

Touch of Brows Academic Catalog

PROGRAM OF STUDY

- **Ombre Powder Brows & Hybrid Course Description:**

Ombre Powder Brows is a form of permanent cosmetic brow technique that does not mimic hairlike strokes of natural brow hair. This form of technique requires complete shading of the eyebrow, with the head of the brow being the lightest and gradually darker towards the tail of the brow. Hybrid technique is the combination of hair strokes in the front of the brow and ombre towards the tail of the brow. Students learn everything from theory, techniques, brow mapping, marketing, and more to create this brow for clients in the most sanitary environment.

Day 1- Students will receive materials to begin learning theory and practicing in class on latex skin with instructor's guidance. Students must also practice at home after class to ensure students are prepared for hands-on training on the second day. Students will also watch the instructor's pre-recorded video of a LIVE model from start to finish. This video will help students to understand the procedure on a step by step basis to better prepare students for hands on Live model day. Practice with high quality 4k videos.

Day 2- Live model day. Practice makes improvements and working on models is the initial step into this profound profession. Students apply everything learned during the previous day and work alongside the instructor on a model.

- **Prerequisites Courses & Other Requirements for Admission to Program:**

1. 21 years or older
2. OSHA approved Bloodborne Pathogen Certificate
3. Preferably one year experience in permanent makeup. All skill levels are accepted.

Program Objectives: The objective of this course is to teach students the basis of Ombre Powder Brows using correct technique and depth. Course Calendar/Frequency: This course is generally offered over a two day period twice a month.

- **Program Objectives:**

The objective of this course is to teach students the basis of Ombre Powder Brows and intro to Hybrid Brows using correct technique and depth. The student will learn to become proficient at Ombre Brows and an introduction to Hybrid Brows techniques. Course Calendar/Frequency: This course is generally offered over a two day period.

- **CONSUMER INFORMATION**

All schools are required to make available, at a minimum, the following disclosure

information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

The number of students who were admitted in the program as of April 1 of that reporting period (**0** students).

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school (**0** new starts).

The total number of students admitted in the program during the 12-month reporting period (**0** students).

The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled (**0** transferred out; **0** graduated; **0** withdrew; **0** still enrolled).

The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed **0**.

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed (**0** that we have been aware of).

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates) **0**.

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates). Not typically paid via salary. The average price for ombre/hybrid brows procedure is USD 300-600 depending on demographics.

- **TUITION & FEES**

Total cost for Ombre Powder Brows and Hybrid Course \$3500.

Non-refundable registration fee: \$500

- **FINANCIAL AID**

No financial aid is offered at this time.

- **Refund / Cancellation Policy**

A deposit or full tuition payment via cash, cashiers check, Visa, MasterCard, or Discover (NO PERSONAL CHECKS) will reserve a space in class. Students will receive a full refund of deposit or tuition if notice of intent to cancel is received within 72 hours after receipt of initial payment. If they attempt to cancel a class after 72 hours from payment there is a \$500 non-refundable fee. Deposit is deducted from tuition and balance of tuition is due on or before the start of class unless payment arrangements have been made and a promissory note has been signed before a notary public and returned. Deposit, nor tuition, are refundable if a student cancels after 72 hours of receipt of

payment or if a student fails to show up for class. However, if there is a proven emergency, we will offer the student the next available opening dates for two classes in which they can participate at no additional charge. Students must clear their schedule and pick from one of the two classes offered or they forfeit their deposit and/or tuition. Students must read, understand, and agree to their rights and responsibilities, and acknowledge that the cancellation and refund policies have been clearly explained.

The student's last date of attendance is used to determine the refund due. Refund provisions apply only to complete withdrawal from the Academy. Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

- During the first 5% of the class, a refund of 95% of the class's tuition, and fees;
 - More than 5% of the class up to 10% of the class, a refund of 90% of the class's tuition, and fees;
 - More than 10% of the class up to 20% of the class, a refund of 80% of the class's tuition, and fees;
 - More than 20% of the class up to 25% of the class, a refund of 75% of the class's tuition, and fees;
 - More than 25% of the class up to 30% of the class, a refund of 70% of the class's tuition, and fees;
 - More than 30% of the class up to 40% of the class, a refund of 60% of the class's tuition, and fees;
 - More than 40% of the class up to 50% of the class, a refund of 50% of the class's tuition, and fees;
 - More than 50% of the class up to 60% of the class, a refund of 40% of the class's tuition, and fees;
 - More than 60% of the class or thereafter, 100% tuition obligation, no refund available with all fees retained.
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- **Withdrawal Procedure**

The student may officially withdraw from school by notifying Touch of Brows in writing or in person. The withdrawal date will be the student's last date of attendance. The refund policies outlined above shall apply in the event that a student withdraws, is suspended or is terminated from school.

- **ACCREDITATION**

Touch of Brows is not currently accredited by any recognized accrediting body of the U.S. Department of Education. Touch of Brows adheres to the governing licensing regulations and standards of the State of Illinois in which it holds classes.

Touch of Brows Academy is approved to operate by the Private Business and Vocational Schools of Division of the Illinois Board of higher Education.

- **CREDIT TRANSFERABILITY**

The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

Credits from other institutions will not be accepted toward a Certificate of Completion. Touch of Brows does not award credits for the coursework completed.

- **RECORDS RETENTION**

Touch of Brows will retain records in a cloud through third parties with cyber security. In the event hard copies are needed, Touch of Brows will be able to provide hard copies and retain records in a secure file lockbox. All students' transcripts will be kept on file and Touch of Brows will provide students with attendance and completion certificates at the end of the session. Touch of Brows registrar will manage all student records.

STUDENT COMPLAINT POLICY AND PROCEDURE

COMPLAINTS AGAINST THE SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION: If the complaint cannot be resolved after exhausting the institution's grievance procedure, complaints against the school may be registered with the Board of Higher Education. Student complaints must be submitted in writing to the Board. The Board will provide forms that may be used to submit a complaint.

Information about the complaint may be submitted online through IBHE website (www.ibhe.org). Signed forms should be sent to the Board at:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza Suite 333
Springfield, Illinois 62701
Fax Number: (217)782-8548

Instructions on how to submit a student complaint are available by calling the Illinois Board of Higher Education at (217)782-2551.