



**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 **\$6,995.00**, payable by **cashier's check, money order or cash (if you want to use a credit card/debit card a 3% transaction fee is applied)**. 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) 447-0272. The 100 - hour Fundamental Training Course includes permanent cosmetic starter equipment and supplies, and certified instruction of permanent cosmetics. Upon receipt of deposit the permanent cosmetics manual and workbook will be mailed to student for 20 hrs pre-study. The training classes will be held daily, beginning at 8:30 a.m and ending at 7:30 p.m., with lunch hour and periodic breaks or upon agreement can adjust according to schedules.

All cashier's checks or money orders should be made payable to Beauty & Beyond.

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 Beauty & Beyond, LLC to complete the training course. Beauty & Beyond does not offer full refunds after the cancellation period. (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 Beauty & Beyond 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](http://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 Ani Alvarez and/or her associates, and Beauty & Beyond, Permanent Cosmetics and Full Service Salon 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 Beauty & Beyond, Permanent Cosmetics and Full Service Salon and may not be reproduced without the written permission of owner, Ani Alvarez. **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: \_\_\_\_\_
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 study 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 that will include ten (10) pigment colors and needles/tubes for my equipment. 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 Beauty & Beyond 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. Beauty & Beyond offers post class support for a period of one year via email, phone, or at office during regular business hours. Post class support may include verbal/written advice for student's procedures or any permanent cosmetics topics. **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 Beauty & Beyond.  
**Initial** \_\_\_\_\_

Class Date of Choice: (Month/Day) \_\_\_\_\_ to Month/Day \_\_\_\_\_

Name: (please print) \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Instructor/Owner, Beauty & Beyond, Permanent Cosmetics and Full Service Salon

\_\_\_\_\_ 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. If the student is tardy, class time will be made up during lunch hour or at end of class day. If student is tardy three times during the training course, a Certificate of Completion will not be awarded until tardiness times are made up.

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 Beauty & Beyond. 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 Beauty & Beyond, 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.
- A first offense/ violation of Conduct Policy will result in verbal reprimand; a second offense will be written reprimand; a third offense may result in dismissal for repeated violation of policy. If result is dismissal, refer to cancellation/refund policy.

## 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 Beauty & Beyond 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 Beauty & Beyond, per refund policy below.

### REFUND:

If student has enrolled in the training course and has been accepted by Beauty & Beyond and student cancels the enrollment agreement within three (3) days of signing and acceptance of the school then student is entitled to a full refund of monies paid. The cancellation period shall not be less than three (3) days, exclusive of Saturdays, Sundays and holidays. Beauty & Beyond does not offer full refunds after the cancellation period.

If student has enrolled in the training course and cancels enrollment after the cancellation period but more than fourteen (14) days prior to the beginning date of class, refund shall be made by Beauty & Beyond for monies paid, less \$500 for cancellation fee.

If student has enrolled in the training course and cancels enrollment after the cancellation period but within fourteen (14) days prior to the beginning of the scheduled class date, refund shall be made by Beauty & Beyond for monies paid, less \$750 for cancellation fee.

If student has enrolled in the training course and cancels enrollment during the training course, refund shall be made by Beauty & Beyond based on prorating the tuition by number of days student attended class and a cancellation fee of \$750. The equipment and training course textbooks for student that was included with the training course shall be returned to Beauty & Beyond. The coil equipment is only the student's to keep as long as she/he is enrolled and graduates from the program.