

Westmore Academy Of Cosmetic Arts

“HOLD MY SPOT” REGISTRATION FOR SHORT TERM CLASSES

FIRST NAME _____ LAST NAME _____ DATE _____

ADDRESS _____

PHONE _____ CELL PHONE _____

EMAIL _____

ENCLOSED IS MY DEPOSIT OF \$250.00 FOR THE FOLLOWING CLASS (ES)

CLASS _____ DATE _____

CLASS _____ DATE _____

PLEASE MAKE CHECKS OR MONEY ORDERS PAYABLE TO “Westmore Academy Of Cosmetic Arts”
If paying by Credit Card, provide the following information (Visa, Master Card, Amex, Discover)

Credit Card Number _____ Expiration Date _____

Signature _____

STUDENT/MODEL AWARENESS FORM

Students are required to sit as models for class assignments and final projects. Throughout the class, students will be in direct contact with various chemicals and products. These products have been used on actors and actresses for years and are proved to be safe for all types of skin. However, all students are required to sign an allergy awareness form.

As a Makeup Artist, you will be applying fashion makeup, character & theatrical makeup products to your clients, models, actors and actresses. It is important for you to experience and know how these products work, look and feel to your clients also.

If you cannot sit as a model for the other students, you will be required to provide a model to take your place for practical exams, projects, and final exams. If you do not, you will receive an incomplete grade for the assignment.

I understand that as a student of the Westmore Academy, I will be required to be a model. I agree to sit as a model without reservations and understand that if I cannot, I will provide a model to take my place or receive an incomplete grade for the assignment.

STUDENT NAME _____
(Please Print)

STUDENT SIGNATURE _____ Date _____

PARENT NAME _____
(If under 18) (Please Print)

PARENT/GUARDIAN _____ Date _____
(If under 18) (Signature)

CANCELLATION and REFUND POLICY: If you should decide to cancel your registration, there is a **non-refundable Registration Fee of \$100.00 (U.S.)**. A student must give a **minimum of Thirty (30) days notice** prior to the start date of the class if they choose not to attend. In the event a student wishes to terminate their enrollment prior to completion of class, a refund will be based on a percentage scale of attendance. After 60% of the class has been completed, a student will not be entitled to a refund. Notice of intent to cancel your registration or of intent to drop a class must be in the form of a written request.

Westmore Academy reserves the right to cancel a class Ten (10) Business Days prior to the class start date if the registration is insufficient to constitute a class. If Westmore Academy cancels the class, you will be refunded your full Deposit and/or any payments you have made. All refunds will be made to the Student within 30 days after the cancellation. Westmore Academy will not be held liable for any expenses incurred by the enrollee, such as lodging and transportation, in the event of a class cancellation for any reason.

Date Initial

Date Initial

ALLERGY AWARENESS FORM

I understand that as a student at Westmore Academy I will be in direct contact with various cosmetics and products topically applied. I am aware of the following specific chemicals and / or cosmetics of which I am allergic or have a sensitivity:

I hold harmless Westmore Academy, it's owners, staff, and / or any others on the premises for any solid, liquids, and / or air-borne cosmetics and / or chemicals which may cause an allergic reaction or sensitizing reaction in me.

Student Name _____
(Please Print)

Student Signature _____

Parent/Guardian _____
If under 18 (Signature)

Date _____

SHORT TERM CLASS RULES AND REGULATIONS

TUITION DEPOSIT and REGISTRATION: A \$250.00 (U.S.) Deposit must be sent with your application form. This will insure your place in class. Once your Deposit is received, you will be sent a letter of Confirmation along with a full-length class registration to be completed prior to the first day of class as well as a list of what brushes, tools and specialty products to bring to class.

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METHODS of PAYMENT: Payments can be made by Personal Check, Cashiers Check, Money Order made payable to Westmore Academy of Cosmetic Arts. We also accept Visa, Master Card, American Express and Discover Card.

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BRUSHES, TOOLS and SPECIALITY PRODUCTS: Westmore Academy will provide the makeup products you will need in class (Airbrush equipment will be provided in the airbrush course) where applicable. You will be asked to bring certain Brushes, Tools and Specialty Products to class with you. They will be used in your hands-on exercises. A list will be provided to you upon submitting your deposit for enrollment. If you don't have access to these types of brushes, tools, accessories and specialty products, you must purchase the Brush Kit from the Westmore Academy Student Store at a student discount. Call now, for your Special Discounted Prices. CALL TOLL FREE 877 978-6673. Please Note - if you purchase any of the above items, once you have taken possession of them they cannot be returned for any reason due to health and sanitation reasons.

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PROFESSIONAL RECOGNITION: Upon satisfactory completion of your class and with your account paid in full you will receive "Certificate of Completion" for each class you participate in. These "Certificates of Completion" should be proudly displayed where your clients can see them as they attest to your advanced education for their benefit.

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SPECIAL EDUCATION WARRANTY: The Westmore Academy of Cosmetic Arts offers a "Special Educational Warranty" after you have successfully completed and paid for your short-term class. You are invited to audit the same short-term class at no additional cost, when space permits. If you choose to do hands-on instruction there is a small Lab Fee of \$15.00 per day (makeup effects class fees are slightly higher)

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LODGING AND TRANSPORTATION: All students must make their own arrangements for transportation and lodging. Westmore Academy is conveniently located 10 minutes away from the Burbank Airport and 5 minutes away from downtown Burbank. It is within minutes of several Motels and Hotels. Please inquire about our Accommodation list. In case of Class Cancellation Westmore Academy will not be responsible for your non-refundable travel costs and any incurred expenses.

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WE CAN COME TO YOU! Westmore Academy can bring any of our Short Term Classes to you, your Spa, Salon or group. We will travel to you for a minimum group of 12 students. The maximum class size is 20 students. Please call or email for details.

Westmore Academy of Cosmetic Arts is an Approved Institution by the California Bureau for Private Post Secondary and Vocational Education. We are proud members of the Better Business Bureau, the Hollywood and Burbank Chamber of Commerce.

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(877) 978-6673 Toll Free www.westmoreacademy.com email: info@westmoreacademy.com

***I have read and understand all the Short Term Class Rules and Regulations
Please read and initial each section (initials) _____***

HERE IS A CHECKLIST AND PLEASE MARK OFF ITEMS AS COMPLETED

- SHORT TERM REGISTRATION STUDENT MODEL AWARENESS
 CAREER COURSE DEPOSIT ALLERGY AWARENESS FORM