



**CHICSTUDIOS**

LOS ANGELES

## CHICSTUDIOS LA – SCHOOL OF MAKEUP 2017 CATALOG

1639 11TH STREET, SUITE 180  
SANTA MONICA, CA 90404  
310-916-6403  
WWW.CHICSTUDIOSLA.COM

### OFFICE HOURS

Monday – Friday:  
9:30am – 5:00pm (Evening classes until 10:15pm)

Saturday + Sunday:  
\*Weekend appointments must be scheduled in advance. Hours are only when classes are in session.

### HOLIDAYS - 2016

January 1	New Years
April 17	Easter Monday
May 29	Memorial Day
July 4	Independence Day
September 4	Labor Day
November 11	Veterans Day
November 23	Thanksgiving Day
December 24 – 31	Winter Break



**LICENSING:** CHICSTUDIOS LA is a registered and licensed beauty business in Santa Monica, CA. Also, with CHICSTUDIOS NYC as a licensed by the New York State Education Department, CHIC LA follows similar guidelines and policies, and follows California Laws for post secondary education.

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

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## WHY CHICSTUDIOS:

CHICSTUDIOS is a leading national makeup artistry school in Los Angeles and New York, teaching through course instruction, live hands-on lessons and opportunities for graduates via the 'CHICPro Community'.

Our School enables career services assisting students and alumni with opportunities and education to plan, promote and prepare their careers into the beauty industry. Upon completion of any of our courses, each alumni becomes part of our 'CHICPro Community', which is a platform for events, job opportunities, advanced education, hiring fairs, networking events and more.

Our Brand Partners include makeup brands in the classroom for student use, as well, each makeup kit provide to each student, are equipped with several of these brands. MAC Cosmetics, Makeup Forever, NARS Cosmetics, Laura Mercier, Eve Pearl, Graftobian, Cinema Secrets, Bobbi Brown, Billion Dollar Brows, NYX Cosmetics, Stila Cosmetics, Real Techniques, Morphe, NYX Cosmetics, OCC Makeup, Biodermat skin care and much more!

Our experienced, industry leading instructors and friendly staff offer comprehensive, hands-on training taught exclusively in a small class-size environment. Each classroom offers a work-station for learning purposes, for each student.

The Master and Professional Makeup Courses allows students to focus on the art and techniques of makeup artistry, along with advanced courses that allow students to advance their careers and skill-set. Upon completion of the Master and Professional Makeup Courses, students receive a Diploma and have the opportunity to participate in a professional photo shoot to begin their portfolios. Upon completion of any of the Basic or Advanced Courses; Basic Makeup 101, Focus Techniques, Fashion & Runway Makeup, TV & Music Video Makeup, Beauty Makeup and Pro Advanced Makeup, a Certificate is received. Our Airbrush Makeup & Sunless tanning Course along with Digital Beauty Influencer Course result in a Certificate. Our Master Makeup Course provides all aspects of the 4-week Pro Course along with the Airbrush Makeup Course and the Digital Beauty Course.





## LOCATION:

CHICSTUDIOS LA – School of Makeup is located on 11th Street, between Olympic Boulevard and Colorado Avenue in Santa Monica, California. CHICSTUDIOS LA is walking distance to restaurants, coffee shops, and the Pacific Ocean.

## ABOUT:

CHICSTUDIOS – School of Makeup was founded by Professional Makeup Artist and Entrepreneur, Amy Nicole. Our first location opened in the financial district of Manhattan, New York City in 2009, and our second location in Santa Monica, California in 2015.

CHICSTUDIOS - School of Makeup has been designed to teach the fundamentals of makeup artistry, while providing techniques and a well-rounded education in professional makeup. CHICSTUDIOS LA - School of Makeup 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.

## FACILITY:

CHICSTUDIOS LA - School of Makeup offers a spacious brightly lit school with several classrooms, high ceilings, a student lounge, conference room, a library filled with fashion or beauty inspired books, magazines and informative materials, and a kitchenette area.

With an open learning space, used for both events and classroom, accommodating up to 20 students (50 people for events). CHICSTUDIOS LA - School of Makeup also, offers 2 medium sized classrooms, each accommodating up to 10 students.

CHICSTUDIOS - School of Makeup has an 'open door policy' with the Admissions and Education Team for all students and a lasting community post-graduation, with the 'CHICPro Community' (access to gigs, hiring fairs, job opportunities, events, and more).

CHICSTUDIOS LA - School of Makeup 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.



## STAFF:



### AMY NICOLE

#### President + Education Director

International Makeup Artist  
Speaker / Entrepreneur

Amy's legacy for the CHICSTUDIOS 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 in Canada, refining her knowledge and trade-skills, arriving at advance principles in makeup artistry techniques. Amy has been a valuable expert for leading beauty events in New York, Los Angeles, and Canada working with top models and celebrities (Irina Shayk, Julie Henderson, Jessica White and Jill Zarin to name a few). Amy has also 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.



### KAYTI PILLOR

#### Lead Makeup Instructor

Fashion Makeup + Makeup Mentor

With over a decade of experience in the makeup industry Kayti brings a wealth of knowledge and expertise to both clients and students alike. Her career has taken her to nearly every corner of the makeup industry; bridal, fashion, film, and tv. Her first love is beauty and she spends most of her time working on high profile brides, celebrities, and fashion editorials. Clients include Chrissy Teigen, Kelly Osbourne, and Loretta Devine to name a few. While Kayti spends most of her time working as beauty makeup artist she has also spent a good portion of her career working in film and television. She's had the hilarious pleasure of working with comedians Andy Samberg, Hannibal Burress, and Eric Andre. Some of her career highlights include The Eric Andre Show, Access Hollywood, and Kanye West's "Yeezus" tour.



### NATALIE JEAN

#### Makeup Instructor

Natalie Jean has been Professional Makeup Artist for over 13 years. She began her career in the beauty industry attending The Fashion Institute of Design and Merchandising in Los Angeles CA. While attending school Natalie also worked as a certified makeup artist for MAC cosmetics for 9 years. Over the last few years Natalie has grown tremendously in the bridal industry. She takes the time to understand her clients wants and needs and customizes flawless looks for her clients. Natalie is very passionate about the beauty industry and continues to stay on top of the latest trends for makeup. Throughout her years of experience Natalie has worked with multiple forms of media and television. Working on set of multiple reality shows with different networks such as Bravo and Lifetime. Natalie has also worked on fashion shows with MISS AMERICA 2015 and all other pageant contestants.



**SIENNA GROSS**  
Makeup Instructor

Sienna has been working as a makeup artist for the last 9 years, and has working with incredible brands such as -- MAC Cosmetics, NARS, Chanel, Laura Mercier, and Bobbi Brown. Her passion for all things beauty related has allowed her to learn directly from some of the most respected artists in the industry. Detail oriented, amiable, and professional, Sienna has had the pleasure of working in many areas of the industry making her a diverse makeup artist with a wide range of styles, which she bring to the classroom at Chic Studios.



**MEG O'HARE**  
Makeup + Airbrush Instructor

Meg has been working as a freelance artist in both hair and makeup since 2003. Meg has been published in various magazines, such as People, In Style, LA confidential to name a few. Meg has had the opportunity to work LA Fashion week, various award ceremonies including: the Oscars, Grammys, VMAs and the Kids Choice awards. Meg has also been commissioned worldwide for various elite weddings. One of Meg's most memorable teaching experiences was when she had the honor of teaching a makeup class in Tokyo, Japan, which she brings this experience to the classroom at Chic Studios. Recently, Meg founded Meg O'Hare Beauty. An agency for cutting edge artists.

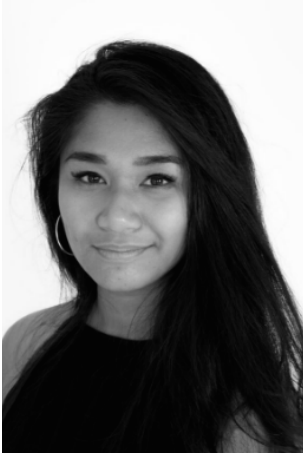


**CYNTHIA RIVAS**  
Makeup Instructor

Cynthia was born and raised in Los Angeles, CA She began working as a freelance makeup artist in 2001 to fund her education in graphic design and quickly found work on various projects as the lead makeup artist. Cynthia decided to focus, full-time makeup artistry. Cynthia has worked on various music videos and print, also enjoyed the experience of television and the high energy of fashion shows in Los Angeles, New York and Milan. Cynthia continues to freelance globally and brings her knowledge and experience to the Chic Studios classroom. Cynthia's clients include: Calvin Klein, Oscar De La Renta, Vivienne Westwood, Kenzo, Monique Lhuillier, Balmain. David LaChapelle, Moschino, Blugirl, Gareth Pugh, Vogue It, Nordstrom, Latin Grammys, Univision and Telemundo to name a few. Cynthia's celebrity clients include: Iggy Azalea, Eve, Ashanti, Azealia Banks, Alice Cooper, Paris Hilton, Genesis Rodriguez, Julieta Venegas and Ali Stone are only a few of the many she has worked with.



**CHICSTUDIOS**  
LOS ANGELES



**JERI MIRANDA**  
Social Media Coordinator



**REBEKAH SAMARIN**  
Admissions + Social Media Coordinator



## ADMISSIONS

### HOW TO ENROLL:

To apply to CHICSTUDIOS LA – School of Makeup all prospective students must complete an Enrollment Agreement and Enrollment Application along with 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 verify completion of High School, GED or equivalent, and submit payment of tuition two weeks before their selected course(s) begins.

### REQUIREMENTS FOR ADMISSION:

CHICSTUDIOS LA – School of Makeup offers professional training and specialty courses for all levels of artists- beginners, intermediate (self taught) and advanced artists (wanting to brush up on their current skills or take advanced training).



### COURSE REQUIREMENTS: PROFESSIONAL

#### **MASTER MAKEUP ARTISTRY (28 hours)**

##### **Requirements for Admission:**

- Complete Enrollment Application
- Previous makeup training of 100+ hours or completion of Professional Makeup Course
- \$250.00 Deposit (\$100.00 non-refundable fee + 150.00 refundable tuition deposit)
- Verify: High School Diploma, GED or Equivalent
- Complete Enrollment Agreement
- Tuition Payment (no later than two weeks prior to start date)



### **PROFESSIONAL MAKEUP ARTISTRY (50 hours)**

#### **Requirements for Admission:**

- Complete Enrollment Application
- Previous Makeup training of 50+ hours or completion of Beauty Makeup Course
- \$250.00 Deposit (\$100.00 non-refundable fee + 150.00 refundable tuition deposit)
- Verify: High School Diploma, GED or Equivalent
- Complete Enrollment Agreement
- Tuition Payment (no later than two weeks prior to start date)

### **BEAUTY MAKEUP (50 hours)**

#### **Requirements for Admission:**

- Complete Enrollment Application
- \$250.00 Deposit (\$100.00 non-refundable fee & 150.00 refundable tuition deposit)
- Verify: High School Diploma, GED or Equivalent
- Complete Enrollment Agreement
- Tuition Payment (no later than two weeks prior to start date)

## **BASIC**

### **BASIC MAKEUP 101 (22 hours)**

#### **Requirements for Admission:**

- Complete Enrollment Application
- \$250.00 Deposit (\$100.00 non-refundable fee & 150.00 refundable tuition deposit)
- Complete Enrollment Agreement
- Tuition Payment (no later than two weeks prior to start date)

## **ADVANCED**

### **PRO-ADVANCED MAKEUP (50 hours)**

### **BRIDAL AND BUSINESS MAKEUP (22 hours)**

### **TV AND MUSIC VIDEO MAKEUP (14 hours)**

### **FASHION AND RUNWAY MAKEUP (14 hours)**

#### **Requirements for Admission:**

- Complete Enrollment Application
- \$250.00 Deposit
- Verify: proof of completion of 50+ hours course or verifiable makeup experience.
- Complete Enrollment Agreement
- Tuition Payment (no later than two weeks prior to start date)
- Complete Enrollment Agreement
- Tuition Payment

## **MAKEUP KITS & MATERIALS:**

A Makeup kit is included in the Master Makeup Course, Professional Makeup Course, Beauty Makeup Course, Basic Makeup 101 and the Professional Advanced Course. (The price is included in the overall course cost). Our Makeup kits include professional makeup brands, which are generously discounted off the retail price. Each makeup kit is stocked with enough products for in-class applications and after the course is completed. Included in the makeup kits are: Eye Shadow palette, blush, foundations, concealer palette, lipstick palette, eyeliner, lip liner, a stainless steel palette and spatula. Also, included is an 18-piece brush set. Makeup Kits must be brought to class every day until the course is complete. Kit contents are subject to change based on product/brand availability. Please see the Admissions Department for the most current makeup kit list. Students taking other courses or workshops may purchase a kit at retail prices from CHICSTUDIOS, please see the Admissions Department for pricing information.

## **CONTACTING ADMISSIONS:**

Admissions department can be reached at 310-916-6403 or through our 'Contact' section on the CHICSTUDIOS LA website: [www.chicstudiosla.com](http://www.chicstudiosla.com). Appointments for tours and information can be scheduled through our website as well. Walk-ins are also welcomed between 10:00am and 5:00pm. Evening and weekend tours can be schedule with advanced notice.

## **FINANCIAL AID:**

CHICSTUDIOS LA – School of Makeup offers a payment plan for our Professional Makeup Course. Also, we work with PayPal Credit to help those who need additional assistance. If you have any questions please contact the School Director at 310-916-6403.

## **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 310-916-6403. Other Disabilities: If you need a reasonable accommodation for a disability covered under the Americans with Disabilities Act, please contact the School Director. Disability means 1) a physical or mental impairment that substantially limits one or more of your major life activities; or 2) a record of such impairment; or 3) being regarded as having such impairment (i.e. as a result of the attitudes of others toward such impairment). Any information you provide will be used only by the appropriate office and will not prejudice your application. You are not required to disclose a disability to anyone other than the Admissions Director.

## COURSE DETAILS, TUITION AND FEES:

### PROFESSIONAL

#### MASTER MAKEUP COURSE

- Non-refundable application fee: \$100.00 (Refundable tuition deposit: \$150.00, total \$250.00)
- Tuition: \$800.00
- Airbrush Products/Material (includes sales tax): \$100.00

**Total Cost: \$1000.00\***

\*Students must complete previous makeup training of 100+ hours or completion of the Professional Makeup Course before enrolling in this course.

This intensive, hands-on course is 28 total hours; an instructional hour is 55 minutes.

Students enrolling into the Master Makeup Course must complete the Professional Makeup Course. This course is designed to teach you the fundamentals and techniques of professional makeup artistry and moves into airbrush makeup and sunless tanning applications. Then moves into digital beauty, showcasing how to master your own makeup and master social media.

Upon successful completion this Course a Diploma is received.

The Master Makeup curriculum, consists of the following:

- All aspects of the Professional Makeup Course
- Airbrush Makeup & Sunless Tanning
- Digital Beauty Makeup on yourself
- Social Media & MORE!

Class times available:

Daytime: 10:00am - 5:00pm

Evening class: Monday, Wednesday + Thursday 5:50pm – 10:20pm

Upon successful completion of the course, students will receive a Diploma and will be ready for entry and intermediate level work as a makeup artist in beauty, fashion, retail, and television.

CHICSTUDIOS accepts up to 16 students per class.



### **PROFESSIONAL MAKEUP COURSE**

- Non-refundable application fee: \$100.00 (Refundable tuition deposit: \$150.00, total \$250.00)
- Tuition: \$900.00

**Total Cost: \$1000.00**

\*Students must complete previous makeup training of 100+ hours or completion of the Professional Makeup Course before enrolling in this course.

This intensive, hands-on course is 50 total hours (40 in-class) plus 50 total hours of Beauty Makeup. An instructional hours is 55 minutes.

Students enrolling into the Professional Makeup Course should be prepared to complete extra projects and assignments outside of class time, totaling approximately 10 hours. This course is designed to teach you the fundamentals and techniques of professional makeup artistry.

Upon successful completion this Course a Diploma is received.

The Professional Makeup curriculum, consists of the following:

- History of Makeup Artistry- who, what & when.
- Hygiene & Prepping Techniques
- Foundation Testing & Color Matching
- Work Station Setup & Color Theory
- False Lash Applications
- Skin Philosophy, Skin Care Ingredients & Product Knowledge
- Tools, Brushes & Materials
- Step by Step Applications & Day Makeup
- Smokey Eyes, & Liquid Liner Techniques
- Natural Makeup Applications
- Brow Shaping & Defining
- Evening Makeup Applications
- Perfecting Red Lips - Styles & Shapes
- Ethnic Makeup Applications
- Mature & Male Makeup
- Smokey Eyes & Winger Liner
- Bridal Makeup Applications
- Highlighting & Contouring Techniques
- Corrective Makeup Techniques
- Fashion & Runway Makeup OR TV or Music Videos Makeup
- Business, Branding & Marketing
- Retail Training & MORE!

During the final week of the Professional Makeup Course, students select their choice of one of the following Add-On course:

- TV and Music Video Makeup
- Fashion and Runway Makeup

Also, included is a Professional Portfolio Photo Shoot, done on the final day of class. During the photo shoot, students are given practical experience, while creating a look on their model, with a hairstylist and photographer on-set to provide the most impressive first images for the student portfolios. Images are emailed to each student.

This course includes both hands-on training and theory with interactive demonstrations (demos) by the instructor and student rotations for practical training. This course is evaluated and updated by the Director of Education to provide the most current trends and techniques.

Class times available:

Day class: Tuesday to Friday from 9:45am – 3:45pm

Evening class: Monday, Wednesday + Thursday 5:50pm – 10:20pm

There are 3 tests during the Professional Course, 2 written tests and 1 practical exam (on the final day of class). Upon successful completion of the course, students will receive a Diploma and will be ready for entry and intermediate level work as a makeup artist in beauty, fashion, retail, and television. This course is not intended to provide training in cosmetology or appearance enhancement.

CHICSTUDIOS accepts up to 16 students per class.

### BEAUTY MAKEUP COURSE

- Non-refundable application fee: \$100.00
- Refundable tuition deposit: \$150.00
- Tuition: \$1795.00
- Makeup Kit (includes sales tax): \$400.00
- Total Cost: \$2295.00**

This Course is 50 total hours (44 in-class hours); an instructional hour is 55 minutes.

Students enrolling into the Beauty Makeup course should be prepared to complete extra projects and assignments outside of class time, totaling 6-8 hours. This course is designed to teach you all the needs of makeup artistry professionally, including the fundamentals and techniques.

Upon successful completion this Course a Certificate is received.

The Beauty Makeup curriculum, consists of the following:

- History of Makeup Artistry- who, what & when.
- Hygiene & Prepping Techniques
- Foundation Testing & Color Matching
- Work Station Setup & Color Theory
- False Lash Applications
- Skin Philosophy, Skin Care Ingredients & Product Knowledge
- Tools, Brushes & Materials (use and functions)
- Step by Step Applications & Day Makeup
- Smokey Eyes, & Liquid Liner Techniques
- Natural Makeup Applications
- Shaping & Defining Brows
- Evening Makeup Applications
- Perfecting Red & Colored Lip Styles & Shapes
- Ethnic Makeup Applications
- Mature & Male Makeup and MORE!

Class times available:

Day class: Tuesday to Friday from 9:45am – 3:45pm

Evening class: Monday, Wednesday + Thursday 5:50pm – 10:20pm

There is 1 written test within this course. Upon successful completion of the course, students will be ready for moderate-entry work as a makeup artist in beauty, fashion, retail, and television. This course is not intended to provide training in cosmetology.

CHICSTUDIOS accepts up to 16 students per class.

## **BASIC**

### **BASIC MAKEUP 101**

- Non-refundable application fee: \$100.00

- Refundable tuition deposit: \$150.00

- Tuition: \$1195.00

- Makeup kit (includes sales tax): \$400.00

**Total Cost: \$1695.00**

This Course is 22 hours; an instructional hour is 55 minutes.

The Basic Makeup 101 is designed as an introduction for those who have desire to learn about makeup but are not ready to commit to a professional training course. This workshop is not intended to lead to the acquisition of occupational skills.

This Course starts with the basics, and quickly moves into basic techniques that are required for the fashion, cosmetics, runway, television & music videos industries. Over the one-week program, students will learn a multitude of techniques that will build confidence and basic skills.

Upon successful completion this Course a Certificate is received.

The Basic Makeup 101 Course curriculum, consists of the following:

- History of Makeup & Hygiene
- Skin Philosophy & Skin Care Ingredients
- Mixing Exercises with Foundations
- Product Knowledge
- Prepping the Skin & Techniques
- Makeup Tools & Materials
- Foundation Testing and Applications
- Step-by-Step Makeup Applications
- Shaping, Defining & Perfecting Brows
- Brushes & Station Setup & MORE!

Class times available:

Day class: Tuesday to Friday from 9:45am – 3:45pm

Evening class: Monday, Wednesday + Thursday 5:50pm – 10:20pm



### **DIGITAL BEAUTY INFLUENCER**

- Non-refundable application fee: \$100.00 (Refundable tuition deposit: \$150.00, total \$250.00)

- Tuition: \$895.00

**Total Cost: \$995.00**

This Course is 14 total hours (12 in class hours); an instructional hour is 55 minutes.

Upon successful completion this Course a Certificate is received.

Class times available:

Day class: Day of the week may vary 10:00am - 5:00pm

### **INTERMEDIATE**

#### **AIRBRUSH MAKEUP & SUNLESS TANNING**

- Non-refundable application fee: \$100.00 (Refundable tuition deposit: \$150.00, total \$250.00)

- Tuition: \$795.00

- Airbrush kit (includes sales tax): \$100.00

**Total Cost: \$995.00**

This Course is 14 total hours; an instructional hour is 55 minutes.

Upon successful completion this Course a Certificate is received

Class times available:

Day class: Day of the week may vary 10:00am - 5:00pm

### **ADVANCED**

These Courses required prerequisites of 50+ hours of previous makeup training, prior to enrollment.

#### **TV AND MUSIC VIDEO MAKEUP**

- Non-refundable application fee: \$100.00

- Tuition: \$395.00

**Total Cost: \$495.00**

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

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

- Natural Makeup for Television
- Day & Evening Makeup for Television
- Set Etiquette Training
- High Definition Makeup & Product Knowledge
- Perfecting Techniques



- Story Boards for Music Videos
- TV inspirations on prime-time television
- Avant Garde Applications and MORE!

Upon successful completion of the course a Certificate is received.

Class times available:

Monday – Thursday from 10:00am - 1:30pm or 2:00pm – 5:30pm

CHICSTUDIOS accepts up to 16 students per class.

### **FASHION AND RUNWAY MAKEUP**

- Non-refundable application fee: \$100.00

- Tuition: \$395.00

**Total Cost: \$495.00**

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

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

- Introduction to Fashion Makeup
- Deconstructing the Eyes
- Face Charts & Key Artistry Roles
- Backstage at a Fashion Show
- Fashion Trends & Forecasting
- Editorial Makeup Looks
- Makeup for Ad Campaigns
- Contour & Highlighting Techniques
- False Lash Application & Perfecting Technique
- Perfecting Skin Tones
- Bone Structures and MORE!

Upon successful completion of the course a Certificate is received

Class times available:

Monday – Thursday from 2:00pm – 5:30pm or 6:00pm – 9:30pm

CHICSTUDIOS accepts up to 16 students per class.



## CAREER SERVICES

The Career Services at CHICSTUDIOS LA is in place to provide students and alumni with professional programs with opportunities and education to plan, promote, and prepare their careers once they begin their ventures into the beauty industry. CHICSTUDIOS is proud to have contacts with many employers such as MAC, SEPHORA, MACY'S and GLAMSQUAD 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 CHICPro 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 CHICSTUDIOS 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.

CHICSTUDIOS selects up to 10 artists every year through a casting process to provide an avenue for potential work within the makeup industry, through the CHIC Ambassadors Program. CHICSTUDIOS also continues to work with several designers and PR companies each year for New York Fashion Week and Los Angeles Fashion Week. We create a makeup team made up of graduates. Please inquire regarding castings for these opportunities.

## **SCHOOL POLICIES CONDUCT CODE**

At CHICSTUDIOS LA, 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 CHICSTUDIOS.

There is no dress code for most programs, however during advanced courses, TV and Music Video, Fashion and Runway and our Photo Shoot we suggest all black attire. We suggest that all students are mindful of the perception in the beauty industry, and to be well groomed. If you are representing CHICSTUDIOS 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 CHICSTUDIOS 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 CHICSTUDIOS NYC may perform random makeup kit checks. No food is allowed in the classroom, however, beverages with closed caps are permitted.

CHICSTUDIOS 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.

## **ATTENDANCE POLICY**

CHICSTUDIOS NYC students are expected to take class days and hours seriously. Please note that any time after 15 minutes past the start of scheduled class time is considered late and attendance will be marked as such. Requirements for course completion (thus graduation) are partly based on attendance, so it is imperative that students arrive to class on time and refrain from absences. Tardiness also applies to returning late from lunches or breaks, so keeping up on time is encouraged and expected.

If an unavoidable absence occurs, it is the student’s responsibility to contact the school and let them know amount of time needed for absence. In order to successfully complete the programs, students must complete a minimum of 90% of scheduled course hours however make up hours can be scheduled. Students in the Professional Courses who have missed more than ten percent of scheduled course hours must meet with the School Director to discuss options (which may require paying for make up hours).

Students in the Professional Courses who have missed class time may attend a makeup session (or cost), or participate in the evening class (free of charge). For specific dates and times please contact the School Director. The cost for each makeup class per hour is \$75.00 with a minimum of two hours, and depends on missed hours. Students must provide their own models for makeup sessions if possible. A student who is excessively late or absent may be placed on probation or be required to repeat a unit, or a leave of absence may be requested.

## **LEAVE OF ABSENCE**

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

Personal: A personal or family tragedy, serious emergency or other special circumstances that make attendance impossible or impractical.

.Medical: Emergency or planned medical treatment for self or a family member. In the case of personal medical treatment, a physician's note must be provided to the school. A leave of absence can be granted for a period of up to 180 days in such cases, as determined by the School Director.

Military: (Reserve or active duty) A copy of the student's military orders must be provided. A leave of absence will result in a grade of "I" or Incomplete.

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

A student seeking a leave of absence must submit a signed letter to the School Director specifying the reason for the request and the dates for which the leave is requested. The School Director will evaluate the request and notify the student if the leave of absence has been granted. Leaving and failing to place a written request for a leave of absence will result in a student being withdrawn from the program after a period of seven (7) calendar days from the student's last date of attendance. Any student who is granted a leave of absence and fails to return will be considered withdrawn.

## **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. If a new schedule is approved, an enrollment agreement for the new schedule must be completed in full and attached to the original enrollment agreement.

## **PROBATION**

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

A student enrolled in the Professional Courses at CHICSTUDIOS 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. CHICSTUDIOS uses the following grading scale for the Professional Courses. An 80% or higher is required to graduate.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

A student enrolled in the Professional or Master course are expected to maintain satisfactory academic progress (SAP). A student must maintain a minimum cumulative grade of 80% and attend 90% of scheduled class hours.

## **GRADING POLICY & PROGRAM COMPLETION**

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. CHICSTUDIOS uses the following grading scale for the Professional Courses. An 80% or higher is required to graduate.

## GRADUATION REQUIREMENTS

Specialty Programs require a 90% or higher to graduate. The requirements for graduation and to receive a Diploma are as follows: - Tuition must be paid in full

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

## CANCELLATION, WITHDRAWAL AND REFUND POLICIES

All enrolled students are required to read and understand CHICSTUDIOS policy regarding tuition refunds and cancellations on these pages before you sign an enrollment agreement. Please call the school if you are unsure of any part of the policies, agreement or catalog. 310-916-6403.

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

Thereafter, the student will be liable for:

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

If termination occurs:

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

**After 60% of the Program School may keep 100%**

- If the School rejects this agreement, all payments made under this agreement shall be refunded in full except the application fee and the cost of materials accepted and not returned in good condition within twenty (20) days of rejection.
- In case of injury, prolonged illness or other circumstances beyond the student's control which render it impracticable for the student to continue in the school, the school will, within 30 (thirty) days after notice of the circumstances, propose and will thereafter make a settlement of the student's obligation to the school which is fair and reasonable to the student and the school. - The student refund may be more than stated above if an applicable accrediting agency policy results in a greater refund.
- Amounts paid in excess of the charges as determined above would be refunded within forty-five (45) days of the date on which the student gives the school written notice of withdrawal or if the student does not give written notice, within forty-five (45) days of the date that the school determines that the Student has withdrawn.

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

## WITHDRAWAL

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

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

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

## RE-ENTRY

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

- Discuss the circumstance with the School Director.
- Place the request in writing stating the reason(s) necessitating departure from the Course and the justification for completion of the course without further interruption.
- Receive approval from the School Director. The School Director, in her discretion, may impose additional requirements in order to help ensure the student's success upon re-entry.
- Sign a new enrollment agreement. Tuition will be assessed on a pro-rated basis.

## DISCIPLINARY PROCEDURES AND HEARINGS

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

## INFORMAL RESOLUTION ATTEMPT

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

## GRIEVANCE

CHICSTUDIOS views students as responsible citizens who are integral members of the School community. Policies and practices pertaining to student relations and services should reflect this point of view. School officers continue to seek to ensure that this philosophy is implemented. Even with this philosophy in place, complaints and misunderstandings may arise. It is the purpose of these grievance procedures to ensure that any problem is dealt with promptly and confidentially.

## EMERGENCIES AND EVACUATION PROCEDURE

CHICSTUDIOS NYC is serious about the safety of the school and the students. It is each instructor's responsibility to ensure that all students are aware of the emergency exit maps. In case of emergency, a staff member will ensure that students take an orderly and safe route to exit the building. The first staff member to leave the building ensures that everyone is out of the school and emergency personnel is contacted. Until emergency personnel has granted safe re-entry, no student or staff member can re-enter the school.



**CHICSTUDIOS**  
LOS ANGELES

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