



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 students 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.





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.



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.



GRIEVANCE POLICY

Policy Statement:

Situations may occur where a student believes that the fair and consistent application of a policy affecting her or him has not been followed. Facial Designs Permanent Cosmetics expects that the student will be able to satisfactorily address such concerns within her or his training class or apprenticeship. However, if a problem has not been resolved within a particular class area or apprenticeship, Facial Designs Permanent Cosmetics, LLC wishes to provide students/apprentices with an alternative vehicle for doing so. No student shall be subjected to discrimination or adverse treatment for participating in a grievance procedure.

Definitions or Regulations:

A "basic grievance" is defined as a claim that Facial Designs Permanent Cosmetics, LLC has violated a published policy in the manner in which a student was treated. Basic grievances do not involve claims of: Possible discrimination on the basis of race, color, sex (including sexual harassment or sexual orientation), religion, creed, age, handicap, national origin, or status as a veteran; Disputes over a supervisor's judgment regarding student performance or professional competence should be brought to Facial Designs Permanent Cosmetics, LLC managing member . Although problems of this nature are not covered by the Basic Grievance Policy, a student with these concerns is encouraged to discuss them with her/his supervising trainer and/or company managing member.

The Managing Member of Facial Designs Permanent Cosmetics, LLC will determine whether or not a dispute is within the scope of this policy.

Procedure:

If a student/apprentice waits an unreasonable length of time before submitting his or her grievance the fact-finding process could be difficult and appropriate action inappropriate. Grievances should be brought forth to supervising instructor within three (3) days of the event that lead to the grievance.

In many cases, disputes over the application or interpretation of policy can be resolved through communications with the supervising instructor. As such, the first step in the grievance process is a discussion between the student and the trainer/supervisor of the training class student is participating in. The student can initiate this step by talking with her or his supervisor. The student should promptly bring the matter to the attention of the immediate supervisor, explaining the nature of the problem and the relief sought. The supervisor should respond within three business days, if possible. If the supervisor provides an oral response to the employee, the supervisor should prepare a written record of the response.

If the informal procedure fails to resolve the grievance, and the student wishes to continue the matter, the student may begin the steps of the formal procedure no later than 14 calendar days after the receipt of the supervisor's response by writing a formal written statement and submitting it to Managing Member of Facial Designs Permanent Cosmetics, LLC. The written statement should outline relevant facts that form the basis of student's grievance, indicating the policy that has allegedly been violated, and stating the resolution sought. Upon receipt of the employee's written statement, Managing Member should promptly meet with student and supervising instructor, hear the dispute and render a decision, and provide written copies of the decision.

This effort at resolution is not to be regarded as an adversarial proceeding and is not subject to the legal procedures of a court of law. The presence of legal counsel at the meeting is not permitted.

Documentation:

There are no specific documents or forms to be used under this policy. As set forth above, there is a place where written communication is suggested. That communication will typically take the form of a memorandum.



TRANSCRIPT POLICY

Student transcripts are written in the form of a Student Performance Evaluation where instructor evaluates the skills demonstrated by student in the training class and the student's knowledge of subjects taught in the training class and her/his completion of homework assignments. Also included are student conducted procedure evaluation forms to evaluate student's hands on procedures performed during training class.

Student transcripts and evaluation forms will be provided to student at the completion of her/his training class. Extra copies are available per student's written request.

There are no fees charged for transcripts.



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.