to attend all performances, concerts and special music events.

Other Campus Hollywood companies include ESP, Schecter Guitars, and United Television Broadcasting (UTB), the Japanese broadcasting station in Los Angeles (channel 18.2). Discounts are available to students for concerts at MI, theatrical productions at TOA and at makeup and art centers throughout Southern California (Smash Box, MAC, Sephora, Naimie’s, Nigel’s, Carter-Sexton, etc.) with the E.I. Student ID.
We strive to provide you with all the information and resources you need to facilitate a smooth and easy transition into the program at E.I. But most importantly, we want you to feel comfortable that you’ve made the right decision choosing us. As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing the agreement. The enrollment process for students in all courses of study is as follows:

- During the week prior to the monthly start date, new students must attend an orientation. There they will review student rules and their career goals, and meet the student support staff. This orientation also provides an opportunity for new students to ask questions and review the materials and supplies they will need for class.

To complete the admissions process, candidates must submit a signed agreement and supporting documents to the Admissions Department prior to enrollment and meet with the Admissions Director. Some candidates may also be required to be interviewed by the School Director. Students who do not have a high school diploma may submit a GED. Enrolling students must also take the entrance exam and complete the pre-screening questionnaire. The registration fee must be paid prior to enrollment and all tuition arrangements must be made with the Financial Aid Director in advance. Appointments for registration can be made by calling the Admissions Office. Elegance International has not entered into any transfer or articulation agreements with any other college or university and does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

Elegance International does not accept transfer credits.

INTERNATIONAL ADMISSIONS

We welcome all international students at E.I. Our staff and faculty are eager to help with adjustment to life in Southern California. All international students who apply for the I-20 visa must have proof of financial stability in order to enroll in the professional makeup artist program. International students may submit an inquiry with the Admissions Office for all necessary documentation. E.I. can issue the I-20, M-1 student visa to qualified students, however, I-20 documentation can only be provided for the student at the time the student is registered in school.

REQUIREMENTS

The requirements of equal opportunity in all of its educational activities, admissions and employment and does not discriminate because of race, color, national origin, religion, sex, sexual orientation, age, physical handicap, or marital status. E.I’s Enrollment Services Office assists international students in immigration and personal matters. A few important regulations applying to all international students include:

- Application Fees
  A non-refundable $75.00 application fees must be submitted as an International Money Order, Postal Money Order, Bank Wire Transfer, or Credit Card for U.S. funds.

- Sufficient Funds
  All international students must submit an official letter from the student’s, parent’s or sponsor’s bank certifying that there are enough funds available for payment of tuition and living expenses during the study period. All funds sent to E.I. must be in U.S. dollars.

- English Language Fluency
  Notice to students for whom English is a second or other language: E.I. does not provide English Language courses or support. All courses and correspondence takes place in English. As such, a general fluency in English is necessary in order to benefit from your time at E.I.

* The School Director may conduct an interview in addition to the TSE. Title IV Federal Financial Aid is not available to international students. E.I offers instruction in English only and does not offer English as a Second Language instruction.
CONTINUED REQUIREMENTS

English Documents
All documents must be in English or accompanied by a certified English translation of the document.

English Language
A minimum TOEFL score of 50 is required for admission.

Student Visas
A non-immigrant M-1 student visa is required. EI will assist student in obtaining such visas and will confirm student status with inquiring agencies.

An I-20 immigration form will be issued to the student upon meeting all entrance and financial requirements. The student must take the I-20 form to the U.S. Embassy or Consulate in his or her country of residence to obtain a student visa in order to enter the United States.

Full-time Status
All international students must maintain "full-time" status in order to satisfy student visa requirements.

INTERNATIONAL ADMISSIONS

$75 Application Fee
Proof of English Language Proficiency
Proof of High School Graduation
1/3 down payment of total cost of program
Copy of Passport/Birth Certificate
Proof of financial stability
A minimum Score of 50 on the Test of English as a Foreign Language (TOEFL)
TUITION SCHEDULE

ARTISTRY OF MAKEUP PROGRAM - 12 MONTHS
51 Quarter Credit Hours | 1080 CLOCK HOURS

Students who successfully complete the Artistry of Makeup Program receive a diploma upon completion. Financial aid assistance is offered to eligible students who are enrolled in this program.

*Note: This is an estimate only. Students are required to purchase makeup, supplies, and tools for each class. Students are encouraged to purchase these supplies as they progress through their training, and not to buy them in advance of classes. The itemized fees for makeup are estimates. Students may purchase these materials from the Student Store on campus, or they may purchase these items at makeup supply companies throughout the Southern California area.

Tuition Per Clock Hour: $16.20
Total Program Tuition: $17,600.00
Lab Fees: $1000.00
STRF Fee: $0.00 per $1000 of Institutional Charges
Total STRF Fee: $0.00
Materials Estimate: $2,500.00
Total Cost: $21,100.00

STUDENT TUITION RECOVERY FEE (STRF):

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 - days before the school closed or, if the material failure began earlier than 30 - days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number. Students who have exhausted all other possible ways to recover lost tuition expenses may file a STRF claim application. You may download a STRF claim application by visiting our web site www.bppe.ca.gov/forms_pubs/strf.pdf. Students who have exhausted all other possible ways to recover lost tuition expenses may file a STRF claim application. You may download a STRF claim application by visiting our web site www.bppe.ca.gov/forms_pubs/strf.pdf.
STUDENT SERVICES

TRANSPORTATION
Discounts and schedules are available for public transportation, buses and subway. Discounts are also available for several lots located near the school.

THE LIBRARY
The school library houses a large store of relevant makeup books, magazines, periodicals and reference materials. Films and television shows, on DVD and VHS, are also available for check out on a weekly basis, to all currently enrolled students.

STUDENT STORE
The student store keeps a variety of name brand makeup and accessories needed for class projects. All products are available for purchase at a significant discount from normally advertised retail prices. EI takes great pride in not only saving our students money on these essential supplies but in not requiring students to buy and use only one proprietary brand.

The Student Store is open to students only. Hours are: Monday 8:30am - 6:00pm, Tuesday 8:30am - 6:00pm, Wednesday 8:30am - 6:00pm, Thursday 8:30am - 9:30pm, Friday 9:00am - 12:00pm

OTHER SERVICES
In addition to these, EI offers a variety of other services to its students. Some are shared throughout all of the Campus Hollywood schools. These services include but are not limited to:

- Movie & Television Studio Tours
- Productions at Theatre of Arts
- Concerts at Musicians Institute (www.mi.edu)
- Advisories on Film & Television
- Advisory Sessions
- Discounts offered at specific make-up companies in L.A.
- Advisory workshops for new students and assisting with registration.
- Answering questions concerning academic policy.

STUDENT SERVICES

Academic Advising
EI's Academic Advisors have developed a program that provides students with the information and counsel they need. Advisors help guide our students to develop sound educational goals and to make effective decisions about courses and programs that will enable them to realize those goals.

Housing
The Student Services Department provides a broad range of services. Assisting students to achieve their academic goals and making life at the school easier. The Student Service Department is open from 9:00am to 6:00pm Monday through Friday. All services provided are available to current students and graduates on a walk-in and appointment basis.

ACADEMIC ADVISING
EI's Academic Advising provides comprehensive academic advising for all students. Providing advisory workshops for new students and assisting with registration.

Housing
The Student Services Department keeps updated listings of available housing options in the Los Angeles area as well as runs a roommate referral for students looking for shared housing opportunities. Our Student Housing Guide offers information and assistance regarding apartment rentals, rental agreements, renters' rights, finding roommates, budgeting for food, utilities, telephone services, where to shop, and how to get around the city. More information on all of our Housing Services may be obtained by contacting your Admissions Representative directly by phone or email.

Although EI does not own or operate any dormitory facilities, the school is dedicated to assuring that all students have access to housing that is safe, comfortable, and affordable. The Student Services Manager and Roommate Referral Service helps students locate housing that meets these requirements.

In addition to regularly updated listings of apartments within walking distance to the main campus, EI maintains approximately 50 apartment listings within the two mile radius of the EI shuttle service: outside the two-mile radius, the number of listings expands into the hundreds. Monthly rents range from $400.00 to $2,100.00—depending on size, location, amenities, and if you are sharing the cost of expenses. Listings for other areas are also available upon request.

For more questions on housing options and roommate referrals, please contact our Student Services Department at (323) 871-8318.

Through one-on-one appointments, drop-in advising and advising workshops, the Academic Advising Center provides the following services for students:

- Providing comprehensive academic advising for all students.
- Providing advisory workshops for new students and assisting with registration.
- Answering questions concerning academic policy.
CAREER SERVICES

Our Career Services programs, in conjunction with our project based curriculum, means that you’ll be getting a world class education and simultaneously getting real world work experience, all while you’re still in school. Throughout your time at EI and even after graduation, the Career Services Department will be there for you, to provide support and guidance as you plot your career course. The Career Services Department is open:

- Monday - 8:30am - 6:00pm
- Tuesday - 8:30am - 9:30pm
- Wednesday - 8:30am - 6:00pm
- Thursday - 8:30am - 9:30pm
- Friday - 8:30am - 5:00pm

All services provided are available to current students and graduates on a walk-in and appointment basis.

JOB PLACEMENT ASSISTANCE

The Career Services Department is staffed with full-time placement support professionals and offers students and graduates job placement assistance. The securing of positions is not guaranteed; each makeup artist is responsible for securing his/her own employment opportunities. Most makeup artists locate employment in a variety of areas that create a diverse mix of employment opportunities. Employment can be found in Industries such as film, television, theater, social events and retail cosmetics. Depending upon the job, employment can range from one day to several months. The hours worked can also vary from a traditional eight hour day to ten-fourteen hours depending on the Industry and specific job. The makeup arts industry is diverse, artistic and highly entrepreneurial.

PORTFOLIO DEVELOPMENT

Your portfolio is a valuable tool in your arsenal as a makeup artist. It’s often the first opportunity you have to impress and influence those in charge of making the decisions that can affect your career. By developing and preparing a professional portfolio, every artist takes a giant step towards ensuring her or his own success. EI’s Portfolio Development Program focuses on assisting our students and graduates, in creating the jaw dropping material needed to open doors for employment opportunities.

EI: CONNECTS

Upon registration, every EI student receives their own customizable EI: Connects Webpage, that can be updated with photos and video of your projects, becoming a powerful promotional tool, in addition to your physical portfolio. EI: Connects is much more than that.

CAREER SERVICES

Employment leads are communicated directly to each student’s page, which can be optimized to filter specific criteria, so only the desired opportunities are displayed. EI: Connects is your individual, definitive online resource for showcasing your talent and locating employment opportunities in the Makeup and Special Effects Industry.

CAREER PREPARATION SEMINARS

A variety of career-related workshops and seminars are offered by the Career Services Department throughout the year. Students and alumni are encouraged to participate in as many programs as possible to enhance their career development process.

CAREER COUNSELING

Career counseling gives students an opportunity to meet one on one with industry professionals who are actually making a living working in the Makeup Arts Industry. This unique opportunity gives valuable insight and advice for individual career preparation.

EXTERNSHIPS

The Externship Program at EI offers exciting opportunities to augment classroom study with real-world work experience. Under the guidance of a faculty supervisor, students are given opportunities throughout the year to apply their knowledge at various entertainment-related events such as TV shows, plays, movies and fashion shows. Externships are vital to building the necessary confidence needed for career success.
NOTE: The VA or the state approving agency may impose enrollment limitations. Veterans are advised to obtain appropriate enrollment materials well in advance of starting class. Problems relating to veteran enrollment should be directed to the regional office of the Veterans’ Administration. This approval is for non-degree programs and applies to the Professional Artistry of Makeup program of study. This approval is given only for the full program, not for individual classes.

VETERANS’ BENEFITS
E.I. is approved under the provisions of Title 38, United States Code, for veterans. Students who wish to receive veterans’ benefits must submit a statement of previous training to the school for consideration. Students with prior training must submit transcripts from previously attended institutions. All prior training must be evaluated and credits allowed will be recorded on the enrollment record. The length of the course is shortened proportionally. In addition, both the student and the VA will be notified of the determination.

NOTE: The VA or the state approving agency may impose enrollment limitations. Veterans are advised to obtain appropriate enrollment materials well in advance of starting class. Problems relating to veteran enrollment should be directed to the regional office of the Veterans’ Administration. This approval is for non-degree programs and applies to the Professional Artistry of Makeup program of study. This approval is given only for the full program, not for individual classes.

INDUSTRY FAIRS
The Career Services Department coordinates several career fairs each year to bring together students and employers within the Makeup Arts Industry. EI job fairs give you the chance to meet face to face with prospective employers, participate in on-campus interviews and auditions, as well as attend informative industry related workshops and seminars.

FINANCIAL AID
E.I. offers assistance in financing in the form of monthly payments, or other terms mutually agreed upon by the student and administration. There is a qualifying procedure and students must meet with the school’s Financial Aid Director.

Potential students may log onto the E.I. website (www.EI.edu) to apply online.

CAREER SERVICES
FINANCIAL AID

FEDERAL AND STATE FINANCIAL AID PROGRAMS

EI offers financial aid assistance to all those who are qualified. Financial aid is available in the form of federal student aid, the Federal Pell Grant, SEOG, the Federal Stafford Loan and the FWS (Federal Work Study) program. Financial aid is available for the Artyz选秀 program only. The two courses approved to be taken individually are not covered by Financial Aid.

Student financial aid assistance is available to qualified U.S. citizens and eligible non-citizens with a valid high school diploma (or equivalent). Students who are applying for student financial assistance begin the application process by completing the Free Application for Federal Student Aid or FAFSA. The FAFSA may be completed online at fafsa.ed.gov. Assistance with the FAFSA is provided to applicants by contacting the EI Enrollment Services Department. The U.S. Department of Education will make a Student Aid Report to students within two weeks of submitting the FAFSA. The information collected on the FAFSA is used to calculate a family’s Expected Family Contribution, or EFC. This contribution is utilized by the EI Financial Aid Office to determine each individual student’s eligibility for federal and state financial aid. The Financial Aid Office receives notification of the Student Aid Report in the form of an Institutional Student Information Summary(ISIR). Applicants selected for a process called “verification” may be contacted by the Financial Aid Office to provide additional documents, such as student and/or parent tax transcripts, verification of untaxed income, or benefits or other documents required to determine eligibility. Failure to do so will result in loss or non-receipt of aid. A student’s eligibility for need-based financial aid is determined by subtracting the EFC from the cost of attendance for the course of study. A student's cost of attendance includes tuition and fees, books and supplies, housing, personal, and transportation costs. Charges for tuition and fees can be found in the Tuition Schedule section of this catalog. Other costs are based on a standard expense budget as determined by the California Student Aid Commission (current figures are also shown in the Tuition Schedule section of this catalog; these costs are subject to annual updates). Financial assistance funding is disbursed two equal payments during the program. The second payment is released after completing half of the program. Funds from the various financial assistance programs (described herein) are not subject to annual updates. Financial assistance funding is disbursed two equal payments during the program. The second payment is released after completing half of the program. Funds from the various financial assistance programs (described herein) are not subject to annual updates.

STUDENT LOAN RESPONSIBILITIES

Students who receive a loan to pay for an educational program have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Students who have received federal student financial aid funds are entitled to a refund of the moneys not paid from federal student financial aid program funds.

Makeup program only. The two courses approved to be taken individually are not covered by Financial Aid.

PELL Grant, SEOG, the Federal Stafford Loan and the FWS (Federal Work Study) program. Financial aid is available for the Artistry of Makeup program only. The two courses approved to be taken individually are not covered by Financial Aid.

Note: All Financial Aid forms, applications and other paperwork must be submitted no later than one week prior to registration.

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FINANCIAL AID PROGRAMS OFFERED AT EI

Federal Pell Grant
The Pell Grant program is intended to help provide eligible students access to the post-secondary institution of their choice. Pell Grants are gifted by the Department of Education for undergraduate students that are not repaid. The Department of Education uses the information provided on the Free Application for Federal Student Aid (FAFSA) to determine eligibility for this grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG is for undergraduate students with exceptional need and is not repaid. This program is funded by the Department of Education and administered by the school’s financial aid office. Please note that these funds are limited and awards are offered on a “first come / first served” basis.

DIRECT LOAN
Elegance International participated in the William D. Ford Federal Direct Loan program beginning July 1, 2010. This is a low-interest, need-based loan designed to provide students with additional funds for education training. Independent students who qualify may borrow up to a maximum subsidized of $3500 depending on program. Independent students may borrow up to a maximum of $3500 and Unsubsidized of $6000 depending on program. Repayment generally begins six (6) months after your last date of attendance and the minimum monthly payment is $50.00 per loan. The interest rate is variable (maximum 8.25%) and is adjusted annually. For students who demonstrate a need for a subsidized loan, the government will pay the interest on your loan during the time you are in school and the specified grace period. Students who have a calculated need less than the maximum on the loan may borrow the difference on an unsubsidized loan and will be responsible for the entire interest that on this portion of the loan.

DIRECT PLUS LOAN
PLUS loans are for qualified parents of dependent students who want to borrow to help pay for their children’s education. Eligible PLUS borrowers may borrow up to the yearly cost of education less other financial aid awarded to the student. PLUS loans are credit-based and require approval by the lender. This is a loan and must be repaid. Repayment on the PLUS loan begins within 60 days of the final disbursement. The amount of the monthly payment will vary with the amount borrowed, but will never be less than $50.00 per month. The interest rate is variable and is adjusted annually, but will not exceed 9%.

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FINANCIAL AID

BORROWERS RIGHTS AND RESPONSIBILITIES
Students borrowing a loan have the right to a grace period before repayment period begins. The grace period begins after the last date of attendance or after a drop below half-time status, as defined by the school. The exact length of the grace period will be shown on the promissory note provided by the Department of Education.

- Borrowers must be given a repayment schedule that specifies when the first payment is due as well as the number, frequency and amount of all payments.
- Borrowers must be given a list of deferment and cancellation conditions.

The following list is required for all student loan borrowers.

By signing a promissory note, students agree to repay their loans according to the terms of the note. This note is a binding legal document. This commitment to repay includes repaying the loan even when the educational program is not completed, the student does not get a job after completing the program, or is dissatisfied with the program.

Failure to repay the loan on time, or according to the terms in the promissory note, may result in loan default, which has very serious consequences.

- Loan payments must be paid even if the student did not receive a bill. Billing statements and coupon books are sent as a convenience, but are not an obligation.
- Borrowers that have applied for a deferment must continue to make payments until the deferment is processed. Failure to make payments may result in default. Always maintain copies of all deferment request forms and correspondence with the organization that holds the loan(s).
- The organization that holds the loan(s) must be notified if any of the following occur: graduation, withdrawal from school, dropping below half-time status, name or address change, or Social Security number, or transfer to another school.

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NOTE TO VETERANS
Veterans of the U.S. Armed Forces applying to this school, who are NOT receiving the Post 9/11 GI Bill, must make arrangements to pay tuition through means other than veterans (VA) benefits (e.g., cash or financial aid). Students receiving Post 9/11 benefits (Chapter 33) will have any eligible tuition payments paid directly to the school. All housing allowances (BAH) will be paid directly to the student. Students receiving other forms of VA benefits (Chapters 30, 35, 1606 /1607), will receive their monthly benefit directly from the Department of Veteran Affairs.

FINANCIAL AID

- Before receiving a first disbursement, students must attend an entrance interview. Before leaving school, students must attend an exit interview (see previous).

We recommend that international students contact the Department of Student Financial Assistance in their home country for information on financial aid offered by that country. U.S. financial aid programs are only available to U.S. citizens or students who are in one of the following categories:

- U.S. permanent residents who have an Alien Registration Receipt Card (I-151 or I-551).
- Other eligible non-citizens with a Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing specific designations.

VETERANS’ BENEFITS
E.I. is approved under the provisions of Title 38, United States Code, for veterans. Students who wish to receive veterans’ benefits must submit a statement of previous training to the school for consideration. Students with prior training in the courses to be pursued must submit transcripts from previously attended institutions. All prior training must be evaluated and credits allowed will be recorded on the enrollment record. The length of the course is shortened proportionally. In addition, both the student and the VA will be notified of the determination.

NOTE: The VA or the state approving agency may impose enrollment limitations. Veterans are advised to obtain appropriate enrollment materials well in advance of starting class. Problems relating to veteran enrollment should be directed to the regional office of the Veterans’ Administration. This approval is for non-degree programs and applies to the Professional Artistry of Makeup program of study. This approval is given only for the full program, not for individual classes.

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BASICS OF INTERVENTION, BEHAVIORAL ARTISTRY
Students can apply for VA benefits online using the VONAPP at www.gibill.va.gov. Paper forms are available for download on this site as well if needed. Students receiving VA benefits must submit transcripts from any previously attended college(s) for the evaluation of credits. Any allowable transfer credits will be recorded, and the length of the program will be shortened proportionately. Elegance International will guide veterans through the application process, but cannot determine eligibility, and accepts no responsibility for payments made directly to students. Please contact the Veterans Benefits Coordinator for any additional questions.

Elegance International (EI) Financial Aid Staff Code of Conduct

Elegance International (EI) financial aid staff are expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial staff person at EI should refrain from taking any action for his or her personal benefit; refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves; ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain; and be objective in making decisions and advising students at EI regarding relationships with any entity involved in any aspect of student financial aid. EI staff will refrain from soliciting or accepting anything of other than nominal value from any governmental entity (such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory board or as part of a training activity of or sponsored by any such entity. EI staff must disclose in such manner as EI may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.
CHARGES FOR REPEATED COURSES – RE-ENROLLMENT

Students will be charged for retaking any failed courses.

RE-ENROLLMENT / RE-ENTRY POLICIES: RE-ENTRY

A student who withdraws or is terminated from a program of study and returns within 180 days will be charged the same tuition costs. The student is bound by the catalog in effect at the time of the original enrollment. Students that have passed an SAP evaluation point and withdraw, or are terminated from the institution while on probation, may not re-enter. These students are only eligible to re-enroll after a period of one year.

STUDENTS’ RIGHTS TO CANCEL/WITHDRAW

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid up to the student’s attendance at the first class session, or the seventh day after enrollment, whichever is later. The student has the right to withdraw from a program of instruction at any time. Cancellation or withdrawal shall occur when the student provides written notice to the school at the address specified above. Students may be withdrawn if the school concludes that a student has not complied with the school’s policies or if the student’s behavior is unacceptable.

RETURN OF TITLE IV FUNDS

A student who withdraws or is terminated from the school will have a financial aid refund calculated based upon the percentage of Title IV funds earned by the student at the time of withdrawal. The Financial Aid Office will calculate the amount of Title IV assistance that the student has earned. Title IV funds are earned in proportion to the percentage of the payment period that is completed, with 100% of the funds earned after 60% of the payment period is completed. For instance, if the payment period consists of 300 hours, all of the Title IV funds disbursed for the period are earned after more than 180 hours have elapsed from the start date to the last date of attendance.

When a student withdraws prior to 60% of the payment period, the refund calculation is based on the number of hours elapsed to the payment withdrawal date. If the amount received by the student exceeds the amount earned, the school must return the excess funds to the Title IV programs in the sequence mandated by Federal Law. Only after the return of Title IV Funds calculation is completed and any excess funds have been returned to the Title IV programs is the state refund calculation applied. Any materials not returned to UI in good condition within 20 days of withdrawing from school will not be included in the return to Title IV or state refund calculations.

ARTISTRY OF MAKEUP PROGRAM (AOM)

At EI, we base our educational content and training on the needs of the fashion, film and television industries. We constantly update our curriculum in conjunction with our Program Advisory Committee (PAC) of working industry professionals. This keeps our programs relevant and up-to-date and it keeps you on the cutting edge of whatever industry you choose to work in. We focus on a hands-on approach, using all types of cosmetics. Better preparing you for any challenge you’ll encounter on the job.

Become the artist you’ve always wanted to be.

AOM – THE ARTISTRY OF MAKEUP

This one-year program of study prepares students to become fully-trained makeup artists capable of working in all aspects of the various makeup industries – beauty, fashion, film, television and theatrical. Six courses in this program offer students the fundamentals, through the advanced techniques of each makeup discipline. Including practical workshops, guest speakers and field trips. The program consists of:

AOM 101 – SALON: BEAUTY AND CORRECTIVE MAKEUP

This course covers all fundamentals of the face including: shape, condition, corrective techniques, day and evening applications, with special emphasis on the elements of the face: eyes, nose, lips, cheeks, etc. Graduates of AOM 101 are well prepared to work as Personal Beauty Makeup Artists in a broad range of capacities including: beauty salon makeup services, weddings, sales and application at makeup counters etc.

AOM 102 – THEATRICAL / LIVE PERFORMANCES MAKEUP

Students receive training in intimate, mid-range and long-range theatrical production design and development of specific character studies, including: Analysis of character together with environment, heredity, health, personality and circumstances, as they influence character appearance, age and facial hair. Students in this course also attend a one-day session at a Professional Hollywood Theatre for hands-on instruction in etiquette, backstage set up and lighting design, with instruction on how lighting affects makeup design and colors. AOM 102 prepares graduates to work as professional Makeup Artists for theatrical productions, theatre companies and various live stage performance.

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ARTISTRY OF MAKEUP PROGRAM (AOM)

AOM 103 – HIGH FASHION & PHOTOGRAPHIC MAKEUP
Training includes: Knowledge in lighting for black and white and color print. The study of color with all its uses. Expanded and reinforced creativity and imagination. The understanding and use of non-conventional elements in fanciful designs. How to promote products through makeup design. Studio etiquette and the uses of film versus digital photographs for editorial looks. The study and comprehension of the history of makeup, including all period makeup designs and products used. AOM 103 prepares graduates to work as Makeup Artists for fashion shows, high fashion photography and fanciful performances, as well as demonstrating makeup at trade shows and public events.

AOM 104 – TELEVISION & HDTV MAKEUP
This course explores the difference between analog and digital TV, the achievement of a 20-year increase/decrease in age, using “cosmetics-only” and “build-up” techniques to duplicate realistic diseases, such as Small Pox, AIDS, malnutrition, etc. Simulation of simple injuries and bruises with realistic looks for HDTV, script analysis, character breakdowns, extreme corrective makeup for a variety of television presentations, airbrushing techniques and body makeup, application of facial hair works and creating and removing tattoos with makeup only. AOM 105 prepares graduates to work as professional Makeup Artists for digitally recorded events, Television work and HD recorded films.

AOM 105 – BASIC PROSTHETIC CONSTRUCTIONS – TECH LAB
Training includes: Construction of proper and realistic prosthetic appliances for facial or skin application, bald cap construction, knowledge and running of different prosthetic appliance materials such as rubber, foam latex, gelatin, etc. Use of hot melt, clamps and other techniques to be used in the Film course. AOM prepares graduates to work as Artists/Technicians at special makeup effects shops for construction, elaboration and handling materials for prosthetic appliances, intended for Theatre, TV or Film use.

AOM 106 – FILM MAKEUP
The final class in this year-long program focuses on all aspects of film makeup including: Set etiquette, character development, building the artist's portfolio, bald cap applications, appliances applications, age and character progression and development, horror characters including complex injuries, medical dressings and treatments, period designs and budgets. Final Exam is the design and application of a realistic looking fantasy or human character with the use of given appliances the day of the application for evaluation and grading.

CONTINUING EDUCATION
At EI, we know that the demands of the industry are always changing. To that end we also offer master classes, continuing education classes and one-on-one training. EI provides continuous support to our graduates. Our Alumni are afforded the opportunity to take single classes and seminars, for free, to keep their techniques razor sharp, so that they remain competitive and products through makeup design. When you study here, we are committed to you, to ensure that your skills always remain at the top of the game.

GRADUATION
Students must maintain a passing grade of 70% (C) as a minimum at each level of progress. Grades are posted at the end of each course. Students whose grades fall to 69% or below will be placed on academic probation until the next assessment period. If students have not improved their grade point average by the next assessment period, they will be suspended from class. A student who has been suspended will be allowed to return the next time the course is offered, as space is available, if the student agrees to comply with the school's SAP. If a student fails to complete any course or program for any reason, the maximum time allowed to complete the missed requirements is 1.5 times the normal duration. For example: The Artistry of Makeup Program is 1080 clock hours, taught over 96 class sessions, in 48 weeks (excluding breaks). Therefore a student has a maximum of 72 weeks of school days to complete the program requirements to receive a passing grade. Courses of 120-clock hours are held over an 8-week period. Therefore a student has a maximum of 12 weeks in total to complete the course. If a student fails to complete any course or program within the 1.5 times period and the student is not on a leave of absence, the incompletion shall be converted to a failure at the end of the period.

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Day Classes meet twice each week on a Mon/Wed or a Tue/Thu schedule. Mondays & Wednesdays: 9:00 a.m. – 5:30 p.m. Tuesdays & Thursdays: 9:00 a.m. – 5:30 p.m. No classes on Friday.

Evening Classes meet twice per week on a Tues/Thu schedule and some Saturdays.

Tuesdays & Thursdays: 6:00 p.m. to 10:15 p.m. Saturdays: 9:00am to 5:00pm
In order to successfully complete training at E.I. and be eligible for graduation, students must achieve the following:

- Have maintained 80% attendance throughout the program.
- Have achieved an overall grade point average (GPA) of 2.0 (C).
- Have completed all projects and received a final grade.
- Completion of the 120 externship hour requirement.
- Be cleared from the Finance Office. All outstanding fees must be paid before a student is considered a graduate and is able to receive a diploma and transcript from the school.
- Have completed all courses, projects, and final exams within eighteen (18) months of the start date. (Including official Leaves of Absence.)

Students who successfully complete the Artistry of Makeup Program receive a diploma. The certificate or diploma will be issued 2 weeks after graduation. The student must call to make an appointment with the Registrar in order to pick it up.

**TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED**

**NOTICE:** The transferability of credits you earn at the School is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits and/or certificate you earn at this school are not acceptable to 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 be certain that your attendance at this school will meet your educational goals. This may include contacting an institution to which you may seek to transfer before attending this school to determine whether your credits/certificate will be transferable.

Due to the nature of the program and courses at E.I., transfer credits from other institutions are not accepted towards program completion. E.I. does not accept or award credit for prior experiential learning.

**INSTRUCTORS**

Our instructors are working industry professionals with years of experience. With their passion and dedication to the makeup arts, they teach in addition to maintaining busy work schedules. Because of this, they bring an unparalleled level of current, real-time techniques into their classrooms.
INSTRUCTORS

Each instructor specializes in specific area of the makeup field. In addition to their skills, with their close working ties to the Hollywood makeup industries, our instructors are able to help facilitate unique externship opportunities for EI’s student body. They help to provide students with real-world settings to apply techniques learned in the classroom. Our students learn by doing, our instructors provide the way.

JENNIFER WATKINS

Jennifer Watkins is a native Los Angeles makeup artist and a graduate of EI, School of Professional Makeup. Jennifer works extensively in retail cosmetics for Chanel Cosmetics and specializes in Beauty and Corrective, Runway/Photography Makeup. In addition to her cosmetics career, Jennifer works as a freelance makeup artist for various celebrities, red carpets and media outlets. At EI, Jennifer lends her knowledge and expertise as an Instructor for beauty/corrective courses.

TONY VALDES

Tony Valdés graduated from the University of Puerto Rico where he earned a bachelor’s in theater. He moved to New York City and studied makeup at the Bob Kelly Studio. He then worked for fourteen years as a makeup artist for numerous theatrical productions, and for a variety of television shows, including work at the Telemundo Network. In 1999 he moved to Los Angeles and worked for CNN Entertainment Spanish Edition, for fashion shoots for Sears, Co., and served as a makeup artist and hairdresser for numerous awards shows including the Oscars and the Grammy’s. Mr. Valdés has provided his expertise in numerous films, including a many independent and short films, including if Tomorrow Comes, Viva, The Incubus, Glass Tops, and The Hypnotist. In addition to his teaching and administrative duties at EI, Tony works as the senior makeup artist for Wayne Foster Entertainment.

TRUDI SCHOOLHOUSE

Trudi Schoolhouse began her professional career for Max Factor and has worked for over 20 years as a professional makeup artist and model. She has taught theater makeup at USC and LAACC, and has held training sessions at UCLA. Trudi also conducts makeup seminars in the U.S., Europe and the Middle East. She has worked in the film and television industries for more than 20 years and has been the makeup artist for numerous films, television, and theatrical productions in the U.S. and abroad. Trudi has been teaching at EI for over sixteen years, participating in seminars and mentoring. She also provides her makeup expertise for modeling agencies, IMTA and AMTA (American Models & Talent Association).

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# ARTISTRY OF MAKEUP

### Schedule Below

<table>
<thead>
<tr>
<th>Day Schedule</th>
<th>Start Dates</th>
<th>End Dates</th>
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<tr>
<td>T/TH</td>
<td>January 5, 2017</td>
<td>December 21, 2017</td>
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<td>March 7, 2017</td>
<td>February 27, 2018</td>
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<td>May 30, 2018</td>
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<td>July 6, 2017</td>
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<td>M/W</td>
<td>August 2, 2017</td>
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<td>T/TH</td>
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<td>December 4, 2017</td>
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<th>Night Schedule</th>
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<td>June 6, 2017</td>
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<td>August 15, 2017</td>
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<td>T/TH</td>
<td>October 24, 2017</td>
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### ANNUAL HOLIDAYS

- New Year’s Day
- Martin Luther King Jr.’s Birthday
- President’s Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day & Friday After
- Christmas Eve
- Christmas Day
- New Year’s Eve
### CALENDAR

#### January 2017

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<th>Sunday</th>
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**Notes:**
- **M/W**: Monday and Wednesday
- **M/W Resume**: Monday and Wednesday Resume
- **Classes Begin**: Classes Begin
- **Final Exam**: Final Exam
- **No Classes**: No Classes
- **Labor Day**: Labor Day
- **Memorial Day**: Memorial Day
- **New Year’s Day**: New Year’s Day
- **MLK Day**: MLK Day
- **President’s Day**: President’s Day
- **Memorial Day**: Memorial Day
- **July 4th**: July 4th
- **Labor Day**: Labor Day
- **Thanksgiving**: Thanksgiving
- **Christmas**: Christmas
STUDENT RULES OF CONDUCT

• Attend all classes. If you must be absent, you must notify the school personally by calling.
• Always be on time for class and stay until class has ended.
• Come prepared. Bring all supplies, note pads, pens/pencils, makeup, etc.
• Cell phones are not to be used in class. Nor is voice-activated bilingual or electronic equipment, for any reason, while in class. Messages can be left at the front desk.
• Notify the instructor if you are unable to attend class. Three absences from class is grounds for academic probation and four absences constitutes termination from school.
• Adhere to proper conduct and behavior in all classes at all times. This includes conducting yourself in a professional and appropriate manner.
• Comply with all instructor classroom rules and policies at all times.
• Complete all assignments, including projects, on time as required by the instructor.
• Maintain satisfactory academic progress. No cheating will be tolerated for any reason.

The following rules are to be observed by students at all times. There are no exceptions to the following rules. We are helping students to establish and maintain professional skills throughout training, for both artistic and business disciplines.

• Attend all classes. If you must be absent, you must notify the school personally by calling.
• Always be on time for class and stay until class has ended.
• Come prepared. Bring all supplies, note pads, pens/pencils, makeup, etc.
• Cell phones are not to be used in class. Nor is voice-activated bilingual or electronic equipment, for any reason, while in class. Messages can be left at the front desk.
• Notify the instructor if you are unable to attend class. Three absences from class is grounds for academic probation and four absences constitutes termination from school.
• Adhere to proper conduct and behavior in all classes at all times. This includes conducting yourself in a professional and appropriate manner.
• Comply with all instructor classroom rules and policies at all times.
• Complete all assignments, including projects, on time as required by the instructor.
• Maintain satisfactory academic progress. No cheating will be tolerated for any reason.

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STUDENT RULES OF CONDUCT

• Abide by the school's drug and alcohol free policy.
• Abide by the school's dress code and be well groomed for class. No visible underwear, no flip-flops, no see-through clothing, no shorts, no short skirts, no “wife-beater” T-shirts and no midriff or navels are to be shown at any time.
• Use the Student Lounge as a resting place, not the lobby/entrance.
• Always leave the classrooms, work areas and restrooms clean and neat.
• Never bring children or friends (who are not models) to school.
• Complete coursework, projects and exams on time.
• Always be respectful and courteous to faculty, staff and classmates.

Alcohol and Illegal Substances

Elegance International (EI), in compliance with the Federal Drug-Free Schools and Communities Act Amendment of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances as defined by California statutes on school property. Students may obtain information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs from the Student Services Office. The Student Services Office will also assist in referring students to recovery and/or treatment programs. Specific school policies prohibit:

» Use, possession, sale, distribution and/or production of alcoholic beverages, acting as an accessory, liaison or facilitator for any of the above except at a time, location and circumstance expressly permitted by EI and government regulations. » Public intoxication anywhere on EI’s premises or at functions sponsored by or participated in by EI.

» Illegal substances: Use, possession, sale, distribution, and/or production of narcotics or other controlled substances, including paraphernalia, or acting as an accessory, liaison, or facilitator for any of the above.

Disciplinary action for a violation of this policy can range from oral and written warnings up to and including suspension, expulsion and/or termination of employment, depending on the circumstances.

Note: Responsibility is not diminished for acts in violation of Elegance International (EI) rules and regulations or other laws that are committed under the influence of alcohol or any illegal drugs or controlled substances.
STUDENT RECORDS

Student financial records are maintained for ten years after students have completed their stay at this school. Academic records are kept in perpetuity. All files are secured in locked fire-proof and flood-proof cabinets in a secured location safe from casual contact and the

PROBATION AND TERMINATION

Probation is a measure taken by the school that is designed to help a student correct his or her behavior and/or academic deficiencies. Students may be placed on probation for reasons of poor academic progress and/or poor attendance. Probation remedies are meant to help students improve their performance. It is the school’s responsibility to identify student deficiencies and take corrective measures to provide students with the best opportunity to improve their status in school and become successful and prepared to be professional makeup artists. The average probationary period is three weeks or six class sessions.

Termination is a measure taken by the school when a student has not successfully met the standards of the school. Some reasons for termination include, but are not limited to, not improving performance once placed on probation, not adhering to the student rules given to students at orientation, being under the influence of, consuming, selling or possessing drugs or alcohol on school premises, possession of a weapon on school premises, demonstrating disrespectful behavior to another student, administrators, or faculty, or for failure to meet financial obligations.

STUDENT RECORDS - PROBATION & TERMINATION

CANCELLATIONS – REFUND POLICIES – LOAN REPAYMENT/DEFAULT

CALIFORNIA STATE REFUND POLICY
If the student withdraws from the program after the period allowed for cancellation and has completed 60% or less of the payment period, the school will calculate any refund due. A student who has completed greater than 60% of the payment period will not be entitled to a refund for the period. For non-federal student financial aid program monies, the institutional/California state refund policy shall be a pro rata refund. The School shall pay or credit refunds within 45 days of a student’s cancellation or withdrawal.

LOAN REPAYMENT AND IMPACT OF STUDENT DEFAULT
If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. A student that defaults on a loan guaranteed by the federal or state government may have action taken against him/her, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records, allows them to review their academic records and provides guidelines for correcting inaccurate and misleading information through informal and formal methods. Elegance International complies with FERPA requirements. The following language has been added to the graduation section on page 23: Students receive a Diploma upon successful completion of the Artistry of Makeup program. Students that enroll in and complete all individual courses will receive a Certificate of Completion.
SAP / TRANSCRIPTS / GRADING

STUDENT ACADEMIC PROGRESS

Students are expected to maintain Satisfactory Academic Progress (SAP). SAP is evaluated at the midpoint and at the end of the program. Therefore SAP is evaluated when a student has attempted 12 credits and 24 credits. For the purposes of SAP, only courses attended at E.I. that are applicable to the current program the student is enrolled in, will be evaluated.

QUALITATIVE EVALUATION

Students are expected to maintain a 2.0 cumulative grade point average. If a student is not maintaining a 2.0 cumulative grade point average at a SAP evaluation point, that student will be placed on probation until the next evaluation period. Students are notified in writing when they are placed on probation. The student is eligible for financial aid during the probation period. If the student does not achieve a 2.0 cumulative grade point average at the end of the probationary period, the student will be withdrawn and may not re-enroll until the start of the next one.

QUANTITATIVE EVALUATION

Students are expected to complete their program within 150% of the normal time frame. Therefore, students are expected to pass at least 67% of the credit hours attempted by each evaluation period. If the student has not completed at least 67% of the credit hours attempted, the student will be placed on probation until the next evaluation period. The student is eligible for financial aid during the probation period. If the student has not completed 67% of the total credit hours attempted at the end of the probation period, the student will be withdrawn from E.I. and may not re-enroll for one year.

IMPACT OF COURSE REPETITIONS OR WITHDRAWALS ON SAP

If a student is required to repeat a course, the credits count as credit hours attempted in the time frame evaluation. The last grade earned for the repeated course is counted as credit hours completed and is used in the GPA calculation. Classes started but not completed due to an authorized Leave of Absence (LOA) will not be included in the calculation of grade point average or as credits attempted for calculating maximum time frame.

APPEAL OF SATISFACTORY ACADEMIC PROGRESS PROBATION

Students who are placed on Satisfactory Academic Progress probation, or are withdrawn due to failure to meet satisfactory progress standards, may appeal the determination to the School Director, in writing, within ten days of receiving notice of the determination. If the appeal is denied, the student will be notified in writing regarding the basis of the denial.

GRADE POLICY FOR EXAMS

Examinations for every course include both a written theory exam and a practical skills test which requires students to demonstrate proficiency in the skills and techniques covered in the course. The criteria at right are used to determine grades at the end of each course. The criteria on the right are used to determine grades at the end of each course.

TRANSCRIPTS

Transcripts are issued to graduates upon completion of their training program and additional academic transcripts are available for a fee of $7.00. Duplicate diplomas and certificates are available for $12.00 upon request. Fees must be paid in full for each portion of training for which the student requests transcripts. All fees are paid in full to receive a diploma or certificate. Student academic files are maintained at this campus. Satisfactory Academic Progress standards are consistently applied to all students.

First Half of Training Course:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
<td>4.00 - 3.70</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
<td>3.60 - 3.20</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
<td>2.60 - 1.70</td>
</tr>
<tr>
<td>60 - 69</td>
<td>D</td>
<td>1.60 - 0.70</td>
</tr>
<tr>
<td>59</td>
<td>F</td>
<td>0.60 - 0.00</td>
</tr>
<tr>
<td>Incomplete</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Second Half of Training Course:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
<td>4.00 - 3.70</td>
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</tr>
<tr>
<td>59</td>
<td>F</td>
<td>0.60 - 0.00</td>
</tr>
<tr>
<td>Incomplete</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

STUDENT ACADEMIC PROGRESS

Grades. The School Director will respond within 15 business days of receipt of the written appeal. If the appeal is accepted, the correction to the application will be evaluated. If the appeal is denied, the student will be notified in writing regarding the basis of the denial.

GRADE POLICY

In addition to the attendance requirements, students must maintain a minimum cumulative grade point average of 2.0, a C grade, in order to be considered a student in good standing. Individual courses, in compliance with satisfactory academic progress, will be assessed at the 50% point of each course. Students must successfully complete each course before continuing on to the next one. Daily grades are recorded and are based on instructor evaluations. Please see the breakdown at right for the grading formula. Please see the breakdown at right for the grading formula.

IMPORTANT: Withdrawing from too many classes or failing too many classes may result in a student being withdrawn from E.I. for violation of SAP expectations.
GRADING SYSTEM

Daily grades are determined using the following methods:

I. Lecture grades

Attendance 10 Points
Students must arrive on time and stay for the entire lecture period to earn 10 points. Students who are absent are given a '0' for the day. Students who are late are given points accordingly, 9 for five minutes late, 5 for an hour late, etc.

Participation 10 Points
Student participation includes: asking questions, contributing information, etc. Students whose participation is spirited can earn 10 points; less involvement awards fewer points.

Performance 10 Points
This part of the grade is based on practical work.

Attitude & Effort 10 Points
Students demonstrate an eagerness to learn, are cooperative and aid the learning process, etc.

Preparedness 10 Points
Student preparation includes coming to class with required materials, completed research, proper cosmetics, a clean makeup kit and work station, etc.; points are assigned accordingly.

II. Workshop / Lab

Attendance 10 points
Students must arrive on time and stay for the entire Workshop/Lab period to earn 10 points. Points are given as indicated above for Lectures.

Performance 20 Points
practical work and makeup projects points are assigned according to how successfully the student achieves the day's goals.

Attitude & Effort 10 Points
Students demonstrate an eagerness to learn, are cooperative, aid the learning process, etc.

Preparedness 10 points
Student preparation includes coming to class with required materials, completed research, proper cosmetics, a clean makeup kit and work station, etc.; assign points accordingly.

Example #1:

Attendance + Participation + Performance + Attde. & Effort + Preparedness = Instructor Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>A</td>
<td>4.00 - 4.70</td>
</tr>
<tr>
<td>9</td>
<td>B</td>
<td>3.60 - 4.20</td>
</tr>
<tr>
<td>8</td>
<td>C</td>
<td>2.60 - 3.20</td>
</tr>
<tr>
<td>7</td>
<td>D</td>
<td>1.60 - 2.20</td>
</tr>
<tr>
<td>6</td>
<td>F</td>
<td>0.60 - 1.20</td>
</tr>
</tbody>
</table>

Multiply this total by two: 50 x 2 = 100 points

Example #2:

Attendance + Participation + Performance + Attde. & Effort + Preparedness = Instructor Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>A</td>
<td>4.00 - 4.70</td>
</tr>
<tr>
<td>9</td>
<td>B</td>
<td>3.60 - 4.20</td>
</tr>
<tr>
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</tr>
<tr>
<td>7</td>
<td>D</td>
<td>1.60 - 2.20</td>
</tr>
<tr>
<td>6</td>
<td>F</td>
<td>0.60 - 1.20</td>
</tr>
</tbody>
</table>

Multiply this total by two: 41 x 2 = 82 points = 2.9 grade point average

score 80 81 82 83 84 85 86 87 88 89

g.p.a. 27 28 29 30 31 32 33 34 35 36 (see grade point scale below)
<table>
<thead>
<tr>
<th>Score Range</th>
<th>A-</th>
<th>B+</th>
<th>C+</th>
<th>D+</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.8 - 3.7</td>
<td>2.8 - 2.7</td>
<td>1.8 - 1.7</td>
<td>0.8 - 0.7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A** 4.0 - 3.9 **B+** 3.6 - 3.4 **C+** 2.6 - 2.4 **D+** 1.6 - 1.4 **F** 0.6 - 0.0

### MIDTERM AND POP QUIZZES

- **Pop Quizzes**: Instructors may give pop quizzes when convenient and time permitting.
- Pop quizzes help students retain what has been learned in class and compel the review of topics for the next class.

- **Midterms**: Students take their midterm exams after 8 course lessons have transpired.
- The value of midterms is 10 points, which is added to the total daily grade.

- **Review Quizzes and Exams**: Pop quizzes and midterms shall be reviewed and discussed after the class lecture session.

<table>
<thead>
<tr>
<th>Course Titles</th>
<th>Instructional Hours</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadcast &amp; Video</td>
<td>63</td>
<td>20</td>
</tr>
<tr>
<td>Theatrical &amp; Dance</td>
<td>63</td>
<td>20</td>
</tr>
<tr>
<td>Journalism, Advertising &amp; Editorial</td>
<td>63</td>
<td>20</td>
</tr>
<tr>
<td>Mass Media I</td>
<td>63</td>
<td>20</td>
</tr>
<tr>
<td>Mass Media II</td>
<td>63</td>
<td>20</td>
</tr>
<tr>
<td>Mass Media II &amp; FILM</td>
<td>63</td>
<td>20</td>
</tr>
</tbody>
</table>

**TOTAL**: 378.00 366.00 150.00 364.00 216.00 0.00 0.00 30.00 25.20 18.38 4.09 51.09
ACADEMIC POLICIES

Academic Calendar

The Artistry of Makeup Program (AOM) Day program operates on a 12 months academic calendar, with 6 courses consisting of 16 days of classes per course on two different tracks: Mondays & Wednesdays and Tuesdays & Thursdays from 10:00 am to 5:00 pm.

The Artistry of Makeup (AOM) Evening program operates on a 15 months academic calendar, with 6 courses consisting of 2 ½ months of classes per course on Tuesdays, Thursdays from 6:00 pm to 9:00 pm and every other Saturday from 10:00 am to 5:00 pm.

NOTE: Elegance International works to ensure that all classes do not conflict with holidays to the best of its ability. However, some conflicts do arise. As these conflicts are not within the control of Elegance International classes falling on Federal/State holidays will be accommodated on the calendar in the best way possible.

Academic Honesty/Integrity

All students have an obligation to behave honorably and respect the highest ethical standards in carrying out their academic assignments. Academic dishonesty is defined as any form of cheating, falsification and/or plagiarism. In cases where academic dishonesty or falsification of academic information is proven to have occurred, students may receive a failing grade and are subject to additional disciplinary actions up to and including termination from the program.

Academic Integrity Procedure

The violation of Academic Integrity commonly takes on (but is not limited to) three forms:

Falsification of Documents, Plagiarism and Cheating.

Falsification of Documents is defined as misrepresentation of facts and/or forgery upon a school or legal document. Documents proved to be falsified will become immediately null and void and any representations thereon will also be considered false and void.

Engagement in falsification of documents is deemed to be an act of academic dishonesty and may be grounds for disciplinary action. (See chart on next page)

Plagiarism is defined as copying or borrowing the ideas or work of another individual without acknowledgement and passing it off as your own. Plagiarism includes but is not limited to:

- The use of another individual as writer for term papers or homework assignments
- The purchase and submission of a chart, term paper or assignment and passing it off as one's own work
- Copying another's work verbatim without the use of appropriate quotation and referencing notation or citation
- Paraphrasing portions of someone else's work without giving them proper credit
- Presenting charts, songs, etc. for an evaluation that were not prepared by the presenter

Engagement in Plagiarism is deemed to be an act of academic dishonesty and may be grounds for disciplinary action (See below)

Cheating is defined as dishonest activity of any kind in regards to examinations, course assignments, or alteration of records. Cheating includes but is not limited to the following actions:

- Bringing unauthorized material into an examination
- Communicating with other examinees or students during examinations (whether by speaking or other means).
ATTENDANCE - LEAVE OF ABSENCE - MAKING UP MISSED CLASSES

- Reading the work of other examinees during the exam or attempting any of this type of conduct
- Knowingly gaining and/or utilizing a copy of answers to course examinations or assignments
- Bribery or coercion in the interest of achieving an unearned grade
- Being complicit in any act of cheating as a secondary party.

Engagement in cheating is deemed to be an Act of Academic Dishonesty and may be grounds for disciplinary action.

Violations of EI’s Academic Integrity Policies may be treated as follows (it shall remain under the discretion of the Director of Education or other school official to take other courses of action):

Academic Probation
Satisfactory Academic Progress is reviewed bi-monthly and students showing a cumulative GPA of less than 2.0 are placed on Probationary status. A cumulative GPA of less than 2.0 for two consecutive bi-monthly results in the student’s Termination.

Appeals/Request for Academic Review
A student has the right to appeal any change in status or grades that may affect his or her grade point average or ability to graduate. All such requests must be made in writing (forms/instructions are available in the Registrar’s Office) and submitted to the Registrar for review by the Registrar/Education Department Committee. Students will be contacted as to the committee decision within one week of submission. Submission of such a review does not exempt students from any school regulations, processes or common procedure.

Attendance Requirements
Regular attendance is required and recorded in all classes and lessons and is factored into final grades.

Students who show poor classroom attendance will be contacted and counseled by an Advisor. Continued absence from a class may result in a failing grade for that class if the absent class is not made up within the duration of the course. Absence from school for four consecutive days with no communication will result in termination from the program. Classroom attendance will be used to determine school and facility use/attendance and will be factored into any change of status and withdrawals.

Excused Absences
Students are expected to attend every class for which they are registered. All requests for excused absences must be submitted to the Director of Education for review. The Director of Education will decide whether to grant or deny requests based on the established criteria and the consistent treatment of all students. Examples of reasons for excused absences, which must be documented and are subject to review, include:

1. Jury or military duty.
2. Medical emergency.
3. Bereavement.

Excused absence requests must be submitted with accompanying documentation within five (5) school days after the student’s return to class. Requests submitted after the last Friday of the month to make up absences will be denied. The maximum number of excused absences per course is five (5) days. Requests for multiple absences from the same class may not be approved.

Making up Missed Classes
All missed classes can be made-up the last two Fridays before the Final Exam day. If the student is unable to attend these make-up classes a meeting with the Director of Education must be requested to schedule alternative date(s) and time(s). Any make-up class from an Excused Absence (please see above) will be graded as if the class was never missed and if the proper documentation to support the absence is submitted. Make-up classes with no documentation will receive a 0 grade for attendance and the rest of grading will be calculated on the student’s performance.
ATTENDANCE - LEAVE OF ABSENCE - MAKING UP MISSED CLASSES

Attendance Warnings
Students must have a minimum of 80% overall attendance to be considered an active student in good standing. Students may not be late more than three times for any class. After 2 absences, the student will receive a First Warning indicating they are in risk of failing. After the 3rd absence, the student will receive a Second Warning and a mandatory meeting with the Director of Education will be scheduled to determine what corrective action should be taken. If any other absence occurs after the Second Warning, the student is automatically placed on Attendance Probation.

Attendance Probation
Attendance probation is a measure the school takes to ensure the student continues in good standing. It consists of one month of observation where the student must have perfect attendance and no tardiness. The student must report to the Director of Education daily and notify the school should a situation occur outside the student’s control that facilitates an absence or tardiness. Failure to adhere to Attendance Probation Terms can constitute automatic Termination from the program. If any of the absences during Probation Status are considered excused, the student must bring documentation to support the absence. If the problem persists, the student must request a Leave of Absence.

Leave of Absences
Excessive absences work adversely on a student's record. Therefore, if a student has a medical or a personal problem to resolve, the student may take a leave of absence (LOA) to ensure that the time lost can be made up when the student returns.

The personal problems for which students may take an LOA include, but are not limited to, death of a relative, personal injury or illness, financial and other special circumstances.

For personal reasons, students may take up to a two-month LOA. Students may take up to a four-month LOA for medical reasons. In all instances, proper documentation must be submitted to support the LOA. Students must request a LOA in writing with the Enrollment Services Manager. Extensions are granted in one month increments depending upon the reason for the request. A maximum of 4 months can be granted. The normal completion time for the Academic Program is 15 months. However, enrollees have up to 15 months to complete the program.

Leave of Absences Extension
If a student on LOA needs additional time from what was initially requested, an extension request must be made directly to the Enrollment Services Manager. Extensions are granted in one month increments depending upon the reason for the request. A maximum of 4 months can be granted. The normal completion time for the Academic Program is 15 months. However, enrollees have up to 15 months to complete the program.

Auditing
Attendance by students in courses for which they are not registered is not permitted.

Retake/Course Repetition
A student receiving a final grade below 2.0 (C) in a required course will be placed on Academic Probation. Students may decide to retake the course in an attempt to earn a better grade. Federal Financial Aid cannot be used to pay for any course retaken. Any course retaken will extend the students' graduation date. Retake courses must not hinder a student's ability to graduate within the 15 months established to complete the program.

Scheduling Policy
EI reserves the right to create student schedules based on class/teacher/space availability. EI does not guarantee any student a specific schedule. Students, during their tenure at EI, may be moved from one section/class/room to another based on the needs and facilities of the school and greater student body.
STUDENT GRIEVANCE PROCEDURES

School faculty and administration work with each student to resolve any issues a student may have. Every student is encouraged to discuss his or her concerns or complaints with the faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with the result of these efforts then the student may pursue a formal review following the grievance procedure outlined below:

1. Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail allowing the Director of Education to begin an investigation. 2. The Director of Education or designee will schedule an appointment with the student within three working days to discuss the complaint. 3. The Director of Education will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five working days of the meeting with the student. 4. If the student is not satisfied with the Director of Education’s report as to the disposition of the complaint, the student may appeal the result in writing to the School Director within 10 working days. The appeal letter must include a copy of the written disposition report and an explanation of why the student is not satisfied with the outcome. 5. The School Director will review the written disposition report and then conduct further investigation as necessary, including requesting additional information from the student. 6. The School Director will provide both the student and the Director of Education with a written decision within ten working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint. 7. 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. You can also contact the Accrediting Commission of Career Schools and Colleges (ACCSC) at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201. The above process does not limit or prohibit a student from enforcing any contractual legal rights or remedies.