



# Aphrodite Academy of Permanent Cosmetics

Aphrodite Skin Care LLC

## STUDENT ENROLLMENT APPLICATION

### FUNDAMENTAL COURSE FOR PERMANENT COSMETICS

(PLEASE PRINT CLEARLY)

DATE \_\_\_\_\_

NAME \_\_\_\_\_ DOB \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PH \_\_\_\_\_ CELL PH \_\_\_\_\_ BUS PH \_\_\_\_\_

OCCUPATION \_\_\_\_\_ EMAIL \_\_\_\_\_

Do you currently hold any professional license \_\_\_\_\_

Are you over 18 years old?  Yes  No

Do you have high school diploma, GED or equivalent?  Yes  No  Other

If other, please explain \_\_\_\_\_

\*Applicant must be at least 18 years of age and have high school diploma or equivalent to be admitted.

The *Fundamental Course* is \$3,100.00, payable by cashier's check, money order or cash. A \$800.00 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 **(618)791-8980**.

Agreed upon class dates: START \_\_\_\_\_ END date \_\_\_\_\_

Location of training is: **2321 N. Center Street, Maryville, IL 62062**

The *Fundamental Course* includes permanent cosmetic theory, hands on training, supplies, training manual, and certification of completion. The classes will be held daily, beginning at 10:00 a.m. each day, need to see your Illinois Body Artist Operator Permit the 1<sup>st</sup> day of class. (See: Requirements Prior to Class).

The *Fundamental Course* including classroom work, pre-study, video presentation, hands-on training and pre-class reading material (will be mailed to you to be completed prior to class). There will never be more than 2 students to an instructor in each class

All cashier's checks or money orders should be made payable to **Aphrodite Skin Care LLC** for deposit, and mailed to the address below. The balance can be paid by credit card before classes begin.

**Aphrodite Skin Care LLC**  
**169 Hampton Drive, Glen Carbon, IL 62034**

## Requirements Prior to Class

Current Illinois laws require that EVERY person performing Permanent Cosmetics (tattooing) whether a student or seasoned professional, must FIRST acquire an *Illinois Body Artist Operator Permit* before you can attend any class and perform treatments on any client, and must perform only in a licensed tattoo establishment.

- 1) The *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC* is registered by the State of Illinois Department of Public Health as a Body Art Business Establishment license #102988.
- 2) The student must obtain an *Illinois Body Artist Operator Permit*, 1<sup>st</sup> step is to complete an **Illinois** -approved **Blood Borne Pathogens (BBP) course and exam**, and then **apply for Body Artist Operator Permit** through the state of Illinois Health Department.

Candidates may take the blood borne pathogens course in person or online for small fee. Search on-line for **Blood Borne Pathogens course and exam**. Example of two website addresses listed here ... [www.probloodborne.com/en/](http://www.probloodborne.com/en/) , or [www.onlinepcrcertification.net/bloodborne-pathogens-training-certification.php](http://www.onlinepcrcertification.net/bloodborne-pathogens-training-certification.php)

- 3) You must have a BBP certificate of training (to send in) when applying for **Illinois Body Artist Operator Permit**. Contact Department of Public Health for Illinois Body Artist Operator Permit.

(see: Body Artist Operator Permit Application) When filling out form, under “Training, experience ...” Enter “**Attending Aphrodite Skin Care LLC’s – Aphrodite Academy of Permanent Cosmetics 5 days training course [date] to [date] 2019.**” Must bring your permit to all classes, or provide a copy of Tattoo License.

State of Illinois  
Madison County Health Department  
101 East Edwardsville Road  
Wood River, Illinois 62095  
Phone 618/296-6079

Note: If you are coming from out of state, and have a tattoo license, you need to contact State of Illinois for a temporary permit.

- 4) Complete the required **pre-class reading material** prior to class, by doing so you will begin to understand the terminology, theory, materials, and procedures used in this field, write down any questions you may have and they will be answered in class. By completing this pre-class material you will have more time for hands on sessions.

Contact some of your friends, relatives or other individuals to sign up for your **MODEL**. You can start developing your own clients, once an individual starts receiving Permanent Cosmetics and they like the results – they will come back to you for further applications. Good word of mouth is the best advertisement.



## Aphrodite Academy of Permanent Cosmetics

*Aphrodite Skin Care LLC*

### Student Enrollment Agreement

- It is my responsibility as the student to check with my state for rules and regulations applicable to permanent cosmetics (tattooing). **Initial** \_\_\_\_\_  
FYI, check “Legal Issues” at <https://www.micropigmentation.org/updates/legal.php>
- A deposit is required to reserve my place on the agreed upon class dates 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 class date. **Initial** \_\_\_\_\_
- If unforeseen reasons dictate that I cancel attendance in the class before the first day, or while the class is in progress, I will be offered a date by *Aphrodite Academy of Permanent Cosmetics* to complete the training course. Aphrodite Skin Care LLC does not offer full refunds after the cancellation period. (Attached is Withdrawal and Refund Policy.) **Initial** \_\_\_\_\_
- It is my responsibility to arrange to complete an OSHA Bloodborne Pathogens Standard (BBP) class before the Basics Training course begins. I may contact my local Health Department or go on-line to complete. **Initial** \_\_\_\_\_
- It is my responsibility to complete all pre-class reading material in advance. I understand that Permanent Cosmetics application is a serious specialty. **Initial** \_\_\_\_\_
- 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 explanation: \_\_\_\_\_ **Initial** \_\_\_\_\_
- 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/on-site daily and may be taken as time permits between class instruction and hands on model assignments. **Initial** \_\_\_\_\_

- I agree to follow all instruction provided and will work cohesively with trainer and fellow classmates. **Initial** \_\_\_\_\_
- I am responsible for bringing a camera that I am familiar with, for taking before and after photographs of my hands on work performed during class. **Initial** \_\_\_\_\_
- I understand that I must finish all hours of training, complete the competency written tests with passing scores of 75% minimum, and perform satisfactory hands on procedures in order to receive a Certificate of Completion for the class. **Initial** \_\_\_\_\_
- 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** \_\_\_\_\_
- I have read and agree to the "School Policies" (attached) of *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC*. **Initial** \_\_\_\_\_
- I understand there is no guarantee of success in the permanent cosmetics industry, and that Aphrodite Skin Care LLC does not offer job placement services. **Initial** \_\_\_\_\_
- It is my responsibility after the Fundamental Course to seek continuing education and advanced training as needed. **Initial** \_\_\_\_\_
- Aphrodite Skin Care LLC 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** \_\_\_\_\_

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 the Fundamental Course for Permanent Cosmetics course offered by ***Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC***.

Class Dates: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day Month/Day

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

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

\_\_\_\_\_  
 Signature of Director of Education/Instructor, *Aphrodite Academy of Permanent Cosmetics* Date \_\_\_\_\_



## Aphrodite Academy of Permanent Cosmetics

*Aphrodite Skin Care LLC*

# School Policies

### **ATTENDANCE POLICY**

Students are expected to attend the training course daily for the 5 dates scheduled and/or prearranged for her/his Fundamental 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 of the 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 *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC*. Failure to do so may result in termination of her/his enrollment in the Fundamental Course for Permanent Cosmetics if the violation of the policy has not been resolved.

### **DRESS POLICY**

In the Fundamental Class for Permanent Cosmetics, the dress policy is casual; recommend comfortable clothing and no open toe shoes. During the practice activities and the hands on practical portion of the training course, disposable personal protective equipment including aprons and gloves will be provided to student.

### **CONDUCT POLICY**

Finish all hours of training including any pre-class and evening homework study assignments, complete the competency written testing with a passing score of 75%, and perform satisfactory hands on procedures in order to receive a Certificate of Completion for the class.

Follow all instructions provided and work closely with and demonstrate respect to class instructor and fellow classmate, if any.

Perform assigned class activities and home study assignments.

Refrain from making loud or unreasonable noise or other disturbance, including disruptive use of personal communications or entertainment devices.

Report to class as scheduled and seek approval from their instructor in advance for any changes to the established class schedule, including late or early arrivals and departures.

Resolve class-related issues and disputes in a professional manner.

Support efforts that ensure a safe and healthy classroom environment.

Use equipment of *Aphrodite Academy of Permanent Cosmetics*, 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.

Will be responsible for their personal property

Will not smoke or using smokeless tobacco in the building.

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:**

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 *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC* 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 *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC*, per refund policy below.

#### **REFUND:**

If student has enrolled in the training course and has been accepted by *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC*, and student cancels the enrollment agreement **within three (3) days of signing** then student is entitled to a full refund of monies paid. *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC* 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 *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC* for monies paid, less \$125 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 *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC* for monies paid, less \$250 for cancellation fee.

If student has enrolled in the training course and cancels enrollment **during the training course**, refund shall be made by *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC* based on prorating the tuition by number of days student attended class and a cancellation fee of \$300. The materials and training course textbooks student received shall be returned to *Aphrodite Academy of Permanent Cosmetics/Aphrodite Skin Care LLC*.