



**Chic Studios NYC – School of Makeup Artistry is located at:**

139 Fulton Street, Suite 600. New York, NY 10038

**School Hours:**

**Monday – Friday:** 10:00 a.m. – 10:00 p.m. The School closes at 5:00 pm when there are no Friday classes scheduled.

**Saturday & Sunday:** 10:00 a.m. – 5:00 pm, when classes are in session. Weekend appointments with the admission office may be available upon request.

**Studio Contact:**

212-233-2442, 917-974-8755

[amy@chicstudiosnyc.com](mailto:amy@chicstudiosnyc.com)

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**Licensing**

Chic Studios is licensed by the New York State Education Department.

## **DISCLAIMER**

*The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.*

## **CHIC STUDIOS OBSERVES THE FOLLOWING HOLIDAYS. CLASS IS NOT HELD OR TIME ALTERED ON FOLLOWING DATES:**

January 1	New Year's Day
January 2	New Year's Day
April 9	Easter Monday
May 28	Memorial Day
September 3	Labor Day
Nov 11	Veterans Day
Nov 22	Thanksgiving Day
Dec 22 – Jan 3	Winter Break

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## **WELCOME TO CHIC**

### **MISSION STATEMENT**

Chic Studios NYC - School of Makeup Artistry is dedicated to providing our aspiring artists with the techniques and skills needed to succeed in the industry of makeup artistry, as well as creative, hands-on training, helpful career guidance and an extended invite into the Chic Studios Community.

### **VALUES**

At Chic Studios NYC – School of Makeup Artistry “CHIC STUDIOS” we believe in makeup as a true art and an ultimate passion that is embedded in every artist, hidden until inspired and then ready to be cultivated. We believe in intimate settings with no more than twelve students per instructor to ensure the greatest experience possible. And most importantly, we believe in those who take our programs, and their ability to shine and succeed in the world of professional makeup artistry.

### **WHY CHOOSE CHIC?**

First and foremost, those who are currently or have taken the program receive the ultimate Chic Treatment. Our experienced leaders and friendly staff offer a comprehensive, hands-on curriculum taught exclusively in a small studio environment. Our makeup kits consist of well known cosmetics, including MAC, Make Up For Ever, Three Custom Colors Specialist, to name a few. Upon completion of a program or workshop, our graduates become a lasting member of the Chic Studios Community – a group of professionally trained makeup artists (at various levels) with access to exclusive events, makeup discounts, career counseling and up-to-date notifications of freelance opportunities.

Secondly, Chic Studios is a unique makeup artistry-learning studio in the heart of Manhattan's financial district. Unlike a cosmetology program, our 4-Week Professional program allows students to focus solely on the art and techniques of makeup artistry. During the final 14 hours of the 4-week program, students can study a specific concentration, such as TV & Music Video Makeup, Period Makeup (1920s-Present) and Fashion & Runway Makeup. Upon completion of the program, students receive a Diploma and have an opportunity to participate in a professional photo shoot to begin their portfolios. For those who take any of our workshops, they too have the ability to add the photo shoot to their professional careers, or any add-on program. Our programs and workshops can be added as an A la Carte option.

### **ABOUT**

Founded by Director and Passionate Makeup Artist Amy Nicole, Chic Studios NYC – School of Makeup Artistry has opened its doors in New York City in 2012, as a professional studio that provided training to aspiring and established artists. Chic Studios offers a 4-Week Professional program that has been designed to teach the fundamentals and techniques of makeup artistry. Our school boasts an array of highly recognized instructors, several intense and comprehensive curriculums and offers lasting relationships with the Chic Studios Community.

### **A LITTLE MORE ABOUT CHIC**

Amy's advice for aspiring makeup artists is, “never stop working hard at what you are passionate about” just happens to mirror her own experiences. As founder of the Chic Studios brand, Amy started working on the concept in 2009, after working as a freelance makeup artist and entrepreneur.

After many trips, and being apart of amazing opportunities, such as Fashion Week (in New York, Miami, Los Angeles to name a few), makeup application on some of the world's most beautiful super models and celebrities. Amy found great inspiration in New York City, where she previously resided, and currently resides Los Angeles.

With over ten years experience as a business owner, and makeup artist, Amy admits that this industry is one that you always need to keep up with, growing and developing yourself as a professional artist and credible individual.

"Working, when you love what you do never feels like work," she proclaims. She insists that students should, "love and believe in what you do!"

## **STUDIO FACILITY**

### **LOCATION**

Chic Studios NYC – School of Makeup Artistry is located in the fascinating and buzzy area, near the twin towers, in Lower Manhattan. A few steps from the A/C/2/3/J/Z and Metro North transit lines, we are proud to be in the center of such an inspiring area.

With access to Fashion Week, countless productions in television and film, and magazine publishers abroad, NYC offered the most (and debatably best) options for artists looking to begin and enhance their careers, and Manhattan was an easy choice for an institute where makeup artists blossom. With its landmarked building, boasting high ceilings and direct view of the most beautiful building in New York City, the iconic Twin Towers (currently known as the Freedom Towers) hardly a week goes by when you exit the school and walk by a high fashion photo shoot, a major movie being filmed, or network television episodes being shot within the busy streets of Manhattan.

### **STUDIO**

When entering Chic Studios NYC, a friendly face, in a brightly lit white studio, and front reception area, with fuchsia pink accents, greets you. We offer a large studio (Studio 1), which accommodates up to twelve students for our 4-Week Professional Makeup Artistry program. Studio 2 houses our smaller class-size programs, such as Basic Hairstyling and Airbrush Makeup & Sunless Tanning, which accommodates up to 7 students per class. Directly across from our reception area, sits the offices of our Admissions Department and Director of Education, who are dedicated to helping you throughout the enrollment process, during your program(s), and in your future, as an artist. Next to both Studio one & Studio two, you will find our Library, filled with books, magazines and informative material.

Restrooms are located directly outside our studio doors, on the same floor, with separate access to men and women's facilities.

Chic Studios NYC is handicapped-accessible.

Please note that our school, as well, as the entire building is non-smoking.



## **SERVICES PROVIDED**

Each studio is fully equipped with the following:

- Makeup products
- A library
- Mirrors
- Adequate counter space per student
- Wireless access

Chic Studios NYC also provides a kitchenette, which includes a refrigerator and microwave for student convenience. Please note that all food and drink are not permitted in the studio.

## **STAFF**

### **AMY NICOLE, CREATIVE DIRECTOR & DIRECTOR OF EDUCATION**

Amy's advice for aspiring makeup artists, "never stop working hard at what you are passionate about" just happens to mirror her own experiences. Amy started working on the Chic concept years ago, while employed as a freelance makeup artist, esthetician and entrepreneur. Amy realized that the makeup industry was growing (and constantly changing) and with several clients asking for consultations or training sessions, Amy began writing a curriculum for professional makeup training. She included other influential artists' input and was determined to create a studio to teach the fundamental of makeup. Amy has been blessed, working the Fashion Week circuit for numerous years, in New York, Los Angeles, and Miami. She has worked on many shows, including Diesel, Scanty, Anand Jon, Malan Breton (of Project Runway), B. Michael, among others.

In addition, Amy has also worked with some of the world's most beautiful supermodels, including Irina Shayk, Julie Henderson, Jessica White, and Heather Marks. Amy has also recently worked with housewife Jill Zarin, for season 4 of the Real Housewives of New York, along with Gloria Kamen and Allyson Zarin, amongst other celebrities. Amy strives to constantly find inspiration in both the makeup artistry world and the business world. She says, "Trends change in the blink of an eye, as everything is so accessible, so it's vital to stay in tune with what is going on in the current moment."

### **CHRISTINA OLIVO, SCHOOL DIRECTOR**

She will tell you, although she hails from sunny Florida, she has always felt like a New Yorker at heart! "I spent my youth announcing my plans to move to the Big Apple, and although no one believed me, I moved here after college, and, finally felt like I found my place!" Graduating with a degree in Advertising & Public Relations, Christina entered the entertainment industry with her first job, as part of the executive team to a well-known talk show host, gaining immense experience and being a part of amazing opportunities, Christina eventually moved on, and found herself finally utilizing her degree fully, with Chic Studios. (and...loving coming to work!) Christina is a very upbeat, easy to speak with individual, as anyone will say after speaking with her over the phone or when they come by to visit Chic Studios. Christina meets with all aspiring makeup artists, answers questions, and gives them the sense of where their goals will take them, as they take in any of the Chic Studios programs. "Meeting the aspiring makeup artists is my favorite part, because the light in their eyes as they talk about their goals is contagious!"

### **RUTHIE WEEMS, LEAD INSTRUCTOR**

Ruthie Weems hails from the Westside, having grown up in sun-soaked Long Beach, CA. She has been a professional makeup artist for over 7 years and adds to her credentials as the Chic Studios NYC - Studio of Makeup Artistry 4 Week Professional Makeup Artistry Evening program instructor. Although she began her career in the film and television industries, Ruthie also brings to the table specialized training in Beauty Makeup Artistry and Special Effects Makeup. Her resume includes an extensive list of experience within print, fashion, body art, television, film, and retail cosmetics.

### **ANGELIQUE VELEZ, LEAD INSTRUCTOR**

Angelique Velez was born and raised in New York, but when she decided what she was passionate

about, she moved to Miami where she received a BA in Psychology with a minor in Education from the University of Miami. Since her return back to New York, she attained her master's in Creative Arts Therapy at Hofstra University. Angelique leads the Chic Studios NYC - Studio of Makeup Artistry 4 Week Professional Makeup Artistry day program. Angelique has enjoyed the journey of her career thus far, and has had the pleasure of working with cosmetics companies such as Tony & Tina, Anna Sui and MAC Cosmetics as well as serving as the Director of Career Services at Make-up Designory in New York City. Within the makeup industry, she has worked on many fashion shows such as, Cynthia Steffe, Peter Som, Karen Walker, RAD by Rad Hourani and more. As well, Angelique has been side by side with leading artists such as Christian McCulloch, Yuko Takahashi, Ve Neill, Makky and Tom Pecheux. She is passionate about applying her counseling background and her knowledge of make-up artistry, technique, and success to help others achieve their career and passionate goals.

#### **JONNY POLIZZI, LEAD INSTRUCTOR**

Jonny Polizzi was born and raised in the lower part of the world's largest fashion capital, New York City. In high-school Jonny started practicing make up techniques on his friends as well as doing theatre make up for his schools plays and talent shows, which gave him a start at the ever changing industry in New York. Once Jonny had graduated from high school, he felt makeup artistry was his calling, and began his employment working with MAC Cosmetics. Over the last three years, Jonny has mastered the art of true beauty make-up, doing the faces of celebrities such as Hillary Duff, Macy Grey, and Michelle Pfeiffer, to name a few. Jonny has also learned the skill of airbrushing and special effects make-up to keep up with the need of this high fashion city, and demands of his growing clientele. Jonny continues to work with a dynamic group of clients throughout the city that he grew up in, always changing his style to meet the needs of both men and women. Jonny currently leads Add-On Courses and custom programs at Chic Studios NYC - Studio of Makeup Artistry. Jonny's words to live by are simple; "Beautiful dewy skin is the key to a gorgeous make up application. Enhance the face, not hide it."

#### **SHAUN GIBSON, INSTRUCTOR**

Shaun Gibson began his makeup career when he took a chance on a prosthetic special effects course at his alma mater, Art Institute of Philadelphia, as he was pursuing his degree in Fine Arts and Industrial Design. "We had to create the prosthetic pieces and apply them to the models," he remembers. "I really enjoyed applying the pieces and upon receiving feedback that my aliens and monsters were beautiful and well executed, I was inspired to pursue beauty makeup." While in college, he started part time at MAC Cosmetics where he refined his craft and learned about the industry, and even secured a job as a makeup artist for a local public access show, where he was responsible for doing makeup on local celebrities, musicians, writers, and politicians. Upon graduation, he realized that job opportunities were very limited in Philadelphia and decided to move to NYC and pursue his dream of becoming a celebrity, editorial, and commercial makeup artist. Shaun adds editorial credit with his work in publications such as Noise, O Magazine, Highlights, Seventeen, In Style, and the New York Post. In addition, he has assisted on music videos, body-painted Erykah Badu for a promotional shoot for the album "New Amerykah Pt. 2", and work in commercial and print advertisements for major companies. Shaun now adds Chic Studios NYC to his credits, where he is a leader in our Add-On programs.

#### **CASSI HURD, HAIR INSTRUCTOR**

Cassi Hurd is a professional hair and makeup artist in New York City. As a licensed cosmetologist, hairstylist, and certified makeup artist, her experience covers all aspects of the entertainment industry including film, fashion, editorial, television, in-salon, bridal, print, commercial, and sales. Cassi works day to day in the creative world of the hair and makeup industry and strives to make each individual feel beautiful inside and out. The beauty secrets behind every business or successful artist are professionalism, experience, and quality, three things Cassi stands strongly behind. Cassi currently keeps herself busy as a freelancer with MTV in their hair and makeup department. Cassi is also a part owner of the company You'Nique Chic Hair Makeup and Bridal Artistry based in DC, VA, MD, and NYC. Cassi is the leader of our Basic Hair Styling Program at Chic Studios NYC - Studio of Makeup Artistry.

**MARINA GUIDOS, HAIR INSTRUCTOR**

Marina is a Hair Stylist / Makeup Artist based in Brooklyn, NY. She attended The Learning Institute for Beauty Sciences and obtained her NYS Certification as a Cosmetologist. With a background in Fashion Design and also being a Makeup Artist it keeps her motivated and eager to continue learning and also to share her knowledge with others. "For me, there is nothing more rewarding than to know that I made someone feel wonderful about how they look, " she said. Marina has worked with other artists during NY Fashion Week, for TV, music videos, commercial and editorial photo shoots. Currently, she freelances and volunteers her free time for "Dress for Success." She continues ongoing education by attending workshops and networking events and is always eager for any opportunity to follow her passion.





## ADMISSION

### HOW TO ENROLL

Welcome to Chic Studios. To apply to attend Chic Studios all prospective students must complete an Application for Admission, with supporting documents and submit a nonrefundable application fee and refundable tuition deposit. To receive an Application for Admission by email or regular mail, please see pages 8 through 9, or visit our website at [www.chicstudiosnyc.com](http://www.chicstudiosnyc.com) for a downloadable version.

All students must be 18 or over on the first day of class in order to be enrolled or take any programs at Chic Studios NYC.

Upon acceptance to Chic Studios, students are required to complete an Enrollment Agreement and pay the balance of tuition prior to the first day of class.

### REQUIREMENTS FOR ADMISSION

Chic Studios offers Professional Training, and Specialty Programs for the amateur/beginning makeup artist, intermediate and advanced student.

Admission to all programs requires an application for admission, non-refundable application fee and a refundable tuition deposit.

All students must have English language proficiency. If English is not your first language, you must submit proof of English language proficiency. If English is not your first language, you must demonstrate English language proficiency. English language proficiency can be demonstrated by earning a score of at least 500 (paper version), 173 (computerized version), or 61 (iBT) on the test of English as a foreign language ("TOEFL"). TOEFL scores may be submitted directly to Chic Studios through the Educational Testing Service. Applicants who have a bachelor's degree from a college or university in the United States and who submit an official transcript will be regarded as having demonstrated English proficiency.

## PROFESSIONAL TRAINING

### 4-WEEK PROFESSIONAL MAKEUP ARTISTRY PROGRAM

#### Requirements for Admission

- Complete application for admission
- \$100 non-refundable application fee
- \$150 refundable tuition deposit
- High School Diploma or equivalent

Please attach required documents your proof of high school graduation (a copy of your diploma), or the equivalent of proof in an accredited higher education program (Associate/Bachelor/Master/Doctoral program applicable). If submitting a transcript as proof of graduation, the transcript must be original, submitted by the institution. Please see "Student Requirements" for additional points regarding enrollment requirements.

## SPECIALTY PROGRAMS

### BASIC PROGRAMS: Basic Makeup 101 Workshop

### INTERMEDIATE PROGRAM: Airbrush Makeup & Sunless Tanning Workshop

#### Requirements for Admission to Basic and Intermediate Programs

- Complete application for admission
- Non-refundable application fee (see specific courses for amounts)
- \$150.00 tuition deposit for Basic Makeup
- Personal Interview with an admission representative. Your personal interview may take place on the telephone or in person when you tour the school.

## **ADVANCED PROGRAMS: Period Makeup, TV & Music Video Makeup, Fashion & Runway Makeup, Basic Hairstyling for Makeup Artists, and Bridal Makeup Artistry Business Basics**

### **Requirements for Admission to Advanced Programs**

- Complete application for admission
- Non-refundable application fee:  
Period Makeup, TV & Music Video Makeup, Fashion & Runway Makeup: \$35  
Basic Hairstyling for Makeup Artists, and Bridal Makeup Artistry Business Basics: \$100
- \$150.00 tuition deposit
- High School Diploma or GED
- Experience: Applicants to Period Makeup, TV & Music Video Makeup, Fashion & Runway Makeup, and Basic Hairstyling for Makeup Artists must be graduates of Chic Studios 4 Week Professional Makeup Program or have proof of completion of an equivalent course of study or verifiable makeup artist experience.

### **FINANCIAL AID**

Chic Studios NYC does not accept or offer financial aid at the present time. Any questions should be directed to the School Director at 917-974-8755.

### **MAKEUP KITS & MATERIALS**

The makeup kit is a required additional cost for the 4 Week Professional Makeup Artistry Program and Basic Makeup 101 Workshop. Our Makeup Kits hold only professional brands of cosmetics and give you, the aspiring artist a generous discount off retail prices. Kit is filled with enough products for class to benefit from the curriculum at best and to start their career. Palettes with eyeshadow, blush, foundation, concealer, lipstick, and lip gloss are used to maximize space as you begin your career. Kit also includes 15 high quality brushes. If you wish to bring products from home to add, bring into class first to sanitize effectively before using on students or models. Kits may be taken home daily if desired, however, kits must be brought to class every day until the class is complete. Kit contents are subject to change based on product/brand availability. Please see the Admissions Department for the most current list. Other students may purchase a kit at retail prices from Chic Studios, please see the Admissions Department for pricing information.



## **STUDENTS WITH LEARNING & OTHER DISABILITIES**

Learning Disabilities: If you are a student with a learning disability and require a reasonable accommodation, please contact the School Director.

Other Disabilities: If you need a reasonable accommodation for a disability covered under the Americans with Disabilities Act, please contact the School Director. Disability means 1) a physical or mental impairment that substantially limits one or more of your major life activities; or 2) a record of such impairment; or 3) being regarded as having such impairment (i.e., as a result of the attitudes of others toward such impairment).

Any information you provide will be used only by the appropriate office and will not prejudice your application. You are not required to disclose a disability to the Admission Office.

## **CONTACTING ADMISSIONS**

Admissions department can be reached at 917-974-8755 or by e-mail at [Christina@chicstudiosnyc.com](mailto:Christina@chicstudiosnyc.com). Appointments for tours and information can be scheduled, as well. Walk-ins are also welcomed between 9am and 5pm.

## PROGRAMS

### Professional Programs

#### 4-Week Professional Makeup Artistry Program

##### Tuition & Fees

Non-refundable application fee: \$100.00, due with the submission of your application

Tuition: \$2495.00

Makeup kit (includes sales tax): \$400.00

Total: **\$2995.00**

\$150.00 refundable tuition deposit holds your spot in desired course

Upon successful completion, you will receive a Diploma in Professional Makeup Artistry, Pro Card Applications, letter of reference, and ongoing membership to the Chic Community. This is an intensive, hands-on program, consisting of 84 total hours. An instructional hour is 55 minutes.

Students enrolling in the 4 Week Professional Makeup Artist Program should be prepared to complete special projects and assignments outside of class time, totaling approximately 16 hours. This program is designed to teach you the fundamentals & techniques of makeup artistry.

This program accommodates aspiring artists or pro artists looking to brush up on their current makeup skills. The 4-weeks consist of the following:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> History & Hygiene       | <input type="checkbox"/> Skin Philosophy           | <input type="checkbox"/> Color Theory                           | <input type="checkbox"/> Product Knowledge |
| <input type="checkbox"/> Prepping the Skin       | <input type="checkbox"/> Tools & Materials         | <input type="checkbox"/> Foundation Testing                     | <input type="checkbox"/> Day Makeup        |
| <input type="checkbox"/> Evening Makeup<br>Brows | <input type="checkbox"/> Natural Makeup            | <input type="checkbox"/> Fashion Makeup                         | <input type="checkbox"/> Shaping/Defining  |
| <input type="checkbox"/> Brushes & Setup         | <input type="checkbox"/> Bridal Makeup             | <input type="checkbox"/> TV/ Video Makeup                       | <input type="checkbox"/> Corrective Makeup |
| <input type="checkbox"/> Red Lip Techniques      | <input type="checkbox"/> False Lashes              | <input type="checkbox"/> Male Makeup                            | <input type="checkbox"/> Mature Makeup     |
| <input type="checkbox"/> Ethnic Makeup           | <input type="checkbox"/> Highlighting & Contouring | <input type="checkbox"/> Business, Branding, Marketing & Retail |  |

The fourth week of your program includes your choice of 1 of the following Add-On programs: TV & Music Video Makeup, Fashion & Runway Makeup, or Period Makeup (1920's - current), as well as the Professional Portfolio Photo Shoot on the last day of class. Within the photo shoot, students are given practical experience, creating looks on two professional models, with a hairstylist and photographer on set. Images are for students to use for their portfolio upon successful completion of the program.

The course uses hands on training in a majority of its teaching, through interactive demos by the instructor, and student rotations for practical training. This course is evaluated and updated by the Director of Education to provide the most current trends and techniques. As this class is designed for intensive training in an intimate setting, Chic Studios NYC only accepts up to 10 students per class.

Day class runs Monday – Thursday from 10:30a.m. – 4:30p.m. For the first three weeks, with the fourth week time range depending on Add-On Course chosen.

Where Monday is a holiday the school offers the course Tuesday – Friday.

There are four exams, including three written test (one per week) and a Professional Portfolio Photo Shoot practical exam (last day of class). Evening classes are Monday through Friday from 6:00pm –

10:00pm.

Upon successful completion of the program, students will receive a Diploma and will be ready for entry-level work as a makeup artist in theater, film and fashion. This program is not intended to provide training in cosmetology or appearance enhancement.

#### **2012 DATES:**

- September 3<sup>rd</sup> - 28<sup>th</sup>, 2012 (DAY & EVENING)
- October 1<sup>st</sup> - 26<sup>th</sup>, 2012 (DAY & EVENING)
- October 29<sup>th</sup> – November 23<sup>rd</sup>, 2012 (DAY & EVENING)
- November 26<sup>th</sup>- December 21<sup>st</sup>, 2012 (DAY & EVENING)

#### **SPECIALTY PROGRAMS**

##### **BASIC PROGRAMS**

Basic programs are offered to amateur makeup artistry enthusiasts and beginning aspiring makeup artists. They are not intended to lead to the acquisition of occupational skills.

##### **Basic Makeup 101 Workshop**

Tuition & Fees

Non-refundable application fee: \$100.00, due with the submission of your application

Tuition: \$1195

Makeup kit (includes sales tax): \$400.00

Total Cost: **\$ 1695**

\$150.00 refundable tuition deposit holds your spot in desired course

Our Basic Beauty Makeup 101 workshop is designed as an introduction for those who have desire to learn about makeup but are not ready to commit to a professional training program.

This workshop starts with the basics, and quickly moves into basic techniques that are required for the fashion, cosmetics, runway, television & music videos industries.

Over this 1-week workshop, students will learn a multitude of techniques that will build confidence and basic skills. This workshop is 22 hours; an instructional hour is 55 minutes.

This curriculum includes; History of Makeup, Skin Care Ingredients, Hygiene techniques, Brushes & Tools, Product Knowledge, Foundation Testing, and Color Matching. Also, Shaping the Brows, Step of Makeup Application, Day Makeup Application, Smoky Eyes, Liquid Liner techniques and Corrective Makeup Techniques. Upon successful completion of the program students will receive a certificate.

The maximum number of students in a class 12.

#### **2012 DATES:**

- |   |   |
|---|---|
| <input type="checkbox"/> September 3 <sup>rd</sup> - 6 <sup>th</sup> , 2012 (DAY)         | <input type="checkbox"/> September 3 <sup>rd</sup> - 7 <sup>th</sup> , 2012 (EVENING) |
| <input type="checkbox"/> October 1 <sup>st</sup> - 4 <sup>th</sup> , 2012 (DAY)           | <input type="checkbox"/> October 1 <sup>st</sup> – 5 <sup>th</sup> , 2012 (EVENING)   |
| <input type="checkbox"/> October 29 <sup>th</sup> – November 1 <sup>st</sup> , 2012 (DAY) | <input type="checkbox"/> October 29 <sup>th</sup> – November 2 <sup>nd</sup> , 2012   |
| (EVENING)   |   |
| <input type="checkbox"/> November 26 <sup>th</sup> - November 29 <sup>th</sup> , 2012     | <input type="checkbox"/> November 26 <sup>th</sup> - November 30 <sup>th</sup> , 2012 |

#### **INTERMEDIATE PROGRAMS**

Intermediate programs are intended for the amateur and professional and provide specialized makeup artistry skills. They are not intended to lead to the acquisition of occupational skills.

### **Airbrush Makeup & Sunless Tanning Workshop**

#### Tuition & Fees

Non-refundable application fee: \$60.00, due with your application for admission.

Materials: \$300.00

Tuition: \$635.00

Total Cost: **\$995.00**

A refundable \$150.00 tuition deposit is required to hold your spot in the class.

The Airbrush Makeup & Sunless Tanning program consists of 14 hours, and runs 10:00am-5:30pm for two consecutive days. This program consists of, but is not limited to, the following:

- Introduction to Airbrushing
- Equipment, supplies & products
- Prepping the Skin
- Airbrush Foundation
- Highlighting & Contouring
- Airbrush Eyebrows
- Sunless Spray Tanning Application
- Business of Airbrushing & Client Etiquette
- Tattoo Coverage & More!

Chic Studios NYC provides models for demos and practical work.

Certificate in Airbrush Makeup & Sunless Tanning is provided upon successful completion.

An instructional hour is 55 minutes.

The maximum number of students in the class 6.

#### **2012 DATES:**

- September 8 & 9<sup>th</sup>, 2012 (DAY)
- October 6<sup>th</sup> & 7<sup>th</sup>, 2012 (DAY)
- November 3<sup>rd</sup> & 4<sup>th</sup>, 2012 (DAY)
- December 1<sup>st</sup> & 2<sup>nd</sup>, 2012 (DAY)

#### **ADVANCED PROGRAMS**

Advanced programs are open only to students with prior makeup artistry training or experience, please see admission requirements above.

#### **Period Makeup**

##### Tuition & Fees

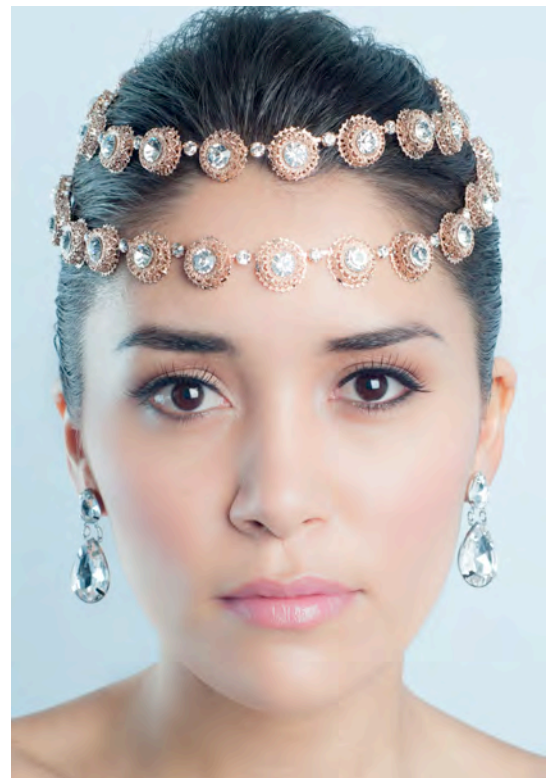
Non-refundable Application Fee: \$35

Tuition: \$360

Total: **\$395.00**

A refundable \$65 tuition deposit is required to hold your spot in the class.

The Period Makeup (1920s-2000s) program consists of 14 hours, and runs 10:00am-1:30pm for four days over one week a month. This program consists of, but is not limited to, the following:



- History of the Decades    Applications for 1920s - 1990s    Brow Coverage & Re-Creation
- Colors for Decades    Focused Techniques- Skin & Brows
- Inspirations like Greta Garbo, Rita Hayworth, Marilyn Monroe & Grace Kelly
- Color Correction & More!

A diploma in Period Makeup is awarded upon successful completion of the program.  
 An instructional hour is 55 minutes.  
 The maximum number of students in the class 12.

### **TV & Music Video Makeup**

Tuition & Fees

Non-refundable Application Fee: \$35

Tuition: \$360

Total: **\$395.00**

A refundable \$65 tuition deposit is required to hold your spot in the class.

The TV & Music Video Add-On program consists of 14 hours,  
 and runs 2:00pm-5:30pm for four days over one week a month.  
 This program consists of, but is not limited to, the following:

- Makeup for Television    Natural Makeup for TV    Day & Evening TV Makeup
- Set Etiquette Training    HD Makeup & Product Knowledge    Perfecting Technique
- TV inspirations like: Kelly Ripa, Dave Letterman & Wendy Williams.
- Story Boards for Music Videos & More!

A Diploma in TV & Music Video Makeup is awarded upon successful completion of the program.  
 An instructional hour is 55 minutes.  
 The maximum number of students in the class 12.

### **Fashion & Runway Makeup**

Tuition & Fees

Non-refundable Application Fee: \$35

Tuition: \$360

Total: **\$395.00**

A refundable \$65 tuition deposit is required to hold your spot in the class.

The Fashion & Runway Makeup program consists of 14 hours, and runs 6:00pm-9:30pm for four days  
 over one week a month. This program consists of, but is not limited to, the following:

- Introduction to Fashion Makeup    Deconstructing the Eyes    FaceCharts/Key Artistry
- Backstage at a Fashion Show    Makeup for Ad Campaigns   • Contour & Highlighting
- Strip Lashes   • Perfecting Skin Tones & Bone Structures & More!

### **ADVANCED PROGRAM SCHEDULE**

Course runs

Monday – Thursday 10:00 am – 1:30pm  
Monday – Thursday 2:00pm – 5:30pm  
Monday – Thursday 6:00pm – 9:30pm

**2012 DATES FOR ADVANCED PROGRAMS:**

- September 24th - 27th, 201
- October 22<sup>nd</sup> - 25<sup>th</sup>, 2012
- November 19<sup>th</sup> – November 24<sup>th</sup>, 2012
- December 17<sup>th</sup>- December 20<sup>th</sup> 2012

A Diploma in Fashion & Runway Makeup is awarded upon successful completion of the program.  
An instructional hour is 55 minutes.  
The maximum number of students in the class 12.

**Basic Hairstyling for Makeup Artists**

Tuition & Fees

Non-refundable Application Fee: \$100.00, due with application

Tuition: \$1045.00

Total Cost: \$1145.00

A \$150.00 refundable tuition deposit is required to hold your spot in the class.

The Basic Hairstyling program consists of 18 hours, and runs 10:00am-4:30pm for three consecutive days. An instructional hour is 55 minutes. This program consists of, but is not limited to, the following:

- Styling Techniques - Curling, Teasing, Pin Curls
- Styling with French Twist                       Buns/Knots
- On-Set Etiquette Training                       Styling with Braids
- Bridal Clients & Requests                       Business of the Bridal Industry
- Fashion & Creative Styling
- Period Styles
- Up Do's & Down-Styles & More!

Maximum number of students in a class is 6.

Chic Studios NYC provides models for demos and practical work.

A diploma in Basic Hairstyling for Makeup Artists is provided upon successful completion.

2012 DATES:

- September 18th- 20th, 2012
- October 12th – 14th, 2012
- November 13th – 15th, 2012

**Bridal Make-Up Artistry Business Basics**

Tuition & Fees

Non-refundable Application Fee: \$100.00, due with application

Tuition: \$1495.00

Total: \$1595.00

A \$150.00 tuition deposit is required to hold your spot in the class.

Our Business of Artistry Workshop is designed to provide the tools needed to start your own freelance business in makeup artistry. This curriculum is mixed with practical and hands-on training, as well as role-playing and theory.



Upon completion of this workshop you will have designed business cards, a resume, and website, as well as established a social media presence while gaining expertise in set etiquette and professional makeup applications. You will master techniques such as false lashes and bridal makeup.

Over this 1-week workshop, students will learn a number of techniques that will build confidence and practical business insight for a career in the beauty industry. In addition to gaining expertise with a professional photo shoot to master one of the looks of your choice, on the final day. This Photo shoot is done within 3 hours and a professional hair stylist and photographer are on-set to provide high quality images. You will do 1 look, and receive 10 images.

This workshop is 22 hours; each instructional hour is 55 minutes.

Curriculum includes: Step-by-Step Bridal Makeup Application, False Lash Applications, Branding & Marketing Your Business, Invoicing/Receipts, and Rate Cards. You will also learn about Building a Website, Social Media & Beauty, How to Network efficiently in the Beauty Industry, Focus Techniques (Perfecting Red Lips, Contouring Skin, Smokey Eyes), and more!

Upon successful completion of the program students will receive a diploma in Bridal Makeup Artistry Business Basics.

Maximum number of students in a class 12.

2012 DATES:

- |  |  |
|--|--|
| <input type="checkbox"/> September 17th - 20th, 2012 (DAY) | <input type="checkbox"/> September 17th – 21st, 2012 (EVENING) |
| <input type="checkbox"/> October 15th- 18th, 2012 (DAY)    | <input type="checkbox"/> October 15th- 19th, 2012 (EVENING)    |
| <input type="checkbox"/> November 12th – 15th (DAY)        | <input type="checkbox"/> November 12th – 16th (EVENING)        |
| <input type="checkbox"/> December 10th- 13th (DAY)         | <input type="checkbox"/> December 10th- 14th (EVENING)         |

## SERVICES

### **Student Services**

Chic Studios is committed to supporting student success. Academic advising, housing assistance, learning resources, and accommodations for students with disabilities are offered by appointment to any student who is having difficulty in the classroom.

A library is also located within Chic Studios NYC, where students can access research material associated to makeup artistry and the field of art as inspiration. As research is the foundation of learning any technique, it is encouraged that students spend time browsing and educating themselves on the industry and professional artists within it. Wireless access is also available within the studio, as well as a laptop with printing options, which may be used on a sign-in basis.

### **Career Services**

The Career Services at Chic Studios NYC - School of Makeup Artistry is in place to provide students and alumni of Chic Studio's professional programs with opportunities and education to plan, promote, and prepare their careers once they begin their ventures into the beauty industry. Chic Studios NYC is proud to have contacts with many employers and clients to bring a variety of internships, freelance opportunities, and job placement assistance to our qualified applicant pool.

Upon completion of any of our diploma programs, you become part of our Chic Community, which is a platform for events, freelance gigs, advanced education opportunities, internships, or hiring fairs. The Career Services department has an open door policy, to allow for feedback on career questions, which is welcomed upon program completion.

Please note that Chic Studios NYC cannot guarantee employment upon graduation of any of our programs, however we will provide placement assistance in the direction of makeup you wish to pursue. Our graduates will enjoy careers in fields such as: cosmetic retailing, bridal, freelance special event, television/music video/film makeup industries, and fashion shows, among others.

Chic Studios NYC selected 10 artists every year through a casting process to provide an avenue for potential work within the makeup industry, through the Chic Pro Team. Please inquire regarding auditions.

## **SCHOOL POLICIES**

### **CONDUCT CODE**

At Chic Studios NYC, our goal is to prepare students to become professional artists who maintain respect for those they work with in the studio and in the future, as well as etiquette with products and people. This ensures the best route to a successful career. If a student is being disruptive or distracting during a course, they may be asked to leave the classroom, and will be marked off for a half-day class. All students must apply by the following policies while in the studio and taking a program at Chic Studios NYC:

-There is no dress code, however we suggest that you be mindful of your perception in the Beauty Industry, and you should be well groomed. If you are representing Chic Studios NYC during an event, you will be informed of the dress code if one is required.

-As we are in a learning environment that enhances the education of all students, please note that you will be required to sit in for makeup rotations. The term "rotation" refers to one student sitting in as "model" while the other student acts as the "artist." Then, the team switches roles. This will ensure all students participate in equal practice time. If there is an uneven amount of students in a class, then Chic Studios NYC will do our best to provide a practice model, but one student may be asked to work on him or herself in the mirror.

-Students are asked and expected to keep all areas in the studio tidy and clean, as this is a reflection of your working environment. Garbage should be thrown out each day, counters wiped down, mirrors cleaned, and kits closed and ready for following day. Also, all tools being used on each other or models must be sanitary at all times and cleaned after use.

-Please be cautious and aware of studio products when used during your rotations, and that they are returned to their proper place prior to leaving the studio that day. Note that Chic Studios NYC may perform random makeup kit checks.

-No food is allowed in the classrooms, however beverages with closed caps are permissible.

Chic Studios NYC is proud of our "Open Door Policy;" if there is ever a need to speak with someone regarding a class issue or clarification, please feel free to see our Studio Director.

### **ATTENDANCE POLICY**

Chic Studios NYC students are expected to take class days and hours seriously. Please note that any time after 10:35 AM or 6:05 PM is considered late and attendance will be marked as such. Requirements for course completion (thus graduation) are partly based on attendance, so it is imperative that students arrive to class on time and refrain from absences. Tardiness also applies to returning late from lunches or breaks, so keeping up on time is encouraged and expected.

If an unavoidable absence occurs, it is the student's responsibility to contact the studio and let them know amount of time needed for absence. In order to successfully complete the program, students must complete a minimum of 90% of scheduled course hours. Students in the 4 Week Professional Program who has missed more than ten percent of scheduled course hours must meet with the School Director.

Students in the 4 Week Professional Program who have missed class time may attend a makeup session on the third Friday of each session. For specific dates and times please contact the School Director. The cost for each makeup class per hour is \$25.00 with a minimum of two hours. Students must provide their own models for makeup sessions.

A student who is excessively late or absent may be placed on probation or be required to repeat a unit, or a Leave of Absence may be requested.

## **LEAVE OF ABSENCE**

Chic Studios recognizes that emergencies occur that may require a student to temporarily leave the school. We recommend that students consider the decision to interrupt their studies carefully. Students must apply to the School Director for a leave of absence for a period of up to 60 days. A leave of absence may be granted to students in the 4 Week Professional Program for several reasons:

1. Personal: A personal or family tragedy, serious emergency, or other special circumstances that make attendance impossible or impractical.
  2. Medical: Emergency or planned medical treatment for self or a family member. In the case of personal medical treatment, a physician's note must be provided to the school. A leave of absence can be granted for a period of up to 180 days in such cases, as determined by the School Director.
  3. Military (reserve or active duty): A copy of the student's military orders must be provided.
- A leave of absence will result in a grade of "I" or Incomplete.

### **PROCEDURE FOR REQUESTING A LEAVE OF ABSENCE:**

A student seeking a leave of absence must submit a signed letter to the School Director specifying the reason for the request and the dates for which the leave is requested. The School Director will evaluate the request and notify the student if the leave of absence has been granted.

Leaving and failing to place a written request for a leave of absence will result in a student being withdrawn from the program after a period of 7 calendar days from the student's last date of attendance. Any student who is granted a leave of absence and fails to return will be considered withdrawn as of the first day of his or her leave of absence.

### **RETURNING TO CHIC AFTER A LEAVE OF ABSENCE:**

While a leave of absence is over upon the student's return to class, all repeated content counts as leave of absence time towards the 60-day maximum time frame. Students will be placed on probation upon returning to school. Students will be placed in the instructional program at the point commensurate with their skill level retained at the time of return from leave. Students on a leave of absence for 30 days or longer will be required to take an exam to determine placement upon return to the program. The class schedule will be based upon the student's request to return and space availability. If there is no space in the schedule requested, a student may be offered alternative schedule options or may have to wait until space is available in the desired schedule. In that case, the leave of absence will be continued until the student is able start the new schedule. However, in no case will the leave be continued for more than 60 days. If the student is not able to join a class within 60 days the student will be withdrawn from the program.

Students will not be required to make tuition payments while on an approved leave of absence. Students are advised to meet with the School Director to determine when the next payment will be due. Students will not be subject to additional tuition if they return to the same class schedule they attended prior to their leave of absence. In some cases, students cannot return to the same class schedule due to lack of available space in that schedule. In those cases, students will not be subject to additional tuition if they return to the schedule suggested by the school. Students may be subject to tuition changes if they request a schedule change. Leaves of absence are granted for good reason shown and in accordance with such limitations as may from time to time be prescribed by the New York State Education Department. A student on an approved leave of absence is considered as having "in school" status.

## **SCHEDULE CHANGES**

Many times a student finds that the original schedule, under which he/she enrolled, is no longer practical or desirable. In certain cases it may be possible to change schedules with written

approval from the School Director. A different schedule of the same program may have a different refund policy. If the school changes the student's schedule, the refund policy of the new schedule will be that which is in effect for the student. If a new schedule is approved, an enrollment agreement for the new schedule must be completed in full and attached to the original enrollment agreement.

**PROBATION**

Conduct: A student who violates the code of conduct above or otherwise exhibits a poor or disruptive attitude (such as ignoring a directive or placing individual concerns above the group) may be placed on probation, and/or required to repeat a unit.

**SATISFACTORY ACADEMIC PROGRESS (SAP):**

A student enrolled in the 4 Week Professional Program at Chic Studios is expected to maintain satisfactory academic progress (SAP). A student must maintain a minimum cumulative grade of 80% and attend 90% of scheduled class hours. A student's satisfactory academic progress will be evaluated at the midpoint and at the end of the program. At the time of the midpoint evaluation, the student must have a minimum cumulative grade of 80% and have completed 80% of the student's scheduled clock hours. Students who have achieved less than 90% of scheduled hours must have makeup sessions scheduled at the time of the midpoint evaluation. At the final evaluation all students must have a minimum cumulative grade of 80% and have completed 90% of scheduled class hours.

**GRADING POLICY & PROGRAM COMPLETION**

Students in the 4-Week Professional Program receive written exams and practical evaluations during the course of the program. Students are required to maintain a grade of 80% or better in order to complete the program. Students failing to achieve grades of 80 or better may be placed on probation. Students must have an average of 80% by the midpoint of the program in order to maintain Satisfactory Academic Progress.

Chic Studios NYC uses the following grading scale for the 4-Week Professional Program. An 80% or higher is required to graduate.

<p>Grading Scale</p> <p>95-100%-- Excellent</p> <p>90-94% -- Very Good</p> <p>85-89% -- Good</p> <p>80-84% -- Satisfactory</p> <p>0-79% -- Fail</p> <p>I - Incomplete</p>	<p>School status:</p> <p>A = Active</p> <p>L = Leave of Absence</p> <p>AP = Active, on probation</p> <p>W = Withdrawn</p> <p>T = Terminated</p> <p>G = Graduated</p>
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## GRADUATION REQUIREMENTS

The requirements for graduation and to receive a Diploma are as follows:

- Tuition must be paid in full
- An 80% or better in full course (includes exams and homework satisfied).
- Attendance of 90% or better throughout course entirety.

Specialty Programs require a 90% or higher to graduate.

## TUITION & FEES

<b>Basic Makeup 101 Workshop</b> Non-Refundable Application Fee: \$100 Refundable Tuition Deposit: \$150 Tuition Balance: \$1045 Makeup Kit (includes sales tax): \$400 Total Cost: \$1695	<b>Airbrush Makeup &amp; Sunless Tanning</b> Non-Refundable Application Fee \$60 Refundable Tuition Deposit: \$150 Tuition Balance: \$485 Materials Fee (includes sales tax): \$300 Total Cost: \$995
<b>4 Week Professional Makeup Artistry Program</b> Non-Refundable Application Fee: \$100 Refundable Tuition Deposit: \$150 Tuition Balance: \$2345 Makeup Kit (includes sales tax): \$400 Total Cost: \$2995	<b>Period Makeup, Fashion &amp; Runway Makeup, or TV &amp; Music Video Makeup</b> Non-Refundable Application Fee: \$35 Refundable Tuition Deposit: \$65 Tuition Balance: \$295 Total Cost: \$395
<b>Basic Hairstyling for Makeup Artists</b> Non-Refundable Application Fee: \$100 Refundable Tuition Deposit: \$150 Tuition Balance: \$895 Total Cost : \$1145	<b>Bridal Makeup Artistry Business Basics</b> Non-Refundable Application Fee: \$100 Refundable Tuition Deposit: \$150 Tuition Balance: \$1345 Total Cost: \$1595

## ADDITIONAL CHARGES

- Replacement makeup kits-** \$550.00 to purchase.
- Makeup Sessions:** Students will be charged \$25.00 per hour for each makeup session up to six hours per day (with minimum of two hours). Makeup sessions must be reserved in advance. There are no refunds for missed makeup sessions.
- Returned checks:** A fee of \$20.00 for any check returned to the school from the bank, for any reason, will be charged to the individual student's account
- Replacement diploma:** \$25.00, includes domestic shipping costs

## CANCELLATION, WITHDRAWAL AND REFUND POLICIES

Read and understand Chic Studios' policy regarding tuition refunds and cancellations on these pages before you sign an enrollment agreement. If you do not understand it or are confused by the School's explanation, get assistance before you sign. You may ask for help from the New York State Education Department, 116 West 32nd Street, 5th Floor, New York, NY 10001, 212-643-4760.

**The failure of a student to immediately notify the School Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the Education law.**

The tuition refund policy is based on the number of weeks of the course. The refund policy applicable to a given program of study is based upon the number of weeks of instruction in the program. For purposes of the School's refund policy, a week of instruction consists of between 2 and 30 clock hours of instruction within seven consecutive days.

Refunds for programs that are six weeks or less are calculated on a "Mini" refund policy. No grouping of courses can exceed six weeks in duration.

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins will receive the return of all amounts paid with the exception of the non-refundable Application Fee. Due to their personal nature, makeup kits are not returnable.

Thereafter, the student will be liable for:

- A. The non-refundable Application Fee, plus
- B. The cost of insurance fee and materials accepted and not returned in good condition within 20 days after the student withdrawal from the school, plus
- C. Tuition liability as of the student's last day of physical attendance. Tuition liability is determined by the percentage of the program offered to the student determined as follows:

If termination occurs:

0-15% of the Program	School may keep...	0%
16-30% of the Program	School may keep...	25%
31-45% of the Program	School may keep...	50%
46-60% of the Program	School may keep...	75%
After 60% of the Program	School may keep...	100%

D. If the School rejects this agreement, all payments made under this agreement shall be refunded in full except the application fee and the cost of materials accepted and not returned in good condition within 20 days of rejection.

E. In case of injury, prolonged illness or other circumstances beyond the student's control which render it impracticable for the student to continue in the school, the school will, within 30 days after notice of the circumstances, propose and will thereafter make a settlement of the student's obligation to the school which is fair and reasonable to the student and the school.

F. The student refund may be more than stated above if an applicable accrediting agency policy results in a greater refund.

G. Amounts paid in excess of the charges as determined above would be refunded within 45 days of the date on which the student gives the school written notice of withdrawal or if the student does not give written notice, within 45 days of the date that the school determines that the Student has withdrawn.

## WITHDRAWAL

A student may be withdrawn for failure to meet the terms of probation, violation of the Code of Conduct, unexcused absence, academic failure as described herein, or failure to fulfill tuition payments or other financial obligations. A student's financial obligations are as provided in the executed Enrollment Agreement. Chic Studios reserves the rights to, at its discretion, withdraw any student whose continued enrollment, in the judgment of the School, is not in the best interest of either the student or Chic Studios.

### Departing School

Students wishing to withdraw from a program at Chic Studios must:

1. Place the request in writing stating the reason(s) necessitating departure.
2. Schedule an exit interview.

Any refund or payment due will be calculated and paid within 45 days of the date of determination of the student's withdrawal. The failure of a student to immediately notify the School Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the Education law.

### Re-entry

Any student who has been withdrawn from the 4 Week Professional Program may apply for re-entry at a later date. To request re-entry, a student must:

1. Discuss with the School Director.
2. Place the request in writing stating the reason(s) necessitating departure from the program and the justification for completion of the program without further interruption.
3. Receive approval from the School Director. The School Director, in her discretion, may impose additional requirements in order to help ensure the student's success upon re-entry.
4. Students must take a placement test. Chic Studios will then review the results of the skills test and written exam to determine the point at which the student should be required to return to the program.
5. Sign a new enrollment agreement. Tuition will be assessed on a pro-rated basis.

### **Disciplinary Procedures and Hearings**

Upon request, detailed procedural guidelines are available for review in the Office of the School Director.

### **Informal Resolution Attempt**

A good-faith attempt will be made to resolve all problems informally, initially by the appropriate administrator or faculty member. This may include informal discussions with the alleged violator and faculty members, deans, or administrators. If the matter is not resolved by an informal resolution attempt, the alleged violator shall be requested to designate whether he/she wishes to have the charge determined by a formal hearing pursuant to Chic Studios procedures for a disciplinary hearing. Upon such designation in writing, a formal hearing will be set within 5 school/business days.

### **Releasing Disciplinary Information**

Details relating to any disciplinary proceedings, the decision, and the names of individuals involved will not be made available except as required for internal School purposes as required by law, or when charges are made, or proceedings instituted by or against Chic Studios or any member of the School community in courts of law or by governmental agencies.

### **Grievance**

Chic Studios views students as responsible citizens who are integral members of the School community. Policies and practices pertaining to student relations and services should reflect this point of view. School officers continue to seek to ensure that this philosophy is implemented.

Even with this philosophy in place, complaints and misunderstandings may arise. It is the purpose of these grievance procedures to ensure that any problem is dealt with promptly and confidentially.

### **Informal Review**

- Discuss the problem informally, with the student, faculty member, dean, or staff member involved.
- A student should not consider a formal review unless an informal review has occurred.

### **Formal Review**

- Obtain, complete, and return a student grievance form to the School Director within 7 days of the incident.
- Upon receipt of the form, a prompt investigation of the facts related to the nature of the grievance will be conducted.

After thoughtful consideration, a decision will be made.

- The student will be advised of the decision and resulting action to be taken within five school days.
- If, for any reason, the student is not satisfied with the results of the investigation conducted, the student may ask the

School Director to submit the matter to the President for review.



- The student will be advised of the decision and resulting action to be taken within ten school days.

### **Complaints**

#### NEW YORK STATE EDUCATION DEPARTMENT

If you are or were a student at a Licensed Private School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

Contact the New York State Education Department at:

New York State Education Department  
116 West 32nd Street, 5th Floor  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
212-643-4760



### **EMERGENCIES AND EVACUATION PROCEDURE**

Chic Studios NYC is serious about the safety of our studio and students. It is an instructor's responsibility to ensure that all students are aware of the emergency exit maps. Maps are also posted on the wall of every room in the studio. In case of emergency, a staff member will ensure that students take an orderly and safe route to exit the building. The first staff member to leave the building ensures that everyone is out of the studio and emergency personnel is contacted. Until emergency personnel has granted safe reentry, no student or staff member can reenter the studio.

## **NYS ED DISCLOSURE**

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What You Should Know about Licensed Private Schools and Registered Business Schools in New York State.

### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools, which are licensed by the New York State Education Department and business schools, which are registered by this Department, are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs, which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools.

The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to insure that all curriculum offered in the schools are educationally sound. In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to insure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### **How can a student or employee file a complaint?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

### **The steps you must take to file a complaint with the New York State Education Department are:**

1. Write to the  
New York State Education Department  
116 West 32nd Street (5<sup>th</sup> Floor)  
New York, New York 10001

Or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. **You must file a complaint within two years after the alleged illegal conduct took place.** The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

#### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses, which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

#### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

#### **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government). Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned

to you. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

**What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

***Contact the New York State Education Department at:***

New York State Education Department  
116 West 32nd Street, (5th Floor)  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/Computer Training Facilities.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 1974**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the School Director a written request that identifies the record(s) the student wishes to inspect. Chic Studios official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Chic Studios official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Chic Studios to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Chic Studios decides not to amend the record as requested, Chic Studios will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before Chic Studios discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Chic Studios discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is a person employed by Chic Studios in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Chic Studios has contracted as its agent to provide a service instead of using Chic Studios employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Chic Studios.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of Chic Studios.

Under the provisions of the Family Educational Rights and Act (FERPA) of 1974, as amended, a student has the right to withhold disclosure of Directory Information. This request must be made in writing to the Registrar's Office at Chic Studios.

Directory Information as described by Chic Studios:

- Student's name
- Student's permanent and temporary address
- Student's permanent and temporary telephone number
- Student's date and place of birth
- Enrollment status
- Student's course of study, dates of attendance, and completion or termination date
- Certificate awarded
- Student's Electronic E-mail address

#### **CHIC STUDIOS NYC- SCHOOL OF MAKEUP ARTISTRY, IS LOCATED, AT:**

139 Fulton Street, Suite 600  
New York, NY 10039  
212-233-2442  
917-974-8755

Students may take the A, C, J, Z or the 2, 3, 4 or 5 train to Fulton Street Stop, in Manhattan. If you would like step-by-step directions on how to find the location from where you are, please visit [www.hopstop.com](http://www.hopstop.com).

#### **ENROLLMENT, COMPLETION RATE AND PLACEMENT**

Chic Studios is a newly licensed school and does not have any data showing enrollment, completion and placement rates. No data has been reported to the Occupational Education and Data System (OEDS) as of the time of publication. Additionally, at this time the school does not offer any program with vocational objectives and as a result, job placement assistance is not available.

Please check with the School Director for updated information.



We look forward to your success!