

Prices may change without notice.

# Maple Ridge School of Esthetics

22464 Lougheed Hwy Maple Ridge BC 604-467-6222

Dear Electrologist:

Thank you for your interest in our school. Enclosed is a brief outline of The ELECTROLOGY Program course content.

Classes commence the first Monday of each month

The full time day program is (22) twenty-two weeks long, (3) three days per week, of in class education.

Each student receives (8) eight hours per day based on 500 hours

All students are expected to take the full course to qualify for the COPE exam.

This course is one continuous program and has no breaks from date of commencement.

## Admissions Policy For Maple Ridge School of Esthetics

### Entrance Qualifications:

A personal interview with the school director/ administrator is necessary prior to acceptance.

The school admits as regular students:

High school graduates or holders of a high school equivalency certificate ( proof of education is required)

Applicants must provide the school with a copy of their high school diploma or G.E.D.

To be accepted into the course of study **and /or**

Applicants must be at least 19 years of age to be accepted into the course of study

Applicant must provide the school with a copy of their birth certificate, BCID or a Valid Drivers License.

Applicants must also complete and submit to the school an admission application form.

On this application the applicant must indicate how they plan to cover their living costs and tuition during their attendance in the program ( financial aid , savings etc)

Applicants must pay **\$150.00 Non-Refundable** enrolment/registration Fee upon acceptance into the course of study. Cheque made payable to Maple Ridge School of Esthetics Ltd.

**No waiver clause: if the applicant fails to meet the minimum admissions requirement they cannot be waived by either the institution or the student**

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# Electrolysis Program Outline (520) hours

Program runs Monday to Friday 8:30 am to 4:40 PM

Training methods includes electrical epilation such as electrolysis, thermolysis & the blend. These techniques are at the forefront in modern electrolysis. For those individuals that have a problem with hypertrochosis or superfluous hair the demand for qualified Electrologist is increasing.

- Clinical etiquette while providing customer service
- Sanitation & sterilization
- Introduction to the scientific of the human body
- The skin and its appendages
- The history of electrolysis
- Proper vocabulary used for the professional Electrologist
- The endocrine system
- Light therapy & Electricity
- Techniques and principals of electrical etiolation
- Shortwave \* high frequency \*
- Permanent Methods of hair removal Electrolysis, Thermolysis, and the Blend
- Hair follicle
- Understanding hair growth patterns, in depth studies of hair structure and hair growth
- Causes for hair growth disorders
- Complications
- Destruction of individual hairs
- Understand the machines
- Proper insertion of the probe into the follicle
- Principals and practical electrolysis
- Treatment procedures and follow up
- The physiological and electrical action for the current on the human body
- Areas to be treated underarms, bikini, arms, legs, breasts, face
- Selling stratifies and client consultation
- Opening an Electrology business

## Electrology Course objectives

At the end of the training each student will have a basic understanding of the subjects listed above and the ability to perform the tasks.

Conduct them selves in an ethical manner, with confidence while providing customer care

Observe rules of personal hygiene and grooming and perform all tasks with an awareness of safety factors involved,

Demonstrate an awareness of different types of bacteria and apply the procedures for sanitation and sterilization,

Demonstrate an understanding of the histology and physiology of: body cells bone structure, muscle and nerve systems circulatory and endocrine systems skin, hair, oil glands

Demonstrate the use of electrolysis thermolysis and blend methods of permanently removing superfluous or unwanted hair from specific areas of the body

and recognize the presence of disorders and diseases of the nails

Employ safety precautions necessary in handling electrical equipment.

Be able to work independently and perform a complete consultation

Be knowledgeable about Electrology career options

Apply fundamentals of career and small business management

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# Maple Ridge School of Esthetics

22464 Lougheed Hwy, Maple Ridge, B.C.  
(604)467-6222 fax (604)467-3633

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ City: Port Moody \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone # \_\_\_\_\_  
Date to Start School: \_\_\_\_\_ Complete: \_\_\_\_\_ (100 days of in class study or 800 hours)  
ENROLMENT FEE: \$ **150.00** (Not Refundable) Kit & Book Fee: \$ **1000.00** Uniforms \$ **200.00**  
Tuition Fee \$ \_\_\_\_\_ Uniform Size: \_\_\_\_\_ **Uniforms are optional**  
TOTAL EXPENSE: \$ \_\_\_\_\_ ID: \_\_\_\_\_

\*Please note Kit, Books & uniforms may be purchased from other sources. Please notify at Time of signing contract  
\*\*\*\*\*

I \_\_\_\_\_ Hereby make application for a course of instruction entitled \_\_\_\_\_ as set out in the provisions of the Private Career Training Agency **Enrollment fee of \$ \_\_\_\_\_ must be paid today.** The balance will be paid in the amount of \_\_\_\_\_. Please refer to the following breakdown of fees .Tuition fees\_Kit & Book fees **1000.00** Uniforms fee \$**200.00** Students with payment plans agree to pay\$ \_\_\_\_\_ **tuition fees \$ kit &book Fee \_\_\_\_\_** commencing on or before the day the program begins. In the event of a payment plan agreement it is agreed that each payment is due the **1<sup>st</sup> day of each month.** I agree that there will be addition interest charges of **24% per annum.** This interest will only be charged to me if I agree to pay monthly installments **In the case of a student loans, it is understood that if the loan is NOT granted prior to commencement of training, payment is the responsibility of the student.** When funds become available from the Student Loan, it is understood that the balance of funds owing to Maple Ridge School of Esthetics Ltd, will be paid from the student loan. If there is any surplus it will be paid to the student, **after the balance owing is paid in full. In the event that the funds are not covered by student Loans it is clearly understood that these funds will be paid on commencement of the program.**

Any applicant not accepted into this school is due a complete refund of any fees paid except the \$150.00 enrolment fee. This school reserves the right not to accept students they feel cannot benefit from this training. Students may cancel this contract, in writing, within five business days of signing, and will receive a refund except \$150.00 enrolment fee.

**Students who fail to complete this program in the prescribed amount of time will be charged for the program in accordance with the fees & Refunds policy(see reverse) Esthetics program required time is 800 hours or 100 days of in class study. Under this contract specified in the dates agreed.**

**If the student is unable to complete the program by the completion date the student will be dismissed form the program or a further contract may be negotiated to purchase more time at a cost of \$1500.00 per month**

All absenteeism must supply a doctor's written note. Students who are absent for five days or more, will be terminated and charged for the course program in accordance of the Private Career Training Institutions Agency Fees & Refunds policy (see Reverse)

Students must maintain an average grade of **70%** to maintain a place in this class, pass the course, and be recommended for Provincial BC exams and or employment.

All fees must be paid, homework assignments, workbooks and lessons completed before a student may graduate.

I, \_\_\_\_\_, being enrolled in this course, agree to pay the fees as prescribed above, to maintain a professional attitude, to obey provincial regulations, and maintain good attendance while enrolled in this program.

\* Your name and personal identification information, the name of your program of study, and the amount of tuition paid may be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of information & Protection of Privacy Act. For more information about the collection, use and disclosure of this information, visit the agency's web site at [www.pctia.bc.ca](http://www.pctia.bc.ca)

I have read and received a copy of this contract. I understand that it is a Legal binding contract.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Directors Signature

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**Maple Ridge School of Esthetics Ltd. Dispute Resolution Policy**

1. Dispute matters are to be expressed in a **written submissions** within ten (10 days) of the dispute to the Director of the school.
2. The institution shall designate a impartial third party individual to review complaints. Payment to this individual will be shared between the school and the student.
3. The designated impartial third part individual shall review the written submissions from all parties involved and conduct the necessary investigation.
4. The designated impartial third party individual will meet with all parties involved to report within in 10 days of the complaint being filed. The findings of the dispute and attempt to resolve the dispute within in 14 days of the filed dispute.
5. The designated impartial third party individual shall provide a written decision, outlining the justification for all decisions, to all parties involved in the dispute 30 days after the decision has been made.
6. Any monies owed to the student will be paid within 30 day, after the decision is made.
7. Any monies owed to the school will be paid by the student to the school within 30 days after the decision.

No waiver clause: if the applicant fails to meet the minimum admissions requirement they cannot be waived by either the institution or the student

**Please note that all disputes must be submitted in writing**

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
School Directors Signature

date

**Refund Policy**

**Refunds/Money owed before the program of study starts**

- (2) (a) If **written notice of withdrawal** is received by the institution less than **seven(7)** calendar days after the contract is made, and before the start of the program of study, the institution will retain the lesser of the **10%** of the total fees due under the contract or **\$150.00**
- (b) Subject to subsection (2)(a), **If written notice of withdrawal** is received by the institution **thirty(30)** calendar days or more before the start of the program of study, **the institution will retain or be paid 10% of the total fees due under the contract.**
- (C) Subject to subsection (2) (a), **if written notice of withdrawal is received by the institution less than thirty(30) calendar days before the start of a program of study, the institution will retain or be paid 20% of the total fees due under contract .**

**Refunds/money owed after the program of study starts**

- (3)(a) **If written notice of withdrawal** is received by the institution or a student is dismissed **within 10% of the program of study's duration, the institution will retain or be paid 30% of the total fees due under the contract.**
- (b) **If written notice of withdrawal** is received by the institution, or a student is dismissed after 10% and before **30% of the program of study duration, the institution will retain or be paid 50% of the total fees due under the contract.**
- (c) **If a student withdraws or is dismissed after 30% of the program of study's duration, NO REFUND is required. All of the fees owing to the institution are due under the contract.**

*\*\*Where total fees have not been collected, the institution is not responsible for refunding more than has been collected to date.*

*The student is responsible to pay the amount owing upon withdrawal or dismissal according to refund schedule if fees have not been paid*

**PLEASE BE AWARE THAT AFTER 30% OF ANY PROGRAM NO REFUND WILL BE GIVEN  
ALL FUNDS ARE DUE UNDER THE CONTRACT**

Esthetics - 30% = 240 hours

From commencement of program Non-attendance does not constitute withdrawal. Written notice must be received by mail or in person. Books and kit fees are not refundable

\_\_\_\_\_  
Students Signature

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School Directors Signature

Date



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Maple Ridge School of Esthetics  
22464 Lougheed Hwy. Maple Ridge, BC V2X 2T9  
Phone (604)4676222 Fax (604)467-3633

### General Information

NAME :

ADDRESS: \_\_\_\_\_ City:

Province: \_\_\_\_\_ Postal Code

TELEPHONE NUMBER: \_\_\_\_\_ : \_\_\_\_\_ Cell

BIRTH DATE:

SOCIAL INSURANCE NUMBER:

STARTING DATE:

Completion date:

REGISTRATION:

\*\*\*\*\*

Do you have any medical condition we should be aware of :

Are you on medication?(if so please specify)

EMERGENCY CONTACT NAME: \_\_\_\_\_

PHONE #

ADDRESS

In registering for a course of instruction with **Maple Ridge School of Esthetics** I understand my registration fees of **\$150.00** is **NON REFUNDABLE:**

School official Signature

Student Signature

Date signed

# Admissions Questionnaire

Name \_\_\_\_\_ Date \_\_\_\_\_

Have you ever attended a Post Secondary Institution? \_\_\_\_\_ If  
yes please provide details

Have you ever had a Manicure, pedicure, facial or any other esthetic  
treatment?

How do you feel about touching other people?

Have you ever done a manicure or makeup on others?

Do you feel you have normal hand and eye coordination?

How did you hear about Maple Ridge School of Esthetics Ltd.?

Briefly outline your reasons for choosing Maple Ridge School of Esthetics  
Ltd.

Have you had any education or experience related to esthetics?

What part of the Esthetics appeals to you most?

Explain why you want to become an Esthetician?

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