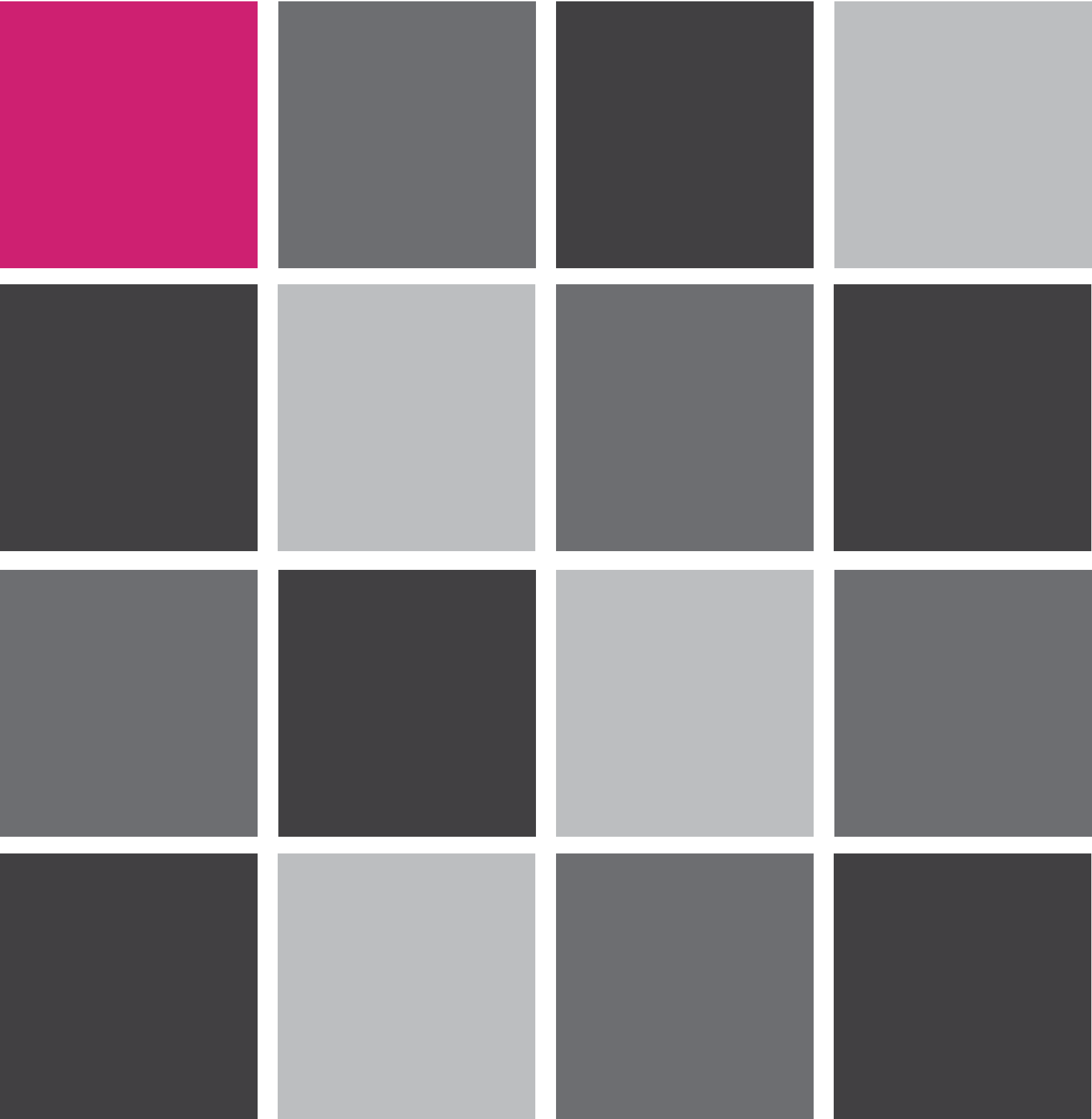
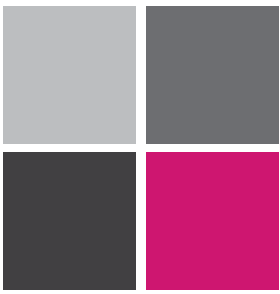




# CHICSTUDIOS NEW YORK





139 FULTON STREET, SUITE 600  
NEW YORK, NEW YORK 10038  
917-974-8755  
212233-CHIC (212-233-2442)  
WWW.CHICSTUDIOSNYC.COM

## HOURS

Monday – Friday:  
10:00 a.m. – 10:00 p.m.  
(5:00 p.m. closing time when there are no Friday classes)

Saturday & Sunday:  
10:00 a.m. – 5:00 p.m.  
(weekend appointments can be scheduled, upon request)

## HOLIDAYS

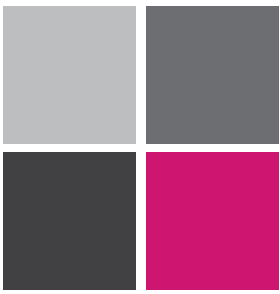
### 2013

April 1	Easter Monday
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 11	Veterans Day
November 28	Thanksgiving Day
December 22 – 31	Winter Break

LICENSING: CHICSTUDIOS NYC is licensed by the New York State Education Department.

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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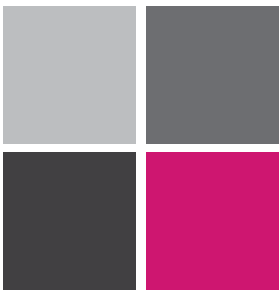
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## CHICSTUDIOS

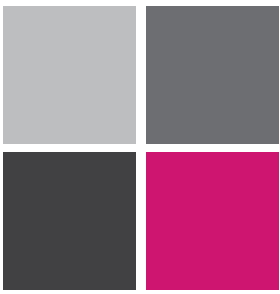
CHICSTUDIOS is a leading makeup artistry school providing an array of fashion-forward techniques and practices through course instruction, live video lessons and the new 'chic boutique' online store.



Those who have taken, or are currently enrolled into a CHICSTUDIOS course, receive the ultimate CHICSTUDIOS treatment. Our experienced instructors and friendly staff offer a comprehensive, hands-on curriculum taught exclusively in a small studio/class-size environment. CHICSTUDIOS school offers a makeup station for each student, and our makeup kits consist of well known cosmetics, including MAC, Make Up For Ever, BH Cosmetics and Three Custom Colors, to name a few. Upon completion of a course or workshop, our graduates become a lasting member of the 'CHICSTUDIOS Community' – a group of professionally trained makeup artists (at various levels) with access to exclusive events, makeup discounts, career counseling and up-to-date notifications of freelance opportunities.



CHICSTUDIOS is a unique makeup artistry-learning school in the heart of Manhattan's financial district. Unlike a cosmetology course, our 4-Week Professional Makeup Artistry course allows students to focus solely on the art and techniques of makeup artistry. During the final 14 hours of the 4-week professional course, students can study a specific concentration such as TV and Music Video Makeup, Period Makeup, or Fashion and Runway Makeup. Upon completion of the course, students receive a Diploma and have an opportunity to participate in a professional photo shoot to begin their portfolios. For those who take any of our workshops, they too have the ability to add the photo shoot to their professional careers, or any Add-On course. Our courses and workshops can be added as an A la Carte option, too.



## ABOUT

Founded by Director and Passionate Makeup Artist, Amy Nicole, CHICSTUDIOS- SCHOOL OF MAKEUP opened its doors in New York City in 2012 as a professional school providing training to aspiring and established artists. CHICSTUDIOS main course, the 4-Week Professional Makeup Artistry course has been designed to teach the fundamentals and techniques of makeup artistry. The school boasts an array of highly recognized, qualified instructors, several intense and comprehensive curriculums and offers lasting relationships with the 'CHICSTUDIOS Community.'

## STUDIO LOCATION

CHICSTUDIOS - SCHOOL OF MAKEUP is located in New York City, in the heart of Lower Manhattan (Financial District). A few steps from the A/C/2/3/J/Z and Metro North transit lines.

With access to Fashion Week, countless productions in television and film and magazine publishers abroad, New York City offers the most (and debatably best) options for professional artists looking to begin or enhance their careers, and Manhattan was an easy choice for a professional school where makeup artists blossom.

With its landmarked building, the iconic Twin Towers (currently known as the 'Freedom Towers'), hardly a week goes by when you do not exit CHICSTUDIOS and walk by a high fashion photo shoot, a major movie being filmed, or a network television episodes being shot within the busy streets of Manhattan.

## STUDIO DETAILS

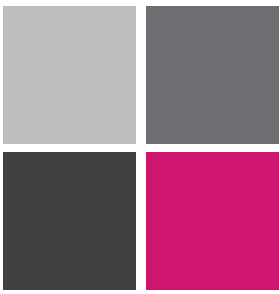
CHICSTUDIOS - SCHOOL OF MAKEUP offers a large and brightly lit studio (Studio 1) with high ceilings, which accommodates up to fourteen students during our 4-Week Professional Makeup Artistry Course or Add-On courses.

Our smaller studio (Studio 2) is brightly lit and has a modern vibe, offering smaller class-sizes with up to seven students for our courses or workshops such as Basic Hair Styling or Airbrush Makeup and Sunless Tanning.

We also offer on site access, and a 'open door policy' with our Admissions Department and Director of Education, who are dedicated to helping you throughout the enrollment process, during your course(s), and in your future, as a professional artist.

Next to both Studio 1 and Studio 2, you will find our Library filled with fashion or beauty inspired books, magazines and informative material.

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



## STAFF



**AMY NICOLE**  
President & Creative Director

international design 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 fashion events worldwide in New York City, Los Angeles, London and Miami working with leading and top models (Irina Shayk, Julie Henderson and Jessica White and Jill Zarin). Additionally, Amy has lent her expertise to broadcast realms and multiple designer fashion shows to include Diesel, Scanty, Anand Jon, Malan Breton (of Project Runway) and many others.



**CHRISTINA OLIVO**  
Senior School Director

specialized artistry  
community coordinator

Christina has over 20 years of refined techniques that she utilizes every day at CHICSTUDIOS NYC. Christina leverages her advertising and public relations skills to help project a roadmap for each student and colleague. Having a strong entertainment background is the fun and unique side of Christina that most all find fascinating. Christina has guided and counseled hundreds of students through the fine art of make-up artistry and remains a stellar role model for graduating classes.

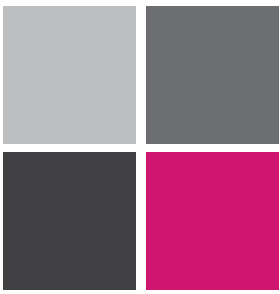


**RUTHIE WEEMS**  
Specialized Course Instructor

period makeup  
fashion and runway makeup

Ruthie has been a professional makeup artist for over a decade. She began her career in the film and television industries and has an expanded technique for beauty makeup and special effects artistry. Her resume includes an extensive list of experience within print, fashion, body art, television, film and retail cosmetics.





**ANGELIQUE VELEZ**  
Lead Instructor

music video makeup  
fashion mentor

Angelique attained her master's in Creative Arts and brings a disciplined style to the focused courses at CHICSTUDIOS NYC. Spearheading the Day Courses enables Angelique to work with marque cosmetic companies such as Tony & Tina, Anna Sui and MAC Cosmetics. Within the makeup industry, she has worked on many fashion shows such as Cynthia Steffe, Peter Som, Karen Walker, RAD by Rad Hourani and many others. Angelique has worked with leading artists such as Christian McCulloch, Yuko Takahashi, Ve Neill, Makky and Tom Pecheux.



**JONNY POLIZZI**  
Lead Instructor

fashion & runway makeup  
period makeup

Jonny bring his seasoned expertise to CHICSTUDIOS NYC from MAC Cosmetics having worked with celebrities such as Hillary Duff, Macy Grey, and Michelle Pfeiffer. Jonny has also learned the skill of airbrushing and special effects makeup to keep up with the needs of his growing clientele.



**SHAUN GIBSON**  
Makeup Instructor

Shaun began his makeup career at the Art Institute of Philadelphia while pursuing his degree in Fine Arts and Industrial Design. Shaun spent time working with MAC Cosmetics and has worked at such publications as O Magazine, Highlights, Seventeen, In Style and the New York Post.



**CASSI HURD**  
Hair Instructor

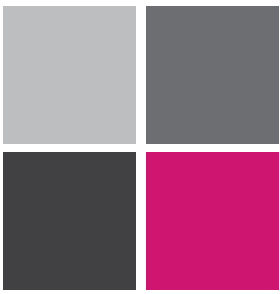
Cassi's experience covers all aspects of the entertainment industry including film, fashion, editorial, television, in-salon, bridal, print, commercial, and sales. Cassi works in the creative world of hair and makeup industry and is a freelance artist with MTV production.



**ANGELA CALISTI**  
Hair Instructor

Angela joins CHICSTUDIOS NYC having been trained by some of the top stylist in NYC, including John Barrett and Oscar Blandi. Angela has also worked on major campaigns, fashion and beauty shoots to include working with celebrities such as; Julia Stiles, Abigail Beslin, Cierra Ramirez and has recently been featured on the BRAVO show 'Bethenny Ever After'.





## ADMISSIONS

### HOW TO ENROLL

To apply to CHICSTUDIOS 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 the balance of tuition two weeks before their selected course(s) begins.

### REQUIREMENTS FOR ADMISSION

CHICSTUDIOS 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 CHICSTUDIOS. All students must have English language proficiency. If English is not your first language, you must submit proof of English language proficiency. If English is not your first language, you must demonstrate English language proficiency. English language proficiency can be demonstrated by earning a score of at least 500 (paper version), 173 (computerized version), or 61 (iBT) on the test of English as a foreign language ("TOEFL"). TOEFL scores may be submitted directly to Chic Studios through the Educational Testing Service. Applicants who have a bachelor's degree from a college or university in the United States and who submit an official transcript will be regarded as having demonstrated English proficiency.

## PROFESSIONAL TRAINING

### 4-WEEK PROFESSIONAL MAKEUP ARTISTRY COURSE

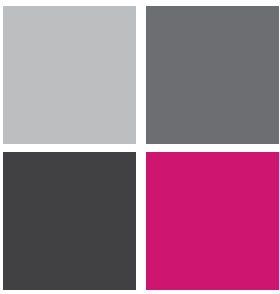
#### Requirements for Admission

- Complete Enrollment Application
- \$100.00 non-refundable application fee
- \$150.00 refundable tuition deposit
- Submit one of the following: High School Diploma, GED, College Degree or equivalent
- Tuition Payment (no later than two weeks prior to course or workshop)

Please attach required documents your proof of high school graduation (a copy of your diploma), or the equivalent of proof in an accredited higher education program (Associate/Bachelor/Master/Doctoral program applicable). If submitting a transcript as proof of graduation, the transcript must be original, submitted by the institution. Please see "Student Requirements" for additional points regarding enrollment requirements.







## SPECIALTY PROGRAMS

### BASIC:

Basic Makeup 101 Workshop

### INTERMEDIATE:

Airbrush Makeup & Sunless Tanning Workshop

Requirements for Admission to **Basic** and **Intermediate** Courses

- Complete Enrollment Application
- \$60.00 - \$100.00 non-refundable application fee (depends on course)
- \$150.00 refundable tuition deposit
- Personal Interview with an admission representative. Your personal interview may take place on the telephone or in person when you tour the school.
- Complete Enrollment Agreement
- Tuition Payment

### ADVANCED\*:

Period Makeup, TV & Music Video Makeup, Fashion & Runway Makeup, Basic Hairstyling for Makeup Artists, Bridal Makeup and Business Basics.

\*Must be a graduate of CHICSTUDIOS 4-Week course or have proof of completion of an equivalent course of study or verifiable makeup artist experience.

Requirements for Admission to **Advanced** Courses

- Complete Enrollment Application
- \$35.00 - \$100.00 non-refundable application fee (depends on course)
- \$65.00 - \$150.00 refundable tuition deposit (depends on course)
- Submit one of the following: High School Diploma, GED, College Degree or equivalent
- Complete Enrollment Agreement
- Tuition Payment

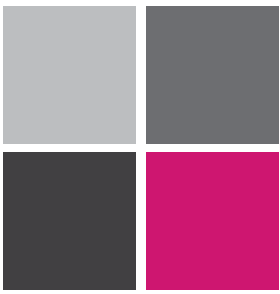
\*Please attach required documents your proof of high school graduation (a copy of your diploma), or the equivalent of proof in an accredited higher education course (Associate/Bachelor/Master/Doctoral Course are applicable). If submitting a transcript as proof of graduation, the transcript must be original, submitted by the institution. Please see "Student Requirements" for additional points regarding enrollment requirements.

## MAKEUP KITS & MATERIALS

The makeup kit is a required additional cost for the 4-Week Professional Makeup Artistry Course and Basic Makeup 101 Workshop. Our makeup kits hold professional brands of cosmetics and give you, the aspiring artist a generous discount off retail prices. The makeup kit is filled with enough products for class applications to benefit from the curriculum at best and to apply makeup afterwards. Palettes with eye shadows, blush, foundations, concealer, lipsticks, and lip gloss are used to maximize space as you begin your career. The kit also includes 15 high quality makeup brushes. 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.

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 917-974-8755 or through our 'Contact' section on the CHICSTUDIOS website. Appointments for tours and information can be scheduled through our website as well. Walk-ins are also welcomed between 10:00am and 5:00pm.

## FINANCIAL AID

CHICSTUDIOS does not accept or offer financial aid at the present time. Any questions should be directed to the School Director at 917-974-8755.

## 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 917-974-8755. **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

#### 4-Week Professional Makeup Artistry Course

- Non-refundable application fee: due with the submission of your application: \$100.00
  - Refundable tuition deposit-holds your spot in desired course: \$150.00
  - Tuition: \$2495.00
  - Makeup kit (includes sales tax): \$400.00
- Total Cost: \$2995.00**

Upon successful completion, you will receive a Diploma in Professional Makeup Artistry, Pro Card Applications, a letter of reference, and access to the 'CHICSTUDIOS Community' for gigs, events and job postings. This is an intensive, hands-on course, consisting of 100 total hours (84 in class hours). Each instructional hour is 55 minutes. Students enrolling into the 4-Week Professional Makeup Artistry Course should be prepared to complete extra projects and assignments outside of class time, totaling approximately 16 hours. This Course is designed to teach you the fundamentals and techniques of professional makeup artistry.

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

History of Makeup & Hygiene	Bridal Makeup Applications
Skin Philosophy & Skin Care Ingredients	Corrective Makeup Techniques
Color Theory & Mixing Foundations	Red Lip Applications & Techniques
Product Knowledge	False Lashes Applications (strips & individual)
Prepping the Skin Techniques	Male Makeup Techniques
Makeup Tools & Materials	Mature Makeup Applications & Techniques
Foundation Testing	Eye Shapes & Bone Structures
Day Makeup Applications	Ethnic Makeup & Skin Tones
Natural Makeup Applications	Highlighting & Contouring
Shaping, Defining & Perfecting Brows	Business Information
Brushes & Station Setup	Branding Yourself, Marketing your Business and more

During the 4th week of this course, you are able to select your choice of one of the following Add-On courses:

- TV and Music Video Makeup
- Fashion and Runway Makeup
- Period Makeup (1920's - current)

As well, you participate in a Professional Portfolio Photo Shoot on your last day of class. Within the photo shoot, students are given practical experience, creating looks on two professional models, also two different hair styles are provided with an on-set hairstylist and professional photographer. Images are provided to each student to use in a portfolio for professional use.

The 4-week course uses hands-on training in a majority of its teaching, through 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:

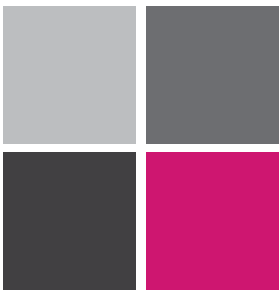
Day class: Monday to Thursday from 10:30am – 4:30pm

Evening class: Monday to Thursday from 5:30pm – 10:00pm and Friday from 5:30pm - 9:30pm

Both schedules are for the first three weeks and the fourth week time range depends on the Add-On course selected.

If Monday is a holiday the school offers the day course Tuesday – Friday. There are three tests during the 4-week course, including 2 written tests and 1 practical exam (on the last day of class). Upon successful completion of the course, students will receive a Diploma and will be ready for entry-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 NYC only accepts up to 14 students per class.



## 2013 SCHEDULE:

JANUARY 7TH - FEBRUARY 1ST, 2013 (Day & Evening)

FEBRUARY 4TH - MARCH 1ST, 2013 (Day & Evening)

MARCH 4TH - MARCH 29TH, 2013 (Day & Evening)

APRIL 8TH - MAY 3RD, 2013 (Day & Evening)

MAY 6TH - JUNE 1ST, 2013 (Day & Evening) PLEASE NOTE THIS COURSE END ON SATURDAY.

JUNE 3RD - JUNE 29TH, 2013 (Day & Evening)

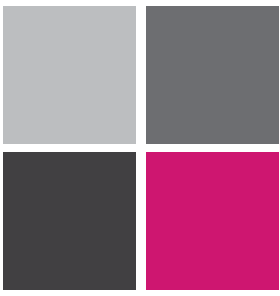
JULY 8TH - AUGUST 2ND, 2013 (Day & Evening)

AUGUST 5TH - AUGUST 30TH, 2013 (Day & Evening)

SEPTEMBER 9TH - OCTOBER 4TH, 2013 (Day & Evening)

OCTOBER 7TH - NOVEMBER 1ST, 2013 (Day & Evening)

NOVEMBER 4TH - DECEMBER 6TH, 2013 (Day & Evening) PLEASE NOTE THIS COURSE IS 5 WEEKS DUE TO ONE-WEEK BREAK OVER THE THANKSGIVING HOLIDAY.



## BASIC

### Basic Makeup 101 Workshop

- Non-refundable application fee: due with the submission of your application: \$100.00
  - Refundable tuition deposit-holds your spot in desired course: \$150.00
  - Tuition: \$1195.00
  - Makeup kit (includes sales tax): \$400.00
- Total Cost: \$1695.00**

Our Basic Makeup 101 Workshop 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 workshop starts with the basics, and quickly moves into basic techniques that are required for the fashion, cosmetics, runway, television & music videos industries. Over one week of training, students will learn a multitude of techniques that will build confidence and basic skills.

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

The Basic Makeup 101 workshop curriculum consists of the following:

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

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

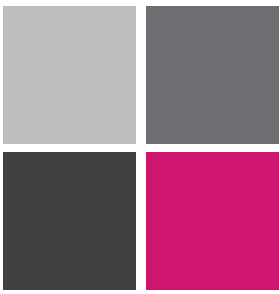
Class times available:

Day class: Monday to Thursday from 10:30am – 4:30pm

Evening class: Monday to Thursday from 5:30pm – 10:00pm and Friday from 5:30pm - 9:30pm

CHICSTUDIOS NYC only accepts up to 14 students per class.





## 2013 SCHEDULE:

JANUARY 7TH - 10TH, 2013 (Day) / JANUARY 7TH – 11TH, 2013 (Evening)

FEBRUARY 4TH - 7TH, 2013 (Day) / FEBRUARY 4TH - 8TH, 2013 (Evening)

MARCH 4TH - 7TH, 2013 (Day) / MARCH 4TH - 8TH, 2013 (Evening)

APRIL 8TH – 11TH, 2013 (Day) / APRIL 8TH – 12TH, 2013 (Evening)

MAY 6TH – 9TH, 2013 (Day) / MAY 6TH – 10TH, 2013 (Evening)

JUNE 3RD – 6TH, 2013 (Day) / JUNE 3RD – 7TH, 2013 (Evening)

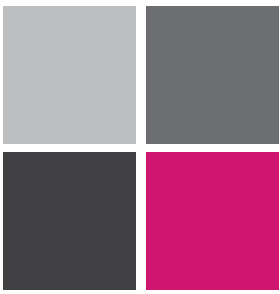
JULY 8TH – 11TH, 2013 (Day) / JULY 8TH – 12TH, 2013 (Evening)

AUGUST 5TH – 8TH, 2013 (Day) / AUGUST 5TH – 9TH, 2013 (Evening)

SEPTEMBER 9TH – 12TH, 2013 (Day) / SEPTEMBER 9TH – 13TH, 2013 (Evening)

OCTOBER 7TH - 10TH, 2013 (Day) / OCTOBER 7TH - 11TH, 2013 (Evening)

NOVEMBER 4TH - 7TH, 2013 (Day) / NOVEMBER 4TH - 8TH, 2013 (Evening)



## INTERMEDIATE

### Airbrush Makeup & Sunless Tanning Workshop

- Non-refundable application fee: due with the submission of your application: \$60.00
  - Refundable tuition deposit-holds your spot in desired course: \$150.00
  - Tuition: \$485.00
  - Airbrush Kit & Materials (includes sales tax): \$300.00
- Total Cost: \$995.00**

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

The Airbrush Makeup and Sunless Tanning curriculum, consists of the following:

Introduction to Airbrushing  
Equipment, supplies & products  
Prepping the Skin  
Airbrush Foundation & Mixing Colors  
Highlighting & Contouring  
Airbrush Eyebrows  
Sunless Tanning Applications & Techniques  
Business of Airbrushing & Client Etiquette  
Tattoo Coverage and MORE!

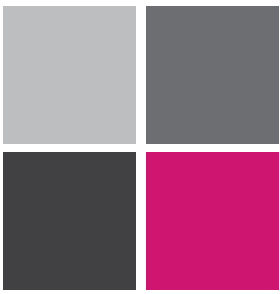
CHICSTUDIOS NYC provides models for demos and practical work. A certificate in Airbrush Makeup and Sunless Tanning is provided upon successful completion. This workshop is not intended to lead to the acquisition of occupational skills.

Class times available:  
Saturday and Sunday: 11:00am – 6:30pm

CHICSTUDIOS NYC only accepts up to 7 students per class.

### 2013 SCHEDULE:

JANUARY 20TH & 21ST, 2013 (Day)  
FEBRUARY 2ND & 3RD, 2013 (Day)  
MARCH 9TH & 10TH, 2013 (Day)  
APRIL 13TH & 14TH, 2013 (Day)  
MAY 18TH & 19TH, 2013 (Day)  
JUNE 15TH & 16TH, 2013 (Day)  
JULY 20TH & 21ST, 2013 (Day)  
AUGUST 31ST & SEPTEMBER 1ST, 2013 (Day)  
OCTOBER 5TH & 6TH, 2013 (Day)  
NOVEMBER 16TH & 17TH, 2013 (Day)  
DECEMBER 16TH & 17TH, 2013 (Day)



## ADVANCED

### Period Makeup

- Non-refundable application fee: due with the submission of your application: \$35.00
  - Refundable tuition deposit-holds your spot in desired course: \$65.00
  - Tuition: \$295.00
- Total Cost: \$395.00**

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

The Period Makeup curriculum, consists of the following:

History of the Decades  
Makeup Applications from 1920's through to 1990's  
Brow Coverage & Re-Creation  
Colors/Transformations within Decades  
Focused Techniques for Skin & Brows  
Color Correction and MORE!

Inspirations like Greta Garbo, Rita Hayworth, Marilyn Monroe & Grace Kelly are references during this course. A certificate in Period Makeup is awarded upon successful completion of the course.

Class times available:

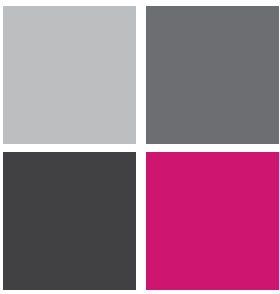
Monday to Thursday from 10:00am – 1:30pm  
Monday to Thursday from 2:00pm – 5:30pm  
OR Monday to Thursday from 6:00pm – 9:30pm

CHICSTUDIOS only accepts up to 14 students per class.

### 2013 SCHEDULE:

JANUARY 28TH - JANUARY 31ST, 2013 (Day)  
FEBRUARY 25TH - FEBRUARY 28TH, 2013 (Day)  
MARCH 25TH - MARCH 28TH, 2013 (Day)  
APRIL 29TH - MAY 2ND, 2013 (Day)  
MAY 28TH - MAY 31ST, 2013 (Day)  
JUNE 24TH - JUNE 27TH, 2013 (Day)  
JULY 29TH - AUGUST 1ST, 2013 (Day)  
AUGUST 26TH - AUGUST 29TH, 2013 (Day)  
SEPTEMBER 30TH - OCTOBER 3RD, 2013 (Day)  
OCTOBER 28TH - OCTOBER 31ST, 2013 (Day)  
DECEMBER 2ND - DECEMBER 5TH, 2013 (Day)





## ADVANCED

### TV & Music Video Makeup

- Non-refundable application fee: due with the submission of your application: \$35.00
  - Refundable tuition deposit-holds your spot in desired course: \$65.00
  - Tuition: \$295.00
- Total Cost: \$395.00**

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  
HD Makeup & Product Knowledge  
Perfecting Techniques  
Story Boards for Music Videos  
TV inspirations like: Kelly Ripa, Dave Letterman & Wendy Williams.  
Avant Garde Applications and MORE!

A certificate in Period Makeup is awarded upon successful completion of the course.

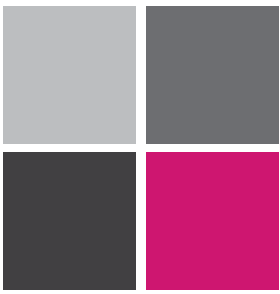
Class times available:

Monday to Thursday from 10:00am – 1:30pm  
Monday to Thursday from 2:00pm – 5:30pm  
OR Monday to Thursday from 6:00pm – 9:30pm

CHICSTUDIOS NYC only accepts up to 14 students per class.

### 2013 SCHEDULE:

JANUARY 28TH - JANUARY 31ST, 2013 (Day)  
FEBRUARY 25TH - FEBRUARY 28TH, 2013 (Day)  
MARCH 25TH - MARCH 28TH, 2013 (Day)  
APRIL 29TH - MAY 2ND, 2013 (Day)  
MAY 28TH - MAY 31ST, 2013 (Day)  
JUNE 24TH - JUNE 27TH, 2013 (Day)  
JULY 29TH - AUGUST 1ST, 2013 (Day)  
AUGUST 26TH - AUGUST 29TH, 2013 (Day)  
SEPTEMBER 30TH - OCTOBER 3RD, 2013 (Day)  
OCTOBER 28TH - OCTOBER 31ST, 2013 (Day)  
DECEMBER 2ND - DECEMBER 5TH, 2013 (Day)



## ADVANCED

### Fashion & Runway Makeup

- Non-refundable application fee: due with the submission of your application: \$35.00
- Refundable tuition deposit-holds your spot in desired course: \$65.00
- Tuition: \$295.00

**Total Cost: \$395.00**

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

A certificate in Fashion and Runway Makeup is awarded upon successful completion of the course.

Class times available:

Monday to Thursday from 10:00am – 1:30pm

Monday to Thursday from 2:00pm – 5:30pm

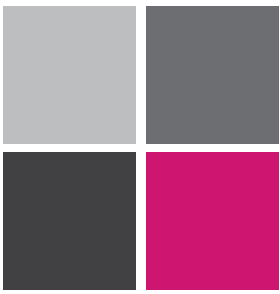
OR Monday to Thursday from 6:00pm – 9:30pm

CHICSTUDIOS NYC only accepts up to 14 students per class.

### 2013 SCHEDULE:

JANUARY 28TH - JANUARY 31ST, 2013 (Evening)  
FEBRUARY 25TH - FEBRUARY 28TH, 2013 (Evening)  
MARCH 25TH - MARCH 28TH, 2013 (Evening)  
APRIL 29TH - MAY 2ND, 2013 (Evening)  
MAY 28TH - MAY 31ST, 2013 (Evening)  
JUNE 24TH - JUNE 27TH, 2013 (Evening)  
JULY 29TH - AUGUST 1ST, 2013 (Evening)  
AUGUST 26TH - AUGUST 29TH, 2013 (Evening)  
SEPTEMBER 30TH - OCTOBER 3RD, 2013 (Evening)  
OCTOBER 28TH - OCTOBER 31ST, 2013 (Evening)  
DECEMBER 2ND - DECEMBER 5TH, 2013 (Evening)





## ADVANCED

### Basic Hairstyling for Makeup Artists

- Non-refundable application fee: due with the submission of your application: \$100.00
- Refundable tuition deposit-holds your spot in desired course: \$150.00
- Tuition: \$895.00

**Total Cost: \$1145.00**

This workshop is 18 hours; an instructional hour is 55 minutes.

The Basic Hairstyling curriculum, consists of the following:

Styling Techniques  
Styling with French Twist  
Buns/Knots  
On-Set Etiquette Training  
Styling with Braids  
Managing Bridal Clients & Requests  
Business of the Bridal Industry  
Fashion & Creative Styling  
Period Styles  
Up Do's & Down-Styles and MORE!

CHICSTUDIOS NYC provides models for demos and practical work during this workshop. A certificate in Basic Hairstyling for Makeup Artists is provided upon successful completion.

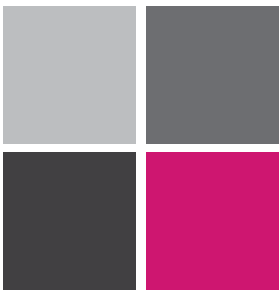
Class times available:

Tuesday, Wednesday and Thursday: 11:00am – 5:30pm  
OR Friday, Saturday and Sunday 11:00am – 5:30pm

CHICSTUDIOS NYC only accepts up to 7 students per class.

### 2013 SCHEDULE:

JANUARY 25TH - JANUARY 27TH, 2013 (Day)  
MARCH 22ND - MARCH 24TH, 2013 (Day)  
APRIL 23RD - APRIL 25TH, 2013 (Day)  
MAY 21ST - MAY 23RD, 2013 (Day)  
JUNE 18TH - JUNE 20TH, 2013 (Day)  
JULY 26TH - JULY 28TH, 2013 (Day)  
AUGUST 27TH - AUGUST 29TH, 2013 (Day)  
SEPTEMBER 20TH - SEPTEMBER 22ND, 2013 (Day)  
OCTOBER 22ND - OCTOBER 24TH, 2013 (Day)  
NOVEMBER 15TH - NOVEMBER 17TH, 2013 (Day)  
DECEMBER 12TH - DECEMBER 14TH, 2013 (Day)



## ADVANCED

### Bridal Makeup and Business Basics

- Non-refundable application fee: due with the submission of your application: \$100.00
- Refundable tuition deposit-holds your spot in desired course: \$150.00
- Tuition: \$1345.00

**Total Cost: \$1595.00**

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

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

- Step-by-Step Bridal Makeup Application
- False Lash Applications
- Branding & Marketing Your Business
- Creating Invoicing/Receipts & Rate Cards
- Building a Website, Fan Page or Blog
- Social Media Ideas
- How to Network effectively
- Focus Techniques (lips, eyes & skin)
- Smokey Eye Techniques
- Bridal Makeup Looks and MORE!

A certificate in Bridal Makeup and Business Basics is awarded upon successful completion of the workshop.

Our Bridal Makeup and Business Basics course 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 business cards, a resume, and website, 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 one-week workshop, students will learn a number of techniques that will build confidence and practical business insight for a career in the beauty industry. In addition to gaining expertise with a professional photo shoot to master one of the looks of your choice on the final day. This Photo shoot is done within 3 hours and a professional hair stylist and photographer are on-set to provide high quality images.

Class times available:

Day class: Monday to Thursday from 10:30am – 4:30pm

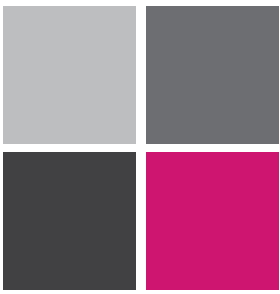
Evening class: Monday to Thursday from 5:30pm – 10:00pm and Friday from 5:30pm - 9:30pm

CHICSTUDIOS NYC only accepts up to 14 students per class.

### 2013 SCHEDULE:

- JANUARY 21ST - JANUARY 24TH, 2013 (Day & Evening)
- FEBRUARY 18TH - FEBRUARY 21ST, 2013 (Day & Evening)
- MARCH 18TH - MARCH 21ST, 2013 (Day & Evening)
- APRIL 22ND - APRIL 25TH, 2013 (Day & Evening)
- MAY 20TH - MAY 23RD, 2013 (Day & Evening)
- JUNE 17TH - JUNE 20TH, 2013 (Day & Evening)
- JULY 22ND - JULY 25TH, 2013 (Day & Evening)
- AUGUST 19TH - AUGUST 22ND, 2013 (Day & Evening)
- SEPTEMBER 23RD - SEPTEMBER 26TH, 2013 (Day & Evening)
- OCTOBER 21ST - OCTOBER 24TH, 2013 (Day & Evening)
- NOVEMBER 25TH - NOVEMBER 28TH, 2013 (Day & Evening)





## SERVICES

### Student Services

CHICSTUDIOS is committed to supporting student success. Academic advising, housing assistance, learning resources, and accommodations for students with disabilities are offered by appointment to any student who is having difficulty in the classroom.

A library is also located within CHICSTUDIOS NYC, where students can access research material associated to makeup artistry and the field of art as inspiration. As research is the foundation of learning any technique, it is encouraged that students spend time browsing and educating themselves on the industry and professional artists within it. Wireless access is also available within the studio, as well as a laptop with printing options, which may be used on a sign-in basis.



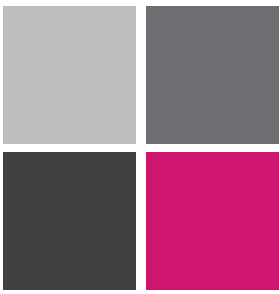
### Career Services

The Career Services at CHICSTUDIOS NYC - School of Makeup Artistry is in place to provide students and alumni of CHICSTUDIOS' 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 and clients to bring a variety of internships, freelance opportunities, and job placement assistance to our qualified applicant pool.

Upon completion of any of our diploma programs, you become part of our CHICSTUDIOS Community, which is a platform for events, freelance gigs, 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 cannot guarantee employment upon graduation of any of our programs, however we will provide placement assistance in the direction of makeup you wish to pursue. Our graduates will enjoy careers in fields such as: cosmetic retailing, bridal, freelance special event, television/music video/film makeup industries, and fashion shows, among others.

CHICSTUDIOS selected 10 artists every year through a casting process to provide an avenue for potential work within the makeup industry, through the CHICSTUDIOS Pro Team. Please inquire regarding auditions.



## SCHOOL POLICIES

### CONDUCT CODE

At CHICSTUDIOS, 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 for a half-day class. All students must apply by the following policies while in the studio and taking a program at CHICSTUDIOS 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 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 "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 studio 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. Also, 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 classrooms, however beverages with closed caps are permissible.

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 Studio Director.

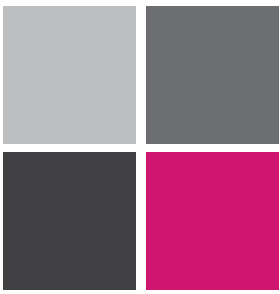
### ATTENDANCE POLICY

CHICSTUDIOS NYC students are expected to take class days and hours seriously. Please note that any time after 10:35a.m. or 6:05p.m. 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 studio and let them know amount of time needed for absence. In order to successfully complete the program, students must complete a minimum of 90% of scheduled course hours. Students in the 4 Week Professional Course who has missed more than ten percent of scheduled course hours must meet with the School Director.

Students in the 4 Week Professional Course who have missed class time may attend a makeup session on the third Friday of each session. For specific dates and times please contact the School Director. The cost for each makeup class per hour is \$25.00 with a minimum of two hours. Students must provide their own models for makeup sessions.

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.



## SCHOOL POLICIES

### 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 4 Week Professional Course 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.

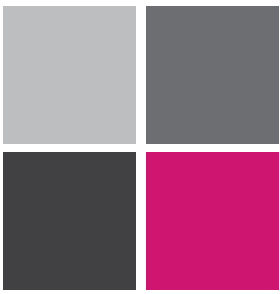
Leaving and failing to place a written request for a leave of absence will result in a student being withdrawn from the program after a period of seven (7) calendar days from the student's last date of attendance. Any student who is granted a leave of absence and fails to return will be considered withdrawn as of the first day of his or her leave of absence.

### RETURNING TO CHIC AFTER A LEAVE OF ABSENCE:

While a leave of absence is over upon the student's return to class, all repeated content counts as leave of absence time towards the 60-day maximum time frame. Students will be placed on probation upon returning to school. Students will be placed in the instructional program at the point commensurate with their skill level retained at the time of return from leave. Students on a leave of absence for 30 days or longer will be required to take an exam to determine placement upon return to the program. The class schedule will be based upon the student's request to return and space availability. If there is no space in the schedule requested, a student may be offered alternative schedule options or may have to wait until space is available in the desired schedule. In that case, the leave of absence will be continued until the student is able start the new schedule. However, in no case will the leave be continued for more than sixty (60) days. If the student is not able to join a class within sixty (60) days the student will be withdrawn from the program.

Students will not be required to make tuition payments while on an approved leave of absence. Students are advised to meet with the School Director to determine when the next payment will be due. Students will not be subject to additional tuition if they return to the same class schedule they attended prior to their leave of absence. In some cases, students cannot return to the same class schedule due to lack of available space in that schedule. In those cases, students will not be subject to additional tuition if they return to the schedule suggested by the school. Students may be subject to tuition changes if they request a schedule change. Leaves of absence are granted for good reason shown and in accordance with such limitations as may from time to time be prescribed by the New York State Education Department. A student on an approved leave of absence is considered as having "in school" status.





## SCHOOL POLICIES

### SCHEDULE CHANGES

Many times a student finds 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 student's 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.

### 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.

### SATISFACTORY ACADEMIC PROGRESS (SAP):

A student enrolled in the 4 Week Professional Course 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.

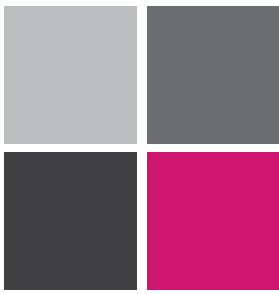
### GRADING POLICY & PROGRAM COMPLETION

Students in the 4-Week Professional Course 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 4-Week Professional Course. An 80% or higher is required to graduate.

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
		G	Graduated
I	Incomplete		





## 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.

## TUITION & FEES

### Basic Makeup 101 Workshop

Non-Refundable Application Fee:	\$100
Refundable Tuition Deposit:	\$150
Tuition Balance:	\$1045
Makeup Kit (includes sales tax):	\$400
Total Cost:	\$1695

### 4 Week Professional Makeup Artistry Course

Non-Refundable Application Fee:	\$100
Refundable Tuition Deposit:	\$150
Tuition Balance:	\$2345
Makeup Kit (includes sales tax):	\$400
Total Cost:	\$2995

### Basic Hairstyling for Makeup Artists

Non-Refundable Application Fee:	\$100
Refundable Tuition Deposit:	\$150
Tuition Balance:	\$895
Total Cost :	\$1145

### Airbrush Makeup & Sunless Tanning

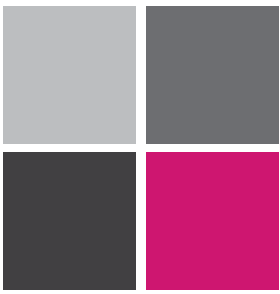
Non-Refundable Application Fee:	\$60
Refundable Tuition Deposit:	\$150
Tuition Balance:	\$485
Materials Fee (includes sales tax):	\$300
Total Cost:	\$995

### Period Makeup, Fashion & Runway Makeup, or TV & Music Video Makeup

Non-Refundable Application Fee:	\$35
Refundable Tuition Deposit:	\$65
Tuition Balance:	\$295
Total Cost:	\$395

### Bridal Makeup Artistry Business Basics

Non-Refundable Application Fee:	\$100
Refundable Tuition Deposit:	\$150
Tuition Balance:	\$1345
Total Cost:	\$1595



## ADDITIONAL CHARGES

- Replacement makeup kits- \$550.00 to purchase.
- Makeup Sessions: Students will be charged \$50.00 per hour for each makeup session up to six hours per day (with minimum of two hours). Makeup sessions must be reserved in advance. There are no refunds for missed makeup sessions.
- Returned checks: A fee of \$20.00 for any check returned to the school from the bank, for any reason, will be charged to the individual student's account
- Replacement diploma: \$25.00, includes domestic shipping costs

## CANCELLATION, WITHDRAWAL AND REFUND POLICIES

Read and understand CHICSTUDIOS' policy regarding tuition refunds and cancellations on these pages before you sign an enrollment agreement. If you do not understand it or are confused by the School's explanation, get assistance before you sign. You may ask for help from the New York State Education Department, 116 West 32nd Street, 5th Floor, New York, NY 10001, 212-643-4760.

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.

The tuition refund policy is based on the number of weeks of the course. The refund policy applicable to a given program of study is based upon the number of weeks of instruction in the program. For purposes of the School's refund policy, a week of instruction consists of between 2 and 30 clock hours of instruction within seven consecutive days.

Refunds for programs that are six weeks or less are calculated on a "Mini" refund policy. No grouping of courses can exceed six weeks in duration.

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.

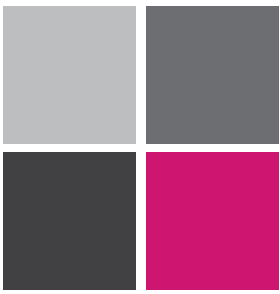
Thereafter, the student will be liable for:

- 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%**



### [continued termination]

- 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 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 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 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 45 days of the date that the school determines that the Student has withdrawn.

### 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.

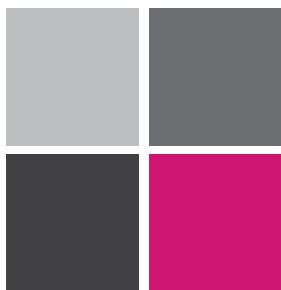
Any refund or payment due will be calculated and paid within 45 days of the date of determination of the student's withdrawal. The failure of a student to immediately notify the School Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section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

### RE-ENTRY

Any student who has been withdrawn from the 4 Week Professional Course may apply for re-entry at a later date. To request re-entry, a student must:

- Discuss 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.
- Students must take a placement test. CHICSTUDIOS will then review the results of the skills test and written exam to determine the point at which the student should be required to return to the Course.
- 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 5 school/business days.

### Releasing Disciplinary Information

Details relating to any disciplinary proceedings, the decision, and the names of individuals involved will not be made available except as required for internal School purposes as required by law, or when charges are made, or proceedings instituted by or against CHICSTUDIOS or any member of the School community in courts of law or by governmental agencies.

### 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.

### Informal Review

- Discuss the problem informally, with the student, faculty member, dean, or staff member involved.
- A student should not consider a formal review unless an informal review has occurred.

### Formal Review

- Obtain, complete, and return a student grievance form to the School Director within 7 days of the incident.
- Upon receipt of the form, a prompt investigation of the facts related to the nature of the grievance will be conducted.

After thoughtful consideration, a decision will be made.

- The student will be advised of the decision and resulting action to be taken within five school days.
- If, for any reason, the student is not satisfied with the results of the investigation conducted, the student may ask the School Director to submit the matter to the President for review.
- The student will be advised of the decision and resulting action to be taken within ten school days.

### Complaints

NEW YORK STATE EDUCATION DEPARTMENT

If you are or were a student at a Licensed Private School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

Contact the New York State Education Department at:

New York State Education Department

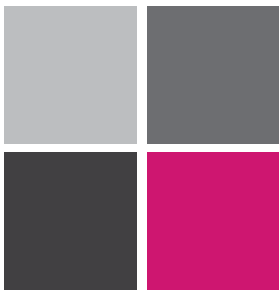
116 West 32nd Street, 5th Floor

New York, New York 10001

Attention: Bureau of Proprietary School Supervision

212-643-4760





## EMERGENCIES AND EVACUATION PROCEDURE

CHICSTUDIOS NYC is serious about the safety of our studio and students. It is an instructor's responsibility to ensure that all students are aware of the emergency exit maps. Maps are also posted on the wall of every room in the studio. 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 studio and emergency personnel is contacted. Until emergency personnel has granted safe reentry, no student or staff member can reenter the studio.

## NYS ED DISCLOSURE

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

## What You Should Know about Licensed Private Schools and Registered Business Schools in New York State.

### What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools, which are licensed by the New York State Education Department and business schools, which are registered by this Department, are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs, which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools.

The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to insure that all curriculum offered in the schools are educationally sound. In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to insure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### Who can file a complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

#### What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### How can a student or employee file a complaint?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

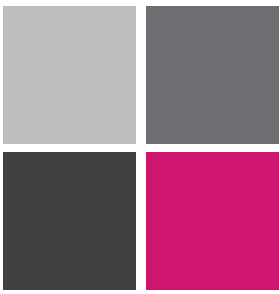
The steps you must take to file a complaint with the New York State Education Department are:

Write to the  
New York State Education Department  
116 West 32nd Street (5th Floor)  
New York, New York 10001

Or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.



### What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses, which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government). Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

### What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department  
116 West 32nd Street, (5th Floor)  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/Computer Training Facilities.



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. A student should submit to the School Director a written request that identifies the record(s) the student wishes to inspect. CHICSTUDIOS official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by CHICSTUDIOS official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask CHICSTUDIOS to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If CHICSTUDIOS decides not to amend the record as requested, CHICSTUDIOS will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before CHICSTUDIOS discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

CHICSTUDIOS discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by CHICSTUDIOS in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom CHICSTUDIOS has contracted as its agent to provide a service instead of using CHICSTUDIOS employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibilities for CHICSTUDIOS.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of CHICSTUDIOS. Under the provisions of the Family Educational Rights and Act (FERPA) of 1974, as amended, a student has the right to withhold disclosure of Directory Information. This request must be made in writing to the Registrar's Office at CHICSTUDIOS.

Directory Information as described by CHICSTUDIOS:

- Student's name
- Student's permanent and temporary address
- Student's permanent and temporary telephone number
- Student's date and place of birth
- Enrollment status
- Student's course of study, dates of attendance, and completion or termination date
- Certificate awarded
- Student's Electronic E-mail address

## CHICSTUDIOS- SCHOOL OF MAKEUP ARTISTRY, IS LOCATED, AT:

139 Fulton Street, Suite 600  
New York, NY 10039  
212-233-2442  
917-974-8755

Students may take the A, C, J, Z or the 2, 3, 4 or 5 train to Fulton Street Stop, in Manhattan. If you would like step-by-step directions on how to find the location from where you are, please visit [www.hopstop.com](http://www.hopstop.com).

## ENROLLMENT, COMPLETION RATE AND PLACEMENT

CHICSTUDIOS is a newly licensed school and does not have any data showing enrollment, completion and placement rates. No data has been reported to the Occupational Education and Data System (OEDS) as of the time of publication. Additionally, at this time the school does not offer any program with vocational objectives and as a result, job placement assistance is not available.

Please check with the School Director for updated information.

**We look forward to your success!**