



SCHOOL OF PROFESSIONAL MAKEUP
-www.ei.edu-

SCHOOL OF PROFESSIONAL MAKEUP COURSE CATALOG



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THE FIRST. THE BEST. THE STANDARD.

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

Elegance International is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Accredited by: ACCSC

Approved by: CSAAVE for veterans • I-20 M-I Visa

Approved for: Title IV Financial Aid • Stafford Loan • SEOG Federal PELL • Federal Work Study



HISTORY, MISSION, & PHILOSOPHY

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

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

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

THE SCHOOL

THE CAMPUS

The E.I. main campus is located at 1622 N. Highland Ave., Hollywood, CA 90028, just one block south of the famous Hollywood Blvd and Highland Ave. intersection. The school covers more than 5,400 square feet on the second floor of its Campus Hollywood building. This facility houses fully-equipped classrooms, a lobby, a student store, student lounge, a library, and our executive offices. In addition to our main location, a second building within walking distance houses another classroom and a special effects lab. This building, located at 1532 N. Highland Ave., Hollywood, CA 90028 has accommodations for disabled students as well as handicapped access features in all restrooms. The Hollywood/Highland Metro stop and bus services are just one block away.

THE LIBRARY

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

CLASSROOMS

All classrooms are designed with multiple workstations, lighted mirrors, practice heads, audio-visual equipment, training videos and a variety of specialty items such as hackles, curling ovens, air brush machines, spray booths, mixers and more, as needed for training. The average class size at E.I. is 10 students, and no more than 13 students are permitted in any one class.

THE NEIGHBORHOOD

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

CAMPUS HOLLYWOOD INFORMATION

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

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

Other Campus Hollywood companies include ESP, Schecter Guitars, and United Television Broadcasting (UTB), the Japanese broadcasting station in Los Angeles (channel 18.2).

Discounts are available to students for concerts at MI, theatrical productions at TOA and at makeup and art centers throughout Southern California (Smash Box, MAC, Sephora, Naimie's, Nigel's, Carter-Sexton, etc.) with the E.I. Student ID.

ADMISSIONS

We strive to provide you with all the information and resources you need to facilitate a smooth and easy transition into the program at E.I. But most importantly, we want you to feel comfortable that you've made the right decision choosing us.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing the agreement. The enrollment process for students in all courses of study is as follows:

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

To complete the admissions process, candidates must submit a signed agreement and supporting documents to the Admissions Department prior to enrollment and meet with the Admissions Director. Some candidates may also be required to be interviewed by the School Director. Students who do not have a high school diploma may submit a GED. Enrolling students must also take the entrance exam and complete the pre-screening questionnaire and quiz. The registration fee must be paid prior to enrollment and all tuition arrangements must be made with the Financial Aid Director in advance. Appointments for registration can be made by calling the Admissions Office.

- Complete the Student Application Form
- Complete the Student References Form
- Be at least 18 years of age
- Submit proof of high school graduation/diploma
- Pass the Scholastic Level Exam (SLE)
- Submit a \$75.00 nonrefundable registration fee
- Demonstrate willingness to work hard and be dedicated



INTERNATIONAL ADMISSIONS

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

REQUIREMENTS

- Proof of financial stability
- Down payment of 1/3 of the total cost of the program in which enrolled
- \$75.00 nonrefundable registration fee
- A score of 80 on the TSE*
- Completed school application form
- 18 years of age or older
- Proof of high school graduation
- A strong desire to become a professional makeup artist

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





TUITION SCHEDULE

ARTISTRY OF MAKEUP PROGRAM 12 MONTHS | 24 UNITS | 600 CLOCK HOURS

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

| | |
|---------------------|-------------|
| Tuition: | \$16,000.00 |
| Lab Fees: | \$750.00 |
| Textbooks: | \$35.00 |
| Materials Estimate: | \$1,900.00 |
| Total Cost: | \$18,685.00 |

CLOCK HOUR CONVERSION:
 1 CREDIT UNIT = 10 HOURS of LECTURE and
 20 HOURS of LAB/ SKILLS PRACTICE

Both the Salon and Photographic Makeup courses can be taken individually, with Salon as a prerequisite for Photographic Makeup. The cost for each of these courses is \$2,550. *Note: This is an estimate only. Students are required to purchase makeup, supplies, and tools for each class. Students are encouraged to purchase these supplies as they progress through their training, and not to buy them in advance of classes. The itemized fees for makeup are estimates. Students may purchase these items from the Student Store on campus, or they may purchase these items at makeup supply companies throughout the Southern California area.

STUDENT TUITION RECOVERY FEE (STRF):

You must pay the state-imposed Student Tuition Recovery Fund (STRF) fee if both of the following apply 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 under 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.

STUDENT SERVICES

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

ACADEMIC ADVISING

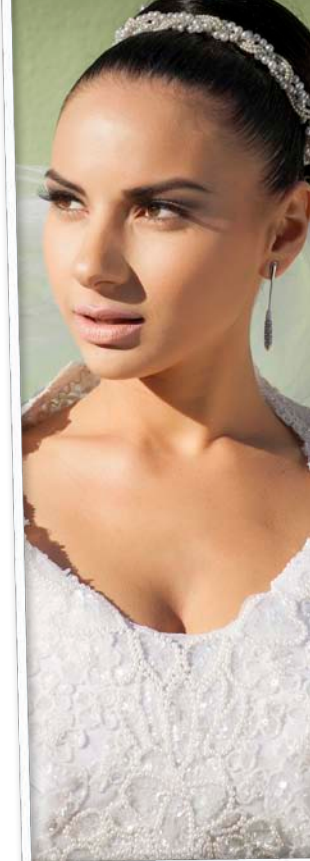
El's Academic Advisors have developed a program that provides students with the information and counsel they need. Advisors help guide our students to develop sound educational goals and to make effective decisions about courses and programs that will enable them to realize those goals. Through one-on-one appointments, drop-in advising and advising workshops, the Academic Advising Center provides the following services for students:

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

HOUSING

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

*The Student Housing Guide and other housing information is provided as a courtesy to students and for reference only. El has no affiliation with any landlord or property owner. El does not investigate, endorse or guarantee information provided by third parties. All agreements or contractual arrangements related to housing rental or leases are strictly between the student or other responsible party and the property owner or landlord.





STUDENT SERVICES

TRANSPORTATION

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

THE LIBRARY

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

STUDENT STORE

The student store keeps a variety of name brand makeup and accessories needed for class projects. All products are available for purchase at a significant discount from normally advertised retail prices. EI takes great pride in not only saving our students money on these essential supplies but in not requiring students to buy and use only one proprietary brand, as required at other makeup schools. The Student Store is open to students only. Hours are: Monday through Thursday, 9:30 -10:00 a.m. and 1:30 - 2:00 p.m. and Fridays, from 10:00 a.m. -12:00 noon.

OTHER SERVICES

In addition to these, E.I. offers a variety of other services to its students. Some are shared throughout all of the Campus Hollywood schools.

These services include but are not limited to:

- Student IDs
- Movie & Television Studio Tours
- Concerts at Musicians Institute (www.mi.edu)
- Productions at Theatre of Arts
- Advisory Sessions
- Discounts offered at specific makeup companies in L.A.

CAREER SERVICES

Our Career Development Program, in conjunction with our project based curriculum, means that you'll be getting a world class education and simultaneously getting real world work experience, all while you're still in school. Our Global Professionalism Standards Program will help you develop your interpersonal and professional communication skills. Throughout your time at EI and even after graduation, the Career Development Department will be there for you, to provide support and guidance as you plot your career course. The Career Services Department is open from 9:00am to 6:00pm Monday through Friday. All services provided are available to current students and graduates on a walk-in and appointment basis.

JOB PLACEMENT ASSISTANCE

EI's job placement assistance is a vital part of the student's educational program and one we take great pride in. The Career Services Department is staffed with full-time placement professionals and offers students and graduates an active placement service. Although the securing of positions cannot be guaranteed, we will do everything possible to provide students with the best and most up-to-date job placement opportunities.

PORTFOLIO DEVELOPMENT

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

EI: CONNECTS

Upon registration, every EI student receives their own customizable EI: Connects Webpage, that can be updated with photos and video of your projects, becoming a powerful promotional tool, in addition to your physical portfolio. EI: Connects is much more though. Employment leads are communicated directly to each students' page, which can be optimized to filter specific criteria, so only the desired opportunities are displayed. EI: Connects is your individual, definitive online resource for showcasing your talent and locating employment opportunities in the Makeup and Special Effects Industries

CAREER PREPARATION SEMINARS

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

CAREER COUNSELING

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

FINANCIAL AID

EXTERNSHIPS

The Externship Program at EI offers exciting opportunities to augment classroom study with real-world work experience. Under the guidance of a faculty supervisor, students are given opportunities throughout the year to apply their knowledge at various entertainment-related events such as TV shows, plays, movies and, fashion shows. Externships are vital to building the necessary confidence needed for career success.

INDUSTRY FAIRS

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

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

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

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

VETERANS' BENEFITS

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

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

CHARGES FOR REPEATED COURES – RE-ENROLLMENT

CHARGES FOR REPEATED COURSES

Students will be charged for retaking any failed courses.

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

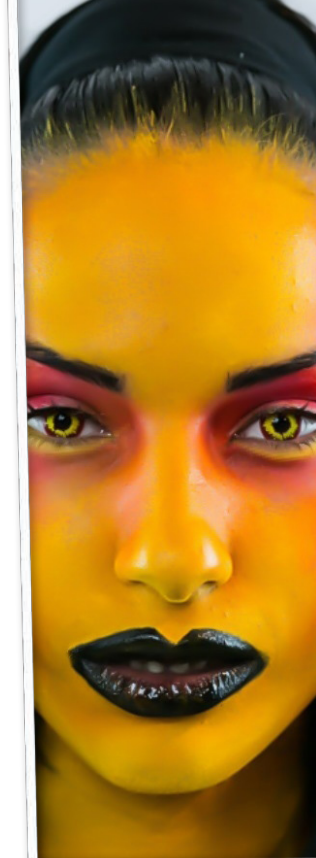
A student who withdraws or is terminated from a program of study and returns within 180 days will be charged the same tuition costs. The student is bound by the catalog in effect at the time of the original enrollment. Students that have passed an SAP evaluation point and withdraw, or are terminated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

STUDENTS RIGHT TO CANCEL/WITHDRAW

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid up to the student's attendance at the first class session, or the seventh day after enrollment, whichever is later. The student has the right to withdraw from a program of instruction at any time. Cancellation or withdrawal shall occur when the student provides written notice to the school at the address specified above. Students may be withdrawn 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 to the payment withdrawal date. If the amount received by the student exceeds the amount earned, the school must return the excess funds to the Title IV programs in the sequence mandated by Federal Law. Only after the return of Title IV Funds calculation is completed and any excess funds have been returned to the Title IV programs is the state refund calculation applied. Any materials not returned to E.I. in good condition within 20 days of withdrawing from school will not be included in the return to Title IV or state refund calculations.



CANCELLATIONS – REFUND POLICIES – LOAN REPAYMENT/DEFAULT

CALIFORNIA STATE REFUND POLICY

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

LOAN REPAYMENT AND IMPACT OF STUDENT DEFAULT

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

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

ARTISTRY OF MAKEUP PROGRAM (AOM)

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

AOM – THE ARTISTRY OF MAKEUP

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

AOM 101 - SALON: BEAUTY AND CORRECTIVE MAKEUP

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

AOM 102 – THEATRICAL / LIVE PERFORMANCES MAKEUP

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





ARTISTRY OF MAKEUP PROGRAM (AOM)

AOM 103 – HIGH FASHION & PHOTOGRAPHIC MAKEUP

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

AOM 104 – TELEVISION & HDTV MAKEUP

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

AOM 105 – BEGINNING PROSTHETICS – TECH LAB

Training includes: Construction of proper and realistic prosthetic appliances for facial or skin application, ventilating and punching hair techniques, bald cap construction, knowledge and running of different prosthetic appliance materials such as rubber, foam latex, polyurethane foam, gelatin and silicone, false teeth making, Life cast techniques, molding techniques and the development of characters with appliances to be used in the Film course. AOM prepares graduates to work as Artists/Technicians at special makeup effects shops for construction, elaboration and handling materials for prosthetic appliances, intended for Theatre, TV or Film use.

AOM 106 - FILM MAKEUP

The final class in this year-long program focuses on all aspects of film makeup including: Set etiquette, character development, building the artist's portfolio, bald cap applications, appliances applications, age and character progression and development, horror characters including complex injuries, medical dressings and treatments, period designs and budgets. Final exam project is the design and creation of a dead body for evaluation and grading.

CONTINUING EDUCATION

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

Day Classes meet twice each week on a Mon/Wed or a Tue/Thu schedule.

Mondays & Wednesdays: 10:00 a.m. – 5:00 p.m.

Tuesdays & Thursdays: 10:00 a.m. – 5:00 p.m.

No classes on Friday

GRADUATION

Students must maintain a passing grade of 70% (C) as a minimum at each level of progress. Grades are posted at the end of each course. Students whose grades fall to 69% or below will be placed on academic probation until the next assessment period. If students have not improved their grade point average by the next assessment period, they will be suspended from class. A student who has been suspended will be allowed to return the next time the course is offered, as space is available, if the student agrees to comply with the school's SAP.

If a student fails to complete any course or program for any reason, the maximum time allowed to complete the missed requirements is 1.5 times the normal duration. For example: The Artistry of Makeup Program is 600 clock hours, taught over 96 class sessions, in 48 weeks (excluding breaks). Therefore a student has a maximum of 72 weeks of school days to complete the program requirements to receive a passing grade. Courses of 100-clock hours are held over an 8-week period. Therefore a student has a maximum of 12 weeks in total to complete the course. If a student fails to complete any course or program within the 1.5-times period and the student is not on a leave of absence, the incompleteness shall be converted to a failure at the end of the period.





GRADUATION REQUIREMENTS

In order to successfully complete training at E.I. and be eligible for graduation, students must achieve the following:

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

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

TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED

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

Due to the nature of the program and courses at E.I., transfer credits from other institutions are not accepted towards program completion.

INSTRUCTORS

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

In addition to their skills, with their close working ties to the Hollywood makeup industries, our instructors are able to help facilitate unique externship opportunities for E.I's student body. They help to provide students with real-world settings to apply techniques learned in the classroom. Our students learn by doing, our instructors provide the way.



GRAHAM SCHOFIELD

Graham Schofield has worked as special effects make-up technician since 2006. Working on TV and Films involving body props, prosthetics and molds. Gaining experience on projects such as "Clive Barker's Midnight Meat Train", "CSI Vegas", "NCIS", "Untraceable", and "Hills Run Red" he was also able to learn tricks and techniques from many different areas of FX make-up. He then took his experience to begin freelancing on his own.



KASEY GOVEIA

Kasey began her career in makeup over 15 years ago, working as a freelance artist for cosmetic companies that included Lancôme, Chanel and Prescriptives; she also held management positions for Bobbi Brown, Prescriptives, and MAC. Kasey has had a lucrative makeup career in television, film, print media and music videos as well. Some of her clients include Mandy Moore, Yamaha, Sony Music, Nickelodeon, Las Vegas magazine, Budweiser, George Lopez, Persia White, New Yorker Magazine, Capitol Records, IBM, Kia Cars and Telemundo. Kasey is also a successful jazz vocalist and teaches a live performance makeup class at E.I. for vocal students at MI (Musicians Institute).



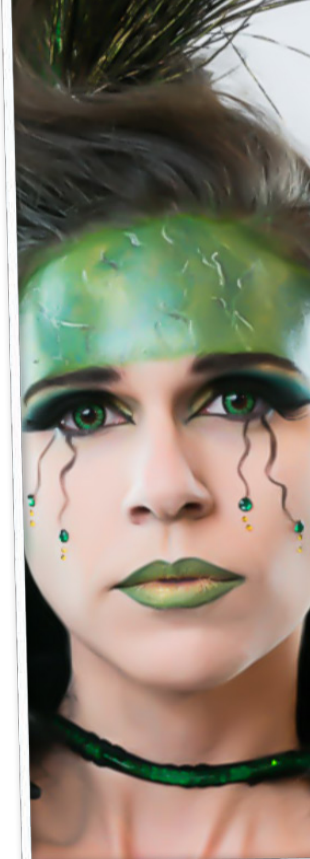
CECILIA HERNANDEZ

Born and raised in Palm Springs, California, Ms. Hernandez graduated from EI in 2005, specializing in special effects makeup. CeCe worked extensively at United Television Broadcasting in the news department, and on productions for their commercial division. She has worked for USC Opera Company productions for the music department and on music videos for Musicians Institute. Special effects remains her passion and she serves as the lab technician for the SFX program at E.I., as the lab assistant for Tech Lab, and as an instructor for Theatre and Tech Lab.



LOUIS KISS

Louis Kiss has bachelor degree in Fine Arts and been working as a Special Effects Makeup Artist since 1989.



INSTRUCTORS



RICH KNIGHT

Rich Knight a California native from San Jose, Rich is a special effects makeup artist, who is also a prop and puppet maker. His film work includes character development in the areas of aging, horror, injury simulation, gore, and fantasy, hair work, working effects, bleeding effects, oozing effects, and melting effects. He is a 1993 graduate of the Institute of Studio Makeup. His numerous production credits include: 100 Million BC, Beowulf, X-Men 3, The Omen 666, Poseidon, Seraphim Falls, CSI: Crime Scene Investigation, Alias, House, M.D., Power Rangers Lost Galaxy, and X-Files. In addition to teaching at EI, Rich has lectured on character makeup for theatre and film at the South Coast Repertory Theatre, served as an instructor at the Cinema Makeup School in SPFX & Prosthetics, and teaches Intro to Makeup for Film and Video at the San Diego Media Arts Center.



TRUDI SCHOOLHOUSE

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



TONY VALDES

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

CLASS SCHEDULE

ARTISTRY OF MAKEUP

Schedule Below

| Day Schedule | Start Dates | End Dates |
|--------------|-------------------|--------------------|
| T/TH | January 3, 2013 | December 19, 2013 |
| M/W | February 4, 2013 | January 29, 2014 |
| T/TH | March 5, 2013 | February 27, 2014 |
| M/W | April 3, 2013 | March 31, 2014 |
| T/TH | May 2, 2013 | April 24, 2014 |
| M/W | June 3, 2013 | May 28, 2014 |
| T/TH | July 9, 2013 | June 26, 2014 |
| M/W | August 5, 2013 | July 30, 2014 |
| T/TH | September 5, 2013 | August 28, 2014 |
| M/W | October 2, 2013 | September 29, 2014 |
| T/TH | November 5, 2013 | October 28, 2014 |
| M/W | December 2, 2013 | November 24, 2014 |

ANNUAL HOLIDAYS

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



CALENDAR

January 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|-----------------------|----------------------------|--------------------------|----------------------------|-------------------------|---------------|
| | | New Years Day ¹ | ² | Classes Begin ³ | ⁴ | ⁵ |
| ⁶ | ⁷ | ⁸ | ⁹ | ¹⁰ | ¹¹ | ¹² |
| ¹³ | ¹⁴ | ¹⁵ | ¹⁶ | ¹⁷ | Extra M/W ¹⁸ | ¹⁹ |
| ²⁰ | MLK Day ²¹ | ²² | ²³ | ²⁴ | ²⁵ | ²⁶ |
| ²⁷ | ²⁸ | ²⁹ | Final Exam ³⁰ | ³¹ | | |

February 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|--|--------------------------|---------------|--------------------------|---------------|---------------|
| | | | | | ¹ | ² |
| ³ | Classes Begin ⁴ | ⁵ | ⁶ | ⁷ | ⁸ | ⁹ |
| ¹⁰ | ¹¹ | ¹² | ¹³ | ¹⁴ | ¹⁵ | ¹⁶ |
| ¹⁷ | Presidents Day No Classes ¹⁸ | ¹⁹ | ²⁰ | ²¹ | ²² | ²³ |
| ²⁴ | ²⁵ | Final Exam ²⁶ | ²⁷ | No Classes ²⁸ | | |

March 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|---------------|----------------------------|---------------|---------------|---------------|---------------|
| | | | | | ¹ | ² |
| ³ | ⁴ | Classes Begin ⁵ | ⁶ | ⁷ | ⁸ | ⁹ |
| ¹⁰ | ¹¹ | ¹² | ¹³ | ¹⁴ | ¹⁵ | ¹⁶ |
| ¹⁷ | ¹⁸ | ¹⁹ | ²⁰ | ²¹ | ²² | ²³ |
| ²⁴ | ²⁵ | ²⁶ | ²⁷ | ²⁸ | ²⁹ | ³⁰ |

March - April 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|-------------------------|------------------------------------|----------------------------|--------------------------|---------------|---------------|
| ³¹ | Final Exam ¹ | ² | Classes Begin ³ | ⁴ | ⁵ | ⁶ |
| ⁷ | ⁸ | ⁹ | ¹⁰ | ¹¹ | ¹² | ¹³ |
| ¹⁴ | ¹⁵ | ¹⁶ | ¹⁷ | ¹⁸ | ¹⁹ | ²⁰ |
| ²¹ | ²² | ²³ | ²⁴ | Final Exam ²⁵ | ²⁶ | ²⁷ |
| ²⁸ | ²⁹ | Student Competitions ³⁰ | | | | |

May 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|---|---------------|--------------------------|----------------------------|---------------|---------------|
| | | | ¹ | Classes Begin ² | ³ | ⁴ |
| ⁵ | ⁶ | ⁷ | ⁸ | ⁹ | ¹⁰ | ¹¹ |
| ¹² | ¹³ | ¹⁴ | ¹⁵ | ¹⁶ | ¹⁷ | ¹⁸ |
| ¹⁹ | ²⁰ | ²¹ | ²² | ²³ | ²⁴ | ²⁵ |
| ²⁶ | Memorial Day School Closed ²⁷ | ²⁸ | Final Exam ²⁹ | ³⁰ | ³¹ | |

June 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|----------------------------|--------------------------|---------------|--------------------------|---------------|---------------|
| | | | | | | ¹ |
| ² | Classes Begin ³ | ⁴ | ⁵ | ⁶ | ⁷ | ⁸ |
| ⁹ | ¹⁰ | ¹¹ | ¹² | ¹³ | ¹⁴ | ¹⁵ |
| ¹⁶ | ¹⁷ | ¹⁸ | ¹⁹ | ²⁰ | ²¹ | ²² |
| ²³ | ²⁴ | Final Exam ²⁵ | ²⁶ | No Classes ²⁷ | ²⁸ | ²⁹ |

June - July 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|-------------------------|----------------------------|--------------------------|--------------------------------|---------------|---------------|
| ³⁰ | No Classes ¹ | No Classes ² | No Classes ³ | July 4th Vacation ⁴ | ⁵ | ⁶ |
| ⁷ | ⁸ | Classes Begin ⁹ | ¹⁰ | ¹¹ | ¹² | ¹³ |
| ¹⁴ | ¹⁵ | ¹⁶ | ¹⁷ | ¹⁸ | ¹⁹ | ²⁰ |
| ²¹ | ²² | ²³ | ²⁴ | ²⁵ | ²⁶ | ²⁷ |
| ²⁸ | ²⁹ | ³⁰ | Final Exam ³¹ | | | |

August 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|----------------------------|---------------|---------------|--------------------------|---------------|---------------|
| | | | | ¹ | ² | ³ |
| ⁴ | Classes Begin ⁵ | ⁶ | ⁷ | ⁸ | ⁹ | ¹⁰ |
| ¹¹ | ¹² | ¹³ | ¹⁴ | ¹⁵ | ¹⁶ | ¹⁷ |
| ¹⁸ | ¹⁹ | ²⁰ | ²¹ | ²² | ²³ | ²⁴ |
| ²⁵ | ²⁶ | ²⁷ | ²⁸ | Final Exam ²⁹ | ³⁰ | ³¹ |

September 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|---|-------------------------|---------------|----------------------------|---------------|---------------|
| ¹ | Labor Day School Closed ² | No Classes ³ | ⁴ | Classes Begin ⁵ | ⁶ | ⁷ |
| ⁸ | ⁹ | ¹⁰ | ¹¹ | ¹² | ¹³ | ¹⁴ |
| ¹⁵ | ¹⁶ | ¹⁷ | ¹⁸ | ¹⁹ | ²⁰ | ²¹ |
| ²² | ²³ | ²⁴ | ²⁵ | ²⁶ | ²⁷ | ²⁸ |
| ²⁹ | Final Exam ³⁰ | | | | | |





CALENDAR

October 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------------|-----------------|---------------|--------|----------|
| | | 1 | Classes Begin 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | Final Exam 29 | 30 | No Classes 31 | | |

November 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------|---------|---------------|-------------------------------|------------------|----------|
| | | | | | 1 | 2 |
| 3 | Classes Begin 4 | 5 | 6 | 7 | Extra T/T 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | Extra T/T 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | Final Exam 25 | 26 | No Classes 27 | Thanksgiving School Closed 28 | School Closed 29 | 30 |

December 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------------|-----------------------------|---------------------------|---------------|--------------|----------|
| 1 | 2 | 3 | 4 | 5 | Extra T/T 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | Extra M/W 13 | 14 |
| 15 | 16 | 17 | 18 | Final Exam 19 | Extra M/W 20 | 21 |
| 22 | No Classes 23 | Xmas Eve School Closed 24 | Xmas Day School Closed 25 | No Classes 26 | 27 | 28 |
| 29 | No Classes 30 | New Years Eve No Classes 31 | | | | |

STUDENT RULES OF CONDUCT

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

- Attend all classes. If you must be absent, you must notify the school personally by calling.
- Always be on time for class and stay until class has ended.
- Come prepared. Bring all supplies, note pads, pens/pencils, makeup, etc.
- Cell phones are not to be used in class. Nor is voice-activated bilingual or electronic equipment, for any reason, while in class. Messages can be left at the front desk.
- Notify the instructor if you are unable to attend class. Three absences from class is grounds for academic probation and four absences constitutes termination from school.
- Adhere to proper conduct and behavior in all classes at all times. This includes conducting yourself in a professional and appropriate manner.
- Comply with all instructor classroom rules and policies at all times.
- Complete all assignments, including projects, on time as required by the instructor.
- Maintain satisfactory academic progress. No cheating will be tolerated for any reason.
- Abide by the school's drug and alcohol free policy.
- Abide by the school's dress code and be well groomed for class. No visible underwear, no flip-flops, no see-through clothing, no shorts, no short skirts, no "wife-beater" T-shirts and no midriiffs or navels are to be shown at any time.
- Use the Student Lounge as a resting place, not the lobby/entrance.
- Always leave the classrooms, work areas and restrooms clean and neat.
- Never bring children or friends (who are not models) to school.
- Complete coursework, projects and exams on time.
- Always be respectful and courteous to faculty, staff and classmates.



SAP / TRANSCRIPTS / GRADING

STUDENT ACADEMIC PROGRESS

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

QUALITATIVE EVALUATION

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

IMPACT OF COURSE REPETITIONS OR WITHDRAWALS ON SAP

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

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

APPEAL OF SATISFACTORY ACADEMIC PROGRESS DETERMINATION

Students who are placed on Satisfactory Academic Progress probation, or are withdrawn due to failure to meet satisfactory progress standards, may appeal the determination to the School Director, in writing, within ten days of receiving notice of the determination. Appeals may only raise alleged errors in the application of the Satisfactory Academic Progress standards and may not dispute course grades. The School Director will respond within 15 business days of receipt of the written appeal. If the appeal is accepted, the correction

to the application will be evaluated. If the appeal is denied, the student will be notified in writing regarding the basis of the denial.

GRADING POLICY

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

GRADING POLICY FOR EXAMS

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

| Grade | Percentage | Grade Point Average |
|-------|------------|---------------------|
| A | 90 - 100 | 4.00 |
| B | 80 - 89 | 3.00 |
| C | 70 - 79 | 2.00 |
| D | 60 - 69 | 1.00 |
| F | 59 - 0 | 0.00 |
| I | Incomplete | 0.00 |

| First Half of Training Course: | Instructor Evaluation (Includes projects) | 20% |
|--|---|------|
| (50% of the student's grade is determined at this point) | Class Work | 20% |
| | Mid-Term Exam | 10% |
| Second Half of Training Course: | Instructor Evaluation | 20% |
| | Class Work | 5% |
| | Final Exam | 25% |
| | Total | 100% |

TRANSCRIPTS

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





ATTENDANCE - LEAVE OF ABSENCE - MAKING UP MISSED CLASSES

E.I. is training students to become professional makeup artists and towards this end, we place enormous emphasis on attendance. Students are expected to be prompt and attend every class. Students must have a minimum of 80% overall attendance to be considered an active student in good standing. Those who fall below the 80% attendance rate are placed on probation. Students may not be absent more than three times in any course. Those who have three consecutive absences are placed on probation and those who have four consecutive absences, without excuse and without makeup classes, are terminated from the program. Students who must be unavoidably absent must make up their classes and projects by making arrangements with the Director of Education to do so before the end of each course. Make-up sessions are usually held on Fridays. Absences remain on students' permanent records.

ABSENCE

Excessive absences work adversely on students' records and if a student has a medical or a personal problem to work out, he or she may take a leave of absence (LOA) to ensure that the time lost can be made up when the student returns. The personal problems for which students may take a leave of absence include, but are not limited to, death of a relative, personal injury or illness and other special circumstances. For personal reasons, students may take up to a two-month leave of absence. Students may take up to a four-month leave of absence for medical reasons. Students must request an LOA in writing and can request an LOA form from the Registrar. Students who return to complete a course or program for which they received an incomplete, shall meet all the standards necessary to receive a passing grade. Upon completion of the required standards, students receive a certificate or diploma in accordance with their original completion date.

MAKING UP MISSED CLASSES

Students who miss a class must make up each class session in order to take the final exam and complete each course. Make-up sessions can be arranged with the instructor and the Director of Education. Students can watch recorded lectures on DVD, attend a make-up class session for lab and practice in the afternoons of any daily session. The last two Fridays of each month are open for students to make up missed classes by arrangement with the Director of Education. All projects and assignments must be turned in prior to a final grade and/or transcript being issued for each course.

STUDENT RECORDS - PROBATION & TERMINATION

STUDENT RECORDS

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

PROBATION AND TERMINATION

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

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

HOLLYWOOD

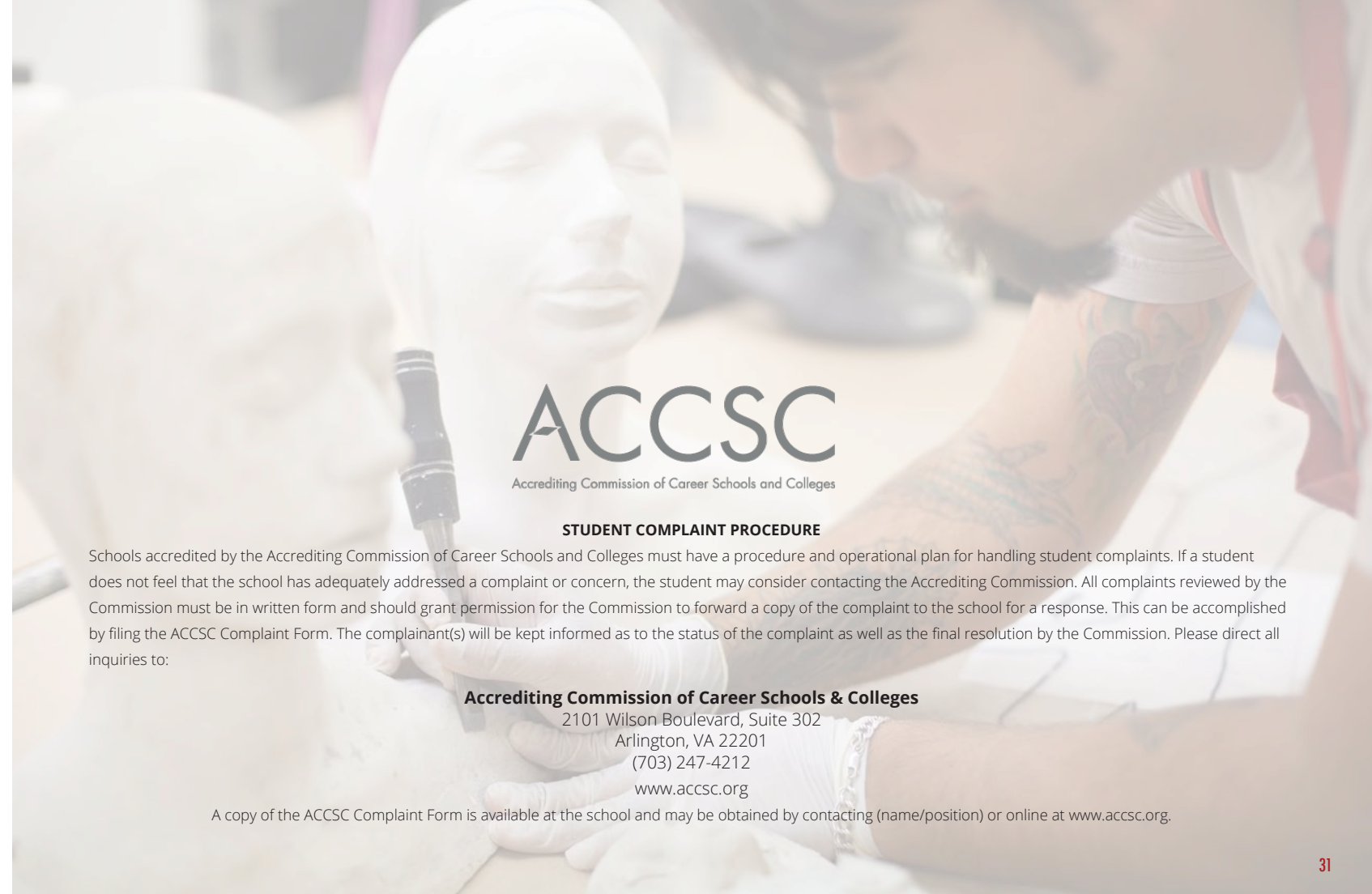


STUDENT GRIEVANCE PROCEDURES

STUDENT GRIEVANCE PROCEDURES

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

1. Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail 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 of why the student is not satisfied with the outcome. 5. The School Director will review the written disposition report and then conduct further investigation as necessary, including requesting additional information from the student. 6. The School Director will provide both the student and the Director of Education with a written decision within ten working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint. 7. A student or any member of the public not satisfied with the final disposition of the grievance process may file a complaint with the Bureau of Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, 888-370-7589, or by completing a complaint form from the Bureau's website. You can also contact the Accrediting Commission of Career Schools and Colleges (ACCSC) at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201. The above process does not limit or prohibit a student from enforcing any contractual legal rights or remedies.



STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org.



SCHOOL OF PROFESSIONAL MAKEUP
-www.ei.edu-

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