

NEW YORK

2020 CATALOG



CHICSTUDIOS
NEW YORK



CONTENTS

04	LOCATION, FACILITY,	10-	COURSE DETAILS
05	ABOUT, WHY CHIC	15	
06	MEET THE TEAM	16	CAREER SERVICES
07	ADMISSIONS: HOW TO ENROLL, REQUIREMENTS FOR ADMISSION	16-	SCHOOL POLICIES
08	COURSE REQUIREMENTS	17	
09	MAKEUP KITS, CONTACTING ADMISSIONS, FINANCIAL AID STUDENTS WITH LEARNING DISABILITIES	18	GRADING POLICY AND PROGRAM COMPLETION GRADUATION REQUIREMENTS CANCELLATION WITHDRAWL





HOURS:

MONDAY – FRIDAY: 10:00am – 5:00pm
(Evening classes until 10:20pm)

SATURDAY + SUNDAY: 10:00am – 5:00pm*

***Weekend appointments must be scheduled in advance. Hours are only when classes on in session.**

CHIC STUDIOS NYC

139 Fulton St Suite 600, New York, NY
10038, United States

HOLIDAYS:

JANUARY 1	New Years
APRIL 13	Easter Monday
MAY 25	Memorial Day
JULY 4	Independence Day
SEPTEMBER 7	Labor Day
NOVEMBER 1	Veterans Day
NOVEMBER 26	Thanksgiving Day
DECEMBER 24 – JAN 3	Winter Break

Call: 212-233-CHIC (2442) (Office)

Text: 917-974-8755

WWW.CHICSTUDIOSMAKEUP.COM

LOCATION

Chic Studios NYC is located in the heart of Downtown Manhattan, New York, surrounded by inspiration and liveliness. Walking distance to stores, cafes and restaurants. A few steps from the A/C/2/3/J/Z and Metro North transit lines.

139 FULTON STREET, SUITE 600
NEW YORK, NEW YORK 10038

FACILITY

Chic Studios NYC offers a spacious brightly lit learning environment with several classrooms, high ceilings, a student lounge with kitchenette, and library filled with fashion and beauty inspired books, magazines and informative material. Chic Studios offers several classrooms for teaching purposes. There are 2 classrooms, one accommodates up to 14 students, and a medium-sized classroom

that accommodates up to 6 students. The medium-sized classroom also welcomes graduates of Chic Studios to use for professional use, called The Makeup Lab.

Chic Studios promotes an 'open door policy' within the Admissions and Education Teams, and is dedicated to assisting each graduate with our after care program-- the 'Chic Pro Community'. The 'Chic Pro Community' is access to a group of Chic Studios graduates, offering career insight, hiring fairs, job opportunities, networking events, makeup gigs, free workshops and more. Graduates have the ability to respond, comment or engage at their leisure.

Chic Studios prides itself on providing opportunities to our graduates that will allow them to gain experience, build their network, and further advance their careers. We carefully select each opportunity that is made available to ensure our graduates are getting the best experience.

Chic Studios is handicap-accessible. There are separate male and female washrooms on each floor to accommodate all students. The school and the buildings are non-smoking.



ABOUT

Chic Studios was founded by, Professional Makeup Artist and Entrepreneur, Amy Nicole. Opening the first location in Manhattan, New York City in 2009, and the second location in Los Angeles, California in 2015. Chic Studios opened its first 'pop up' location in Denver, Colorado in 2018. Chic Studios – School of Makeup has been designed to teach the fundamentals of makeup artistry, while providing techniques and a well-rounded education in professional makeup. Chic Studios has an array of highly qualified instructors, who are actively working in the industries they teach in, guided by an intense and comprehensive curriculum for each course.

WHY CHIC STUDIOS?

Chic Studios is a modern fashion-forward makeup artistry-learning school that practices through course instruction, live hands-on lessons and provides opportunities to graduates through the '**Chic Pro Community**'.

Chic Studios enables career services assisting students and alumni with opportunities and education to plan, promote and prepare their careers to launch into the beauty industry. Upon completion of any of our courses, each alumni becomes part of our '**Chic Pro Community**', which is a platform for events, job opportunities, advanced education, internships, gigs or career hiring fairs.

Brands that Chic Studios uses in the classroom as well as the basic makeup kits are: **MAC Cosmetics, Makeup Forever, NARS Cosmetics, Laura Mercier, Graftobian, Charlotte Tilbury, Cinema Secrets, Bobbi Brown, Billion Dollar Brows, NYX Cosmetics, Stila Cosmetics, Lancome, Dior, BH Cosmetics, Inglot, Real Techniques, Morphe Brushes, Bioderma skin care** and many more.

Our experienced, industry leading instructors and friendly staff offer comprehensive, hands-on curriculums taught exclusively in a small class-size environment. Each classroom offers a work-station for learning purposes, for each student. Our Master Makeup and Professional Makeup courses allows students to focus on the art and techniques of makeup artistry, along with advanced courses that allow students to enhance their careers and skill-set within professional artistry. Upon completion of the Master Makeup Certified Course, students receive a Diploma and have an opportunity to participate in a professional photo shoot to begin their professional portfolios. Upon completion of these courses, students receive a certificate: **Beauty makeup, Professional Makeup, Bridal + Business, Fashion + Runway Makeup, TV + Music Video Makeup, Basic Hairstyling for Makeup Artists and Airbrush Makeup.**



MEET THE TEAM



AMY NICOLE

Founder + Creative Director
Entrepreneur
International makeup artist

Amy's legacy for the Chic Studios brand was created out of a desire to develop a school that offered professional training, resources and the tools necessary to help makeup artists launch into a successful career. Amy began her career (and went to college) in Canada, refining her knowledge and trade-skills, arriving at advanced principles in makeup artistry techniques. Amy has been a valuable expert for leading beauty events in New York City, Los Angeles, and Canada working with top models and celebrities (Irina Shayk, Julie Henderson, Jessica White and Jill Zarin to name a few). Additionally, Amy has lent her expertise to broadcast realms and multiple designer fashion shows and events to include LA Street Fashion Week, New York Fashion Week, BeautyCon and Brooklyn Fashion Week. Amy is an active member of her community and a board member of the Boys and Girls Club of Malibu.



THE CHIC TEAM

FREDRICK SANDERS

Lead Education Makeup + Hair Artist

ASHLEY JOHNSON

Professional Makeup Artist Instructor

VAUGHAN IRVING

Specialized Makeup Instructor

AINA LEE

Professional Makeup Artist Instructor

KELLY THOMPSON

Specialized Makeup Instructor

CHRISTINA VEGA

Makeup + Digital Beauty Instructor

D'ANGELO THOMPSON

Professional Makeup Instructor

JASLEEN SINGH

Office Manager

GENNY YOSCO

Models Coordinator



ADMISSIONS

HOW TO ENROLL

To apply to Chic Studios all prospective students must complete an Enrollment Application along with supporting documents and also submit a non-refundable application fee and refundable tuition deposit. Please visit our website for a downloadable version of our most recent catalog. Upon acceptance, students are required to complete an enrollment agreement and pay a partial payment 30 days before the course begins, then the balance of tuition is due four weeks before their selected course(s) begins.

REQUIREMENTS FOR ADMISSION

Chic Studios NYC -- offers professional training and specialty courses for all levels of artists-- beginners, intermediate (some training or self-taught) and advanced artists (wanting to brush up on their current skills or take advanced training). Admission to all courses or workshops requires an application for admission, non-refundable application fee and a refundable tuition deposit.

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

COURSE REQUIREMENTS

PROFESSIONAL

MASTER CERTIFIED MAKEUP COURSE

4-WEEKS DAY / 6-WEEKS EVENING

PROFESSIONAL MAKEUP 4-WEEKS COURSE

4-WEEKS DAY / 1 - DAY PER WEEK

BASIC

DIGITAL BEAUTY SOCIAL MEDIA COURSE

1 DAY / 7 HOURS

BEAUTY MAKEUP COURSE

1-WEEK DAY / 2- WEEKS EVENING

INTERMEDIATE

BRIDAL + BEAUTY MAKEUP COURSE

2-DAYS / WEEKEND

AIRBRUSH MAKEUP WORKSHOP

2 DAYS

ADVANCED

TV + MUSIC VIDEO MAKEUP

FASHION AND RUNWAY MAKEUP

1 DAY

BASIC HAIRSTYLING FOR MAKEUP ARTISTS

2 DAYS

BRIDAL MAKEUP + BUSINESS BASICS

1-WEEK DAY / 2- WEEKS EVENING

REQUIREMENTS FOR ADMISSION:

- Complete Enrollment Application
- \$100.00 non-refundable application fee
- \$150.00 refundable tuition deposit
- Provide a copy of Photo ID
- Tuition Payment (in full 30 days before the class, or set up a payment plan)

MAKEUP KITS & MATERIALS

The makeup kit is a required additional cost for the Master Certified Makeup, Professional Makeup, Beauty Makeup, Bridal + Beauty Makeup and Business, and Beauty + Bridal Weekend 2 Day Course. (The price is included in the overall cost).

Our makeup kits are basic kits and include professional brands of cosmetics, which are generously discounted off the retail prices. The makeup kit is filled with products for class applications to benefit from the curriculum at best and to apply makeup afterwards, with top brands, such as: MAC Cosmetics, ELF Cosmetics, Temptu, Bioderma, Billion Dollar Brows and more. The kit also includes quality makeup brushes and skin care kit. Chic Studios offer several shopping days within the course schedule, outside of class time, to build our personal preferred kit, with brands, such as: **MAC Cosmetics, Makeup Forever, Sephora, Temptu and NARS. These shopping days offer discounts ranging from 20% to 40%.**

If you wish to bring products from home to add to your kit, we ask you bring it to class and 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. Once received the kits are non-refundable.

Kit contents are subject to change based on product/brand availability. Please see the Admissions Department for the most current makeup/tools kit list. Students taking other classes or workshops may purchase a kit at retail prices from Chic Studios, please see the Admissions Department for pricing information.

CONTACTING ADMISSIONS

Admissions department can be reached at **212-233-2442** or through our 'Contact' section on the Chic Studios NYC website, www.chcistudiosmakeup.com. Appointments for tours and information can be scheduled through our website as well. Walk-ins are also welcomed during the weekday, between 10:00am and 5:00pm. Weekend tours are welcome with notice and prior scheduling.

FINANCIAL AID

Chic Studios does not currently offer Financial Aid, however there is a payment plan option to help make it easier for those who want.

Please contact the school for any questions at 212-233-2442.

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 at 212-233-2442.**

Other Disabilities: If you need a reasonable accommodation for a disability covered under the Americans with Disabilities Act, please contact the School Director.

COURSE DETAILS, TUITION & FEES

PROFESSIONAL COURSES

MASTER CERTIFIED MAKEUP COURSE

- Non-refundable application fee: \$100.00
 - Refundable tuition deposit: \$150.00
 - Tuition: \$3190.00
 - Makeup Kit (includes sales tax): \$200.00
 - Airbrush Kit & Materials (includes sales tax): \$300.00
- Total Cost: \$3940.00

Upon successful completion of the Master Makeup a Diploma is granted, in Professional Makeup Artistry. As well, a package of professional membership applications, for various makeup brands is sent to each graduate. And access to the 'Chic Pro Community' (with hiring fairs, job opportunities, networking events, job postings and more). This is an intensive, hands-on course, consisting of 106 in-class hours (118 total hours). Each instructional hour is 55 minutes. Students enrolling into the Master Certified Makeup course should be prepared to complete extra projects and assignments outside of class time, makeup looks, practice time, etc. totaling approximately 12 hours. This course is designed to teach you all the needs of makeup artistry professionally, including the fundamentals and techniques.

The Master Certified Makeup curriculum, consists of the following:

- Level 1: Beauty Makeup – 26 hours (30 total hours)
- Level 2: Bridal Makeup and Business – 26 hours (30 total hours)
- Level 3: Professional Development Week (Tv + Music Video Makeup, Fashion and Runway, Pro Day, Digital Beauty and Social Media) – 26 hours (30 total hours)
- Level 4: Hairstyling for Makeup Artists workshop -14 hours and Airbrush Makeup

There are 4 photo shoots included in the course.

There are 2 tests during the Master Certified Makeup Course, including 1 written tests and a practical exam (on the last day of class. Upon successful completion of the course, students will be ready for moderate-entry work as a makeup artist in beauty, fashion, retail, and television industries. This course is not intended to provide training in cosmetology or esthetics.

Class times available:

Day class: Monday to Thursday, 10:00am – 5:00pm

Evening class: Monday, Wednesday + Thursday, 6:00pm – 10:20pm (week 3 + 4 are daytime hours)

Chic Studios NYC accepts up to 14 students per class.

2020 SCHEDULE: Please view our website www.chicstudiosmakeup.com

PROFESSIONAL MAKEUP 4-WEEK COURSE

- Non-refundable application fee: \$100.00
 - Refundable tuition deposit: \$150.00
 - Tuition: \$1150.00
 - Makeup Kit (includes sales tax): \$300.00
- Total Cost: \$1700.00

This is an intensive, hands-on course, consisting of 26 in class hours (30 total hours). Each instructional hour is 55 minutes. Students enrolling into the Professional Makeup 4-week Part-Time Fridays course should be prepared to complete extra projects and assignments outside of class time, totaling approximately 4 hours. This course is designed to teach you the fundamentals and techniques of professional makeup artistry.

The Professional Makeup 4-week Fridays Course curriculum, consists of the following:

- History of Makeup + Hygiene
- Skin Philosophy + Skin Care Ingredients
- Color Theory + Mixing Foundations
- Prepping the Skin Techniques
- Makeup Tools + Materials
- Foundation Testing + Color Mixing
- Shaping, Defining + Perfecting Brows
- Brushes + Station Setup
- Bridal Makeup Applications
- Red Lip Applications + Perfecting Techniques
- False Lashes Applications (strips + individual)
- Highlighting + Contouring
- Business + A Career as a Makeup Artist!

Class times available:

Day class: Fridays, 10:00am – 5:00pm

Upon successful completion of the course, students will receive a Certificate and will be ready for entry-level work as a makeup artist in beauty, bridal and retail. This course is not intended to provide training in cosmetology.

Chic Studios NYC accepts up to 14 students per class.

2020 SCHEDULE: Please view our website www.chicstudiosmakeup.com



BASIC COURSES

LEVEL 1: BEAUTY MAKEUP COURSE

- Non-refundable application fee: \$100.00
 - Refundable tuition deposit: \$150.00
 - Tuition: \$1150.00
 - Makeup Kit & Materials (includes sales tax): \$300.00
- Total Cost: \$1700.00

This course is 30 total hours, 26 in-class hours; an instructional hour is 55 minutes.

Beauty Makeup Course curriculum, consists of the following:

- Makeup Fundamentals + Smokey Eyes
- Evening Makeup + Product Knowledge
- Day Makeup + Skin Philosophy
- Mixing Exercises + Color Theory
- Prepping the Skin + Foundation Matching
- Step-by-Step Makeup Applications
- Shaping, Defining + Perfecting Brows
- Winged Liner, False Lashes and More.

Upon successful completion of the course students will receive a certificate.

Class times available:

Day class: Monday to Thursday, 10:00am – 5:00pm

Evening class: Monday, Wednesday + Thursday, 6:00pm – 10:20pm

Chic Studios NYC accepts up to 14 students per class.

2020 SCHEDULE: Please view our website www.chicstudiosmakeup.com

DIGITAL BEAUTY INFLUENCER COURSE

- Non-refundable application fee: \$60.00
 - Refundable tuition deposit: \$40.00
 - Tuition: \$635.00
- Total Cost: \$695.00

This workshop is 7 total hours; an instructional hour is 55 minutes. Upon successful completion of the course students will receive a certificate.

Class times available:

Day class: Wednesday or Thursday, 10:00am – 5:00pm

Chic Studios NYC accepts up to 14 students per class.

2020 SCHEDULE: Please view our website www.chicstudiosmakeup.com



INTERMEDIATE COURSES

AIRBRUSH MAKEUP COURSE

- Non-refundable application fee: \$100.00
 - Refundable tuition deposit: \$150.00
 - Tuition: \$545.00
 - Airbrush Kit & Materials (includes sales tax): \$200.00
- Total Cost: \$995.00 (with Kit) \$795.00 (without)

This workshop is 14 hours; an instructional hour is 55 minutes.

The Airbrush Makeup curriculum, consists of the following:

- Introduction to Airbrushing
- Equipment, supplies + cleaning
- Product Knowledge + Prepping Skin
- Airbrush Foundation + Mixing Colors
- Highlighting + Contouring
- Foundation Application + Makeup Looks
- Business of Airbrushing + Client Etiquette
- Bridal + More!

Chic Studios provides models for demos and practical work. A certificate in Airbrush Makeup is provided upon successful completion. This workshop is not intended to lead to the acquisition of occupational skills.

Class times available: Monday + Tuesday OR Wednesday + Thursday, 10:00am –5:00pm

Chic Studios NYC accepts up to 14 students per class.

2020 SCHEDULE: Please view our website www.chicstudiosmakeup.com

ADVANCED COURSES

Advanced courses require completion of a Chic Studios Professional course or have proof of completion of a 50+ hours of equivalent course or verifiable makeup experience of 2+ years.

TV + MUSIC VIDEO MAKEUP COURSE

- Non-refundable application fee: \$100.00
 - Refundable tuition deposit: \$150.00
 - Tuition: \$245.00
- Total Cost: \$495.00

This workshop is 14 hours; an instructional hour is 55 minutes.

The TV + Music Video Makeup curriculum, consists of the following:

- Day + Evening Makeup for Television
- On-Set Etiquette Training
- High Definition Makeup + Product Knowledge
- Perfecting Skin Techniques
- Story Boards for Music Videos + More!

This course is 1 day. A certificate is awarded upon successful completion of the course.

Class Schedule: Monday from 10:00 - 5:00 pm

Chic Studios NYC accepts up to 14 students per class. 2020 SCHEDULE: www.chicstudiosmakeup.com

FASHION + RUNWAY MAKEUP COURSE

- Non-refundable application fee: \$100.00
 - Refundable tuition deposit: \$150.00
 - Tuition: \$245.00
- Total Cost: \$495.00

This workshop is 14 hours; an instructional hour is 55 minutes.

The Fashion + Runway Makeup curriculum, consists of the following:

- Introduction to Fashion Makeup
- Face Charts + Key Artistry Roles
- Backstage at a Fashion Show
- Fashion Trends + Kit Essentials
- Editorial Makeup Looks + Time exercises
- Contour + Highlighting Techniques + More!

This course is 1 day. A certificate is awarded upon successful completion of the course.

Class Schedule: Tuesday, 10:00 - 5:00pm

Chic Studios NYC accepts up to 14 students per class.

2020 SCHEDULE: Please view our website www.chicstudiosmakeup.com

BASIC HAIRSTYLING FOR MAKEUP ARTISTS COURSE

- Non-refundable application fee: \$100.00
 - Refundable tuition deposit: \$150.00
 - Tuition: \$550.00
- Total Cost: \$800.00

This workshop is 14 hours; an instructional hour is 55 minutes.

The Basic Hairstyling curriculum, consists of the following:

- Styling Techniques
- Styling with French Twist
- Bridal Up-do's, Down-do's + Half-do's
- On-Set Etiquette Training
- Styling with Braids + Buns/Knots
- Managing Bridal Clients + Styling Requests
- Business of the Bridal Industry
- Professional Photo Shoot + More!

Chic Studios NYC provides models for demos and practical work during this course. A hair kit is not required for this course, however, a suggested hair kit list is sent to each student upon enrollment. All necessary tools, hair products, and materials are provided for class use and learning purposes. Included in this course is a Professional Photoshoot, where the students do hair on a model. A certificate is provided upon successful completion.

Class times available: Monday + Tuesday OR Wednesday + Thursday: 10:00am – 5:00pm

Chic Studios NYC accepts up to 14 students per class.

2020 SCHEDULE: Please view our website www.chicstudiosmakeup.com

LEVEL 2: BRIDAL MAKEUP + BUSINESS BASICS COURSE

- Non-refundable application fee: \$100.00
 - Refundable tuition deposit: \$150.00
 - Tuition: \$1600.00
- Total Cost: \$1700.00

This course is 30 total hours, 26 in-class hours, an instructional hour is 55 minutes.

The Bridal Makeup and Business Basics curriculum, consists of the following:

- Step-by-Step Bridal Makeup Application
- Traditional, Global, Natural + Heavy Glam Bridal Looks
- False Lash Applications
- Branding + Marketing Your Business
- Creating a Professional Resume + Invoicing/Receipts
- Tips for Building a Website, Fan Page or Blog
- Retail/ Sales + Social Media Ideas
- Tips of How to Network effectively
- Focus Techniques (lips, eyes + skin)
- Smokey Eye Techniques
- Bridal Makeup Trends + More!

A certificate is awarded upon successful completion of the workshop. The Bridal Makeup and Business 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 covered business card designs, website styles, 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 course, students will learn a number of techniques that will build confidence and practical business insight for a career in the beauty industry. A Photo Shoot is included in this course.

Class times available:

Day class: Monday to Thursday, 10:00am – 5:00pm

Evening class: Monday, Wednesday + Thursday, 6:00pm – 10:20pm

Chic Studios NYC accepts up to 14 students per class.

2020 SCHEDULE: Please view our website www.chicstudiosmakeup.com



CAREER SERVICES

The Career Services at Chic Studios NYC is in place to provide students and alumni of Chic Studios' professional programs with opportunities and education to plan, promote, and prepare their careers once they begin their ventures into the beauty industry. Chic Studios is proud to have contacts with many employers such as MAC, SEPHORA, MACY'S to name a few and clients to bring a variety of internships, freelance opportunities, hiring fairs and job placement assistance to our qualified applicant pool.

Upon completion of any of our diploma programs, you become part of our Chic Studios community, which is a platform for events, freelance gigs, networking activities or events, 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 does not guarantee employment upon graduation of any of our programs or workshops, however we will provide placement assistance in the direction of makeup you wish to pursue. Our graduates 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 selects up a group of artists every year through a casting process to provide an avenue for potential work within the makeup industry, through the Chic Pro Team. Chic Studios also continues to work with several brands each year for New York Fashion Week and creates a makeup team made up solely of Chic Studios graduates.

SCHOOL POLICIES

CONDUCT CODE

At Chic Studios, 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 accordingly off the attendance sheet. All students must apply by the following policies while in the school and taking any 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 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 the 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 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 school 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. 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 classroom however; beverages with closed caps are permitted. Chic Studios 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 School Director.

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.

A student enrolled in the Professional course 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. Students in the Professional courses 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 uses the following grading scale for the 4-Week Master Certified Makeup Course. An 80% or higher is required to graduate.

SCHEDULE CHANGES

Students occasionally find 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 students 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.



SATISFACTORY ACADEMIC PROGRESS (SAP)

GRADING POLICY & PROGRAM COMPLETION

GRADUATION REQUIREMENTS

Specialty Programs require a 80% or higher to graduate. The requirements for graduation and to receive a Diploma are as follows: - Tuition must be paid in full 80% or better in full course (including exams and homework satisfied). - Attendance of 90% or better throughout course of study.

- 95 - 100** Excellent
- 90 - 94** Very Good
- 85 - 89** Good
- 80 - 84** Satisfactory
- 0 - 79** Fail
- I** Incomplete
- AP** Active, on Probation
- W** Withdrawn
- T** Terminated
- G** Graduated

CANCELLATION, WITHDRAWAL AND REFUND POLICIES

Chic offers an X refund for any enrollments made. With any refund request that is made 7+ days prior to the course beginning, a full refund less \$200 processing fee is applied. Any refund request made within the week of a course, lesson, class, workshop or event (1-7 days) there are no refunds, however, there is a full balance transfer to any course, lesson, class, workshop or event. Once the 'refund email' is complete, the refund process to receive funds takes up to 45 business days. Please note, for ALL LOCATIONS there is a \$200 non-refundable processing fee.

CONTACT US

CHIC STUDIOS NYC

**139 FULTON ST SUITE 600, NEW YORK, NY
10038, UNITED STATES**

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TEXT: 917-974-8755

WWW.CHICSTUDIOSMAKEUP.COM

Follow us on social @chicstudios!

