

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 First & Middle Names

\_\_\_\_\_  
Usual First Name Personal Education Number (if applicable)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address in Canada (if available & different from above)

\_\_\_\_\_  
Student Telephone Number Student Email Address

International Student:  YES  NO

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

\_\_\_\_\_  
Date of Birth

Female  Male  Non-binary  
Gender

\_\_\_\_\_  
Country of Citizenship (International Student)

### VOLUNTARY DISCLOSURE

You may voluntarily provide the personal information listed below:

Do you identify yourself as an Indigenous 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

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## PROGRAM INFORMATION

<b>Program Title</b>	<b>Language of Instruction</b>
<b>Hours of Instruction during Contract Term</b>	<b>Program Duration in Weeks</b>
<b>Contract Start Date</b>	<b>Contract End Date</b>
<p><b>Credentials Issued on Graduation</b></p> <p>If 'Other', please specify credential type</p> <p><b>Program Delivery Method</b></p> <p><i>*Synchronous distance delivery means students attend classes virtually in 'real time' with instructors and classmates.</i></p> <p><i>* Asynchronous distance learning means students and instructors do not meet in 'real time'. There is no live video portion of the program. Students in a program may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.</i></p>	<p> <input type="checkbox"/> Diploma                <input type="checkbox"/> Certificate                <input type="checkbox"/> Other         </p> <hr/> <p> <input type="checkbox"/> In-class  <input type="checkbox"/> Combined  <input type="checkbox"/> Distance – Synchronous*  <input type="checkbox"/> Distance – Asynchronous*  <input type="checkbox"/> Distance – Both Synchronous and Asynchronous*         </p>

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

## PROGRAM OUTLINE AND DURATION

TITLE OF COURSE	ONLINE	PRACTICAL
Introduction to Program	4 hrs	4 hrs
Anatomy and Physiology	24 hrs	
Laser Safety	16 hrs	
Infection Control Practices and Principles	8 hrs	
Laser Hair Removal	32 hrs	72 hrs
All Things Skin	32 hrs	32 hrs
Photorejuvenation	32 hrs	64 hrs
Exfoliating Treatments: Microdermabrasion, Hydrafacials and	16 hrs	116 hrs
Microneedling	24 hrs	32 hrs
Consultation, Advanced Sales and How to Prepare for a Job	24 hrs	68 hrs
Personal Health	8 hrs	
<b>TOTAL HRS PER COURSE</b>	<b>220 hrs</b>	<b>388 hrs</b>

*Online Application Hours are calculated at: 32 hours per week, over 7-week period.  
 Practical Application Hours are calculated at: 32 hours per week, over 12-week period.*

**OPTIONAL:** Ongoing training, Consulting, Coaching      **48 hours**

*Optional Coaching Hours are calculated at: 48 hours in total, over 24-week period*

## PROGRAM ADMISSION REQUIREMENTS

**Students are 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.**

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## MEDICAL AESTHETICS PROGRAM

### Brief Program Description

Education and training of students on information/skills needed to be a Medical Aesthetician.

Laser Hair Removal, Lasers and Light Systems, Photorejuvenation Systems, Microdermabrasion, Microneedling, Hydrafacials, Dermaplaning, Laser Safety, Personal Health, and proper skin care safety and health.

Student will be taught the proper sales techniques: how to connect with people, how to influence them in a positive way and have an understanding of the emotional connection needed between two people to influence the buying and selling to come to fruition.

The first 7 weeks of the program will be online and the last 12 weeks will be all practical, aiming to give our students an experience as you would have while working in a clinic.

Furthermore, we will educate students on how to properly apply for a job. This would include, how to write a resume, how to prepare for a job interview, and things to say/not say during an interview and on your resume.

### Career Occupation\*

Medical Aesthetics Technician

### Learning Objectives\*

Upon completion of this program the successful student will have reliably demonstrated the ability to:

#### 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 and Practical Application of skills:

##### a) Microdermabrasion

At the end of this program students will be able to demonstrate the knowledge of how to perform Microdermabrasion treatments, including understanding the correct tips best suited for each individual and recommending appropriate products. The course will include information on 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, as well as how to use a Microdermabrasion system effectively. Students will also have an understanding of the emotional connection between two people that creates trust and influences an individual to buy. Students will understand human connection and what it takes to give a client a transformational experience through treatment and customer service.

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### **c) Hydrafacials**

HydraFacial treatments use water and serums to exfoliate, extract and hydrate skin. Students will learn how to complete 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. Students will learn how to perform a skin analysis on each client, ensure this is the correct treatment, and receive instruction on treatment and how to make appropriate recommendations on home care based on each client's specific needs.

### **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.

### **6. Laser Safety**

At the end of this program the students will have a clear understanding of the dangers of laser systems and how to best protect themselves and their clients from injury.

### **7. Infection Control Practices and Principles**

At the end of this module the students will have a clear understanding of what it means to keep their working environment clean and safe while treating their clients. They will learn all the different steps to sanitize properly and will also learn the different kinds of bacteria that can form if their rooms/systems are not properly disinfected. Lastly, they will learn all of the best cleaning products and methods to keep things properly sanitized.

### **8. Anatomy and Physiology**

This portion of the program will be teaching our students the Anatomy and Physiology of the entire body. It will be an overview of the parts of the body that aren't necessary to learn to be a Medical Esthetician and a deep dive into the Anatomy and Physiology that is mandatory to know as a Medical Esthetician. In order to have an understanding of certain parts of the human body – it is best to learn it in its entirety so as to be able to put it all together.

### **9. Personal Health**

This portion of the program will be giving our students steps to take to ensure they have the knowledge on how to have success in their Personal Health. They will learn some of the basic fundamentals on why exercise is important to stay healthy. They will learn the difference between correct and incorrect ergonomics so they can avoid any injuries while performing their job. They will also learn how to eat healthy, why hydration is so important and tools to be able to learn how to Meditate for a sound mind and body.

### **10. All Things Skin**

This module will be teaching students all about the different disorders, pathologies, and skin conditions that they will need to have a full understanding of in order to be successful as a Medical Aesthetician.

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### Method(s) of Evaluation\*

We will be assessing them through written and practical 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 and/or one of our Certified Technicians 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 on clients as if they were at an actual job.

### Completion Requirements\*

**75%** in a minimum of **547 hours** required to pass in ALL Written and Oral exams.

### Program Duration

- **Part A: 220 hours** – Online portion of the program (Duration of the hours would be over 7 weeks)
- **Part B: 388 hours** – Practical portion of the program in a Clinical setting (Duration of this would be over 12 weeks)
- **Part C: 48 hours** – Ongoing training, consulting, coaching. This is to be completed **within 6 months** from the final day of Part A and B if a student chooses to add this to their program.

### Homework Hours

A minimum of one hour per day is required to review material learned that day.

### Delivery Method(s)

- Online, In-class instruction, In a clinical setting.
- Both Theory and Practical, Telephone consulting/coaching, and Role playing

### Required Course Materials

- Urban Body Laser's Technician Training Manual and Urban Body Laser's Sales Training Manual.
- Access to our online theory portion of the course on Thinkific
- Consumables such as Numbing Cream and Tips for LSD System, HydraFacial consumables, and Micro Needles for Microneedling (available in clinic at wholesale prices)

### Program Organization\*

1. Introduction to Program
2. Anatomy and Physiology
3. Laser Safety
4. Infection Control Practices and Principles
5. Laser Hair Removal
6. All Things Skin
7. Photorejuvenation
8. Exfoliating Treatments:
  - 8.1. Microdermabrasion,
  - 8.2. Hydrafacials and
9. Microneedling
10. Consultation, Advanced Sales and How to Prepare for a Job
11. Personal Health

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## PROGRAM COSTS

Total Tuition Payable During Contract Term (608 Hours)	\$26,900.00
Urban Body Laser's Technician Training Manuals and Urban Body Laser's Sales Training Manuals, Consumables such as Numbing Cream, Tips for LSD System, Filters for Microdermabrasion, Skincare used and Micro Needles for Microneedling, Student assessment fee	\$750.00
Application Fee	\$100.00
Administrative Fee	\$50.00
<b>TOTAL PROGRAM COSTS (excl. TX)</b>	<b>\$27,800.00</b>
Additional 68 Hours (optional)	\$2,500.00 <i>(when purchased with program)</i> or \$7,000.00 <i>(when purchased separately from program)</i>
<b>TOTAL PROGRAM COSTS INCLUDING ADDITIONAL OPTIONAL HOURS</b>	<b>\$30,300.00</b>

## PAYMENT TERMS

**Method of Payment**

Cash

Cheque

Credit Card

Other

If 'Other', please specify payment type \_\_\_\_\_

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

**Name of Institution**

Tuition Refund Policy

**Name of Policy**

Sept. 28, 2021

**Institution Number**

04242

**Institution Number**

Sept. 28, 2021

**Institution Number**

**Urban Body Laser Medical Aesthetics Program**

**Name of Program**

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Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
<b>Before program start date, institution receives a notice of withdrawal:</b>	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date.</li> </ul>	100% of 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, and unused aircraft utilization fees.
<ul style="list-style-type: none"> <li>More than seven days after student signed the enrolment contract, and</li> <li>Before the program start date.</li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<b>After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal (applies to all programs):</b>	
<ul style="list-style-type: none"> <li>No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal</li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<b>After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely asynchronous distance-education-only programs):</b>	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Institution may retain up to 10% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10% but before 30% of instruction hours have been provided.</li> </ul>	Institution may retain up to 30% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 30% but before 50% of instruction hours have been provided.</li> </ul>	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 50% of instruction hours have been provided.</li> </ul>	No refund due
<b>Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):</b>	
<ul style="list-style-type: none"> <li>A student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid under a contract.
<b>Institution receives a refusal of study permit (applies to international students requiring a study permit):</b>	
<ul style="list-style-type: none"> <li>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"> <li>The program start date in the most recent Letter of Acceptance</li> <li>The program start date in the enrolment contract</li> </ol> </li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ul>	100% tuition and all related fees, other than application fee.
Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
<b>Before program start date, institution receives a notice of withdrawal:</b>	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date.</li> </ul>	100% of 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, and aircraft utilization fees.
<ul style="list-style-type: none"> <li>More than seven days after student signed the enrolment contract, and</li> <li>Before the program start date.</li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.

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Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
<b>After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to only approved solely-asynchronous distance-education-only programs):</b>	
<ul style="list-style-type: none"> <li>No later than seven days after the program start date</li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> no more than 10% of the program</li> </ul>	Institution may retain up to 10% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> no more than 10% but less than 30% of the program</li> </ul>	Institution may retain up to 30% of the tuition paid or payable under a contract.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> more than 30% but less than 50% of the program</li> </ul>	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> 50% or more of the program</li> </ul>	No refund due

**Completed** means the student has received an evaluation of their performance for the specified percentage of hours of instruction. Only hours of instruction for which the student received an evaluation should be included in the calculation of a tuition refund. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.

Approved Programs – All Delivery Methods	Refund Due
<b>Student enrolled in a program without having met the admission requirements for the program</b>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	100% tuition and all related fees, including application fees
<b>Institution does not provide a work experience</b>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	100% tuition and all related fees, other than application fees
<b>Refund of Aircraft Utilization Fees</b>	
The institution must refund unused aircraft utilization fees paid by or on behalf of a student if any of the following apply: <ul style="list-style-type: none"> <li>Student provides notice of withdrawal</li> <li>Institution provides notice of dismissal</li> <li>Student completes the program</li> <li>Student does not attend any of the first 30% of the hours of instruction of the program</li> </ul>	

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).

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## 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 enroll 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>.

## WORK EXPERIENCE (IF APPLICABLE)

Date(s) on which Work Experience is intended to be Provided

Number of Hours of the Work Experience

Estimate of the Costs to complete

Geographic Area or Region of the Province where the Work Experience will be Provided

Requirements for Participation

## PRIVATE TRAINING INSTITUTIONS BRANCH

This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIRU, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.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.

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## 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).

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**Student Signature**

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**Date Signed**

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**Signature of Parent or Legal Guardian**

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**Date Signed**

## INSTITUTION SIGNATURE

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**Signature of Institution Representative**

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**Date Signed**