



THE  
MAKEUP  
ACADEMY  
new york city

To all my students out there,

Today, I'm fortunate enough to share my passion for beauty with all of you. I truly believe that each and every one of you can make a true impact in this world. Beauty is not something you're just born with, it's something you create. No matter what your personal career goals are, my team and I will work hard to help you achieve them through our carefully curated curriculum.

Our students' accomplishments continue to humble and inspire us daily, so I would like to congratulate you on taking your first step towards the colorful journey that is makeup artistry.

My team and I hope to welcome you soon!

Best,

Jena Fine  
*President*



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# THE MAKEUP ACADEMY

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THE MAKEUP  
ACADEMY NYC



# ABOUT US

Celebrating our 10 year anniversary, THE MAKEUP ACADEMY NYC's highly motivated team of passionate makeup and hairstyling professionals aim to provide optimal and custom solutions through consultancy-based teachings, individually tailored to each of our national and international students' educational needs.

## **LICENSING:**

THE MAKEUP ACADEMY NYC / MUA-NYC, LLC is licensed by the New York State Education Department

## **FINANCIAL AID:**

THE MAKEUP ACADEMY NYC does not currently offer Financial Aid, however there are payment plans and financing options. Please contact the school for any questions at 332-334-8848.

DISCLAIMER: The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the New York State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the School Director to determine if there any changes in the courses/curricula offered or the teaching personnel listed in the catalog.



## HALEY HAEMMERLE

MAKEUP INSTRUCTOR

Haley started like many of our students as a self taught artist until she decided to follow her passion for makeup and transform it into a professional business. Haley's over 10 years of makeup experience include stints with MAC and NARS where she represented the brands at makeup shows in LA, Houston and NY. Haley specializes in bridal and event glam but is also confident in fashion and editorial work having worked many NYFW runway shows. Haley is a true professional who loves to challenge her students in the classroom, pushing them past their comfort zones allowing them to excel.



## LINDA THAO

MAKEUP INSTRUCTOR

Linda has worked in the beauty industry for over 12 years, specializing in hair and makeup for TV, film, and weddings. She has worked with over 200 brides to bring their dream hair and makeup to life. Linda has also worked with multiple makeup brands such as MAC and MAKE UP FOR EVER as well as Bloomberg TV and NYFW. Linda's love for makeup started in high school during her time as an exchange student in Japan. That led her to the Aveda Institute where she learned about hair, skin, and nails. Shortly after graduating beauty school, she moved to NY from OR where she started her journey as a Makeup Artist. Her professionalism and expertise are unparalleled and push our students to excel in the classroom!

# WE WILL BUILD YOUR CRAFT & YOUR CONFIDENCE.



## ALY DECOUTO MAKEUP INSTRUCTOR

Aly's makeup journey officially began 10 years ago working with a plethora of brands like Urban Decay, Smashbox, Anastasia Beverly Hills, and Yves Saint Laurent to name a few. Aly also thrived in boutique sales management and artistry training and began working for MAKE UP FOR EVER in 2016 and throughout her five-year career there was able to elevate her artistry not only by professional training but by teaching one on one lessons and private classes! Aly is currently a full time freelance artist and a licensed aesthetician.



## KINSHASA HUNTER HAIRSTYLING & MAKEUP INSTRUCTOR

Kinshasa is a highly skilled Professional Cosmetologist with over a decade of experience in the fashion and beauty industry. Kinshasa is a rare talent in the field, and her services are frequently sought after both backstage and onset. She has led makeup teams backstage at New York Fashion Week, worked on feature films with Academy Award-winning directors and actors, and created stunning looks for music videos for outlets like Disney and Sony. Additionally, Kinshasa's work has been featured in some of the world's most celebrated fashion magazines and billboards, including Vogue, People Magazine, Cosmopolitan, Glamour, and Allure.



## ZULLY TEJADA

### HAIRSTYLING & MAKEUP INSTRUCTOR

Zully is a NYC-Native beauty pro, specializing in bridal beauty, special event glam and corporate headshots and events. Known for her natural and sophisticated approach to beauty, appealing to women that want a soft, elevated look, Zully manages her own bridal team and also works with top bridal agencies in NYC. She has worked with notable clients such as Vogue, Google, Mrs. USA, On the Move Entertainment, Shark Tank, New York Fashion Week, and more.

As an educator for the International Beauty Show and 10 years working with instruction for the New York City Department of Education,

Zully is invested in teaching future beauty industry pros to develop the skills, qualities and confidence they need to succeed.



## OLIVIA RUIZ

### HAIRSTYLING & MAKEUP INSTRUCTOR

Olivia's journey embodies an unyielding passion for the beauty industry. Initially rooted in finance, her venture into the corporate world provided invaluable business acumen.

However, it was her passion for beauty that steered her towards a pivotal moment: achieving her cosmetology license in California.

Upon relocating to New York, she dedicated herself to refining her skills as a freelance artist.

Catching the eye of Amazon Prime Video UK, Olivia took on the role of lead US hair and makeup artist for live TV projects. Her trajectory continued to ascend as she collaborated with esteemed networks and luxury beauty brands, including Disney/ABC News, Bloomberg, Givenchy, Lancome, Fresh, AvAne, La Roche-Posay Skincare, Tiffany and Co., Cartier, One Size, Dossier, and other industry titans.



# WE WILL BUILD YOUR CRAFT & YOUR CONFIDENCE.



## JEANNINE ROACH INSTRUCTOR - PHILADELPHIA

Jeannine is a Licensed Cosmetologist based out of Philadelphia. She is a 5x award winning On Location Makeup Artist. With over a decade in the industry she has become the Bridal Glam Expert on her signature Dewy Glow Style. She has worked along side of Adam Sandler, Iced T, Lisa Whelchel to name a few and you will see her work in multiple TV Shows and commercials. She utilizes her cosmetology license to bring out her signature power pony and braided styles for her client's. Jeannine has a true passion for educating and is dynamic in the classroom sharing her experience and techniques.



## YASHIRA COTTO INSTRUCTOR - PHILADELPHIA

Yashira is a Philly & New York City based makeup artist & Certified Esthetician with experience working with brands such as Macy's, Sephora, Blushington, Pucker Salon, Glam Squad, etc. Yashira has also worked at makeup trade shows such as (IMATS and The Makeup Show), fashion shows, photo-shoots, short films, music videos and business commercials. Some of her celebrity clients include Billy Porter and assisting for Natasha Denona to name a few. Yashira has also completed programs on FX makeup techniques through Makeup Designory!

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THE MAKEUP  
ACADEMY NYC



# Master Makeup Artistry Program

## Premier Program

Perfect for ALL aspiring professional makeup artists, this action-packed program (118 in-class hours total) provides hands-on, in-depth training of the fundamentals of makeup artistry and hairstyling, including education in beauty & bridal through creative, editorial, fashion, tv & film and men's grooming. Our photoshoots with professional models in our state of the art studio provide students with one-of-a-kind networking and portfolio building opportunities.

### Beauty & Bridal Makeup Program

Become an in-demand bridal makeup artist in this 72 hour program learning both fundamental and advanced makeup artistry techniques, perfect for aspiring makeup artists who are interested in working with private clients, events, and bridal. Leave with confidence in your artistry as well as in the business of bridal.

### ICON International Pro Makeup Program

This competitive bootcamp style 30 hour program will give you increased confidence in backstage etiquette, kit analysis, fashion and editorial skin techniques, avant garde hairstyling and international looks that we have set for Global Fashion Shows!

### Special Effects Makeup Level 1: Out of the Kit

This 20 hours program is designed to teach an introduction to special effects makeup, including bruising, blood, tattoo effects, aging, and facial hair applications, perfect for any makeup artist interested in elevating their portfolio and career opportunities.

### Special Effects Makeup Level 2: TV & Film

Learn the fundamentals of creating burns and scars, using basic prosthetics and bald caps in this 20 hour program which is perfect for any makeup artist with aspirations of working on TV & Film.

### Personal Makeup Program

Work alongside our amazing instructors as they walk you through the basics of makeup — understanding your skin tone, how to properly prep skin and execute the perfect glowy skin look every woman wants — and then elevate your makeup confidence in a short 6 hour class!

### Hairstyling Program for Makeup Artists

This 18 hour program is created for those seeking to expand their services by offering hairstyling to clients in addition to their beauty skills.

### Portfolio Building Class & Private Sessions

By Appointment

Highly tailored to each client's personal needs, these custom sessions grant quality one-on-one time with our professional makeup and hair instructors. Materials and makeup model(s) are available upon request.

# MASTER MAKEUP ARTISTRY PROGRAM

\$8,000

## Premier Program

HOURS 118 DAYS 23

Perfect for all aspiring professional makeup artists, this action-packed program (118 in-class hours total) provides hands-on, in-depth training of the fundamentals of makeup artistry and hairstyling, as well as more advanced techniques, including bridal, editorial, fashion, tv & film makeup, etc. In addition, this program includes 3 photoshoots with professional models which provide students with one-of-a-kind networking and portfolio building opportunities.

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THE MAKEUP  
ACADEMY NYC

### THE CURRICULUM INCLUDES:

- Introduction to skin prep, color matching & perfect complexion
- Eyes, lips, brows and face shapes
- Beauty makeup techniques
- Social media education
- Basic and advanced smokey eye
- Glam makeup
- Cat eye techniques
- Burlesque makeup
- Bridal makeup
- Global bridal makeup
- Creative makeup
- Fashion makeup
- Editorial makeup
- Tv/video & period makeup looks
- Basic & advanced hairstyling
- Business, branding, marketing
- 3 photoshoots

### MAKEUP + HAIR KIT/BOOK VALUE: \$1,270

- Mf HD skin foundation x 4
- Mf concealer x 3
- Mf brow gel
- Embryolisse lait creme
- Loreal voluminous mascara
- Inglot translucent loose powder
- Inglot amc eyeliner gel 77
- Inglot duraline
- Visearth eyeshadow palette
- Corrector wheel
- 25 Color lip palette
- 9 Color blush palette
- La girl contour palette
- Professional makeup brush kit
- Metal plate with spatula
- Bioderma micellar water
- Sanitation kit large
- Relevel custom makeup bag
- Human hair mannequin
- Fromm flat iron
- Ceramic curling wand
- Spring curling iron
- Black tote bag
- Black elastic bands
- Brown small hair donut
- Hair pins & clips
- Heat safe gloves
- Black ponytails
- Gator clips
- 3 Row teasing brush wth tail
- 100% Boar styling brush
- Aqua cushion brush
- Carbon rat tail comb
- Combs
- Elite ceramic round brush
- Wig block holder

*\*Tuition includes \$100 not refundable registration fee.*





# BEAUTY & BRIDAL MAKEUP PROGRAM

\$5,100

HOURS 72 DAYS 14

Become a sought after Bridal Artist after this 72-hour program focused in all areas of beauty and bridal makeup and hair applications leading to work with private clients for glam events and weddings. Your bridal photoshoot will help you build a portfolio to showcase to future clients.

## THE CURRICULUM INCLUDES:

- Introduction to skin prep, color matching & perfect complexion
- Eyes, lips, brows and face shapes
- Beauty makeup techniques
- Social media education
- Basic and advanced smokey eye
- Glam makeup
- Cat eye techniques
- Burlesque makeup
- Bridal makeup
- Global bridal makeup
- Creative makeup
- Fashion makeup
- Editorial makeup
- Tv/video & period makeup looks
- Basic & advanced hairstyling
- Business, branding, marketing
- 3 photoshoots

## MAKEUP + HAIR KIT/BOOK VALUE: \$1,270

- Mf HD skin foundation x 4
- Mf concealer x 3
- Mf brow gel
- Embryolisse lait creme
- Loreal voluminous mascara
- Inglot translucent loose powder
- Inglot amc eyeliner gel 77
- Inglot duraline
- Visearth eyeshadow palette
- Corrector wheel
- 25 Color lip palette
- 9 Color blush palette
- La girl contour palette
- Professional makeup brush kit
- Metal plate with spatula
- Bioderma micellar water
- Sanitation kit large
- Relevel custom makeup bag
- Human hair mannequin
- Fromm flat iron
- Ceramic curling wand
- Spring curling iron
- Black tote bag
- Black elastic bands
- Brown small hair donut
- Hair pins & clips
- Heat safe gloves
- Black ponytails
- Gator clips
- 3 Row teasing brush wth tail
- 100% Boar styling brush
- Aqua cushion brush
- Carbon rat tail comb
- Combs
- Elite ceramic round brush
- Wig block holder

*\*Tuition includes \$100 not refundable registration fee.*

# ICON INTERNATIONAL PRO \$2,000 MAKEUP PROGRAM

HOURS 30 DAYS 5

This competitive bootcamp style program will give you increased confidence in backstage etiquette, kit analysis, fashion and editorial skin techniques, avant garde hairstyling and international looks that we have set for Global Fashion Shows!

## THE CURRICULUM INCLUDES:

- International backstage etiquette
- Advanced color theory
- Global skin techniques
- Kit analysis
- International runway looks
- Advanced graphic liner
- Editorial skin techniques
- Avant garde hair styles
- Intensive portfolio photoshoot  
w/ publication submissions

*\*Tuition includes \$100 not refundable registration fee.*







# SPECIAL EFFECTS MAKEUP PROGRAM: LEVEL 1

\$1,200

HOURS 20 DAYS 4

Basic special effects techniques are the secret weapons that can take your artistic dreams to the next level. Whether you aspire to work in tv & film, beauty or editorial campaigns, special effects can open doors to endless opportunities.

## THE CURRICULUM INCLUDES:

- Bruising colors & stages timeline
- Black eye and cut makeup
- Blood makeup
- Tattoo color theory
- Tattoo cover up
- Fake tattoo application
- Face aging makeup
- Hair aging makeup
- Hand laying hair
- Portfolio photoshoot

## MAKEUP KIT/BOOK VALUE: \$220

- 3d fx & adhesives:
- 8-Color cream makeup palette
- Bloods
- Barrier spray™
- Fixative "a"™ sealer
- Colorset powder
- Makeup remover lotion
- Spirit gum
- Spirit gum remover
- Latex liquid
- 3 Stageline makeup brushes
- Brush cleaner
- Stipple sponge
- Non-latex sponges
- Triangular foam wedge
- Cotton swabs
- Large powder puff

*\*Tuition includes \$100 not refundable registration fee.*

# SPECIAL EFFECTS MAKEUP

## PROGRAM: LEVEL 2

\$1,200

HOURS 20 DAYS 4

Special effects are constantly evolving, with new materials, tools and techniques emerging regularly. By taking our program, curated by top FX artists and educators, you will stay up-to-date with the latest industry trends and gain a competition edge over other artists working in TV and Production. Learn the fundamentals of burns and scarring, 3 types of prosthetics and bald cap application. By mastering these techniques, you'll be able to create captivating characters and bring your artistic vision to life.

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### THE CURRICULUM INCLUDES:

- Burned skin makeup
- Liquid latex effects
- Scars with 3rd degree
- Ptm prosthetic application
- Foam latex application
- Encapsulated silicone application
- Bald cap theory and application
- Portfolio photoshoot

### MAKEUP KIT/BOOK VALUE: \$220

- 3d fx & adhesives:
- 8-Color cream makeup palette
- Bloods
- Barrier spray™
- Fixative "a"™ sealer
- Colorset powder
- Makeup remover lotion
- Spirit gum
- Spirit gum remover
- Latex liquid
- 3 Stageline makeup brushes
- Brush cleaner
- Stipple sponge
- Non-latex sponges
- Triangular foam wedge
- Cotton swabs
- Large powder puff

*\*Tuition includes \$100 not refundable registration fee.*





# PERSONAL \$400 MAKEUP PROGRAM

HOURS 6 DAYS 1

Are you a total makeup beginner looking for confidence in executing the perfect everyday makeup look? Do you want to learn the perfect smokey eye for date night? Are you and your friends looking for an amazing girl's night out experience? Then, our personal makeup classes at The Makeup Academy are the perfect fit for you!

Work alongside our amazing instructors as they walk you through the basics of makeup — understanding your skin tone, how to properly prep skin and execute the perfect glowy skin look every woman wants — and then elevate your makeup confidence in a short 6 hour class!

Purchase a starter makeup kit that will include everything you need to execute the beautiful makeup looks you learn in class and leave the products to us! The full kit will be customized based on a personal skincare assessment and is valued over \$250. Many of the custom palettes are designed exclusively by The Makeup Academy.

**Starter Makeup Kit available for an additional \$150.**

STARTER MAKEUP KIT VALUE: \$250

- Makeup brush set
- Makeup Forever HD Skin Foundation
- Makeup Forever Ultra HD concealer
- Custom 20 color lip palette
- Custom 9 color blush palette
- Embryolisse Lait Creme Concentre
- Mascara
- Neutral eyeshadow palette
- Eyebrow pencil

*\*Tuition includes \$100 not refundable registration fee.*

# HAIRSTYLING PROGRAM \$1,400 FOR MAKEUP ARTISTS

HOURS 18 DAYS 3

This 18 hour program was created for those seeking to expand their services by offering hairstyling to clients in addition to their beauty skills.

## THE CURRICULUM INCLUDES:

- Introduction to hairstyling
- Braids
- Blowouts
- Curling Techniques
- Modern updo's for bridal
- Classic updo's
- Film and fashion
- Period styles

## HAIRSTYLING KIT VALUE: \$540

- Human hair mannequin head
- Fromm flat iron
- Ceramic curling wand
- Spring curling iron
- Black tote bag
- Black elastic bands 250 pack
- Brown small hair donut
- Hair pins
- Heat safe gloves
- Black bob pin
- Double prong slide/curl clip
- Duckbill clips
- Black ponytails
- Gator clips
- 3 Row teasing brush wth tail
- 100% Boar med firm 5 row styling brush
- Aqua cushion brush
- Carbon rat tail comb
- Combs
- Elite ceramic round brush
- Wig block holder

*\*Tuition includes \$100 not refundable registration fee.*

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THE MAKEUP  
ACADEMY NYC





# PORTFOLIO BUILDING

\$700

HOURS 5 DAYS 1 WEEKS 1 DATES MONTHLY

This portfolio building service caters to both experienced makeup artists and beginners alike. It provides the perfect opportunity for anyone looking to gain hands-on, on-set experience with professional models and photographers. In addition, THE MAKEUP ACADEMY NYC's instructors will help clients achieve optimal portfolio development.

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THE MAKEUP  
ACADEMY NYC 2024

## THE FOCUS WILL BE ON:

- Natural beauty
- Glamour makeup
- Bridal makeup
- Creative makeup

*\*Tuition includes \$60 not refundable registration fee.*



THE  
MAKEUP  
ACADEMY  
new york city



# PRIVATE MAKEUP SESSION

FULLY CUSTOMIZABLE - BY APPOINTMENT ONLY

Highly tailored to each client's personal needs, these sessions grant quality one-on-one time with professional makeup and hair instructors. Materials will be supplied for each session.

Private classes where a model is being requested will incur a model fee.

# CLASS SCHEDULE

## Master Makeup Artistry Program

Weekday Full Time - Monday through Thursday  
9am - 2:30pm - 5 Weeks

Weekday Part Time - Tuesday and Thursday  
9am - 2:30pm - 10 Weeks

Weekend - Saturday & Sunday  
9am - 2:30pm - 10 Weeks

Evening - Tuesday and Thursday  
5pm - 10:30pm - 10 Weeks

## Beauty & Bridal Makeup Program

Weekday Full Time - Monday through Thursday  
9am - 2:30pm - 3 Weeks

Weekday Part Time - Tuesday and Thursday  
9am - 2:30pm - 6 Weeks

Weekend - Saturday & Sunday  
9am - 2:30pm - 6 Weeks

Evening - Tuesday and Thursday  
5pm - 10:30pm - 6 Weeks

## Advanced Makeup Program

Weekday Full Time - Monday through Thursday  
9am - 2:30pm - 2 Weeks

Weekday Part Time - Tuesday and Thursday  
9am - 2:30pm - 4 Weeks

Weekend - Saturday & Sunday  
9am - 2:30pm - 4 Weeks

Evening - Tuesday and Thursday  
5pm - 10:30pm - 4 Weeks

## Special Effects Makeup Program: Level 1 & 2

Weekday Full Time - Monday through Thursday  
9am - 2:30pm - 1 Week

Weekend - Saturday & Sunday  
9am - 2:30pm - 2 Weeks

## Hairstyling for Makeup Artists Program

Weekday - Fridays  
9am - 3:30pm - 3 Weeks

Weekday - Monday through Wednesday  
9am - 3:30pm - 1 Week

Weekend - Saturdays  
9am - 3:30pm - 3 Weeks

Evening - Tuesday and Thursday  
5pm - 11:30pm - 3 Weeks

## Extensive Makeup Program

Weekday - Tuesday and Thursday  
9am - 2:30pm - 6 Weeks

Weekend - Saturday & Sunday  
9am - 2:30pm - 5 Weeks

Evening - Tuesday and Thursday  
5pm - 10:30pm - 5 Weeks

*\*Please contact The  
Makeup Academy to  
inquire about start dates for  
a specific class schedule.*

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THE MAKEUP  
ACADEMY NYC



# THE MAKEUP ACADEMY

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## LOCATION

THE MAKEUP ACADEMY NYC is conveniently located in midtown Manhattan, and only a few blocks away from NYC's iconic Times Square. We are just steps away from the N,Q,R,B,D,F,M trains, and only a block away from the 1,2,3 and 6 trains, We are also short walk from Penn Station and NJ Transit.

**545 8th Ave, SUITE 1015, New York NY 10018.**

Our Philadelphia location is located in Rittenhouse Square at  
**1804 Chestnut St, FL 2, Philadelphia, PA 19103.**

## FACILITY

Our innovative makeup studio is loved by both our students and staff alike. Constantly expanding, our current studio accommodates up to twelve students per classroom, helping us stick to our mantra of providing optimal one-on-one time with our instructors.

Our facility also provides students with a professional photoshoot studio accessible as an alumni.

*\*Not handicap accessible*

## HOURS OF OPERATION

**MONDAY - FRIDAY**

**9:00am – 11:00pm**

(Weekends when classes are in session,  
9:00am-5:30pm)

## HOLIDAYS

New Year's Eve  
New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

**545 8th Ave, SUITE 1015,  
New York, NY 10018**

**332-334-8848  
WWW.THEMUANYC.COM**

*\*Unexpected closures will be communicated to all students via email in a timely manner.*





## SCHOOL POLICIES

### Academy Profile

The curriculum at THE MAKEUP ACADEMY NYC was designed for both aspiring makeup artists and beauty lovers alike, and was inspired by our founder's vision to create beauty in the world around us. Our team of makeup professionals aim to provide guidance to the creative talent of our students, through intensive hands-on training and individualized feedback.

### Enrollment Policy

Candidates must be over 18 years of age (unless given signed permission by a parent/guardian) and hold a high school diploma or equivalent. The individual must have a basic understanding of the English language and have valid photo ID. Copies of both must be provided prior to enrollment.

In addition to the above, advanced programs require students to participate in an admissions interview with an instructor prior to being accepted to the program. A \$100 non

refundable, registration fee will be required upon each application submission. After acceptance onto the program through the approval of our Enrollment Agreement, students will be required to pay a deposit to secure a spot within the program. The remainder of the tuition is to be paid in weekly installments.

The student will be provided with materials pertaining to the program. If the student withDraws during the program, the student will be held liable for the cost of any materials received as part of the program. Refunds will be issued based upon the school's refund policy.

### Additional Costs:

For some programs, students will be provided with a list of products in need of purchasing in addition to that provided in their complimentary makeup kit. The total cost for these materials may vary from \$100 - \$150 depending on where the student decides to make the purchase.

### Credit Transfer:

Credits from other institutions cannot be transferred or used in place of the programs offered at THE MAKEUP ACADEMY NYC.

### Attendance Policy

Graduation will be contingent upon the attendance requirements of 90% of program hours. Attendance will be monitored throughout the classes by school's teachers through the use of a daily attendance roster. In the event that a substitute is used, the substitute will keep track of the day's attendance. Students who

arrive after the first 10 minutes will be allowed to attend the class with the deduction of the training hours when calculating the required hours for completion of the program.

In case of tardiness or absence, the student will be contacted by phone and the results will be recorded.

### WithDrawal

If absent three times consecutively without notifying the school, the student will be considered to have dropped out of the program and will be contacted by phone and in writing of this status. Results will be recorded on the Absent/Drop Form. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition may be charged. The school will then request that the student respond in writing and provide reasons for withDrawal. The results will be recorded in the Absent/Drop Record Form.

The failure of the student to notify the Academy Director in writing of withDrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

### Student Code of Conduct

The students are required to maintain their stations in a proper manner by cleaning their workspace, equipment and mirrors after class.

Dress code is limited to that generally considered accepted as appropriate within a classroom, though teachers suggest an all black attire for a more



professional atmosphere. Cellphone usage, eating in class and other inappropriate behavior will not be tolerated. THE MAKEUP ACADEMY NYC reserves the right to issue a written warning at our discretion to students who do not maintain proper decorum in the classroom by being disruptive, as well as to those who do not conduct themselves in a professional manner or lack respect for their fellow students. Dismissed students will be refunded their tuition as outlined in the Refund Policy.

Students must return all THE MAKEUP ACADEMY NYC Studio materials and makeup at the end of each class prior to departure.

Consuming, selling or possession of drugs or alcohol in the premises is completely illegal and will result in immediate termination of the student's contract.

THE MAKEUP ACADEMY NYC does not and will not discriminate on the basis of sex, race, age, ethnic origin, religion or sexual preference.

### Workshop Policy

THE MAKEUP ACADEMY NYC workshops are hands-on and interactive in nature. All students will be given the opportunity to model as well practice techniques taught throughout the program. Models are expected to actively participate and be mindful of the others students' needs. In turn, students are required to be respectful, professional, well mannered and uphold the Student Code of Conduct at all times.

### Graduation Requirements

Students are required to achieve a grade of 75% or higher and to maintain an attendance record of 90% of the scheduled program hours. If and when the students meet these requirements, a certificate of completion will be awarded. Portfolio images will be provided upon tuition paid in full.

### Student Job Placement

THE MAKEUP ACADEMY NYC does not guarantee job placement. However THE MAKEUP ACADEMY NYC does provide a job placement service.

### Grading Policy

#### Grading System

A	Excellent	4.0 - 3.7
B	Above Average	3.3 - 2.7
C	Average	2.3 - 1.7
I	Incomplete	1.3 and below
W	WithDrawal	WithDrawal

THE MAKEUP ACADEMY NYC requires students to complete the course requirements and maintain minimum attendance.

The student will be assessed every week during the course of the program. Any student who has not maintained satisfactory academic progress shall be dismissed or placed on academic probation. Satisfactory academic progress consists of 75% passing grade on all assignments, including that assigned as independent work by

the instructors.

Successful completion of the program requires an in-class attendance rate of at least 90% of the total hours of the program. The issuance of a certificate upon completion of the program requires that students attend the above-mentioned minimum in-class hours, which includes classes taken to make up for those during which they were absent.

### Leave of Absence

No leave of absence will be granted due to the short duration of our programs.

### MINI PROGRAM Cancellation and Refund Policy

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.

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for:

- the non-refundable registration fee plus
- the cost of any textbooks or supplies accepted plus
- tuition liability as of the

student's last date of physical attendance.

Tuition liability is determined by the percentage of the program offered to the student.

If Terminated or WithDraw	MUA NYC May Keep	Student May Keep
0 - 15%	0%	100%
16 - 30%	25%	75%
31 - 45%	50%	50%
46 - 60%	75%	25%
After 60% of program	100%	0%

3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

### QUARTERS REFUND/ CANCELLATION POLICY

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.

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins will have all monies returned except for the non-refundable registration fee.

2. Thereafter, a student will be liable for: A.) The non-refundable registration fee plus,

B.) The cost of any textbooks or supplies accepted plus, C.) Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withDraw or was terminated, and any previous quarters completed.

First Quarter	MUA NYC May Keep	Student May Keep
Prior/ During First Week	0%	100%
During the 2nd Week	25%	75%
During the 2nd Week	50%	50%
During the 2nd Week	75%	25%
After the 4th week	100%	0%
Subsequent Quarters	MUA NYC May Keep	Student May Keep
During First Week	25%	75%
During the 2nd Week	50%	50%
During the 2nd Week	75%	25%
After the 3rd week	100%	0%

### Student Complaints

A student may file a complaint verbally or in writing form at any time to any instructor or administrator.

Upon receipt of the complaint, it shall be transmitted as soon as possible to the Academy Director. The student may also directly lodge a complaint with the Academy Director. The person notified and/or the Academy Director will attempt to resolve the complaint, in a timely matter.

Students may also make a complaint to: New York State Education Department Office of Access

Bureau of Proprietary School Supervision 116 West 32nd Street, 5th Floor New York, NY 10001

The steps to file a complaint with the New York State Education Department are as followed:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, NY 10001, or telephone at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator will meet you and go through your complaint in detail.

If you cannot come for an interview, send a letter or call the office to request a complaint form. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of occurrence.

The investigator will attempt to resolve the complaint as quickly as

possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of the law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

Please refer to the Business Disclosure Pamphlet from the school's admission agent for additional information.

### Disclosure Statement

The student should be aware that information in the catalog may be subject to change. It is recommended that students considering enrollment check with the director to determine if there is any change from the information provided in the catalog.

Please be advised that the New York State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered.

Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed.

It is again recommended that the

student check with the Academy Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

### NYSED DISCLOSURE

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What You Should Know about Licensed Private Schools and Registered Business Schools in New York State. What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also

required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

### What can a student or employee

## complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

## How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116

West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

## What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

## What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and

cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent, *who spoke with you*. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours - the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement.

A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

### Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department  
116 West 32nd Street, 5th Floor,  
New York, New York 10001

Attention: Bureau of Proprietary School Supervision, (212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

### College Credit

Disclaimer Statement Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend. ■



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● ACADEMY  
● new york city



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