

UB Laser Hair Removal Inc
Urban Body Laser Training Academy
777 Hornby St #860 Vancouver, BC V6Z 2G3
(604) 696 5506
office@urbanbodylaser.com

Urban Body Laser Training Academy is interim designated by the Private Training Institutions Branch

STUDENT INFORMATION

_____ **Last Name** _____ **Full First Names**

_____ **Known As** _____ **Personal Education Number (if available)**

_____ **Mailing Address**

_____ **Mailing Address in Canada (if available and different from above)**

_____ **Student Telephone Number** _____ **Student Email Address**

International Student: Yes No If you are an international student:
Citizenship: _____

Do you have a study permit? Yes No

If you do not have a study permit, do you have a permit, visa, or other written authorization to study in
Canada other than a study permit? Yes No

Y	Y	Y	Y	M	M	D	D
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Date of Birth

Male **Female**

Gender

VOLUNTARY DISCLOSURE

***You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit? **Yes** **No**
If you answered "Yes", please indicate if you are: **First Nations** **Métis** **Inuit**

Do you have a long-term physical or mental health condition that limits the kind of activity that you can
perform on a daily basis? **Yes** **No**

PROGRAM INFORMATION

Program Title

Hours of Instruction during Contract Term	Program Duration in Weeks	Contract Start Date	Contract End Date
Credential Issued on Graduation	<input type="checkbox"/> Diploma	<input type="checkbox"/> Certificate	
Program Delivery Method (select all that apply)	<input type="checkbox"/> In-class	<input type="checkbox"/> Distance	<input type="checkbox"/> Combined

Language of Instruction

Required course materials and technological resources not provided by the institution (if applicable)

COURSE TITLE / DURATION

Laser Hair Removal	15 hours
Laser Hair Removal Practical Application of Skills	20 hours
Photorejuvenation	15 hours
Photorejuvenation Practical Application of Skills	25 hours
Microneedling	2 hours
Microneedling and Practical Application of Skills	4 hours
Exfoliation Treatments: Microdermabrasion, Dermaplaning and Hydrafacials	3 hours
Exfoliation Treatments: Microdermabrasion, Dermaplaning, Hydrafacials and Practical Application of Skills	16 hours
Consultation, Advanced Sales and How to Prepare for a Job	20 hours
Ongoing Training, Consulting, Coaching	48 hours

PROGRAM ADMISSION REQUIREMENTS

Required to have completed Grade 12 English or Common European Framework of Reference for Languages (CEF or CEFR) Level C1 – The ability to communicate with the emphasis on how well it is done, in terms of appropriacy, sensitivity and the capacity to deal with unfamiliar topics.

Program admission requirements may not be waived by the student or the institution.

PROGRAM OUTLINE

1 Laser Hair Removal

At the end of this program student will be able to demonstrate the knowledge of how to perform laser hair removal. This will include understanding the Fitzpatrick scale, reading hair color and hair type and know how to properly treat clients with the system best suited for them. Understanding when it is safe/not safe to treat someone effectively. Knowing skin conditions and how to assess and treat complications that arise from these treatments. It will include how to set protocols on the systems that are being used for hair removal. They will also have an understanding on what it takes to sell. It's an emotional connection between two people that creates trust and influences them to buy. They will also understand human connection and what it takes to give a client a transformational experience through treatment and customer service.

2 Photorejuvenation

At the end of this program student will be able to demonstrate the knowledge of how to perform Photorejuvenation treatments. This will include understanding the Fitzpatrick scale, knowing how to properly treat clients with the system best suited for them and recommending appropriate products to treat the needs of each individual. Understanding when it is safe/not safe to treat someone effectively. Knowing skin conditions and how to assess and treat complications that arise from these treatments. It will include how to set protocols on the systems that are being used for Photorejuvenation. They will also have an understanding on what it takes to sell. It's an emotional connection between two people that creates trust and influences them to buy. They will also understand human connection and what it takes to give a client a transformational experience through treatment and customer service.

3 Exfoliating Treatments

- a) Microdermabrasion. At the end of this program students will be able to demonstrate the knowledge of how to perform Microdermabrasion treatments. This will include understanding the correct tips best suited for them and recommending appropriate products to treat the needs of each individual. Understanding when it is safe/not safe to treat someone effectively. Knowing skin conditions and how to assess and treat complications that arise from these treatments. It will include how to use a Microdermabrasion system effectively.
- b) HydraFacial treatments. The student will have an understanding of how the system uses water and serum to exfoliate, extract and hydrate skin. You will learn how to do Hydrafacials with the HydraFacial MD system. HydraFacial MD uses a unique, patented Vortex-Fusion delivery system to exfoliate, extract and hydrate skin, and the spiral design delivers painless extractions. You will learn how to perform a skin analysis on each client and ensure that this is the right treatment to meet their needs. They will also have an understanding on what it takes to sell. It's an emotional connection between two people that creates trust and influences them to buy. They will have a complete and full understanding of how to do this. They will also understand human connection and what it takes to give a client a transformational experience through treatment and customer service.
- c) Dermaplaning is a physical exfoliation procedure. It requires the use of a sterile, surgical scalpel to gently "shave" the skin's surface, removing the top-most layer of dead skin along with fine, vellus hair (aka peach fuzz). The procedure can be performed monthly, in less than thirty minutes, with no downtime post-treatment. You will learn how to effectively and safely perform a Dermaplaning treatment. You will understand how the procedure works and how to assess someone's skin and know if this is the best treatment for them.

4 Microneedling

At the end of this program student will be able to demonstrate the knowledge of how to perform Microneedling treatments. This will include understanding the correct depth of needles best suited for them and recommending appropriate products to treat the needs of each individual. Understanding when it is safe/not safe to treat someone effectively. Knowing skin conditions and how to assess and treat complications that arise from these treatments. It will include how to do Microneedling safely and effectively. They will also have an understanding on what it takes to sell. It's an emotional connection between two people that creates trust and influences them to buy. They will have a complete and full understanding of how to do this. They will also understand human connection and what it takes to give a client a transformational experience through treatment and customer service.

5 Consultation, Advanced Sales and How to Prepare for a Job

At the end of this program, they will have an understanding on what it takes to sell. It's an emotional connection between two people that creates trust and influences them to buy. Emotional part of the human brain is what triggers people to buy, and the reasoning part of the brain is where the sale is justified. They will have a complete and full understanding of how to do this. They will also understand human connection and what it takes to give a client a transformational experience through treatment and customer service. They will have confidence in applying for a job. Knowing exactly what to say and do and how to connect to the potential employer. What it takes to have a successful job interview and how to complete a Resume that will give them confidence while applying for these jobs.

Method(s) of Evaluation*

We will be assessing them through written and oral exams. As well as role-playing with interviews and Consultations. They will be required to perform treatments of which they have learned, and they will also need to complete a consultation and a job interview.

Janiece Wiens will be supervising every single student to ensure they have a complete and full understanding of each treatment they are doing. They will be applying the skills they have learned in the course of clients as if they were at an actual job. They will be observed the entire 20 hours of the Practical Application of skills

Completion Requirements*

75% in all written and Oral exams and 90 hours needed to write exams

Program Duration

Part A: 100 hours - the duration of the hours would be over 4 weeks

Part B: 20 hours - treatment time in a clinical setting – this would be done with supervision of a trainer.

Part C: 48 hours - consulting, coaching, and training provided by trainer

Homework Hours

Minimum one hour a day to review material learned that day.

Delivery Method(s)

In-class instruction, Both Theory and Practical
Role Playing

Required course materials

Urban Body Laser's Technician Training Manual and Urban Body Laser's Sales Training Manual

Consumables such as Numbing Cream and Tips for LSD System and Micro Needles for Micro needling (available in clinic at wholesale prices)

Program Organization*

List the titles of the courses in this program in the order they are provided, and the hours of instruction allotted to each.

PROGRAM COSTS

Total tuition payable during contract term (100 hours)	\$10,500.00
Urban Body Laser's Technician Training Manual and Urban Body Laser's Sales Training Manuals	
Consumables such as Numbing Cream, Tips for LSD System, filters for Microdermabrasion, skin care used and Micro Needles for Micro needling, student assessment fee	\$750.00
Additional 68 Hours (optional)	\$2,000.00
Application Fee	\$100.00
Administrative fee	\$50.00
TOTAL PROGRAM COSTS (excl. TX)	\$11,400.00
TOTAL PROGRAM COSTS (incl. TX)	\$13,400.00

PROGRAM COSTS

Cash Cheque Credit Card Other: _____
Method of Payment

We can break into multiple payments prior to course starting.

_____ months starting _____ and ending _____ . Monthly payment amount _____ .

Must be paid in full prior to first day of course.

REFUND POLICY

Urban Body Laser Academy		04242
Name of Institution		Institution Number
Tuition Refund Policy	September 28, 2021	September 28, 2021
Name of Policy	Effective Date	Revision Date
Urban Body Laser Medical Esthetics Program		
Name of Program		

Circumstances when Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> At least 30 days before the later of: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the later of: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.

Circumstances when Refund Payable	Amount of Refund
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.
After the program start date , student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student completed up to 30% of the program. 	Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Student enrolled in a program without having met the admission requirements for the program:	
<ul style="list-style-type: none"> If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees
Institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Institution must pay the tuition or fee refund **within 30-days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

STUDENTS STATEMENT OF RIGHTS

[Urban Body Laser Academy](#) is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract **before** signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a claim to PTIB for a tuition refund if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim **within one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:
<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

PRIVATE TRAINING INSTITUTIONS BRANCH

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

www.privatetraininginstitutions.gov.bc.ca

PTI@gov.bc.ca

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use, and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between [Urban Body Laser Training Academy](#) and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION SIGNATURE

Signature of Institution Representative

Date Signed