



Facial Designs
PERMANENT COSMETICS LLC

**FUNDAMENTAL TRAINING COURSE
FOR PERMANENT COSMETICS
STUDENT ENROLLMENT APPLICATION**
PLEASE PRINT CLEARLY

Date _____
NAME _____ DOB _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
HOME PH _____ CELL PH _____ BUS PH _____
OCCUPATION _____ EMAIL _____

Are you over 18? **Yes or No**

Do you have a high school diploma, GED or equivalent? ____ Yes ____ No ____ Other

If other, explain _____

Applicant must be at least 18 years of age and have high school diploma or equivalent to be admitted.

The Fundamental Training Course is **\$4,295.00**, payable by **cashier's check, money order or cash**. A **\$1000.00 deposit** is required with this application. The balance of payment is due on or before the first day of training. To reserve a class time before mailing application, please call (573) 216-5051.

The 100 - hour Fundamental Training Course includes permanent cosmetic starter equipment and supplies, and certified instruction of permanent cosmetics. All of the equipment and supplies needed for your practice procedures in class are also included. The training classes will be held daily, beginning at 8:30 a.m. each day.

All cashier's checks or money orders should be made payable to Facial Designs Permanent Cosmetics, LLC and mailed to the address below.

Facial Designs Permanent Cosmetics, LLC
4732 Osage Beach Parkway, Suite G, Osage Beach MO 65065

1. It is my responsibility as the student to research all state and local regulations applicable to permanent cosmetics in my locality. **Initial** _____
2. A deposit as designated above is required to reserve my place in the agreed upon class date for my training. These funds are required to be submitted with my enrollment form. The balance of the class fee is due on or before the first day of the designated class date.
Initial _____
3. If an unforeseen emergency dictates that I cancel attendance in the class before the first day, or while the class is in progress, I will be offered a date in the future as agreed upon by to Facial Designs Permanent Cosmetics, LLC to complete the training course. Facial Designs Permanent Cosmetics, LLC does not offer full refunds. (Withdrawal and Refund Policy is attached.) **Initial** _____
4. It is understood that if I have any special needs required to complete the on-site portion of the class, I must notify Facial Designs no later than two weeks in advance of the scheduled first day of class. Example: Latex allergy, non-latex gloves required. **Initial** _____
5. It is my responsibility to arrange to complete an OSHA Bloodborne Pathogens Standard (BBP) class either before or after the on-site portion of the class is completed, or as required by law. I may contact my local Health Department or the Society of Permanent Cosmetic Professionals (www.spcp.org) for a referral to an OSHA trainer or an on-line BBP class.
Initial _____
6. I understand that during class, the procedures I will be conducting are invasive. It is my responsibility to acquire the Hepatitis B series of immunizations prior to my class date, or I agree to decline the Hepatitis B inoculation process in writing. In any case, I hold Marilyn Rustand and/or her associates, and Facial Designs Permanent Cosmetics LLC harmless for any accidental exposure to Bloodborne Pathogens during the on-site class session.
Initial _____
7. Group class sizes are limited to two students. This policy ensures that I will be properly supervised during the performance of hands on procedures conducted in class.
Initial _____
8. I understand that all training materials are copyrighted materials of Facial Designs Permanent Cosmetics LLC and may not be reproduced without the written permission of owner, Marilyn Rustand. **Initial** _____
9. Do you have any visual or physical impairment that will make it difficult to learn a detailed craft like permanent cosmetics? **Yes** ____ or **No** _____. If you answered “Yes” please provide an explanation: _____
 - a. _____
10. I am responsible for my own transportation to and from class and for my own housing accommodations for the duration of the class. Lunch is off-site daily and

may be taken as time permits between class instruction and hands on model assignments.
Initial _____

11. I agree to follow all instruction provided and will work cohesively with trainer and fellow classmates. **Initial** _____
12. I am responsible for bringing a camera that I am familiar with for the purpose of taking before and after photographs of my hands on work performed during class. **Initial** _____
13. I understand that I must finish all hours of training including any pre-class and evening homework study assignments, complete the competency written testing at a passing score of 75%, and perform satisfactory hands on procedures in order to receive a Certificate of Completion for the class. **Initial** _____
14. In the event models cancel their scheduled appointments, I understand that the instructor will show permanent cosmetic videos, power point presentations or assign practical work.
Initial _____
15. I will receive a basic product kit at the completion of the Fundamental Training Course. Any desired additional supplies or other tattoo device of my choice are separate and must be purchased independent of the product kit. **Initial** _____
16. I understand there is no guarantee of success in the permanent cosmetics industry, and that Facial Designs Permanent Cosmetics LLC does not offer job placement services.
Initial _____
17. It is my responsibility after the Fundamental Training Course to seek continuing education and advanced training as needed. **Initial** _____
18. Facial Designs Permanent Cosmetics, LLC offers post class support for a period of one year via email, phone, or at office during regular business hours. **Initial** _____
19. I have read and understood all aspects of this Student Enrollment Agreement and had the opportunity to have all my questions regarding the class answered prior to enrolling in a permanent cosmetic training course offered by Facial Designs Permanent Cosmetics, LLC.
Initial _____
20. Class Date of Choice: (Month/Day) _____ to Month/Day _____
21. Name: (please print) _____
22. Signature of Student: _____ Date _____
23. Signature of Instructor/Owner, Facial Designs Permanent Cosmetics, LLC

_____ Date _____



ATTENDANCE POLICY

Students are expected to attend the training course daily on the exact dates scheduled and/or prearranged for her/his Fundamental Training Course for Permanent Cosmetics. Students are expected to arrive on time each day and stay until end of class time each day.

In the event student must miss a portion of the training course due to illness or other unforeseeable situation, a makeup day(s) will be scheduled accordingly per student's and instructor's schedules and mutual agreement.

In the event student cancels her/his enrollment to training course, either prior to the beginning of, or during the training course, student and instructor shall refer to the Cancellation/Refund Policy.

Students are expected to abide by all written policies of Facial Designs Permanent Cosmetics, LLC. Failure to do so may result in termination of her/his enrollment in the Fundamental Training Course for Permanent Cosmetics if the violation of the policy has not been resolved.



DRESS POLICY

In the Fundamental Training Class for Permanent Cosmetics, the dress policy is casual and comfortable clothing and shoes. Part of the student's class activity involves practicing with the tattoo machine equipment and pigment colors on practice pads. The pigments used in permanent cosmetic tattooing may stain clothing and it is advisable to not wear fine, new clothing to class.

During the practice activities and the hands on practical portion of the training course, disposable personal protective equipment including aprons and nitrile gloves will be provided to student.



CONDUCT POLICY

The purpose of this policy is to set forth standards of conduct to address unacceptable behavior, conduct, and related circumstances in the Fundamental Training Course for Permanent Cosmetics.

The following list is not all-inclusive but is intended to illustrate the minimum expectations for acceptable classroom conduct and performance. Students who contribute to the success of a training course:

- Report to class as scheduled and seek approval from their supervisors in advance for any changes to the established class schedule, including the use of leave and late or early arrivals and departures.
- Perform assigned class activities and home study assignments.
- Follow all instruction provided and work cohesively with and demonstrate respect to class instructor and fellow classmate, if any.
- Finish all hours of training including any pre-class and evening homework study assignments, complete the competency written testing at a passing score of 75%, and perform satisfactory hands on procedures in order to receive a Certificate of Completion for the class.
- Refrain from making loud or unreasonable noise or other disturbance, including disruptive use of personal communications or entertainment devices.
- Use office equipment of Facial Designs Permanent Cosmetics, time, and resources judiciously and as authorized. Library materials, equipment, or property must not be taken from the office without proper checkout or authorization and must be returned as instructed.
- Support efforts that ensure a safe and healthy classroom environment.
- Will not smoke or using smokeless tobacco in the building.
- Will be responsible for their personal property
- Resolve class-related issues and disputes in a professional manner.



CANCELLATION AND REFUND POLICY

CANCELLATION:

In the event that an unforeseen emergency dictates that student cancels attendance in the class before the first day, or while the class is in progress, student will be offered a date in the future as agreed upon by Facial Designs Permanent Cosmetics, LLC to complete the training course.

If said emergency or circumstances prevent student from scheduling a future date to enroll in the class, or if already started the class and is unable to complete the class, student shall complete a Withdrawal Form, and refund shall be made by Facial Designs Permanent Cosmetics, per refund policy below.

REFUNDS:

If student has enrolled in the training course and cancels enrollment before fourteen (14) days prior to the beginning date of class, refund shall be made by Facial Designs Permanent Cosmetics, LLC for tuition amount, less \$125 for cancellation fee.

If student has enrolled in the training course and cancels enrollment less than fourteen (14) days prior to the beginning of the scheduled class date, refund shall be made by Facial Designs Permanent Cosmetics, LLC for tuition amount, less \$250 for cancellation fee.

If student has enrolled in the training course and cancels enrollment during the training course, refund shall be made by Facial Designs Permanent Cosmetics, LLC based on prorating the tuition by number of days student attended class and a cancellation fee of \$\$300. The equipment and training course textbooks for student that was included with the training course shall be returned to Facial Designs Permanent Cosmetics, LLC.

Facial Designs Permanent Cosmetics, LLC does not offer full refunds.

