

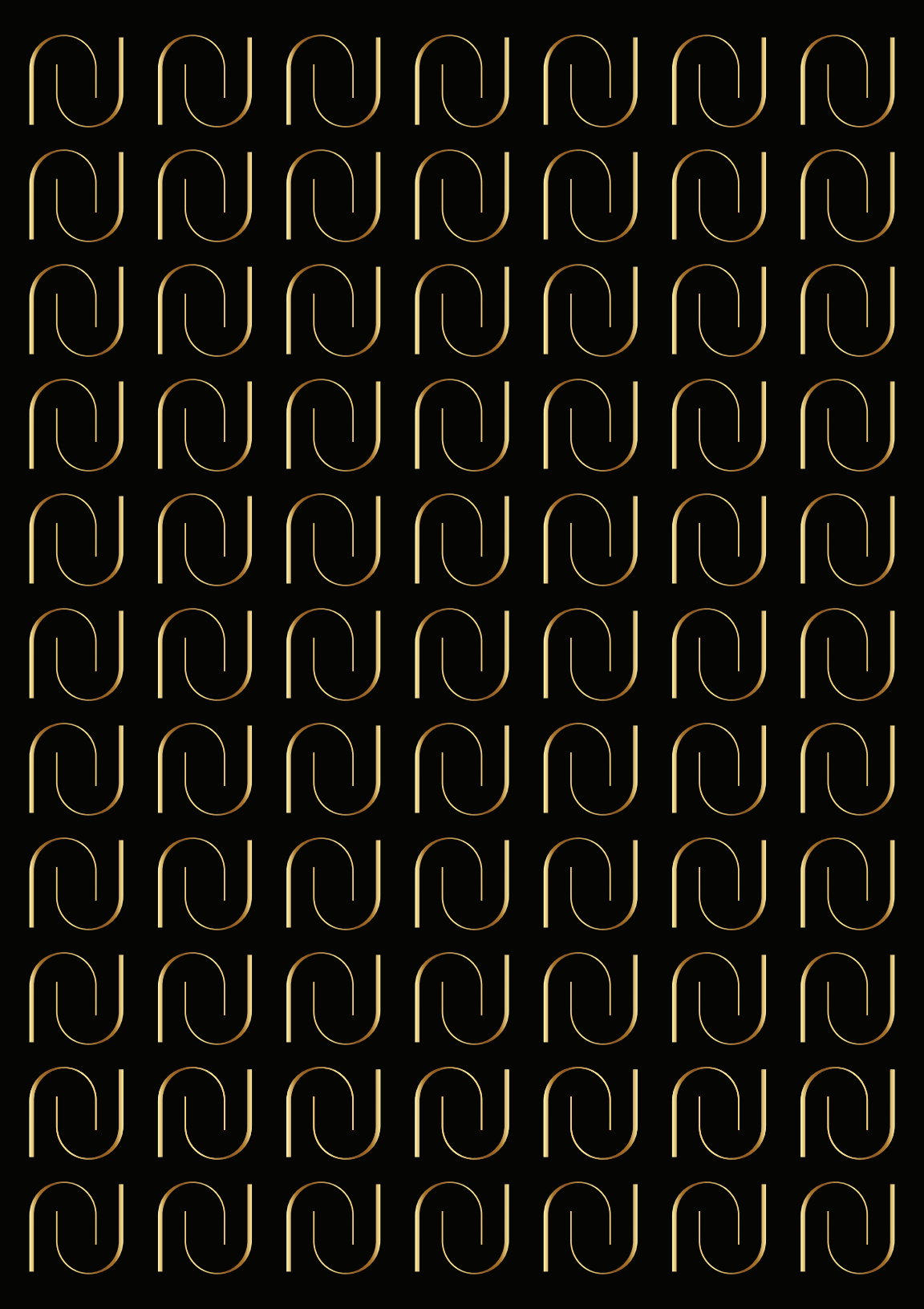


PERMANENT MAKEUP & TRAINING INSTITUTE

STUDENT CATALOG

 the_perfectarch

|  Carline Sanders



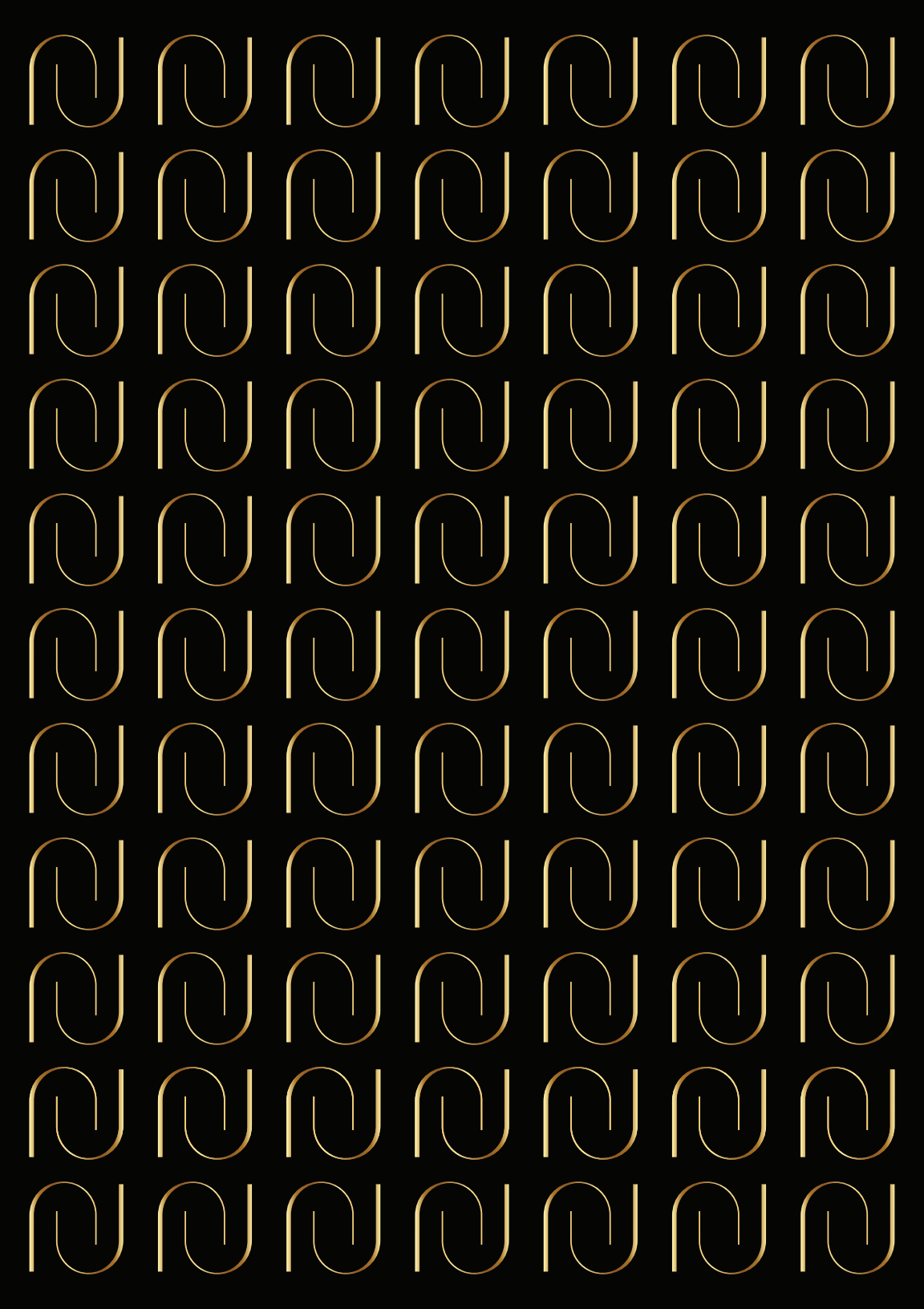


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EMPOWER YOUR ARTISTRY, ELEVATE YOUR SKILLS



WELCOME TO THE PERFECT ARCH PERMANENT MAKEUP & TRAINING INSTITUTE!

Where beauty meets skill and artistry
knows no bounds.

We are dedicated to providing
comprehensive and innovative
training in the field of permanent
makeup.

Our institute is committed to nurturing
talent, fostering creativity, and
equipping our students with the
knowledge and expertise needed
to excel in the world of permanent
makeup.

THE
PERFECT
arch
PERMANENT MAKEUP & TRAINING INSTITUTE



MISSION STATEMENT

At The Perfect Arch Permanent Makeup & Training Institute, our mission is to empower aspiring artists with the knowledge, skills, and confidence to excel in the dynamic field of permanent makeup.

We are committed to fostering a learning environment that blends artistry, innovation, and professionalism.

Through our comprehensive courses and hands-on training, we strive to equip our students with a deep understanding of permanent makeup techniques, color theory, and safety protocols.

We believe in nurturing individual creativity while instilling a strong foundation in the fundamentals of the craft.

As a dedicated institute, we are passionate about promoting ethical practices and prioritizing client safety.

Our mission extends beyond technical expertise, encompassing the development of communication skills, client relationships, and business acumen.

We are dedicated to building a community of skilled artists who contribute positively to the beauty industry.

Our mission is to support each student's journey as they evolve into confident professionals, capable of enhancing natural beauty and restoring self-confidence.

Through unwavering commitment to excellence, continuous innovation, and a collaborative spirit, The Perfect Arch Permanent Makeup & Training Institute seeks to shape the future of permanent makeup by nurturing artists who leave a lasting mark of beauty, professionalism, and artistic integrity.

PROGRAMS OFFERED

1. Permanent Cosmetics Program

THE ART OF PERMANENT MAKEUP:

Certificate Program

Duration: 16 weeks / 400 hours

Introduction to permanent makeup techniques
Microshading/Microblading/Nano Eyebrows
Lip Blush/Lip Neutralization
Skin/Scar Camouflage
Safety and sanitation/Hands-On Training

Tuition: \$7500 | **Registration Fee:** \$100

Book/Lab Fee: \$299

Full Kit & Machine Included in Tuition

Occupational Advantage: Body Artist / PMU artist

2. Advance Permanent Cosmetics Program

THE ART OF PARAMEDICAL PERMANENT COSMETICS

Certificate Program

Duration: 24 weeks / 600 hours

Introduction to Paramedical Permanent Makeup
Microshading/Microblading/Nano Eyebrows
Lip Blush/Lip Neautraliztion
Skin/Scar Camouflage
3D Areola Micro-pigmentation
Safety & Sanitation/ Hands-On Training

Tuition: \$8500 | **Registration Fee:** \$100

Book/Lab Fee: \$299

Full Kit & Machine Included in Tuition

Occupational Advantage: Body Artist/ PMU Artist



FACILITY DESCRIPTION

The Perfect Arch Permanent Makeup & Training Institute

Step into a world of creativity, innovation, and professional growth at The Perfect Arch Permanent Makeup & Training Institute. Our state-of-the-art facility is designed to provide a conducive and inspiring environment for both learning and practicing the art of permanent makeup.

Modern and Inviting Space:

Our institute boasts a modern interior that combines functionality with aesthetics. The spacious classrooms are thoughtfully designed with abundant natural light, creating an inviting atmosphere that stimulates creativity and learning.

Cutting-edge Equipment:

Equipped with the latest tools and technology, our facility ensures that students have access to industry-standard equipment. From advanced micro shading pens to state-of-the-art pigment mixing stations, every corner of our facility is designed to support the learning journey.

Hands-on Practice Areas:

We understand the importance of hands-on practice in mastering permanent makeup techniques. Dedicated practice areas are equipped with individual workstations, mirrors, and all necessary tools. These areas allow students to practice on live models under the guidance of experienced instructors, ensuring a seamless transition from theory to practice.

Sanitation and Safety Standards:

Maintaining the highest hygiene and safety standards is paramount in our facility. We have integrated dedicated sanitation stations and protocols to ensure that both students and models are safe during every procedure. This commitment reflects our dedication to professionalism and client well-being.

Interactive Learning Resources:

Our facility goes beyond physical space, offering access to digital resources that enhance the learning experience. Interactive displays, educational videos, and comprehensive reference materials provide students with a comprehensive understanding of permanent makeup techniques and concepts.

Artistry-Inspiring Ambiance:

The ambiance of our facility is carefully curated to inspire artistry and creativity. From elegant décor to thoughtfully selected color palettes, every aspect of our environment encourages students to embrace their artistic side and push the boundaries of their skills.

Collaborative Community Areas:

Our institute believes in fostering a sense of community among students. Collaborative areas are designed for discussions, group projects, and networking. These spaces encourage students to share experiences, ideas, and insights, creating a supportive environment that extends beyond the classroom.

Location:

Conveniently situated in a prime location, our institute offers easy accessibility. Whether you're arriving by public transportation or personal vehicle, our location ensures a hassle-free journey to enrich your skills.

At The Perfect Arch Permanent Makeup & Training Institute, our facility isn't just a physical space; it's a sanctuary for learning, growth, and transformation. We invite you to experience our cutting-edge facility and embark on a journey of artistry, knowledge, and professionalism like no other.

WHY CHOOSE THE PERFECT ARCH



Experienced Instructors:

Learn from skilled professionals with years of industry experience.

Hands-on Training:

Get practical experience on live models in a controlled environment.

State-of-the-Art Facilities:

Train using the latest equipment and techniques in the field.

Small Class Sizes:

Enjoy personalized attention and guidance from instructors.

Comprehensive Curriculum:

Gain a deep understanding of both theory and practice.

Business Insights:

Learn about setting up and marketing your own permanent makeup business.

Supportive Community:

Join a network of artists passionate about permanent makeup.





CERTIFICATION

Upon successful completion of each course, students will receive a certification from The Perfect Arch Permanent Makeup & Training Institute.

These certifications are recognized within the industry and demonstrate your proficiency in the respective techniques.



Certification does not guarantee employment or licensure.



ENROLLMENT

To enroll in our courses or to learn more about our institute, please visit our website or contact our admissions team. We offer flexible scheduling options to accommodate different learning preferences.

Join us at The Perfect Arch Permanent Makeup & Training Institute and embark on a journey of skill enhancement, creativity, and endless possibilities in the world of permanent makeup. Unleash your artistic potential today!

Address: 1985 McDonough Rd Hampton, Georgia 30228 Suite 3C

Website: www.theperfectarch.org

Email: info@theperfectarch.org

Directors Email: carline41593@hotmail.com

Phone: 404-953-0001

ENROLLMENT AGREEMENT

This agreement is entered into between The Perfect Arch (the "School") and [Student Name] (the "Student").

Program Description:

The Student is enrolling in the [selected program] program at The Perfect Arch. The program consists of [program hours] of instruction and practical experience in [selected program] techniques.

Program Schedule and Tuition:

The program schedule is as follows [see program overview]. The total tuition for the program varies between **\$7,899-\$8,889** depending on program, which includes Full kit & machine required for the program. Textbooks are to be purchased separately.

Payment Schedule:

The Student agrees to pay the tuition according to the following schedule:

A non-refundable registration fee of **\$500** is due upon enrollment.

Self Pay students are required to have The remaining balance before the start of the first class.

Attendance and Performance:

The Student is expected to attend all classes and complete all assignments and practical experience requirements. The Student must demonstrate competency in selected program to be eligible for certification.

Equipment and Supplies:

The Student will be given a PMU machine, needles, practice pigments, and disposable tools. The School will also provide artificial skin practice sheets, but the Student may need to purchase additional sheets.

Conduct:

The Student is expected to conduct themselves in a professional and respectful manner towards their instructors, peers, and models. Any disruptive or disrespectful behavior will not be tolerated and may result in termination from the program.

Safety and Sanitation:

The Student is required to follow proper safety and sanitation procedures, including hand washing, wearing gloves and masks, and disinfecting tools and equipment between clients. Failure to do so may result in termination from the program.

Certification:

Certification will be granted to students who successfully complete the program, including meeting attendance and performance requirements. Certification does not guarantee employment or licensure.

Grievances:

Any grievances or complaints should be directed to the instructor or school administration in writing. The School will investigate and respond to all grievances in a

I have read and understand the terms of this agreement and agree to comply with them.

Student Signature:**Date:****School Representative Signature:****Date:**

GRADING SYSTEM FOR PERMANENT MAKEUP COURSES

At The Perfect Arch Permanent Makeup & Training Institute, **we believe in a comprehensive grading system that accurately reflects students' mastery of both theoretical knowledge and practical skills in the field of permanent makeup.** Our grading system is designed to encourage continuous learning, skill development, and a thorough understanding of the subject matter.

1. Written Assessments:

Written assessments evaluate students' understanding of theoretical concepts, color theory, safety protocols, and client consultation techniques. These assessments may include multiple-choice questions, short answers, and essays. Each assessment is assigned a numerical value, and the cumulative score contributes to the overall grade.

2. Practical Application:

Practical assessments gauge students' hands-on skills in performing various permanent makeup procedures. Students will be evaluated on aspects such as technique precision, symmetry, pigment application, and client communication. Practical assessments are typically conducted on live models in a controlled environment.

3. Assignments and Projects:

Assignments and projects are assigned to reinforce understanding and practical application. These could include tasks such as creating simulated treatment plans, analyzing case studies, or developing marketing strategies for a permanent makeup business. Assignments are graded based on creativity, accuracy, and adherence to guidelines.

4. Attendance and Participation:

Active participation in class discussions, group activities, and hands-on practice sessions is crucial for skill development. Regular attendance, engagement, and contribution to class activities contribute to the participation grade.

5. Progression and Improvement:

We value growth and improvement throughout the course. Periodic assessments allow students to track their progress and receive constructive feedback from instructors. This feedback loop enables students to refine their techniques and enhance their skills over time.



GRADING SCALE

Our institute employs a grading scale that helps students understand their performance relative to the course objectives. The grading scale may be as follows:

A (90-100%):

Outstanding performance, demonstrating mastery of concepts and exceptional practical skills.

B (80-89%):

Above-average performance, with a strong grasp of concepts and competent practical skills.

C (70-79%):

Satisfactory performance, indicating an adequate understanding of concepts and acceptable practical skills.

D (60-69%):

Below-average performance, with some gaps in understanding and practical execution.

F (Below 60%):

Unsatisfactory performance, suggesting insufficient understanding of concepts and poor practical skills.

Final Grade Calculation:

Final grades are usually calculated by weighing different components of assessment. For instance:

Written Assessments: **30%**

Assignments and Projects: **15%**

Practical Application: **40%**

Attendance and Participation: **15%**

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at The Perfect Arch. To be in good academic standing, and to be considered making SAP, all students must earn a minimum cumulative grade of 80% in all coursework and attendance.

Evaluation Periods for Permanent Cosmetics

- 200 hours = evaluation period
- $400 \text{ hours} - \text{total program clock hours} / \text{evaluation period}$

Evaluation Periods Advance Permanent Cosmetics

- 200 hours = evaluation period
- $600 \text{ hours} = \text{total program clock hours} / \text{evaluation period}$

The maximum time frame to complete the programs is 9 months. Penalties could incur after contract date. Students who do not complete the program within 9 months will be terminated and may re-enroll on a cash-pay basis. Course incomplete, repetitions and no-credit remedial courses are not offered at this institution, therefore they have no effect upon the school's SAP standards.

*Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods will be based on the actual contracted hours at this institution. Evaluations determine if the student has met the minimum requirements for satisfactory academic progress. Students will be notified if they are not meeting the minimum requirements for satisfactory academic progress. Students satisfactory academic progress evaluation results will be kept in the students file and students can access their results upon request.

PROGRESS POLICY FOR VA STUDENTS

Evaluation of progress of VA students will be conducted by the school's evaluation policy schedule. Students with a minimum of 70 % academic average and 75% attendance will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on probation for 30 days. At the end of the probationary period, the

the student's progress (academic and attendance) will be re-evaluated. If the student is meeting minimum requirements, the student will be determined to be making satisfactory progress and will be considered off Probation. If you fail to maintain satisfactory progress you may no longer be eligible for benefits.

ACADEMIC PROGRESS

Grades are given for bookwork theory and practical work, projects and lab performance. The grading criteria utilized is a reasonable system used to evaluate students. The following percentage system for letter grade assignment will be utilized for reporting grades:

APPEAL PROCEDURE

GRADE GPA

A - 4.0 (90-100%)

B- 3.0 (80-89%)

F- 0.0 (0-79%)

GPA

I=Incomplete 0.0 W=Withdrew 0.0

A=Excellent B=Good F=Failed

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. Students may appeal for reasons such as death of a relative, injury/ illness of the student, or other extenuating circumstances. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/ guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final and documentation will be placed in the student's file. Students who prevail upon appeal will have eligibility for any on hold benefits to be reinstated and be placed on a Probation Status.

ACADEMIC PROBATION AND SUSPENSION

All students attending The Perfect Arch are expected to make satisfactory academic progress (SAP) in all attempted courses. To be in good academic standing, all students must earn a minimum cumulative grade of 80% in all coursework. Students who fail to meet these standards will be on academic probation for one month. If these students do not achieve the minimum cumulative grade of 80% at the end of the probationary period, they will be suspended until the end of the following month. Readmission is not automatic; each case will be judged on a case-by-case basis.

The school may allow for the status of probation for students who are not considered meeting the minimum standards for satisfactory progress if: The Institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period and the student prevails upon appeal of a negative progress determination prior to being placed on probation. The school will also determine if satisfactory academic progress standards can be met by the end of the subsequent evaluation period and will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP requirements by a specific point within the time frame established for the individual student.

Students may reestablish SAP by making up missed assignments and increasing grade average to 80% or better and/or increasing cumulative attendance to 80%.

RE-ENTERING STUDENT

Acceptance to The Perfect Arch is contingent on course offering, space availability, and the scheduling of an appointment with the Program Director for advising, possible theory remediation, and any diagnostic or skills testing as required. The student will be notified in writing if reinstated in the program. Re-entering students will enter in the same progress status as when they left. The student will be required to purchase any textbooks, supplemental material, or supplies required. Discipline issues will require the student to wait for one full course before reinstatement is granted. Possible counseling may be required based on individual circumstances.

TRANSPARENCY AND FEEDBACK

We believe in transparent communication regarding grading criteria and performance expectations. Our instructors provide constructive feedback to help students understand their strengths and areas for improvement, fostering an environment of continuous growth.

At The Perfect Arch Permanent Makeup & Training Institute, our grading system aims to acknowledge the holistic development of students as they progress through the permanent makeup courses. We are committed to providing a fair and accurate assessment that reflects each student's dedication, effort, and skill acquisition.



FINANCIAL TUITION GUIDE FOR PERMANENT MAKEUP TRAINING

We understand that investing in your education is a significant decision, and we're here to provide clarity about the tuition costs associated with The Perfect Arch Permanent Makeup & Training Institute. Our goal is to empower you with the skills and knowledge you need to succeed in the world of permanent makeup.

Course Options and Tuition:

Permanent Cosmetics Program

Duration: 400 hours

Tuition: \$7,899

Advanced Permanent Cosmetics Program

Duration: 600 hours

Tuition: \$8,899

Tuition Inclusions:

Comprehensive training materials, not including textbooks.

Access to our state-of-the-art facilities and equipment during training sessions.

Hands-on practice on live models under the guidance of experienced instructors.

Certification upon successful completion of the course.

Financial Aid and Payment Options:

Payment Plans: We offer flexible payment plans to help you manage your tuition. Payments can be broken down into manageable installments throughout the course duration.

Scholarships and Grants: While we currently do not offer specific scholarships or grants, we encourage you to explore external funding options that may be available to support your education.

Third-Party Financing: We partner with select financing organizations that provide educational loans tailored to your needs. These loans often offer competitive interest rates and convenient repayment terms.

Financial Aid: While we currently do not offer financial aid, we are working diligently to bring it to our school.

Additional Costs:

It's important to consider potential additional costs when planning for your permanent makeup training:

Supplies: While we provide most of the materials needed for practice during the course, there might be additional costs for personal supplies or tools you choose to invest in.

Models: Some courses involve hands-on practice on live models. While we aim to provide models for practice, there might be cases where you're encouraged to bring your own models or pay a nominal fee to cover model expenses.

Registration and Enrollment:

To secure your spot in your chosen course, a non-refundable registration fee of **\$100** is required. This fee guarantees your enrollment and covers administrative costs.

Getting Started:

We believe that your investment in permanent makeup training will yield valuable skills and career opportunities. If you have any questions about tuition, payment options, or the enrollment process, please reach out to our admissions team. **We're here to assist you every step of the way.**

Invest in your future with The Perfect Arch Permanent Makeup & Training Institute.

Join us in learning, creating, and mastering the art of permanent makeup.



ADMISSION REQUIREMENTS FOR PERMANENT MAKEUP TRAINING

Thank you for considering The Perfect Arch Permanent Makeup & Training Institute for your training journey. To ensure that our students receive the best education and training experience, we have established specific admission requirements that reflect our commitment to maintaining high standards in the field of permanent makeup.

1. Age Requirement:

All applicants must be at least 18 years of age. This requirement ensures that students have reached an appropriate level of maturity to handle the responsibilities and technical skills associated with permanent makeup procedures.

2. Educational Background:

There are no specific educational prerequisites to enroll in our courses. We welcome students from diverse backgrounds who are passionate about pursuing a career in permanent makeup.

3. Portfolio or Experience (for Advanced Courses):

For advanced courses, such as "Advanced Nano Techniques" applicants may be required to provide a portfolio or demonstrate their existing skills. This helps us ensure that students have a foundational understanding of permanent makeup before advancing to more complex techniques.

5. Health and Safety Considerations

Given the hands-on nature of permanent makeup procedures, we ask that applicants be in good overall health. Certain medical conditions or sensitivities might impact your ability to perform procedures safely, so applicants are encouraged to discuss any health concerns with our admissions team before enrolling.

7. Ability to Benefit:

4. Commitment and Passion:

We value students who are committed, dedicated, and passionate about the art of permanent makeup. A genuine interest in the field is essential for success, as our courses demand practice, patience, and continuous learning.

6. Language Proficiency:

Courses at The Perfect Arch Permanent Makeup & Training Institute are conducted in English. Therefore, applicants should have a reasonable proficiency in the English language to understand course materials, communicate effectively with instructors and peers, and complete assignments.

8. Application Form and Documentation:

Applicants are required to complete the institute's application form, which typically includes personal information, education history, and a brief statement of intent. Some courses might also require submission of identification documents for verification purposes. assignments.

STUDENT SUPPORT SERVICES

Supporting Services at The Perfect Arch Permanent Makeup & Training Institute:

At The Perfect Arch Permanent Makeup & Training Institute, our commitment to your success extends beyond the classroom.

We offer a range of supporting services to enhance your learning experience, guide your career path, and ensure your journey with us is both educational and professionally fulfilling.

1. Learning Management System (LMS):

Our cutting-edge Learning Management System is the heart of your educational experience. With 24/7 access, you can conveniently:

Access course materials, including lecture notes, videos, and reference materials.

Submit assignments and track your progress.

Engage in discussion forums to connect with instructors and peers.

Review grades and receive feedback.

Stay organized with a course calendar and announcements.

2. Career Services:

Our commitment to your success goes beyond training. We provide robust career services to help you launch and advance your career in permanent makeup:

Job Placement Assistance: We offer guidance in seeking employment opportunities or setting up your own business.

Business Development: Receive support in developing a business plan, marketing strategies, and pricing structures.

Portfolio Building: We help you create a professional portfolio showcasing your skills and work.

Networking Opportunities: Access our alumni network and connect with professionals in the industry.

Continued Learning: Stay updated with advanced courses and workshops to expand your skill set.

3. Mentorship and Support:

Our experienced instructors are available for one-on-one mentorship sessions to address specific questions or concerns.

Peer support groups and study sessions foster a collaborative learning environment.

4. Continuing Education:

Permanent makeup is an evolving field, and staying up-to-date is crucial.

We offer ongoing training programs and workshops to ensure you remain at the forefront of industry trends.

5. Resource Center:

Access an extensive library of resources, including articles, case studies, and industry publications, to deepen your knowledge.

6. Alumni Network:

Join our community of graduates and stay connected through exclusive events, forums, and networking opportunities.

7. Personalized Counseling:

Our academic and career counselors are available to discuss your individual goals and provide guidance tailored to your needs.

8. Certification Assistance:

We provide support in obtaining necessary certifications and licenses required to practice permanent makeup in your region.

9. Accessible Student Support:

Reach out to our support team at any time for technical assistance, academic guidance, or any other concerns you may have.

At The Perfect Arch Permanent Makeup & Training Institute, we're dedicated to your success not just during your training but throughout your career.

Our comprehensive suite of supporting services ensures that you have the tools, resources, and guidance needed to thrive in the exciting and rewarding field of permanent makeup. Your success is our ultimate goal, and we're here to support you every step of the way.



GNPEC STUDENT DISCLOSURE FORM

Name of School:

Address of School:

1. Enrollment Agreement & Catalog:

I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.

Student's Initials:

2. School Outcomes:

I have read and received a copy of the school's self-reported, unaudited retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering.

Student's Initials:

3. Employment:

I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

Student's Initials:

4. Refund Policy:

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including but not limited to student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal.

A. All fees and payments, except the non-refundable application fee, remitted to the school by a prospective student shall be refunded if the student does not enroll in the school, does not begin the program or course, with-draws 3 days prior to the start of the program, or is dismissed prior to the start of the program. Applicants who have not been accepted for admission will be notified via an emailed denial letter.

B. The school shall provide a period of at least two business days, excluding weekends and holidays, during which a student applicant may cancel his enrollment without financial obligation other than the nonre-fundable application fee.

C. Following the period described in section 2 above, a student applicant (who has applied for admission) may cancel, by written notice, his enrollment at least 3 days prior to the first class day of the session for which application was made. When cancellation is requested under these circumstances, the school is required to refund all tuition paid by the student less the nonrefundable application fee. A student applicant will be considered a student as of the first day of classes.

D. The date of the institution's determination that the student withdrew should be no later than 14 calendar days after the student's last date of attendance as determined by the institution from its attendance records. After 14 calendar days, the institution is expected to have determined whether the student intends to return to classes or to withdraw. In addition, if the student is eventually determined to have withdrawn, the end of the 14-day period begins the timeframe for calculating the refunds. In the event that a written notice is submitted, the effective date of termination shall be the date of the written notice. The school may require that written notice be transmitted via registered or certified mail, or by electronic transmission, or in writing per the Refund Policy in the enrollment contract.

The school is required to submit refunds to individuals who have terminated their status as students and are due a refund per the institutional Refund Policy, within 45 days after receipt of a written request or the date the student last attended classes whichever is sooner.

E.. For students who enroll and begin classes but withdraw prior to course completion. The following schedule of tuition earned by the school applies. For students receiving financial aid, a Return of Title IV calculation will be performed prior to the institutional refund policy. All refunds are based on scheduled hours:

***Percentage of Program = Total Tuition School Shall Retain/Receive
(Completed Based on Scheduled Hours)***

0.01% to 24.9% = 25% of the cost of the program

025% to 49.9%= 50% of the cost of the program

50% to 100% = 100% of the cost of the program

F. Expenses incurred by students for instructional supplies, tools, activities, library, rentals, service charges, deposits, and all other charges are not required to be considered in tuition refund computations when these expenses have been represented separately to the student in the enrollment contract and catalog, or other documents, prior to enrollment in the course or program. The school shall adopt and adhere to reasonable policies regarding the handling of these expenses when calculating the refund.

G. I understand that in the event of any dispute arising out of this agreement on services hereunder, the courts of the Circuit Court of the City have sole and exclusive venue. I further agree that should the school prevail on any dispute regarding this agreement, the school shall be entitled to recover its attorney's fees, and if the matter involves collection, 25% of the amount of the outstanding shall be agreed to be reasonable.

Student's Initials:

5. Complaint Procedure:

I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.

Student's Initials:

6. Authorization and Accreditation Status:

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (§20-3-250.6).

Student's Initials:

TERMINATION

The refund policy applies to all terminations for any reason.

If a student maintains unsatisfactory grades or academic progress, he or she may be dismissed from the program.

The school may immediately terminate a student's enrollment for noncompliance with General Policies; the signed enrollment contract; State Laws and regulations; Improper conduct; Any negative/disrespectful comments; Behavior that is considered disruptive or any actions which could cause bodily harm to a client, a student, or employee of the school, injury to the school's reputation; willful destruction of school property; theft/any illegal act.

Students who exceed the maximum time frame shall be terminated from the program once maximum time frame has been reached.

OFFICIAL WITHDRAWAL POLICY AND PROCEDURES

Students who withdraw from enrollment will receive a fair and equitable assessment of fees according to the Refund Policy dictated in the Enrollment Contract.

Official Withdrawal Procedure:

If a student wishes to request withdrawal from the program, the student must:

A. Provide notification to the school via email to **info@thepfectarch.org**

B. You may be requested to:

i. Submit practical sheets.

ii. Sign off on actual hours completed.

iii. Review and sign withdrawal balance/refund calculation (*for calculation purposes: the date of withdrawal is the last date of attendance; the date of determination of withdrawal is the date the student notified the school of withdrawal*)

iv. Pay balance owed (*if applicable*)

v. Complete student loan exit counseling (*if applicable*).

C. If student is owed a refund, the refund will be issued within **45 days** from the date of determination of withdrawal. Student may contact Carline Sanders, Chief Officer at **carline41593@gmailcom** for status update on refund check.

If refund check is issued, student must sign acknowledgement of Refund Receipt.

STUDENT CONTRACT

Program Type: _____

Program Length: _____

Payment Types: _____

1. Tuition Fee: _____

2. Materials Fee: _____

3. Other Fees (if applicable): _____

Program Anticipated Start Date: _____

Program Anticipated End Date: _____



STUDENT INFORMATION:

Full Name: (Student's Full Name) _____

Student ID (if applicable): (Insert Student ID) _____

Contact Information:

Address: (Student's Address) _____

Phone: (Student's Phone Number) _____

Email: (Student's Email Address) _____

Emergency Contact:

Name: (Emergency Contact's Name) _____

Relationship: (Relationship to Student) _____

Phone: (Emergency Contact's Phone Number) _____

Program Details: _____

Program Description: _____

Program Schedule: _____

Program Schedule: _____

The program is expected to commence on (*Anticipated Start Date*) and conclude on (*Anticipated End Date*). Any changes to this schedule will be communicated in advance.



TERMS AND CONDITIONS:

1. Attendance: The student is expected to attend all classes and participate actively in the program.

2. Academic Performance: The student is responsible for maintaining satisfactory academic performance as outlined by the program's policies.

3. Code of Conduct: The student agrees to abide by the institution's code of conduct and any specific rules and regulations related to the program.

4. Payment Obligations: The student is responsible for timely payment of all fees as outlined in this contract.

5. Refund Policy: Any requests for refunds will be subject to the institution's refund policy.

6. Dismissal: The institution reserves the right to dismiss any student for non-compliance with program requirements, code of conduct violations, or failure to meet financial obligations.

ACCEPTANCE:

I, _____, hereby acknowledge that I have read and understood the terms and conditions of this contract. I agree to abide by these terms and accept the financial responsibilities associated with the program.

Student's Signature:

Date:

Parent/Guardian Signature (if student is a minor):

Date:



INSTITUTION REPRESENTATIVE:

I, _____, representing _____, acknowledge that the institution has provided the student with all necessary program information and support to understand and accept the terms of this contract.

Institution Representative's Signature:

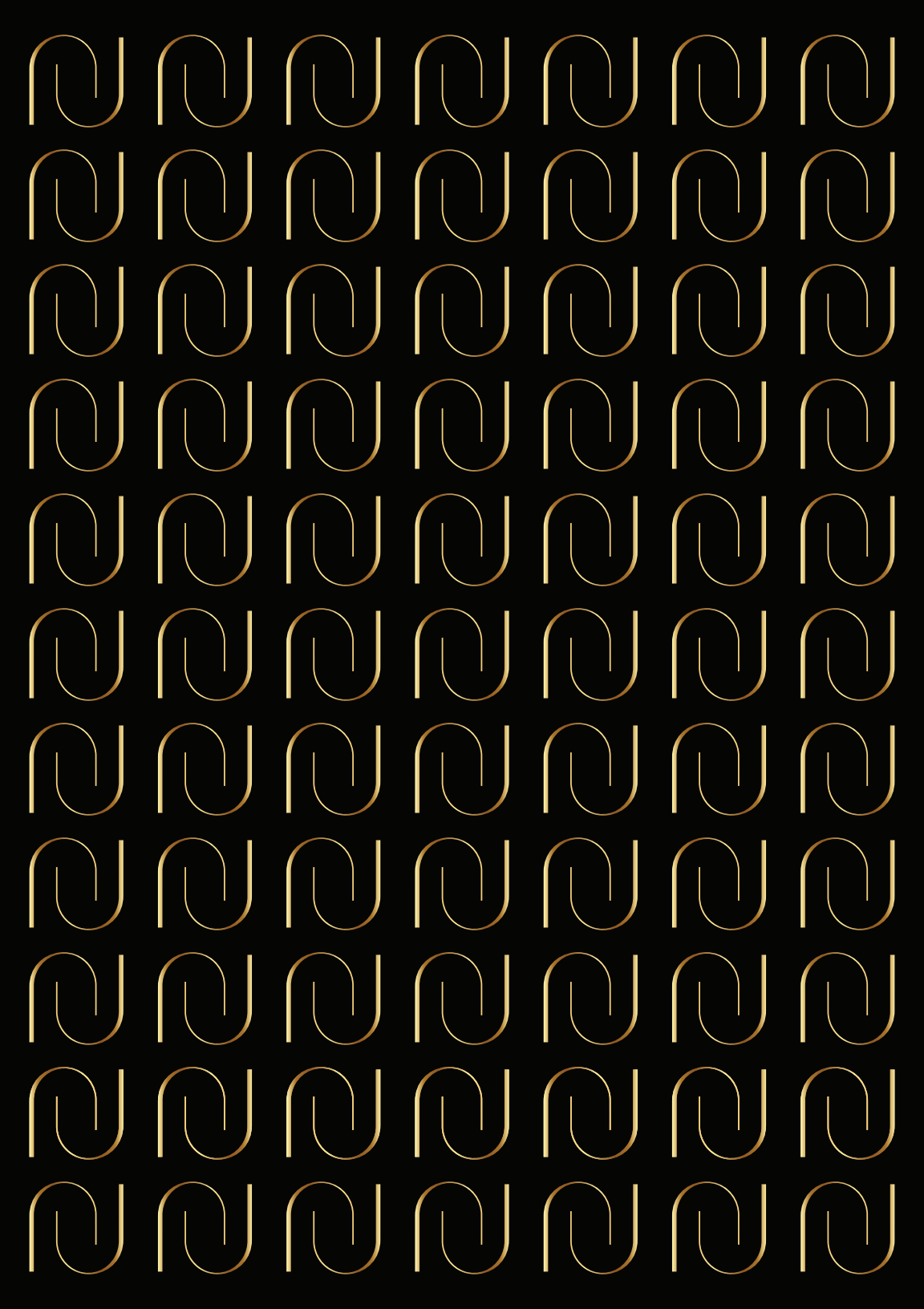
Date:



HOW TO APPLY

To start your journey with us, please visit our website or contact our admissions team to obtain the necessary application materials. Our team is available to guide you through the application process, answer your questions, and assist you in selecting the course that best matches your aspirations.

At The Perfect Arch Permanent Makeup & Training Institute, we believe in the potential of every student. Our admission requirements are designed to ensure that you have the best possible foundation for a successful career in permanent makeup. We look forward to welcoming you to our institute and helping you achieve your artistic and professional goals.





*Empower Your Tomorrow
through Education*

CEO:
CARLINE SANDERS

Admission Contact: **Demand Sanders**



404-953-0001

www.theperfectarch.org

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