

Chilliwack Refinery House Hair Studio Inc.
Refinery House Industry Commercial Arts Institute

Unit 200 - 45896 Alexander Ave
Chilliwack BC
V2P 1L5

industry@therefinery.house ** 604-799-3463 ** www.therefinery.house

Refinery House Industry Commercial Arts Institute is Interim designated by the Private Training Institutions Branch

STUDENT INFORMATION

Last Name	First Name & Middle Name
Usual First Name	Personal Education Number (if available)
Mailing Address	Postal Code
Mailing Address in Canada (if available and different from above)	
Student Telephone Number	Student Email Address
International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are an international student: Citizenship: _____
Do you have a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Date of Birth:											Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	Y	Y	Y	Y	M	M	D	D			<input type="checkbox"/> Other		

Voluntary Disclosure

***You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit? Yes No
 If you answered "Yes", please indicate if you are: First Nations Métis Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? Yes No

Do you have a criminal Record? Yes No

PROGRAM INFORMATION

Basic Hair Design

Program Title

520

26

Hours of Instruction during Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Credential Issued on Graduation

Diploma

Certificate

Program Delivery Method (select all that apply)

In-class

Distance

Combined

Language of Instruction:

English

Required course materials and technological resources not provided by the institution (if applicable):

Do you need right or left handed:

Left handed

Right handed

PROGRAM ADMISSION REQUIREMENTS

Applicant Requirements:

- All applicants may need to make themselves available for an intake interview for the purpose of assessing interest.
- Must be 17+ years old
- Completed enrollment contract and registration fee of \$200
- Reference from teacher, employer or other professional (may be required to)
- Resume or expository work experience history (see student application)
- All international student applicants, whose first language is not English, must demonstrate English comprehension by submitted evidence in the form of one of the following: a high school diploma from a english highschool, or one of the following language proficiency tests and scores, IELTS 5, TOEFL 65, TOEIC 600-650

Program admission requirements may not be waived by the student or the institution.

PROGRAM OUTLINE

'Basic Hair Design'

Brief Program Description

In this course students will develop the foundational theory, practical proficiencies, customer service and consulting skills, and introduction to advanced techniques necessary to ensure adequate training for entry level positions in the hair industry.

Career Occupation* (if applicable)	Salon assistant. Barber. Entry Level stylist. Hair Stylist.	
Admission Requirements	<ul style="list-style-type: none"> ● All applicants may need to make themselves available for an intake interview for the purpose of assessing interest. ● Must be 17+yrs old ● Completion of this contract ● Submission of a \$200 registration fee ● Reference from teacher, employer or other professional (may be required to) ● Resume or expository work experience history (see student application) ● All international student applicants, whose first language is not English, must demonstrate English comprehension by submitted evidence in the form of one of the following: a high school diploma from a english highschool, or one of the following language proficiency tests and scores, IELTS 5, TOEFL 65, TOEIC 600-650 	
Learning Objectives*	<p>Upon completion of this program the successful student will have reliably demonstrated the ability to: cut, colour and style hair according to an innovative system set out by The Industry Commercial Arts Institute creative director Aly McRae. Students will also receive training in areas of social media & self promotion and client management to students in providing customer service and thorough consultations while executing a range of basic hair design skills. Skills students can be expected to leave the program with:</p> <ul style="list-style-type: none"> ● Advanced color theory knowledge and application skills ● in-depth awareness of foundations of hair cutting, using our 4 system cuts ● Ability to consult with client demonstrating the skills needed to apply knowledge ● Able to elevate the 4 foundation cuts to precision cutting services (clipper, short, and long length) ● Able to make product choices for effective washes and styles ● Has received a overview of industry practices such as tool care, hair anatomy, and hair industry history 	
Method(s) of Evaluation*	<p>Throughout the program students will be evaluated and coached on haircuts, colours, and styles by their supervisors. They will receive a written interim report and “one on one” coaching session with an educator. A practical midterm test will take place at the 3 month mark in the program.</p> <p>The successful student will be permitted access to hands-on training with clients after passing the practical midterm.</p>	

	Each student will be responsible for planning and executing a final project showcasing their learned skills according to project guidelines.
Completion Requirements*	Students will be required to achieve a mark of 75% or higher to graduate from this program. The student will need to display a mastery of practical skills, understanding and application of theoretical knowledge, and adherence to The Industry Institute policies.
Program Duration	Class will consist of 20 hours weekly and run for 26 weeks, for a total of 520 hours.
Homework Hours	Work will be kept within school hours.
Delivery Method(s)	In class instruction, salon observation, supervised "hands on" training experience.
Required course materials	<p>Hair kit: \$1700</p> <ul style="list-style-type: none"> ● Professional Shears ● Clippers and trimmers ● Professional Blow dryer (Aria Series) ● Hot Tools (curling iron & flatiron) ● Brush & Comb Sets ● Stylists accessories (clips, pins) ● 2 Mannequins ● Razor blade kit ● Dusting brush <p>Things not included in the kit, but part of programming are shared textbooks, mannequin stands, and products.</p>
Intake	Intermittent max 10 students at each intake

COURSE OUTLINE

Title of Courses*	# of Hours*
<i>Intro to Hair</i>	40 hours
<i>Foundations of Cutting</i>	60 hours
<i>Basic Colour</i>	60 hours
<i>Styling 101</i>	60 hours
<i>Precision Cutting</i>	60 hours
<i>Advanced Colour</i>	60hours
<i>Career Skills</i>	40 hours

Practical series: <i>Hands on cutting</i> <i>Hands on color</i> <i>Precision cutting</i> Advanced color tech	140hrs
Total	520

Work History

Relevant work experience:

Why are you interested in this program?:

Where did you hear about us?:

REGULATORY REQUIREMENTS (if applicable)

Not applicable

PROGRAM COSTS

Total tuition payable during contract term	\$9700
Registration Fee (Non-Refundable)	\$200
Tuition payable in full 30 days prior to start of the program or in 6 invoiced intervals of \$1583.33 the first payment of which is due 30 days prior to the program start date, the second is due on the start date. Subsequent invoices will be sent monthly until payment is complete.	
Invoiced and payable online with credit card or by e-transfer	
Kit: Payment for the professional kit & supplies is required in full 30 days prior to the start of the program.	_____ \$ 1700
	_____ \$85 gst on kit
TOTAL PROGRAM COSTS	_____ \$ 11,685

PAYMENT TERMS

Method of payment:

Cheque

Other: Invoiced

Invoices will be sent at the start of each course, payable online with Credit Card or e transfer

REFUND POLICY

**The Refinery House Industry Commercial Arts
Institute Tuition Refund Policy**

Institution Number: 4452

Name of Policy: Tuition Refund Policy

Date: December 14, 2021

Revision Date:

Name of Program: Basic Hair Design

Circumstances when Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none">• No later than seven days after student signed the enrolment contract, and• 3 weeks before the program start date.	100% tuition and all related fees , other than registration fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none">• At least 30 days before the later of:<ul style="list-style-type: none">a) The program start date in the most recent Letter of Acceptance (international students)b) The program start date in the enrolment contract.	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.

<ul style="list-style-type: none"> • More than seven days after the student and institution signed the enrolment contract, and • Less than 30 days before the later of: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	<p>Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.</p>
<p>After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)</p>	
<ul style="list-style-type: none"> • After the program start date, and up to and including 10% of instruction hours have been provided. 	<p>Institution may retain up to 30% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Circumstances when Refund Payable</p>	<p>Amount of Refund</p>
<ul style="list-style-type: none"> • After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	<p>Institution may retain up to 50% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> • Student does not attend the first 30% of the program. 	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Institution receives a refusal of study permit (applies to international students requiring a study permit):</p>	
<ul style="list-style-type: none"> • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance. 	<p>100% tuition and all related fees, other than application fee.</p>

After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> • Student completed up to 30% of the program. 	<p>Institution may retain up to 30% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> • Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> • If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees

Circumstances when Refund Payable	Amount of Refund
Institution does not provide a work experience	
<ul style="list-style-type: none"> • The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

Private Training Institutions Branch

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between the Industry Arts Institution] and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program

Students are provided a copy of the handbook containing the student statement of rights and the student policies at the time of registration.

Certification upon Completion

Certificate of Completion
BASIC HAIR DESIGN PROGRAM
520 hours of theory and practical training in the art of Hair Design
at the Refinery House Industry Commercial Arts Institute

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION SIGNATURE

Signature of Institution Representative

Date Signed