

GUIDELINES & REGULATIONS



All Certificate courses consist of product knowledge, theory and practical application.

- * A certificate of completion will be issued for all classes. Passing grades in both Theory and Practical examination is required to receive certification.
- * Student participation is required for practical training. Students are responsible for finding their own models when required for a class. Please request our model list if you require assistance for finding a model for class. If students are unable to participate in the practical training portion of class a rescheduling fee may apply.
- * A \$175.00 administration fee is applied to Module classes, \$275.00 for PMC, \$50.00 for Workshops for changing to another class and is subject to availability with two weeks notice of change.
- * A \$50.00 Administration fee is applied to all free Workshops. A credit will be issued toward purchases on the day of class.
- * A \$10.00 model fee is applicable \$75.00 for PMC.
- * Dress Code in effect, White Lab Coat, Professional attire, Long hair tied back is mandatory.
- * Cell Phone use is strictly Prohibited during class, this includes students and models.
- * Please bring note pad, pen, pencil, highlighters etc..
- * Please bring bag lunch for any full day classes.
- * Module Class dates are subject to change, we reserve the right to reschedule or cancel any class.
- * Full Class fee is required for registration and is non-refundable or transferable toward product purchases.
- * Module classes are subject to a \$175.00 rescheduling fee \$275.00 for PMC, for missing a class, rewriting, rescheduling or challenging an exam.
- * Course fee's include all in class training supplies unless otherwise stated.
- * GST is applied to all class fees.
- * No personal cheques please. Acceptable payments are Cash, Debit, Visa, MasterCard or E-mail Money Transfer.

All Classes Taught at Light Works Esthetics

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