



CHIC STUDIOS

POLICIES, PROCEDURES + CODE OF CONDUCT

COURSE OF ENROLLMENT:

<input type="checkbox"/> MASTER MAKEUP ARTISTRY	<input type="checkbox"/> 3 HOUR MAKEUP LESSON
<input type="checkbox"/> PRO FRIDAYS 4 WEEK MAKEUP	<input type="checkbox"/> 6-10 HOUR MAKEUP LESSON
<input type="checkbox"/> ADD-ON WORKSHOPS	<input type="checkbox"/> 16-22 HOUR MAKEUP LESSON
<input type="checkbox"/> BASIC HAIR STYLING	<input type="checkbox"/> 2 DAY WEEKEND COURSE
<input type="checkbox"/> AIRBRUSH MAKEUP	<input type="checkbox"/> DIGITAL BEAUTY INFLUENCER
<input type="checkbox"/> LEVEL 1: BEAUTY MAKEUP	<input type="checkbox"/> LEVEL 2: BRIDAL + BUSINESS

SCHOOL:

When arriving at the school, if the door outside is locked, please call: 917-974-8755.

Wi-Fi: Login ChicStudios2442 Password: 9179748755Chic

1. **CLASS START TIME:** Student must arrive online so class can start.

Anyone arriving later than 10 minutes after class time begins will be considered LATE. The Chic main door will be locked for participation of the entire class that day, from 15 minutes past.

Chic will be open 15 minutes before class starts to meet in kitchenette area, and classrooms will be open at the exact start of class (10am or 6pm).

If you are arriving early, please enjoy the kitchenette area prior to class.

The doors open 15 minutes before class in the morning. (9:45am)

<day class is 10am>

Doors and lock 15 minutes past class start time (10:15am) <evening class is 6pm> open 5:45pm, lock 6:15pm.

2. **LATE DAYS:** If you are running late for classes, do not contact the instructor directly, you should call the school at 917-974-8755 however, any time AFTER the 10-minute grace period of the start of a scheduled class, will be documented as LATE. If a student is late, you will receive an email acknowledging the tardy. If you have several tardies, the school director will contact you, and make up hours may be required. If a student is late more than TWICE, an email will be sent to detail the late. Along with the clear direction of a THIRD late results in Withdrawal from the course, with no exceptions or refunds.

3. **MISSED DAYS:** All missed days are notated on the attendance sheet as 'Absent'. All absent days are documented with an email sent to the student for acknowledgment purposes. It is the responsibility of the student to inform the Admissions Coordinator or School Director of any days of absence. Chic Studios will offer a complimentary option if possible, however there is a possibility of these hours requiring a fee. ***See make up hours document for reference** If you are aware you will be missing a day, inform management so we can plan ahead, and accommodate the make up hours. If the day is not noted, it is considered a No Show.

4. **SICK DAYS:** For all courses, classes and workshop, a doctor's note may be required for missed class hours. The intent is for all students to successfully complete their program, and all hours are required to do so.

****If possible call or text the school 24 hours of being absent for a sick day: 917-974-8755**

5. **NO SHOW:** For all courses, classes and workshop: It is the responsibility of each student to participate and attend all hours of the program in order to complete successfully (which will require paid additional 1on1 or class make up hours). If there is no valid reason, this may be ground for dismissal from the program entirely, notating the student's termination. In the event a student is terminated, there is no guarantee to future enrollment.

6. **MAKE UP TIME:** If you are aware of days that you will be missing from a program that you are enrolled into, you are required to notify admissions on the first day of class, as to which day(s) you will be absent. You will be required to have make up hours scheduled, which may result in an additional fee. ****There is an extra fee for make up hours if you are unable to attend the complimentary option – please see admissions for more details.**

The cost for make up hours is as follows: \$100.00 .00 per hour (depends on days missed, make up hours will be set up with instructors)

7. **ALLERGIES:** Taking a makeup course at Chic Studios requires students to work on one another and fellow students in a classroom setting. In the event, you are severely allergic to makeup and can not have products applied to themselves, you

are required to bring a doctor's note to verify, as well as cover the cost of providing models for their training or bring a model for each applicable day. The hourly rate for a model booked at Chic Studios is \$15.00 per hour, paid directly to the model.

8. **MEDICAL CONCERNS:** It is the **responsibility of the student to provide**, in confidence to the School Director, any medical concerns and health related issues that may affect themselves, fellow students, or anyone who participates at Chic Studios. It is Chic Studios policy to ensure each persons safety and concern is equal. It is at the discretion of the School Director to disclose this information to the instructor or classroom if needed for health related concerns.

PLEASE READ AND SIGN BELOW TO INDICATE YOU ACKNOWLEDGE AND HAVE READ:

I understand that as a student/participant at Chic Studios, I will be in direct contact with various topically applied cosmetics and products. I am acknowledging these specific chemical and/ or cosmetics of which I am allergic to or have sensitivities to.

LIST ALLERGIES OR SENSITIVITIES ABOVE (if you have no allergies, write 'NONE')

MEDICAL CONCERNS OR MEDICATIONS TO BE AWARE OF (if you have no medical concerns, write 'NONE')

I acknowledge Chic Studios NYC LLC, Chic Studios NYC staff, agents or independent contractors will not be held responsible or liable in any way for any reactions, allergic breakouts, irritations, or any side effects that may be related to cosmetics used regardless of which program or classroom your program is taught in.

I acknowledge Chic Studios NYC LLC, Chic Studios NYC staff, agents or independent contractors will not be held responsible for any medical treatment I need for any reaction, allergic breakout, irritation, and or any medical attention needed as a result of any cosmetic products used in the classrooms, any area of the school, or in relation to any program, class or workshop.

STUDENT SIGNATURE: _____

BY SIGNING, I ACKNOWLEDGE I HAVE READ AND I UNDERSTAND THE ALLERGIES AND MEDICAL POLICIES AT CHIC STUDIOS.

9. **DRESS CODE:** The dress code for all classes except photo shoot days is fashionable casual or all black attire, however please be mindful of how you are perceived in the beauty industry, as being well groomed is important. If you are representing Chic Studios during an event, wear all black unless informed of another dress code. During photo shoot days, students are required to **wear all black**.

10. **BREAKS:**

Master Makeup, Professional, Weekend Courses: 30-45 minutes

Add-On Courses and Evening Course: 10-15 minute break

11. **PARKING** is your own responsibility and at your own risk. *Chic Studios is not responsible or liable for any parking tickets or parking disputes.

12. **SMOKING** is not permitted inside the school or in the building. Smoking must be done 5 meters away from building.

13. **TEST/QUIZ:** There is 1 practical test (instructors walk around the class, test out of 100, based on hygiene, station set up, the look that was given, time, and overall.

The passing mark is 80%.

*There is 1 written Quiz that is optional, and can be requested during week 2 or 3 of the master course.

14. **PROFESSIONALISM** is required at all times along with courtesy and respect to the instructors, staff and fellow students is mandatory. During modeling rotations, when you are sitting in as the model during a rotation, it is required to engage with your fellow students and not to be on your phone or social devices.

15. **FINAL WEEK** of the Master course, Chic provides a graduation diploma acknowledgement and final wrap up. Students can agree this day to bring snacks and food for lunch for a 'potluck' and enjoy together.

16. **CLEANLINESS OF THE CLASSROOMS + PRODUCTS:** All tools and products being used at Chic Studios on each any person, students or models in class for training purposes must be sanitized, and hygiene practices are required at all times. It is the responsibility of the student to wash and clean their brushes after each class session at home, and bring back to class dry and clean. Keep all areas in the classroom and kitchenette tidy and clean. The classroom is each student responsibility to leave it the same condition as it was upon arriving. Each day, the instructor will delegate roles to ensure classroom and kitchenette are tidy. Beverages with lids are welcomed in class, however no food is allowed into the classroom.

17. **CELL PHONES:** Please respect the classroom and no phone calls or texting during class. If a call is necessary, please remove yourself from the class to prevent distractions. Chic Studios is a social school, and we encourage photos of your work given the appropriate time within a class. However Chic Studios does not allow videos to be taken in the classroom, or recording of any kind. Chic Studios policies prevent anyone from filming, recording, or capturing photos without someone's consent.

18. **PAYMENTS:** All payments for courses, classes or workshops must be paid in full one month before the start date of the scheduled course, class or workshop (unless previously arranged and a payment plan has been approved)
Payment options are: Chic Fast Track Link, Credit Card/Debit Card, Money Order, Check, Direct Deposit or Cash

19. **MAKEUP KITS:** Chic Studios makeup kits include all necessary products and supplies, and each student is equipped with a basic kit, a brush set, brow products and skincare, and a variety of classroom products for daily use. Chic provides 1-2 brand events during the month, which allows students to choose their products they want for their professional journey. Kits are subject to change.

Advanced courses, students are required to have their kits, or they can purchase from Chic.

For purchase of the makeup kit, for class purposes only, cost: \$200.00.

20. **SOCIAL MEDIA:** Chic Studios is social and we love posting on all platforms and encourage students to post, tag and share your experiences from class, with the highest regards and reflection of the school. To showcase the school and yourself in the most professional way use @ChicStudios #ChicStudios #ChicInClass

We want to stay social and will be posting photos/videos throughout the classes. We do not tag the students, but you are welcome to tag yourself. By signing this document, you are acknowledging and agreeing to have your photos or video of yourself taken by Chic Studios. Videos/photos are property of Chic Studios, and are only intended for marketing or social media postings that reflect the business and anyone in the image, in the highest regard.

· I will not disclose to the Company, use in its business, or cause it to use, any information or material, which is confidential or proprietary to Chic Studios LA/NYC LLC and others.

· The Company and its licensees (direct and indirect) are not required to designate you as author of any design, computer program or related documentation, or other work of authorship, assigned hereunder when distributed publicly or otherwise. You waive and release, to the extent the law permits, all rights to the foregoing.

· Photos taken by and within the grounds of Chic Studios are property of the Company and may be used in marketing venues.

STUDENT SIGNATURE: _____

BY SIGNING ABOVE, YOU ACKNOWLEDGE, HAVE READ AND AGREE TO #1 through to # 20.

21. **PHOTO SHOOT(S):** Chic Studios offers several photo shoots during the Master Certified Makeup Course. All photo shoots, students are required to wear black. During the "final" practical photo shoot, the students are timed and tested. Chic provides models and a professional photographer.

Retouching is an upgrade service that is paid directly to the photographer, which can range from \$40-50 per image. Students are not required to select their desired image but if they wish, they pay the photographer directly.

22. **PERSONAL BELONGINGS:** Chic Studios is not responsible or liable for any personal belongings, makeup kits, or contents or any person or students in the building or premise. It is the responsibility of the student to ensure their belongings are in a safe kept area.

By signing this document, you also agree to the following:

- You will not disclose to the Company, use in its business, or cause it to use, any information or material, which is confidential or proprietary to Chic Studios NYC LLC, and others.
- The Company and its licensees (direct and indirect) are not required to designate you as author of any design, computer program or related documentation, or other work of authorship, assigned hereunder when distributed publicly or otherwise. You waive and release, to the extent the law permits, all rights to the foregoing.
- Photos taken by and within the grounds of Chic Studios are property of the Company and may be used in marketing venues.

I have read all the above policies and I agree to each of them from Policy 1 through to policy 22 on Pages 1 through 4.

SIGNATURE OF STUDENT

DATE

PRINT NAME OF STUDENT

SIGNATURE OF CHIC STUDIOS REPRESENTATIVE

DATE