

# Elegance International

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Addendum to Course Catalog  
Effective January 2011 – December 2011

## **Business Hours:**

Monday through Friday: 9:00 A.M. – 6:00 P.M.

## **Corrections/Revisions to the Catalog**

*On Page 7:* The following statement should be deleted: “Prior training may satisfy some prerequisite requirements for applicants in the advanced level courses. Evaluating prior experience and knowledge can only be achieved on a case-by-case basis, and admission is determined by the academic and school directors.”

*On Page 9:* The clock hour conversion should read as follows: 1 credit unit = 10 hours of lecture or 20 hours of lab/skills practice.

*On Page 9:* The Financial Aid section should be amended to remove the reference to the Special Effects Makeup (SFX) program, which is no longer offered.

*On Page 12:* The tuition schedule should be modified to reflect the program credit change from 30 units to 24 units.

*On Page 12:* The STRF language has been modified as follows:

“STUDENT TUITION RECOVERY FEE (STRF): You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans. 2. Your total charges are not paid by any third-party payer; such as an employer, government program or other payer, unless you have a separate agreement to repay the third party. If the student is not a resident of California, the student is not eligible for protection under and recovery from the Student Tuition Recovery Fund. You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies: 1. You are not a California resident. 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

*On Pages 10-11:* Information about the Artistry of Makeup class should be reflected in the catalog as represented below:

## **ARTISTRY OF MAKEUP**

### **PROGRAM OVERVIEW**

Artistry of Makeup (AOM) is the program of study leading students to a complete career in the makeup industry. The AOM program is offered during the day, twice a week, MW or TT, from 10:00 a.m. to 5:00 p.m. The AOM full-time program is composed of 600 clock hours of training, 24 credit units and is taught over 52 weeks.

## OVERALL OBJECTIVES

This program prepares students to become complete makeup artists with an overall comprehension of what is necessary to be a professional, along with the necessary skills to become eligible for positions within the professional makeup industries and the time and instruction needed to become an artist. The course includes training for positions within salons, spas, cosmetic companies, opera, live theatre and ballet companies, dance, musical and comedy group productions, as well as live non-dramatic entertainment presentations and commercial, video, film and television productions.

## COURSE CONTENT

Students learn how to create makeup designs for all aspects of straight makeup and effects applications as they relate to beauty, film, television, theatrical/live performances and high fashion photographic makeup industries.

| Course Code                                  | Course Title                        | Lecture Hrs. | Lab Hrs. | Ext. Hrs. | Total Clock Hrs. | Quarter Credit Hrs. |
|--|-------------------------------------|--------------|----------|-----------|------------------|---------------------|
| 101  | Salon: Beauty and Corrective Makeup | 48           | 52       | 0         | 100              | 4.0                 |
| 102  | Theatrical/Liver Performance Makeup | 48           | 52       | 0         | 100              | 4.0                 |
| 103  | High Fashion Photographic Makeup    | 48           | 52       | 0         | 100              | 4.0                 |
| 104  | Beginning Prosthetics – Tech Lab    | 48           | 52       | 0         | 100              | 4.0                 |
| 105  | Television and HDTV Makeup          | 48           | 52       | 0         | 100              | 4.0                 |
| 106  | Film Makeup                         | 48           | 52       | 0         | 100              | 4.0                 |
| Total Hours and Credits Required for Diploma |                                     | 288          | 312      | 0         | 600              | 24                  |

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 30 quarter credits.

## Course Descriptions

### 101 Salon: Beauty and Corrective Makeup

Pre-requisites: None. Quarter credit units: 4.0

Students learn all the fundamentals of the face including: shape, condition, corrective techniques and day and evening applications, with special emphasis on the elements of the face: eyes, nose, lips, cheeks, etc.

### 102 Theatrical/Live Performance Makeup

Pre-requisites: 101. Quarter credit units: 4.0

Training in intimate, mid-range and long-range theatrical productions, design and development of specific character studies, including: analysis of a character together with environment, heredity, health, personality, 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 theatre etiquette and backstage set-up and lighting designs from BGT staff, along with instruction in how lighting affects makeup designs and color.

### 103 High Fashion Photographic Makeup

Pre-requisites: 102. Quarter credit units: 4.0

Training includes: lighting for black and white and color print, the study of color with all the uses of color, 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.

### 104 Beginning Prosthetics - Tech Lab

Pre-requisites: 103. Quarter credit units: 4.0

Training includes: construction of proper and realistic attachments to head and face, ventilating and punching hair, bald cap construction, the running of foam latex, gelatin and silicone, teeth making, cast and molding of impressions and the development of characters with appliances to be used in the film and TV courses.

### **105 Television and HDTV Makeup**

Pre-requisites: 104. Quarter credit units: 4.0

Training includes: the difference between analog and digital TV, the achievement of a 20-year increase/decrease in age, using cosmetics only to duplicate realistic diseases, such as small pox, AIDS, malnutrition, etc., script analysis, injury and bruises, character breakdowns, extreme corrective makeup for a variety of television presentations, airbrushing and body makeup, application of facial hair works, and creating and removing tattoos with makeup only.

### **106 Film Makeup**

Pre-requisites: 105. Quarter credit units: 4.0

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, appliance applications, age and character progression and development, horror characters including complex injuries, medical dressings and treatments, period designs and budgets. Final exam project is the design and creation of a dead body for evaluation and grading.

*On page 18:* The Satisfactory Academic Progress (SAP) policy has been revised as follows:

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 purposes of Satisfactory Academic Progress, only courses attended at EI that are applicable to the current program enrolled will be evaluated.

#### **• Qualitative Evaluation**

Students are expected to maintain a 2.0 cumulative grade point average. If the student is not maintaining a 2.0 cumulative grade point average at a SAP evaluation point, the 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 probation period, the student will be withdrawn and may not re-enroll to EI for one year.

#### **• 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 EI 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.

**IMPORTANT:** Withdrawing from too many classes or failing too many classes may result in a student being withdrawn from EI for violation of SAP expectations.

### Appeal of Satisfactory Academic Progress Determination

Students 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. Appeals may only raise alleged errors in the application of the Satisfactory Progress Standards and may not dispute course grades. If the appeal is accepted, the correction to the application of SAP will be applied, and the students' status re-evaluated. If the appeal is denied, the student will be notified in writing as to the basis of the denial. The School Director will respond within 15 business days of receipt of the written appeal.

*On page 26:* The Cancellation/Refund Policy has been modified. It reads as follows:

“STUDENT’S RIGHT TO CANCEL/WITHDRAW: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through 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 by the School for conduct, including, but not limited to, lack of attendance.

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 in the payment period as of the student’s 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.

SCHOOL/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.”

*On page 26:* The Complaint policy has been modified. It reads as follows:

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

1. Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail to allow 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 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 as to why the student is not satisfied with the outcome.
5. The School Director will review the written disposition report and the student's appeal letter and will conduct any further investigation 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. Students not satisfied with the final disposition of the grievance process may contact the Bureau for Private Postsecondary Education (BPPE) at 1625 North Market Blvd, Suite S-202, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), 888-370-7589, or 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.”

### **Additions to the Catalog**

The following statement has been added to the catalog: “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED: The transferability of credits you earn at the School is at the complete discretion of an 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 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 school will meet your educational goals. This may include contacting an institution to which you may seek to transfer before attending to determine if your credits/ certificate will transfer.”

The following language has been added to the catalog: “Due to the nature of the program and courses at EI, transfer credits from other institutions are not accepted towards program completion.”

The following policy has been added to the catalog: “CHARGES FOR REPEATED COURSES: Students will be charged to retake any failed courses.”

The following policy has been added to the catalog: “REENROLLMENT/ REENTRY 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 a SAP evaluation point and withdraw or are terminated from the institution while on probation may not reenter. These students are eligible to re-enroll only after a period of one year.

The following statement has been added to the catalog: “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 students' education records, establishes student's rights to inspect and

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 successfully complete, individual courses receive a Certificate of Completion.